

**INSTRUCTIONS FOR STUDENTS
WHO WISH TO CHANGE THEIR GROUPS
(2023/2024 spring semester)**

Please do not send any requests before 5 February

If you wish to change your group for a given course without changing the teacher, please ask the teacher directly. If the teacher agrees, there is no need to report this elsewhere.

If changing the group includes changing the teacher, ask both teachers first and once they agree, send your request to Professor Magdalena Cieślak (forwarding the emails where the teachers express their consent or attaching a document with their written signatures).

If you wish to change your group for all classes, please send your request no later than February 21 and contact Professor Magdalena Cieślak directly. Before sending the request, please ask Ms Dorota Prasalska in the Dean's office for information regarding how many students there are in the two groups and include this information in your email to Professor Cieślak.

If you wish to swap places with another student, please contact Professor Cieślak directly (no need to ask the teachers or the Dean's office).