

## Registration for subjects

### Exchange

During specified stage of semester declaration there will be possibility of using the exchange – changing places between groups of the subject. Exchange is active for subjects, which have at least two exercise groups of one kind. Only students subscribed to subject can take advantage from this opportunity.

Exchange will take place on-line and in case of free places in the groups, the applications will be carried out on an ongoing basis. In case of lack of possibility to resolve the application, it will be waiting until the moment the change option will be possible.

Applications, which will not be carried out during the phase, will be deleted after its closing and students who submitted the applications will be left in the groups in which they were when submitting the application for exchange.

In case of subjects that have:

- only one form of classes (i.e. lecture) – exchange will be possible with other groups (it will be change of the lecturer, time of classes or both);
- two forms of classes (i.e. lecture and exercise) exchange will be possible:
  - either within the subgroup of the parent group (change of exercise group only and staying with the same lecture group),
  - or within the parent group with mandatory change of the subgroup (change between lectures, which forces also changing of the exercise group to one connected to chosen lecture).

If there are several applications within the same subject, the earliest of those with free places will be processed. The remaining applications will be deleted.

In the event that several people would wish to exchange and join a given group, applications will be processed according to the order of their submission. The first will be realized those submitted the earliest.

The exchange can only be used for subjects for which the student is subscribed to (selected in ongoing or earlier phases).

The list of subjects for which the student is subscribe is available in the **Cart**. Those subject to the exchange will have an arrow next to the cart icon:



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MEETINGS

### Your cart

**i** Here you can see all the courses thich you **are** registered for **and** these which you want to be registered for. Specific state for each course is displayed next to it.

how to register for courses?  
 how to register for class groups?  
 how to register for exams?  
 did I apply for sufficient number of courses?

**Display options**

**Include also:**

inactive terms  
 dismissed courses  
 use reverse chronological order  
 display column with registration statistics ⓘ

Apply

### Summer semester 2022/23 [20222]

Accounting 110561-D	4.0 ECTS	WYK-2 CW-22	<b>i</b>	You are registered
Finance 110631-D	3.0 ECTS	WYK-2	<b>i</b>	You are registered
Foreign languages block - 2nd semester (1st language, 2nd language) 1B0LEK2-D		CW-1	<b>i</b>	You are registered
Macroeconomics I 110461-D	6.0 ECTS	WYK-1 CW-16	<b>i</b>	You are registered
Microeconomics II 110511-D	5.0 ECTS	WYK-1 CW-12	<b>i</b>	You are registered
Operational Research 121021-D	6.0 ECTS	WYK-1	<b>i</b>	You are registered

To go to exchange you need to click the arrow next to the cart icon:

Course was linked to program: **Global Business, Finance and Governance, Undergraduate, full-time**. Click here to move to the groups exchange system.

ECTS	WYK-2 CW-22	<b>i</b>	You are
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After choosing the subject you will see the information: what is the upper limit in the group, how many students are subscribed and how many requests of exchange are already submitted:

Group	Registered	Lower limit ⓘ	Upper limit	Requests ⓘ	Teacher	Group description	Time	Dedications
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The group to which student is currently submitted will also be visible:

Submit exchange wish									
Group	Registered	Lower limit	Upper limit	Requests	Teacher	Group description	Time	Dedications	
Class									
Connected group: Lecture 1.									
11	17		20	0			Thursday 11:40-13:20		<input checked="" type="checkbox"/>
12	20		20	0			Thursday 11:40-13:20		<input type="checkbox"/>
13	19		20	0			Thursday 13:30-15:10		<input type="checkbox"/>
21	21		21	0			Monday 17:10-18:50		<input type="checkbox"/>
22	21		21	0			Monday 17:10-18:50		YOUR GROUP
23	21		21	0			Monday 19:00-20:40		<input type="checkbox"/>
24	21		21	0			Monday 19:00-20:40		<input type="checkbox"/>
Lecture									
1	56		60	0			Monday 11:40-13:20		<input checked="" type="checkbox"/>
2	84		84	0			Thursday 08:00-09:40		YOUR GROUP
Submit exchange wish									

