

Wrocław, 1st October , 2016

Dear Student,

welcome at the University of Wrocław. Thank you for choosing us. Please find enclosed selected *Basic documents for first-year students*, which will be your source of information about the rights and obligations of the students of the University of Wrocław. I wish you perseverance in your pursuit of knowledge and many happy and memorable moments at our University.

His Magnificence
Rector of the University of Wrocław
Prof. Adam Jezierski

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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.

Pursuant to article 161, paragraph 1 of the Higher Education Act of 27 July 2005, (consolidated text: Journal of Laws [Dz. U.] of 2012, item 572 as amended), the Senate of the University of Wrocław has passed the Rules and Regulations of studies at the University of Wrocław as follows:

RULES AND REGULATIONS OF STUDIES AT THE UNIVERSITY OF WROCLAW

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 manner,
- preserve the good name of the University of Wrocław and student dignity.

I . GENERAL PROVISIONS

§ 1

1. Rules and Regulations of studies at the University of Wrocław, hereinafter referred to as Regulations, applies to full-time and part-time undergraduate and Master's studies and 5-year uniform Master's studies.

2. The terms and conditions of admission to University are determined in the Higher Education Act of 2005 July 2005, hereinafter referred to as the Act, and the resolution 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 student ID and the index [Student Record Book], if it is the Department's choice for documenting the course of study. The index is the property of the student. 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, deletion from the list of students or graduation. A graduate of undergraduate studies has the right to keep the student ID until 31 October of the year of graduation, he or she however, 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 within a given department. Vice-rectors are authorised to act on behalf of the rector while vice-deans act on behalf of a dean in compliance with the powers delegated to them. The dean, upon consulting the department board, may delegate certain powers regarding organisational matters and the learning process to the head of the academic unit.

5. Any decisions of the dean may be appealed against to the rector on conditions specified in these Rules and Regulations, unless otherwise provided in these Rules and Regulations.

6. The dean, upon consulting a competent unit of the Student Board, may appoint a year tutor or tutors of student groups from among the academic teachers.

7. At the request of a competent unit of the Student Board, in consultation with the head of the academic unit, the dean is eligible to change the year tutor.

8. 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 representatives of competent units of the Student Board, in particular with the prefects and with the management of the Institute (Department) and the dean.

9. 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.

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

11. Documenting the course of studies may be carried out with the use of the University System of Servicing Studies [USOS]. The decision in this respect shall be made by the Department Board, taking into account the current requirements for documenting the course of studies.

12. 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 USOS and on students' individual accounts at least 14 days prior to any circumstances (situations) to which they apply. Messages (news, information, etc.) referred to above, 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 Board.

2. The Student Board shall act in compliance with the Act and the Statute of the University of Wrocław.

3. Units of the Student Board are entitled to take a stand on all matters related to students and to act accordingly as specified in the Regulations of the Student Board 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 Board.

§ 3

Student organisations at the University are entitled to file petitions to appropriate units of the Student Board and the authorities of the University in matters related to studies.

II. RIGHTS AND OBLIGATIONS OF A STUDENT

§ 4

1. Students have, in particular, the right to:
 - 1) acquire knowledge within a chosen degree, cultivate their academic interests and, for this purpose, make use of all resources available at the University;
 - 2) training in the rights and obligations of a student;
 - 3) participate in classes not included in the plan of studies for the chosen degree on conditions laid down in these Rules and Regulations;
 - 4) participate in classes not included in the plan of studies for the chosen degree on conditions laid down in these Rules and Regulations;
 - 5) participate in scientific research carried out at the University and associate in scientific interest groups;
 - 6) cultivate cultural, sports and touristic interests; use the equipment and resources of the University and receive help from academic teachers and University units;
 - 7) join existing student organisations and establish new ones;
 - 8) elect representatives and stand for elections to the Student Board and other collegial units 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 plan of studies, curriculum and matters related to the learning process or social conditions;
 - 11) participate in the decisions of the collegial units of the University via representatives who are members of these units;
 - 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 department board;
 - 13) have an individual plan of studies (including across field studies) as specified by the department board;
 - 14) sabbatical leave from classes as specified in these Regulations;
 - 15) change the degree course/major or the University;
 - 16) change the form of studying as specified by the department board;
 - 17) receive scholarships and other grants as specified in separate regulations;
 - 18) undertake gainful employment that does not interfere with their basic responsibilities;
 - 19) receive prizes, awards and distinctions for good results and academic achievements, in sports and for organisational activity;
 - 20) organize 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 academics teachers conducting those classes as agreed by the student board with the rector;
 - 22) participate in creation (modification) of the curricula (elements of curricula) on the principles laid down by the department board;
 - 23) file complaints on decisions of the bodies of the University.
2. Students with a 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 on individual conditions;
 - 3) conveniences, including individual organisation of studies;
 - 4) priority in class enrollment and choice of groups;

- 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 care 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) to participate in the 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) familiarize themselves with the resolutions and decisions (rulings), as well as messages (news, information, etc) of the authorities of the University and appropriate department, related to the course of studies, including those posted via USOS and into a student's individual mailing account through the University's electronic mail;
- 7a) 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 USOS, and submit relevant applications to the dean as necessary;
- 8) 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, marital status, 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 a student of the University;

9) participate in evaluation of the teaching process (preparing questionnaires);

10) enter into contracts (including amendments to contracts and annexes) related to the provision of educational services and remuneration conditions for studies at the University of Wrocław;

11) issue statements and other documents required by the Higher Education Act and other rules of law;

12) not to take 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 acting against student dignity and violation of the provisions in force, before the disciplinary board or the 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. Academic year comprises two semesters of study - winter and summer. A semester shall cover a series of classes, examination period, winter or summer semester break, and a holiday break.

2. Classes begin not later than on 1 October and end not later than on 30 September.

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

4. Detailed organisation of the academic year shall be specified by the rector and the student board and shall be made public not later than on 30 June of the previous academic year.

5. In special circumstances the rector or the dean announce time off from lectures (the rector announces rector's days while the dean announces the dean's hours during which classes are canceled). If need be, the decision about the make-up of the dean's hours is taken by the dean.

IV. STUDY PLANS, PROGRAMMES AND 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 and extension).

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

§ 9

1. University of Wrocław offers undergraduate studies (Bachelor's or engineering), Master's studies, 5-year uniform Master's studies, doctoral studies (PhD) and postgraduate studies. The principles for conducting PhD studies and postgraduate studies are determined in separate regulations.

2. Undergraduate studies end with an exam and upon graduation a student is awarded the title of a Bachelor or an engineer. Master's studies and 5-year uniform Master's studies end with an exam and upon graduation a student is awarded the Masters title.

§ 10

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

§ 11

Studies are conducted in accordance with the plans of studies and the curricula approved by the department boards following the guidelines laid down by the Senate of the University of Wrocław, in consultation with the competent unit of the student board. These programs are announced in newsletters or on websites at least three months prior to the start of their implementation.

§ 12

The principles of across field colleges and their plans of studies and curricula are established by the college boards.

§ 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

These rules and regulations shall apply to students admitted on the basis of conformation of learning outcomes, taking into account individual study plans and scientific supervision.

§ 15

The conditions and manner of participation for gifted students in classes related to the course of studies in degrees compatible with their abilities and the rules for obtaining credits for those classes shall be determined by department boards at the request of the Dean.

§ 16

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

§ 17

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

§ 18

A detailed timetable, including the names of the teachers, should be communicated to students not later than 7 working days before the start of the semester.

§ 19

In the six-monthly schedule of classes in full-time studies the number of hours in a week shall not exceed 30. This does not apply to student internships and field work.

§ 20

1. Within 14 days of the commencement of classes, teachers shall provide the students with a module (course or class) syllabus, reading list,

form of assessment and requirements that shall be met in order to obtain credits or to pass the exam.

2. Requirements for obtaining credits for laboratory classes are determined in regulations of individual academic units.

§ 21

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

2. Lectures are open to the public.

3. The number of students taking part in individual courses shall be determined in separate provisions.

4. Students' participation in seminars 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 a compulsory course 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 (course or class) 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 a compulsory module for the student.

§ 22

1. With the exception of students of the first year of studies 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 department board has established other regulations.

3. Persons with a documented disability shall have priority in selection of seminars and student groups.

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

§ 23

1. A student may study according to an individual plan of studies and learning programme in accordance with the regulations laid down by the department board, inclusive of scientific supervision and the needs of students with a documented disability.

2. A student has the right to individualize his or her curriculum by choosing classes that make up the required number of credit points. The

choice should be made and presented to the dean for approval within 10 working days from the start of the semester.

§ 24

1. In justified and documented cases, the Dean may agree for credits to be awarded without the requirement of doing the modules (course or class). Prerequisites for taking this decision are, inter alia: studying for two degrees at the same time, (gainful) professional employment, family circumstances, health issues, documented disability.

§ 25

1. Students, with the approval of the Dean, have the right to take courses outside their degree and obtain the relevant entries in the index. 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 endorsement. Points and grades obtained for 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, shall require the consent of the director (head) of appropriate academic units.

§ 26

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

V. ASSESSMENT AND EXAMS

§ 27

1. Academic units, in consultation with the dean and representatives of student board, determine a detailed organisation of the examination period and communicate it to the students 30 days before the start of the examination period.

2. The number of examinations provided for in the plan of studies must not exceed eight in an academic year and five in one examination period.

