



**RESOLUTION NO. 94/2019**  
**OF THE SENATE OF THE UNIVERSITY OF WROCLAW**  
of 22 May 2019

**on the Rules and Regulations of studies at the University of Wrocław**

Pursuant to Article 28 section 1 item 2 of the act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended) it is hereby resolved as follows:

VOWS

*Joining the academic community of the University of Wrocław I solemnly swear:*

- *to acquire knowledge and skills,*
- *to proceed in accordance with the law, tradition, and good academic practices,*
- *preserve the good name of the University of Wrocław and student dignity.*

**I. GENERAL PROVISIONS**

**§ 1.1.** The Rules and Regulations of studies at the University of Wrocław, hereinafter referred to as the Regulations, apply to full-time and part-time first-cycle, second-cycle, and uniform master's studies.

2. The terms and conditions of admission to the University are determined in the act *Law on Higher Education and Science* of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the Act, and the resolutions of the Senate of the University of Wrocław.

3. Admission to the University of Wrocław, hereinafter referred to as the University, and acquisition of student rights follows matriculation and taking the vows before the Rector or a dean. After matriculation the student receives a student ID. The student ID confirms the student's status and shall be returned to the University after the suspension in the rights of the student, discontinuation of studies, removal from the list of students or graduation. A graduate of first-cycle studies has the right to keep the student ID until 31 October of the year of graduation, however, s/he does not have the right to apply for the provision of material aid.

4. The Rector is in charge of all students, PhD students, and other employees of the University, while the dean is the person in charge of a given faculty. Vice-rectors are authorised to act on behalf of the Rector while deputy deans act on behalf of the dean in compliance with the powers delegated to them. The dean may delegate certain powers regarding organisational matters and the learning process to the head of an educational unit.

5. The dean, upon consulting a competent body of the student government, may appoint a year tutor or tutors of student groups from among the academic teachers.

6. At the request of a competent body of the student government the dean may appoint a different year tutor.

7. It is the responsibility of the tutors to:

- 1) inform students about their rights and obligations and advise them on all matters related to the course of studies;
- 2) cooperate with the representatives of competent bodies of the student government, in particular with the prefects, and with the management of an institute (chair) and the dean.

8. Students, PhD students, University staff, and teachers are required to comply with these Rules and Regulations, as well as adhere to the resolutions and decisions of the University authorities and the rules of law relating to studies and studying.

9. Persons participating in the learning process at the University of Wrocław are committed to provide high-quality education.

10. Documenting the course of studies is carried out with the use of the University System of Servicing Studies [USOS].

11. Messages (news, information, etc.) forwarded to students via the University System of Servicing Studies [USOS] and via the University electronic mail shall be deemed to be binding, provided they have been placed in the USOS and in students' individual accounts at least 14 days prior to any circumstances (situations) to which they apply. Messages (news, information, etc.) referred to above meant for students studying in English shall be posted in English.

**§ 2.1.** The sole representative of all the students of the University is the student government.

2. The student government shall act in compliance with the Act and the Statute of the University of Wrocław.

3. The bodies of the student government are entitled to take a stand on all matters related to students and to act accordingly as specified in the Regulations of the student government of the University of Wrocław.

4. A representative of a year or a group is the prefect of the year or the group respectively. Election procedures for a prefect and his or her rights and obligations are laid down in the Regulations of the student government.

**§ 3.** Student organisations at the University are entitled to file petitions to competent bodies of the student government and the authorities of the University in matters related to studies.

## **II. RIGHTS AND OBLIGATIONS OF A STUDENT**

**§ 4.1.** In particular, students have the right to:

- 1) acquire knowledge within a chosen degree programme, cultivate their academic interests and, for this purpose, make use of all resources available at the University;
- 2) receive training in the rights and obligations of a student;
- 3) participate in classes not included in the plan of studies for the chosen degree programme on conditions laid down in these Rules and Regulations;
- 4) study, according to applicable legislature, more than one degree programme, also at different universities, including foreign ones;
- 5) participate in scientific research carried out at the University and associate in student research groups;
- 6) cultivate cultural, sports and touristic interests and use the equipment and resources of the University for this purpose and receive help from academic teachers and the University units;
- 7) join existing student organisations and establish new ones;
- 8) elect representatives and stand for elections to the student government and other collegial bodies of the University;
- 9) participate in the elections of the University authorities as laid down in the Statute of the University of Wrocław;
- 10) file petitions to the authorities of the University regarding the plans of studies, curricula, and matters related to the learning process or social conditions;
- 11) participate in the decisions of the collegial bodies of the University via representatives who are members of these bodies;
- 12) obtain credits and take exams prior to the dates set out in the plan of studies and obtain credits according to the individual organisation of studies as specified by the faculty board;
- 13) study according to an individual plan of studies and curriculum as specified by the faculty board;
- 14) sabbatical leave from classes as specified in these Regulations;
- 15) justify absence from classes and be able to undergo verification of the acquired learning outcomes specified in the curriculum;
- 16) change the degree programme/major or the university;
- 17) change the form of studying as specified by the faculty board;
- 18) receive scholarships and other grants as specified in separate regulations;
- 19) receive prizes, awards, and distinctions for good results and academic achievements, in sports and for organisational activity;
- 20) organise meetings, demonstrations, strikes, and protests on the premises of the University in accordance with the provisions of the Act and the Statute of the University of Wrocław;
- 21) express opinions on classes and the work of the academic teachers conducting those classes as agreed by the student government with the Rector;
- 22) participate in the creation (modification) of the curricula (elements of curricula) according to the principles laid down by the Senate of the University of Wrocław;
- 23) file complaints on the decisions of the bodies of the University.

