



**RESOLUTION NO. 37/2021**  
**OF THE SENATE OF THE UNIVERSITY OF WROCLAW**  
of April 21, 2021

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

Pursuant to Article 28 section 1 item 2 of the Act of July 20, 2018 – Law on Higher Education and Science (Dz. U. 2021 item 478, as amended), it is resolved as follows:

VOW:

*Entering the academic community of the University of Wrocław, I solemnly swear:*

- to acquire knowledge and skills,*
- to act in accordance with the law, tradition and good academic manners,*
- to care for the good name of the University of Wrocław and the dignity of a student.*

**I. GENERAL PROVISIONS**

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

2. The following terms used in the Regulations shall mean:

- credit period (semester/year of study) – credit unit of the program of study,
- subject/course module – a part of the program of study with specific content delivered in the form of classes to which a single pool of ECTS credits is allocated; a subject may include more than one form of classes,
- classes – realization of the subject in the form of a lecture, drill, laboratory, conversation class, seminar, foreign language classes, field work, internships or other form specified in the program of study;
- course coordinator – a person responsible for the realization of the course,
- course instructor – an academic teacher or another instructor who has the necessary competences and experience for the proper realization of the course, indicated in the course schedule for a semester/year in a given academic year,
- program of study – specifies the learning outcomes and the description of the process leading to their achievement as well as the number of ECTS credits allocated to individual courses/modules of study,
- syllabus – an element of the program of study containing a detailed description of a course, drawn up in accordance with separate regulations,
- teaching unit – a unit that organizes and conducts the process of education in a given degree program/field of study,
- head of a teaching unit – a person who manages a teaching unit, e.g. a dean, principal, supervisor,
- USOS – University Study Management System.

3. Admission to the University of Wrocław, hereinafter referred to as the University, and acquiring student rights occurs at the moment of matriculation and vowing before the Rector or the dean. After matriculation, the student receives a student ID card. The ID card confirms the student's status and is subject to return after suspension of the student's rights, interruption of studies, final expulsion from the register of students, and graduation. A graduate of first-cycle studies is entitled to possess a student ID card until October 31 of the year of graduation; however, he/she is not entitled to apply for financial aid benefits.

4. The Rector is the superior of the students, doctoral students and employees of the University, and the dean is the superior of the faculty. Within the scope of received powers and authorizations, Vice-Rectors and deans act on behalf of the Rector, while vice-deans act on behalf of the dean. The dean may delegate certain authority in matters concerning the organization and progression of the educational process to the head of a teaching unit.

5. After consultation with the relevant Student Council body, the dean may appoint a year supervisor or a student group supervisor from among the academic staff.

6. At the request of the relevant Student Council body, the dean may change the year supervisor.

7. The responsibilities of a supervisor include:

- 1) informing students of their rights and responsibilities and providing advice on all matters related to the course of study;
- 2) co-operating with representatives of the relevant Student Council bodies, and in particular the head of the year and the head of the teaching unit.

8. Students, doctoral students, employees of the University and other persons conducting classes are obliged to observe these Regulations, as well as to comply with the resolutions and decisions of the University authorities, as well as the provisions of law pertaining to studies and studying.

9. Persons participating in the process of education at the University of Wrocław are obliged to take actions aimed at ensuring high quality of education.

10. Documentation of the course of study is accomplished using USOS.

11. Announcements (messages, information, etc.) provided to students via USOS or using university e-mail are considered binding if they are posted in USOS or in individual student e-mail accounts at least 14 days before the circumstances (situations) to which they apply. In justified cases, the time limit referred to in the previous sentence shall be reduced. The announcements (messages, information, etc.) referred to above for students studying in English shall be provided in English.

**§ 2.1.** The Student Council bodies are the exclusive representatives of all students at the University.

2. The Student Council acts on the basis of the Act and in accordance with the Statute and the Rules and Regulations of the Student Council of the University of Wrocław.

3. The Student Council bodies are entitled to express a position on all matters concerning students and to take action on issues set out in the Rules and Regulations of the Student Council of the University of Wrocław.

4. The representative of a year or group shall be the head of the year or group. The procedure for the election of the head of the year, his/her powers and duties shall be laid down in the.

**§ 3.** Student organizations of the University may submit motions to the bodies of the Student Council and to the authorities of the University in matters concerning studies.

