

**REGULATIONS GOVERNING  
HIGHER EDUCATION STUDIES  
AT WROCLAW UNIVERSITY OF SCIENCE  
AND TECHNOLOGY**

Wrocław, 2018

Regulation Governing Higher Education Studies  
at Wrocław University of Science and Technology

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## § 1. GENERAL PROVISIONS

1. **Higher education studies** at Wrocław University of Science and Technology are run in accordance with the principles formulated in the Magna Carta of European Universities and the Bologna Process.
2. Wrocław University of Science and Technology participates in the European Credit Transfer System (ECTS) and promotes the mobility of students and lecturers.
3. In these Regulations, a student is defined as a person enrolled for higher education studies at Wrocław University of Science and Technology (pursuant to the procedure referred to in § 2, item 6), subject to matriculation (understood as placing on file and assigning their record book number), who took an oath with the content specified by the Statute of Wrocław University of Science and Technology (within the time limit set by the dean they submitted a signed oath certificate at the dean's office) and thus acquired **the student's rights**.
4. When entering the Wrocław University of Science and Technology, students voluntarily undertake the obligation to acquire knowledge, skills and social competences.
5. The Rector is the superior of all the students. The immediate superior of the faculty's students is the dean.
6. The exclusive representative of all the students are the **Student Government bodies**.
7. Having passed the diploma examination, the student becomes a **graduate of Wrocław University of Science and Technology**
8. At Wrocław University of Science and Technology the course-of-study documentation and the syllabus service is handled by primarily the **Uniform Student Service System** (Jednolity System Obsługi Studentów – hereinafter referred to as the **JSOS**). Among other things, the JSOS handles:
  - 1) student documents,
  - 2) credits and examinations, including the electronic student record book,
  - 3) adjudications and decisions relating to the student's syllabus,
  - 4) enrolments for courses/groups of courses,
  - 5) registrations for the semester.

## § 2. LEVELS OF STUDY, FORMS OF STUDY, EDUCATIONAL PROFILES

1. The level of education referred to in these Regulations means: **first-level studies** and **second-level studies** provided at Wrocław University of Science and Technology. The University also provides third-level studies (doctoral studies) and postgraduate studies, other education studies and training courses in accordance with separate regulations.
2. The studies are run in the following **forms**:
  - 1) full-time studies,

- 2) part-time studies:
  - a) evening part-time studies,
  - b) extramural part-time studies,
 in fields of study with a general academic or practical **profile**.
3. **The duration of full-time studies** as specified in the program of study amounts to respectively:
  - 1) for first-level studies:
 

a) licencjat	6 semesters
b) inżynier	7 semesters
  - 2) for second-level studies:
 

magister	3 or 4 semesters
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In exceptional cases, with the permission of the Rector, full-time studies may take one semester longer.
4. **Part-time studies** are run as studies referred to in § 2, item 2; **they may take one semester longer** than the corresponding full-time studies referred to in item 3.
5. To get a permission to pursue studies at Wrocław University of Science and Technology a person has to meet the enrolment terms and conditions set out by the University and hold:
  - 1) a certificate of upper secondary education – when applying for admission to first-level studies,
  - 2) the professional degree of licencjat, inżynier, magister or equivalent– when applying for admission to undertake second-level studies.
6. **Admission to Wrocław University of Science and Technology** may be by way of **recruitment** (under separate regulations), by way of a **transfer to/from another higher education institution**, or as a result of the **resumption of studies** (§ 19, item 4).

### § 3. DIPLOMAS AND PROFESSIONAL DEGREES

1. The graduate of Wrocław University of Science and Technology receives a **diploma of completion of studies** (together with a supplement to the diploma) certifying the obtainment of an appropriate professional degree awarded by the University:
  - 1) a diploma of completion of first-level studies with the degree: inżynier or inżynier architekt or licencjat,
  - 2) a diploma of completion of second-level studies with the degree: magister inżynier or magister inżynier architekt, or magister.
2. In the case of studies run jointly by Wrocław University of Science and Technology and other universities and academic institutions, including foreign ones, a diploma of completion of studies may be issued by one university indicated in the regulations concerning these studies, laid down on the basis of a concluded agreement. Information about the share of the other universities and academic institutions in carrying out the program of education is included in a supplement to the diploma.

## § 4. ORGANISATION OF THE ACADEMIC YEAR

1. The Rector issues, by 15 May, a detailed **academic calendar** for the next academic year. This calendar sets out the duration and organisation of the academic year.
2. **The academic year** begins not earlier than on 24 September and not later than on 5 October and lasts until the day preceding the day of commencement of the next academic year.
3. The academic year is divided into two **semesters** – the winter semester followed by the summer semester. The “accounting period” for the studies is one semester. Each semester comprises:
  - 1) **a period when organized classes are held,**
  - 2) **an examination session,** winter or summer, respectively,
  - 3) **an inter-semester break,** winter or summer, respectively.
4. If the period when organized classes, held in the winter semester, begins in September, the summer examination session ends not later than 30 June, but if winter semester classes start in October, the summer examination session ends not later than 15 July.
5. In each semester, organised classes at the University and tests connected with their crediting, subject to item 6, are held:
  - 1) in the case of full-time studies – for 15 weeks, from Monday to Friday,
  - 2) in the case of evening part-time studies – for 15 weeks; they may be held from Monday to Friday, but exclusively in the afternoon hours,
  - 3) in the case of extramural part-time studies – for a maximum of 30 days; as a principle, classes are held on Saturdays and Sundays.
6. In the final semester of the first-level full-time studies and, in the case of a positive opinion of a given faculty council and with the consent of the Rector, also of first-level part-time studies, if this is a winter semester, the first ten weeks of the semester are allocated for organized classes at the University. The remaining period of the semester is allocated for submitting the diploma dissertation, the examination session and the diploma examination, subject to § 26, item 7 and 8.
7. Field classes may also be held on Saturdays and Sundays. Student internships may also take place on Saturdays, Sundays or during inter-semester breaks.
8. Organised teaching courses additionally requested by students (e.g. in connection with a retake of a course/group of courses) may be held on Saturdays, Sundays or during the summer inter-semester break. Students attend these courses exclusively on a voluntary basis.
9. The examination session at full-time studies and evening part-time studies lasts 13 working days and 2 or 3 Saturdays during the session; 16 consecutive days are allocated for the examination session at part-time studies.
10. By the end of the sixth week of the semester’s organised classes, the dean, on the basis of examiners’ proposals, issues a schedule of examination sessions for a given main field of study, specialization, level and form of study, taking into account the provisions of § 15, item 7.

11. The winter inter-semester break begins after the end of the winter examination session and lasts at least 4 working days.

## **§ 5. RIGHTS OF STUDENT AT WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY**

1. A student is entitled to the following **student rights**:

- 1) the right to acquire knowledge, skills and social competences and to develop their own interests, including to attend in classes (after prior enrolment in a given course/group of courses, in accordance with § 11, item 1 and § 12, item 3) and organisational activities at Wrocław University of Science and Technology, sitting exams, taking internships,
- 2) the right to affiliate with student organisations and to take an active part in the social, cultural, sporting and scientific life of Wrocław University of Science and Technology,
- 3) the right to elect academic authorities of the University,
- 4) the (active and passive) electoral right to the University's collegial bodies and to the Student Government bodies, as specified in separate regulations,
- 5) the right to health insurance, as specified in separate provisions,
- 6) right to material assistance - in accordance with the rules laid down in separate regulations,
- 7) the right to the protection of their personal data, in particular data concerning their material status and received grades,
- 8) the right to their own address in the university electronic mail system,
- 9) the right to inspect their graded works: final tests, progress tests, laboratory reports, projects, short tests and examination papers within the time limit specified by a person conducting a subject,
- 10) the right to get training in the student's rights and duties, provided by the Student Parliament of the Republic of Poland in agreement with the Student Government of Wrocław University of Science and Technology (applies to students beginning their studies),
- 11) the right to a 50% discount on city public transport fares,
- 12) the right to discounts on public railway and bus transport fares on the basis of separate regulations,
- 13) the right to take classes without paying any tuition fees – subject to the cases described in § 23,
- 14) the right to have classes in classrooms ensuring appropriate learning conditions and the observance of health and safety regulations,

**and furthermore, the student may:**

- 15) receive awards and distinctions,
- 16) apply for leave from studies at the University (§ 18),
- 17) apply for a bank credit or loan on terms specified in separate regulations,
- 18) express their opinion in Student Opinion Survey System about classes organized at Wrocław University of Science and Technology.

2. During the period of leave (§ 18) or studying without having registered for the semester (§ 12), the student retains the student rights, the scope of which may be limited by separate regulations.
3. The scope of the rights to which the student is entitled in consequence of studying in the next field of study at Wrocław University of Science and Technology (§ 22) may be limited by separate regulations.
4. The document which proves the possession of the rights to which the student is entitled is a valid **student ID card** which the student receives after they have taken an oath pursuant to the procedure specified in § 1, item 3. The student is entitled to the student's rights and the right to have a valid student ID card up to the date of completion of their studies; suspension of students' rights or being struck off the register of studies subject to item 5.
5. A graduate of the first-level studies retains the student rights referred to item 1, points: 2, 5, 11, 12, 15, and 18 and the right to a valid student ID card until 31 October of the year in which they completed the studies.

