

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

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Regulations Governing Higher Education Studies
at Wrocław University of Technology

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§ 1. GENERAL PROVISIONS

1. **Higher education studies** at Wroclaw University of Technology are run in accordance with the principles formulated in the Magna Carta of European Universities.
2. Wroclaw University of Technology is committed to **the Bologna Process**, the aim of which is to establish the European Area of Higher Education, developing a three-level system of studies, taking part in the European Credit Accumulation and Transfer System (ECTS) and promoting the mobility of students and lecturers.
3. Entering Wroclaw University of Technology, students voluntarily assume the duty of acquiring knowledge.
4. A person admitted to the University acquires **the student's rights** once he/she matriculates and takes an oath the content of which is specified by the Statute of Wroclaw University of Technology.
5. Having passed the diploma examination, the student becomes **a graduate** of Wroclaw University of Technology.
6. The Rector is the superior of all students. The immediate superior of the faculty's students is the Dean.
7. At Wroclaw University of Technology the course of study documentation and the syllabus service is handled by primarily the **Uniform Student Service System** (Jednolity System Obsługi Studentów – later called the JSOS). Among other things, the JSOS handles:
 - 1) students documents,
 - 2) credits and examinations, including keeping the electronic student record book,
 - 3) adjudications and decisions relating to the student's syllabus,
 - 4) enrolments on courses/groups of courses,
 - 5) registrations for the semester.
8. The exclusive representative of all the students are the **Student Government bodies**.

§ 2. LEVELS AND FORMS OF STUDIES

1. Wroclaw University of Technology runs **first-level** and **second-level** higher education studies, which the present Regulations apply to. The University also runs third-level studies, i.e. PhD studies, other postgraduate studies and training courses, according to separate regulations.
2. The higher education 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.

3. **The duration of full-time studies**, specified in the program of study amounts to respectively:
 - 1) for the first-level studies:
 - a) licencjat (BSc) studies 6 semesters
 - b) inżynier (engineer) studies 7 semesters
 - 2) for the second-level studies:
 - magister (MSc) studies 3 or 4 semesters

In some exceptional cases, with the permission of the Rector, full time studies may take one semester longer.
4. The **part-time studies** are run as the studies set out in it. 2 pt. 2; they **may take one semesters longer** than the corresponding full-time studies, referred to in it.3.
5. To get a permission to pursue studies at Wrocław University of Technology a person has to meet the enrolment terms and conditions set out by the University and has:
 - 1) a Maturity Certificate – when applying for admission to the first-level studies,
 - 2) the professional degree of licencjat (Bachelor of Science), inżynier (Engineer), magister (Master of Science) or equivalent – when applying for admission to the second-level studies.
6. **Admission to Wrocław University of Technology** may be possible if commencement of enrolment procedures has been **fulfilled** (under separate regulations), **as a result of confirmation of learning outcomes** (§ 21), **as the consequence of the transfer from/to university, the main field of study, specialization, level or forms of studies** (§ 20), or as a result of the resumption of studies due **to being excluded** from the list of students (§ 19 it.3).

§ 3. DIPLOMAS AND PROFESSIONAL DEGREES

1. The graduate of Wrocław University of Technology receives a **diploma of completion of higher education studies** certifying the obtainment of an appropriate professional degree:
 - 1) a diploma of completion of the first-level studies with the degree: inżynier, or inżynier architekt, or licencjat,
 - 2) a diploma of completion of the second-level studies with the degree: magister inżynier or magister inżynier architekt, or magister, and supplements to the diploma.
2. In the case of studies run jointly by Wrocław University of 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 programme of education is included in a supplement to the diploma.

§ 4. ORGANIZATION OF ACADEMIC YEAR

1. The Rector issues, by 15 May, a detailed **academic calendar** for the next academic year. The calendar sets out the duration and organization 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 studies is a semester. Each semester comprises:
 - 1) **a period when organized classes are held**,
 - 2) **an examination session**: a winter or summer examination session, respectively,
 - 3) **an inter-semester break**, a winter or summer inter-semester break, 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 classes start in October, this session ends not later than 15 July.
5. In each semester, organized classes at the University and the tests connected with their crediting, subject to the provision set out in it. 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; the classes may be held from Monday to Friday, but exclusively in the afternoon hours;
 - 3) in the case of extramural part-time studies – for not longer than 30 days; as a principle, the classes are held on Saturdays and Sundays.
6. In the final semester of the first-level full-time studies, if this is a winter semester, the first ten weeks of the semester are allocated for organized classes in the University. The remaining period of the semester is allocated for submitting the diploma dissertation, the examination session and the diploma examination, subject to the provision set out in § 26 it. 8 and 9.
7. Field classes may also be held on Saturdays and Sundays. Student internship may also take place on Saturdays, Sundays or during inter-semester breaks.
8. Organized classes additionally organized on application from students (e.g. in connection with a retake of a course/group of courses), may be held on Saturdays, on Sundays or during the summer inter-semester break. Students may take part in such courses exclusively voluntarily.
9. The examination session in the case of full-time studies and evening part-time studies lasts 13 working days and 2 or 3 Saturdays during the session; in the case of extramural part-time studies, 16 consecutive days are allocated for the examination session.

10. By the end of the sixth week of the semester's organized classes the Dean, on the basis of the examiners' proposals, issues a schedule of the examination session for the given main field of study, specialization and level and form of study, taking into account the regulations in § 15 it. 7.
11. The winter inter-semester break begins after the winter examination session ends and lasts at least 4 working days.

§ 5. RIGHTS OF STUDENT AT WROCLAW UNIVERSITY OF TECHNOLOGY

1. A student is entitled to the following **student rights**:
 - 1) the right to acquire knowledge and develop her/his interests, including to attend classes and organizational classes at Wroclaw University of Technology, take examinations and do trainings,
 - 2) the right to associate in university student organizations and to take an active part in the social, cultural, sporting and scientific life of Wroclaw University of 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,
 - 5) the right to health insurance, specified in separate regulations,
 - 6) the right to material help in accordance with the principles formulated in separate regulations,
 - 7) the right to have her/his personal data protected, particularly data on material status and received grades,
 - 8) the right to her/his own address in the University electronic mail system,
 - 9) the right to inspect her/his graded works: tests, laboratory reports, projects, and also her/his examination paper on the date 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 Polish Republic in agreement with the Wroclaw University of Technology Student Government (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 tuition fees in the cases specified in § 23,
 - 14) the right to have classes in classrooms where appropriate learning conditions are provided, including health and safety regulations,
- furthermore a student may:**
- 15) receive awards and honorable mentions,
 - 16) apply for a leave from studies in the University (§ 18),
 - 17) apply for a bank credit or loan on principles specified by separate regulations,

- 18) express the opinion in Student Opinion Survey System about classes organized in Wroclaw University of Technology.
2. The student, during leave (§ 18), studying without having registered for the semester (§ 12), or during a period of extended deadline for submitting the diploma dissertation (§ 24), preserves 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 main field of study at Wroclaw University of 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 he/she has taken an oath in the mode specified in § 19 it. 1 pt. 1. 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 her/his studies; suspension of students' rights or being struck off the register of studies subject to the provision set out in it. 5.
5. A graduate of the first-level studies is entitled to the student rights excluding the right to material help and the right to have a valid student ID card by 31 October of the year in which he/she completed the studies.

