



Politechnika Wroclawska

Słowo Dziękana

A Word from the Dean



INFORMATION

for students
of the Faculty of Chemistry
Wrocław University of Science and Technology
Summer semester 2023/2024



HR EXCELLENCE IN RESEARCH



unite!

University Network for Innovation,
Technology and Engineering

Dear Students,

The Faculty of Chemistry at Wrocław University of Science and Technology combines tradition and modernity. Education at our Faculty is based on creative and modern teaching methods, while maintaining long-standing academic traditions. By educating you, we prepare competent graduates who will take up future employment in the chemical or related industries and in various state-run institutions.

We are approaching the beginning of the summer semester of the academic year 2023/2024. We are pleased to present you with another “A Word from the Dean”, which contains the most important information about the organization of the Faculty of Chemistry, the functioning of the Dean’s Office, and the events in the upcoming semester.

In the material presented, all important dates and procedures for organising university-related affairs are given. In addition to general information, we remind you of the important issues concerning studying in the various years and fields of study. We have also compiled the most important information on study principles in order to give all students an idea of the goals they should pursue. We hope that this will make your education easier at our Faculty.

Up-to-date information on the work of the Faculty, student affairs, session schedules, study plans and schemes, as well as subject descriptions are available on the Faculty website <http://wch.pwr.edu.pl>. We encourage you to visit it regularly.

We would like to remind you that current, important information is sent to you via the USOS portal. We also encourage you to check your student mailbox regularly.

We would like to extend a special welcome to new students commencing their second-level studies. We hope that your choice of field and specialisation will turn out the right one.

We wish all students the best of luck and successes in their studies! We also wish those who are beginning the final stage of their studies – a timely graduation!

Deans

AUTHORITIES OF THE FACULTY OF CHEMISTRY AT WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY

Prof. dr habil. Piotr Młynarz – DEAN

Prof. dr habil. eng. Jarosław Myśliwiec – Vice-Dean for General Affairs

Dr habil. eng. Joanna Cabaj, Professor of WUST – Vice-Dean for Student Affairs

Dr habil. eng. Piotr Rutkowski, Professor of WUST – Vice-Dean for Didactics

All student affairs, in particular those concerning the course of studies and social matters, are settled by **Vice-Dean for Student Affairs, Dr habil. eng. Joanna Cabaj, Professor of WUST.**

STUDENT HELPDESK

- matters related to the course of study may be dealt with in person during the working hours of the Dean's Office;
- E-mail correspondence will only be dealt with in exceptional circumstances; in the event of changes in the ordinances regarding the epidemiological situation, we will inform you on an ongoing basis in separate communications about the form of settling matters related to the course of study;
- disabled students are admitted out of sequence;
- the dates and form of admission to the Vice-Dean for Student Affairs will be announced on the Faculty's website after the commencement of classes in the new semester;
- students applying for a Dean's (or Health) leave may submit an application (and a medical commission's decision) directly to the Dean's Office of the Faculty of Chemistry, without the need to visit the Vice-Dean for Student Affairs; incomplete documents will not be accepted;
- applications and other documents regarding the course of studies can be submitted in a box in front of the Dean's office door.

Academic calendar 2023/2024 – SUMMER SEMESTER

	FEB	MARCH				APRIL					MAY				JUNE				JULY	
MON	26	4 Mon/D	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17 Mon/E	24 Thu/E	1	8
TUE	27	5 Tue/D	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18 Tue/E	25 Fri/E	2	9
WED	28	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19 Wed/E	26	3	10
THU	29	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11
FRI	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12
SAT	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13
SUN	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14
E - EVEN O - ODD	O	E	O	E	O	E	O	E	O	E	O	E	O	E	O	E	O	E	O	E

■ Holidays
 ■ Additional days off
 ■ Changes
 ■ Session
 ■ Inter-semester break

8O (odd)/7E (even)

The summer semester starts on 28 February 2024 and runs until 30 September 2024.

