



Warsaw, 26 July 2021

Dear Students!

Studies at the Faculty of Economic Sciences are being conducted based on [the Rules of Study at the University of Warsaw](#) (Annex to resolution no 441 of the Senate of the University of Warsaw of 19 June 2019). The Rules determine organisation and course of studies, as well as related rights and obligations of students. It is in this document that you will find answers to many afflicting questions concerning both first and second cycle studies. It is a very important document that you should read thoroughly.

During your study period there may appear several matters that require submitting a request to the Vice-Dean for Student Affairs. Most of the applications cover standard matters and can be filed through the respective USOS module or to the Students Office (in person/via mail). However, there are matters that are resolved by administrative decisions and such requests need to have an original handwritten signature and have to be submitted either in person or using traditional mail. Since you may have doubts which is the proper way to handle a particular case, we prepared a guide describing the process of submitting applications.

#### **Types of applications:**

Individual matters of students are resolved by verdicts (resolved no later than within thirty days of submitting the application) and administrative decisions (resolved within a month, and in complicated cases – no later than within two months of submitting the application). In individual matters subject to an administrative decision – a student needs to submit the application in writing with an original handwritten signature. These matters include:

- resignation from studies / request to be deleted from the list of students,
- request to be exempted from the fees in whole or in part.

#### **Ways to submit applications:**

Applications can be submitted through the IT study support system USOS (except the requests that require an original handwritten signature) or in a paper form in person (the application box is situated by the Students Office, near room K1) or via traditional mail (the envelope should be addressed to: Wydział Nauk Ekonomicznych UW, Dziekanat Studiów, ul. Długa 44/50, 00-241 Warszawa).

#### **Content and form of the applications:**

The text of the application has to include the student's contact information (name and surname, index number, field of study, address) and the addressee (dr Dominika Gadowska-dos Santos, Vice-Dean for Student Affairs).

One can but doesn't have to use forms available at [the Faculty's website](#) (section: for students > students' guide > forms). The forms have been prepared so as to facilitate the process of submitting an application in standard matters. You may as well use a general form or write your own application. Requests using these forms may be submitted as attachments to an USOS application or delivered in person or via traditional mail. Please remember that the better you describe your case, the quicker the process of resolving your request.