3. The lecturer is also the examiner, while courses are credited by the person teaching them. In justified circumstances, the examiner and the teacher crediting a course are appointed by the dean or by the director (head) of the academic unit in question.

4. The examiner may grant a student permission to take an examination on condition that he or she presents an index book along with the examination record card and, where appropriate, the student's ID and whether the student received credits for all the academic achievements of the module (course or class) required in the curriculum.

§ 28

1. Lecturers or seminar teachers, whose courses do not end with an exam, assess them before the start of the examination period. In cases not attributable to the student he or she may file for an extension of the deadline of assessment to the director (head) of an academic unit.

2. The condition to take part in an exam is payment of appropriate fees for the educational services, if they are required.

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

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

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

6. A student is eligible to apply for seminar credits to be awarded at an earlier time than officially scheduled. It is the course instructor who decides on the form of credit assignment.

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

§ 29

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 academic 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 the 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, not earlier, however, than before the end of the 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 field. 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 board.

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.

§ 30

1. A student participating in research or scientific camps, on the basis of documented results of that work, may be awarded credits for seminars 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 appropriate academic unit.

§ 31

1. Examination is a form of verification of learning outcomes as specified in the module (course or class) programme. Examination may be carried out in a written or oral form, or in both of these forms.

2. To be eligible to stand for an examination a student is obliged to obtain credits from all courses listed in the programme 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 counted on the basis of 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 § 27. A student may ask for an exam on an earlier date, provided the dean does not determine otherwise.

5. A student has the right to enter for an examination and a make up examination in a given course.

6. Make up exams are carried out in accordance with the detailed organisation of the academic year specified in a statement 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 academic unit, provided that the request in this case has been filed to the examiner or director (head) of the academic unit within 7 days from the date of the exam or in special circumstances within 7 days from the date of cessation of the cause of absence.

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

9. In the case of justified absence in an exam or make up 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

(make up) 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 (courses or classes) pending, including those ending with an exam, the dean may specify rules for prior assessment of modules.

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

12. Within 2 weeks from the date of disclosure of the results of a written exam 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 in the institute for one year from the date of the exam.

§ 32

1. A student questioning the examination procedure may, within 3 working days from the date of the announcement of the results, file a petition to the dean with a request to retake the exam before an examination board.

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

- 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. Examination board is appointed by the dean. The board consists of the dean as the chairman, an examiner and a second expert in the subject matter of the module (course or class) 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 board.

4. The exam before an examination board should take place within 7 days of filing a request, but not earlier 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 the exam was conducted inappropriately for the student(s). In this case the dean may consult the competent authority of the student board. Exam before a board can also be requested by an examiner or a competent unit of the student board.

6. The grade received during the exam before the board shall annul the grade in question and becomes the binding grade for the module

(course or class) for the given examination period. The grade received during the exam taken before the board is final.

§ 33

In justified circumstances the dean or the rector may require a retake exam for a group of students or the whole year.

§ 34

1. The following grades are used at the University of Wrocław:

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

2. Grades obtained by students in other scales shall be linearly transformed into grades referred to in paragraph 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 student is required to submit an index and an examination record card for each exam, as required. The course instructor and the examiner fill in the aforementioned documents with a grade (in full or abbreviated and as a number) and the date and confirm that with their signature.

5. A person granting credits or carrying out the examination shall transfer the grades into records of grades.

6. 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.

§ 35

1. Taught elements of the module (course or class) for which grades have been credited shall not be credited again.

2. Decisions concerning taught elements of the module (course or class), including 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 point 2 only by filing for reconsideration of the decision by the dean.

VI. TRANSITION TO A HIGHER SEMESTER, RETAKE OF A COURSE OR A SEMESTER

§ 36

The period for which credits are awarded is a semester of studies. The department council may decide that the period for which credits are awarded is a year of studies.

§ 37

1. The basis for granting credits for a semester (year) is collecting credits planned in a semester (year) plan of studies or collecting 30 (60) credit points for courses in accordance with the curriculum or other recognised by the dean.

2. The department 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 point 1 is entered for a higher semester (year) provided he or she has collected the required number of ECTS points referred to in point 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 make up examination period.

4. The points collected by a student of the University of Wrocław transferred to another University in Poland or abroad are recognised by the University of Wrocław in accordance with the ECTS system.

5. The student is obliged to deposit the index book and the examination record card with grades, if required, after receiving a grade for the last exam in the examination period, but not later than 3 days after the end of make-up examination period.

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

§ 38

1. A student who has not fulfilled the conditions specified in § 37 point 1 may be enrolled again for the same semester (year).

2. Department 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 result in the loss of student status.

3. A student who fulfilled the conditions referred to in point 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 make up examination period.

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

5. A fee, chargeable on the principles laid down by the rector, shall be paid for re-taking classes due to unsatisfactory results. Fees for educational services are specified by the rector not later than by 30 March of the year preceding the beginning of education.

6. Failure to comply with the conditions of consent to continue studies in the higher semester (year) after two consecutive crediting periods shall be treated as lack of academic progress and may lead to loss of student status.

VII. CHANGES IN THE COURSE OF STUDIES

§ 39

1. After completing 2 semesters of undergraduate, Master's or 5-year uniform Master's studies, within the possibilities specified by a given academic unit, the student may, within the University: transfer to a different degree or major;

1) change the form of studies on conditions specified by the department board.

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

3. Changing the degree or the major of studies requires a written consent of the dean of the receiving unit and clearing of all the obligations towards the original unit, confirmed by the dean.

§ 40

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. Fulfilling all academic obligations towards the University of Wrocław shall be certified by the dean.

§ 41

1. Transition from other universities, including foreign, to study at the University of Wrocław is only possible prior to the start of term (year), provided that the student has fulfilled all obligations arising from the provisions in force at the University which he or she is about to leave, and has not lost the student status. 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 the appropriate department.

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 (courses or classes) to be completed, in particular those from the group of mandatory modules, along with deadlines for their completion.

§ 42

1. A student may receive a semester or annual sabbatical during which he or she preserves the student status. The rights to use material aid during the sabbatical are determined in separate Regulations.

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

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

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

6. The granting of sabbatical extends the deadline for graduation and is confirmed by an entry in the index or in the sabbatical card.

7. With the consent of the dean a student can attend classes, obtain credits and take exams during the sabbatical.

VIII. LOSING THE STUDENT STATUS

§ 43

1. A student loses the student status following a decision of the dean in the case of:

- 1) failure to take up studies. Unjustified long absence is considered a failure to take up studies and results in failure to receive semester (year) credits;

- 2) written resignation from university. The date of receipt of the resignation by the dean's office shall be deemed as the date of resignation;
 - 3) failure to pass the diploma exam or failure to take the diploma exam no later than 3 working days prior to the end of the last semester of studies;
 - 4) disciplinary expulsion from the University.
2. The dean may cross a student off the list of students in the case of:
- 1) lack of progress in learning;
 - 2) failure to pass a semester or year, within the time referred to in § 34 section 3 of the Rules and Regulations of studies;
 - 3) lack of payment for studies;
 - 4) failure to sign the agreement on the conditions of remuneration for studies or educational services.
3. The dean, following an appeal, may agree to admit a person crossed off the list of students to the same academic semester (year), provided the date of notification of the decision was not earlier than 2 weeks before.
4. The provisions of the decision referred to in section 1 and 2 above, may be appealed against to the rector via the dean within 14 days from the date of notification of the decision. The decision of the rector is final.
5. The person who has been crossed off a list of students is obliged to settle all financial liabilities towards the University prior to taking back personal documents submitted to the University.

§ 44

1. The person who has been crossed off the first year of undergraduate 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 of a student who has been crossed off the list after completing the first year.
3. Resumption (reactivation) to the student status may take place prior to the beginning of the semester. Application for resumption (reactivation) into student status should be submitted at least one month before the start of the semester/academic year.
4. The department board, after having obtained prior opinion of the relevant student board, may establish a catalogue of cases in which the dean may refuse to consent to the resumption(reactivation) of student's rights. If the student board 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 along with the learning outcomes and/or collected ECTS points, indicate the semester for which the student is entered and modules (courses or classes) to be completed along with the deadlines for crediting them.

6. The person who was crossed off the list of students on the grounds of § 43 section 1 point 4 may be readmitted upon fulfillment of conditions specified in the provisions of the disciplinary proceedings.

7. The person referred to in § 43 section 1 point 3 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 crossed off the list of students.

8. After the expiry of the time limit referred to in section 7, resumption of studies can take place only in the mode specified in § 44 sections 4 and 5 of the Rules and Regulations.

IX. COMPLETION OF STUDIES

§ 45

Detailed conditions for completion of undergraduate, Master's and uniform five-year Master's studies as well as the requirements for a thesis and the form of diploma examination are to be specified by the department board.

§ 46

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 supervision of a promotor (supervisor): a professor or an academic teacher with a post-doctoral degree. The dean, after consulting a competent organisational unit, may authorize a person with a doctoral degree or an expert from outside the University to supervise a thesis.

1a. The duties of the supervisor, upon a dean's permission 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.

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

3. Theses topics shall be approved in a mode specified by the department board and should be communicated to students not later than 2 semesters before graduation, and, in undergraduate and engineering degrees, not later than 1 semester prior to graduation.

4. 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 competence 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.