2. Students with documented disability, depending on its type and degree, have the right to:

- 1) individual terms for participation in classes as well as individual forms and dates for obtaining credits;
- 2) participate in individual programmes of study under specific conditions;
- 3) conveniences, including individual course of studies;
- 4) priority in class enrollment and group selection;
- 5) individual terms for using libraries, specified in the regulations of individual libraries;
- 6) appropriate assistance in obtaining teaching materials and equipment necessary for studying;
- 7) use means to assist the student in the learning process, for example recording equipment;
- 8) individual tutoring and, where appropriate, individual classes;
- 9) individual assistance of a selected academic teacher.

**§ 5.** Students are obliged to act in accordance with the vows, the Rules and Regulations of studies and other provisions binding at the University, in particular to:

- 1) diligently acquire knowledge and skills provided for in the curriculum;
- 2) participate in teaching and learning activities, timely obtain credits and take exams, fulfill all the obligations specified in the plan of studies and in the curriculum;
- 3) preserve the good name of the University of Wrocław and student dignity;
- 4) respect other students, employees, and University authorities;
- 5) care for and make proper use of resources available at the University;
- 6) pay tuition fees on a timely basis, if such fees are specified in relevant provisions;
- 7) familiarise themselves with the resolutions and decisions (rulings), as well as messages (news, information, etc.) of the authorities of the University and appropriate faculty related to the course of studies, including those posted via the USOS and to a student's individual mailing account via the University's electronic mail;
- 8) check on a regular basis all information (data), particularly personal data, information relating to the course of studies, scholarships and grants, tuition fees including those posted via the USOS, and submit relevant applications to the dean as necessary;
- 9) as soon as possible, but not later than within 14 days of the occurrence of the circumstances, notify the dean's office of a change of name, address, or the financial status that may affect the granting and scope of the financial aid, and any other circumstances, factual or legal, which may be relevant to the rights and obligations of the student at the University;
- 10) participate in the evaluation of the teaching process (filling out questionnaires);
- 11) issue statements and other documents required by the Act – *Law on Higher Education and Science* and other rules of law;
- 12) refrain from taking any action (actions) that may lead to taking credit for being an author of an excerpt of a text or other elements of someone else's work or scientific findings.

**§ 6.** Students shall take responsibility for demeaning student dignity and the violation of the provisions in force before a disciplinary committee or a peer court on principles laid down in the Act and the Statute of the University of Wrocław.

### **III. ORGANISATION OF THE ACADEMIC YEAR**

**§ 7.** 1. An academic year comprises two semesters, begins on 1st October and ends on 30 September.

2. Classes in a semester last 15 weeks. In special cases, at the request of the faculty board, this period may be changed by the Rector prior to the beginning of the semester.

3. Detailed organisation of the academic year shall be specified by the Rector and the student government and shall be made public no later than on 30 June of the preceding academic year.

4. In special circumstances the Rector announces time off from lectures, the so-called Rector's hours or days, while the deans declare the so-called dean's hours free of classes. If need be, the decision about making up for the dean's hours is taken by the dean.

## **IV. CURRICULA AND THE ORGANISATION OF TEACHING**

**§ 8.1.** Teaching at the University of Wrocław takes place in the form of full-time and part-time studies (evening, weekend).

2. Teaching may also be carried out with the use of methods and techniques of distance learning.

**§ 9.1.** The University of Wrocław offers first-cycle studies (bachelor's or engineering), master's studies, and 5-year uniform master's studies.

2. First-cycle studies are completed with a diploma exam and upon graduation a student is awarded the title of a Bachelor or an engineer. Second-cycle studies and 5-year uniform master's studies are completed with a diploma exam and upon graduation a student is awarded the Master's title.

**§ 10.** The curricula at the University of Wrocław are based on a system of the accumulation of points and transfer of student achievements, called the ECTS system (European Credit Transfer and Accumulation System).

**§ 11.** Studies are conducted in accordance with the curricula, including the plans of studies approved by the faculty boards following the guidelines laid down by the Senate of the University of Wrocław, in consultation with the competent body of the student government. These curricula are announced on the websites of relevant faculties/institutes no later than 14 days after their approval.

**§ 12.** The principles of studying in the college of inter-area studies and the relevant plans of studies are established by the college board.

**§ 13.** These Rules and Regulations shall apply to teaching classes, testing students' knowledge and skills, diploma exams, and writing theses in a foreign language.

