

## **Procedure for selecting courses and specializations**

applicable at the Faculty of Management and Economics effective from October 1, 2026  
(approved at the Faculty Council meeting on September 24, 2026)

### **1. Course selection**

- a. To select elective courses available for a specific type of study program, the Student must make their selection in the manner specified by the Vice-Dean for the given academic year.
- b. The selection schedule is communicated to students of specific fields of study via the MojaPG platform.
- c. The Student selects the course(s), ranking them according to their own preferences, and submits the selection via the MojaPG system (<https://zapisy.pg.edu.pl>) within the timeframe specified in the selection schedule.
- d. The scheduler prepares a file containing the course selections for the elective courses available for the given type of study program and forwards it to the Vice-Dean, who decides whether to launch specific courses for those programs. Launching a given course is conditional upon meeting the requirement regarding class group size.
- e. The Vice-Dean sets enrollment limits for individual courses. If the number of interested students exceeds the established limit, enrollment priority is determined by the student's grade point average (GPA) obtained during their studies.
- f. Information regarding the courses that have been launched is available in the "Results" tab on the website: <https://zapisy.pg.edu.pl>
- g. If only one of the available courses within a given block of elective courses is launched, all students of the relevant study program are enrolled in that course.
- h. If none of the courses selected by a student within a given block of elective courses is launched, the student is required to make an additional selection from among the courses that have been launched and have not yet reached their enrollment limits. The student must submit their choice to the Course Scheduler via e-mail [elzbieta.damps-lewinska@pg.edu.pl](mailto:elzbieta.damps-lewinska@pg.edu.pl)
- i. Students who fail to select their course(s) by the deadline specified in the selection schedule, or who fail to submit their selection via the MojaPG system by that deadline, are required to contact the Course Scheduler immediately.

### **2. Specialization selection**

- a. To select a specialization, the student must follow the procedure established for the given academic year by the Vice-Dean.
- b. The selection schedule is communicated to students of specific fields of study via the MojaPG platform.

- c. The student selects specializations, ranks them according to their preferences, and submits the selection via the MojaPG system <https://zapisy.pg.edu.pl> by the deadline specified in the selection schedule.
- d. The Course Scheduler compiles the file containing the specialization selections and forwards it to the Vice-Dean, who decides whether to launch specific specializations for the given study programs. Launching a specific specialization is conditional upon meeting the requirements regarding class group size.
- e. The Vice-Dean determines the enrollment limits for specific specializations. If the number of interested students exceeds the established limit, the order of enrollment is determined by the student's grade point average (GPA) achieved during their studies.
- f. Information regarding the specializations being offered is available under the "Results" tab on the website: <https://zapisy.pg.edu.pl>.
- g. If only one of the available specializations is offered for a given type of study program, all students in that program are enrolled in it..
- h. If none of the specializations selected by a student are offered for their study program, the student is required to make an alternative selection from the specializations that are being offered and have not yet reached their enrollment limits. This selection must be submitted to the Scheduler via email [elzbieta.damps-lewinska@pg.edu.pl](mailto:elzbieta.damps-lewinska@pg.edu.pl)
- i. Students who fail to select a specialization by the deadline specified in the selection schedule, or who fail to submit their selection via the MojaPG system by that deadline, are required to contact the Scheduler immediately.