5. A thesis may constitute one piece of work developed by a team of students (2-4 persons), common to all.

6. Work which was written in the framework of a student scientific union may be accepted as a thesis.

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

8. Prior to the diploma examination the 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.

9. With the approval of the dean or director (head) of an academic unit the student may submit a thesis in a foreign language. The department board may require students of a certain degree or major to include a title and an abstract in English.

10. A thesis written in a foreign language must include a title and an abstract in Polish.

11. With the approval of the dean or the director (head) of an academic 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 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.

§ 47

In the event of an absence of the supervisor exceeding 90 days, the dean may appoint a new supervisor of the thesis. If a student has filed a request in this case, the dean shall appoint a new thesis supervisor not later than within 14 days of receiving the request.

§ 48

1. To be eligible to take the diploma examination, the student is obliged to:

- 1) receive enough credits for all compulsory modules (courses and classes) and internships as scheduled in the programme of studies of a given degree or collect appropriate number of ECTS points (recognized by the dean);
- 2) ²¹⁾ receive at least sufficient [dst] grade for the diploma thesis.

2. Diploma examination shall take place within dates specified by the dean.

3. The 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). Either the dean or an academic teacher with a post-doctoral degree and appointed by the dean are eligible to chair the board.

4. The diploma examination shall be conducted either in Polish or a foreign language if indicated so in the programme of studies. With the approval of the dean the 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 retake diploma examination, he or she shall be crossed off the list of students.

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

§ 49

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

2. The request addressed to the dean referred to in paragraph 1, must be filed to the dean's office not later than a month prior to the envisaged diploma examination.

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

4. Provisions of § 48 section 3 and 4 shall apply to the open examination.

§ 50

1. To be awarded a diploma, the student must receive at least a passing grade of 3,0 (satisfactory) for the diploma thesis and at least a passing grade of 3,0 (satisfactory) for the 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 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 undergraduate studies shall be calculated on the basis of the following formula $3A/4 + (B + C)/8$.

5. The final grade for the Master's 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 - bardzodobry (5,0/bdb) [excellent/A].

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

§ 51

1. The 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 of studies.

X. GENERAL PROVISIONS

§ 52

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

2. 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, year of studies, index 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 to comply with the other requirements laid down in the specific rules. The dean's office is obliged to confirm the receipt of the complete application upon the applicant's request.

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

4. Decisions of the dean concerning the deletion from the list of students, the re-admission of the student after deletion from the list of students, transfer from another University, refusal of exemption from fees, require a written form and must be effectively served under pain of nullity.

5. The student shall be notified of any other decisions of the dean in person at the deanery or via 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 deanery, at the earliest possible date. The decision shall be deemed delivered on the date of notification.

6. In the event of any queries concerning the decisions referred to in section 5, 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.

7. 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

§ 53

1. A student of 5-year uniform Master's studies, who enrolled before 1 October 2007, can transfer to relevant undergraduate or Master's studies following a decision of the dean.

2. The dean, when making the decision referred to in section 1 shall, in particular, take into account the student's academic achievements, including the learning outcomes and/or the number of ECTS points obtained in the course of the 5-year uniform Master's studies.

3. A student may be transferred to Master's studies provided he or she has made progress in learning equivalent to at least 180 ECTS points, or learning outcomes equal to 180 ECTS points.

4. To students referred to in section 1-3 shall apply the provisions of § 44 accordingly.

§ 54

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

§ 55

1. Detailed rules for the application of these Rules and Regulations shall be accepted and published by 30 September 2015.

2. Applications submitted and unsettled before 30 September 2015 shall be considered according to the wording of the Rules and Regulations binding from 1 October 2015.

§ 56

The following shall be repealed:

1) resolution No 30/2012 of the Senate of the University of Wrocław of 25 April 2012 on the Rules and Regulations of studies at the University of Wrocław.

2) resolution No 39/2012 of the Senate of the University of Wrocław of 23 May 2012

amending the resolution on the Rules and Regulations of studies at the University of Wrocław.

3) resolution No 68/2013 of the Senate of the University of Wrocław of 24 April 2013

amending the resolution on the Rules and Regulations of studies at the University of Wrocław.

4) resolution No 25/2014 of the Senate of the University of Wrocław of 26 February 2014

amending the resolution on the Rules and Regulations of studies at the University of Wrocław.

§ 57

The Rules and Regulations shall enter into force on 1 October 2015. Annex to the Rules and Regulations of studies at the University of Wrocław

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



RESOLUTION No 94/2014
of the Senate of the University of Wrocław
of 24 September 2014

regarding charges for the provision of academic services, and the terms and conditions of waiver of fees for students and PhD students at the University of Wrocław.

Pursuant to article 99, paragraph 3 of the Higher Education Act of 27 July 2005 (Journal of Laws [Dz. U.] of 2012, item 572 as amended), the following has been ordered:

I. Regulations regarding charging for academic services for Polish nationals and those foreigners who are eligible to study on conditions applying to Polish nationals.

§ 1. University of Wrocław shall charge fees for the provision of academic services related to:

- 1) education in part-time undergraduate and Master's studies and part-time PhD studies;
- 2) studies and PhD studies conducted in English;
- 3) studies and PhD studies not covered in the plan of studies;
- 4) retaking classes in undergraduate, Master's and PhD studies due to unsatisfactory grades;
- 5) additional classes and exams in a foreign language¹;
- 6) *(repealed)*²;
- 7) *(repealed)*³;
- 8) validating learning outcomes.⁴

¹ As established in § 1 item 1 point a) of the Resolution No. 35/2016 of the Senate of the University of Wrocław of 24 February 2016 amending the resolution regarding charges for the provision of academic services, and the terms and conditions of waiver of fees for students and PhD students at the University of Wrocław which entered into force on 24 February 2016.

² By § 1 item 1 point b) of the Resolution referred to in footnote 1.

³ By § 1 of the Resolution No. 86/2016 of the Senate of the University of Wrocław of 1 June 2016 amending the resolution regarding charges for the provision of academic services, and the terms and conditions of waiver of fees for students and PhD students at the University of Wrocław which entered into force on 1 June 2016.

§ 2. The amounts of the fees referred to in § 1 for each subsequent academic year are specified by the Rector of the University of Wrocław in a separate directive before the end of March of each academic year, taking into account the principles set out in the Higher Education Act.

§ 3.1. The student/PhD student shall make the payment of fees referred to in paragraph 1 points 1-3 in the form of a semester fee constituting half of the year fee within the following dates:

- 1) up to 10 October for the winter semester;
- 2) up to 5 March for the summer semester;
- 3) for the first semester - within 7 days from the date of the conclusion of the contract referred to in § 6 of this directive.

If the day of 10 October or 5 March falls on a day off work, the deadline for payment shall be moved to the next working day.

2. The student/PhD student pays fees for retaking classes within the following dates:

- 1) up to 15 October for the winter semester,
- 2) up to 10 March for the summer semester.

If the day of 15 October or 10 March falls on a day off work, the deadline for payment shall be moved to the next working day.

3. Payments referred to in § 1 may be made in installments settled by the department board of each individual unit following a request of the dean or the head of the non-departmental unit. The full amount, however, shall be paid before the end of classes (including exams).

4. The student pays fees for additional classes and exams in a foreign language prior to the commencement of the classes or before the exam.

5. Fees shall be paid into a bank account indicated by the dean's office. The information on the form shall include the name of the department and degree, the year of studies and indication of what period the payment concerns in accordance with § 1.

6. The date of payment/installment shall be deemed to be the date of effect of the receivables to the University's bank account.

7. In case of not meeting the payment /installment deadline, statutory interest for late payment shall be credited.

8. If a payment is not made within the deadline, the student or PhD student may be crossed out of the student or PhD student list.

8a.⁵ Payments for educational services shall be counted towards oldest outstanding obligations.

⁴ Added by § 1 item 1 of the Resolution No. 80/2015 of the Senate of the University of Wrocław of 27 May 2015 amending the resolution regarding charges for the provision of academic services, and the terms and conditions of waiver of fees for students and PhD students at the University of Wrocław which entered into force on 1 October 2015.

⁵ Added by § 1 item 2 of the Resolution referred to in footnote 1.

9.⁶ The dean or head of the extra-faculty unit specifies the courses (including the elements of subjects and teaching modules) to which tuition fees apply. In justified cases the dean may waive the fee for repeating courses as the result of unsatisfactory learning achievements for degree programmes conducted in English.

10. The dean or the head of a non-departmental unit oversees the regularity of the levying of charges for the services provided, including their timely payment.

§ 4.1. In the case of reactivation of a student to part-time studies the dean or the head of a non-departmental unit establishes the amount of fee per semester (year) to which the student is entered, taking into account the number of courses for which the student had already received credits and the courses to be completed. When deciding on the amount of fees the dean or the head of the non-departmental unit shall take into account the rates for retaking classes referred to in the directive of the Rector referred to in § 2.

2. § 3 section 3 applies to fees due from reactivated part-time students.

§ 5.1. The dean or the head of non-departmental unit, when agreeing to conditional continuation of studies, determines the amounts of fees on the basis of the rates in force for retaking classes, should they be required.

2. The fee paid by a student for classes already credited shall be deducted from the fees required in the semester or year.

§ 6.1. In the event of termination of the contract on the conditions for charging fees for academic services at the University of Wrocław before the end of the semester, the University, at the request of the student, returns the part of the fee for the period falling after the termination of the contract, on the basis of the decision of the dean or the head of the non-departmental unit which determined the amount of the fee to be refunded.

