

RULES OF STUDYING AND STUDENTS' REGISTRATION IN THE FACULTY OF AUTOMOTIVE AND CONSTRUCTION MACHINERY ENGINEERING (SiMR) IN THE 2024/2025 ACADEMIC YEAR

The rules defining the course of studies at Warsaw University of technology are described in the Study Regulations, valid from October 1, 2019 (Appendix to the Resolution No. 363 / XLIX / 2019 of the WUT Senate of June 26, 2019) with later changes¹. Detailed rules for registering for the next stages of studies in the Faculty of SiMR are given below.

REGISTRATION RULES FOR THE NEXT STAGE OF STUDIES AT THE SIMR FACULTY IN THE 2024/2025 ACADEMIC YEAR

Legal basis: § 22 of the binding Study Regulations at the Warsaw University of Technology.

1. In the Faculty of SiMR, in the first year of first- and second degree studies, a semester registration applies, whereas in all other years of study annual registration is obligatory. Start and end dates of registration periods for the fall semester and summer are determined by the schedule of the academic year.
2. If the number of ECTS points entitling to conditional registration for the next stage of studies has not been earned, an application should be submitted by the last day of the examination session, specifying the method of further procedure requested by the student (e.g. repeating the year).
3. Credits obtained during a given stage of studies at a foreign (external) university must be proved with the original Transcript of Records, which also includes information on the used grading scale and the number of earned ECTS points. The basis for recognizing such credits is the confirmation of the compliance of the obtained learning outcomes with the outcomes specified for the relevant modules of the study program at the Faculty of SiMR.
4. Completing a part of the study program outside the Faculty of SiMR requires the Dean's consent. The Dean's consent is a promise of recognition of the course credits earned by the student towards the requirements of the study program at the Faculty of SiMR.
5. One of the registration criteria for the next stage of studies (year or semester) is the number of ECTS points earned by the end of the current study stage (see table). Marking (p) in the header of the column of registration conditions for a given stage of studies means that these conditions apply to students who repeated any of the earlier stages of study (e.g. in the column IV year (p), registration conditions for the fourth year for students who repeated 2nd or 3rd year of studies).

¹ <https://www.bip.pw.edu.pl/Sprawy-Studenckie/Regulamin-studiow-w-Politechnice-Warszawskiej2>

Before the date of registration for the next stage of studies, students who earned the number of ECTS points lower than the minimum required for conditional registration, but not lower than that specified in the appropriate column of admission to conversation, are invited by the Dean to a conversation, during which each case is considered individually. The Dean may then decide to grant a conditional registration, only if, in his opinion, all the overdue subjects are likely to be caught up during the next stage of studies.

Registration for the study stage	2nd Semester		II year	III year	III year (p)	IV year	IV year (p)
	Nominal number of ECTS point	Undergraduate	Graduate	60	120	120	180
	29	30					
Minimum number of ECTS points	19		40	100	110	165	170
Admission to conversation	16		34	94	104	159	164
Repeating the year* or rejection	<16		<34	<94	<104	<159	<164

*) if the student is entitled to do so (see Regulations of studies at WUT)

Then, not only the number of earned ECTS points is considered, but the structure of the overdue subjects as well (e.g. the importance of failed subjects for the possibility of mastering the material of the next stage of studies, passing the tutorial when the exam is failed), and also the number of overdue subjects passed during the study stage ending with the current registration.

Note: Completion of the Health and Safety training during the first semester of studies is a necessary condition for receiving registration for the second semester.

A student who does not have a valid medical certificate stating that there are no contraindications to attending classes during which he or she will be exposed to harmful, burdensome, or hazardous factors or has not attended a Health and Safety training related to these classes, may not be allowed to attend the classes.

Physical Education classes and apprenticeship must be completed in the semesters specified in the study plan.

6. Regardless of the number of earned ECTS points, registration for the next stage of studies (semester or year) cannot be granted to a student who:
 - a) has failed to pass mandatory or elective subjects for over a year,
 - b) has not paid all fees due to the University related to the studies.
7. Registration for the same year of full-time and part-time studies (repeating the year) may be granted to a student who was previously registered at least for the second year of studies. A full-time student may repeat the year only once during the course of studies. A full-time student of studies undertaken on a paid basis may repeat each year of the studies only once except the 1 year of study.
8. If a student is granted a conditional registration for a given academic year, he or she must make up for all the overdue subjects from the previous year during that year, because if this condition is not met, it will be impossible to obtain a registration for the next year (see 6a). Hence, in the event of an irremovable overlaps between the dates of the overdue classes in the lower year and the classes in the current semester of studies, the student should choose to attend overdue classes first.
9. A student who is subject to one of the following conditions shall be removed from the list of students because of the Rector's administrative decision:
 - a) failure to start studies (failure to take the oath within 14 days from the date of commencement of classes may be considered as failure to start studying),
 - b) written resignation from studies,
 - c) failure to submit the diploma thesis or the diploma examination on time,
 - d) punishment with a disciplinary penalty of expulsion from the university.
10. The Rector may issue an administrative decision on removal from the list of students in the case of:
 - a) confirming the lack of attendance in mandatory classes,
 - b) finding a lack of learning progress,
 - c) failure to obtain a credit for a semester or a year within a specified period,
 - d) failure to pay the tuition fees.
11. The procedure of removing from the list of student may be initiated in the case of a student who:
 - a) does not fulfill the obligation to declare the subjects that he will study in a given semester - the mandatory enrolment for classes in provided time.
 - b) does not fulfill the obligation to study in accordance with the study program and classes schedule, particularly the participation in classes and organizational activities, obtaining course credits and taking exams, completing apprenticeships and carrying out other tasks resulting from the study program.


12. A student shall:

- a) use documents and information available to the student through the University's IT system, in particular verify in the system his or her individual financial liabilities, partial and overall course grades and registration status,
- b) use the accounts in the University's email system and regularly check the individual email box; information forwarded to the student by the University administration through the system shall be binding for the student,
- c) timely pay the study-related tuition fees and fees for educational services if such fees result from the regulations in force at the University. Failure to pay the fees within a specified time limit may result in striking a student off the register of students.

13. This registration rules are subject to opinion of the SiMR Faculty Council.

14. The "RULES OF STUDYING AND STUDENTS' REGISTRATION IN THE FACULTY OF AUTOMOTIVE AND CONSTRUCTION MACHINERY ENGINEERING (SiMR) IN THE 2024/2025 ACADEMIC YEAR" are valid from the summer semester 2024/2025 academic year

Warsaw, January 31nd, 2024

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