Organised classes start on 28 February 2024 with an odd week and run for 15 weeks until 25 June 2024 – 8 odd weeks and 7 even weeks.

- 1 May 2024 – 1 May Day
- 2 May 2024 – day off
- 3 May 2024 – 3 May Constitution Day
- 29 May 2024 – day off
- 30 May 2024 – Corpus Christi
- 31 May 2024 – day off

The Easter holidays last from 28 March 2024 to 2 April 2024.

The examination session lasts 13 working days and runs from 26 June 2024 to 13 July 2024, plus three Saturdays (29 June, 6 July, 13 July 2024).

Inter-semester break lasts from 14 July 2024 to 30 September 2024.

Changes!

During the first week of classes, i.e. from 28 February 2024 to 5 March 2024, teaching takes place in a mixed cycle. The first hour in the teaching block follows the timetable of the odd week and the second hour follows the timetable of the even week.

- 4 March 2024 (even Monday) classes as on an odd Mondays
- 5 March 2024 (even Tuesday) classes as on an odd Tuesday
- 17 June 2024 (odd Monday) classes as on an even Monday
- 18 June 2024 (odd Tuesday) classes as on an even Tuesday
- 19 June 2024 (odd Wednesday) classes as on an even Wednesday
- 24 June 2024 (even Monday) classes as on an even Thursday
- 25 June 2024 (even Tuesday) classes as on an even Friday

ACADEMIC CALENDAR FOR SUMMER SEMESTER 23L at the Faculty of Chemistry

Lp.	EVENTS/ACTIONS	DATES (places)
1.	Registration for faculty subjects at USOS Catalogues on the website: http://www.wch.pwr.edu.pl	20-21 February 2024 from 8.20 a.m. on individual enrolment
2.	Enrolment changes to faculty subjects at USOS	26 February 2024 from 3.20 p.m. to 8.00 p.m. 27 February 2024 from 8.20 a.m. to 11.50 a.m.
3.	University-wide enrolment at USOS https://web.usos.pwr.edu.pl	23 and 26 February 2024 on individual enrolment dates
4.	Enrolment changes to university-wide subjects at USOS	26 February 2024 from 2.15 p.m.
5.	Enrolment in subjects: <i>Diploma thesis II, Graduate laboratory II</i>	Enrolment in the USOS system, information on the faculty website http://www.wch.pwr.edu.pl
6.	Student ID cards renewal	Student ID cards are valid until 31 March 2024 Information on the renewal of ID cards for the summer semester 24L will be provided at a later date.
7.	Submission of applications for Dean's leave in the summer semester 24L	The application must be submitted to the Dean's Office before the beginning of the semester (Study Regulations § 27 item 7)
8.	Submission of applications for recognition of courses credited outside the Faculty	The application should be submitted to the Dean's Office by the end of the first week of each new semester
9.	Initiation of the procedure of striking off the register of those students who have not obtained registration for the next semester	- at the end of the examination session - after the grades entered by academic teachers have been confirmed
10.	Submission of applications for long-term sick leave. Documents required: application form, medical check-up report	The application must be submitted to the Dean's Office immediately after the reason occurred (Study Regulations § 27 item 2)
11.	Deadline for submission of documents and thesis for second-level students graduating in summer semester 24L	from 26 June 2024 to 5 July 2024
12.	Closing the credit base for summer semester 24L.	15 July 2024
13.	Submission of documents for the diploma supplement (internships, awards, achievements)	until 13 May 2024
14.	Submission of new thesis topics for first-level and second-level studies to work on in the academic year 2024/2025	From 19 April to 31 May 2024

Obtaining registration for a semester is conditional on a full financial settlement for the previous semester and payment of fees for retake subjects in the current semester. The student ID card may be renewed only if the student has been registered for the current semester.

