

**STATEMENT
of the Rector of the University of Wrocław
of 25 July 2014**

**on the announcement of consolidated text of the resolution No 30/2012 of the
Senate of the University of Wrocław on the Rules and Regulations of studies at the
University of Wrocław.**

1. The consolidated text of the 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 shall be made public in the annexe to this Statement with the following amendments:

- 1) 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;
- 2) 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;
- 3) 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.

2. The consolidated text of the resolution No 30/2012, which is annexed to this Statement, shall be in force from the 1 October 2014.



**prof. dr hab. Marek Bojarski
R E K T O R**



RESOLUTION No 30/2012
of the Senate of the University of Wrocław
of 25 August 2014

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

Pursuant to article 161, section 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. The admission to the University of Wrocław, hereinafter referred to as the University, and the 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 status and shall be returned to the University after the suspension in the rights of the student, the discontinuation of studies, and 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.

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 the 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 managing its own department or major within this department.

5. Any decisions of the dean regarding students as specified in these Rules and Regulations may be appealed against to the rector on conditions specified here.

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 the 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 the representatives of the 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 by using 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.

§ 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 the 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) participating 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 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 employment that would 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) organise meetings, demonstrations, strikes and protests on the premises of the University in accordance with the provisions of the Act and the Statute of the University of Wrocław;
- 21) express opinions on classes and the work of the academics teachers conducting those classes as agreed by the student board with the rector;
- 22) file complaints on decisions of the bodies of the University.

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

- 1) individual conditions for participation in classes as well as individual forms and dates for obtaining credits;
- 2) participation 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 learning programme;
- 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 acts and decisions of the authorities of the University and department, related to the course of study;
- 8) ¹⁾ as soon as possible, but no 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);

¹⁾ § 1 point 1 reference (a) of the 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, binding from 1 October 2013.

- 10) ²⁾ 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) ³⁾ issue statements and other documents required by the Higher Education Act and other rules of law;
- 12) ³⁾ not to take any action (actions) that may lead to taking credit for being an author of a fragment of a text or other elements of someone else's work or scientific findings.

§ 6

The student 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 no later than on 1 October and end no 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 start 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 ⁴⁾

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.

²⁾ 1) Added by § 1 point 1 reference (b) of the resolution referred to in 1), and subsequently amended by § 1 point 1 (a) of the resolution No 25/2014 of the Senate of the University of Wrocław of 26 February 2014 amending a resolution on the Rules and Regulations of studies at the University of Wrocław, binding from 1 October 2014.

³⁾ Added by § 1 point 1 (b) of the resolution No 25/2014 of the Senate of the University of Wrocław of 26 February 2014 amending a resolution on the Rules and Regulations of studies at the University of Wrocław, binding from 1 October 2014.

³⁴⁾ As laid down in § 1 point 2 of the resolution referred to in reference 1.

§ 10

Plans of studies and curricula at the University of Wrocław are based on a system accumulation of points and transfer of student achievements, known as 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 ⁵⁾

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

§ 13

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

§ 14

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

§ 15

A detailed timetable, including the names of the teachers, should be communicated to students no later than five working days before the start of the semester.

§ 16

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.

§ 17

1. Within 14 days of the start of the semester, teachers shall provide the students with a syllabus, list of literature, form of assessment and the 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.

§ 18

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 public.

3. ⁶⁾ 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.

⁵⁴⁾ As laid down in § 1 point 3 of the resolution referred to in reference 1.

⁶⁴⁾ As laid down in § 1 point 2 of the resolution referred to in reference 3.

7.⁷⁾ A Student who fails to select a course on the principles determined by the dean, he or she takes up a class indicated by the dean. Once a course is indicated by the dean it becomes a compulsory course for the student.

§ 19

1. With the exception of the 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 the selection of seminars and student groups.

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

§ 20

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

2. A student has the right to individualise 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.

§ 21

In justified cases, the Dean may agree for credits to be awarded without the requirement of taking part in classes. Prerequisites for taking this decision are, inter alia: studying for two degrees at the same time, professional work, family circumstances, health issues, documented disability.

§ 22

1. A Student, with the approval of the Dean, has 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 Den, 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.

