# REGULATIONS FOR DEGREE PROGRAMMES AT WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## Chapter I – General provisions

### § 1. Introduction

1. The Regulations for Degree Programmes at Wrocław University of Science and Technology, hereinafter referred to as the “Regulations”, describe the organisation of studies in all fields, levels, profiles and forms of study as well as the rights and obligations of students of Wrocław University of Science and Technology, hereinafter referred to as the “University” or “WUST”.

2. The Regulations apply to all students of the University, to students of other universities, including foreign students, pursuing part of the study programme at Wrocław University of Science and Technology, and also to academic teachers.

3. The legal basis of the Regulations constitutes the Act of 20 July 2018, the Law on Higher Education and Science (consolidated text, Journal of Laws, 2023 point 742), the Regulation of the Minister of Science and Higher Education of 27 September 2018 on degree programmes (consolidated text, Journal of Laws of 2024 point 1571) and the Statute of Wrocław University of Science and Technology.

### § 2. Glossary

The following terms used in the Regulations shall mean:

1) **graduate** – a person who graduated from the university;

2) **study cycle** – a sequence of consecutive semesters (teaching periods) with a beginning date and, resulting from the study programme assigned to it, an end date, during which successive study stages from the assigned study programme and study plan are completed;

3) **DZD** – Department of Accessibility;

4) **dean** – the dean of the faculty, a vice-dean of the faculty in which the student is studying, the head of a branch of the University;

5) **learning outcomes** – knowledge, skills and social competences acquired by a student in the learning process;

6) **examiner** – a subject coordinator or another person indicated by a respective dean or the head of the Department of Foreign Languages, authorised to validate learning outcomes;

7) **study stage** – a semester of study, the basic component unit of a study programme implemented in a teaching period, including a period during which classes are held and an examination session;

8) **academic calendar** – a document setting out the detailed organisation of the academic year;

9) **subject card** – a description of a course forming part of the study programme, specifying the course-related learning outcomes and the programme contents for ensuring the achieving of the learning outcomes within the course;

10) **field of study** – a separate part of one or several areas of education, attributed to at least one discipline, taught in a manner specified in the study programme;

11) **standardised field of study** – a field of study preparing for professions listed in Article 68, item 1 of the Act;

12) **subject coordinator** – an academic teacher conducting a course, and in the case of a group of courses – an academic teacher conducting the leading (final) course in the course group or another person appointed by a respective dean, the head of the Department of Foreign Languages, the head of the Department of Physical Education and Sport, authorised to validate learning outcomes;

13) **study plan –** a schedule of successive study stages in a given field, level, profile and form of study, which is an element of the study programme, together with the courses assigned to these stages, the number of hours and credit points, and the permitted ECTS point deficit;

14) **study programme** – learning outcomes ascribed to a given field, level, profile and form of study, and the description of the process leading to the achievement of these outcomes, including the number of ECTS points allocated to courses;

15) **course instructor** – an academic teacher or other person entrusted with the conducting of a course;

16) **subject** – a course or a group of courses specified in the study programme and study plan;

17) **ECTS points** – points defined in the European Credit Transfer System as a measure of the average student workload required to achieve the expected learning outcomes;

18) **class schedule** – a detailed schedule of classes in a given semester (teaching period), specifying in particular the place and date of classes and the name of the course instructor;

19) **programme differences** – subjects which the student is obliged to additionally complete following: transfer from another university or foreign institution, change of faculty, field or form of study, repetition of a study stage, leave from classes, resumption of studies;

20) **semester (teaching period)** – a semester of an academic year consisting of a period during which classes are held, an examination session and a semester break;

21) **student** – a person who has been admitted to study at the University, has commenced studies and has acquired student rights;

22) **student with special needs –** a student who is simultaneously a person referred to in Article 2 point 3 of the Act of 19 July 2019 on Ensuring Accessibility for Persons with Special Needs (i.e. Journal of Laws of 2022 point 2240);

