

## **RULES OF STUDYING AND STUDENTS' REGISTRATION IN THE FACULTY OF AUTOMOTIVE AND CONSTRUCTION MACHINERY ENGINEERING (SiMR) IN THE 2021/2022 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). 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 2021/2022 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-degree studies, a semester registration applies, whereas in all other years of study annual registration is obligatory (decision of the Council of the SiMR Faculty of June 27, 1991).  
In the academic year 2021/2022, the registration period for the winter semester begins on February 16th, 2022 and ends on February 22nd, 2022, and the registration period for the summer semester begins on September 16th, 2022 and ends on September 29th, 2022.
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 autumn 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) universities 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 in 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 the course credits earned by the student towards the requirements of the study program in 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).

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.

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

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

Then, not only is the number of earned ECTS points 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 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, except for studies undertaken on a paid basis, may repeat the year only once during the course of studies.

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

Warsaw, September 22nd, 2021