§ 23

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

§ 24

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. In justified circumstances the examiner is appointed by the dean or by the director (head) of the academic unit in question.

⁷⁴⁾ Added by § 1 point 4 of the resolution referred to in reference 1.

4.⁸⁾ The examiner may grant the student the 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 required in the curriculum.

§ 25

1. Lecturers or seminar teachers, whose courses do not finish 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 § 25 section 2 shall be null and void. The grade is counted on the basis of the documentation of studies.

4. If a class is taught by two or more different teachers, the 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, it is the dean who may restore the student's right to take the examination.

6. The student is eligible to apply for the 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.

§ 26

1. The 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.

2.⁹⁾ 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. 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 credit verification procedure to be held in the presence of an academic teacher indicated by him or her or a representative of the student board.

3. 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.

§ 27

1. A student participating in research or scientific camps, on the basis of the 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.

§ 28

1. Examination is a form of verification of the learning outcomes as specified in the course 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 the 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 § 28 section 2 become null and void. The grade is counted on the basis of the documentation of studies.

⁸⁴⁾ As laid down in § 1 point 3 of the resolution referred to in reference 3.

⁹⁾ As laid down in § 1 point 5 of the resolution referred to in reference 1.

4. Exams, subject to § 28 section 10, shall be carried out during the examination period and arranged in accordance with the provisions of § 24. 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 makeup examination in a given course.

6.¹⁰⁾ 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. The 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.

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

9.¹¹⁾ 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. The date of the examination is set by the examiner. 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 on the principles laid down by the dean.

10. If a student is in his or her last semester and has no more than two exams pending, he or she has the right to earlier exam dates, provided the fees are paid and on principles laid down by the dean.

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 the student has the right to review his or her work in 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.

§ 29

1. A student questioning the examination procedure may, within 3 working days from the date of the exam, 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, course instructor and a second expert in the subject matter or a related matter. The student is eligible to apply for the examination to be held in the presence of an academic teacher indicated by him or her or a representative of the student board.

4. Examination before a board shall take place within 7 days from the date of filing the request. During the oral examination questions are drawn, and the board cannot be chaired by the person who conducted the exam in 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. 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 it becomes the binding grade. The grade received during the exam taken before the board is final.

§ 30

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

§ 31

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

¹⁰⁾ As laid down in § 1 point 6 of the resolution referred to in reference 1.

¹¹⁾ As laid down in § 1 point 6 reference (b) of the resolution referred to in reference 1.

- 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 a date specified by the dean.

§ 32

1. A course for which a grade has been credited shall not be credited again.

2. Decisions concerning recognition of ECTS points and grades are the competence of the dean and are final.

3.¹²⁾ Decisions concerning recognition of credits granted for seminars are the competence of the dean and are final.

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

§ 33

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.

§ 34

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 program of studies or other recognised by the dean.

1a.¹³⁾ The department board may decide on reducing the minimum conditions for receiving credits for a semester (year), including a minimum number of ECTS points.

2. 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.

3. 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.

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

§ 35 ¹⁵⁾

1. A Student who has not fulfilled the conditions specified in § 34 section 1 may be enrolled again for the same semester (year).

¹²⁾ Added by § 1 point 7 of the resolution referred to in reference 1.

¹³⁾ Added by § 1 point 8 of the resolution referred to in reference 1.

¹⁴⁾ As laid down in § 1 point 8 reference (b) of the resolution referred to in reference 1.

¹⁵⁾ As laid down in § 1 point 9 of the resolution referred to in reference 1.

2. Department Board specifies the minimum number of credit points, which the student must achieve to receive permission to re-enroll for the semester (year). Failure to comply with this condition shall be considered as a lack of academic progress and may result in the loss of student status.

3. The Student, referred to in section 1 may apply for continuation of studies in the next semester (year).

4. The conditions to continue the studies referred to in section 3, may be determined by the department board specifying in particular the allowable deficit of ECTS points in the period for which credits are awarded, and the maximum total deficit of ECTS.

5. The student is obliged to collect credits from failed courses at the nearest possible time.

6. 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.

7. 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 a lack of academic progress and may lead to loss of student status.

VII. CHANGES IN THE COURSE OF STUDIES

§ 36

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:

- 1) transfer to a different degree or major;
- 2) 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 the dean of the original unit.

