

**ACADEMIC REGULATIONS OF THE FACULTY OF AUTOMOTIVE AND  
CONSTRUCTION MACHINERY ENGINEERING –  
RULES OF COMPLETING COURSES FOR THE ACADEMIC YEAR 2018/2019**

Established by the Faculty Board on 26.09.2018  
and amended on 23.01.2019.

1. Pursuant to the provisions of the article 5, items 16-19, of the Academic Regulations adopted by the Senate of Warsaw University of Technology on 20th of May 2015, with amendments adopted by the Senate of Warsaw University of Technology on 23rd of September 2015, student enrolled for the current period of study shall declare at the beginning of each semester the courses which he or she will take in a given semester of the academic year, both included in the study schedule of the semester for which he or she is registered and the scheduled in the previous semesters which he or she has not yet completed. Depending on the year and semester of study, such declarations may be in written form or may be accomplished on-line through the USOS system. Ways and schedules of submitting the declarations for the respective years and semesters of study will be provided by the Student Office by means of the notice board and the USOS website.
2. In case of a written form is applicable for the given year and semester of study, if such a declaration is not submitted, a student shall be enrolled on all compulsory courses included in the study schedule of the semester for which he or she is registered and the all courses scheduled in the previous semesters which he or she has not yet completed and which are conducted on the current semester, causing imposition of charges for repeated classes.
3. In case of registering on courses using USOS system, failure to register on the course is recognised as a resignation from the participation in it during current semester, without the requirement of submitting written declaration.
4. For the laboratory classes, essential prerequisite for admitting to take part in them is undergoing the workplace safety briefing and confirming this by personal signature on the given course group list, no later than at the end of the second week of the classes. Students not complied with this obligation will be deleted by the Student Office from the list of students attending the given laboratory. In exceptionally justified cases, upon the student's written request positively assessed by the course leader, the Dean's deputy for educational affairs may approve adding the student to the laboratory group after the second week of classes has passed.
5. Resignation from studying chosen subjects in given semester means postponing this duty for a later date and results in reduction of available ECTS points that student may obtain in that semester. However, neither it does not induce lowering the number of ECTS points required for conditional registration for the next stage of study, nor it affects the necessity of meeting the requirements concerning the maximum one-year delay for completion of obligatory and chosen by the student elective courses, resulting from the provisions of art. 14 item 3 point 2 of Academic Regulations in WUT.
6. Declaration of willingness to study in advance courses from higher semester shall be submitted in the written form to the Student Office not later than at the end of the first week of the relevant semester.
7. The necessary requirement for admitting to attend classes in advance is obtaining the Dean's approval in writing. Next, student is obliged to obtain the course (lecture, tutorials or laboratory) tutor approval in written form. Such approval may not be given if attending classes by the student is not possible because of size of the group or in the tutor's opinion is aimless because of substantial or organisational reasons, such as stated in points 8 and 9. After obtaining written acceptance from the course tutor, student shall return filled in application form to the Student Office.
8. In case of not completed prerequisite classes for the given course, specified in the course rules, student may not obtain approval to attend this course in advance.

