

Rules for organizing additional exam/credit dates at the Faculty of Management and Economics

1. The right to an additional (second) exam/credit date is granted to a student who did not take the exam / received credit on the date set by the Lecturer for the reasons specified in §13, sec. 8 of the Regulation of full-time and part-time higher education studies at Gdańsk University of Technology.
2. The excuse for the absence is confirmed by the corresponding vice-dean after the student submits a request to the dean's office no later than seven days after the situation occurs. In case of illness during an examination session, the student must provide the dean's office with a sick leave no later than 7 days after the first day of the leave.
3. Additional exams/credits must be taken within 14 days of the end of the resumption session.
4. In justified cases, the corresponding vice-dean grants permission for an additional exam/credit date based on a request from a group representative, containing:
 - subject name,
 - a list of students who wish to take the extra term with their student record/book numbers,
 - a proposed exam/credit date agreed upon with the lecturer,
 - subject,
 - opinion of the subject lecturer (approval or not approval).
5. The application must be submitted at least 7 days prior to the scheduled exam/credit date.
6. The lecturer must complete grades for the additional credit/exam within 14 days of the exam date.
7. The fee for retaking a subject that a student passed during an additional exam date is canceled after the lecturer sends the passing note to the dean's office(dziekamat@zie.pg.edu.pl).

The above rules are effective from 01/05/2021