

## Documenting a change of the degree programme plan

1. Application for a change of the degree programme plan
2. “Specimen of grades transferred” to substitute courses in relation with the new degree programme plan

### **The case of student Jan Kowalski**

Student Jan Kowalski, pursuing his studies under the degree programme Electronics, specialisation - Electronic apparatuses, due to a delay in his fulfilment of the plan, sent an e-mail message to the address [zapisy\\_w4@pwr.edu.pl](mailto:zapisy_w4@pwr.edu.pl) with a request to change his degree programme plan to /2015, for students of the current 3rd year of studies in the academic year 2017/2018.

In response, he received the following message by e-mail:

“Te degree programme plan has been changed to

PO-W04-EKA- -ST-li-WRO (2015/2016) v 2.2.

In a later time, an application will have to be submitted to the IT section for a change of the degree programme plan along with a table for substitutes of the following courses:

FZP004001 Physics 1.1A  
EKEK00010 Electroacoustics (1)  
EKEK00021 Electroacoustics (2)

.....and some other ones.

Yours sincerely,

Arkadiusz Misiewicz”

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Jan Kowalski filled out the documents (attached) and asked his friend Jan Nowak to take them for him to the Section. Jan Nowak was glad, as he'd got a similar e-mail, which meant that he also had to prepare similar documents. When skimming his friend's printed e-mail and documents, he found himself in doubt and in need to ask some questions. We provide these questions below, along with answers to them, hoping that somebody will find them to be of some use. Anyway, in general, we do believe that all of our students are very well informed.

## **What's the next thing student Jan Nowak should do?**

### **1. Following the e-mail message about the change of the degree programme plan, what documents should be prepared for the IT Section?**

1. Application for a change of the degree programme plan (specimen attached)
2. "Specimen of grades transferred" to substitute courses in relation with the new degree programme plan (specimen attached)

### **2. Why did Jan Kowalski put the degree programme plan**

**PO-W04-EKA-EAE- -ST-Ii-WRO (2015/2016) v 2.2 in the specimen**

**given what he received in the e-mail was**

**PO-W04-EKA- -ST-Ii-WRO (2015/2016) v 2.2 ?**

The student already had an assigned EAE specialisation, so it's more correct to complement the code of the degree programme plan with the "EAE" acronym.

### **3. What is the meaning of the last part of the degree programme plan, i.e. ... (2015/2016) v.2.2?**

It means that the programme plan is primarily for those who started their studies in 2015. Therefore, in the academic year 2017/2018, these students should be doing courses included in the third year of their degree programme.

The "v 2.2" part is the version number in the Edukacja system. Every change introduced to the degree programme plan in the Edukacja system requires a new version of the plan to be created.

### **4. Why is it necessary to make a table for substitute courses?**

Not all courses completed by a student coincide with those included in the new degree programme plan. Courses in the Edukacja system are distinguished first of all with the code of the course and ECTS credits assigned to it. If the code of a course is different, the system assumes that the course from the degree programme plan hasn't been completed despite the same name.

There's no need to add that a course that hasn't been completed means no ECTS credits and a potential deficit. A deficit, in turn, means problems with the student's being admitted to a new semester and carrying on with their programme. This is why it pays off to have the table of substitute courses approved. After it is approved by the Dean, credits from the table will be entered in the student's register of achievements (in the section) and deducted from the deficit (unfortunately, by hand - for the time being). After the student is admitted to the last semester, the table will be "posted" in the system for the purpose of the final clearing of the student's achievements before they defend their thesis.

### **5. Where did substitute courses come from, if Jan Kowalski had fulfilled all his courses according to the plan?**

Before, Jan Kowalski had a plan for students who started their degree programmes in

2014. Unfortunately, due to certain perturbations, which were clearly beyond his control, he didn't manage to complete everything according to the plan. This is why he had to take a Dean's leave and repeat some things. He "dropped" to the lower year, which resulted in a need to change the degree programme plan to the one for students admitted in 2015 (due to the fact that some of the courses of the 2014 plan were no longer organised). Regrettably, not all courses in the lower semesters of the 2015 plan were the same (i.e. had the same course codes) as in the previous one, hence the differences in their fulfilment.

## **6. What were the grounds for the decision that the student should change his degree programme plan?**

An operator in the section carried out some educational process "accounting". He created at least two simulated balances for the current degree programme plan (/2014) and the future one (/2015). Just in case, so that it wouldn't turn out that the change caused Jan Kowalski's bigger problems than those he'd already faced.