2. The amount of the fee to be refunded shall be calculated as follows: the semester fee shall be divided by the total number of hours of classes in the semester and shall be multiplied by the number of hours in the period from termination of the contract until the last day of classes in accordance with the announcement of the Rector on the academic calendar.

3. The deadline for reimbursing the overpaid fees is 21 days starting from the date of filing for the reimbursement. Refund shall be made into the account indicated by the student/PhD student or at the cashier's desk of the University, and it shall be reduced by the fees owed.

4. The student's request for reimbursement together with the decision of the dean or the head of the non-departmental unit, shall be

⁶ As established in § 1 item 2 of the Resolution referred to in footnote 4.

forwarded to the bursary of the University of Wrocław, in order to refund the overpaid charges.

5. The decision of the dean or the head of the non-departmental unit is not an administrative decision within the meaning of the provisions of the Code of Administrative Procedure.

6. *(repealed)*⁷

7. *(repealed)*⁷

§ 6a.⁸ 1. When on the day of the termination of the agreement the student/PhD student is in arrears with the payment, s/he is obliged to pay the tuition fee as calculated for the day of the termination of the agreement. The outstanding amount shall be calculated as follows: the semestral fee shall be divided by the total number of hours in the given course period (as specified in communication of the Rector on the organisation of the academic year) and multiplied by the number of teaching hours in the period between the first day of classes and the day of the termination of the agreement.

2. The outstanding amount referred to in section 1 shall be specified in the request for payment sent to the student/PhD student.

3. If the student fails to settle the payment referred to in section 1 within 14 days from the reception of the request for payment, the University shall recover the claim for past due fees for provided educational services by civil proceedings.

II. Mode and conditions of waiver of fees for Polish nationals and those foreigners who are eligible to study on conditions applying to Polish nationals.

§ 7.1. University of Wrocław may lower or waive charges when it has non-budgetary means available to finance or co-finance the programme of studies, or when this arises from the agreements the University has entered into.

2. The Dean or the head of the non-departmental unit, in particularly justified cases, may agree not to charge fees for participation in selected activities carried out within the framework of studies in English by persons studying in Polish, taking into account the academic and financial possibilities of appropriate academic unit.

§ 8.1. University of Wrocław may waive fees for a student/PhD student for services rendered in connection with:

- 1) education in part-time studies and part-time PhD studies;

⁷ By § 1 item 3 of the Resolution referred to in footnote 4.

⁸ Added by § 1 item 4 of the Resolution referred to in footnote 4.

- 2) retaking classes in undergraduate, Master's and PhD studies due to unsatisfactory grades;

2. The dean or the head of the non-departmental unit, when waiving fees referred to in section 1 shall, in particular, take into account the financial result for the previous calendar year, and the current or future financial situation of the unit. The financial implications of the decisions taken shall be borne entirely by the academic unit.

§ 9.1. At the request of the student/PhD student, the dean or the head of the non-departmental unit, under the provisions of § 8 section 2, may waive, in whole or in part, the obligation to pay the fees referred to in § 8 section 1 if the applicant meets all the conditions set out below:

- 1) income per person in the family of a student/PhD student shall not exceed the amount of income that entitles the student/PhD student to apply for the maintenance grant at the University of Wrocław;
 - 2) there are particularly important circumstances that prevent a student from the payment of full or partial fee.
2. In particularly important and justified circumstances such as:
- 1) full orphanhood;
 - 2) serious or long-term illness of the student/PhD student or the nearest member of his family (lasting more than 6 months) that prevents the student/PhD student to pay the fees in a given semester;
 - 3) extremely difficult financial or life situation of the student/PhD student;

the dean or the head of the non-departmental unit may exempt a student/PhD student from fees, even though the income exceeds the amount referred to in section 1 point 1.

3. In situations referred to in paragraph 1 and 2 the student/PhD student may apply for a waiver of fees not earlier than after the first semester of studies (undergraduate, Master's, 5-year uniform and PhD studies).

4. If the student/PhD student is studying within the framework of agreements between the University of Wrocław and other Polish or overseas Universities with which are related additional costs that shall be borne by the student/PhD student, the dean or the head of the non-departmental unit, at the request of the student/PhD student, may waive, in whole or in part, the obligation to pay the fees referred to in § 8 section 1 point 1.

5. At the request of the student/PhD student, the Dean or the head of the non-departmental unit, under the provisions of § 8 section 2, may waive no more than 50% of the fee, provided the applicant meets all the conditions set out below:

- 1) the student was granted credits for the first year of studies in accordance with the Rules and Regulations of studies at the University of Wrocław, within the time limit set out in the organisation of the academic year (the date of the last entry in the index shall be decisive, if such a document is used at the department or to document the course of the study);
- 2) the student has deposited the index in the dean's office within 7 calendar days after the end of the retake exam period, if such a document is used at the department;
- 3) the student has earned the grade average of at least 4.90 for the previous year of studies. The grade average is the arithmetic mean of the grades received for all courses and exams included in the plan of studies. The arithmetic mean of the grades 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);
- 4) in the previous year of studies the student did not retake any courses, except when the student at the same time continued his studies for a semester (year) in the full extent.

6. In the situation referred to in section 5 the student/PhD student may apply for a waiver of fees not earlier than after the first semester of studies (undergraduate, Master's, 5-year uniform studies).

7⁹. When requested by the student/PhD student, the dean may – in accordance with § 8, section 2 – partially exempt from the obligation referred to in § 8 section 1 item 1 but no more than 25% of due fee, if the applicant meets all of the following criteria:

- 1) is a holder of the Large Family Card referred to in the Act of 5 December 2014 on the Large Family Card (Journal of Laws of 2014, item 1863);
- 2) income of the student's/PhD student's family per capita does not exceed 150% of the income entitling the student/PhD student to receive maintenance benefit from the University of Wrocław;
- 3) s/he shall submit a properly documented application according to the provisions of § 11, sections 2-6.

§ 10 A request for a waiver of fees, as referred to in section § 8, in whole or in part, does not absolve the student/PhD student from the obligation to pay the fee in due time.

⁹ Added by § 1 item 5 of the Resolution referred to in footnote 4.

§ 11.1. The student/PhD student applying for a waiver of fees, as referred to in § 8, in whole or in part, in the cases referred to in § 9 section 1 and 2, is obliged to fully document:

- 1) the income of the student and all of the members of his or her family for the calendar year preceding the academic year in which the student is applying for exemption from fees;
- 2) particularly important circumstances that prevent the student from the payment of full or partial fee.

2. Monthly income per person in the family of the student/PhD student and the required documentation shall be determined in accordance with the Rules of determining the amount, granting and payment of financial aid for students/PhD students. In particularly justified cases the Dean or the head of the non-departmental unit may require a different period for which the student/PhD student has to provide the proof of income.

3. The administrative staff of the department/academic unit appointed by the dean or the head of the non-departmental unit are responsible for the complete and appropriate documentation and correct calculation of income per person in the family of the student/PhD student and for the calculation of the grade average.

4. In the absence of full documentation, the employee referred to in section 3, in writing, requests the student/PhD student to complete the application within 7 days from the date of the service of the summons.

5. The student/PhD student is obliged to file the documented application for a waiver of fees, referred to in § 8 section 1 and 2 in whole or in part, in the dean's office or appropriate academic unit, within the deadline of 7 calendar days from the end of the retake examination period of the previous semester.

6. The application filed after the dates referred to in section 5 shall not be considered. Deadline for submission of the application shall not be extended. This also applies to the submission of incomplete application, within the prescribed period.

7. The administrative staff of the department/academic unit appointed respectively by the dean or the head of the non-departmental unit are responsible for the correct construction of the decision and its timely delivery to the student/PhD student.

§ 12.1.¹⁰ The student/PhD student may appeal to the Rector against the decision of the dean or head of the extra-faculty unit taken on behalf of the Rector of the University of Wrocław and acting pursuant to a power of attorney on granting exemption referred to in § 8. The application shall be submitted to the dean's office or appropriate teaching unit within 14 days from the day of the reception of the decision.

¹⁰As established by § 1 item 6 point a) of the Resolution referred to in footnote 4.

2. The student is entitled to a complaint to the Provincial Administrative Court against the Rector's decision. The complaint shall be submitted to the dean's office within 30 days from the date of receipt of the decision.

3. The decisions referred to in section 1 and 2 are administrative decisions within the meaning of the provisions of the Act of 14 June 1960 of the Code of Administrative Procedure (Journal of Laws [Dz. U.] of 2013, item 267, as amended).

4.¹¹ If the student/PhD student requests the re-examination of his/her case, the dean's office/teaching unit is obliged to prepare the appropriate documentation and immediately forward it to the Department of Student Affairs. The documentation shall include the decision against which the appeal is brought, along with the full set of documents on the basis of which the decision has been taken, and the opinion of the dean or head of the extra-faculty unit on the objections raised in the application.

§ 13. In the case the student is granted the exemption of fees, the fee already paid in shall be offset against the fee for the next semester or returned to the student/PhD student at his or her written request. The decision thereof shall be taken by the appropriate dean or the head of the non-departmental unit. The decision is not an administrative decision within the meaning of the provisions of the Code of Administrative Procedure.

§ 14. The deans or the heads of the non-departmental units are obliged to inform in writing the Pro-Rector of Student Affairs about the amount of the exemptions from fees granted for the academic services rendered:

- 1) up to 15 March of each year for the winter semester;
- 2) up to 15 July of each year for the summer semester.