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

**§ 4.1.** In particular, a student has the right to:

- 1) acquire knowledge in the chosen field of study, develop his/her academic interests and use the resources of the University for this purpose;
- 2) receive training in the rights and duties of a student;
- 3) participate in classes that are not included in the program of study of the chosen field of study under the conditions stipulated by these Regulations;
- 4) study, in accordance with the applicable statutory regulations, in more than one field of study, also at different universities, including foreign universities;
- 5) participate in scientific research conducted at the University and be a member of academic associations;
- 6) develop his/her cultural, tourist and sporting interests and use for this purpose the facilities and resources of the University, as well as receive assistance from the staff and bodies of the University;
- 7) associate with existing student organizations and establish new ones;
- 8) elect representatives and stand for election to the bodies of the Student Council and the collective bodies of the University;
- 9) participate in elections to the University authorities on the principles laid down in the Statute of the University of Wrocław;
- 10) submit proposals to the University authorities concerning the program of study, the learning process and social and living conditions;
- 11) participate in decision-making by the collective bodies of the University through representatives who are members of these bodies;
- 12) receive credit for courses and examinations at an earlier time than prescribed in the study schedule and to complete courses according to the individual organization of the University, pursuant to the rules laid down by the Faculty Council;

- 13) study according to an individual study plan and program of study pursuant to the rules laid down by the Faculty Council;
- 14) have his/her ECTS credits transferred and recognized according to the rules laid down in these Regulations;
- 15) be granted dean's leave from classes according to the rules laid down in these Regulations;
- 16) excuse absences from classes with the possibility of taking part in verification of the acquired learning outcomes specified in the program of study;
- 17) change his/her field of study/specialization or university;
- 18) change the form of study under the rules laid down by the Faculty Council;
- 19) receive scholarships and other forms of financial aid according to the rules laid down in separate regulations;
- 20) receive awards and recognitions for good results and achievements in education, sports and for organizational activities;
- 21) organize meetings, demonstrations, protests and strikes on the premises of the University, in accordance with the provisions of the Act and the Statute of the University of Wrocław;
- 22) express his/her opinion on teaching activities and the work of lecturers in accordance with the procedure agreed upon by the Student Council and the Rector;
- 23) participate in the establishment (modification) of programs of study according to the rules laid down in separate regulations;
- 24) submit complaints against decisions of the University authorities.

2. A student with a verified disability, depending on the type and severity of the disability, is entitled to:

- 1) special conditions for participation in classes and individual forms and dates of their completion;
- 2) participation in individual programs of study under special conditions;
- 3) study facilitations, such as individual study arrangements, enrollment in classes, and choice of course groups;
- 4) individual conditions for use of libraries, as specified in the regulations for accessing the collections of individual libraries;
- 5) appropriate assistance in acquiring teaching materials and equipment necessary for studying;
- 6) use means that support the learning process, *e.g.* recording devices, during classes;
- 7) individual consultations, and in justified cases also individual classes;
- 8) individual assistance of a chosen academic teacher;

3. A student with an identified disability shall be provided with intangible support for the duration of their program of study in accordance with the Regulations for the provision of intangible support for persons with disabilities.

**§ 5.** It is a student's obligation to act in accordance with the vow, the Regulations and other provisions in force at the University, in particular to:

- 1) persistently acquire knowledge and skills prescribed in the program of study;
- 2) attend classes, obtain credit and take examinations in a timely manner, and fulfill all obligations included in the program of study;
- 3) preserve the good name of the University and the dignity of a student;
- 4) treat fellow students, employees, and University authorities with respect;
- 5) to obtain credit in accordance with the principles of ethics and to refrain from acts (activities) that may lead to attributing to oneself the authorship of a fragment or other elements of another person's work or scientific finding;
- 6) care for the property of the University and use it in accordance with its intended purpose;
- 7) to pay tuition fees in a timely manner if such fees are specified by relevant regulations;
- 8) become familiar with resolutions, orders, and decisions (resolutions), as well as with announcements (messages, information, *etc.*) of the University and faculty authorities concerning the course of study, including those posted in USOS and delivered to the student's individual e-mail account using the University e-mail system;
- 9) check, on an ongoing basis, the information (data) concerning in particular personal data, course of study, scholarships, student payments published in USOS, and if necessary to submit appropriate requests in this respect to the dean;
- 10) notify the dean's office immediately (no later than within 14 days of the occurrence of the circumstances) of any change of name, address, and also of any change in material conditions, if these affect the award and amount of financial aid, as well as of any other

factual and legal circumstances that have a bearing on the student's rights and obligations at the University;

- 11) participate in evaluation of the teaching process (filling in questionnaires);
- 12) submit declarations or other documents required by the Act – Law on Higher Education and Science and other legal regulations.

**§ 6.** For conduct offending against the dignity of the student and violation of the binding regulations, the student shall be held responsible before the Disciplinary Committee for Students under the rules set forth in the Act and in the Statute of the University of Wrocław.

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

**§ 7.1.** The academic year consists of two semesters and begins on October 1 and ends on September 30.

2. Classes in a semester last 15 weeks. In special cases, at the request of the Faculty Council, this period may be changed by the Rector before the semester begins.

