**Attachment 2 to Regulation No. 2/2021 issued by the Rector of the Wroclaw University of Environmental and Life Sciences on the 5th of January 2021.**

**Schedule of activities in USOS.**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Activity | Deadline | Responsible person/unit |
| 1 | Preparation of a subject catalogue for students studying under the framework of Erasmus + programme to be recruited for student trips | Till the 28th/29th of February  .................................  Till the 30th of March | Dean/ERASMUS Programme Coordinator +4/ |
| Centre for Student Affairs (CSS) |
| 2 | Preparation of an up-to-date subject catalogue to be realized in the next academic year, including optional, in accordance with the study programmes established for individual studies,  ……………………………… Assigning the projected number of class groups to subjects. The data are to be entered for the entire academic year. | Till the 30th of May  ................................  Till the 15th of June | Vice-dean/ECTS/CSS Coordinator  ......................................  Dean’s Office |
| 3 | Provision of the list of persons conducting classes in the next academic year, who are not employees of the Wroclaw University of Environmental and Life Sciences, to the Human Resources and Payroll Department  (this includes, PhD students) | On regular basis | Head of organizational unit /Departments after obtaining the approval of the Dean |
| 4 | Preparation of the unit's teaching load plans for the upcoming academic year. | At least 7 days prior to the start of registration for the winter semester of the next academic year | Head of organizational unit/Person settling teaching hours |
| 5 | Preparation of a complete set of documents concerning the course of studies and granting benefits for students | Till the 25th of September (correction resulting from the change of regulations - on a regular basis) | Centre for Student Affairs (CSS) |
| 6 | Registration for classes - winter and summer semester (except the first semester of studies) - 1/and 2/ | The date is consistent with the schedule of the year | Student |
| 7 | Assigning students to the first semester of studies | After the recruitment is completed/On the day of submitting the declaration | Dean’s Office |
| 8 | Monitoring and updating the number of class groups concerning individual subjects | On regular basis | Dean’s Office |
| 9 | Monitoring and updating the assignments of teaching hours in individual subjects resulting from the change in the number of groups and persons conducting classes | On regular basis | Head of organizational unit/Person settling teaching hours |
| 10 | Monitoring the composition of class groups as regards individual subjects when it comes to their compliance with student lists in the system and their updating. | On an ongoing basis and no later than one month prior to the end of the winter/summer semester classes | Lecturer/Dean’s Office |
| 11 | Monitoring and updating of syllabuses | On regular basis | Teacher/ECTS Coordinator/ Vice-Dean |
| 12 | Settlement of didactic hours realized in the winter semester and final preparation of the base for the survey | Up to 2 weeks after the end of classes | Head of organizational unit/Person settling teaching hours |
| 13 | Survey concerning didactic classes 3/ | The date is consistent with the survey schedule specified in the order | Students/Survey Team /CSS/UCI |
| 14 | Announcement of timetables for the winter/summer semester | Minimum 7 days prior to registration | Vice-Dean and Planner a/CSS/UCI |
| 15 | Entering grades from the winter semester - winter session/summer semester - summer session 1/ | Up to date during the session and no later than system shutdown 1/ | The academic teacher responsible for the subject |
| 16 | Transferring students to the winter/summer semester and awarding points. | On an ongoing basis during the session and no later than 2 working days prior to registering for subjects | UCI/ Dean’s Office |
| 17 | Assigning students to study groups for the first semester of studies. | After the recruitment is completed/On the day of submitting the declaration | Dean’s Office |
| 18 | The final update of the number of class groups in the previous semesters of the academic year and information on the number of hours of classes with students studying under the Erasmus + programme. | One month prior to the end of the winter/summer semester classes | Dean/ Dean’s Office /ERASMUS Programme Coordinator +4//CSS |
| 18 | Preparation and submission of the settlement of teaching activities by units of the Faculty of Veterinary Medicine, university-wide units. Only one settlement can be submitted in a particular academic year. | Till the 30th of June | Head of organizational unit /Person settling teaching hours |
| Preparation and submission of settlement of didactic classes by other organizational units (only one settlement can be submitted in a particular academic year). | Till the 30th of September |
| 19 | Overtime payouts | Up to 2 months from the end of the academic year 5/ | Centre for Student Affairs (CSS)/  Human resources and payroll department |

1/ – deadlines determined by the rector's regulation regarding the organization of the academic year.

2/ – If, by the decision of the dean of the faculty, the organization of a semester and the realization of the study programme prevent students from enrolling in classes on their own, assigning students to study groups is made by the dean's office (not applicable to classes concerning the humanities and social sciences, physical education classes, foreign language courses).

3/ - the date of starting the survey is determined by the decision of the Vice-Rector for Student Affairs and Education.

4/- The Erasmus + programme coordinator provides data in paper and/or electronic form, without using USOS and the data are entered into the system by the Centre for Student Affairs (CSS).

5/ - subject to the timely submission of the report and possible corrections introduced by the person submitting the report.

I approve:

Rector

prof. dr hab. inż. Jarosław Bosy