

Rules for organizing additional exam/credit dates

Applicable at the Faculty of Management and Economics from October 1, 2024
(approved at the meeting of the Faculty Council on September 26, 2024)

1. The right to an additional (next) exam/credit date is granted to a student who did not take the exam/credit on the date indicated by the instructor for reasons specified in §13, section 10 of the Study Regulations at the Gdańsk University of Technology
2. In the event of the need to confirm a justified absence from a credit during the semester, the student submits a general application to the dean on the electronic form available in the MojaPG system (in the form of an eDocument), attaching a justification of absence no later than 7 days after the situation occurred.
3. In the event of illness during the examination session, the student shall submit an application for an extension of the examination session on an electronic form available in the MojaPG system (in the form of an eDocument) attaching a medical certificate to it immediately after the cause of the absence ceases.
4. In the event of a long-term illness of the student, the Dean may grant sick leave, based on the application for sick leave submitted by the student on an electronic form available in the MojaPG system (in the form of an eDocument) and the medical certificate attached to it.
5. Additional exams/credits should be held within 14 days after the end of the retake session.
6. In justified cases, consent for an additional date of the exam/credit is issued by the relevant vice-dean based on an application (general application to the dean sent on an electronic form available in the MojaPG system - in the form of an eDocument) from a representative of the group, which includes:
 - the name of the subject,
 - a list of people who want to take the additional date together with their album numbers,
 - the proposed date of the exam/credit established with the subject instructor,
 - the opinion of the subject instructor (consent or lack of consent).
7. The application should be submitted no later than 7 days before the planned date of the exam/credit, but no later than 14 days after the end of the session.
8. The subject instructor is obliged to supplement the grades from the additional date of the credit/credit exam within 14 days of the date of its conduct or, in a situation where the protocol is not available to them in the MojaPG system, to send them to the dean's office address: dziekanat.wzie@pg.edu.pl