§ 37

1.¹⁶⁾ 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 the academic obligations towards the University of Wrocław shall be certified by the dean.

§ 38

1. The 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. The 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. The 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 courses to be completed, in particular courses from the group of mandatory courses, along with deadlines for their completion.

¹⁶⁾ As laid down in § 1 point 4 of the resolution referred to in reference 3.

§ 39

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 of 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

§ 40

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

- 1) ¹⁷⁾ 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) ¹⁷⁾ 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 submit a thesis within dates referred to in § 44 section 1 and 3 of the Rules and Regulations of studies or taking a diploma examination;
- 4) disciplinary expulsion from the University.

2. The Dean may cross a student of the list in the case of:

- 1) lack of progress in learning;
- 2) failure to pass the semester or year, within the time time referred to in § 34 section 3 of the Rules and Regulations of studies;
- 3) lack of payment for studies.

3. The Dean, following an appeal, may agree to accept the person crossed off the list of students for the same academic semester (year), provided the the date of notification of the decision was no more 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.

§ 41

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 once consent to the reactivation of studies of a student who has been crosses off the list after completing the first year.

3. Reactivation to the student status may take place prior to the beginning of the semester. The application for reactivation into student status should be submitted at least one month before the start of the semester/academic year.

¹⁷⁾ As laid down in § 1 point 10 of the resolution referred to in reference 1.

4. The department board may establish a catalogue of cases in which the dean may refuse to consent to the reactivation of the student's rights.

5. In the decision to reactivate a student the dean shall determine the achievements of the student along with ECTS points, semester for which the student is entered and courses 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 § 40 section 1 point 4 may be readmitted upon fulfillment of conditions specified in the provisions of the disciplinary proceedings.

IX. COMPLETION OF STUDIES

§ 42

Detailed conditions for the 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.

§ 43

1.¹⁸⁾ 1. The thesis whether Bachelor's/ Engineer's or Master's hereinafter referred to as a diploma thesis is written by the student under the supervision of 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.

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 the 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 no later than 3 semesters before graduation, however, in undergraduate and engineering degrees this time is shortened to 2 semesters prior to graduation.

4. In the thesis the student should demonstrate the ability to use methods appropriate to his or her scope of education, knowledge of the sources and literature of the subject within the scope of the topic, ability to properly compose the work, logical argumentation, drawing correct and clear conclusions.

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

6. 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).

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

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

9. 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.

10. 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.

§ 44

1. The student should hand in the thesis within dates agreed with the supervisor but not later than at the end of the last semester of studies.

2. In the event of a long absence of the supervisor, the Dean shall appoint a new supervisor of the thesis.

¹⁸⁾ As laid down in § 1 point 11 of the resolution referred to in reference 1.

3. At the request of the supervisor or the student the dean may postpone the submission of thesis for no longer than 3 months in the following cases:

- 1) the student's long lasting illness confirmed by a medical certificate;
- 2) failure to complete the diploma thesis in due time for well-founded reasons independent of the student.

4. During the period referred to in section 3, the student retains the student status.

5. In accordance with § 40 section 1 point 3, a student who does not submit the thesis within the time periods specified in § 44 section 1 and 3, shall be deleted from the list of students.

6.¹⁹⁾ A person referred to in section 5 may apply for the resumption of studies in order to submit his or her thesis and diploma examination within 2 years from the date of the deletion from the list of students.

7.²⁰⁾ After expiry of the time limit referred to in section 6, the resumption of studies can take place in order to submit a thesis and diploma examination as specified in section § 41 section 3 and 5 of the Rules and Regulations.

§ 45

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

- 1) receive enough credits for all compulsory courses 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.

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

3.²²⁾ 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 examination or did not stand for it within the 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.

6.²³⁾ Detailed rules for the conduct of the examination are specified by the department board at the request of the Dean.

§ 46

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 no later than a month prior to the envisaged diploma examination.

3. Information about open diploma exams shall be given to the public on the website of the department and on the departmental bulletin board.

4. Provisions of § 45 section 3 and 4 shall apply to the open examination.

§ 47

1.²⁴⁾ To be awarded the 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.