3. The detailed organization of the academic year is established by the Rector in consultation with the Student Council of the University of Wrocław and published no later than June 30 of the previous academic year.

4. In special cases, the Rector declares Rector's days or hours, and the dean declares dean's hours free of classes. The decision to make up for any dean's hours is made by the dean.

### **IV. PROGRAMS AND ORGANIZATION OF STUDIES**

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

2. Classes may be conducted using remote teaching methods and techniques.

**§ 9.1.** The University of Wrocław offers first-cycle studies (bachelor's or engineer's degree), second-cycle studies, and long-cycle master's studies.

2. First-cycle studies shall be completed with a diploma examination and the obtaining of the degree of Bachelor or Engineer. Second-cycle studies and long-cycle master's studies shall be completed with a diploma examination and the obtaining of a master's degree.

**§ 10.** Studies are conducted in accordance with programs of study established by the Senate of the University of Wrocław. Programs of study are published on the websites of teaching units no later than 14 days after they are established.

**§ 11.** The rules of studying at the Interfaculty College of Inter-area Individual Studies are determined by the College Council.

**§ 12.** Detailed rules for students taking foreign language classes, classes preparing for the professional practice of teaching, and physical education classes are laid down in separate regulations.

**§ 13.** The realization of the programs of study is managed by the dean, who exercises constant supervision over them by taking appropriate action.

**§ 14.** The schedule of classes together with their staffing should be made known to students no later than 7 days before the beginning of the semester.

**§ 15.** In full-time studies, the number of hours of instruction required of a student per week may not exceed 30. This does not apply to field exercises and internships, including professional internships.

**§ 16.1.** Within 14 days of the commencement of classes, the course instructor shall inform the students of the form of course completion and requirements to be met in order to obtain a credit or pass an examination.

2. Detailed conditions for conducting laboratory classes and studios shall be specified in appropriate regulations.

**§ 17.1.** Education at the University of Wrocław takes place in the form of lectures, exercises, proseminars and seminars, conversation classes, workshops, foreign language

classes, laboratories, studios, field exercises, internships, and other forms of classes specified in the program of study.

2. Lectures are open for everyone to attend.

3. The size of the groups in which classes are conducted shall be determined based on separate regulations.

4. Students participate in classes according to the rules set forth in the program of study.

5. Detailed rules for the selection of classes are determined by the dean.

6. A student who does not choose a subject in accordance with the rules set forth by the dean shall pursue a subject indicated by the dean.

**§ 18.1.** With the exception of first-year students, a student may choose a group unless the dean determines otherwise.

2. When the number of applications exceeds the limit of participants in a group, the instructor decides on the composition of the group within the limit, unless the dean has set other rules.

3. The rules for changing groups are set by the dean.

**§ 19.1.** A student may study according to an individual program of study in accordance with the rules established by the Faculty Council, taking into account the academic care and needs of students with verified disabilities.

2. With the approval of the dean, a student has the option to individualize the program of study by selecting courses of study that comprise the required number of ECTS credits. The choice should be made and presented to the dean for approval within 10 working days of the beginning of the semester.

**§ 20.** In justifiable and documented cases, the dean may give permission for a student to complete certain classes extramurally. Reasons for such a decision include: studying two courses at the same time, employment (gainful employment), family situation, health problems, verified disability.

**§ 21.1.** A student has the right to attend classes outside of his/her field of study with the permission of the dean of the receiving faculty or the head of the interfaculty teaching unit after consulting with the subject coordinator. It is up to the dean of the home faculty whether these classes will be treated as an integral part of the course of study or as extra-curricular subjects.

2. After approval by the dean, extra-curricular classes shall be entered in the documentation of the course of study with an appropriate note. Credit and grades earned for extra-curricular classes are not taken into account when evaluating the course of study; however, they are recorded in the diploma supplement.

**§ 22.** The detailed rules of taking and the procedure of passing the internship are specified in the programs of study or in the rules of internship.

## **V. CREDITING AND EXAMINATIONS**

**§ 23.1.** The number of examinations included in the program of studies may not exceed 8 per academic year, and 5 during a session.

2. A lecturer is an examiner and a course instructor credits the course. In justified cases, the examiner and the person who credits the course are designated by the head of a relevant teaching unit.

3. An examiner may require a student to present an electronic student ID card or other document in order to be allowed to take an examination.

**§ 24.1.** An instructor of lectures which do not end with an examination or other classes credits them before the examination session begins. In justified cases, a student may apply to the head of the teaching unit for an extension of the deadline for obtaining credit.