DETAILED INFORMATION for students of particular years and types of studies

Enrolment

1. Enrolment for summer semester 24L subjects is online at USOS system; problems with enrolment should be reported by e-mail to joanna.kolada@pwr.edu.pl
2. Enrolment for faculty subjects takes place on individual enrolment dates. Students check their individual enrolment dates in their USOS account.
3. Every day at 3:00 AM, 8:00 AM, 10:00 AM, 12:00 PM, 2:00 PM, 4:00 PM synchronization of data (so called data migration) with the main base of the USOS takes place. During that time the USOSWeb system is unavailable. Please also note that any information entered on a given day is visible in the USOSWeb system only after data migration.

First-year students of the first-level studies, engineering degree programme

Second-semester students of Biotechnology should remember that completion of the *Biology* lecture by the end of the second semester of studies is a prerequisite for further study in the field of Biotechnology. In order to facilitate the fulfilment of this prerequisite, in the summer semester the *Biology* lecture will be offered as a retake subject.

Third-year students of the first-level studies, engineering degree programme

Students starting semester 6 **should select** a diploma thesis supervisor by the end of May 2024. *Diploma thesis* subject is scheduled in semester 7. The *diploma thesis* topics offered will be available after login to the APD system (<https://apd.usos.pwr.edu.pl>). **Once a topic has been selected, arrangements should be made with the supervisor who will reserve the topic for the student.**

First-year students of the second-level studies, Master's degree programme

1. Students of the 3-semester programme admitted through recruitment will be administratively enrolled in the subjects.
2. Students of all fields of the 4-semester programmes will attend from the second semester onwards field-related and specialisation subjects according to the agreed programmes, together with students of the 3-semester programmes. Students will be enrolled in the subjects administratively.
3. In the summer semester, students should complete two **foreign language** courses. **The first course** (technical language at B2+ level, 15 hours, 1 ECTS) is designed as the continuation of the language education from the first-level studies (at least B2/2 or C1/2). The **second course** (45 hours, 2 ECTS) may include the study of a second language at any level (at least A1 or A2) (<http://www.sjo.pwr.edu.pl>).
4. In the summer semester 2024 (by the end of May) students must choose a supervisor and a topic for their Master's thesis to work on in the following two semesters as *Diploma thesis I* and *Diploma thesis II*. The *master thesis* topics offered will be available after login to the APD system (<https://apd.usos.pwr.edu.pl>). **Once a topic has been selected, arrangements should be made with the supervisor who will reserve the topic for the student.**

Second-year students of the second-level studies, Master's degree programme

1. Students in their final semester of studies complete their Master's thesis in the subject *Diploma thesis II*. Enrolment in this subject takes place as part of the registration for faculty subjects through the USOS system according to the assignment to the APD database (<https://apd.usos.pwr.edu.pl>). More information about the graduation process: <https://wch.pwr.edu.pl/en/academics/diploma>

We would like to remind you about some important provisions in the Regulations governing studies at Wrocław University of Science and Technology regarding the diploma thesis (§35, sec. 11, 19 and 20):

11. The submission of the diploma thesis by a student (sec. 12) shall be preceded by activities performed by the student in the anti-plagiarism system, in accordance with the procedures and time limits set out in the schedule of activities for the diploma thesis procedure established by the dean. These activities are defined by separate regulations concerning the validation of the diploma thesis by the anti-plagiarism system (sec. 13).

19. The final course "diploma thesis", provided for in the study programme, is credited by the course instructor (diploma thesis supervisor) after the student submits their diploma thesis in the meaning of sec. 12. The supervisor, having learnt the reviewer's grade for the diploma thesis (sec. 15), enters his/her grade for that subject into the ICT system, provided that both grades are positive, also if they are different. In the event that one of the grades of the diploma thesis (supervisor's or reviewer's) is unsatisfactory, the entry in the ICT system is suspended. The supervisor shall enter the grade immediately after the dean has established the final grade for the diploma thesis, in accordance with the procedure specified in sec. 17.