III. Regulations regarding charging for academic services and mode and conditions of waiver of fees for foreigners taking up studies on the conditions different to those applying to Polish nationals.

§ 15. University of Wrocław shall charge fees for the provision of academic services related to:

- 1) education of foreigners in undergraduate, Master's and PhD studies conducted in Polish;
- 2) education of foreigners in undergraduate, Master's and PhD studies conducted in English;
- 3) education of foreigners in undergraduate, Master's and PhD studies conducted in Polish and English in courses not covered in the plan of studies;

¹¹ As established by § 1 item 6 point b) of the Resolution referred to in footnote 4.

§ 16. The amounts of fees referred to in paragraph 15 for each subsequent academic year are specified by the Rector of the University of Wrocław in a separate directive before the end of March of each academic year, taking into account the principles set out in the Higher Education Act.

§ 17.¹² Foreigners undertaking studies at the University of Wrocław are required to pay a fee in EURO for the first year of studies for the whole academic year, and in subsequent years for a semester into a bank account indicated in the contract on conditions for charging fees for the provision of academic services, and it should include the name of the department and degree, the year of studies and indication of what period the payment concerns in accordance with § 15.

§ 18. The foreign student pays the fees mentioned in § 15 within the following deadlines:

- 1) for the first year - within 14 days from the date of the agreement to accept educational offer;
- 2) ¹³ for subsequent years no later than until the day of the commencement of studies as set out in the study plan.

§ 19.1.¹⁴ In justified cases, at the request of a foreign student the Rector may prolong the deadline for payment or agree for the fee to be paid in installments.

2. The fee for the first year, however, shall not be paid in installments.

3. The date of payment/installment shall be deemed to be the date of effect of the receivables to the University's bank account.

4. In case of not meeting the payment/installment deadline, statutory interest for late payment shall be credited.

5. The fee is non-refundable, subject to section 23.

§ 20. In the case of not meeting the payment deadline, the student will receive a reminder letter and statutory interest for late payment shall be credited. In the case of unpaid fees for a period longer than 3 months, the student shall be crossed out from the list of participants of the training.

§ 21 (*repealed*)¹⁵

§ 22.1. In the case of documented difficult financial situation of the foreign student or the foreign student taking up a second degree or any other form of paid training at the University, the Rector, at the request of

¹² As established by § 1 item 3 of the Resolution referred to in footnote 1.

¹³ As established by § 1 item 4 of the Resolution referred to in footnote 1.

¹⁴ As established by § 1 item 5 of the Resolution referred to in footnote 4.

¹⁵ By § 1 item 6 of the Resolution referred to in footnote 1.

the person concerned, may reduce the fee referred to in section 15 or exempt from it entirely.

2. The foreign student is obliged to file the documented application for a reduction or waiver of fees to the appropriate dean's office or academic unit.

§ 23.1.¹⁶ The fee is refunded in the case of:

- 1) the foreign student resigning from studies before the commencement of the academic year. The fee is reimbursed in the amount paid;
- 2) the foreign student not being granted the entry visa to Poland. The fee is reimbursed in the amount paid;
- 3) the foreign student being granted a six monthly/annual leave, and the PhD student being granted a leave by the head of PhD programme in accordance with the Regulations for doctoral studies at the University of Wrocław. The fee shall be reimbursed for the time taken off;
- 4) the student resigning from studies for health reasons confirmed by a medical certificate. The fee shall be reimbursed for the time off taken for health reasons;
- 5) the foreign student of first year not obtaining course credit for the next semester due to being removed from the list of students/PhD students. The semestral fee shall be reimbursed. The fee is not reimbursed if the removal from the list of students/PhD students was the result of failure to submit in due time original copies of the documents confirming former education;
- 6) the student's certificate or diploma was not recognised as equivalent to the required Polish ones. The fee shall be reimbursed for the period following the receipt of that information by the University of Wrocław.

2. Except in the cases referred to in section 1, the fee is refunded if the University of Wrocław, for reasons independent from it, failed to provide the programme of studies which it had previously proposed to the candidate;

3. In the case of students recruited for University by recruitment agencies, the amount of the refund shall be reduced by the agency's commission if the student decides not to continue his or her education during the first year of studies.

4. Upon requesting a refund the foreign student shall submit a carefully completed Refund Form, a specimen of which is annexed to the *Agreement on the terms of payment of fees by foreigners taking up studies*

¹⁶ As established by § 1 item 7 of the Resolution referred to in footnote 1.

on the principles of remuneration and a set of documents for applying for a refund.

5. The documents referred to in paragraph 4 shall be filed in
 - 1) the International Office in case of a foreigner studying in English;
 - 2) the Teaching Department in case of a foreigner studying in Polish.

IV. FINAL PROVISIONS

§ 24. The right to a binding interpretation of the provisions of this directive shall be granted to the Rector.

§ 25. Supervision of the implementation of Part I and Part III of this directive shall be entrusted to the Pro-Rector of Education and Part II to the Pro-Rector of Student Affairs.

§ 26. The following shall be repealed:

- 1) Directive No 105/2013 of the Senate of the University of Wrocław of 26 June 2014 regarding charging for academic services for students and PhD students of the University of Wrocław;
- 2) Directive No 128/2013 of the Senate of the University of Wrocław of 25 September 2013 amending the resolution regarding charging students and PhD students for academic services at the University of Wrocław;
- 3) Directive No 138/2013 of the Senate of the University of Wrocław of 23 October 2013 on the mode and conditions of waiver of fees for academic services for students and PhD students at the University of Wrocław;
- 4) Directive No 38/2014 of the Senate of the University of Wrocław of 26 March 2014 amending the resolution regarding charging students and PhD students for academic services at the University of Wrocław;
- 5) Directive No 73/2014 of the Senate of the University of Wrocław of 25 June 2014 amending the resolution regarding charging students and PhD students for academic services at the University of Wrocław and the resolution on the mode and conditions of waiver of fees for academic services for students and PhD students at the University of Wrocław;

§ 27. The Resolution shall enter into force on 1 October 2014.

The President of the Senate of the
University of Wrocław

.....
.....
The Rector of the University of Wrocław

Prof. Dr. Marek Bojarski

NOTICE
of the Rector of the University of Wrocław
of 29 June 2016

on the publication of the consolidated text of the Ordinance No. 28/2016 of the Rector of the University of Wrocław on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year

In the annex to this Notice the consolidated text of the Ordinance No. 28/2016 of the Rector of the University of Wrocław of 31 March 2016 on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year is published, as amended by:

- 1) Ordinance No. 46/2016 of the Rector of the University of Wrocław of 9 May 2016 amending Ordinance No. 28/2016 of the Rector of the University of Wrocław of 31 March 2016 on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year;
- 2) Ordinance No. 55/2016 of the Rector of the University of Wrocław of 30 May 2016 amending the Ordinance No. 28/2016 of the Rector of the University of Wrocław of 31 March 2016 on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year;
- 3) Ordinance No. 69/2016 of the Rector of the University of Wrocław of 21 June 2016 amending the Ordinance No. 28/2016 of the Rector of the University of Wrocław of 31 March 2016 on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year.

**ORDINANCE No. 28/2016
of the Rector of the University of Wrocław
of 31 March 2016**

**on tuition fees charged for educational services provided at the
University of Wrocław for the teaching cycles commencing in
2016/2017 academic year and the cycles which have commenced in
2013/2014 academic year or earlier and are continued in
2016/2017 academic year**

Pursuant to Article 66, section 2 and Article 99, section 2, in conjunction with Article 43 and Article 99, section 1, items 1, 2, 3, 4 and 6 of the Act of 27 July 2005 – *Law on Higher Education* (consolidated text: Journal of Laws of 2012, item 572, as amended) and the Regulation of the Minister of Science and Higher Education of 12 October 2006 *on the taking up and pursuing studies and trainings by foreigners and their participation in research and development work* (Journal of Laws No. 190, item. 1406, as amended), it is hereby ordered as follows:

§ 1. This Ordinance sets out the amounts of the fees paid by students and PhD students who are:

- 1/ Polish citizens;
- 2/ foreigners holding the Card of the Pole;
- 3/ foreigners referred to in Article 43, section 2 of the Act of 27 July 2005 – *Law on Higher Education*;
- 4/ foreigners referred to in Article 43, section 3 of the Act of 27 July 2005 – *Law on Higher Education*.

§ 2. The amounts of the fees charged for educational services for students and PhD students referred to in § 1, items 1-3:

- 1/ on part-time programmes **conducted in Polish**, for repeating classes on full- and part-time standard and doctoral programmes as the result of unsatisfactory learning achievements, for the classes not included in the study plan and for validation of learning outcomes achieved outside of formal education are set out in:
 - a/ Annex No. **1** at the Faculty of Chemistry;
 - b/ Annex No. **2** at the Faculty of Letters;
 - c/ Annex No. **3** at the Faculty of Physics and Astronomy;
 - d/ Annex No. **4** at the Faculty of Mathematics and Computer Science;

- e/ Annex No. **5** at the Faculty of Historical and Pedagogical Sciences;
 - f/ Annex No. **6** at the Faculty of Biological Sciences;
 - g/ Annex No. **7** at the Faculty of Biotechnology;
 - h/ Annex No. **8** at the Faculty of Earth Sciences and Environmental Management;
 - i/ Annex No. **9** at the Faculty of Social Sciences;
 - j/ Annex No. **10** at the Faculty of Law, Administration and Economics;
- 2/ on part-time environmental protection studies **conducted in Polish**, for repeating classes on full- and part-time standard and doctoral programmes of environmental protection as the result of unsatisfactory learning achievements and for the classes not included in the study plan are set out in Annex **11** to this Ordinance;
 - 3/ on full- and part-time studies **conducted in English**, for repeating classes on full- and part-time programmes as the result of unsatisfactory learning achievements and for the classes not included in the study plan are set out in Annex **12** to this Ordinance;

§ 3. The amounts of the fees charged for:

- 1/ repeated and additional classes not included in the study plan for foreign language;
- 2/ repeating classes which are part of courses specified in standards for teacher training and the classes not included in the study plan conducted by the Teacher Education Centre,
- 3/ repeating physical education classes,

by the students referred to in § 1, items 1-3, are set out in Annex **13** to this Ordinance.