2. A student must pay the appropriate fees for educational services if they are required in order to obtain credit.

3. Credit earned in violation of section 2 shall be invalid. The resulting grade shall be struck from the documentation of the course of study.

4. If a given course is taught by two or more instructors, credit is given by a person designated by the head of the teaching unit.

5. A student who has not obtained credit for classes required for admission to an examination before the scheduled examination date shall forfeit this date. In exceptional situations, the decision to restore the right to take an examination is made by the head of the teaching unit.

6. A student has the right to apply for a course credit at an earlier date. The form and date of such credit shall be decided by the class instructor unless otherwise specified by the dean.

7. At the request of a student with a verified disability, the course instructor shall set an individual date and form of course credit.

8. A student's absence during course crediting shall be excused by the course instructor within 7 days of the day of the crediting, and in exceptional cases, within 7 days of the day the reason for the absence ceases.

**§ 25.1.** A student questioning the validity of a credit refusal or the grade received has the right to appeal to the head of the teaching unit within 3 working days of the day on which the credit refusal occurred or the questioned grade was entered. The decision in the case is final.

2. If the appeal is accepted as legitimate, the head of the teaching unit shall order a review of the student's results or a final course test to be conducted by an examination board. A review of a student's results or a final course test conducted by an examination board should take place within 7 days of the submission of the appeal, but no sooner than within 3 days of the student being informed of the appeal's validity. The board shall be composed of: the chairperson designated by the head of the teaching unit, the course instructor, and another subject specialist. At the student's request, the board shall include an academic teacher or a representative of Student Council designated by the student.

3. The examination board makes decisions on the passing and evaluation of courses. The grade obtained in the board examination invalidates the disputed grade and signifies the passing or failing of the subject in a given examination session. The grade from the board examination is final.

**§ 26.1.** Students participating in research work or scientific camps may, based on the documented results of such work, receive course credit if the subject of the work is related to the research conducted.

2. Decisions concerning these credits shall be made by the head of the appropriate teaching unit.

**§ 27.1.** An examination is a test of the extent to which a student has achieved the learning outcomes specified in the course syllabus. An examination may be conducted in a written or oral form or in both forms.

2. A student may take an examination if they have successfully completed all the classes in the course as specified in the course syllabus and paid the appropriate fees for educational services, if required.

3. A grade obtained from an examination in violation of section 2 is invalid. The obtained grade is struck from the documentation of the course of study.

4. A student has the right to take an examination in a given subject on a primary and a re-sit date.

5. Except as provided in section 10, examinations on a primary date are conducted during the examination session and are organized in accordance with the provisions of § 23. A student may request that an examiner conduct an examination on an earlier date, unless the dean determines otherwise.

6. Examinations on the re-sit date are conducted in the re-sit session.

7. An absence of a student from an examination on the examination date is excused by the examiner. A request in this matter should be submitted to the examiner within 7 days of the examination date or in exceptional cases within 7 days of the end of the reason for the absence.

If the excuse is not resolved or denied, the student has the right to appeal to the head of the teaching unit.

8. In the case of an unexcused absence from an examination on a primary or a re-sit examination date, the student does not receive any grade and forfeits the right to that date.

9. In the case of an excused absence from an examination on a primary or a re-sit date, a student is entitled to have the right to take this examination on another date. The examination date is set by the examiner. After the end of an examination or re-sit session,

examinations may, in justified cases, be conducted within 10 days of the end of the session with the approval of the dean.

10. At the request of a student in the final credit period who is behind in no more than two subjects, including those ending with an examination, the dean may set the rules for early crediting of these subjects.

11. A student shall be informed of the results of examinations without undue delay and in a manner that clearly indicates the grade earned.

12. A student has a right to review his/her examination paper in a place and on a date established by the examiner. Written examination papers are stored for 1 year from the date of examination.

**§ 28.1.** A student who questions the correctness of the conducted examination may, not later than within 3 working days from the date of the result announcement, submit to the dean or the head of the interfaculty teaching unit a justified request to take the examination before an examination board.

2. If the request is found to be justified, the dean shall order an examination board review of the written work or a board examination.

3. An examination board is appointed by the dean. The board is composed of a chairperson designated by the dean, an examiner, and another subject specialist. The board cannot be chaired by the person who administered the examination in question. At a student's request, the board shall be composed of an academic teacher or a representative of Student Council designated by the student.

4. The board examination should take place within 7 days of the request, but no sooner than 3 days after the student has been informed of his/her admission to the board examination. During an oral examination questions are randomly drawn.

5. The dean may order a board examination on his/her own initiative if he/she believes that the examination was conducted in a manner that was harmful to the student(s). The dean may consult a relevant Student Council body in this matter. A board examination may also be requested by the examiner or a relevant Student Council body.