To submit exchange wish you need to check the group to which you want to be subscribed to. In case if the parent group has several subgroups (i.e. connected exercise groups) you should check chosen exercise group and the submit the application by clicking **Submit exchange wish**:

Submit exchange wish									
Group	Registered	Lower limit	Upper limit	Requests	Teacher	Group description	Time	Dedications	
Class									
11	18		20	0			Thursday 11:40-13:20		YOUR GROUP
12	20		20	0			Thursday 11:40-13:20		<input type="checkbox"/>
13	19		20	0			Thursday 13:30-15:10		<input type="checkbox"/>
21	21		21	0			Monday 17:10-18:50		<input type="checkbox"/>
22	20		21	0			Monday 17:10-18:50		<input type="checkbox"/>
23	21		21	0			Monday 19:00-20:40		<input type="checkbox"/>
24	21		21	0			Monday 19:00-20:40		<input type="checkbox"/>
Lecture									
1	57		60	0			Monday 11:40-13:20		YOUR GROUP
2	83		84	0			Thursday 08:00-09:40		<input type="checkbox"/>
Submit exchange wish									

After correctly submitted application you should refresh the page:

### Accounting (2022) [110561-D]

Registration 20222: Full-time Undergraduate Studies (SLLD + SLLA) [REJ-20222-LIC-D]



Your request has been handled successfully. Refresh the page.

[← go back to your cart](#)

[refresh](#)

In this case, because the chosen group had free places, the application was resolved immediately:

Submit exchange wish									
Group	Registered	Lower limit	Upper limit	Requests	Teacher	Group description	Time	Dedications	
Class									
11	18		20	0			Thursday 11:40-13:20		YOUR GROUP
12	20		20	0			Thursday 11:40-13:20		<input type="checkbox"/>
13	19		20	0			Thursday 13:30-15:10		<input type="checkbox"/>
21	21		21	0			Monday 17:10-18:50		<input checked="" type="checkbox"/>
22	20		21	0			Monday 17:10-18:50		<input type="checkbox"/>
23	21		21	0			Monday 19:00-20:40		<input type="checkbox"/>
24	21		21	0			Monday 19:00-20:40		<input type="checkbox"/>
Lecture									
1	57		60	0			Monday 11:40-13:20		YOUR GROUP
2	83		84	0			Thursday 08:00-09:40		<input checked="" type="checkbox"/>
Submit exchange wish									

In case of choosing the group that doesn't have free places, the application will be accepted and will be waiting for the possibility of exchange:

Group	Registered	Lower limit	Upper limit	Requests	Teacher	Group description	Time	Dedications
Class								
11	18		20	0			Thursday 11:40-13:20	YOUR GROUP
12	20		20	0			Thursday 11:40-13:20	<input type="checkbox"/>
13	19		20	0			Thursday 13:30-15:10	<input type="checkbox"/>
21	21		21	1			Monday 17:10-18:50	Exchange declaration: 2023-07-12 20:58:12  <input type="button" value="Resign"/>
22	20		21	0			Monday 17:10-18:50	<input type="checkbox"/>
23	21		21	0			Monday 19:00-20:40	<input type="checkbox"/>
24	21		21	0			Monday 19:00-20:40	<input type="checkbox"/>
Lecture								
1	57		60	0			Monday 11:40-13:20	YOUR GROUP
2	83		84	1			Thursday 08:00-09:40	Exchange declaration: 2023-07-12 20:58:12  <input type="button" value="Resign"/>

In any time there is possibility to resign from submitted application of exchange. To do that you should click **Resign** button next to the group to which the student doesn't want to be subscribed an more:



If the student chose several group connected to the lecture to exchange, in case of resignation from only one group, the button next to specific group should be clicked, i.e.:

11	18	20	0		Thursday 11:40-13:20	YOUR GROUP
12	20	20	0		Thursday 11:40-13:20	<input type="checkbox"/>
13	19	20	0		Thursday 13:30-15:10	<input type="checkbox"/>
21	21	21	1		Monday 17:10-18:50	Exchange declaration: 2023-07-12 20:58:12  <b>Resign</b>
22	20	21	0		Monday 17:10-18:50	<input type="checkbox"/>
23	21	21	1		Monday 19:00-20:40	Exchange declaration: 2023-07-13 12:01:32  <b>Resign</b>
24	21	21	1		Monday 19:00-20:40	Exchange declaration: 2023-07-13 12:01:32  <b>Resign</b>
Lecture						
1	57	60	0		Monday 11:40-13:20	YOUR GROUP
2	83	84	1		Thursday 08:00-09:40	Exchange declaration: 2023-07-12 20:58:12  <b>Resign</b>

Visual after resigning from exchange of group:

					Class			
11	18		20	0			Thursday 11:40-13:20	YOUR GROUP
12	20		20	0			Thursday 11:40-13:20	<input type="checkbox"/>
13	19		20	0			Thursday 13:30-15:10	<input type="checkbox"/>
21	21		21	0			Monday 17:10-18:50	<input checked="" type="checkbox"/>
22	20		21	0			Monday 17:10-18:50	<input type="checkbox"/>
23	21		21	1			Monday 19:00-20:40	Exchange declaration: 2023-07-13 12:01:32  <input type="button" value="Resign"/>
24	21		21	1			Monday 19:00-20:40	Exchange declaration: 2023-07-13 12:01:32  <input type="button" value="Resign"/>
					Lecture			
1	57		60	0			Monday 11:40-13:20	YOUR GROUP
2	83		84	1			Thursday 08:00-09:40	Exchange declaration: 2023-07-12 20:58:12  <input type="button" value="Resign"/>



Clicking the button **Resign** next to lecture group means resignation from all applications for exercise groups connected to this lecture:

Class									
11	18		20	0			Thursday 11:40-13:20		YOUR GROUP
12	20		20	0			Thursday 11:40-13:20		<input type="checkbox"/>
13	19		20	0			Thursday 13:30-15:10		<input type="checkbox"/>
21	21		21	0			Monday 17:10-18:50		<input type="checkbox"/>
22	20		21	0			Monday 17:10-18:50		<input type="checkbox"/>
23	21		21	1			Monday 19:00-20:40		Exchange declaration: 2023-07-13 12:01:32  <b>Resign</b>
24	21		21	1			Monday 19:00-20:40		Exchange declaration: 2023-07-13 12:01:32  <b>Resign</b>
Lecture									
1	57		60	0			Monday 11:40-13:20		YOUR GROUP
2	83		84	1			Thursday 08:00-09:40		Exchange declaration: 2023-07-12 20:58:12  <b>Resign</b>

Visual after finishing this activity:

Group	Registered	Lower limit	Upper limit	Requests	Teacher	Group description	Time	Dedications	
<b>Class</b>									
11	18		20	0			Thursday 11:40-13:20	YOUR GROUP	
12	20		20	0			Thursday 11:40-13:20	<input type="checkbox"/>	
13	19		20	0			Thursday 13:30-15:10	<input type="checkbox"/>	
21	21		21	0			Monday 17:10-18:50	<input type="checkbox"/>	
22	20		21	0			Monday 17:10-18:50	<input type="checkbox"/>	
23	21		21	0			Monday 19:00-20:40	<input type="checkbox"/>	
24	21		21	0			Monday 19:00-20:40	<input type="checkbox"/>	
<b>Lecture</b>									
1	57		60	0			Monday 11:40-13:20	YOUR GROUP	
2	83		84	0			Thursday 08:00-09:40	<input type="checkbox"/>	

In any moment you can again choose the group you want to apply for exchange to, but you should remember that new applications will have later date and will be realized after the applications submitted earlier by other students.

If the applications were not processed during the exchange, they will be deleted after the end of the phase, and the student will remain enrolled in the group where he/she was submitting the request.

Subjects, which will be left in **Cart** after the end of stage/phase and the exchange during it, will be mandatory for realization in upcoming semester. There will be no possibility to unsubscribe from them in next stages of semester declaration.