**§ 14.** The terms of taking foreign language classes and physical education classes are governed by separate rules.

**§ 15.** The implementation of the curricula and the plans of studies is overseen by the dean who shall exercise constant supervision over them and act accordingly.

**§ 16.** A detailed timetable, including the names of the teachers, should be communicated to students no later than 7 working days before the semester starts.

**§ 17.** In the semestral schedule of classes in full-time studies the number of hours in a week cannot exceed 30. This does not apply to student internships and field work.

**§ 18.1.** Within 14 days of the commencement of classes teachers shall provide the students with a module (classes or groups of classes) syllabus, reading list, form of assessment, and the requirements that shall be met in order to obtain credits or to pass the exam.

2. The requirements for obtaining credits for laboratory classes are determined in the regulations of individual educational units.

**§ 19.1.** Education at the University of Wrocław shall be provided in the form of lectures and classes (including seminars, tutorials, workshops, laboratories, language courses, field work, internships, and others).

2. Lectures are open to the public.

3. The number of students taking part in given classes shall be determined in separate provisions.

4. Students' participation in classes shall take place in accordance with regulations set out in the plans of studies and the curricula.

5. Once a student decides on a course it becomes compulsory for that student.

6. Detailed regulations for the selection of courses are determined by the dean.

7. A student who fails to select a module (classes or groups of classes) on the principles determined by the dean, takes up a module indicated by the dean. Once a module is indicated by the dean it becomes compulsory for the student.

**§ 20.1.** With the exception of first-year students, a student may select a group and a teacher, unless the dean determines otherwise.

2. If the number of students wishing to take up a particular course exceeds the limit of participants in a group, the teacher decides on the number of participants, unless the faculty board has established other regulations.

3. Persons with documented disability shall have priority in the selection of courses and student groups.

4. Regulations regarding changing groups are determined by the dean.

**§ 21.1.** A student may study according to an individual plan of studies and curriculum in accordance with the regulations laid down by the faculty board, inclusive of scientific supervision and the needs of students with documented disability.

2. With the dean's approval, a student has the right to individualise his or her curriculum by choosing courses that make up the required number of ECTS credits. The choice should be made and presented to the dean for approval within 10 working days from the start of the semester.

**§ 22.** In justified and documented cases, the dean may agree for credits to be awarded without the requirement of doing the modules (classes or groups of classes). Prerequisites for taking this decision are, among others: studying two degree programmes at the same time, (gainful) professional employment, family circumstances, health issues, documented disability.

**§ 23.1.** Students, with the approval of the dean, have the right to take courses outside their degree. It depends on the dean whether these classes will be considered as an integral part of the studies, or only as extracurricular classes.

2. Extracurricular classes, after the approval of the dean, are entered into the documentation of studies with appropriate annotation. Points and grades obtained for the extracurricular classes are not taken into account in the clearance of the course of studies, however, they are recorded in the Diploma Supplement.

3. Participation of a student in a closed class outside the chosen degree programme shall require the approval of the director (head) of the appropriate educational unit conducting these classes.

**§ 24.** The principles for taking part in and assessing internships are set out in the plans of studies or in the regulations of internships.

## **V. ASSESSMENTS AND EXAMS**

**§ 25. 1.** The number of examinations provided for in the plan of studies cannot exceed eight in an academic year and five in one examination period.

2. The lecturer is also the examiner, while courses are credited by their instructor. In justified circumstances, the examiner and the instructor crediting the course are appointed by the dean or by the director (head) of the relevant educational unit.

3. The examiner may grant a student permission to take an exam on condition that he or she presents an electronic student ID or some other identification document and whether the student received credits for all the academic achievements of the module (classes or groups of classes) required in the curriculum.

**§ 26.1.** Lecturers whose courses are not completed with an exam and instructors of practical classes assess them before the start of the examination period. In cases not attributable to the student he or she may apply for an extension of the deadline of assessment to the director (head) of the educational unit.

2. Taking part in an exam is conditional on the payment of appropriate tuition fees for educational services, if they are required.

3. Credits obtained in violation of section 2 shall be null and void. The grade is deleted from the documentation of studies.

4. If classes of one module (classes or groups of classes) are taught by two or more different teachers, credits are awarded by the person indicated by the director (head) of the educational unit.

5. A student who was not awarded credits before the exam loses this term. In exceptional circumstances the director (head) of the educational unit may restore the student's right to take the exam.

6. A student is eligible to apply for credits from practical classes to be awarded at an earlier time than officially scheduled. It is the course instructor who decides on the form and deadline of credit assignment, unless the dean decides otherwise.

7. At the request of a student with documented disability the course instructor shall decide on an individual date and form of assessment.

8. Absence of a student during an assessment can be excused by the examiner or the director (head) of an appropriate educational unit within 7 days from the date of the assessment or in special circumstances within 7 days from the date of the cessation of the cause of absence.