23) **ICT system** – the University Study System (USOS) used at the University to support the course of study and to communicate electronically with students;

24) **course of study** – a student's course of study, consisting of study stages resulting from the study programme, any leave of absence and any retaken study stages, from the first study stage until the award of a degree;

25) **Act** – Act of 20 July 2018, Law on Higher Education and Science;

26) **faculty** – a basic organisational unit of the University being tasked mainly with education and research activity and providing studies in specific fields, levels, profile and form;

27) **enrolment (registration) on a course** – enrolment on a course in a given subject,

## § 3. Fields, levels, profiles and forms of study

1. The University offers degree programmes in particular fields, levels, profiles and forms.

2. Degree programmes are provided at the level of first-cycle studies, second-cycle studies and as long-cycle master's programmes.

3. Degree programmes may be conducted on a general academic or practical profile.

4. Degree programmes may be run as full-time or part-time programmes.

5. The University provides joint degree programmes under the conditions laid down in the Act. In the case of joint degree programmes, with the Rector's consent, deviations from the provisions of these Regulations may be made under the provisions of the cooperation agreement specifying the rules for the completion of such programmes.

6. The duration of degree programmes is determined by the study programme for a given field, level, profile and form:

1) first-cycle degree programmes are offered as:

   a) the bachelor's programme (studia licencjackie) which lasts for 6 semesters;

   b) the engineering programme (studia inżynierskie) which lasts for 7 or 8 semesters;

2) second-cycle degree programmes last for 3 or 4 semesters;

3) long-cycle master's degree programmes last from 9 to 12 semesters.

In exceptional cases, with the Rector's consent, full-time programmes may last one semester longer.

7. Part-time programmes shall not be shorter than the corresponding full-time programmes; they may last one semester longer than the corresponding full-time programmes referred to in sec. 6.

8. On completion of first-cycle degree programmes the graduate shall be awarded the professional title of licencjat (bachelor), inżynier (engineer) or inżynier architect (engineer architect).

9. On completion of second-cycle degree programmes and long-cycle master's degree programmes the graduate shall be awarded the professional title of magister (master), magister inżynier (master engineer), magister inżynier architekt (master engineer architect) or lekarz (medical doctor).

## § 4. Admission to WUST, student status

1. Admission to Wrocław University of Science and Technology shall be effected by:

1) recruitment, in accordance with the resolution of the Senate of Wrocław University of Science and Technology, hereinafter referred to as the "Senate", setting out the conditions, procedure, date of commencement and completion of recruitment, as well as the manner of its conduct;

2) confirmation of learning outcomes, in the procedure and according to the rules specified in the resolution of the Senate;

3) transfer from another domestic or foreign higher education institution, in accordance with the procedure and rules laid down in these Regulations.

2. Admission to WUST takes place after entry in the register of students.

3. Refusal of admission shall be effected by an administrative decision.

4. Commencement of studies and the acquisition of student rights occurs at the moment of taking the oath, the wording of which is provided in the Statute of Wrocław University of Science and Technology. The oath is taken within seven days from the start date of the semester in the given academic year.

5. The superior of all students is the Rector of the University, hereinafter referred to as the “Rector”. The immediate superior of students studying degree programmes run by a faculty is the dean of that faculty.

6. The document confirming the student status is a valid student ID card. The ID card is valid for no longer than until the date of graduation, the suspension of student rights or removal from the register of students; in the case of graduates of first-cycle programmes – until 31 October of the year of graduation.

### § 5. Systems of communication and electronic course-of-study administration

1. At the University, the progress of studies is documented and the course of study is managed with the use of, inter alia, an ICT system. The student receives personalised information about their grades, formal proceedings, and current status via their USOS system account.

2. In addition to the ICT system, the University provides the student with accounts being part of the tools owned by the University, including a university email account with an individual address in the domain @student.pwr.edu.pl. This account is used for electronic communication with students, including for sending them information regarding their course of study.