6. The grade obtained in the board examination invalidates the disputed grade and signifies the passing or failing of the subject in a given examination session. The grade from the board examination is final.

**§ 29.** In justified cases, the dean or Rector may order a repeat examination for a group of students or the entirety of students in a given year.

**§ 30.1.** At the University of Wrocław, the following grading scale applies:

- 1) very good (bdb) – 5.0;
- 2) better than good (+db) – 4.5;
- 3) good (db) – 4.0;
- 4) better than satisfactory (+dst) – 3.5;
- 5) satisfactory (dst) – 3.0;
- 6) unsatisfactory (failing) (ndst) – 2.0.

2. Grades earned by students in other scales shall be converted linearly to the grades referred to in section 1. An exemplary formula is provided in the appendix to the Regulations.

3. A failing grade or no record of a grade in the course documentation is treated as a failure of the course.

4. Individuals conducting crediting or examination enter grades into the electronic records of credit or examination.

**§ 31.** Classes once passed within a given course of study cannot be passed again, subject to § 41 section 5.

**§ 32.1.** Decisions regarding course credit, including transfer or recognition of courses taken at another university, are the responsibility of the dean or the head of an interfaculty teaching unit.

2. A student may request that the dean or the head of the interfaculty teaching unit review the decision referred to in section 1.

## **VI. ADVANCEMENT TO A HIGHER SEMESTER. REPEATING A CLASS OR SEMESTER**

**§ 33.** A credit period is a semester of study. The Faculty Council may decide that a credit period is a year of study.

**§ 34.1.** Credit for a semester (year) shall be awarded based on completion of courses prescribed in the program of study or other courses approved by the dean.

2. The Faculty Council may set reduced minimum requirements for completing a semester (year), including a minimum number of ECTS credits and a permissible total ECTS credit deficit.

3. A student who has not completed a semester (year) as specified in section 1 shall be enrolled in a higher semester (year) if he/she has fulfilled the requirements, including obtaining the required number of ECTS credits, as specified in section 2, unless he/she submits written resignation from continuing his/her studies in a higher semester within 7 days of the end of the re-sit session.

4. The dean shall credit the semester (year). A successful completion of a semester (year) entitles a student to be registered for a higher semester (year).

5. Failure to meet the conditions for obtaining permission to continue studies in a higher semester (year) after two consecutive credit periods is treated as a lack of academic progress and may be the basis for dismissal from the register of students.

**§ 35.1.** A student who has not met the requirements for completing a semester (year) as specified in § 34 section 1 may be re-registered for the same semester (year).

2. The Faculty Council determines the minimum number of ECTS credits and the permissible total deficit of ECTS credits a student must achieve in order to be granted permission to repeat a semester (year). Failure to meet these requirements is treated as a lack of academic progress and may be the basis for expulsion from the register of students.

3. A student who has fulfilled the requirements referred to in section 2 shall be re-registered for that semester (year) unless he or she has submitted a written withdrawal from the course of study within 7 days of the end of the re-sit session.

4. A student is obliged to pass the failed course at the earliest possible date.

5. Repeating a course due to unsatisfactory results is charged according to the rules determined by the Rector. The amount of tuition fee is determined by the Rector not later than on March 30 of the year preceding the beginning of the course cycle.

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

**§ 36.1.** After completing two semesters of the existing first-cycle studies and long-cycle master's studies or the first semester of the second-cycle studies, a student may, within the framework of the possibilities specified by the University:

- 1) transfer to another course of study or specialization;
- 2) under the rules set forth by the Faculty Council, change the form of study.

2. In the case of changing a course of study, specialization, or form of study, the dean determines the differences arising from the program of study and the manner and deadlines for resolving them.

3. Changing the course of study and specialization requires written permission from the dean of the receiving unit and the fulfillment of all obligations to the home unit, confirmed by the dean.

**§ 37.1.** A student may be granted a semester or year-long leave of absence from classes during which he/she retains his/her student rights. The right to receive financial support during the leave is laid down in separate regulations.

2. A leave of absence from classes is granted by the dean based on a justified and documented request.

3. A leave of absence from classes is granted in the case of:

- 1) long-term illness;
- 2) birth of a child;
- 3) delegation of a student by the University outside the University for an internship or other similar purpose;
- 4) other important circumstances.

4. A leave of absence from classes is granted to a pregnant student for the period until the day of childbirth, and to a student who is a parent, upon his/her application submitted within 1 year from the day of childbirth – for 1 year. If the end of the leave occurs during a semester, the leave may be extended until the end of that semester.

5. Exceptionally, due to a prolonged reason referred to in section 3 items 1 and 4, the leave may be extended for no more than 1 consecutive year.