9. Classes attended in advance should not collide with classes normally included in the study schedule (standard or individual) for the given semester.
10. Attending in advance the specialist courses before selecting specialisation is not possible.
11. Credits obtained in advance without Dean's prior approval will not be respected by the Student Office.
12. Assessment results for the courses attended in advance are recorded in separate protocols for the year of study for which these courses are scheduled.
13. ECTS points gained for the courses attended in advance are taken into consideration in registration process for the consecutive stage of study only at the stage of study for which these courses are scheduled.
14. Upon completing the course in advance, student is obliged to report to the course tutor next year, within the first two weeks of the relevant semester, and ask for transferring the gained credit.
15. Attending all classes for which a student has been enrolled is compulsory, with the exception of lectures. In case of a short-term absence, student is obliged to submit to the course tutor on the first classes after absence a written excuse, such as sick note, writ of summon issued by a competent public authority or issued by an authorised institution or relevant public authority certificate of incapacity for attending classes caused by disruptions in public transportation system or other fortuitous events. For contentious issues, justifying the absence is decided by the Dean.
16. In the event of not achieving credit for the courses declared for given academic year, including courses attended in advance, repeat attendance imply the necessity of paying a course-repetition fee. The amounts of these fees in academic year 2018/2019 are determined by the WUT Rector's Decision No. 101/2018, dated as of 26.06.2018. According to this Decision, a course-repetition fee for the full-time studies is the sum of the fees for the classes other than lectures (product of the annual load by the hourly charge for repeated classes) and the flat rate for the lecture (if included in the course curriculum). For the tutor's support of the interim project – in case of repetition of this course on the full-time study, first- and second-cycle, as well as for the tutor's support of diploma thesis – in case of repetition of the last semester of study, the flat rate is charged. The amounts of the hourly charges and flat rates for repeated classes are determined in the Annex No. 3 to the WUT Rector's Decision No. 101/2018. In case of part-time study, the repetition fee in academic year 2018/2019 is included in the total payment for the semester. The amount of this fee is determined by the WUT Rector's Decision No. 101/2018, dated as of 26.06.2018. The total semester charge for the particular student is determined on the basis of a nominal tuition fee for that semester (2700 PLN) in proportion to the ECTS credits, according to the formula specified in the Annex No. 1 to the WUT Rector's Decision No. 101/2018. Pursuant to that Annex, in case of repetition of the last semesters of a part-time programmes the flat rate is charged for the tutor's support of diploma thesis, in the amount of 220 PLN for the first-cycle studies and in the amount of 390 PLN for the second-cycle studies. Similarly, in case of repetition of the interim project on the first-cycle study and on the second-cycle study, the flat rate of 100 PLN is charged for the tutor's support. If a full-time student during the certain education period has obtained a positive part-assessment for the failed course composed of a set of classes (e.g. lecture, tutorials, and/or laboratory classes), he or she is allowed to apply for a fee exemption for the passed courses. For this purpose, student within the two weeks from the beginning of the semester shall submit to the Faculty Dean an application for the charge reduction, with the part-assessment confirmation by the course tutor.
17. Course-repetition fees should be paid within the time limits specified in appropriate Dean's Decision (16.11.2018 for the winter semester, and 18.03.2019 for summer semester at the latest), with the note specifying relevant courses. After exceeding of the time-limit for the payment, a prompt note is send and student is charged 6.40 PLN as a admonition fee. In case of lack of payment confirmation in the USOS system, the receipt for the payment should be delivered to the Student Office. Upon written student's request, the Faculty Dean may stagger the charges, but for the period not longer than until 14.12.2018 in the winter semester and 31.05.2019 in the summer semester. For the back

payments statutory interest will be accrued, starting from the first day after the payment date. Not paying a fee within the stated time-limit may cause striking the student from the register of students.

18. The WUT Rector's Decision No. 101/2018, dated as of 26.06.2018, also determines the fee levels for the part-time degree programmes provided in English (Annex No. 2) and for the other educational forms (classes not included in overall study schedule), as well as for resumption of a full-time and part-time degree studies (Annex No. 4).
19. If it is impossible for the students repeating classes to join up with student groups for the appropriate year of study, there is a possibility of arranging classes in additional pursuit groups, in consultation with the Faculty Student Board. Enrolment for such groups shall take place personally only, in the Student Office or in the premises of the Faculty Student Board. Any other lists are not considered. Enrolment for pursuit classes is generally possible up to the end of the third week of the semester in which these classes shall be held. Pursuit group should count at least 20 persons for tutorials, or 10 persons for project works. In justified cases the Faculty Dean may approve starting pursuit classes of lower size or at a later date. Students signing in on the list of willing to attend pursuit classes are informed about the due fee and are obliged to make a payment on the faculty bank account within the time-limit specified in the decision of the possibility to start the classes, and should promptly send the receipt for payment to the Student Office. Classes will start provided the sufficient number of students from the list make the payment. Only the students who have paid a suitable fee have the right to attend pursuit classes.

Resignation from attending pursuit classes is possible in the form of written notification, submitted to the Student Office prior to the date of the first classes. Failure to comply with this obligation implies non-returning of the paid fee, regardless of attending the classes.

Warsaw, 23.01.2019