**§ 27.1.** A student who questions the legitimacy of the decision to refuse credits for a course or the credit received has the right to appeal to the director (head) of the appropriate educational unit within 3 working days from the date when the disputed credit was refused or awarded. The decision made is final.

2. Provided the appeal has been recognised as legitimate, the director (head) of the unit orders a credit verification procedure where the student's results are verified before a specially appointed board. The procedure shall take place within 7 days of filing the request, however, no sooner than before 3 days from the notification of the student about recognition of the appeal as legitimate. The board comprises of the director (head) of the unit, course instructor and another expert in the same module (classes or groups of classes). The student is eligible to apply for the examination board to include an academic teacher indicated by him or her or a representative of the student government.

3. The examination board shall decide on the credits and grade for a course. The grade received during the procedure shall annul the grade in question and it becomes the binding grade. The grade received during the procedure is final.

**§ 28.1.** A student participating in research or scientific camps may, on the basis of documented results of that work, be awarded credits for practical classes or internships, if their subject matter is related to the research.

2. The decision in the aforementioned cases is taken by the director (head) of the relevant educational unit.

**§ 29.1.** Examination is a form of verification of learning outcomes as specified in the module (classes or groups of classes). Examination may be carried out in a written or oral form, or both.

2. To be eligible to stand for an examination, a student is obliged to obtain credits from all courses listed in the plan of studies and the curriculum and, if applicable, pay tuition fees for educational services.

3. Grades obtained in violation of section 2 become null and void. The grade is deleted from the documentation of studies.

4. Exams, subject to section 10, shall be carried out during the examination period and arranged in accordance with the provisions of § 25. A student may apply to the examiner to take an exam on an earlier date, provided the dean does not determine otherwise.

5. A student has the right to enter for a primary examination and a resit examination in a given course.

6. Resit exams are carried out in accordance with the detailed organisation of the academic year specified in an announcement of the Rector for a given academic year.

7. Absence of a student during an exam can be excused by the examiner or the director (head) of an appropriate educational unit, provided that the request in this case has been filed to the examiner or director (head) of the educational unit within 7 days from the date of the exam or in special circumstances within 7 days from the date of the cessation of the cause of absence

8. In the case of an unjustified absence a student does not receive any grade and loses the right to that term.

9. In the case of justified absence in a primary exam or a resit exam, a student may be offered another date for this exam during the examination period. Dates of examinations are set by examiners. After the end of the (resit) examination period exams may, where appropriate, be carried out within 10 days from the date of its completion with the approval of the dean.

10. At the request of a student who is in his or her last semester and has no more than two modules (classes or groups of classes) pending, including those completed with an exam, the dean may specify rules for early assessment of modules.

11. A student shall be informed about the results of his or her exams without undue delay and in a way that is unambiguously clear about what the grade is.

12. A student has the right to review his or her work at a place and date to be provided by the examiner. Written examination papers are stored for one year from the date of the exam.

**§ 30.1.** A student who questions the examination procedure may, within 3 working days from the date of the announcement of the results at the latest, file a petition to the dean with a justified request to retake the exam before an examination board.

2. In the case the dean recognises the request as legitimate the following steps shall be taken:

- 1) with respect to a written exam - verification of the work or exam before an examination board;
- 2) with respect to an oral exam - oral exam before an examination board.

3. An examination board is appointed by the dean. The board consists of the dean as the chairperson, an examiner an expert in the subject matter of the module (classes or groups of classes) or a related module. A student is eligible to apply for the examination board to include an academic teacher indicated by him or her or a representative of the student government.

4. The exam before an examination board should take place within 7 days of filing a request, but no sooner than 3 days before the student has been notified he or she has been allowed to sit the exam. During the oral examination questions are drawn, and the board cannot be chaired by the person who conducted the exam called into question.

5. The dean may order an exam before a board on his or her own initiative if it was conducted in a way that was detrimental to the students. In this case the dean may consult the competent body of the student government. An exam before a board can also be requested by an examiner or a competent body of the student government.

6. The grade received during the exam before the board shall annul the grade in question and becomes the binding grade for the module (classes or groups of classes) for the given examination period. The grade received during the exam taken before the board is final.

**§ 31.** In justified circumstances the dean or the Rector may require a resit exam for a group of students or the whole year.

**§ 32.1.** The following grades are used at the University of Wrocław:

1. bardzo dobry (bdb) [excellent/A]- 5,0;
2. dobry plus (+db) [good plus/B+] - 4,5;
3. dobry (db) [good/B]- 4,0;
4. dostateczny plus (+dst) [satisfactory plus/C+]- 3,5;
5. dostateczny (dst) [satisfactory/C] - 3,0;
6. niedostateczny (ndst) [unsatisfactory/fail]- 2,0.

2. Grades obtained by students in other scales shall be linearly transformed into grades referred to in section 1. An example of the formula is set out in the annex to the Rules and Regulations.

3. Unsatisfactory grade/fail or no entry in the documentation of studies are regarded as failing the course.

4. A person granting credits or carrying out the examination shall transfer the grades into electronic records of exam and/or assessment grades.