## § 6. DUTIES OF STUDENT AT WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY

1. Undertaking studies at Wrocław University of Science and Technology, student assumes **the student's duties to:**
  - 1) conduct themselves in accordance with the oath taken, the Regulations of Studies and the Code of Student Ethics,
  - 2) observe the regulations in force at Wrocław University of Science and Technology and the academic customs,
  - 3) respect the academic authorities,
  - 4) behave with dignity within Wrocław University of Science and Technology and outside its walls,
  - 5) respect the property of Wrocław University of Science and Technology,
  - 6) defend Wrocław University of Science and Technology's and its community members' reputation,
  - 7) enrol on faculty and university-wide courses/groups of courses referred to in § 11, item 1 and § 12, item 3, and perform the actions relating to the registration for the semester referred to in § 11,
  - 8) take part in classes (in accordance with § 13), organizational classes (in accordance with the dean's decisions) and in the obligatory health and safety training,
  - 9) get credits for courses/groups of courses, take examinations, take internships and meet other requirements stipulated in the program of study,
  - 10) properly respond to any correspondence sent in connection with the studies pursued at Wrocław University of Science and Technology,
  - 11) conclude a contract in writing (on pain of being invalid) with Wrocław University of Science and Technology concerning the terms and conditions of all the tuition fees and their amount (§ 23) in accordance with separate regulations. The student's failure to conclude the contract submitted by the



- Wrocław University of Science and Technology within the time limit specified by the dean (not earlier than after the decision on admission is issued and no later than 30 days after the commencement of classes) constitutes a reason for their removal from the list of students, pursuant to § 19, item 2 point 3,
- 12) pay tuition fees (§ 23) on pain of the consequences referred to in § 19, item 2, point 2,
  - 13) settle all accounts with Wrocław University of Science and Technology, relating to all the obligations to the University incurred during studies, including:
    - a) return the borrowed books to the library,
    - b) return the rented equipment,
  - 14) notify the dean about a change of their surname and correspondence address.
2. The student of Wrocław University of Science and Technology who is to pursue studies in a given semester after enrolment (pursuant to the procedure described in § 2, item 6) or after a change in the faculty, field of study or form of study, or in the next semester (continuation of studies), i.e. after returning from leave or after a semester break, and who:
- a) obtained the right to registration for a semester (§ 11, item 8), or
  - b) is not entitled to enrol for a semester, but is on leave and, in order to make up for their program backlog, receives the dean's permission to study without enrolment for a semester (§ 12, item 1a), or
  - c) is not entitled to registration for the subsequent semester, but is in one of the following situations referred to in § 12, item 1b and has the permission of the dean to study without registration for the semester in order to make up for differences in studies or to make up for any backlogs,
- is obliged to take up studies (in cases referred to in point a) and c) on pain of being struck off the list of students, pursuant to § 19, item 1, point 1), including participation in classes and organisational activities pursuant to the rules laid down in these Regulations.
3. The student at a given faculty is obliged to familiarize themselves with the directives, orders and announcements of the dean's office posted on the faculty website, on the websites subordinate to Vice-Rector for Student Affairs and with information sent to the university individual electronic mail address (§ 5, item 1, point 8) or via the JSOS portal and to properly respond to them.
  4. For breaching the regulations in force at Wrocław University of Science and Technology or for conducting beneath the student's dignity the student bears responsibility before student disciplinary committees or before the Student Government's peer court. The disciplinary penalty of expulsion from Wrocław University of Science and Technology constitutes a reason for the removal from the list of students pursuant to § 19, item 1, point 5.

## § 7. SUBJECTS, COURSES AND GROUPS OF COURSES

1. The particular **subjects** are taught within units called **courses** or **groups of courses**. Each course and each group of courses ends in a **grade** (**credit** grade (§ 14) or **examination** grade (§ 15)).
2. A **course** is understood as consecutive teaching units conducted in a single semester, in the form of: **a lecture, classes, a seminar, laboratory classes, project classes, student internship or a diploma dissertation**.
3. A **group of courses** is understood as all or selected courses on a given subject, pursued in one and the same semester, for which the program of study stipulates crediting on the basis of one grade (the grade for crediting (§14) or the grade received in an examination (§15)) awarded for the indicated course of this group. The marked course is called the **final course** and the other courses are referred to as **partial courses**.
4. Courses or groups of courses may also be taught in foreign languages, in the range and on the conditions specified in the program of study (§ 9). Teaching materials imparted to students for self-studying, lists of tasks, sets of questions etc. are prepared in the language the course/ a group of courses is run. To prepare papers, tasks, to get a credit, and particularly diploma dissertation (§ 24) a student may have to relate to literature in a language different from the language a course/a group of courses is taught.
5. Courses or group of courses may be run in two equivalent modes: conventional and/or remote, using distance learning methods and techniques.
6. The remote (distance) learning mode is understood as such a way of running a course or a group of courses that for part of its duration the teacher and the students are not in direct contact. The imparting of knowledge and the monitoring of the students' progress may take place through electronic media.
7. One month before the beginning of each academic year, Wrocław University of Science and Technology posts a catalogue of university-wide courses on the University's website; catalogues of the other courses offered to students are posted on faculty websites.

## § 8. ECTS POINTS

1. All courses and groups of courses included in the program of study (§ 9) for a given main field of study, specialisation, level, form of study and educational profile are assigned **ECTS credits**, i.e. points defined in the European Credit Accumulation and Transfer System as a measure of the average student workload necessary to achieve the assumed learning outcomes.
2. The fact that a student has obtained ECTS points is associated solely with the recognition that the student has completed the given course or group of courses and it has nothing to do with the worth of received grade.
3. The number of ECTS points assigned to a course/group of courses by the faculty council is a measure of the anticipated average student total workload – (STW), which includes both the student's work during classes organized by Wrocław

University of Science and Technology, credits and examinations as well as their own work.

4. The number of ECTS points assigned to a course/group of courses is a positive integer; in the case of transferring and recognizing classes credited at other universities, it is permitted to assign the number of ECTS points with an accuracy of 0.1.
5. In the case of the group of courses specified in § 7, item 3, ECTS points are assigned to the whole group of courses. The ECTS points assigned in this way are taken into account when registering the student for the given semester (§ 11).
6. The program of study specifies the total number of ECTS points assigned to all courses/groups of courses in the plan of study.
7. One ECTS point corresponds to the learning outcomes which require 25-30 hours of average student total workload (STW). ECTS credits (item 6) are not assigned to physical exercises courses in the program of study of students who have commenced their studies since 1 October 2017.
8. In order to obtain the diploma of completion of studies the student is obliged to obtain the number of ECTS points amounting to at least the value specified in the program of study.
9. In the case of a faculty organizing classes as part of obligatory core subjects, the council of this faculty has the duty to put forward proposals for the assignment of ECTS points to the particular courses/groups of courses.

## **§ 9. PROGRAM OF EDUCATION, PROGRAM OF STUDY AND PLAN OF STUDY**

1. Higher education studies at Wrocław University of Science and Technology are run in accordance with **programs of education**. A program of education consists of **educational outcomes** and a **program of study**, part of which is a **plan of study**.
2. Educational outcomes for the given **main field of study**, including **specialization** and **educational profile** are adopted by the University Senate. The University Student Government body may in writing raise objections concerning the educational outcomes project to the Rector, but not later than 5 working days before the proper session of the Senate.  
The program of education for the given **main field of study**, **specialization**, **level**, **form of study** and **educational profile** is adopted by the proper faculty council in accordance with the guidelines set down by the University Senate. A resolution is adopted by the faculty council after the faculty organ of the Student Government has given its written opinion on the program of study. The time limit for submitting this opinion is 5 working days since the date of receiving a written application for it. In the case when this time limit is exceeded with no result, the requirement for seeking the opinion is considered to have been met.
3. **The program of study** includes, among others:

- 1) **education modules** – courses/groups of courses or blocks of courses/groups of courses – with the assumed educational outcomes and the number of ECTS points, which the student is required to obtain in order to be awarded with a proper diploma (the limit of ECTS points for an education module),
  - 2) **a plan of study.**
4. The faculty council may distinguish courses/groups of courses in the program of study which the student may take on condition that they receive credit for the appropriate preceding courses/groups of courses called prerequisites, subject to § 14, item 9.
  5. The faculty council may specify in the program of study to which semester inclusive the given course/group of courses have to be credited (§ 11, item 13, point 3).
  6. ECTS points are assigned to courses/groups of courses in accordance with the principles specified in § 8.
  7. **The plan of study** is part of the program of study. It specifies, among others:
    - 1) a set of obligatory and optional courses/groups of courses in the semester-based arrangement, with the assigned number of hours, the running mode (e.g. remote teaching mode) and the assigned ECTS points, and, in the case of a set of courses, a description of the final course and partial courses,
    - 2) a set of examinations in the semester-based arrangement,
    - 3) the allowable deficit of ECTS points after the particular semesters, mentioned in § 11, item 8.
  8. The plan of study enables the student to finish their studies on schedule and to meet all the requirements of the program of education and ECTS points system; it is the basis for drawing up the semester-based schedules issued by the dean.
  9. Throughout the studies the average number of hours of organized classes in the University, in the plan of study, in a semester should not exceed 24 hours a week.
  10. The dean posts the program of education for the given main field of study, specialization, level and form of study and educational profile on the faculty website, not later than before the commencement of enrolment for the given studies. Permitted changes in the program of education, introduced during the course of learning, are announced at least one month before the commencement of the semester to which they relate.
  11. The student may study according to an **individual program of study**, including individual **plan of study**, also within the framework of international programs, on the principles and terms and conditions laid down by the dean. The terms and conditions are laid down by the dean who specifies criteria a student must fulfil to study according to an individual program of study. Furthermore, the dean lays down the following principles: an application procedure, the range of individualization, the appointing mode and the role of academic teachers, who may be commissioned to didactic supervision (who perform the function of the course-of-study adviser and/or the diploma dissertation supervisor) and the way of approving individual program of study and plans of study. The principles and

terms and conditions concerning the individualization should be announced on the faculty website at least one month before the commencement of the semester. With regards to the disabled students the range of individualization of the program of study and plan of study should take into consideration the needs stemming from their disability. The range of individualization is specified by the dean.

12. The thematic content of courses is specified in catalogues of courses.

## **§ 10. ELECTRONIC STUDENT RECORD BOOK**

1. At Wrocław University of Science and Technology the student's course of study is documented, among others, in the form of an **electronic student record book**.
2. The electronic student record book, which the student can access through the JSOS portal, contains (among other things): confirmations of their registrations for semesters, information about the leaves granted, the instances of striking the student off the register of students, resumptions, transfers, lists of academic achievements, and above all lists of courses/groups of courses realized in particular semesters by the student, together with the credits and examination grades. At the request of the student, the dean issues the student with a certified printout of the periodic student achievement card.
3. After a grade has been entered in the electronic student record book, within two working days from entering it, also through the JSOS portal, the student may confirm the grade or make a complaint to the teacher (examiner). The teacher (examiner), within two working days from the date when the complaint is made, if need be, corrects the grade (see also § 14, item 14 and § 15, item 9) and after that the grade is confirmed and cannot be changed, subject to item 4. The dean may in justified cases extend the above time limits. Contentious issues are resolved by the dean.
4. In exceptional cases, upon written and justifiable request of the person running the course/final course of a group of courses, the dean after informing the student beforehand may permit the change of the confirmed grade (item 3), not later however than until the end of the semester, in which the course/ group of courses was done.