6. The leave of absence may not cover the period prior to the application, with the exception of documented illness or childbirth and extraordinary situations in which it has not been possible to continue his/her studies or to pay fees for their continuation.

7. If the leave of absence from classes covers a period prior to the submission of the application, the student is exempted from the fee for repeating classes from that period.

8. The granting of a leave of absence from classes extends the date of the planned completion of the course of study.

9. With the permission of the dean, a student may, during a leave of absence from classes, attend certain classes, earn credit, and take examinations.

**§ 38.1.** At the end of a credit period, a student may transfer to another institution if he/she has fulfilled all material obligations to the University of Wrocław.

2. The fulfillment of all obligations to the University of Wrocław is confirmed by the dean.

**§ 39.1.** A transfer from another university, including foreign universities, to study at the University of Wrocław is possible only before the beginning of a credit period. The application should be submitted at least 1 month before the beginning of the credit period.

2. A student should complete at least two semesters of first-cycle studies and long-cycle master's studies or the first semester of second-cycle studies at the university they leave. Changing the university after the completion of only the first semester is possible only in exceptional situations.

3. The dean of the appropriate faculty grants permission for the admission of a student from another institution to the University of Wrocław by enrolling the student, and denies permission by an administrative decision.

4. The dean, in granting the permission referred to in section 3, confirms the student's previous achievements that will be credited to the student. On this basis, he/she determines the semester in which the student will begin his/her course of study and indicates the subjects to be completed along with the deadline for completing them.

## **VIII. EXPULSION FROM THE REGISTER OF STUDENTS**

**§ 40.1.** The dean expels a student from the register of students in the case of:

- 1) failure to take up studies, which is understood as failure to take the vow or to submit a declaration to take up studies within 1 month of commencing studies;
- 2) a written resignation from the course of study. A letter of resignation is considered to have been submitted on the date on which it is received by the dean's office;
- 3) failure to submit the diploma dissertation or the diploma examination in a timely manner;
- 4) disciplinary penalty of expulsion from the University.

2. The dean may expel a student from the register of students in the case of:

- 1) failure to make progress in his/her studies;
- 2) failure to obtain credit for a semester or a year;
- 3) failure to pay fees related to the course of study;
- 4) ascertaining, on the basis of information from the instructor given in writing or using the university e-mail, lack of participation in obligatory classes. Lack of attendance shall be considered an unexcused absence from classes to the extent that it makes it impossible to obtain credit for them.

3. A person expelled from the register of students, before collecting the documents submitted to the University, is obliged to settle the liabilities towards the University.

**§ 41.1.** A person who has been expelled from the first year of first-cycle studies, second-cycle studies, or long-cycle master's studies may re-enter the course of study only through recruitment.

2. A student who has been expelled from the register of students after completing the first year of study may be granted permission by the dean to reactivate the course of study. A request for reactivation may be submitted within five years of the date on which the first decision to expel the student became final.

3. Reactivation as a student may occur prior to the beginning of the credit period. An application for reactivation should be submitted at least 1 month before the beginning of the credit period.

4. The Faculty Council, after obtaining the opinion of the Faculty Student Council, may establish a catalog of cases in which the dean may refuse permission for reactivation in the rights of a student. Failure on the part of the Faculty Student Council to issue an opinion within

7 days of the request being forwarded to the Faculty Student Council is considered a positive opinion.

5. In making a decision about reactivation in the rights of a student, the dean shall determine the student's achievements to date, including learning outcomes or ECTS credits earned, the semester (year) in which the student will be enrolled, and the courses to be completed along with the deadline for completing them.

6. A person expelled from the register of students for the reason set forth in § 40 section 1 item 4 may be readmitted after meeting the conditions set forth in the regulations governing disciplinary proceedings.

7. A person referred to in § 40 section 1 item 3 may, within a period of no longer than 2 years from the date of expulsion from the register of students, apply to resume study in order to submit a diploma dissertation or diploma examination by that date. The 2-year period begins on the date when the first decision to expel for failure to submit the diploma dissertation or diploma examination becomes final.

## **IX. COMPLETION OF STUDIES**

**§ 42.** Detailed requirements for the completion of first-cycle and second-cycle studies and long-cycle studies, as well as requirements for theses and the form of diploma examinations, are defined by the Faculty Council.

**§ 43.1.** A bachelor's/engineering/master's thesis, hereinafter referred to as the diploma dissertation, shall be prepared by a student under the direction of a supervisor: professor, habilitated doctor, or doctor. In justifiable cases during the first-cycle study, the dean may authorize a person with the professional title of master to supervise the diploma dissertation. The dean may also authorize a specialist from outside the University, who meets the aforementioned conditions, to supervise the diploma dissertation.