5. A person granting credits or carrying out the examination shall pass on the records of grades to the dean's office within dates specified by the dean.

**§ 33.1.** Educational elements of the module (classes or groups of classes) for which grades have been credited within a given course of studies shall not be credited again.

2. Decisions concerning educational elements of the module (classes or groups of classes), including the recognition of ECTS points and grades, are the competence of the dean and are final.

3. A student has the right to appeal against the dean's decisions referred to in section 2 only by filing for reconsideration of the decision by the dean.

## **VI. TRANSITION TO A HIGHER SEMESTER, REPEATING A COURSE OR A SEMESTER**

**§ 34.** The period for which credits are awarded is a semester of studies. The faculty board may decide that the period for which credits are awarded is a year of studies.

**§ 35.1.** The basis for granting credits for a semester (year) is collecting credits for modules (classes or groups of classes) planned in a semestral (yearly) plan of studies or collecting 30 (60) ECTS points for modules in accordance with the curriculum or other recognised by the dean.

2. The faculty board may decide on reducing the minimum conditions for receiving credits for a semester (year), including a minimum number of ECTS points and the minimum allowable total deficit of ECTS points.

3. A student who has not fulfilled the conditions for receiving credits for a semester (year) referred to in section 1 is entered for a higher semester (year) provided he or she has collected the required number of ECTS points referred to in section 2, unless he or she has filed a written resignation from continuing studies in a higher semester within 7 days of the end of the resit examination period.

4. A student who transfers classes credited at a higher school other than a home university, including a foreign one, shall be given a number of ECTS points assigned to learning outcomes acquired as the result of taking up classes and internships in a receiving institution.

5. Transfer of classes credited at a higher school other than a home university, including a foreign one, in place of the credits assigned to classes and internships specified in the curriculum, including the plan of studies, is conditional on the confirmation of the convergence of acquired learning outcomes.

6. Semester (year) is credited by the dean. Receiving the semester (year) credit enables the student to enroll for a higher semester (year).

7. Failure to fulfill the conditions required to receive permission to continue studies in a higher semester (year) after two consecutive assessment periods shall be deemed as lack of academic progress and may be grounds for a removal from the list of students.

**§ 36.1.** A student who has not fulfilled the conditions specified in § 35 section 1 may be enrolled again for the same semester (year).

2. The faculty board specifies the minimum number of credit points and the minimum allowable total deficit of ECTS points, which the student must collect to receive permission to re-enroll for the semester (year). Failure to comply with this condition shall be considered as lack of academic progress and may be grounds for a removal from the list of students.

3. A student who fulfilled the conditions referred to in section 2 is entered for a higher semester (year) unless he or she has filed a written resignation from continuing studies in a higher semester within 7 days of the end of the resit examination period.

4. A student is obliged to collect credits from failed modules (classes or groups of classes) at the nearest possible time.

5. A fee for repeating classes due to unsatisfactory learning achievements is chargeable on the principles laid down by the ordinance of the Rector. Fees for educational services are specified by the Rector not later than by 30 March of the year preceding the beginning of education.

## **VII. CHANGES IN THE COURSE OF STUDIES**

**§ 37.1.** After completing 2 semesters of first-cycle, second-cycle or 5-year uniform master's studies, within the limits specified by a given educational unit, a student may, within the University:

- 1) transfer to a different degree programme or major,
- 2) change the form of studies on conditions specified by the faculty board.

2. In the event of a change in the form of studies, the dean specifies the differences resulting from the curricula and the mode and dates of their completion.

3. Changing the degree programme or the major requires a written approval of the dean of the receiving unit and clearing of all the obligations towards the home unit, confirmed by the dean.

**§ 38.1.** A student may receive a semestral or annual sabbatical during which he or she preserves the student status. The right to receive financial aid during a sabbatical is specified in separate provisions.

2. A sabbatical shall be granted by the dean on the basis of a legitimate and documented application.

3. A sabbatical shall be granted in the case of:

- 1) prolonged illness;
- 2) birth of a child;
- 3) posting a student to another university for an internship or other similar purpose;



4) other vital circumstances.

4. A sabbatical is granted to a pregnant student for the period until the birth of her child and to a student who is a parent, at the request submitted within 1 year from the birth of the child – for a period of 1 year. If the end of the sabbatical falls during a semester, the leave may be extended until the end of that semester.

5. In exceptional circumstances, due to a prolonged reason referred to in section 3 items 1 and 4, a sabbatical may be extended for no longer than 1 more year.

6. A sabbatical should not include the period prior to filing of the application, with the exception of a documented illness or a birth of a child.

7. If a sabbatical covers the period preceding filing of the application, the student is exempt from the payment for retaking courses from that period.

8. Granting a sabbatical extends the deadline for graduation and is confirmed by an entry in the sabbatical card.

9. With the dean's approval a student can attend certain classes, obtain credits, and take exams during a sabbatical.

**§ 39.1.** After the end of the crediting period (semester, year) a student can move to another university, in so far as the material liabilities towards the University of Wrocław have been met.