## **§ 11. ENROLMENT ON COURSES, REGISTRATION FOR SEMESTER**

1. Before each semester begins and **in accordance with the schedule of enrolment on courses/groups of courses, fixed by the dean** (faculty courses)/ **the Rector** (university-wide courses), **the student must enrol on courses/groups of courses in the JSOS** to groups selected from the schedule (§ 6, item 1, point 7), in accordance with the program of study and plan of study, on the faculty and university-wide courses which they undertake to do in the given semester. In justified cases, the dean may consent to extend the deadline for enrolling on the courses. Failure by a student to enrol for a course/ group of courses (subject to item 1a) within the prescribed time limit means failure to take up classes (as provided for in the plan of study and program of study), as well as to participate in them, which is tantamount to **failure to take up studies** and results in being struck off the register of students, pursuant to § 19, item 1, point 1a.

- 1a. The dean may desist from fixing a schedule of enrolment on courses/groups of courses (referred to in item 1) for the students of the given semester, main field, level, form of study and educational profile, e.g. students beginning their studies in the first semester of studies. Then the dean does the enrolment ex officio (administrative enrolment) before classes commence.
- 1b. A student with a disability has priority to enrol on courses referred to in items 1 and 1a.
2. The student may apply to the dean, within the time limit set by the dean, **for the transfer and recognition of the classes already credited, i.e. for the recognition of the hitherto academic achievements** against the program of study to be carried out, particularly in the case of change of faculty, main field of study or form of study, and also after admission pursuant to the procedure referred to in § 2, item 6. The dean assesses the student's academic achievements, including the ECTS points assigned to the courses/groups of courses. The student transferring courses credited at other faculties of the University, including the student's main faculty or another university, also abroad, is assigned for such courses the number of ECTS credits as is assigned to the learning outcomes obtained as a result of the completion of relevant courses and apprenticeships from their program of study after the changes referred to above. The recognition of the convergence of learning outcomes is a condition for the transfer of these classes instead of points allocated to courses and apprenticeships as defined in the plan of study and the program of study. For a student admitted to the university by way of the recruitment procedure with confirmation of learning outcomes, every course/group of courses for which all learning outcomes have been confirmed is recognized against the student's academic achievements by the dean ex officio (§ 21).
3. In the case of the course/group of courses, mentioned in item 2, recognized against the student's academic achievements in the main field of study being pursued, and being, by the decision of the dean, a replacement for a course/group of courses in the student's program of study, if the student previously enrolled on this course/group of courses, the dean annuls this enrolment.
4. The student may enrol on courses/groups of courses chosen from the courses/groups of courses run by the parent faculty or, with the dean's permission, by another organizational unit of Wroclaw University of Science and Technology or another university (including a foreign one), if they are included in the program of study, also in the individual program of study, provided the terms and conditions mentioned in § 13, item 3 are met.
5. A course/group of courses for which the student has got credit and the ECTS points assigned to it are recognized against the student's program of education to be carried out and are taken into account at registration for the semester (item 8) only in the case when it is the course/group of courses from their program of education and remains within the limit of ECTS points for the given education module in this program (§ 9, item 3, point 1).
6. The number of ECTS points assigned to particular courses/groups of courses, on which the student enrolled pursuant to the procedure described in item 1, 1a and 2, must ensure the student, assuming the student gets credit or takes exams in all

courses/groups of courses, the right to register (item 8) for the next semester (except when the student in the current and the following semester is guaranteed, by the dean's decision, the status of "studying without registration for a semester" (§ 12)). Failure to meet this condition (incomplete enrolment in a semester) results in the refusal to register/study without registration for a semester (item 13, point 5). If, after the refusal to register for a semester, the student does not obtain a long-term leave with the right to study without registration for a semester (item 15), it means failure to take up classes (as provided for in the plan of study and program of study), to participate in them, which is tantamount to failure to take up studies and results in being struck off the register of students, pursuant to § 19, item 1, point 1b.

7. If a student intends to realize the chosen courses/groups of courses at another university, in which there is a point system conforming to ECTS, then the values of the points are taken into account in the enrolment on the courses/groups of courses (item 1). If there is no ECTS system at the other university, the dean determines the number of points for the courses/groups of courses realized outside Wrocław University of Science and Technology.
8. After the lapse of the period referred to in item 10 and after the number of  $S_n$  referred to in item 10, point 2, has been determined for a student, the student is provided with **the ECTS credit deficit** ( $d_n$ ) after semester  $n$ , according to the formula:

$$d_n = \sum_{k=1}^n p_k - S_n$$

where  $n$  – the number of the preceding semester,  $p_k$  - sum of ECTS credits assigned to courses and groups of courses of *the k-th* semester of the study plan of a given student (if  $d_n$  is negative or equals zero, the student is considered not to have a deficit of ECTS credits after semester  $n$ ).

A student gains **the right to register for the next semester** if they met conditions included in the program of study, subject to item 13, and if there is no deficit of ECTS credits after semester  $n$  or if their deficit  $d_n$  does not exceed the admissible deficit of ECTS credits specified in their plan of study after semester  $n$  (§ 9, item 7, point 3).

9. In the final semester of their studies the student enrolls on courses/groups of courses allowing them to complete their studies in the given semester. Failure to meet this condition (incomplete enrolment in a final semester) results in the refusal to register/study without registration for a semester. If, after the refusal to register for a semester, the student does not obtain a long-term leave with the right to study without registration for a semester (item 15), it means failure to take up classes (as provided for in the plan of study and program of study), to participate in them, which is tantamount to failure to take up studies and results in being struck off the register of students, pursuant to § 19, item 1, point 1c.
10. The dean after the lapse of the period for entering the grades from a given semester ( $n$ -th semester) into the electronic student record book (§ 14, item 14, § 15, point 9) and not later than by the end of the first week of the next semester:

- 1) monitors the student's progress in learning,
- 2) determines the total number of ECTS credits obtained by the student in particular course modules (number  $S_n$ ) from credited courses and groups of courses (from all semesters of their plan of study, also from semesters higher than  $n$ ), according to the principle specified in item 5. The number  $S_n$  is used to determine, according to the formula referred to in item 8, the deficit of ECTS credits ( $dn$ ) of a student after semester  $n$ . If the deficit of the student's ECTS credits after semester  $n$  exceeds the admissible deficit of ECTS credits specified in their plan of study after semester  $n$  (§ 9, item 7, point 3), the dean confirms **no progress with studies** and may strike a student off the list of students, pursuant to § 19, item 2, point 1a, subject to items 14 and 15.

Then the dean decides about the student's registration for a given semester, which is recorded in JSOS and in the electronic student record book. On application from a student, the actions can be performed appropriately earlier.

In exceptional cases (e.g. in the case of a student studying at the same time within the framework of an international programme, in the case of double diplomas, or students with disabilities), the dean may extend the time limit of the procedure, referred to in this item.

11. The dean may register a student, pursuing studies in the given form, exclusively for the next (administrative) semester. This means that the student may be registered for a semester with the given number only once, with the reservation that the number of the semester from which the student begins their studies in the cases of:

- 1) transfer from/to a university or form of study (§ 20),
- 2) having been admitted to the university through recruitment procedures with confirmation of learning outcomes (§ 21),

is determined by the dean. The dean in such cases and in the event of a change of faculty or field of study may permit a student to study without registering for the semester so that the student can catch up on their program of study (§ 12, § 20).

12. In the case when a part of the program of education has been done at a university with a study organization system different than the semester-based one, the dean may register a student for two consecutive semesters.

13. **The dean refuses to register a student for a semester** if the student:

- 1) because of no progress with their studies has not gained the right to register for the next semester, as mentioned in item 8,
- 2) has not received credit for or has not taken the exam in a course/group of courses done for the fourth time or has not gained, pursuant to the procedure described in § 17, item 1, the permission for the fourth retake of the course/group of courses, or after the resumption of studies has not received credit for or has not taken the exam in a course/group of courses done for the third time (§ 19, item 9), which is tantamount to making **no progress with studies** and may result in deleting them from the list of students, pursuant to § 19, item 2, point 1b,



- 3) has not received credit for or has not taken the exam in a course/group of courses in the semester indicated in their program of study (§ 9, item 5), which is tantamount to making **no progress with studies** and may result in deleting them from the list of students, pursuant to § 19, item 2, point 1c,
  - 4) has not made, within the binding time limits, the required payments for educational services,
  - 5) has not enrolled, within the time limit set by the dean, for courses/groups of courses (§ 11, item 1 and § 12, item 3), so that requirements mentioned in § 11, item 6 and 9 and § 9, item 5 could be met,
  - 6) has not concluded the contract, referred to in § 6, item 1, point 12.
14. In exceptional, force majeure cases, when a student hasn't met the conditions required to register for a given semester (item 8) but they enrolled on the proper courses/ groups of courses, which if credited, assure the right to register for the next semester, the dean may register the student for the semester.
  15. A student who was refused registration for the semester/studying without registration by the dean, having filed an application to the dean's office within one week from the date of registration refusal, may be granted study leave (§ 18, item 1, point 1c). This rule does not apply to students mentioned in § 18, item 9.
  16. In exceptional cases, particularly in the case of disabled students, the dean, on application from a student, may change the list of courses/groups of courses on which the student is enrolled (items 1, 1a and 4), after registering them for the semester.
  17. In justified cases, the dean/Director of the department (the Department of Foreign Languages, Department of Humanities and Social Sciences or the Department of Physical Education and Sport) can permit a student to do a course/ group of courses outside their program of study or within their program of study but over ECTS credits limit assigned in the program of study to the given education module organized by the faculty/department. Then the student may enrol on this course/ group of courses if there is any vacancy, i.e. on the last day of enrolment. The final grades earned in such a course/group of courses are not taken into account when determining grades mentioned in § 27, items 1-3 and obtained ECTS points are not recognized against the student's program of education (§11, item 5). If a student has not received credit or has not taken the exam in the course/group of courses, every next retake is run in accordance with general principles (§ 17), subject to §14, item 16. Information about earning credit/taking the exam in such a course/ group of courses is included in a supplement to the diploma.
  18. A student bears sole responsibility for the correct performance of the actions following from item 1, which precede the dean's decision on registration for a semester.