2. The duties of the dissertation supervisor may be performed by two people with the permission and according to specific rules established by the dean if this does not lead to an increase in the number of teaching hours associated with their realization. The dean designates the person who is entirely responsible for performing all of the tasks of the dissertation supervisor.

3. For experimental courses and those involving fieldwork, the head of the teaching unit in which the diploma dissertation is submitted may appoint – in consultation with the supervisor – a dissertation advisor, provided that no second supervisor has been appointed. The advisor's tasks include assistance in performing the experimental part of the dissertation, solving technical problems and supervising the safety of the student's work.

4. Master's theses topics approved according to the procedure set forth by the Faculty Council should be made known to students no later than 2 semesters before graduation, while bachelor's and engineering theses, if provided for in the program of study, no later than 1 semester before graduation.

5. A diploma dissertation is an independent study of a specific scientific, artistic or practical problem, or a technical or artistic achievement, presenting a student's general knowledge and skills related to a given field, level and profile of study, as well as independent analysis and reasoning skills. The diploma thesis may include, in particular, a written work, a published article, a project work, including the design and implementation of a computer program or system.

6. A diploma dissertation developed by a team of students, common to all, may be accepted as a diploma dissertation.

7. A diploma dissertation written within the framework of a student's scientific association may be accepted as a diploma dissertation.

8. A diploma thesis may be executed with the consent of the dean at another faculty or outside the University of Wrocław (at another Polish or foreign university, at a Polish or foreign research center, or at another center conducting research of a scientific nature).

9. In justified cases, a student may, with the consent of the dean, submit a diploma dissertation in a language other than the language in which the student is studying.

10. Before a diploma examination, the diploma dissertation is always checked using an anti-plagiarism software that cooperates with a nationwide repository of written diploma dissertations, in accordance with separate regulations in force at the University.

11. In justified cases, with the permission of the dean, a student may change the dissertation supervisor.

12. A diploma dissertation is evaluated by the dissertation supervisor and a reviewer. In the case of a significant discrepancy in the thesis evaluation, the final evaluation is decided by the dean, who may consult a second reviewer.

13. The provisions of section 1 shall apply to reviewers accordingly; however, a master's dissertation must be evaluated by at least one habilitated doctor or professor.

**§ 44.** In the event that the supervisor is absent for a period exceeding 90 days, the dean may appoint a new supervisor for the diploma dissertation. If a request from a student has been received in this matter, the dean will appoint a new supervisor for the diploma dissertation no later than 14 days after the request has been delivered to the dean.

**§ 45.1.** In order to take a diploma examination, a student must:

- 1) pass all compulsory subjects included in the program of study of a given course and obtain the appropriate number of ECTS points (recognized by the dean);
- 2) obtain a grade of at least "satisfactory" for the diploma dissertation, provided that it is required by the program of study.

2. The diploma examination takes place on a date set by the dean.

3. The examination takes place before a commission appointed by the dean and consisting of at least three persons. The commission shall be composed of the supervisor and the reviewer(s). The commission is chaired by an academic teacher appointed by the dean who holds the title of professor or the degree of habilitated doctor.

4. The diploma examination is taken in Polish or in a foreign language, if the program of study provides such a solution. In justified cases and with the approval of the dean, the diploma examination may be taken in a foreign language.

5. If a student does not pass the diploma examination or does not take it by the set deadline, the dean, at the student's request, designates a second date. In the event that a student does not pass the diploma examination on the second date or does not take it, the student is expelled from the register of students.

6. Detailed rules for conducting the diploma examination are laid down by the Faculty Council, upon a request from the dean.

**§ 46.1.** At the request of a student or supervisor, the diploma examination may take place in the form of an open examination.

2. The request referred to in section 1, directed to the dean, must be submitted to the dean's office no later than 1 month before the scheduled date of the diploma examination.

3. Information about open diploma examinations is published on the faculty website.

4. The provisions of § 45 sections 3 and 4 apply to the open diploma examination.

**§ 47.1.** The condition of obtaining diploma is obtaining at least satisfactory grade from diploma dissertation and at least satisfactory grade from diploma examination.

2. The basis for calculating the result of the studies are:

- 1) the arithmetic mean of the grades earned during the studies (except for invalidated grades) – A;
- 2) grade on diploma dissertation – B;
- 3) grade on diploma examination – C.

3. The outcome of a first-cycle program is determined by the formula  $3A/4+(B+C)/8$ . If the program of study does not include a diploma dissertation, the result of the study is determined by the formula  $(3A+C)/4$ .

4. The result of a long-cycle master's program and a second-cycle master's program is determined by the formula  $A/2+(B+C)/4$ .

