

DIVISION INTO SPECIALISATIONS

1. Documents related to the procedure

- Study plans for degree programmes and specialisations

2. Scope of the procedure

The procedure applies to all full-time 1st cycle students at the Faculty of Electronics during the semester preceding studies involving a division into specialisations as well as all students pursuing their full-time 2nd cycle degree programmes delivered in the Polish language in the first semester.

The subject of the procedure is the manner in which students are divided into specialisations under their degree programmes at the Faculty of Electronics of Wrocław University of Science and Technology.

3. Description of actions to be taken according to the procedure

- 3.1. The president of the Curriculum Committee for a given degree programme (in the further part of this document referred to as Degree Programme Advisor) can apply to the Dean for their consent to organising a meeting with students of a given degree programme with a view to presenting and describing the specificity of specialisations offered under this degree programme. A meeting of this kind can be held after the Dean's decision on the number of specialisations and before the deadline for students' declarations of preferences in the semester preceding the division of degree programmes according to specialisations.
- 3.2. In the semester preceding the division of degree programmes according to specialisations, the Dean makes decisions with respect to what specialisations will be available under particular degree programmes. The Dean makes decisions upon a request from Degree Programme Advisors who consult with Specialisation Advisors about their motion (Presidents of the Curriculum Committees for Specialisations). The brackets of numbers of students in particular specialisations are established by the Dean, who takes into consideration the Rector's Directive on the commissioning of classes in a given academic year and the Faculty's educational considerations.
- 3.3. The Dean's decision with respect to the specialisations to be offered is conveyed to students interested in the matter (noticeboards, the Internet - the website of the Faculty of Electronics). The Dean's college may establish requirements related to the "threshold" for courses for which the student has not received a credit or necessary admission to a proper semester, which make the student eligible for selecting their specialisation.
- 3.4. Within a time-frame announced for each degree programme (information on noticeboards, the Internet - the website of the Faculty of Electronics) in the semester preceding the division of degree programmes according to specialisations, the student should submit their declaration of preferences taking into account their preferences with respect to all specialisations to be offered under the degree programme. The declaration must be submitted within the set time-frame.
- 3.5. The criterion decisive for 1st cycle students' allocation to specialisations is the student's qualification average grade obtained in the period preceding the semester in which the division of 1st cycle degree programmes according to specialisations

is introduced. The definition of the qualification average is included in the Declaration of preferences under the degree programme for 1st cycle studies, which is presented in annexes no. 1 and no. 2.

- 3.6. The criterion decisive for 2nd cycle students' allocation to specialisations is the student's qualification average grade calculated on the basis of the grade obtained by them during their 1st cycle degree programme. The definition of the qualification average is included in the Declaration of preferences under the degree programme for 2nd cycle studies, which is presented in annexe no. 3.
- 3.7. Students who have not submitted their declaration of preferences within the time-frame specified in item 3.4 have a qualification average grade equalling zero. Declarations submitted after the elapse of the set time or declarations that are incorrectly filled out are also considered to have not been submitted, i.e. with a qualification average grade equalling zero. Students will then be allocated by the Dean to specialisations where there are still free places.
- 3.8. The division of students into specialisations is conducted by the Dean based on the principle according to which students are selected in order from the highest to the lowest qualification average grade; the Dean considers preferences submitted by each student following this order.
- 3.9. Within the 12th week of the semester preceding the division of degree programmes according to specialisations, each student receives the Dean's decision on the specialisation to which they have been allocated in an email sent by the Team of IT Implementation and the Organisation of Education of the Faculty of Electronics into their university mailbox.
- 3.10. Appeals against the decision on the student's specialisation, submitted by students within two weeks of their receipt of the decision, are looked into by a COMMITTEE comprising
 1. Vice-Dean indicated by the Dean,
 2. President of the Curriculum Committee for a given degree programme,
 3. President of the Didactics Team of the Faculty of Electronicsby the end of the semester, in the semester preceding the division of degree programmes according to specialisations. The COMMITTEE'S decision is final.
- 3.11. A detailed schedule of the procedure consisting in the division of degree programmes into specialisations at the Faculty of Electronics is established for a given academic year by a relevant Vice-Dean.
- 3.12. In cases which are not regulated by this procedure, the decision is made by the Dean.

4. Persons in charge

- Vice-Dean indicated by the Dean,
- President of the Curriculum Committee for Degree Programme / Specialisation,
- Head of the Didactics Team of the Faculty of Electronics.

5. Appendices

- Annexe no. 1 - Declaration form for preferences under degree programme - 1st cycle (5th semester)
- Annexe no. 2 - Declaration form for preferences under degree programme - 1st cycle (4th semester)
- Annexe no. 3 - Declaration form for preferences under degree programme - 2nd cycle (1st semester)

**The Faculty of Electronics of Wrocław University of Science and Technology
2nd cycle master's degree programme - first semester**

Declaration of preferences under the degree programme:
Academic year

<i>First name and surname</i>	
<i>Grade book number:</i>	
Grade for the engineering project (1st cycle degree programmes): ocena_proj_inz	
Final grade for the degree programme (1st cycle degree programmes) *	
Average grade for the course of the entire degree programme (1st cycle degree programmes) **: average_grade_for_degree_programme	
Qualification average grade ***: 0.25 grade_for_eng_proj + 0.75 average_grade_for_degree programme	

* - Weighted average of grades calculated in accordance with the Regulations of Studies at Wrocław University of Science and Technology § 26 item 3

** - Weighted average of grades calculated in accordance with the Regulations of Studies at Wrocław University of Science and Technology § 26 item 1

(average grade for the entire course of the degree programme, accounting for all positive grades and ECTS credit-weighted)

***- The approximation of the qualification average grade must be conducted with the accuracy of 2 decimal places.

Declaration of preferences - please write the names of specialisations

1. or
2. or
3. etc.

Preferences:

1. **Name of 1st specialisation,**
2. **Name of 2nd specialisation,**
3. **Name of 3rd specialisation, etc.**

The declaration of preferences is void if it does not include all specialisations set for selection and provided in the order of preference established by the student.

Wrocław, (date)

Student's signature