¹ ⁹⁾ As laid down in § 1 point 12 of the resolution referred to in reference 1, and amended by § 1 paragraph 5 of the resolution referred to in reference 3.

²⁰⁾ As laid down in § 1 point 12 of the resolution referred to in reference 1.

²⁹⁾ As laid down in § 1 point 13 of the resolution referred to in reference 1.

²⁹⁾ As laid down in § 1 point 13 reference (b) of the resolution referred to in reference 1.

²⁷⁾ Added by § 1 point 13 of the resolution referred to in reference 1.

⁹⁾ As laid down in § 1 point 14 of the resolution referred to in reference 1.

2. The basis for the 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.
- 4.²⁵⁾ The final grade for the 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 $A/2 + (B+C)/4$.
- 6.²⁶⁾ 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).
- 7.²⁷⁾ The final grade for studies should be put down into the diploma and approximated according to the following principle:
 - up to 3,25 - dostateczny (3,0/dst) [satisfactory/C];
 - from 3,26 to 3,74 - plus dostateczny (3,5/+dst) [satisfactory plus/C+];
 - from 3,75 to 4,24 - dobry (4,0/db) [good/B];
 - from 4,25 to 4,74 - plus dobry (4,5/db+) [good plusB+];
 - from 4,75 - bardzo dobry (5,0/bdb) [excellent/A].
8. The examination board may increase the final grade for studies referred to in section 7 by 0,5, if a student received a top grade [bardzo dobry (5,0/bdb) [excellent/A]] for the diploma thesis and the diploma examination.
9. (repealed).²⁸⁾

§ 48

1. The diploma, granted upon graduation, confirms the completion of a particular degree of studies.
2. The graduate must fulfill all financial and other material liabilities towards the University prior to the collection of the diploma.

X. GENERAL PROVISIONS

§ 49

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

²⁹⁾ As laid down in § 1 point 14 reference (b) of the resolution referred to in reference 1.

²⁹⁾ As laid down in § 1 point 14 reference (c) of the resolution referred to in reference 1.

² ⁷⁾ As laid down in § 1 of the resolution No 39/2012 of the Senate of the University of Wrocław of 23 April 2012 amending the resolution on Rules and Regulations of studies at the University of Wrocław, binding from 1 October 2012.

²⁸⁾ By section § 1 point 14 reference 1.

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 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. 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

§ 50

The provisions of the current Regulations shall apply to student matters, which were not completed until the date of entry into force of these Regulations.

§ 51 ²⁹⁾

1. Student of 5-year uniform Master's studies, who commenced his or her studies before

1 October 2007, despite the change of studies from the uniform master's studies to undergraduate and Master's studies, may complete them not later than on 30 June 2015 and complete courses indicated by the Dean and based on the latest program in force in uniform 5-year Master's degree.

2. If the achievements of the student who enrolled before 1 October 2007 for the 5-year uniform Master's studies do not give rise to the completion of studies within the time limit referred to in paragraph 1, the student can transfer, with the prior decision of the Dean, to the relevant undergraduate or Master's studies.

3. The dean, when making the decision referred to in section 2, shall in particular, take into account the number of ECTS points obtained for 5-year uniform Master's studies.

4. A student may be transferred to Master's studies provided he or she has collected at least 180 ECTS points.

5. To students, referred to in section 2 and 3 shall apply the provisions of § 41 accordingly.

§ 52

The following shall be repealed:

- 1) Directive No 65/2006 of the Senate of the University of Wrocław of 10 May 2006;
- 2) the resolution No 28/2010 of the Senate of the University of Wrocław of 28 April 2010 amending the resolution on the Rules and Regulations of studies at the University of Wrocław;
- 3) the resolution No 29/2010 of the Senate of the University of Wrocław of 28 April 2010 on issuing a consolidated text of the Rules and Regulations of studies at the University of Wrocław;
- 4) the resolution No 30/2011 of the Senate of the University of Wrocław of 30 March 2011 amending the resolution on the Rules and Regulations of studies at the University of Wrocław.

§ 53

The Rules and Regulations shall enter into force on 1 October 2012.

²⁹⁾ As laid down in § 1 point 6 of the resolution referred to in reference 3.

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 1-6	Grade on a scale of 1-6
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 1- 6	Grade on a scale of 1-6
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