§ 6. DUTIES OF STUDENT AT WROCLAW UNIVERSITY OF TECHNOLOGY

1. Undertaking studies at Wroclaw University of Technology, the student assumes **the student's duties** to:
 - 1) conduct himself/herself in accordance with the oath taken, the Regulations of Higher Education Studies and the Code of Student Ethics,
 - 2) observe the regulations in force at Wroclaw University of Technology and the academic customs,
 - 3) respect the academic authorities,
 - 4) behave with dignity within Wroclaw University of Technology and outside its walls,
 - 5) respect the property of Wroclaw University of Technology,
 - 6) defend Wroclaw University of Technology's and its community members' reputation,
 - 7) enroll on faculty and university-wide courses/groups of courses, mentioned in § 11 it. 1 and 4, and perform the actions relating to the registration for the semester, mentioned in § 11,
 - 8) take part in classes (in accordance with the Regulations of Higher Education Studies (§ 13)), organizational classes (in accordance with the Dean's decisions) and in the obligatory health & safety training course,
 - 9) get credits for courses/groups of courses, take examinations, do training and meet other requirements stipulated in the program of study,

- 10) properly respond to any correspondence sent in connection with the studies pursued at Wroclaw University of Technology, in particular to confirm the fact of having familiarized herself/himself with the grades entered in the JSOS (§ 10 it.3),
 - 11) submit, by the date set by the Dean, a statement of continuation or completion studies in other fields of full-time studies at public university (applies to a student transferring from another university, mentioned in § 20) - non-submission of this statement means resignation from the studies,
 - 12) conclude a written contract concerning the terms and conditions of tuition (§ 23) with Wroclaw University of Technology in accordance with separate regulations,
 - 13) make payments for educational services through the JSOS,
 - 14) settle all accounts with Wroclaw University of Technology, relating to all the obligations to the University incurred during studies:
 - a) return the borrowed books to the library,
 - b) return the rented equipment,
 - c) pay all the tuition fees (§ 23).
2. The student at Wroclaw University of Technology who has gained the right to register for the next semester (§ 11 it. 8) is obliged to continue his/her studies on the principles specified in the present Regulations or to notify the Dean about his/her decision to interrupt or give up his/her studies.
 3. The student is obliged to immediately notify the Dean about a change of his/her surname, place of permanent residence and correspondence address.
 4. The student at a given faculty is obliged to familiarize himself/herself 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 individual electronic mail address (§ 5 it.1 p.8) or via the JSOS portal and to properly respond to them.
 5. For breaching the regulations in force at Wroclaw University of 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.

§ 7. SUBJECTS, COURSES AND GROUPS OF COURSES

1. The particular **subjects** are taught within units called **courses** or **groups of courses**.
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 completion or the grade received in an examination) for the whole material, after a marked course in 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 distant education methods and techniques.
6. The remote (distance) education 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. Wrocław University of Technology, the month before the beginning of each academic year, 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 the courses and groups of courses, included in the program of study (§ 9) for the given main field of study, specialization, level and form of study, are assigned **ECTS** points, i.e. the points defined in the European Credit Accumulation and Transfer System as a measure of the average student workload needed to achieve the assumed educational outcomes.
2. The fact that the 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) (including both the student's work during classes organized by Wrocław University of Technology, credits and examinations as well as and his/her own work) needed to get credit for the given course/group of courses.
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 it. 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 total number of ECTS points provided for by the program of study (subject to the provision set out in it. 8) and assigned to all courses/groups of courses in each nominal semester of study, also to the student internship included in the plan of study,

amounts 30 points ECTS for both full-time and part-time studies, subject to the provision set out in § 30 it.6.).

7. One ECTS point is equal to 25- 30 hours of average student total workload (STW).
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 resulting from the product of the number of semesters provided for by the program of study and the number of 30 ECTS points assigned to the given semester.
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. PROGRAMME OF EDUCATION, PROGRAM OF STUDY AND PLAN OF STUDY

1. Higher education studies at Wrocław University of Technology are run in accordance with **programmes of education**. A programme 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, specialization, level of study** are adopted by the University Senate. The University Student Government body may in writing raise objections concerning the educational outcomes project to the Chairman of the Senate (the Rector) but not later than 5 working days before the proper session of the Senate.
The programme of education for the given **main field of study, specialization and level and form of study** is adopted by the proper faculty council in accordance with the guidelines set down by the 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 fulfilled.
3. A **program of study** comprises (among other things):
 - 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 issued 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 he/she receives credit for the appropriate preceding courses/groups of courses (so-called prerequisites).
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.

6. ECTS points are assigned to courses/groups of courses in accordance with the principles specified in § 8.
7. **A plan of study** is a part of the program of study. It specifies (among other things):
 - 1) a set of obligatory and optional courses/groups of courses in the semestral arrangement, with the allotted number of hours, the running mode (e.g. remote teaching mode) and the assigned ECTS points, with marked groups of courses and the final course and the partial courses within them,
 - 2) a set of examinations in the semestral arrangement,
 - 3) the allowable deficit of ECTS points after the particular semesters, mentioned in § 11 it. 8.
8. The plan of study enables the student to finish his/her studies on schedule and to meet all the programme of education and ECTS points system requirements; it is the basis for drawing up the semestral 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 programme of education for the given main field of study, specialization and level and form of study on the faculty website, not later than before the commencement of enrollment for the given studies.
11. The student may study according to an **individual program of study** incl. **individual plan of studies**; also within the framework of international programs, on the principles and terms and conditions laid down by the Dean. The principles 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 rules- 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 programs and plans of study. The regulations and conditions concerning the individualization should be announced on the faculty website at least one month before the beginning of the semester. With regards to the disabled student the range of individualization of the program and plan of study should take into consideration the needs stemming from his/her 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 Wroclaw University of 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 his/her 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 completed in the particular semesters by

the student, together with the course-completion 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 it. 14 and § 15 it. 9) and the grade is confirmed and cannot be changed subject to the provision set out in it. 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 teacher, the Dean after informing the student beforehand may permit the teacher to change the confirmed grade (it. 3), not later however than until the end of the semester, in which a course/ group of courses was done.