## § 12. STUDYING WITHOUT REGISTRATION FOR A SEMESTER

1. Studies without registration for a semester are conducted on general terms and conditions in accordance with the procedures and time limits described in § 11,

with the indication in the electronic course “Studies without registration for a semester”.

- 1a. In the case when a student applies for dean’s leave (§ 18) and their lack of ECTS credits does not guarantee the right to register for the semester following the leave, the dean, by granting the leave, may oblige them to complete the courses/groups of courses indicated (to make up for the program backlog) during the leave, pursuant to the procedure of studying without registration for a semester (item 1).
- 1b. In the event a student:
  - 1) transfers from/to a university, faculty, main field of study, form of study or educational profile,
  - 2) resumes their study,
  - 3) returns from a leave during which they studied without registering for the semester,

and has no right to register for the semester, the dean may permit the student to do the chosen courses/groups of courses without registration for the semester in order to level out the program differences or to catch up on their study. The number of semesters without registration for the semester is set by the dean.

2. In the case when a student stays on an apprenticeship in a given semester within the framework of international studies, the dean may permit the student to study without registration for the semester.
3. In the case when a student has obtained a permission to study without registering for the semester to realize the chosen courses (pursuant to the procedure referred to in item 1b), they must enrol for courses/ groups of courses within the time limit described in § 11, item 1. In justified cases, the dean may grant a permission to extend the deadline for enrolling on the courses/groups of courses. Failure to enrol according to the mode specified above means failure to take up classes (as provided for in the plan of study and program of study) and to participate in them, which is tantamount to failure to take up studies and results in being struck off the register of students, pursuant to § 19, item 1, point 1a.
4. In the case of resumption of study by the student who was struck off the register of students after the final semester of study, they retake the uncredited courses/groups of courses pursuant to the procedure described in items 1 and 1b.
5. The dean may permit a student to realize, pursuant to the procedure described in items 1 and 1b, additional courses chosen from the program of study.
6. For records keeping purposes the student studying without registration for the semester is assigned to the last of the preceding administrative semester, for which they were registered.

### **§ 13. ATTENDING COURSES**

1. The student registered for the semester or the student who has obtained the permission to study without registering for the semester has the right and duty to realize all the courses/groups of course on which they enrolled. In particular, the student is obliged to participate in organised classes (§ 6, item 8), observing the principle referred to in item 6 and the principles concerning attendance at classes

determined by the person conducting the classes, as referred to in § 14, items 8 and 10.

- 1a. If a student enrolled in any given semester for courses/groups of courses (pursuant to the procedure described in § 11, item 1, § 11, item 1a or § 12, item 3) and meeting the requirements referred to in § 11, item 6 or § 11, item 9, fails to take up the classes (as provided for in the plan of study and programme) and to attend them in the first three weeks of the semester (for full-time and evening part-time students) or in the first two meetings in a given semester (for extramural part-time students), then it is tantamount to failure to take up studies and results in being struck off the register of students, pursuant to § 19, item 1, point 1d.
2. The dean **refuses** to admit a student to the given course/group of courses in case the student does not meet conditions (prerequisites) for the given course/group of courses mentioned in the program of study (§ 9, item 4).
- 2a. The dean **may refuse** to admit a student to a given course/group of courses if:
  - 1) the number of students enrolled on a class is not consistent with the faculty council's or the Wrocław University of Science and Technology Senate's decisions on the minimum size of class for the given kind of classes,
  - 2) the student has already gained the number of ECTS points required by the program of study for the given education module (thematic block of courses) referred to in § 9, item 3, point 1,
  - 3) the student has not completed the compulsory training in health and safety. Refusal of admission may apply in particular to laboratory classes, classes in workshops or classes in specialist laboratories (§ 6, item 1, point 8).
3. Wrocław University of Science and Technology students may pursue some of their studies at other universities and students of other universities may pursue some of their studies at Wrocław University of Science and Technology on terms and conditions specified in the bilateral or multilateral agreements concluded by the universities.
4. A student enrolled on a course/group of courses, regardless of the mode it is run in, has the duty to:
  - 1) fulfil teachers' requirements set out in the description of the course/group of courses or the subject card,
  - 2) systematically read the notices disseminated in the ways accepted at the University via electronic media (University and faculty websites, the JSOS, the individual student electronic mail) and respond to the notices properly,
  - 3) keep the educational materials made available to them, exclusively for their own use (not circulate them), unless otherwise decided.
5. The disabled student has the right to attend a course/group of courses in a different way than the other students, if this is necessary because of their disability. The scope of individualization is determined by the person conducting the course on application from the student. Disputes are resolved by the dean.
6. All classes, including lectures, organised at the University (ZZU) for first semester students at the first-level are obligatory.

## § 14. CREDITINGS

1. **Completion** of a course/group of courses is a form of checking knowledge, skills or social competences. It ends with a completion grade (item 8), taking into account the principles referred to in § 7, item 3.
2. In the case of a student having a doctor's certificate excusing them from sporting classes, they have the duty to do a lecture or seminar course in physical education, tourism or other – indicated in the catalogue of courses – instead of the sporting classes. The replacement classes are assigned the same number of hours and ECTS points as the sporting classes.
3. A course/group of courses are credited in the same language in which, in accordance with the program of study, the course/group of courses was conducted. The right to depart from this rule, at the request of the student and with the consent of the teacher, is granted by the dean.
4. A course or a group of courses may be credited in the remote mode, provided that conditions for carrying out crediting, including checking the identity of the students, in the place of crediting are guaranteed.
5. When crediting the final course in a given group of courses (§ 7, item 3), one should take into account the results of testing the student's knowledge, skills or social competence relating to the other courses in this group.
6. The University ensures the **confidentiality of the grades obtained to its** students, pursuant to § 5, item 1, point 7.
7. The following **grading scale** is used for crediting a course/group of courses (also for examinations, pursuant to § 15, item 8):

excellent	5,5
very good	5,0
good plus	4,5
good	4,0
satisfactory plus	3,5
satisfactory	3,0
unsatisfactory	2,0 (this grade means failure to complete a course/ group of courses).

Grade “excellent”- (5,5) is awarded if a student who, when crediting a course/group of courses, demonstrated knowledge or skills considerably exceeding the scope defined in the program of education.

8. **A student gets credit on the basis of the results** of final tests, progress tests, short tests, projects and other scholarly achievements during the semester. The person conducting the classes informs the student about the results of the knowledge and skills tests, and in the case of final tests or projects, no later than three days before the next final test/project submission date. The **student's absences** from organized classes referred to in § 13, item 6 or exceeding the limit set within the crediting conditions (item 10), may constitute the grounds for not crediting the course/ group of courses. In force majeure cases, a person conducting the course should make it possible for a student to credit the course on

another date than the fixed one (including in the examination session). In the case of final tests, progress tests and short tests, a student may be asked by the person conducting the course to show their valid student ID card.

9. Getting credit for a course/group of courses cannot be conditioned on getting credit for another course/group of courses done in the given semester.
10. During the first class in the semester a person conducting the course/final course in a group of courses specifies and communicates to students the **detailed conditions and time limits** for getting credit for the course/group of courses, including the rules of attending classes organised at the University. Moreover, the teacher determines how students will be informed about their grades (partial courses results), i.e. through the JSOS or the individual student electronic mail.
11. A student registered for the semester, also a student studying without registering for the semester, is obliged to get credit for all the courses/groups of courses (except for the diploma dissertation referred to in § 24, items 15 and 15a) by the date on which the semester's examination session commences according to the academic calendar, while the courses run during the summer inter-semester break, by the date set by the dean.
12. The person conducting the course, in consultation with the students and with the dean's permission, may set an additional date for crediting the course/ group of courses completed in the semester, in a period up to the end of this semester's examination session. The course/group of courses credited in this period is regarded as credited on time. In a justified case, when within the first 7 days of the examination session the person conducting the course does not consent to set an additional date for crediting the course/ group of courses, the final decision concerning the setting of an additional date for crediting the course/ group of courses is taken by the dean on written application by the student, submitted not later than by the tenth day of the session.
13. The student of the last semester of the first-level studies, pursuing their studies according to the academic calendar, mentioned in § 4, item 6 (a 10-week calendar), doing a course/ group of courses for students who pursue their studies according to the academic calendar mentioned in § 4, item 5 (a 15-week calendar) the dean may permit the student to get credit for the course/group of courses in a 15-week calendar mode.
14. The person conducting the given course/final course in a group of courses gives a course completion grade and enters it in the JSOS, and thus in the electronic student record book, not later than within two working days after the deadline for crediting (items 11 and 12) and giving the student possibility to have access to their marked tests beforehand (§ 5, item 1, point 9). The teacher is obliged to respond to complaints within the time limit mentioned in § 10, item 3.
15. The rules for completing the last course "diploma dissertation" are specified in § 24, items 15 and 15a.
16. The courses/groups of courses for which students fail to get credit have to be retaken. An uncredited course/group of courses may be replaced by the same course/group of courses done in a different (conventional or remote) mode. An uncredited optional course/group of courses may be replaced by another one

from the same education module, done in the retake mode in accordance with the requirements of program of study and with the dean's consent.

17. In justified cases, the student, having obtained approval from the person conducting the course, may obtain the dean's consent for doing a course/group of courses in an agreed-on manner (e.g. without attending classes).
18. The disabled student has the right to get credit for classes in the individual mode. The scope of individualization of course/group of courses crediting is defined by the dean on application from the student. Disputes are settled by the dean.
19. The way and mode in which student internship is to be taken and credited are specified by the faculty council.
20. In the case of a student not working independently during the examination of knowledge, skills, and social competence the examiner may refer the matter, via the dean, to the appropriate disciplinary student committee or peer tribunal of the Student Government.