3. The University understands any information sent to these accounts as received by the student, who is their authorised user. If the identity of the message sender does not need to be verified, the University may also understand that messages sent and matters submitted from these accounts have been sent and submitted by the student who is their authorised user.

## Chapter II – Student rights and obligations

### § 6. Student rights

1. A student of WUST has the right to:

1) acquire knowledge, skills and social competences, as well as to develop their interests related to science, languages, cultures, tourism, sport and others in accordance with the rules binding at the University;

2) have their ECTS points transferred and recognized;

3) pursue an individual study plan;

4) excuse absences from classes;

5) obtain a leave of absence from classes, as well as a leave of absence from classes with the possibility to proceed to the validation of the acquired learning outcomes specified in the study programme;

6) change the major field of study;

7) transfer to full-time or part-time studies;

8) take an examination before an examination board with the participation of an observer designated by the student;

9) retake certain classes due to unsatisfactory learning outcomes under the conditions specified in the Regulations;

10) become a member of the University's student organisations and to take an active part in the social, cultural, sports and academic life of the University;

11) participate in the election of the academic authorities of the University;

12) elect and be elected to the collegiate bodies of the University and to the bodies of the Students' Union (active and passive voting rights), in accordance with separate regulations;

13) obtain student aid benefits and accommodation in a dormitory – according to the rules laid down in separate regulations;

14) the protection of their personal data, in particular data concerning their material status and grades;

15) access their graded papers – tests, laboratory reports, projects, control papers, and exam papers on the date specified by the class instructor, not earlier than on the day following the notification about the grade;

16) training on student rights and obligations, conducted by the Students' Union in cooperation with the Students' Parliament of the Republic of Poland;

17) benefit from discounts in accordance with separate regulations;

18) have classes in classrooms that provide suitable conditions for class activities, including compliance with health and safety regulations;

19) benefit from psychological support provided by the University;

additionally, the student may:

20) receive awards and distinctions;

21) apply for student loans in accordance with separate regulations;

22) express their opinion in the student opinion survey system about classes conducted at the University.

2. During the period of leave of absence (§ 27), students retain their student rights, the scope of which may be restricted by separate regulations.

3. Student rights expire on the date of graduation or student removal from the register of students, with the proviso that the student who has completed a first-cycle programme retains student rights until 31 October of the year in which the student graduated, with the exception of the right to benefits referred to in Article 86 sec. 1, points 1-4 of the Act.

4. The Students' Union is the exclusive representative of all students.

## § 7. Student responsibilities

1. The student of the University is obliged to adhere to the oath, the Regulations, the Student Code of Ethics, and the provisions specified by the Rector's internal regulations and the orders of the dean of the relevant faculty, and furthermore, the student is required to:

1) enrol (register) on a course in accordance with the study plan of the course cycle to which the student is currently assigned;

2) attend classes, participate in organisational meetings and do health and safety training;

3) complete courses, internships and other requirements as set out in the study programme;

4) respond appropriately to correspondence concerning studies;

5) pay tuition fees on pain of consequences referred to in § 33 sec. 2 point 3;

6) discharge on time all obligations to the University incurred during the course of study, including:

   a) return borrowed books to libraries;

   b) return borrowed equipment;

7) inform the dean immediately of any change of personal data, including the correspondence address;

8) properly protect and keep confidential the data necessary for logging on to IT systems and services provided by the University;

9) protect personal data, comply with the University's personal data protection rules and refrain from using personal data provided by the University contrary to the intended use or purpose;

10) timely perform scheduled medical tests and vaccinations required under separate regulations.

2. A student of a given faculty is obliged to familiarise themselves with orders, instructions and information published on the websites of the faculty and the University, on the websites of the departments subordinate to the Vice-Rector for student affairs, as well as with information addressed to the student, sent to their address via the University's e-mail system or via the ICT system.