5. The arithmetic mean of A grades and the outcome of the studies referred to in sections 3 and 4 shall be calculated to two decimal places using general rounding rules. (The rejection of a digit 5, 6, 7, 8 or 9 increases the retained digit by 1).

6. The diploma of graduation shall include the final outcome of the studies, weighted according to the following principle:

- from 3.24 – satisfactory (3.0),
- from 3.25 to 3.74 – better than satisfactory (3.5),
- from 3.75 to 4.24 – good (4.0),
- from 4.25 to 4.74 – better than good (4.5),
- from 4.75 – very good (5.0).

7. The examination commission may increase the final grade for the course of study referred to in section 6 by 0.5 if the student has received very good grades on the diploma dissertation and the diploma examination.

**§ 48.1.** A student shall be obliged to settle all liabilities, including financial and library liabilities, to the University at least three days before taking the diploma examination.

2. A diploma which a graduate receives upon graduation, confirms the completion of a specific course of study.

## X. ADDITIONAL PROVISIONS

**§ 49.1.** Decisions and other resolutions concerning students and covered by the provisions of these Regulations are made by the dean (vice-dean/principal/head of the teaching unit) on his/her own initiative or at the written request of a student.

2. Decisions concerning expulsion from the register of students as well as refusal of fee exemption, reactivation to studies, resumption of studies or transfer from another university are made on the basis of the Rector's authorization, according to the provisions of the Code of Administrative Procedure.

3. A student is notified of other decisions made by the dean (announcements, information, etc.) in person at the dean's office as soon as possible or via USOS or university e-mail. The date and method of notifying the student of the decision shall be recorded in the student file. A decision shall be deemed to have been delivered as of the date of notification.

4. In the event of doubts about the content of the decision referred to in section 3, a student has the right to receive it in writing, provided that his/her request is received by the dean's office within 3 working days of the date of the announcement of the content of the decision.

5. A request referred to in section 1 should be submitted to the dean's office by the deadline set in the present Regulations or established and published by the dean. The request should be signed by the inquirer and contain the name of the inquirer, the course of study, the year of study, the album number, a full, current correspondence address, a contact telephone number, and a contact e-mail address, an indication of what the request is about, the addressee, and also meet the other requirements set forth in specific rules. The dean's office is obligated to confirm that a complete request has been submitted, if the inquirer wishes so.

6. An incomplete student request, after the ineffective expiration of the 7-day period specified in the request for completion of the request, shall be left unprocessed if the deficiencies in the documentation are of such a nature as to make it impossible to process the request. Both the request and the notice of deficiencies are kept in the student file.

7. A student may appeal against the decisions referred to in section 2 by the means of:

- 1) submitting an application to the Rector for reconsideration. The application should be submitted to the dean's office within 14 days of receiving the decision or
- 2) submitting a complaint to the Voivodship Administrative Court without the necessity to apply to the Rector for reconsideration. The complaint should be submitted to the dean's office within 30 days of receiving the decision.

A student may appeal against the Rector's decision to the Voivodship Administrative Court. A complaint should be submitted to the dean's office within 30 days of receiving the decision.

8. A student has the right to request a review of other decisions made by the dean within 14 days of their delivery.

## XI. TRANSITIONAL AND FINAL PROVISIONS

**§ 50.** The Rector is entitled to the binding interpretation of the provisions of these Regulations.

**§ 51.1.** Implementing regulations which were issued on the basis of the former Regulations and are not in conflict with the new Regulations shall remain in force until repealed.

2. Applications submitted and not finally resolved by September 30, 2021 shall be considered under the wording of the Regulations effective as of October 1, 2021.

**§ 52.** Resolutions repealed:

- 1) No. 94/2019 of the Senate of the University of Wrocław of May 22, 2019 on the Rules and Regulations of Studies at the University of Wrocław;
- 2) No. 66/2020 of the Senate of the University of Wrocław of May 27, 2020 amending the resolution on the Rules and Regulations of Studies at the University of Wrocław.

**§ 53.** The regulations come into force on October 1, 2021.

President of the Senate of UWr  
Rector: *prof. P. Wiszewski*

**A) Converting values and grades from the scale of 1-6 into values and grades in the grading scale in force at the University of Wrocław.**

The grade point average and grades obtained on a scale of 1-6 are converted into the average and grades on a scale of 2-5, according to the following formula:

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

where:

x – grade or number resulting from a scale of 1-6

OWr – grade or number resulting from a scale of 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	3.20	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) Converting values and grades from the scale of 2-6 into values and grades in the grading scale in force at the University of Wrocław.**

The grade point average and grades obtained on a scale of 2-6 are converted into the average and grades on a scale of 2-5, according to the following formula:

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

where:

x – grade or number resulting from a scale of 2-6

OWr – grade or number resulting from a scale of 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