20. The diploma thesis supervisor is obliged to give "unsatisfactory/failing" grade for the final subject "diploma thesis" in each of the following cases when:

- 1) the student has not submitted the diploma thesis within the time limits and in the manner referred to in sec. 12,*
- 2) the student's diploma thesis has been found not to be the student's own work (sec. 14),*
- 3) both grades (supervisor's and reviewer's) on the diploma thesis para.15 are "unsatisfactory/failing",*
- 4) the final grade for the diploma thesis, as determined by the dean in accordance with the procedure described in sec. 17, is unsatisfactory/failing.*

RULES OF STUDYING AT THE FACULTY OF CHEMISTRY

Students **are required to read information sent by e-mail to the individual student e-mail address** in the domain pwr.edu.pl.

Detailed information about the rules for studying at the Faculty of Chemistry is available online at www.wch.pwr.edu.pl. *The Catalogue of obligatory and optional subjects*, available on the Faculty website, also contain useful guidelines. Students are asked to study the information contained therein carefully, as well as familiarize themselves with the duties and rights of students specified in the Study Regulations of Wrocław University of Science and Technology (Faculty and University websites).

Main rules of studying

- All students study according to the point system; its main principles are given in the Study Regulations of Wrocław University of Science and Technology and partially described below;

- During the course of studies, the student must complete all **obligatory subjects** and **optional subjects** included in the study plan;
- It is also obligatory for students of first-level studies to complete a 4-week **internship** – 160h (6 ECTS). The Faculty representative for internships is Dr habil. eng. Izabela Polowczyk, Professor of WUST. Details on internships are available on the faculty website, in the *Student Internships* tab.

ECTS system

The main principles of the ECTS system are as follows:

1. All obligatory subjects: basic, faculty, field-related and specialisation subjects at the Faculty of Chemistry are assigned an appropriate number of ECTS points (see tables of basic, faculty and specialisation subjects);
2. the student must complete a subject to obtain points for it;
3. the student should enrol in a sufficient number of subjects per semester to obtain at least 30 ECTS points; however, if the student has already obtained more than $N \times 30$ points (where N is the number of completed semesters), they may enrol in subjects for which they will obtain less than 30 credits in a given semester;
4. In order to be registered for the next semester, the student must obtain from the beginning of the studies the minimum number of ECTS points specified for each semester in the tables below:

Table of ECTS points for first-level studies

Registration for semester	Allowable ECTS point deficit after the semester	Minimum number of points required for registration for the next semester
2	11	19
3	11	49
4	11	79
5	9	111
6	5	145
7	0	180

Table of ECTS points for second-level studies

Registration for semester	Number of points
2	15
3	45
4	75

5. if the student lacks the required number of ECTS points, they have the right to apply for a dean's leave and to study without registration for the semester in order to make up for the backlog and to obtain the number of points necessary to register for the next semester;
6. for the completion of studies, it is required to:
 - obtain 210 ECTS credits – first-level, engineering programme;

- obtain 90 or 120 ECTS credits – second-level, master’s degree programme (3-semester or 4-semester studies respectively);
- complete all obligatory subjects: basic, faculty, field-related, specialization and optional subjects complementing knowledge in the field of chemical, biological and technical sciences, as well as take obligatory internships (only full-time first-level studies).

Completion of subjects

1. All subjects in which the student enrolls must be completed and credited.
2. Credit can only be given for subjects in which the student is enrolled.

Retake subjects

If a student fails to pass a subject, they should retake that subject in the next semester in which the subject is offered by the Department. Before being registered for the next semester, a student is obliged to pay the fee for the retake subjects.

If a student fails a subject for the third time, he/she should apply for consent to retake the subject again. The application to HM Rector via the Vice-Dean for Student Affairs should be submitted no later than on the first working day after the end of the examination session in an ongoing semester. A model application can be found on the Faculty website.

Obligatory health and safety training for students of the Faculty of Chemistry

All students at the Faculty of Chemistry who have not done the obligatory health and safety training are required to complete it at the earliest scheduled date: <https://ohs-training.pwr.edu.pl/>

*We wish you successes in your studies
and a great time at our Faculty!*

DEAN

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