§ 4. The amounts of the fees charged for educational services for foreigners, referred to in § 1, item 4, are set out in Annex **14** of this Ordinance.

§ 5. The amounts of the fees charged for the Polish language course as foreign language are set out in Annex **15** to this Ordinance.

§ 6. The amounts of the semester fees charged for basic physical education classes and the amounts of the fees charged for off-site and weekend classes and sports camps organised as physical education course credit are set out in Annex **16** to this Ordinance.

§ 7. Under particularly justified circumstances, the Dean can grant permission for participation in chosen classes conducted as part of programmes in English free of charge for persons studying in Polish, taking into consideration teaching and financial capacities of the unit conducting the studies.

§ 8. The supervision of the performance of this Ordinance is entrusted to the Vice-Rector for Teaching.

§ 9. This Ordinance comes into force on the day of its signature.

Annex No. 1
to Ordinance
No. 28/2016
of 31 March
2016

1. The annual tuition fee for studies at the Faculty of Chemistry commencing in 2016/2017 academic year:

FACULTY OF CHEMISTRY		
No.	Field of study	Annual fee in PLN
1.	Chemistry second-cycle part-time programme (extramural)	5000

2. The fee for **repeating classes** on full- and part-time programmes of first and second cycle and doctoral studies is 10 PLN per hour.
3. The fee for the **classes not included in the study plan** on standard and doctoral studies is 10 PLN per hour.

1. The annual tuition fee for studies at the Faculty of Letters commencing in 2016/2017 academic year:

FACULTY OF LETTERS		
No.	Field of study	Annual fee in PLN
1.	Journalism and Social Communication first-cycle part-time programme (extramural)	4900
2.	Journalism and Social Communication second-cycle part-time programme (extramural)	4900
3.	Polish Studies first-cycle part-time programme (extramural)	4000
4.	Polish Studies second-cycle part-time programme (extramural)	4000
5.	Philology – major: EnglishStudies first-cycle part-time programme(extramural)	4200
6.	Philology – major: EnglishStudies second-cycle part-time programme (extramural)	5100
7.	Philology – major: GermanStudies first-cycle part-time programme (extramural)	4700
8.	Philology – major: GermanStudies second-cycle part-time programme	5000

	(evening)	
9.	Philology – major: Spanish Studies second-cycle part-time programme (extramural)	5400
10.	Philology – major: Russian Studies first-cycle part-time programme (extramural)	4200
11.	Philology – major: Russian Studies second-cycle part-time programme (extramural)	3800
12.	Library and Information Science first-cycle part-time programme (extramural)	3300
13.	Library and Information Science second-cycle part-time programme (extramural)	3300
14.	Image Communication first-cycle part-time programme (extramural)	4900
15.	Image Communication second-cycle part-time programme (extramural)	4900
16.	Web and Digital Publishing first-cycle part-time programme (extramural)	3800

2. The fee for **repeating classes** on full-time and part-time programmes of first and second cycle and doctoral studies is 11 PLN per hour.
3. The fee for the **classes not included in the study plan** on standard and doctoral studies is 11 PLN per hour.
4. The fee for validating learning outcomes achieved outside of formal education for onecourse in the frame of a submitted application on a given programme is 700 PLN.

FACULTY OF PHYSICS AND ASTRONOMY

1. The fee for **repeating classes** on full-time programmes of first and second cycle and doctoral studies is 7 PLN per hour.
2. The fee for the **classes not included in the study plan** on standard and doctoral studies is 7 PLN per hour.

FACULTY OF MATHEMATICS AND COMPUTER SCIENCE

1. The fee for **repeating classes** on full-time programmes of first and second cycle is 9 PLN per hour.
2. The fee for **repeating classes** on doctoral studies is 9 PLN per hour.

¹⁷ As established by § 1 of the Ordinance No. 55/2016 of the Rector of the University of Wrocław of 30 May 2016 amending the Ordinance No. 28/2016 of the Rector of the University of Wrocław of 31 March 2016 on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year;

3. The fee for the **classes not included in the study plan** on first- and second-cycle programmes is 5 PLN per hour.
4. The fee for the **classes not included in the study plan** on doctoral studies is 9 PLN per hour.

Annex No. 5
to Ordinance
No. 28/2016
of 31 March
2016

1. The annual tuition fee for studies at the Faculty of Historical and Pedagogical Sciences commencing in 2016/2017 academic year:

FACULTY OF HISTORICAL AND PEDAGOGICAL SCIENCES		
No.	Field of study	Annual fee in PLN
1.	Cultural heritage – Conservation, Promotion, Management first-cycle part-time programme (extramural)	3200
2.	History first-cycle part-time programme (extramural)	3600
3.	History second-cycle part-time programme (extramural)	3200 2,5-year 4600
4.	History, specialisation in teaching second-cycle part-time programme (extramural)	3600
5.	Art History first-cycle part-time programme (evening)	3600
6.	Art History second-cycle part-time programme (evening)	3600

7.	Cultural Studies first-cycle part-time programme (extramural)	3600
8.	Cultural Studies second-cycle part-time programme (extramural)	3600
9.	Pedagogy first-cycle part-time programme (extramural)	4800
10.	Pedagogy second-cycle part-time programme (extramural)	4800
11.	Pedagogy, major:Early School and Preschool Education first-cycle part-time programme (extramural)	4800
12.	Special Education first-cycle part-time programme (extramural)	4800
13.	Psychology uniform Master's part-time programme (evening)	6000

2. The annual tuition fee for studies at the Faculty of Historical and Pedagogical Sciences **which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year:**

FACULTY OF HISTORICAL AND PEDAGOGICAL SCIENCES		
No.	Field of study	Annual fee in PLN
1.	Psychology uniform Master's part-time programme (evening)	5800

3. The fee for **repeating classes** on full- and part-time programmes of first and second cycle and uniform Master's and doctoral studies is 11 PLN per hour.
4. The fee for the **classes not included in the study plan** on standard and doctoral studies is 11 PLN per hour.

Annex No. 6
to Ordinance
No. 28/2016
of 31 March
2016

FACULTY OF BIOLOGICAL SCIENCES

1. The fee for **repeating classes** on full- and part-time programmes of first- and second cycle and doctoral studies is 19 PLN per hour.
2. The fee for the **classes not included in the study plan** on standard and doctoral studies is 19 PLN per hour.
3. The fee for validating learning outcomes achieved outside of formal education for one course in the frame of a submitted application on a given programme is 2000 PLN, and the fee for validating each additional course in the frame of a submitted application is 800 PLN.

Annex No. 7
to Ordinance
No. 28/2016
of 31 March
2016

FACULTY OF BIOTECHNOLOGY

1. The fee for **repeating classes** on full-time programmes of first and second cycle and doctoral studies is 7 PLN per hour.

2. The fee for the **classes not included in the study plan** on standard and doctoral studies is 7 PLN per hour.
3. The fee for validating learning outcomes achieved outside of formal education for one course in the frame of a submitted application on a given programme is 2000 PLN, and the fee for validating each additional course in the frame of a submitted application is 1000 PLN.

Annex No. 8
to Ordinance
No. 28/2016
of 31 March
2016

1. The annual tuition fee for studies at the Faculty of Earth Sciences and Environmental Management commencing in 2016/2017 academic year:

FACULTY OF EARTH SCIENCES AND ENVIRONMENTAL MANAGEMENT		
No.	Field of study	Annual fee in PLN
1	Doctoral programme in geology (third-cycle), part-time (extramural)	6500
2	Doctoral programme in environmental protection (third-cycle), part-time (extramural)	6500

2. The annual tuition fee for the studies at the Faculty of Earth Sciences and Environmental Management **which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year:**

FACULTY OF EARTH SCIENCES AND ENVIRONMENTAL MANAGEMENT		
No.	Field of study	Annual fee in PLN
1	Doctoral programme in geology (third-cycle), part-time (extramural)	6500

2	Doctoral programme in environmental protection (third-cycle), part-time (extramural)	6500
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- The fee for **repeating classes** on full- and part-time programmes of first and second cycle and doctoral studies is 15 PLN per hour.
- The fee for the **classes not included in the study plan** on standard and doctoral studies is 15 PLN per hour.
- The fee for validating learning outcomes achieved outside of formal education for one course in the frame of a submitted application on a given programme is 2000 PLN, and the fee for validating each additional course in the frame of a submitted application is 1000 PLN.