§ 11. ENROLMENT ON COURSES, REGISTRATION FOR SEMESTER

1. Before the semester begins and **in accordance with the schedule of enrolment on courses/groups of courses, fixed by the Dean, the student must enroll on courses/groups of courses in the JSOS**, in accordance with the program and plan of study, on the faculty and university-wide courses which he/she undertakes to do in the given semester. Non-enrollment by the set deadline is tantamount to giving up the studies. In justified cases, the Dean may consent to extend the deadline for enrolling on the courses.

The Dean may desist from fixing a schedule of enrollment on courses/groups of course for the students of the given semester, level and form of study, e.g. students beginning their studies in the first semester of studies. Then the Dean does the enrollment ex officio before classes commence.

2. The student may apply to the Dean, by the date set by the latter, **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: transfer from another university, another faculty, another main field of study, change of form of study, resumption of studies, pursuing studies in the second (next) field of study and also after enrolment-mode admission to study. A decision on this matter is made by the Dean, assessing the student's academic achievements, including the ECTS points assigned to the courses/groups of courses. Every course/ group of courses for which all learning outcomes have been confirmed are 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 it. 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 enrollment.
4. The student may enroll 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 Wrocław University of 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 it. 3 are satisfied.

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 programme of education to be carried out and are taken into account at registration for the semester (it. 8) only in the case when it is the course/group of courses from her/his programme of education and remains within the limit of ECTS points for the given education module in this programme (§ 9 it. 3 pt. 1).
6. The number of ECTS points assigned to the particular courses/groups of courses, in the mode described in it. 1 and 2, must ensure the student, after the latter gets credit for them, the right to register for the next semester, mentioned in it. 8.
7. If a student intends to do 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 (it. 1). If there is no ECTS at the other university, the Dean determines the number of points for the courses/groups of courses done outside Wrocław University of Technology.
8. A student gains **the right to register for the next semester** if he/she has satisfied conditions included in the program of study (§ 9 it. 5) and if the total number of points, mentioned in it. 10 pt. 3, is not smaller than the number calculated from the formula:

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

where: n denotes the number of the preceding semester, dn – the allowable deficit of ECTS points after the n -th semester, specified in the plan of study (§ 9 it.7 pt. 3), and p_k – the sum of points for the courses and the groups of courses in the k -th semester of the student's plan of study.

9. In the final semester of his/her studies the student enrolls on courses/groups of courses allowing him/her to complete his/her studies in the aforesaid semester.
10. The Dean, when the period for entering in the electronic student record book course-completion and examination grades by the teachers and the examiners has passed, when the enrolment for courses/groups of courses has ended and after having made the decisions concerning the recognition of academic achievements (it. 2), not later than in the fourth week of the semester:
 - 1) approves the preceding semester grades (on the printout of the periodic student achievement card),
 - 2) checks the progress of the student with her/his studies in the preceding semester,
 - 3) determines the total number of ECTS points (for the semesters hitherto done) and the number of ECTS points gained in the particular education modules, for the credited courses and groups of courses, in accordance with the principle described in it. 5; if the total number of ECTS points is lower than the number

of ECTS points calculated from the formula given in it. 8, the Dean ascertains **no progress with studies**.

Then the Dean makes a decision on registering a student for the given semester which is noted in the JSOS and in the electronic student record book. On application from a student, the actions can be performed appropriately earlier.

11. The Dean may register a student, pursuing studies in the given form (full- time studies or part-time studies), exclusively for the next 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 his/her studies in the cases of:

- 1) transfer from/to a university, faculty, main field of study, specialization and level and form of study (§ 20),
- 2) having been admitted to the university as a result of learning outcomes confirmation (§ 21),
- 3) having been admitted to the second (next) field of study (§ 22)

is determined by the Dean. The Dean in these three cases 1)-3) may permit a student to study without registering for the semester so that the student can catch up on his/ her study.

12. In the case when a part of the programme of education has been done at a university with a study organization system different than the semestral 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 his/her studies has not gained the right to register for the next semester, as mentioned in it. 8,
- 2) has not received credit for a course/group of courses done for the fourth time or has not gained, in the mode described in § 17 it. 1, the permission for the fourth retake of the course/group of courses, which is tantamount to no progress with studies,
- 3) has not made, within the binding time limits, the required payments for educational services,
- 4) has not registered, within the time limit set by the Dean, for courses/groups of courses (§ 11 it. 1 and § 12 it. 3), so that requirements mentioned in § 11 it. 6 and 9 and § 9 it.5 has been met,
- 5) has not concluded the contract, mentioned in § 6 it. 1 pt. 12.

The Dean's decision concerning the refusal to register the student for the semester must be in writing.

14. In individual, force majeure cases, when a student hasn't satisfied the conditions required while registering for the semester (it. 8) but he/she enrolled on the proper courses/ groups of courses, which if they are credited, assures the right to register for the next semester, the Dean may register the student for the semester.

15. A student who, having filed an application to the Dean's office within one week from the date of registration a refusal, was refused registration for the semester by the Dean

may be granted study leave (§ 18 it. 1 pt. 1.c). This rule does not apply to students mentioned in § 18 it. 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 (it. 1 and 4), after registering him/her for the semester.
17. In justified cases, the Dean/ Director of the department can permit a student to do a course/ group of courses outside his/her program of study or within his/her program of study but over ECTS points limit assigned to the given education module in this program, organized by the faculty/department. Then the student may enroll on this course/ group of courses if there is any vacancy, i.e. on the last day of enrollment. The final grades earned in such a course are not taken into account when grades mentioned in § 27 it. 1-4 are determined and obtained ECTS points are not recognized against the student's programme of education (§11 it.5). If a student has not received credit for a course/group of courses, every next retake is run in accordance with general principles (§ 17), subject to the provision set out in §14 it. 16. Information about earning credit for 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 it. 1, which precede the Dean's decision on registration for the semester.

§ 12. STUDYING WITHOUT REGISTERING FOR SEMESTER

1. In the case when a student is on study leave and has no right to register (§ 11 it. 8) for the semester that follows the leave, the Dean, during this leave in the given semester, permits the student to do the chosen courses/groups of courses **without registering for the semester** so that the student can catch up on her/his study.

Whereas when a student:

- 1) begins her/his studies in the second (next) field of study,
 - 2) transfers from/to a university, faculty, main field of study, specialization, level or form of study,
 - 3) resumes her/his study after having been struck off the register of students,
 - 4) returns from a leave during which he/she studied without registering for the semester, and has no right to register for the study commencement, resumption or continuation semester, the Dean may permit the student to do the chosen courses/groups of courses without registering for the semester in order to level out the programme differences or to catch up on her/his study. The number of semesters without registering for the semester is set by the Dean.
2. Studying without registering for the semester takes place on general principles, in conformance with the actions and deadlines described in § 11, with the note "studying without registering for the semester" in the electronic student record book. In the case when in the given semester the student is on an internship within the framework of

international programmes, the Dean may permit a student to study without registering for the semester.