2. The fulfilment of all obligations towards the University of Wrocław shall be certified by the dean.

**§ 40.1.** Transition from other universities, including foreign, to study at the University of Wrocław is only possible prior to the start of a semester (year). The application should be submitted at least one month before the start of the semester/academic year.

2. A student should receive credits for at least 2 semesters at the university he or she is leaving. Transferring to a different university after successful completion of the first semester is possible only in exceptional circumstances.

3. Admission of a student from another university to the University of Wrocław shall be approved by the dean of a relevant faculty by way of entering the student's name into the list of students, and denied by way of issuing an administrative decision.

4. The dean approves the admission referred to in section 3 as well as confirms and approves the achievements of the student (expressed in ECTS points). On this basis the dean shall determine in which semester the student shall study and indicate modules (classes or groups of classes) to be completed, in particular those from the group of compulsory modules, along with deadlines for their completion.

## **VIII. REMOVAL FROM THE LIST OF STUDENTS**

**§ 41.1.** A student is removed from the list of students in the case of:

- 1) written resignation from university. The date of receipt of the resignation by the dean's office shall be deemed as the date of resignation;
- 2) failure to submit a diploma thesis or failure to take a diploma exam;
- 3) disciplinary expulsion from the University.

2. The dean may remove a student from the list of students in the case of:

- 1) lack of progress in learning;
- 2) failure to pass a semester or year;
- 3) failure to pay the tuition fees related to studies;
- 4) lack of participation in compulsory classes. An unexcused absence from classes long enough that making up for it is impossible, established on the basis of a written memo from the instructors, shall be deemed as a lack of participation.

3. A person who has been removed from the list of students is obliged to settle all financial liabilities towards the University prior to taking back personal documents submitted to the University.

**§ 42.** 1. The person who has been removed from the first year of first-cycle studies or uniform 5-year master's studies may take up studies again only via the recruitment procedure.

2. The dean may consent to resumption (reactivation) of studies by a student who has been removed from the list of students after completing the first year. An application for reactivation may be submitted within 5 years from the date of the removal from the list of students. This period cannot be restored.

3. Resumption (reactivation) to the student status may take place prior to the beginning of the semester/academic year. Application for resumption (reactivation) into student status should be submitted at least one month before the start of the semester/academic year.

4. The faculty board, after having obtained prior opinion of the faculty board of the student government, may establish a catalogue of cases in which the dean may refuse to consent to the resumption (reactivation) of student's rights. If the faculty board of the Student government does not issue an opinion within 7 days from the date on which it received the application, the opinion shall be deemed positive.

5. When making the decision to resume (reactivate) a student in his or her rights, the dean shall determine the achievements of the student, including the acquired learning outcomes, and/or collected ECTS points, indicate the semester (year) for which the student is entered and modules (classes or groups of classes) to be completed along with the deadlines for crediting them.

6. A person who was removed from the list of students on the grounds of § 41 section 1 item 3 may be readmitted upon the fulfillment of the conditions specified in the provisions of the disciplinary proceedings.

7. A person referred to in § 41 section 1 item 2 may apply to resume studies in order to complete them, particularly to submit the thesis and take the diploma exam within that period, within 2 years from the date on which s/he was removed from the list of students. The provisions of section 3 shall apply.

8. After the expiry of the time limit referred to in section 7, the resumption of studies can take place only in the mode specified in § 42 sections 3 and 5 of the Rules and Regulations.

## **IX. COMPLETION OF STUDIES**

**§ 43.** Detailed conditions for the completion of first-cycle, second-cycle, and uniform 5-year master's studies as well as the requirements for a thesis and the form of diploma examination are to be specified by the faculty board.

**§ 44.1.** The thesis whether bachelor's/engineer's or master's, hereinafter referred to as a diploma thesis, shall be written by the student under the guidance of a supervisor: a professor or an academic teacher with a post-doctoral degree. The dean, after consulting the relevant organisational unit, may authorise a person with a doctoral degree or an expert from outside the University to supervise a thesis.

2. The duties of the supervisor, with a dean's approval and according to detailed rules laid down by him or her, may be performed by two persons, if this does not increase the number of teaching hours relating to the execution of those tasks. The dean appoints the person responsible in entirety for carrying out all tasks of the supervisor.

3. In degree programmes of experimental nature or related to field work, the director (head) of the educational unit where the thesis is supervised, may designate, in agreement with the supervisor, a tutor from among the staff of the unit. The tasks of the tutor include help with execution of the experimental part of the work, solving technical problems, and overseeing the safety of the student.

4. Theses topics shall be approved in a mode specified by the faculty board and should be communicated to students not later than 2 semesters before graduation, and, in bachelor's and engineering degree programmes, no later than 1 semester prior to graduation.

5. A diploma thesis is an independent study of specific scientific issues, presenting the overall student knowledge and skills related to the degree, level and profile, and the skill of independent analysis and inference. A thesis may, in particular, constitute written work, a published article, or design work, including the design and implementation of a programme or computer system.

