

The procedure for recognizing learning outcomes for a subject,
 achieved as a result of the student's participation in the work of a research club
 - pursuant to §17 sec. 10 and §26 of the Study Regulations at WUT

Participants of the procedure:

- student (S)
- supervisor of the research club (OKN)
- subject supervisor (KP)
- dean of the faculty (Dz.)
- dean's office (Dziekanat)

* KARTA — a card for the recognition of learning outcomes for the subject, achieved as a result of the student's participation in the work of the research club, consists of four parts constituting the entire documentation and is an appendix to this procedure

No.	Action	Who	Comment
1.	Filling in the student's application for exemption from participation in a selected subject due to the planned participation in the work of the research club	S	KARTA* (part I)
2.	Supplementing the application with the necessary information	OKN KP	KARTA* (part I)
3.	Submission of the KARTA* to the Dean (via the dean's office)	S	<i>before the date of commencement of registration for subject</i>
4.	Analysis of the application and making a decision on exemption from participation in the object	Dz.	KARTA* (part I)
5.	Inform the student about the Dean's decision (copy of the decision to the file, original for the student)	Dziekanat	—
6.	Implementation of works within the scientific club	Student OKN	—
7.	Supplementing the second part of the KARTA with information on the student's implementation of work in the research club	OKN	KARTA* (part II) <i>filling in after the end of the student's participation in the work of the research club</i>
8.	Preparation of an application to the Dean for recognition of the learning outcomes	S	KARTA* (part III)
9.	Supplementing the application with the necessary information	KP	KARTA* (part III)
10.	Submitting an application (original of the entire KARTA) to the Dean (via the dean's office)	S	KARTA* (part III)
11.	Analysis of the application and making a decision on recognizing the student's achievement of learning outcomes and issuing a grade	Dz.	KARTA* (part III i IV) <i>on time according to the registration period</i>
12.	Delivery of the original KARTA containing the decision to the dean's office	Dz.	
13.	Placing the original KARTA in the student's personal file	Dziekanat	
14.	Providing the student with a copy of the KARTA	Dziekanat	
15.	Informing the subject supervisor about the Dean's decision	Dziekanat	
16.	Including the grade into the USOS system	KP	