3. In the case when a student has obtained a permission to study without registering for the semester to do the chosen courses, he/she must perform, within the time limit set by the Dean, the actions described in § 11 it. 1. Non-enrollment on the courses/groups of courses by the set deadline is tantamount to giving up the studies.
In justified cases, the Dean may grant a permission to extend the deadline for enrolling on the courses/groups of courses.
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, he/she retakes the uncredited courses/groups of courses in the mode described in it. 2.
5. The Dean may permit a student to do, in the mode described in it. 2, additional courses chosen from the program of study.
6. For records keeping purposes the student studying without registering for the semester is assigned to the last of the preceding semesters, for which he/she was 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 do all the courses/groups of course on which he/she is enrolled.
2. The Dean refuses to admit a student to the given course/group of courses in case the student does not fulfil conditions (prerequisites) for the given course/group of courses mentioned in the program of study (§ 9 it. 4).

The Dean **may refuse** to admit a student to a given course/group of courses if:

- 1) the number of students enrolled in a class is not consistent with the faculty council's or the Wroclaw University of Technology Senate's decisions on the minimum size of class for the given kind of classes
 - 2) a student has already gained the number of ECTS points required by the program of study for the given education module (thematic block of courses) (§ 9 it. 3 pt. 1).
3. Wroclaw University of Technology students may pursue some of their studies in other universities and students of other universities may pursue some of their studies in Wroclaw University of 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 a 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 her/him, exclusively for her/his own use (not circulate them), if such a restriction has been introduced.

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 his/her disability. The scope of individualization is determined by the Dean on application from a student.
6. All classes, including lectures, for first year students at the first level are obligatory.

§ 14. CREDITING

1. Each course and each group of courses ends with **receiving a grade** (it.7) (a course **completion grade** (it.8) or an **examination grade** (§ 15), taking into account the principles described in § 7 it. 3. If the program of study provides for crediting a course or a group of courses on the basis of the grade received in an examination, the latter grade constitutes at the same time recognition of the completion of the given course or the final course in the group of courses, and so of the whole group of courses; the grade is entered once in the electronic student record book through the JSOS, as the result of the examination.
2. In the case of a student having a doctor's certificate excusing him/her from sporting classes, he/she has the duty to do a lecture or seminar course in physical education, tourism or other – indicated in the catalogue of university-wide 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 (knowledge, skill or competence tests) 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 it. 3), one should take into account the results of testing the student's knowledge, skills or competence relating to the other courses in this group.
6. **In order to ensure the confidentiality of grades**, mentioned in § 5 it. 1 pt. 7, in the case of their posting on a noticeboard or on the Internet by a person teaching the class, the posted results of the current testing of students' knowledge, skills or competence (short tests, progress tests, final tests, etc) and of crediting a course/ group of courses may contain only the student register numbers with the corresponding grades/ results.
7. The following **grading scale** is used for crediting a course/group of courses:

excellent	5,5
very good	5,0
good plus	4,5
good	4,0
satisfactory plus	3,5

satisfactory	3,0
unsatisfactory	2,0 – means failure to get credit.

Grade “excellent”- (5,5) is awarded if a student who during participating in a course /group of courses demonstrated knowledge or skills considerably exceeding the scope defined in the programme of education, to underscore this fact. For courses being non-final courses in the given group of courses (partial courses) and in the case when the given course is credited with an examination grade (it.1) the course completion grade is not entered.

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 **student’s absences** from classes may constitute the grounds for not crediting the course, subject to the provision set out in § 13 it.6. In force majeure cases, a person teaching 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 teaching the course to show his/her valid student ID card in order to be allowed to sit for them.
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 teaching 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; moreover determines how students will be informed about their grades (partial courses results), through the JSOS, the individual student electronic mail, lists with grades (results) posted in the indicated place or on the given website. In the case of the group of courses, the person teaching the final course in the group of courses specifies the principle of determining the final grade for the group of courses, with the provision set out in it. 5.
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 by the date on which the semester’s examination session commences according to the academic calendar, applying to the student, and for the courses run during the summer inter-semester break, by the date set by the Dean.
12. The person teaching the course, in consultation with the students and with the Dean’s permission, may set an additional date for crediting the course completed in the semester, in a period up to the end of this semester’s examination session. The course 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 teaching the course does not consent to set an additional date for crediting the course, the final decision concerning the setting of an additional date for crediting the course 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 his/her studies according to the academic calendar, which is mentioned in § 4 it. 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 it. 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 teaching 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 (it. 11 and 12) and giving the student possibility to have an access to his/her marked tests beforehand (§ 5 it. 1 pt. 9). The teacher is obliged to respond to complaints within the time limit mentioned in § 10 it. 3.
15. The prerequisite condition for getting credit for the “diploma dissertation” course in the last semester of studies is to receive a pass grade from the supervisor for the completed dissertation.
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 teaching the course, may secure 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, on principles other than the ones defined by the person teaching the course. The scope of individualization of course/group of courses crediting is defined by the Dean on application from the student.
19. The way and mode in which student internship is to be credited are specified by the faculty council.
20. In the case of a student not working independently during the examination of knowledge and skills, the examiner may refer the matter, via the Dean to the appropriate disciplinary student committee or peer tribunal.

§ 15. EXAMINATIONS

1. **The examination** is a form of testing students’ knowledge and skills. In the case of a group of courses, it may cover the material of the courses belonging to the 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 latter is determined by the examiner, taking into account the results of testing the student's knowledge, skills or competence relating to all the courses in this group.
5. Examinations are held during the examination session. A student, 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 ending with an examination, accepted for realization in the given semester.
7. By the end of the given semester's fourth week of classes **the examiner determines the form and mode** (written, oral, electronic or mixed) of the examination and **proposes examination dates**. The Dean sets the examination session schedule (§ 4 it. 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 her/his absence from the examination on the given date, the student retains the right to this examination date, but only after his/her promptly submitted excuse note has been accepted in the mode described in it. 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 it.7 is used in examinations. A student who has not sat for the examination on any of the dates, or was not allowed to take the examination (§ 13 it. 6) receives grade "unsatisfactory" – 2.0; in this case the examiner can write a notice in the examination board minutes "has not taken the examination". **In order to ensure the confidentiality of examination grades**, mentioned in § 5 it. 1 pt. 7, in the case of their announcement, by the examiner, the posted results may contain only the student register numbers with the corresponding grades.
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 his/her examination paper (not applicable to the oral examination). Next the examiner enters it in the JSOS, and thus in the electronic student record book, 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 has the duty to respond to complaints within the time limit mentioned in § 10 it. 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 § 13 it. 6.

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. A detailed decision on this matter is made by the Dean on application from the student.
12. A student may sit for an examination provided he/she shows his/her 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 Education (via the Dean), the Vice Rector may take the decision and to annul the examination and make it be reconducted.
14. In justified cases, on application from a 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.

