

Rules for Handling Student Matters

Effective at the Faculty of Management and Economics from October 1, 2026

(Approved by the Faculty Council on September 24, 2026)

Rules for registration for the subsequent semester with a credit deficit

A student's registration for subsequent semesters of study is based on academic progress—measured by the number of ECTS credits obtained—and is conditional upon the completion of mandatory training courses:

- Health and Safety (Health and Safety Training with First Aid Elements),
- Library (Information Competences, and in second-cycle studies: Information Competences II),
- regarding the study regulations (Training on the study regulations),
- regarding the use of the MojaPG system (Training on the eStudent platform) and
- preparing for participation in didactic classes conducted using distance learning methods and techniques (eLearning - introductory course for students).

A student with a credit deficit is required, prior to the start of the subsequent semester, to submit an "Application for registration for the subsequent semester" to the appropriate Vice-Dean; this must be done via the eDocument form available in the MojaPG system.

Registration for subsequent semesters is conditional upon the credit deficit not exceeding 12 ECTS credits - calculated up to the semester for which registration is taking place - subject to the provisions of § 18 para. 6 of the Study Regulations. If a student repeating a semester has a credit deficit not exceeding 18 ECTS points, they may apply to take courses from a higher semester under an Individual Study Plan (application available via the eDokumenty module in MojaPG). The additional courses taken must not exceed 12 ECTS points.

To register for the final semester of a first-cycle (Bachelor's) degree program, a student must have passed all courses from the even-numbered semesters (for programs with an odd number of semesters) or all courses from the odd-numbered semesters (for programs with an even number of semesters)...

Selection of an additional specialization (degree specialization track)

A student may apply for an additional specialization or track if they completed the semester prior to the application without any credit deficit and achieved a grade point average (GPA) of at least 4.5 in the preceding academic year. If the number of applicants for a dual specialization/track exceeds the number of available places, the GPA will be the deciding factor. The application for a dual specialization/track must specify the additional specialization/track and include a printed study progress record from the MojaPG system confirming the completion of the previous academic year. The application must be submitted no later than two weeks before the start of the semester in which the specialization/track begins. Withdrawal from a chosen second specialization/track is not permitted once the semester has started. Failure to pass courses within the additional specialization/track results in a credit deficit.

Admission to the first semester of a second field of study

Governed by the Study Regulations and admission rules.

Changing from full-time to part-time study mode

A student seeking to transfer from full-time to part-time studies (within the same field of study) is required to submit an "Application for transfer to another field of study (within the Faculty)" using the electronic form available in the MojaPG system (as an e-Document). Any credit deficit from full-time studies results in a fee for repeating the semester or specific courses, in accordance with the rules set out in the Study Regulations. The conditions for the transfer (specifying the mode of study and curriculum differences) are determined by the relevant Vice-Dean. The application must be submitted no later than 14 days after the start of classes for the given semester. This change of study mode applies to students who have successfully completed the first and second semesters of first-cycle studies or the first semester of second-cycle studies. A student who switches from full-time to part-time study mode will receive a diploma for part-time studies upon completing the program and passing the diploma examination..