## § 15. EXAMINATIONS

1. **The examination** is a form of testing students' knowledge and skills. Examinations are graded. During the first classes in a semester, the person conducting the course/the final course in a group of courses defines and informs the student about **detailed conditions for taking an examination** in a course/group of courses, including the rules for attending classes organised at the University. It also defines the way in which the grades are to be communicated (the results of partial courses in a group of courses).
2. Examinations are conducted in the same language in which, according to the program of study, the course/group of courses was taught. The right to depart from this rule, on application from the student and with the examiner's consent, is granted by the dean.
3. An examination may be held in the remote mode, provided that conditions for conducting the examination in this mode, including verification of the identity of the students, in the place of examining are guaranteed.
4. In the case of a group of courses credited on the basis of the examination grade, the grade is determined by the examiner, taking into account the results of testing the student's knowledge, skills or social competence relating to all the courses in this group. The person conducting the final course in a group of courses, in accordance with the procedure referred to in item 1, specifies the conditions for admission to the examination (the permitted number of absences), as well as other conditions necessary for taking the examination, resulting from the given rules.
5. Examinations are held during the examination session. A student, at their discretion, in consultation with an examiner and with the dean's consent, may take an examination before the set date.
6. In justified force majeure cases, the dean, with the examiner's knowledge, may permit the student to sit for an examination after the set date. In such cases, the dean may also give her/his consent for annulment of the course/ group of courses

ending with an examination and accepted for realization in the given semester (postponing it to the next semester).

7. By the end of the given semester's fourth week of classes the **examiner determines the form and mode of the examination** (written, oral, electronic or mixed) **and proposes examination dates**. The dean sets the examination session schedule (§ 4, item 10). A student has the right to take the examination at least twice during the examination session, but the first two examination dates must be at least five days apart and in addition, the second examination can take place not earlier than three days after the announcement of the results of the examination taken on the first date. In the case of their absence from the examination on the given date, the student retains the right to this examination date, but only after their promptly submitted excuse note has been accepted in the mode described in item 10. Contentious cases are settled by the dean. In the case when the date of the examination has been restored, the examiner must make it possible for the student to take the examination on the closest possible date, but not earlier than on the next day after the student has been informed. If the student agrees, the examination may take place on the day when the student has been informed. In force majeure cases, the examiner should make it possible for the student to take the examination on another date than the fixed one (including before the examination session).
8. The grading scale specified in § 14, item 7 is used in examinations. The student who has not taken examination on any of the dates or was not allowed to take the examination (§ 13, item 6) receives grade "unsatisfactory"; in this case the examiner can write a notice in the examination protocol "the student has not taken the examination".
9. The examiner gives a grade in the examination (in the case of a group of courses, also determines the final grade), informs the student and make it possible for the student to get an access to their examination paper (not applicable to the oral examination). Next, within three working days after the date on which the examination was held and not later than on the second working day after the examination session has ended, the examiner enters it in the JSOS, and thus in the electronic student record book. The examiner has a duty to respond to complaints within the time limit mentioned in § 10, item 3.
10. The excuse for the absence from the examination may be solely sickness or force majeure. The excuse is accepted by the examiner, and contentious issues are resolved by the dean.
11. The disabled student has the right to take an examination in the individual mode, depending on the needs stemming from the disability. The form (written, oral, electronic, mixed) of the examination and its duration may be subject to individualization. The scope of individualisation of the examination are determined by the examiner on application from the student. Disputes are resolved by the dean.
12. A student may sit for an examination provided they show their valid student ID card if the examiner demands it.

13. In exceptional, justified cases, on application from students or a teacher to the Vice-Rector for Educational Affairs (via the dean), the Vice-Rector may take the decision and annul the examination and make it be reconducted.
14. In justified cases, on application from the student, the dean may order an examination conducted before an examination board (§ 16).
15. In the case of a student not working independently during the examination, the examiner may refer the matter, via the dean to the appropriate disciplinary student committee or to the peer tribunal of the Student Government.

## § 16. EXAMINATION BEFORE EXAMINATION BOARD

1. The student may submit to the dean's office, not later than on the second working day after the date on which the examination results were announced by the examiner, a written application for an **examination before the examination board**. In the application the student contests the received grade because of the way, conditions, range or form in which the examination was conducted. The dean, after consulting the examiner, orders and organizes the examination before the examination board within no more than three working days from the submission of the application by the student.
2. The dean also on their own initiative may order an examination before the examination board for selected or all the examinees in a special case and when there are justified doubts as to whether the examination was properly conducted.
3. **The examination board** consists of three persons: the dean or the deputy dean, who chairs the board, and two university teachers, being specialists in the field of knowledge or the skills covered by the examination, appointed by the dean. A student has the right to appoint an additional person who as an observer will take part in the examination. The previous examiner may take part in the examination before the board, solely as an observer.
4. The examination is conducted in the written, oral or mixed form, regardless of the form of the previously held examination. The form is decided by the chairman, who passes the information to the student not later than one working day before the date of the examination is set.
5. In the case of an excused absence from the examination before the examination board, a student retains the right to this examination date, similarly as it is in the mode described in § 15, item 7.
6. The grade received in the examination before the examination board is immediately entered in the electronic student record book and replaces the originally entered grade, also in the case when the grade has not changed.

## § 17. RETAKING COURSES

1. The second and third realization of a course/group of courses is allowed on the general principles specified in these Regulations. In the case of a failure to receive a grade or to take the examination in a group of courses, a student does all the courses in this group for the second or third time (§ 14, item 1), subject to



§ 9, item 5. In exceptional cases and with the consent of the Rector, another retake of a course/group of courses is allowed.

2. In the case of a failure to receive a grade or to take the examination in a group of courses, any retake of an uncredited course/group of courses should take place in the nearest semester in which the course/group of courses is offered. The terms and conditions of payment for the retake of the course/group of courses are specified by the contract mentioned in § 23, item 1. The participation in the retake courses mentioned in § 4, item 8 is voluntary.
3. A retake of courses/group of courses uncredited by the end of the final semester of study, in particular the retake of the last course “diploma dissertation”, is done either during the long-term leave granted or after the resumption of study in accordance with the rules laid down in § 19, item 4; in each of the cases in the study mode without registration for the semester (§ 12).

## § 18. LEAVE

1. The student may be granted **study leave** from the classes at Wrocław University of Science and Technology with the dean’s consent. The following kinds of leave are distinguished:
  - 1) **long-term, granted for the whole semester long-term:**
    - a) **sick leave** (for health reasons or because of giving birth to a child),
    - b) **parental leave** (looking after a child),
    - c) **dean’s leave,**
    - d) **vocational leave** (granted for internships within international programs run in accordance with agreements concluded by Wrocław University of Science and Technology with foreign companies and universities);
  - 2) **short-term, lasting not longer than 10 calendar days:**
    - a) **sick leave,**
    - b) **sabbatical leave** (granted for taking part in a conference or other scientific event, with a prior permission of a supervisor of the diploma dissertation or an academic teacher with the title of professor or the academic degree of associate professor (dr hab.), appointed by the dean).
2. The student’s application for a long-term sick leave or parental leave has to be in writing and it should be submitted immediately after the reason occurred. During the parental leave, with the consent of the dean, the student may pursue the selected courses/groups of courses in the mode specified in § 12.
3. The dean when granting a long-term sick leave or parental leave **for the given semester** may, on written application from the student, annul the courses/groups of courses indicated by the student, which the student undertook to do in the semester or was ex officio enrolled on, as mentioned in § 11, item 1 and 1a.
4. The student’s application for dean’s leave **for a given semester or both the given semester and the semester which immediately follows** has to be in writing and

it should be submitted to the dean's office before the commencement of a given semester, subject to, item 6 and § 11, item 15.

5. If the student who has gained the right to register for the next semester is refused dean's leave, the dean sets another date for carrying out the actions preceding registration for the semester (enrolment on courses/groups of courses – § 11, item 1).
6. In individual, justified force majeure cases, the dean may consider the application, mentioned in item 4, submitted after the deadline, but not later than by the end of the given semester's second week of classes.
7. Having registered a student for a semester, the dean granting the student leave annuls the registration and, in the case, selected courses/groups of courses are to be done during leave, permits the student to study without registering for the semester (§ 12).
8. In the whole period of study, covering the years from the first registration for the semester to obtaining the diploma of completion of studies, **the student may be granted in total no more than two semesters of dean's leave.**
9. Dean's leave may not be granted to:
  - 1) a student after the first semester of study who has not gained the right to register for the second semester (§ 11, item 8),
  - 2) a student who has failed to get credit or take an examination in a course/group of courses done for the fourth time or has not obtained permission, in the mode described in § 17, item 1, for the fourth retake of a course,
  - 3) a student who, after resuming studies, failed to get credit or take an examination in a course/group of courses done for the third time (§ 19, item 9).
10. A student who has not gained the right to register for the next semester (§ 11, item 13, point 1) and who is on dean's leave has the duty to realize the unaccomplished courses in the mode described in § 12, item 1a.
11. The student's application for vocational leave has to be in writing and the documents conforming to the programs' requirements have to be submitted. **The total time of vocational leave in the whole period of study may not exceed 2 semesters.**
12. Studying after long-term study leave from the University proceeds in conformance with the previous program of education. In the event that the program cannot be followed or cannot be completed on time, the student shall submit an application either for the individualisation of their program of study on the terms and conditions set by the dean (§ 9, item 11) or for a change in the program of study, which are to be decided by the dean. If the program of education is changed, the dean decides on a program of education from among the programs in force for the given field of study to enable the student to complete their studies in a timely manner. If program differences exist between the program of education previously realized by a student and the current program of education, the dean, as part of the transfer and recognition of credited classes, determines: the student's hitherto

academic achievements, the program differences and the mode and deadline for levelling them out, subject to the principle set out in § 11, item 2.

13. The period of leave is recorded in the electronic student record book.
14. The student's application for a short-term study leave has to be in writing and has to be submitted before the planned date of the beginning of study leave. The student may be granted the short-term leave in total not more than 10 consecutive days once a semester, subject to, item 15.
15. Short-term leaves are not granted during the last 7 days of the semester when classes are run and during the examination session.
16. The dean's decision concerning granting or not granting leave must be in writing. In the case of short-term leave, the decision is at the same time the document, the student shows to the teachers to prove that they have been granted the study leave.
17. **Short-term absences from classes**, caused by objective reasons, unavoidable and unpredictable, including short periods of illness and fortuitous events, are excused directly by the teacher after the student provides evidence to substantiate the reason for absence.
18. A student is obliged to catch up with the backlog caused by the short-term study leave or short-term absences, taking into account teacher's suggestions.
19. **The total time of short-term leave and excused short absences should not exceed 10 working days in a semester.** Special and contentious cases are decided by the dean.