§ 16. EXAMINATION BEFORE EXAMINATION BOARD

1. A 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 an 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 if need be, orders and organizes the examination before an examination board within no more than three working days from the submission of the application by the student.
2. The Dean also on his/her own initiative may order an examination before an 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 of the board and pass the information to the student not later than one working day before the date of the examination is set.
5. In the case of his/her 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 it. 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 latter 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 the present Regulations. In the case of a failure to credit a group of courses, a student does all the courses in this group for the second or third time (§ 14 it. 1). The conditions for doing the course/group of courses by the student for the fourth time are set out by the Rector.
2. 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 (next retakes) of the course/group of courses are specified by the contract mentioned in § 23 it. 1. The participation in the retake courses mentioned in § 4 it. 8 is voluntary.
3. The first retake (next retakes) of courses/group of courses uncredited by the end of the final semester of study are done in the mode described in § 12.

§ 18. LEAVE

1. The student may be granted **study leave** from Wroclaw University of Technology with the Dean's consent. The following kinds of leave are distinguished:
 - 1) **long term, granted for the whole semester:**
 - a) **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 programmes run in accordance with agreements concluded by Wroclaw University of Technology with foreign companies and universities).
 - 2) **short term**, lasting not longer than 10 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 thesis 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.
3. The Dean when granting a long term sick leave or parental leave **for the given semester** may, on written application from a student, annul the courses/groups of courses indicated by the student, which the latter undertook to do in the semester or was ex officio enrolled on, as mentioned in § 11 it. 1.

4. The student's application for Dean's leave **for the given semester or the given semester and the semester which immediately follows** it has to be in writing and it should be submitted to the Dean's office by the given semester's tenth working day.
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 it.1).
6. In individual, legitimate force majeure cases, the Dean may consider the application, mentioned in it. 4, submitted after the deadline, but not later than by the end of the given semester's fourth week of classes.
7. Having registered a student for a semester, the Dean granting the student leave annuls the registration and in the case of the realization of courses/groups of courses 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 it. 8),
 - 2) a student who has not got credit for a course done for the fourth time or has not obtained permission, in the mode described in § 17 it. 1, for the fourth retake of a course.
10. A student who has not gained the right to register for the next semester (§ 11 it. 8) and who is on Dean's leave has the duty to do the unaccomplished courses in the mode described in § 12.
11. The student's application for vocational leave has to be in writing and documents conforming to the programmes' 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 current programme of education. If programme differences exist between the programme of education previously realized by a student and the current programme of education, the Dean, as part of the transfer and recognition of credited classes, determines: the student's hitherto academic achievements, the programme differences and the mode and deadline for levelling them out.
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 the provision set out in it. 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 he/she has been granted the study leave.
17. **Short term absences from classes**, caused by objective reasons, unavoidable and unpredictable (short periods of illness, fortuitous event or exceptional occurrence) are excused directly by the teacher after the student provides satisfactory 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/and 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 off the student from the register of students** who:
 - 1) **has not taken up studies**, i.e. after matriculation, understood as placing on file, did not take the oath (by the date set by the Dean did not sign the act of oath-taking and did not submit it to the Dean's office) and consequently, on the strength of the regulation § 1 it. 4, did not acquire the student's rights;
 - 2) **has given up her/his studies**, i.e. :
 - a) submitted a written statement on giving up her/his studies to the Dean's office,
 - b) did not enroll on courses/groups of courses within the time limit set by the Dean (§ 11 it. 1 or § 12 it. 2),
 - 3) **did not submit the diploma dissertation on time** (in the mode described in § 24),
 - 4) **did not take the diploma examination** (in the mode described in § 26),
 - 5) **was given the disciplinary penalty** of expulsion from Wrocław University of Technology.

The Dean may **strike off** a student from the register of students in the case when the student:

- 6) **has made no progress** with her/his studies (as mentioned in § 11 it. 10 and 13 pt. 1, § 11 it. 13 pt. 2, § 25 it. 2),
- 7) **did not sign the contract** as mentioned in § 6 it. 1 pt. 12 within the time limit set by the Dean,
- 8) **did not pay on time the tuition fees** (§ 23),
- 9) **did not show** 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 her/his document issued abroad, confirming her/his education**, to the proper Polish Maturity

Certificate (secondary school diploma) or the higher education completion diploma.

2. The Dean's decision on striking the student off the register of students **takes effect immediately** after the prerequisites as mentioned in it.1 have appeared, **in the form of a written administrative decision** containing factual and legal justification, and the student has to be effectively served with it. The student may appeal (via the Dean) against the Dean's decision concerning this matter to the Rector within fourteen days from the receipt of the decision.
3. In order to complete the programme of education, a person struck off the given faculty's register of students may apply for resumption of his/her study at the same faculty and in the same main field, level and form of study . To this end, after at least one full semester during which the person stricken off was not registered for the semester and did not study in the mode described in § 12, the person may submit to the Dean, not later than in the inter-semester break a written application for 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.
4. **Studying after the resumption of studies** proceeds in accordance with the current programme of education. In the case of differences between the programme 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 programme differences and the date by which they are to be levelled out.
5. Studying after the resumption of studies by a student who has no right to register for the next semester (§ 11 it. 8) or who was struck off the register of studies after the final semester of study, proceeds in the mode specified in § 12 it. 1.
6. The Dean may refuse the person previously stricken off the register of students to resume studies if the person's previous course of study at the faculty does not guarantee that he/she will complete the studies by the deadline that follows from the plan of studies or when:
 - 1) 10 years in the case of the uniform MSc studies,
 - 2) 8 years in the case of the first-level studies,
 - 3) 4 years in the case of the second-level studieshave elapsed since the commencement of the studies at the given faculty and in the given main field of study, by the student.
7. The uncredited courses/groups of courses which a student had undertaken to do before he/she was 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.
8. The courses mentioned in it. 7 may be retaken three times at the most after the resumption of studies, whereas the other ones may be retaken on the general principles adopted in the present Regulations.

9. The Dean's decision concerning the resumption of studies by a student struck off the register of students takes effect in the form of a written administrative decision containing factual and legal justification, and the student has to be effectively served with it. The student may appeal (via the Dean) against the Dean's decision concerning this matter to the Rector within fourteen days from the receipt of the decision.
10. Striking off the register of students takes place also after the student's death. The Dean abandons all procedures preceding striking off the register of students, makes the decision in this matter and submits it in the student's personal file folder.