Annex No. 9
to Ordinance
No. 28/2016
of 31 March
2016

- The annual tuition fee for studies at the Faculty of Social Sciences commencing in 2016/2017 academic year:

FACULTY OF SOCIAL SCIENCES		
No.	Field of study	Annual fee in PLN
1.	International Security second-cycle part-time programme (extramural)	3800
2.	National Security first-cycle part-time programme (extramural)	4000
3.	European Diplomacy first-cycle part-time programme (extramural)	3600

4.	European Diplomacy second-cycle part-time programme (extramural)	3800
5.	European Studies first-cycle part-time programme (extramural)	3000
6.	European Studies second-cycle part-time programme (extramural)	3200
7.	Philosophy first-cycle part-time programme (extramural)	2700
8.	Philosophy second-cycle part-time programme (extramural)	3000
9.	Political Science first-cycle part-time programme (extramural)	3800
10	Political Science second-cycle part-time programme (extramural)	3800
11	Public Policy second-cycle part-time programme (extramural)	3400
12	Social Work first-cycle part-time programme (extramural)	3800
13	Sociology first-cycle part-time programme (extramural)	3800
14	Sociology second-cycle part-time programme (extramural)	3800
15	Economic Sociology first-cycle part-time programme (extramural)	3800
16	Sociology of Uniformed Public Services first-cycle part-time programme (extramural)	3800

17	Sociology of Uniformed Public Services second-cycle part-time programme (extramural)	3800
18	International Relations first-cycle part-time programme (extramural)	4000
19	International Relations second-cycle part-time programme (extramural)	3800
20	National Security Management second-cycle part-time programme (extramural)	3800
21	Social Projects Management first-cycle part-time programme (extramural)	3800
22	Doctoral programme in political science, philosophy and sociology (third-cycle),part- time (extramural)	5700

- The annual tuition fee for studies at the Faculty of Social Sciences which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year:

FACULTY OF SOCIAL SCIENCES		
No.	Field of study	Annual fee in PLN
1.	Doctoral programme in political science, philosophy and sociology (third-cycle),part- time (extramural)	5700

- The fee for **repeating classes** on full- and part-time programmes of first and second cycle and doctoral studies is 11 PLN per hour.
- The fee for the **classes not included in the study plan** on standard and doctoral studies is 11 PLN per hour.
- The fee for validating learning outcomes achieved outside of formal education for one course in the frame of a submitted application on a given programme is 800 PLN.

1. The annual tuition fee for studies at the Faculty of Law, Administration and Economics commencing in 2016/2017 academic year:

FACULTY OF LAW, ADMINISTRATION AND ECONOMICS		
No.	Field of study	Annual fee in PLN
1.	Administration first-cycle part-time programme (extramural)	5000
2.	Administration second-cycle part-time programme (extramural)	5200
3.	Economics first-cycle part-time programme (extramural)	4800
4.	Economics second-cycle part-time programme (extramural)	5000
5.	Law uniform Master's part-time programme (extramural)	5600
6.	Law uniform Master's part-time programme (evening)	7300
7.	Legal and Business Consulting second-cycle part-time programme	6000

¹⁸ As established by § 1, item 2 of the Ordinance No. 46/2016 of the Rector of the University of Wrocław of 9 May 2016 amending the Ordinance No. 28/2016 of the Rector of the University of Wrocław of 31 March 2016 on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year.

8.	Polish Legal System second-cycle – 2,5 year (extramural)	5500
9.	Doctoral programme in law studies (third-cycle), part-time (extramural)	7400

2. The annual tuition fee for the studies at the Faculty of Law, Administration and Economics which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year:

FACULTY OF LAW, ADMINISTRATION AND ECONOMICS		
No.	Field of study	Annual fee in PLN
1.	Law uniform Master's part-time programme (extramural)	5200
2.	Law uniform Master's part-time programme (evening)	6900
3.	Doctoral programme in law studies (third-cycle), part-time (extramural)	6000

3. The fee for **repeating classes** on full- and part-time programmes of first and second cycle and uniform Master's and doctoral studies is 13 PLN per hour.
4. The fee for the **classes not included in the study plan** on standard and doctoral studies is 13 PLN per hour.
5. The fee for validating learning outcomes achieved outside of formal education for one course in the frame of a submitted application on a given programme is 324 PLN.

ENVIRONMENTAL PROTECTION STUDIES

1. The fee for **repeating classes** on full-time programmes of first and second cycle and on full- and part-time doctoral studies is 16 PLN per hour.
2. The fee for the **classes not included in the study plan** on standard and doctoral studies is 16 PLN per hour.

Annex No. 12¹⁹
to Ordinance
No. 28/2016
of 31 March
2016

1. The annual tuition fee for studies conducted in English commencing in 2016/2017 academic year:

No.	Field of study	Annual fee	
		in PLN	in EUR
1	Administration, major: Administration in International Organisations second-cycle full-time programme	6400	1500
2	Antiquity and Archaeology first-cycle full-time programme	6400	1500
3	Biotechnology	8500	2000

¹⁹

As established by § 1 of the Ordinance No. 69/2016 of the Rector of the University of Wrocław of 21 June 2016 amending the Ordinance No. 28/2016 of the Rector of the University of Wrocław of 31 March 2016 on tuition fees charged for educational services provided at the University of Wrocław for the teaching cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year;

	first-cycle full-time programme		
4	BB.A. Bachelor of Business and Administration first-cycle full-time programme	8500	2000
5	Chemistry first-cycle full-time programme	6500	1500
6	Chemistry , major: - Advanced Synthesis in Chemistry - Organic Chemistry second-cycle full-time programme	6500	1500
7	Cultural Communication second-cycle full-time programme	6400	1500
8	Journalism and Social Communication , major: Journalism and Social Communication second-cycle full-time programme	6400	1500
9	Journalism and Social Communication , major: Journalism and Social Communication second-cycle part-time programme(extramural)	5300	1250
10	Economics , major: Master Managerial Economics second-cycle full-time programme	6400	1500
11	European Cultures first-cycle full-time programme	6400	1500
12	European Studies , major: EU Regional Policy second-cycle full-time programme	6000	1400
13	Philology ,major: Classics and European Identity first-cycle full-time programme	5800	1350
14	Philology ,major:English studies, specialisation: Empirical and Theoretical Linguistics second-cycle full-time programme	5100	1200
15	Physics , major: Master's Study of Theoretical Physics second-cycle full-time programme	4260	1000
16	Geography , major: Tourism	8500	2000

	second-cycle full-time programme		
17	Image Communication, major: Communication Management second-cycle full-time programme	6400	1500
18	Image Communication, major: Communication Management second-cycle part-time programme (extramural)	5300	1250
19	LL.B. International and European Law first-cycle full-time programme	8500	2000
20	Political Science, major: -Comparative Politics, -Global Security, -Media and Politics -Europe in the World first-cycle full-time programme	6400	1500
21	Political Science, major: -Public Policy, -Political Communication, -Public Administration, -Democracy and Development in Europe and Caucasus, -Central and East European Studies second-cycle full-time programme	6400	1500
22	Sociology, major: Intercultural Mediation second-cycle full-time programme	6400	1500
23	International Relations, major: Global Studies first-cycle full-time programme	6400	1500
24	International Relations, major: Global Studies second-cycle full-time programme	6400	1500
25	LL.M International and European Law second-cycle full-time programme	8500	2000
26	Doctoral programme	10600	2500

2. The fee for **repeating classes** on full- and part-time programmes of first and second cycle, uniform Master's and doctoral studies and the fee for the **classes not included in the study plan** on standard and doctoral studies is:

- 1/ Faculty of Physics and Astronomy – 7 PLN per hour;
- 2/ Faculty of Biotechnology – 7 PLN per hour;
- 3/ Faculty of Chemistry – 10 PLN per hour;
- 4/ Faculty of Historical and Pedagogical Sciences – 11 PLN per hour;
- 5/ Faculty of Earth Sciences and Environmental Management – 21 PLN per hour;
- 6/ Faculty of Law, Administration and Economics - 13 PLN per hour;
- 7/ Faculty of Letters – 17 PLN per hour;
- 8/ Faculty of Social Sciences – 11 PLN per hour.

Annex No. 13
to Ordinance
No. 28/2016
of 31 March
2016

1. The fee for repeated and additional classes not included in the study plan for foreign language in 2016/2017 academic year is:

6,00 - per one hour of classes.
PLN

2. The fee for repeating classes which are part of courses specified in standards for teacher training and the classes not included in the study plan conducted by the Teacher Education Centre in 2016/2017 academic year is:

9,00 - per one hour of classes.
PLN

3. The fee for repeating physical education classes in 2016/2017 academic year is:

8,00 PLN - per one hour of classes.

Annex No. 14
to Ordinance
No. 28/2016
of 31 March
2016

Annual fees for foreigners:

1. The annual tuition fees for foreigners studying in Polish for the cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year:

full-time programmes: first- and second-cycle, uniform Master's	2500 EUR
part-time programmes: first- and second-cycle, uniform Master's	2000 EUR
full-time doctoral programmes	3500 EUR
part-time doctoral programmes	3000 EUR
postgraduate studies	2500 EUR

2. The annual tuition fees for foreigners studying in English for the cycles commencing in 2016/2017 academic year and the cycles which have commenced in 2013/2014 academic year or earlier and are continued in 2016/2017 academic year:

full-time programmes: first- and second-cycle, uniform Master's	3000 EUR
part-time programmes: first- and second-cycle, uniform Master's	2000 EUR
doctoral programmes	4000 EUR

3. The semester fee constitutes half of the annual fee set out in items 1-2.

**Annual tuition fees for the Polish language course for foreigners
conducted by the School of Polish Language and Culture for
Foreigners of the University of Wrocław**

1. The annual tuition fee for the Polish language course (as foreign language) included in the obligatory curriculum for foreigners studying in English on Bachelor's and Master's programmes is 850 PLN.
2. The annual tuition fee for foreigners studying within the frameworks of international programmes and exchanges is 1700 PLN.
3. The semester fee constitutes half of the annual fee set out in items 1-2.

