



**POLITECHNIKA
GDAŃSKA**

WYDZIAŁ ZARZĄDZANIA I EKONOMII

Procedure for Selecting Courses, Specialization, and Diploma Thesis Supervisor

Applicable at the Faculty of Management and Economics from October 1, 2025

(Approved at the Faculty Council meeting on September 25, 2025)

1. Course Selection

- a. To select elective course(s) available within a given type of study program, the student is required to make their selection in the manner specified for the academic year by the Vice-Dean.
- b. The course selection schedule is communicated to students of each study program via the MojaPG platform.
- c. The student selects the desired course(s) and ranks them according to their preferences.
- d. The Course Planner prepares a file with course selections within the available electives for the specific study program and submits it to the Vice-Dean, who makes decisions regarding which courses will be launched. The condition for launching a course is meeting the required minimum group size.
- e. The Vice-Dean sets the student limits for each course. If the number of applicants exceeds the set limit, enrollment priority is based on the student's grade point average.
- f. Information about launched courses will be available under the "Results" tab at: <https://zapisy.pg.edu.pl> or published by the Course Planner on the website: <https://zie.pg.edu.pl/zajecia>.
- g. If only one course from a given elective block is launched, all students of the relevant study program will be enrolled in that course.
- h. If none of the student's selected courses in a given elective block are launched, the student is required to choose again from the available courses that have not yet reached their enrollment limits. The student must notify the Course Planner of their new choice via email (planistka@zie.pg.edu.pl).
- i. Students who fail to select course(s) within the designated timeframe outlined in the selection schedule must immediately report to the Course Planner.

2. Specialization Selection

- a. To select a specialization, the student must follow the selection method defined for the academic year by the Vice-Dean.
- b. The specialization selection schedule is communicated to students of each study program via the MojaPG platform.
- c. The student selects and ranks specializations according to their preferences.
- d. The Course Planner prepares a file with the specialization selections and submits it to the Vice-Dean, who decides which specializations will be launched. A specialization will only be launched if it meets the minimum group size requirement.
- e. The Vice-Dean sets the student limits for each specialization. If the number of interested students exceeds the set limit, the grade point average determines the order of enrollment.
- f. Information about launched specializations will be available under the “Results” tab at: <https://zapisy.pg.edu.pl> or published by the Course Planner on the website: <https://zie.pg.edu.pl/zajecia>.
- g. If only one specialization is launched for a given study program, all students in that program will be enrolled in it.
- h. If none of the student’s selected specializations are launched, the student must make an additional selection from the remaining available options that have not yet reached capacity. The student must notify the Course Planner of their new choice via email (planistka@zie.pg.edu.pl).
- i. Students who fail to select a specialization within the deadline outlined in the selection schedule must immediately report to the Course Planner.

3. Diploma Thesis Supervisor Selection

- a. The selection of a diploma thesis supervisor takes place after the results of the specialization selection are announced.
- b. To choose a supervisor within the assigned specialization, the student must follow the method defined for the academic year by the Vice-Dean
- c. The supervisor selection schedule is communicated to students of each study program via the MojaPG platform.
- d. The student selects and ranks thesis supervisors according to their preferences.
- e. A student may submit a special request to be assigned to a specific supervisor outside of the regular process if there is documented prior academic collaboration with that academic teacher, provided the teacher meets the formal requirements for supervising theses in the given program and study level. The request must include:
 - Documents confirming prior academic collaboration, such as co-authored publications, participation in a joint IDUB project, or confirmation of completing a Team Research Project under the proposed supervisor’s guidance;
 - An opinion from the proposed supervisor.

Such a request must be submitted as a general application to the Dean using the electronic form available in the MojaPG system (as an eDocument), no later than the deadline for supervisor selections indicated in the schedule.

- f. The Course Planner compiles a file with supervisor selections and submits it to the Vice-Dean, who makes the final decision.
- g. If the number of applicants for a specific supervisor exceeds the available capacity, the order of assignment will be determined by the student's grade point average.
- h. The results of the supervisor selection process will be visible under the “Results” tab at: <https://zapisy.pg.edu.pl> or published by the Course Planner on the website: <https://zie.pg.edu.pl/dyplomowanie>.
- i. Students who, due to a low grade point average, are not assigned to any of their selected supervisors must choose again from among supervisors who still have available capacity. The new selection must be reported to the Course Planner.
- j. It is strictly prohibited to write a diploma thesis under the supervision of an academic teacher to whom the student has not been officially assigned.
- k. Students who fail to select a diploma thesis supervisor within the deadline outlined in the selection schedule must immediately report to the Course Planner.