§ 20. TRANSFER FROM/TO UNIVERSITY, FACULTY AND MAIN FIELD, LEVEL AND FORM OF STUDY

1. The student may **transfer** from another university, including a foreign one, with the permission of a Dean at Wrocław University of Technology, expressed in the form of a decision.
2. **The transfer from/to a university, faculty, main field, level or form of study** takes place during inter-semester breaks on written application from a student, filed to the admitting Dean's 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. 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 he/she intends to study. The full-time study student in addition submits the statement mentioned in § 6 it. 1. pt. 11.
3. In exceptional cases, with the permission of Vice-Rector for Education, the transfer mentioned in it.2 may take place on another date.
4. The Dean giving his permission for, the transfer from/to a university, faculty and 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 programme 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. Next the Dean determines the semester from which the student will begin his/her studies after the transfer from/to university, faculty and main field, level or form of study (§ 11 it.11). The Dean may permit the student to study without registering for the semester so that the student can catch up on his/her study (§ 11 it. 8 and § 12).
5. The Dean's decision concerning the transfer from/to a university or form of study takes effect in the form of a written administrative decision containing factual and legal justification, and the student has to be effectively served with it. The Dean's decision concerning the transfer from/to a faculty and main field and level of study must be in writing. The student may appeal (via the Dean) against the Dean's decision concerning this matter to the Rector within fourteen days from the receipt of the decision.

§ 21. STUDIES AFTER CONFIRMATION THE OUTCOMES OF EDUCATION

1. The Dean ex officio recognizes courses/groups of courses to/against the academic achievements of a student admitted to university as a result of confirmation of learning outcomes, for which the outcomes have been confirmed, preserving the determined course grade and the number of ECTS points, however with no more than 50% of ECTS points assigned to the given programme of education at the particular main field of study, the form and level of study.
2. The Dean determines, for the student mentioned in it.1, the number of the semester the student begins his study from, enters in the electronic student record book the courses recognized against the academic achievements for this semester (it.1).
3. The Dean, after the accomplishment of actions mentioned in it.1 and 2, determines the individual plan of study 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, specialization and level and form of study.

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

1. A student or a graduate of the first field of study may undertake studies in her/his **second (next) field of study**.
2. **Studies in the second (next) field of study should be understood** as :
 - 1) the undertaking the first level studies after the completion or during other first level studies or the uniform MSc studies,
 - 2) the undertaking the second level studies after the completion or during other second level studies or the uniform MSc studies.

The undertaking the second level studies after the completion of the first level studies is not regarded as the undertaking the next field of study unless the student has completed and does not continue his/her study at the other second level studies or the uniform MSc studies.
3. A student or a graduate of higher education studies may undertake studies in his/her second (next) field of study in the enrolment mode.
4. A student of the second (next) field of study in the written application submitted to the Dean running the given main field of study may request for the transfer and recognition of the courses/groups of courses credited in the other fields of study (including the completed ones) against the academic achievements of the second (next) field of study (§11 it. 2). In the case of recognition of the courses/ groups of courses against the academic achievements, if they are sufficient (the number of ECTS points relevant to the credited courses/ groups of courses), the Dean may register the student for the relevant higher semester .

§ 23. TUITION FEES OR EDUCATIONAL SERVICES

1. A student, (not earlier than the decision about the admission to the university has been issued and not later than within 30 days of the beginning of classes) within a time limit set by the Dean, concludes a written contract with Wrocław University of Technology specifying the terms and conditions of tuition for studies and educational services (§ 6 it. 1 pt. 12). If the student studies in more than one main field of study, he/she signs 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 despite ones 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 giving up studies (§ 19 it. 1 pt. 7).
2. Wrocław University of Technology charges tuition fees for **provided educational services** connected with:
 - 1) the education of part-time students,
 - 2) the repetition or another retake of courses/groups of courses because of unsatisfactory progress with studies,and the University may charge for :
 - 3) conducting studies in a foreign language,
 - 4) participating in 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
3. Tuition for educational services for foreign students is governed by separate regulations.

§ 24. DIPLOMA DISSERTATION

1. The programmes of education and the plans of study for all the higher education studies run at Wrocław University of Technology include carrying out a diploma dissertation.
2. The subject “**diploma dissertation**” is an Engineer, Bachelor of Science or Master of Science diploma dissertation. It is a course, and in the case of the Master of Science diploma dissertation it may be two courses, completed in two consecutive semesters whose scope conforms to the main field of study, specialization and the level of study. **As part of this course/courses a student prepares a diploma dissertation understood as a work.**

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, on principles laid down by the Dean, 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 (ex. 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,

consistent with the specified subject, which may be supplemented with models, graphic designs, prototypes, constructions, technological specimens, computer programs or computer systems, etc., being an integral part of the diploma dissertation. The diploma dissertation may have a form of an issued paper written by the student himself/herself, project work including project and the design of a computer program or computer system, or a construction work, technological work and artistic 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.
5. The completed **diploma dissertation is subject to copyright.**
6. Before the commencement of the “diploma dissertation” course, and in justified cases also during its realization, the council of the faculty which runs the given main field of study approves supervisors and titles for diploma dissertations submitted in both Polish and English.
7. A student chooses a diploma dissertation subject, and thereby the supervisor being at the same time the teacher of 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 fixed prior to performing the actions mentioned in §11 it. 1, i.e. before registering for the semester in which the first “diploma dissertation” course is to be done.
8. A student or a person teaching the “diploma dissertation” course may, in its initial stage, file an application with the Dean for the specification or correction of the subject of the diploma dissertation being done, and also for a change of the supervisor at the initial stage of its realization. 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 latter course.
10. **The final, provided for in the program of study, “diploma dissertation” course, in the last semester of studies, is credited by the supervisor after the student has submitted the completed diploma dissertation understood as a work,** in the mode described in it. 12 and before the fixed diploma examination date. The grading scale specified in § 14 it. 7 is used to grade the diploma dissertation. The number of ECTS points assigned to the “diploma dissertation” course is specified in the program of study and in the plan of study (§ 9 it.7 pt. 1).
11. Before the last course “diploma dissertation” is credited and before the diploma dissertation understood as a work, mentioned in it.10, is submitted to the supervisor, the diploma dissertation must be checked by the anti-plagiarism program cooperating with National Repository of Written Diploma Dissertations. The supervisor, before crediting the diploma dissertation and submitting it to the Dean’s office, which is mentioned in it.12, analyzes the results from the anti-plagiarism system and decides in writing whether the diploma dissertation might undergo further procedures (in the case

when the result is unsatisfactory the decision must be justified in writing). Contentious issues are resolved by the Dean.

12. The supervisor and **the reviewer** appointed from the research, research-teaching and teaching staff specializing in the given field **give an opinion on the diploma dissertation and grade the latter** independently. In the case of different pass grades, the final grade for the diploma dissertation is determined by the Dean. In the case of different grades, when one of the grades is unsatisfactory, the Dean appoints an additional reviewer from the academic teachers holding the title of professor or the degree of associate professor (dr hab.), and considering all the reviews, determines the final grade.
13. A **reviewer** of the submitted diploma dissertation is appointed by the Dean (may take into consideration the supervisor's suggestion when deciding on the reviewer), in accordance with the principles specified in it. 12. The Dean sets the deadline 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 deadline the reviewer must submit his/her review to the Dean's office.