**Semester fees for basic physical education classes and fees for
off-site and weekend classes and sports camps organised
as physical education course credit**

I. Basic sports classes co-financed by the University of Wrocław:

- | | |
|--|------------------|
| 1. Swimming
Wrocław SPA Centre
ul. Teatralna 10-12 | - 180 PLN |
| 2. Swimming
AZS Wrocław Sports Club
ul. Baudouina de Courtenay 16 | - 160 PLN |
| 3. Aqua aerobic
Wrocław University of Environmental
and Life Sciences
ul. Chełmońskiego 43 | - 180 PLN |

4. Tennis

- 190 PLN

Wrocław Sports Academy
al. I.J. Paderewskiego 35
AZS Wrocław Sports Club
ul. Baudouina de Courtenay 16

5. Bowling

- 180 PLN

MIRAŻ
ul. Słubicka 18

II. Basic sports classes - paid entirely by the student:

- 1. Horseriding - Krzyżanowice - 350 PLN**
- 2. Horseriding - Wrocław Partynice - 450 PLN**
- 3. Diving - 1150 PLN**

III. Weekend sports classes – paid entirely by the student:

- 1. Hatha yoga - 350 PLN** (without board and transfer)
- 2. Skiing (winter semesters) - 450 PLN** (board, accommodation, admission passes – without transfer)

IV. Sports and recreation camps:

1. Kayaking camp in Bory Tucholskie **- approx. 450 PLN**
(accommodation, insurance, cost of renting equipment, transfer - without board)
2. Boot camp in Sława **- approx. 580 PLN** (accommodation, insurance, cost of renting equipment, transfer - without board)
3. Fitness camp in Pszczew **- approx. 590 PLN**
(accommodation, insurance, cost of renting equipment, transfer - without board)
4. Horseriding camp in Nowęcina **- approx. 770 PLN** (accommodation, insurance, cost of renting equipment, transfer - without board)

ORDINANCE No. 56/2013
of the Rector of the University of Wrocław
of 23 April 2013

**on the obligations relating to keeping the documentation on the
course of studies in the USOS system**

Pursuant to article 66, section 2 of the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2012, item 572, as amended) it is hereby ordered as follows:

§ 1. A list of the obligations relating to keeping the documentation on the course of studies in the USOS system, forming the Annex to this Ordinance, is introduced.

§ 2. The supervision of the performance of this Ordinance is entrusted to the Vice-Rector for Teaching.

§ 3. This Ordinance comes into force on the day of its signature.

Annex
to Ordinance
No. 56/2013
of 23 April
2013

**List of obligations relating to keeping the documentation on the
course of studies in the USOS system**

**§ 1. Obligations of academic teachers and other persons carrying
out teaching activities**

1. All persons carrying out teaching activities in higher education, including PhD students and persons conducting classes on the basis of civil-law contracts, are obliged to:
 - 1/ comply with Study Regulations, existing internal University regulations, and provisions laid down in laws relating to studies and studying;
 - 2/ possess an active account in the USOS system, allowing to access the USOSweb application;

- 3/ inform students of the obligation to enroll in courses via the USOSweb and the rules of this process, or to enroll according to internal Faculty rules;
- 4/ determine and inform students within 14 days from the beginning of the semester about:
 - a/ course curriculum;
 - b/ list of obligatory literature and references;
 - c/ forms of assessment;
 - d/ requirements to be met in order to pass the course or examination;
- 5/ inform students within 30 days prior to the beginning of the examination period about the examination date and the date of the publication of examination results;
- 6/ verify, before the examination or test starts, the student's eligibility for taking it by:
 - a/ checking on the identity of the student on the basis of an identity card or *indeks* (grade book);
 - b/ verifying if the student has passed all other course components laid down in the study plan and curriculum;
- 7/ conduct classes, examinations, and tests according to conditions referred to in items 4 and 5;
- 8/ enter examination and test grades into the USOSweb within time limits specified in section 2, and into *indeks* (grade book) and period achievement form, if students are obliged to possess them;
- 9/ prepare, sign, and submit to the Dean's Office test and examination records in the form of USOSweb reports; test records - within 3 working days after the end of classes, examination records - within 3 days of the closure of records;
- 10/ keeping students' written examination forms for 3 years (according to the Office Instruction and the uniform subject file index of the University of Wrocław).

2. All persons carrying out teaching activities should pay particular attention to the following:

- 1/ entering grades into the USOSweb is tantamount to announcing it to students;
- 2/ discussion grades and grades from the lectures not concluded with an examination should be entered into the USOSweb prior to the beginning of the examination period;
- 3/ written examination grades should be immediately entered into the USOSweb by the examiner, at the latest on the seventh day following the date of the written examination;

- 4/ oral examination grades should be entered into the USOSweb by the examiner on the day of the oral examination;
- 5/ change in grades in discussion pass records, records of lectures not concluded with an examination, and examination records previously submitted to a competent Dean's Office can be made on the basis of a complaint, approved and submitted by the teacher to the Dean's Office, as provided in § 2, item 10.

§ 2. Obligations of students

Students are obliged to:

- 1/ act according to the student oath, Study Regulations, and other existing internal regulations of the University of Wrocław;
- 2/ activate their individual account on the University website, which allows access to the USOSweb;
- 3/ immediately inform the Dean's Office about changes to personal and contact data, and errors in the documentation on the course of studies;
- 4/ read about the conditions of passing tests and examinations referred to in § 1, section 1, item 4;
- 5/ enroll in courses via the USOSweb or according to the rules laid down by the Faculty;
- 6/ verify if the enrollment data is correct;
- 7/ make timely payments for educational services;
- 8/ present a valid identity card or *indeks* (grade book) before the examination;
- 9/ verify their grades in the USOSweb account after their publication according to § 1, section 2;
- 10/ lodge written complaints to course teachers (application or e-mail) about the grades published in the USOSweb (also in the absence thereof) within 3 working days of the closure of records;
- 11/ collect course credits in *indeks* (grade book), and period achievement form, if required.

§ 3. Obligations of the staff of Faculty administration and extra-faculty organisational units carrying out teaching activities

1. The staff of Faculty administration and extra-faculty organisational units carrying out teaching activities authorised by the Dean/head of the organisational unit to operate the USOS system are obliged to:
 - 1/ enter data on temporary employment of academic teachers conducting classes on the basis of civil-law contracts, as well as PhD students;

- 2/ update the dictionary of courses with the names of courses conducted in particular teaching cycle at least 14 days prior to the beginning of the semester, including corrections, supplements, and amendments in the course catalogue;
- 3/ inform students and academic teachers about the obligations referred to in § 1-2;
- 4/ assist students and academic teachers in solving problems arising from fulfilling the obligations referred to in § 1-2;
- 5/ start registration for courses according to the Faculty/extra-faculty unit rules;
- 6/ assign academic teachers and coordinators to class groups for particular courses from educational offer at least 14 days before the beginning of the semester.

2. The staff of the Dean's Office is responsible for:

- 1/ entering and verifying students' personal data;
- 2/ managing data relating to the course of studies and its documentation specified by the relevant provisions;
- 3/ updating data required to generate reports for external institutions (such as Main Statistical Office) and to transfer data to external systems (POL-on) in accordance with the guidelines and rules of procedure provided by the relevant organisational units of the central administration;
- 4/ generating test records in the USOSinacation records no later than 14 days prior to the beginning of the examination period;
- 5/ generating period student achievement forms according to the rules of procedure laid down by the Faculty;
- 6/ keeping and archiving examination and test records according to the Office Instruction and the uniform subject file index of the University of Wrocław.

§ 4. Obligations of IT specialists in the organisational unit carrying out teaching activities

IT service in the organisational unit carrying out teaching activities is responsible for:

- 1/ maintaining reliable Web service and computer equipment used to operate the USOS system and its applications;
- 2/ generating individual accounts in the USOS system, allowing students and academic teachers to access the USOSweb application;
- 3/ providing technical assistance to staff and students using the USOS system and the USOSweb application;
- 4/ assist administrative staff and the staff responsible for managing teaching process in the unit in using data contained in

the USOS system in situations where a standard approach is not possible and IT skills must be applied.

§ 5. Obligations of the Educational Department

The obligations of the Educational Department in its capacity include:

- 1/ preparing document templates on the basis of existing legislation;
- 2/ keeping Deans' Offices informed about the obligation to update data in the USOS system in order to generate correct reports for external institutions such as Main Statistical Office and the Ministry of Science and Higher Education;
- 3/ in cooperation with USOS IT Support Section, preparing reports for the University's authorities and external institutions on the basis of data entered into the USOS system;
- 4/ controlling the accuracy of data entered into the USOS system by the University's organisational units on the basis of accessible USOS system functions, including Administration module, in its formal aspects relating to the course of studies.