## § 19. STRIKING OFF, RESUMPTION OF STUDY

1. The dean **strikes a student off the register of students** if the student:
  - 1) **has not taken up studies**, failing to take up the classes (as provided for in the plan and program of study) and attend them, in accordance with the Regulations:
    - a) in the lack of enrolment for a course/groups of courses (§ 11, item 1 or § 12, item 3),
    - b) in the case of incomplete enrolment for courses/groups of courses (§ 11, item 6),
    - c) in the case of incomplete enrolment for courses/groups of courses in the final semester of study (§ 11, item 9),
    - d) after enrolment for courses/groups of courses in a situation referred to in § 13, item 1a;
  - 2) **has given up studies**, when the student submitted a written statement on giving up their studies;
  - 3) **failed to submit the diploma dissertation on time**, in the mode described in § 24;
  - 4) **failed to take the diploma examination**, in the mode described in § 26;
  - 5) **was given the disciplinary penalty** of expulsion from Wrocław University of Science and Technology (§ 6, item 4).
2. The dean **may strike off a student from the register of students** if the student:

- 1) **has made no progress** with their studies:
    - a) exceeding the permissible deficit of ECTS points (§ 11 item 10),
    - b) failing to get credit or take an examination in a course/group of courses in the fourth realisation (§ 11, item 13, point 2) or in the third realisation after the resumption of studies (§ 19, item 9),
    - c) failing to get credit or take an examination in a course/group of courses to a specified semester (§ 11, item 13, point 3),
    - d) failing to complete the program of education in the final semester of the program (§ 25, item 2);
  - 2) **failed to pay on time the tuition fees** (referred to in § 23 and § 6, item 1, point 12);
  - 3) **failed to conclude the contract submitted by the Wrocław University of Science and Technology on the terms of payment for studies or educational services**, as referred to in § 23, item 1, and § 6, item 1, point 11;
  - 4) **failed to show**, as a foreigner, by the deadline of the end of the first semester of studies, and in justified cases beyond the foreigner's control – also at a later date set by the Rector, **a certificate stating the equivalence of their document issued abroad, confirming their education**, to the Polish Maturity Certificate (secondary school diploma) or the higher education completion diploma.
3. The dean initiates the procedure on striking the student off the register of students **immediately** after any reasons have appeared. The dean's decision to strike off a student from the list of students are governed by the provisions of the Code of Administrative Proceedings.
  4. Subject to § 26, item 9, in order to complete the program of education, a person struck off the register of students of a given faculty, main field, level, form of study and educational profile may apply for the resumption of their study at the same faculty, main field, level, form of study and educational profile. To this end, after at least one full semester during which the person struck off was not registered for the semester and did not study in the mode described in § 12, the person submits to the dean, in accordance with the schedule established by the dean and not later than in the inter-semester break immediately preceding the semester of the resumption of their studies, a written application for the resumption of study. In case when the decision of the dean is positive, the dean may lay down additional conditions (e.g. control examinations) preceding the resumption of study.
  5. **Studying after the resumption of studies** proceeds in accordance with the program of education for a given field of study, which enables the student to complete their studies in a timely manner. In the case of differences between the program of education previously realized by a student and the one being in force after the resumption of study, the dean, as part of the transfer and recognition of credited classes, determines the student's hitherto academic achievements, the program differences and the date by which they are to be levelled out, taking into account the rule laid down in § 11, item 2.

6. Studying after the resumption of studies by a student who has no right to register for the next semester (§ 11, item 8) or who was struck off the register of studies after the final semester of study, proceeds in the mode specified in § 12.
7. The dean may refuse the person previously struck off the register of students to resume studies in particular if:
  - 1) the previous course of study at the Faculty does not guarantee their completion in the time limit resulting from the plan of study,
  - 2) since the commencement of the studies at the given faculty and in the given main field of study,
    - a) 8 years have passed in the case of the first-level studies,
    - b) 4 years have passed in the case of the second-level studies,
  - 3) the Faculty no longer pursues any studies in the field, level, form or profile of education applied for.
8. The uncredited courses/groups of courses which a student had undertaken to do before they were struck off the register of students are recognized, after the resumption of studies, as to be done in the retake mode and the course/group of courses previously retaken, as another retake.
9. The courses mentioned in item 8 may be retaken three times at the most after the resumption of studies, whereas the other ones may be retaken on general principles adopted in these Regulations. Failure to get credit or take an examination in a course/group of courses taken up for the third time will be considered as the **no progress in studies** and may result in striking the student off the list of students, in accordance with § 19, item 2, point 1b.
10. The dean's decision concerning the resumption of studies takes effect in the form of a written administrative decision.
11. In the event of the death of a student, the dean enters an appropriate note in the documentation of the course of study and in the student's electronic records on the basis of a copy of the death certificate.

## § 20. TRANSFER FROM/TO UNIVERSITY, FACULTY, MAIN FIELD OR FORM OF STUDY

1. The student may **transfer** from another university, including a foreign one, with the permission of a dean of Wrocław University of Science and Technology, expressed in the form of a decision and with the knowledge of the dean of the higher education institution the student is leaving.
2. **The transfer from/to a university, faculty, main field or form of study** takes place during inter-semester breaks, in accordance with the schedule laid down by the dean, not earlier than after the first semester of study has been completed, on written application from a student, filed to the dean of the admitting faculty; in the case of transfer from/to a university or faculty, also with the knowledge of the dean of the faculty the student is leaving. Studying after a change of a higher education institution, faculty, field of study or form of study is conducted (as decided by the dean) on the basis of a program of education from among those in force for a given field of study, enabling the student to complete their studies in a

timely manner. In the application the student enumerates the already credited courses and groups of courses from the program of study for the main field of study in which they intend to study.

3. In exceptional cases, with the permission of Vice-Rector for Educational Affairs, the transfer mentioned in item 2 may take place on another date.
4. The dean giving his/her permission for the transfer from/to a university, faculty, main field, level or form of study, specifies the date of admission and determines, as part of the transfer and recognition of credited classes, the student's hitherto academic achievements, the program differences and the dates by which they have to be levelled out, as well as the number of ECTS points within the particular education modules (thematic blocks) on the basis of the student's properly documented academic achievements. When transferring and recognising credited courses, the dean applies the rules referred to in § 11, item 2. Next the dean determines the semester from which the student will begin their studies (§ 11, item 11) and adds to this semester, in the electronic student record book, the courses/groups of courses recognised as the student's academic achievement. The dean may also permit the student to study without registering for the semester so that the student can catch up on the program differences (§ 11, item 8 and § 12).
5. The dean's decision concerning the transfer from/to a university (transfer to Wrocław University of Science and Technology) takes effect in the form of a written administrative decision. The dean's decision concerning the transfer from/to a faculty, main field and form of study must be in writing.

## **§ 21. STUDIES AFTER CONFIRMATION OF THE OUTCOMES OF EDUCATION**

1. The dean ex officio recognizes towards the academic achievements of a student admitted to the university by way of the recruitment procedure with confirmation of learning outcomes, all the courses/groups of courses for which the outcomes have been confirmed, preserving the course grade and the number of ECTS points, however with no more than 50% of ECTS points assigned to the given program of education at the particular main field of study, level, form of study and educational profile.
2. The dean determines, for the student mentioned in item 1, the number of the semester the student begins their study from and enters in the electronic student record book the courses/group of courses recognized in the procedure for the validation of learning outcomes to the student's academic achievements for this semester (item 1).
3. The dean, after the accomplishment of actions mentioned in items 1 and 2, determines the individual plan of study (§ 9, item 11) for the whole period of study. The studies may take shorter period of time than nominal time of studies determined by the plan of study for the given main field of study, level, form of study and educational profile.

## § 22. STUDIES IN SECOND (NEXT) FIELD OF STUDY

1. A student or a graduate of a given field of study may undertake studies in **another field of study**.
2. **Studies in another field of study should be understood as:**
  - 1) first-level studies undertaken after the completion or during other first-level studies or second-level studies, or the uniform MSc studies,
  - 2) second-level studies undertaken after the completion or during other second-level studies or the uniform MSc studies.

Second-level studies undertaken after the completion of the first-level studies are not regarded as studies in another field of study unless the student has completed and does not continue their study at another second-level studies or the uniform MSc studies.
3. A student or a graduate is admitted to another field of studies by way of a recruitment procedure (§ 2, item 6).
4. A student who takes up studies in another field of study in the written application submitted to the dean may request for the transfer and recognition of the courses/groups of courses credited in the previous field(s) of study (including the completed ones) against the academic achievements. To the transfer and recognition of credited courses, the dean applies the rules referred to in § 11, item 2. In the case of recognition of the courses/ groups of courses against the academic achievements, if they are sufficient (in terms of the number of ECTS points relevant to the credited courses/ groups of courses), the dean may register the student for a higher semester.

## § 23. PAYMENT FOR EDUCATIONAL SERVICES

1. Within the time limit set by the dean, (not earlier than after the decision on admission to the university has been issued and not later than within 30 days of the beginning of classes) the student concludes a contract with Wrocław University of Science and Technology in writing (on pain of being invalid), specifying the terms and conditions of tuition for studies and educational services, and its amount (§ 6, item 1, point 12). If the student studies in more than one main field of study, they sign such contracts for each of the fields of study. The contract is concluded for the whole period of studies. The student is not obliged to pay any other tuition fees than those mentioned in the contract. If the contract is not signed by the student within the time limit set by the dean, this is tantamount to being struck off the register of students, pursuant to § 19, item 2, point 3).
2. Wrocław University of Science and Technology charges **tuition fees for educational services**, related to:
  - 1) the education of part-time students,
  - 2) the retaking or another realization of courses/groups of courses because of unsatisfactory progress with studies,furthermore, the University may charge fees for:
  - 3) conducting studies in a foreign language,

- 4) conducting classes not covered by the plan of study, including classes which supplement education outcomes necessary to undertake the studies at the second-level in the given main field of study.