The reviewer, particularly, may reanalyze the report generated by anti-plagiarism system. Contentious issues are resolved by the Dean.

14. A student submits the diploma dissertation awarded a pass grade by the supervisor and by the reviewer to the Dean's office (together with the documents proving a satisfactory decision concerning the diploma dissertation examination by the anti-plagiarism system, mentioned in it.11) in accordance with a schedule fixed by the Dean. With the Dean's permission the student may submit his/her diploma dissertation ahead of the schedule.
15. In the case of a student not working independently on his/her diploma dissertation (ex. plagiarism), reported by the supervisor or reviewer of the diploma dissertation, taking into account the anti-plagiarism system reports, the Dean refers the matter to the Rector, who submits it to the appropriate disciplinary student committee, postponing the date of the diploma examination until the verdict is given by the committee.
16. **A student who has not submitted his/her diploma dissertation, understood as a work, within the time limit set in the schedule fixed by the Dean** (also in the extended time mentioned in it.17) **must be given an unsatisfactory grade for the course by the person teaching the course** (in the case of two "diploma dissertation" courses, the second of them).
17. On written application from a student, with an opinion given by the supervisor of the diploma dissertation, and submitted by the deadline of the submission of diploma dissertation 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 understood as a work, subject to the provision set out in it.18, but:
 - 1) for the student, whose final semester of study is the summer semester, the time may be extended maximum up to the day, from which there are **20 days left to the end of the academic year**.
 - 2) for the student of the final semester of the first level of study, pursuing his/her studies according to the academic calendar mentioned in § 4 it. 6 (a 10-week calendar), the time may be extended maximum up to 3 February. In

exceptional cases the permission may be given by the Vice Rector for Education, with reservation however, that the new date must be consistent with the dates of diploma examinations mentioned in § 26 it. 8 pt. 1 and § 26 it. 9 pt. 1.

18. For the student, whose the final semester is the winter semester, pursued according to the academic calendar mentioned in § 4 it. 5 (a 15-week calendar) the deadline mentioned in it. 17 is not extended.
19. 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 reapproved in the mode described in it. 6. In the other cases of retaking the “diploma dissertation” course the mode described in it. 7 applies.

§ 25. COMPLETION OF PROGRAMME OF EDUCATION

1. A course/group of courses that a student has got credit for, and the ECTS points assigned to it are recognized against the education program to be carried out, solely in the case described in § 11 it. 5.
2. For each main field of study, specialization and level and form of study it is assumed that a student **has completed the programme of education** if he/she has fulfilled all, except for the diploma examination, the education programme requirements (§ 9), in particular, if he/she has 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 programme of education in the final semester of study and by the deadline which follows from the present Regulations, is tantamount to **no progress with studies** (§ 19 it. 1 pt. 6).
3. The date of the last credit or examination assuring that a student satisfies the conditions specified in it. 2 is assumed as the education programme completion date.
4. A student may complete the programme of education in a shorter time than the nominal duration of the studies, mentioned in § 2 it. 3.

§ 26. DIPLOMA EXAMINATION

1. A **diploma examination** taken before an examination board is organized by the Dean when the student completed the programme of education (§ 25 it. 1 and 2) and submitted, by the date set (§24 it. 16-18), the diploma dissertation positively evaluated (§ 24 it. 14).

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 (it.2) are set by the Dean for the given main field of study, the level and form of studies 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 it. 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 the provision set in it 4.
4. A student or a diploma dissertation supervisor (with the student's consent) may submit, not later than 5 days before the date of the examination, to the Dean's office 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 questions, express their opinion or take part in the proceedings of the board in the closed part, i.e. the examination grading part.
6. The diploma examination is conducted after receiving the last credit specified in the programme of education, including crediting the "diploma dissertation" course, after the submission of the diploma understood as a work, in the mode described respectively in § 24 it. 14, on a date set by the Dean in conformance with deadlines described in it.8.
7. 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 his/her unexcused non-appearance for the diploma examination the student loses the given date. The Dean decides whether excuses should be accepted.
8. The diploma examination, excluding the case of the examination retake (it. 9 and 11), is conducted **not later than within six weeks** from the date of performing the last action by the student, mentioned in it.6, with reservation that:
 - 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 academic calendar mentioned in § 4 it. 6 (a ten-week calendar) – 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;
 - 2) for students for whom the final semester of studies is the winter semester, carrying out their studies according to the academic calendar mentioned in § 4 it. 5 (a fifteen-week calendar)- the diploma examination is conducted in the period from the first day after their winter examination session (and not earlier than 2 January) to 26 February,
 - 3) for students who complete their studies in the summer semester – the diploma examination is conducted not later than **till the day, from which there are 8 days left till the end of the academic year; diploma examinations are not conducted in August.**

The student mentioned in pt. 1 may submit to the Dean's office a written application , on a voluntary basis, for conducting the diploma examination on an earlier date than the one mentioned in pt. 1. Thus the Dean may organize, with the consent of the Vice-Rector for Education, 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 it. 4).

9. If a student fails to attend the diploma examination or if he/she receives the failing grade in this exam on the first date, the Dean sets another date for the diploma examination. Then the examination is conducted **not sooner than after 6 days and not later than two months from the date of the previous 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 it. 6 (a 10-week calendar) – **the latest on 20 February**;
- 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 it. 5 (a 15-week calendar)- **the latest on 7 March**,
- 3) for students who complete their studies in the summer semester, **till the end of the academic year; diploma examinations are not conducted in August**.

10. If a student does not take diploma examination on the both fixed dates, mentioned in it.7, 8 and 9, he/she is stricken off the register of students immediately (§ 19 it. 1 pt. 4). Such a person may complete his/her studies in the mode described in it.11.

11. For the purpose of taking the diploma examination by a person previously stricken off the register of students, mentioned in it.10, the Dean gives the permission to resume studies on the day fixed for the examination, 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).

Fixing the examination date is in writing and when the Dean sets the date he is not limited by provisions mentioned in it.8 and 9, with reservation that the date of the diploma examination maybe fixed two months before the previous examination date the quickest. The diploma examination is not conducted in August.

If a student does not take the diploma examination on the fixed date, he/she is stricken off the register of students (§ 19 it. 1 pt. 4).

The completion of studies by such a person is possible if the above described procedure is repeated.

12. **National Repository of Written Diploma Dissertations** keeps records, including, among others, titles of dissertations, data of authors, supervisors, and reviewers, the place where the diploma dissertation was carried out and the content. The diploma dissertation is entered into the repository, to which the supervisor of the dissertation and examination board have access, immediately after passing the diploma examination.

§ 27. GRADES FOR STUDIES, FINAL RESULT FOR STUDIES

1. In order to determine the final grade, mentioned in it. 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 pass grades received in examinations and as credit 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 realization of the program of study, i.e. the courses/groups of courses mentioned in § 11 it. 5. The average is calculated from the formula given below and rounded off to two decimal places:

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

Credited courses/groups of courses from outside the student's program of study, and also courses from his/her 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 an examination board, only the grade from this examination is taken into account.