6. A diploma thesis may constitute one piece of work developed by a team of students, common to all.

7. Work which was written in the framework of a student research group may be accepted as a thesis.

8. A diploma thesis may be done outside the University of Wrocław with the dean's approval (in another Polish or foreign academic institution, Polish or foreign scientific centre, or any other scientific research centre).

9. Prior to a diploma examination a thesis is always run through an anti-plagiarism programme compatible with the national repository of written theses in accordance with separate provisions in force at the University.

10. With the approval of the dean or director (head) of an educational unit a student may submit a thesis in a foreign language.

11. With the approval of the dean or the director (head) of an educational unit, a student may change the supervisor of a thesis, provided this does not extend the deadline for the submission of the work.

12. Thesis evaluation shall be carried out by the supervisor and the reviewer. In the case of significant discrepancies in the assessment of the work, the final grade shall be decided by the dean who may consult a second reviewer.

13. Provisions mentioned in section 1 apply to the reviewers accordingly, where the master's thesis must be assessed by at least one holder of a postdoctoral degree or a professor.

**§ 45.** In the event of an absence of the supervisor exceeding 90 days, the dean may appoint a new supervisor of the thesis. If the student has filed a request in this case, the dean shall appoint a new thesis supervisor no later than within 14 days of receiving the request.

**§ 46.1.** To be eligible to take a diploma examination, a student is obliged to:

- 1) receive enough credits for all compulsory modules (classes or groups of classes) and internships as scheduled in the curriculum of a given degree programme and collect an appropriate number of ECTS points (recognised by the dean);
- 2) receive at least satisfactory [dst] grade for the diploma thesis, if provided for in the curriculum.

2. A diploma examination shall take place on the date specified by the dean.

3. An exam takes place before a board appointed by the dean and shall comprise of at least three persons. The board shall consist of the supervisor and the reviewer(s). The chairperson of the board shall be an academic teacher with a post-doctoral degree, appointed by the dean.

4. A diploma examination shall be conducted either in Polish or a foreign language if provided for in the curriculum. With the approval of the dean a diploma examination may be conducted in a foreign language.

5. If a student has not passed the diploma examination or did not stand for it within the required time limit, the dean shall appoint a second date. In case the student fails to pass the resit diploma examination, he or she shall be removed from the list of students.

6. Detailed rules for conducting a diploma examination are specified by the faculty board at the request of the dean.

**§ 47.1.** At the request of the student or the supervisor, a diploma examination can be carried out in the form of an open exam.

2. The request addressed to the dean referred to in section 1 must be submitted to the dean's office no later than a month prior to the planned diploma examination.

3. Information about open diploma exams shall be announced on the website of the faculty and on the faculty bulletin board.

4. The provisions of § 46 sections 3 and 4 shall apply to the open examination.

**§ 48.1.** To be awarded a diploma, a student must receive at least a passing grade of 3,0 (satisfactory) for a diploma thesis and at least a passing grade of 3,0 (satisfactory) for a diploma examination.

2. The basis for calculation of the final grade shall be as follows:

- 1) the arithmetic mean of the grades for the whole course of study (with the exception of the annulled grades) – A;
- 2) grade for the diploma thesis – B;
- 3) grade for the diploma examination – C.

3. The grade for the diploma examination shall be taken into account when calculating the final grade for the course of studies.

4. The final grade for first-cycle studies shall be calculated on the basis of the following formula  $3A/4 + (B + C)/8$ . If the curriculum does not provide for a diploma thesis, the final grade shall be calculated using the formula  $(3A+C)/4$ .

5. The final grade for second-cycle studies and 5-year uniform master's studies shall be calculated on the basis of the following formula:  $A/2 + (B+C)/4$ .

6. The arithmetic mean of the A grades and the grade for the whole course of studies referred to in sections 4 and 5 shall be calculated with an accuracy of two decimal places using the general rules for rounding. (Rejection of the figures 5, 6, 7, 8, or 9 increases the figure retained by 1).

7. The final grade for studies should be put down into the diploma and approximated according to the following principle:

- up to 3,25 - dostateczny (3,0/dst) [satisfactory/C];

- from 3,26 to 3,74 - plus dostateczny (3,5/+dst) [satisfactory plus/C+];
- from 3,75 to 4,24 - dobry (4,0/db) [good/B];
- from 4,25 to 4,74 - plus dobry (4,5/db+) [good plusB+];
- from 4,75 - bardzo dobry (5,0/bdb) [excellent/A].

8. The examination board may increase the final grade for studies referred to in section 7 by 0,5, if a student received a top grade [bardzo dobry (5,0/bdb) [excellent/A] for the diploma thesis and the diploma examination.

**§ 49.** 1. A graduate must fulfill all financial and other material liabilities towards the University at least 3 days prior to taking the diploma exam.

2. The diploma granted upon graduation confirms the completion of a particular degree programme.

## **X. GENERAL PROVISIONS**

**§ 50.**1. Any decisions regarding students, as specified by the provisions of these Rules and Regulations, shall be taken by the dean (deputy dean/director/head of an educational unit) on his or her own initiative or at the written application of the student.