Non-payment of tuition fees within the following time limits and in the amount specified in the contract referred to in item 1 is tantamount to being struck off the register of students, pursuant to § 19, item 2, point 2.

3. Tuition for educational services for foreign students is governed by separate regulations.

## § 24. DIPLOMA DISSERTATION

1. The programs of education and the plans of study for all fields, specializations, levels, forms of study and educational profiles run at Wrocław University of Science and Technology include completing a diploma dissertation.
2. The subject “**diploma dissertation**” is an “inżynier”, “licencjat” or “magister” diploma dissertation course. It is a course to be completed in the last semester or two courses to be completed in the two last consecutive semesters whose scope conforms to the main field of study, specialization, level of study and educational profile. **As part of this course/courses a student prepares a diploma dissertation understood as a work.**
  - 2a. With the permission and on principles laid down by the dean, the diploma dissertation, understood as a work, is allowed to be carried out by two students and in special justified cases by no more than four students, with the share of each of the students in the work specified. In the diploma dissertation understood as a work prepared as mentioned hereinbefore, each part (e.g. chapters, proposed solutions, parts of a project, etc.) must be given the author from among the co-authors.
3. **The diploma dissertation understood as a work** is an independent study of the given scientific issue, presenting general knowledge and skills of a student, related to the given main field of study, level and profile of education, as well as skills in independent analyzing and drawing conclusions. It constitutes a study in writing, which may be supplemented with models, graphic designs, prototypes, constructions, technological specimens, computer programs or computer systems, etc. The diploma dissertation may have a form of an issued paper written by the student themselves, project work including project and the design of a computer program or computer system either construction or technological work.
4. A student prepares the written part of the diploma dissertation in the same language in which in accordance with the program of study the “diploma dissertation” course was conducted. The right to depart from this rule, at the request of the student and with the consent of the supervisor, is granted by the dean. The student shall prepare an abstract of the dissertation in the language of the diploma paper.
5. The completed **diploma dissertation is subject to copyright.**
6. Before the commencement of the “diploma dissertation” course (item 2), and in justified cases also during its realization, the council of the faculty which runs the



given main field of study approves titles of diploma dissertations submitted in both Polish and English as well as the supervisors of the dissertations.

7. A student chooses a diploma dissertation subject, and thereby the supervisor being at the same time the person running the “diploma dissertation” course. A single diploma dissertation may be taught by only one supervisor. The subject and the supervisor of the diploma dissertation must be selected prior to performing the actions mentioned in §11, item 1 or § 12, item 3, i.e. before enrolling in courses/group of courses.
8. A student or a person teaching the “diploma dissertation” course may, in its initial stage, file an application with the dean for a specification or correction of the subject of the diploma dissertation being done, and also for a change of the supervisor. In justified cases, the change of the supervisor may take place later, retaining the existing subject of the diploma dissertation. In such cases the dean seeks the opinion from the previous and proposed supervisor.
9. In justified cases a person teaching the “diploma dissertation” course may refuse to admit a student to the „diploma dissertation” course.
10. **Submission of the diploma paper by the student to the supervisor** (item 11) precedes the activities performed by the student in the portal with the anti-plagiarism system, within the time limits set by the schedule of activities of the diploma process specified by the dean. These activities are specified in separate regulations concerning the verification of diploma theses by the anti-plagiarism system (item 12).
11. The student shall submit **their diploma dissertation, understood as a work**, to the supervisor of such dissertation within the time limit specified in the dean’s schedule (item 10). The submission of a diploma dissertation is understood as the submission of a complete set of documents:
  - 1) **the printed diploma dissertation**,
  - 2) **files with the diploma dissertation and its attachments** (on an electronic data carrier),
  - 3) **a statement printed and signed by the student on the compliance of the printed diploma dissertation** (item 1) with the texts recorded on the transmitted electronic data carrier (item 2) and with the version introduced into the anti-plagiarism system, as well as on the independence of the completed work,
  - 4) **a declaration signed by all students who co-author the diploma dissertation, specifying their participation in the work** as referred to in item 2a (applicable to the joint work on the diploma dissertation).

The date of submitting the diploma dissertation is recorded by the supervisor on the opinion form (item 13). Diploma dissertation, in agreement with the student and with the consent of the dean, may be submitted before the date specified in the dean’s schedule (item 10). Failure to submit their diploma dissertation within the time limit, subject to item 17, is tantamount to being struck off the register of students, pursuant to § 19, item 1.

12. The supervisor immediately sends the student’s diploma dissertation for analysis in the anti-plagiarism system and, upon receipt of the **report** on the analysis, they

draw up a written anti-plagiarism **control protocol** (pursuant to separate regulations), in which they decide whether the diploma dissertation is prepared by the student independently and whether it has the characteristics of an original dissertation. In the case a plagiarism should be found, the provisions of paragraph 12a apply.

12a. If a plagiarism is found in a diploma dissertation by a supervisor or by a reviewer of the dissertation, the dean shall notify the Rector, providing the collected documentation, including a detailed report of the anti-plagiarism analysis for the purpose of referring the matter to the disciplinary committee for students. In such a case, the dean does not set the date for the diploma examination until the final decision of the Committee has been made.

13. **The diploma dissertation, understood as a work, is reviewed and assessed** in writing, independently by **the supervisor** and **the reviewer** (item 14), after the anti-plagiarism control protocol has been drawn up (item 12) and within the time limit set by the schedule of activities of the diploma process (item 10), subject to, item 17. The reviewer immediately informs the supervisor of the diploma dissertation about their assessment. In order to grade the diploma dissertation, the grading scale specified in § 14, item 7 is used. The rules for crediting the last “diploma dissertation” course are specified in items 15 and 15a.

13a. In the case of different positive grades for the diploma dissertation (item 13), the final grade for the diploma dissertation, understood as a work, is determined by the dean, or by the examination board authorised by the dean. This grade is entered in the protocol of the student’s diploma examination.

13b. In the event of different grades (given by the supervisor and the reviewer) of the diploma dissertation (item 13), if one of the grades is unsatisfactory, the supervisor immediately informs the dean who appoints an additional reviewer from among academic staff holding the academic title of professor or the academic degree of associate professor (doktor habilitowany) and, taking all the reviews into account, determines the final grade and informs the supervisor about it. If the final grade is positive, it is entered in the protocol of the student’s diploma examination.

14. **A reviewer** of the diploma dissertation is appointed by the dean from among scientific, scientific-teaching and teaching staff specialising in a given field (the dean may take into consideration the supervisor’s suggestion when deciding on the reviewer), subject to the principles specified in item 13. The dean sets the time limit and the way of submission of the diploma dissertation to be reviewed, the time for preparing the review, a review model, as well as the way and time limit for submitting the review (item 16).

In particular, the task of the reviewer may be to analyse the anti-plagiarism report (item 12). Contentious cases are settled by the dean.

15. **The final course provided for in the program of study, i.e. the “diploma dissertation” course**, is credited by the person conducting the course (the supervisor) after the student has submitted the completed diploma dissertation within the meaning of item 11. The supervisor, having get acquainted with the grade of the diploma dissertation given by the reviewer (item 13), enters their own the grade into the electronic student record book, provided that both grades are positive, even if they are different. If one of the grades of the diploma dissertation

(given either by the supervisor or the reviewer) is unsatisfactory (2.0), the entry in the electronic student record book is suspended. The supervisor enters the grade immediately after the dean has determined the final grade for the diploma dissertation, in accordance with the procedure described in item 13b.

**15a. The supervisor of the diploma dissertation is obliged to issue a grade of ‘unsatisfactory’ for the last „diploma dissertation” course in each of the following cases:**

- 1) the student fails to submit the diploma dissertation to the supervisor, within the time limit and in the mode referred to in item 11,
- 2) the student’s diploma dissertation has been recognised as a plagiarism (item 12),
- 3) both grades (issued by the supervisor and the reviewer) of the diploma dissertation (item 13) are ‘unsatisfactory’,
- 4) the final grade for the diploma dissertation, determined by the dean in accordance with the mode described in item 13b, is ‘unsatisfactory’.

**16. Documentation of the diploma process:**

- 1) a printed diploma dissertation (item 11, point 1),
- 2) other documents referred to in item 11, point 2-3 and 4, if applicable,
- 3) anti-plagiarism control protocol (item 12),
- 4) the opinion (with the grade) of the supervisor (item 13),

must be forwarded to the dean’s office in accordance with the procedure and time limit laid down by the dean. The reviewer, having provided the supervisor with the information about the grade, submits an opinion (with the grade) in accordance with the same mode.

Other documents necessary for the diploma process are submitted by the student, in accordance with the schedule (item 10), to the dean’s office or at another indicated place.

**17. On written application from a student, with an opinion given by the supervisor of the diploma dissertation, and submitted by the time limit set by the dean, the dean may extend the deadline for crediting the “diploma dissertation” course and set a new submission deadline of the diploma dissertation, provided that the new deadline must allow the deadlines for conducting the diploma examinations, referred to in § 26, item 7 and § 26, item 8, to be met.**

**18. In the case of the retake of the “diploma dissertation” course and the preparation of a work bearing the same title, the dean may require the subject of the diploma dissertation to be approved again in the mode described in item 6. In the other cases of retaking the “diploma dissertation” course the mode described in item 7 applies.**

## **§ 25. COMPLETION OF PROGRAM OF EDUCATION**

1. A credited course/group of courses and the ECTS points assigned to it are recognized against the education program to be carried out solely in the case described in § 11, item 5.

2. For each main field of study, specialization, level, form of study and educational profile it is assumed that a student **has completed the program of education** if they have fulfilled all, except for the diploma examination, requirements of the program of education (§ 9), in particular, if they have met the requirements regarding the number of ECTS points, also in the particular education modules (thematic blocks), set by the faculty council. Non-completion of the program of education in the final semester of study by the deadline set in these Regulations, if the student does not take the allowed long-term leave (§ 18) with the status of unregistered student (in order to make up for their backlog), or the semester of study allowed and granted by the dean to be done without registration for the semester (e.g. after the resumption of studies) (§ 12), is tantamount to **no progress with studies** and being struck off the register of students, pursuant to § 19, item 2, point 1d.
3. The date of the last credit or examination assuring that a student satisfies the conditions specified in item 2 is assumed as the education program completion date.
4. A student may complete the program of education in a shorter time than the nominal duration of the studies, mentioned in § 2, item 3.