After the simulation, it appeared that he had 135 ECTS credits, i.e. completed about 4.5 semesters out of the planned 6 for the year of 2014. He did a few courses in advance (from the 5th semester) of the scheduled semester (the 4th). In summary, it was decided that "the train" carrying his friends from the year 2014 to semester 7 in Z/2017/2018 "had gone and was never to return", and the "track" had been redeveloped (the changed degree programme plan), which meant that it was already impossible to catch up.

Hence the decision to let Jan Kowalski join "the train" (degree programme plan for /2015) for the students of the 5th semester (year 2015) starting from semester Z/2017/2018. All the more because the "track" to the diploma had undergone substantial changes (which means that the differences between the plans for /2014 and /2015 were considerable).

## **7. Where can you see the balance, what is its purpose, and how does it work?**

<main menu> -> **Achievements balance** -> **Balance simulation** -> **Show courses** (bottom)

The purpose of the balance is to evaluate the fulfilment of a student's degree programme; it uses specific parameters (examples below), such as:

- **academic semester:** Summer 2016/2017
- **bundle degree programme plan:** W\_PO-W04-EKA- - -ST-Ii-WRO- (2015/2016) v.2.2
- **semester:** 6
- **subject of education:** PO-W04-EKA-EAE- -ST-Ii-WRO-....

The clearing for the above parameters means that on the basis of the subject of education the system concludes that the student pursues the EAE specialisation and collects the degree programme plan "**PO-W04-EKA-EAE- -ST-Ii-WRO (2015/2016) v.2.2**". At the same time, positive grades for semester L/2016 courses are collected and a clearing is carried out with the courses from the degree programme plan to semester 6.

Courses included in the degree programme plan in semesters 1-6 that have not been finished with a credit (a positive grade with a matching course code and form of completion have not been found) are marked as **overdue courses**. Grades for courses finished with a credit which have not been found in the degree programme plan are marked as “**courses outside the plan**”.

### **8. How to read the balance and what’s important about it?**

Show courses -> Courses included in the plan, Courses outside the plan, Overdue courses

In the balance, you can read how many ECTS credits from the plan you have collected, but the important information concerns, first and foremost, courses outside the plan and overdue ones.

### **9. How was the list of courses included in the table (specified in the e-mail) established?**

The list of courses was established on the basis of information on **courses outside the plan** and **overdue courses**.

If the balance (for instance) shows that a student has the following course among courses outside the plan: **ETEK00037W Electroacoustics 1** (2 ECTS) and at the same time among their overdue courses – the course **ETEK00010W Electroacoustics (1)** (2 ECTS) from sem. 4, then it’s a potential pair for the table of substitute courses.

### **10. Where to find information about the semester, course codes, and ECTS credits for the table of substitute courses - the left side “Courses included in the degree programme plan”?**

To complete the left side - courses included in the degree programme plan, you need to browse through **overdue courses** and establish which of the courses specified can be assumed to have been completed with a credit on the basis of the previously attended course/courses. Exact information related to forms on a specific course as well as ECTS credits should be established on the basis of the degree programme plan available in the Edukacja system.

The degree programme plan is available in the tab **University -> Degree programme curriculum/degree programme plan**

After this option is selected, the website will by default show the degree programme curriculum (bundle) assigned to the student. At the bottom of the page, there will be a list of specific degree programme plans for specific specialisations. You need to choose the right degree programme plan at the bottom of the page and generate a document as a .pdf file.

### **11. Why did I receive an e-mail providing codes without forms of classes or only lecture codes?**

In the balance, you don’t see full codes of course groups, due to which only end forms or course codes without forms of classes were specified. You need to complement course codes by providing forms of classes on the basis of degree programme plans generated in Edukacja as a .pdf file.

**12. Where to obtain data to complete the right part of the table “Completed courses included in the degree programme”?**

As for the right side of the table, data must be taken from the electronic grade book, where you have information about the full code for a group of courses and the academic semester in which the course was conducted. In the event of an earlier fulfilment of a group of courses which are outside the plan and visible as single forms of classes, they must be combined as a unit in the table.

**13. Why do you need to provide information about the semester in which a course was fulfilled?**

If information about the **academic semester** is provided, it makes it easier to verify the achievements specified in the table, as well as - later on - perform the “accounting work”, which requires indicating the academic semester in which the system is supposed to look for courses completed with a credit.