2. Also the **grade point average from the student's academic record for the particular period** (e.g. one semester, two semesters, etc.) is calculated. Then the principles specified in it. 1 are applied, but taking into account the grades received, in the given period of studies, in examinations and as credit for the completion of the courses/groups of courses, detailed in the electronic student record book, including unsatisfactory grades. An unsatisfactory grade received for a given course/groups of courses (it. 1) is weighted with the number of ECTS points assigned to the course/group of courses, and the ECTS points corresponding to each grade taken for the calculations are taken into account in the sum of ECTS points (the formula's denominator).
3. The **final grade for the studies** is a weighted average of the grades (rounded off to two decimal places) received during studies the education programme of which provides for doing the "diploma dissertation" course:
 - a) the average grade from the student's whole academic record, mentioned in it. 1, with a weight of 0.6;
 - b) the grade for the diploma dissertation understood as a work, determined in accordance with § 23 it. 13, with a weight of 0.2;
 - c) the grade received in the diploma examination, with a weight of 0.2.

The final result for the studies is determined by the Dean or by the diploma examination board chairman authorized by the Dean.

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

the final grade for studies

up to 3.19
 from 3.20 to 3.69
 from 3.70 to 4.09
 from 4.10 to 4.53
 from 4.54 to 5.50

the final result for studies

dostateczny (satisfactory)
 dostateczny plus (satisfactory plus)
 dobry (good)
 dobry plus (good plus)
 bardzo dobry (very good)

5. For a student who has simultaneously satisfied all the conditions listed below:
 - 1) the average grade from the student's whole academic record is not lower than 4.65;

- 2) his/her diploma dissertation understood as a work has been graded as “bardzo dobry” (very good) or “celujący” (excellent);
- 3) he/she has passed the diploma examination with at least grade “bardzo dobry” (very good);
- 4) at least one of the grades mentioned in pt. 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. The date of completion of studies is the date of passing the diploma examination.
2. Upon completion of studies the student rights expire, unless the graduate has completed the first-level studies; then he/she retains the rights (excluding the right to material help (§ 5 it.4)) and the right to keeping a valid ID card until 31 October of the calendar year in which he/she completed these studies, with the provision set out in § 26 it.8.
3. Diplomas of completion of studies at Wrocław University of Technology are awarded to graduates who complete the programme of education and pass the diploma examination.

§ 29. PUPILS ATTENDANCE AT CLASSES

1. Outstandingly talented **above-junior secondary school pupils**, and in exceptional cases also **junior secondary school pupils**, may attend classes included in the course of studies at the faculties of Wrocław University of 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 his/her parents or guardians; in both cases with the school Head’s permission. The Dean enrolls students on a course/group of courses if there are any vacancies after students enrollment.
2. A pupil taking classes at Wrocław University of Technology is registered in the JSOS, has access to a periodic student electronic achievement card, attends classes and gets credit for them 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 the present Regulations.
3. The Dean may, for a particularly talented pupil, set out individual conditions regarding attendance and crediting of classes.
4. A pupil taking classes at Wrocław University of Technology should have personal accident insurance. The confirmation of insurance should be submitted to the Dean by the pupil before the classes commence.

5. A pupil who passes a course after participating in the course 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. If the pupil undertakes studies at Wroclaw University of Technology in the future, in the main field of study whose plan of study includes this course or group of courses, the student may request for the transfer and recognition of the course/group of courses credited in this way to the academic achievements.
6. Wroclaw University of Technology in exceptionally justified cases may conclude agreements specifying detailed principles of collaboration with pupils and the mode of attending classes by pupils.

§ 30. TRANSITORY AND FINAL PROVISIONS

1. Students of uniform MSc studies who began their studies before 1 October 2007, particularly after resumption and who after not completing their studies within the nominal time, may complete them in this mode, under conditions mentioned in it.2 or may transfer to appropriate first-level studies or - if the execution of the previously carried out curriculum permits - to second-level studies. A decision on this matter, in the form of an administrative decision, is taken by the Dean, and the student has to be effectively served with it. The student may appeal (via the Dean) against the Dean's decision to the Rector within fourteen days of receiving the decision.
2. Students who began their studies at Wroclaw University of Technology before 1st October 2007, particularly in uniform MSc studies, and for various reasons did not complete them in the nominal time specified by the plan of studies, can carry them out according to an individual program and plan of study by taking part in, among others, the following courses:
 - retake courses,
 - equivalent (replacement) courses with the same or similar number of hours and ECTS points,
 - courses organized for the previous studies or the first- or second-level studies.

Decisions in this regard are taken by the Dean.

3. Students who began their studies before the academic year 2012/13 may pursue them, subject to the provision set out in § 19 it.4, according to their previous curricula and plans of study, and in particular can:
 - 1) carry out an engineering project instead of a diploma dissertation if the given curriculum includes an engineering project,
 - 2) carry out neither an engineering project nor a diploma dissertation if their curriculum allows.

When the curriculum is mentioned in reference to the above students in the transitory and final provisions of present Regulations, it should be understood as the programme of education. Whenever the term "diploma dissertation" is used, regarding the students mentioned in pt. 1 it should be understood as the engineering project.

4. The final grade for studies in the case of the students mentioned in:

- 1) it. 3 pt. 1 is calculated as shown in § 27 it. 3, with reservation that the grade for the engineering project understood as a work is considered with a weight of 0.1 instead of the grade for the diploma dissertation understood as a work, and the grade for the diploma examination is assumed with a weight of 0.3;
- 2) in it.3 pt. 2 is the weighted average of the grades (rounded off to two decimal places):
 - a) the average grade from a student's whole academic record, mentioned in § 27 it. 1, with a weight of 0.75;
 - b) the grade for the diploma dissertation, with a weight of 0.25.
5. In the case of the students mentioned in it. 4 pt. 2, the grade "excellent" is awarded as the final result for the studies if the following conditions are satisfied simultaneously:
 - 1) the average grade from the student's whole academic record is not lower than 4.65,
 - 2) the grade for the diploma examination is "excellent".
6. The provision § 8 it. 6, concerning the number of ECTS points in a semester of the plan of study does not apply to the programs of study carried out by students who began their studies before the academic year 2015/16.
7. Ambiguous or doubtful cases and ones which do not directly follow the provisions of the present Regulations, in the period when the transitory provisions apply, are subject to the Dean's decisions.
8. A student may appeal (via the Dean) against the Dean's decision to the Rector. The appeal should be submitted immediately after the student has been informed about the Dean's decision. The decision of the Rector is final.

Regulations Governing Higher Education Studies at Wrocław University of Technology" come into force on 1st October 2015.