2. Decisions of the dean concerning the removal from the list of students, the re-admission or reactivation, transfer from another university, refusal of exemption from fees, are taken upon the authorisation of the Rector based on the provisions of the code of administrative proceedings.

3. A student shall be notified of any other decisions of the dean (announcements, information, etc.) in person at the dean's office or via the USOS, or the University electronic mail or by telephone as soon as possible. The date and notification of the dean's decision is to be recorded in the student's file. If a student learned about the decision over the telephone, he or she is obliged to sign the notification form at the dean's office at the earliest possible date. The decision shall be deemed delivered on the date of notification.

4. In the event of any queries concerning the decisions referred to in section 3, the student has the right to receive the decision in writing, provided that the request reaches the dean's office within 3 working days from the day of the announcement of the decision.

5. The request mentioned in section 1 shall be submitted to the dean's office within the deadline specified in these Rules and Regulations and announced by the dean. The request must be signed by the author and include the name of the applicant, degree programme, year of studies, Student Grade Book [indeks] number, complete current mailing address, telephone number and e-mail address, an indication of what the application concerns, an indication of the addressee, as well as comply with other requirements laid down in specific rules. The dean's office is obliged to confirm the receipt of the complete application upon the applicant's request.

6. An incomplete application, after a seven-day expiration date to complete application indicated in the summons, shall not be processed if the deficiencies in the documentation make it impossible to process it. Both the application and the request to remove the deficiencies shall be kept in the student's files.

7. With respect to the decisions referred to in section 2, a student may:

- 1) apply for reconsideration to the Rector. The application shall be submitted to the dean's office within 14 days from the day the decision in question was delivered or
- 2) lodge a complaint with the Provincial Administrative Court without the need to apply for reconsideration to the Rector. The complaint shall be submitted to the dean's office within 30 days from the day the decision in question was delivered.

A student may lodge a complaint against a decision of the Rector with the Provincial Administrative Court. The complaint shall be submitted at the dean's office within 30 days from the day the decision in question was delivered.

8. The dean's decisions can be appealed against to the Rector via the dean within 14 days of the date of delivery.

## **XI. TRANSITIONAL AND FINAL PROVISIONS**

**§ 51.** The right to a binding interpretation of the provisions of these Rules and Regulations shall be granted to the Rector.

**§ 52.**1. Detailed rules for the application of these Rules and Regulations shall be accepted and published by 30 September 2019.

2. Applications submitted and pending by 30 September 2019 shall be considered according to the wording of the Rules and Regulations binding from 1 October 2019.

**§ 53.** The following shall be repealed:

- 1) Resolution No. 26/2015 of the Senate of the University of Wrocław of 25 March 2015 on the Rules and Regulations of studies at the University of Wrocław;
- 2) Resolution No. 75/2016 of the Senate of the University of Wrocław of 27 April 2016 amending the resolution on the Rules and Regulations of studies at the University of Wrocław;
- 3) Resolution No. 62/2017 of the Senate of the University of Wrocław of 26 April 2017 amending the resolution on the Rules and Regulations of studies at the University of Wrocław.

**§ 54.** The Rules and Regulations shall enter into force on 1 October 2019.

Chairman of the Senate  
of the University of Wrocław  
Rector: *prof. A. Jeziński*

**A) Conversion of values and grades from a scale of 1-6 to the values and grades at the University of Wrocław.**

The average of the grades and grades obtained on a scale of 1-6 shall be converted into the scale of 2-5 according to the formula:

$$\frac{3x + 7}{5} = OWr,$$

where:

x-grade or the figure of resulting from the scale of 1-6

OWr – figure or grade in the scale 2-5

Example:

Grade or number on a scale of 1-6	Number on a scale of 2-5	Grade on a scale of 2-5
1.	2,00	2-ndst
1.5	2,30	2-ndst
2	2,60	3-dst
2,5	2,90	3-dst
3,5	3,50	3.5 + dst
4	3,80	4 - db
4.5	4,10	4- db
5,0	4,40	4,5 - +db
5,5	4,70	4,5 - +db
6	5,00	5 - bdb

**B) Conversion of values and grades from a scale of 2-6 to the values and grades at the University of Wrocław.**

The average of the grades and grades obtained on a scale of 2-6 shall be converted into the scale of 2-5 according to the formula:

$$\frac{3x + 2}{4} = OWr,$$

where:

x-grade or the number of resulting from the scale of 2-6

OWr – figure or grade in the scale 2-5

Example:

Grade or number on a scale of 2-6	Number on a scale of 2-5	Grade on a scale of 2-5
2	2,00	2-ndst
2,5	2,38	2-ndst
3	2,75	3-dst
3,5	3,13	3-dst
4	3,50	3.5 + dst
4.5	3,88	4 - db
5	4,25	4,5 - +db
5,5	4,63	4,5 - +db
6	5,00	5 - bdb