## § 26. DIPLOMA EXAMINATION

1. **The diploma examination** taken before the examination board is organized by the dean when the student completed the program of education (§ 25, item 1 and 2) and was awarded a positive grade (§ 24, items 13, 13a and 13b) for the diploma dissertation. The **diploma examination board** and its chairman are appointed by the dean.  
**The range of the diploma examination** and the language in which it is conducted are specified in the program of study. Parts of the examination (item 2) are set by the dean for the given main field of study, the level, form of studies, and educational profile not later than by the end of the fourth week of the last semester. The right to change the examination language at the request of the student is granted, after consulting the supervisor, by the dean.
2. **The diploma examination consists of the examination of the student's knowledge and skills. It may also consist of a diploma dissertation presentation.** The grading scale specified in § 14, item 7 is used for the diploma examination.
3. A student takes the diploma examination before the diploma examination board without participation of any third parties, subject to items 4 and 5.
4. A student or a diploma dissertation supervisor (with the student's consent) may submit to the dean's office, not later than 5 days before the date of the examination, a written application for an **open diploma examination** to be conducted; then the dean complies with such an application.
5. The participants in the open diploma examination, who are not members of the diploma examination board, cannot ask the student any questions, express their opinion or take part in the proceedings of the board in the closed part, i.e. the examination grading part.

6. A student has the right to **retake the diploma examination** in the case of not taking it on the first examination date or the loss of the first examination date. In the case of unexcused non-appearance for the diploma examination the student loses the given date. The dean decides whether excuses should be accepted.
7. The diploma examination, excluding the cases the student retakes the examination (item 8) and takes the examination after the resumption of studies, is conducted on the date set by the dean, however:
  - 1) for full-time students of first-level study for whom the final semester of studies is the winter semester, carrying out their studies according to the ten-week academic calendar (§ 4, item 6), the diploma examination is conducted in the period from the first day after their winter examination session (and not earlier than 2 January) and not later than to **10 February of the academic year in which the student completed the program of study**,
  - 2) for students for whom the final semester of studies is the winter semester, carrying out their studies according to the fifteen-week academic calendar (§ 4, item 5), the diploma examination is conducted in the period from the first day after their winter examination session (not earlier than 2 January), not later than by **25 March of the academic year in which the student completed the program of study**,
  - 3) for students who complete their studies in the summer semester – the diploma examination is conducted in the period from the first day after their summer examination session and no later than to the **day on which 8 calendar days remain till the end of the academic year; in August, as a rule, diploma examinations are not conducted.**

The student may submit to the dean's office a written application for conducting the diploma examination on an earlier date. When this examination in the case of the first-level study student is taken in November or December, it means that the student loses the student rights on the day of taking the examination, and thus on the day of completing studies (§ 5, item 4).

8. If a student fails to attend the diploma examination or if they receive the 'unsatisfactory' grade in this exam on the first date, the dean sets another date for the diploma examination. Then the examination is conducted **not earlier than after 6 calendar days and not later than two months from the date of the first examination**, with reservation that:
  - 1) for full-time students of first-level study for whom the last semester of studies is the winter semester, carrying out their studies according to the academic calendar mentioned in § 4, item 6 (a 10-week calendar) – **by 1 March at the latest**,
  - 2) for students for whom the last semester of studies is the winter semester, carrying out their studies according to the academic calendar mentioned in § 4, item 5 (a 15-week calendar) – **by 5 April at the latest**,
  - 3) for students who complete their studies in the summer semester, **till the end of the academic year; however, diploma examinations are not conducted in August.**

**If a student does not take diploma examination** on neither of two fixed dates mentioned in items 6-8, they are struck off the register of students, pursuant to § 19, item 1, point 4.

9. For the purpose of taking the diploma examination by a person previously struck off the register of students, mentioned in item 8, the dean may give the permission to resume studies on the day fixed for the examination (one fixed date), and for the purpose of keeping records, the person is given the number of the semester when the last registration for semester took place (the student, however, is not registered for the semester and is not allowed to study without registering for semester).

The examination date is set in writing and when the dean sets the date he/she is not limited by provisions of items 8 and 9, with reservation that the date of the diploma examination in this case may be set at the earliest two months after the previous examination date. The diploma examination is not, as a rule, conducted in August.

If a student does not take the diploma examination on the fixed date, they are forthwith struck off the register of students again (§ 19, item 1, point 4).

On written application of the student, the dean enables the student to take the diploma examination in the above manner at the most three times. In exceptional cases, the Rector may consent to additional resumption of studies in order to take the diploma examination.

## § 27. GRADES FOR STUDIES, FINAL RESULT FOR STUDIES

1. In order to determine the final grade, mentioned in item 3, the **grade point average (GPA) from the student's whole academic record** is calculated. It is an ECTS points weighted average of all the positive grades received in examinations and credits for the completion of the courses/groups of courses, detailed in the electronic student record book, provided for in the student's program of study, and only those of them which have been recognized against the program of study, i.e. the courses/groups of courses mentioned in § 11, item 5. The average is calculated from the formula given below (rounded off to the third decimal place):

$$\text{GPA from the student's whole academic record} = \frac{\sum (\text{grade} \times \text{ECTS points})}{\sum \text{ECTS points}}$$

Credited courses/groups of courses from outside the student's program of study, and also courses from their program of study, done in the given semester, but above the binding limit for the given education module, are not taken into account in this average. In the case when the student took an examination before the examination board, only the grade from this examination is taken into account.

2. The **grade point average from the student's academic record for the particular period** (e.g. for one semester, two semesters, etc.) is also calculated. Then the principles specified in item 1 are applied, taking into account **all** the grades received in examinations and credits for the completion of courses/groups of courses (including those from outside the program of study) in the given period of studies, but above the binding limit for the given education module, detailed in the electronic student record book, **including 'unsatisfactory' grades**. The grade for the examination which was replaced by the grade for the examination before

the examination board is not taken into account (§ 16); the grade for the examination before the examination board is then taken into account when determining the average.

3. The **final grade for the studies** is a weighted average of the grades (rounded off to the third decimal places) received during studies:
  - a) the average grade the student's whole academic record referred to in item 1, with a weight of 0.6;
  - b) the grade for the diploma dissertation, understood as a work, determined pursuant to § 24, items 13, 13a and 13b, with a weight of 0.2;
  - c) the grade for the diploma examination (§ 26, item 2), with a weight of 0.2.

The final grade for a course of study is determined by the dean or, under their authority, by the chairperson of the examination board.

4. The **final result for studies** (entered in the completion diploma) is determined according to this principle:

<u>final grade for studies</u>	<u>final result for studies.</u>
up to 3.199	dostateczny (satisfactory)
from 3.2 to 3.699	dostateczny plus (satisfactory plus)
from 3.7 to 4.099	dobry (good)
from 4.1 to 4.539	dobry plus (good plus)
from 4.54 to 5.5	bardzo dobry (very good)

For a student who has simultaneously met all the conditions listed below:

- 1) the average grade from the student's whole academic record is not lower than 4.65;
- 2) their diploma dissertation understood as a work has been graded at least as "bardzo dobry" (very good);
- 3) they have passed the diploma examination with a grade at least "bardzo dobry" (very good);
- 4) at least one of the grades mentioned in points 2 and 3 is grade "celujący" (excellent);

the final result for the studies is determined as "celujący" (excellent).

## **§28. COMPLETION OF STUDIES**

1. **Completion of studies** by a student takes place immediately after the student has passed their diploma examination with a positive grade. The date of completion of studies is the date of passing the diploma examination. This person becomes a graduate of Wrocław University of Science and Technology (§ 3, item 1).
2. Diplomas of completion of studies at Wrocław University of Science and Technology are awarded to graduates who complete the program of education and pass the diploma examination.

## **§ 29. PUPILS ATTENDANCE AT CLASSES**

1. Outstandingly talented **pupils of upper secondary schools** may attend classes included in the course of studies at the faculties of Wrocław University of Science

and Technology, appropriate to their talent. A decision on this matter is taken by the dean of the Faculty, on written application from the pupil, and in the case of a juvenile pupil, on written application from the pupil's parents or guardians; in both cases with the permission of the school head. The dean enrolls the pupil on a course/group of courses if there are any vacancies after the enrol

2. ment of students.
3. A pupil taking classes at Wrocław University of Science and Technology is registered in the JSOS, attends classes and gets credit/takes examinations on the same principles as students taking part in the same course/ group of courses. Particularly a pupil is obliged to get credits and take examinations according to the conditions specified in these Regulations.
4. The dean may, for a particularly talented pupil, set out individual conditions regarding attendance and crediting of classes.
5. A pupil taking classes at Wrocław University of Science and Technology should have personal accident insurance. The confirmation of such insurance should be submitted to the dean by the pupil before first classes commence.
6. A pupil who gets credit or takes examinations in a course/group of courses they attended on the same principles as students, receives a written certificate of course completion including the date and place of issue, the name of the course/group of courses, the number of hours and ECTS points as well as the grade (issued in accordance with the grading scale set out in § 14, item 7). If the pupil undertakes studies at Wrocław University of Science and Technology in the future, in the main field of study whose plan of study includes this course/group of courses, the student may request the transfer and recognition of the course/group of courses credited in this way to the academic achievements in the field of study pursued. The dean applies the principles referred to in § 11, item 2 to the transfer and recognition of credited courses.
7. Wrocław University of Science and Technology in exceptionally justified cases may conclude agreements specifying detailed principles of collaboration and the mode of attending classes by pupils.

### **§ 30. FINAL PROVISIONS**

1. Against the dean's administrative decisions, the student may appeal (via the dean) to the Rector within fourteen days of receiving the decision.
2. Against the dean's decisions other than administrative decisions the student may appeal, via the dean, to the Rector. The appeal should be submitted immediately after the student has been informed about the dean's decision. The decision taken by the Rector is final.
3. Ambiguous or doubtful cases and ones which do not directly follow the provisions of these Regulations are to be settled by the Rector. The Rector's decision is final.
4. These Regulations governing studies at Wrocław University of Science and Technology enter into force on 1 October 2018.