3. For breaching the regulations in force at the University and for misconduct contrary to the dignity of the student, the student shall be liable to disciplinary action before the disciplinary commission in accordance with the rules laid down in the Act.

### § 8. Students with special needs, standards for the protection of minors

1. The University ensures proper conditions for students with special needs to participate in the educational process.

2. Students referred to in sec. 1 may, in matters not covered by the Regulations, apply for adaptation of the organisation and delivery of the educational process, including the conditions of the course of study, to their needs. Detailed conditions for adapting the educational process to the needs of students referred to in sec. 1 shall be laid down in separate regulations of the University.

3. The University follows standards for the protection of minors, as specified in separate regulations.

## Chapter III – Organisation of studies

### § 9. Study programme, study plan, study cycle and study stages

1. Education in a given field, level, profile and form of study shall be provided in accordance with the study programme which defines the learning outcomes, as well as the process leading to the

achievement of the learning outcomes, including the number of ECTS points allocated to the courses.

2. The study plan, which is a component of the study programme and refers in particular to the process leading to the achievement of learning outcomes, shall specify in particular:

1) the subjects taken at successive study stages, together with the number of hours and credit points;

2) the ECTS credit deficit allowed after a study stage.

3. The study plan enables the student to complete their studies on time and to fulfil all the requirements of the study programme; it is the basis for drawing up semester schedules announced by the dean.

4. The programme of study shall be univocally assigned to a particular study cycle.

5. The study cycle shall commence on the first day of the teaching period in which the first study stage is entered. The length of the study cycle is determined by the study programme in accordance with § 3 sec. 6.

6. The study cycle shall be numbered by the academic year in which the first study stage is entered.

7. A student admitted to the University in a particular field, level, profile and form of study is at the same time assigned to a particular cycle of study. This assignment is made in the ICT system.

8. The student shall meet the rules on enrolment (registration) in classes, as well as realisation and completion of study stages in accordance with the study programme and plan applicable to the study cycle to which the student is currently assigned.

9. During the course of study, it is permissible to change the student's teaching cycle in cases referred to in § 27 sec. 16. and § 28 sec. 1.

## § 10. ECTS points

1. All courses included in the study programme for a given field of study, level, profile and form of study are allocated ECTS points.

2. The ECTS points are allocated if the student earned credit for a given course; they are not related to the value of the passing grade.

3. The number of ECTS points allocated to a course in the study programme is a measure of the average student workload necessary to achieve learning outcomes, which includes both the student work during classes organised by Wrocław University of Science and Technology, the course credit test and examinations, as well as their individual work. One ECTS credit point corresponds to 25-30 hours of student work.

4. The number of ECTS points allocated to a course is an integer.

## § 11. Organisation of the academic year

1. The academic year shall run from 1 October to 30 September of the following calendar year.

2. The academic calendar is established by the Rector after consultation with the Students' Union and the Doctoral Students' Union.

3. The Rector shall publish the academic calendar no later than 31 May of the previous academic year.

4. In justified cases resulting from the academic calendar, the dean may organise a part-time study session before the beginning of the academic year referred to in sec. 1.

5. The academic year is divided into two semesters (teaching periods): winter semester and summer semester.

6. The semester (teaching period) includes:

1) the period of conducting classes;

2) examination session, either winter or summer, as appropriate;

3) the semester break, either winter or summer, as appropriate.

7. In full-time programmes, courses are taught over a 15-week semester, which is construed as a teaching period (a 15-week-calendar of classes).

8. The initial ten weeks of the winter semester, construed as a teaching period (the 10-week calendar of classes), shall be allocated on a course at the University during the final stage of the full-time first-cycle degree programme and, at the request of the dean and upon the consent of the Rector, also of the part-time first-cycle degree programme. The remaining period of the semester is then allocated for the submission of the diploma thesis, for the examination session, and for the diploma examination, subject to § 37 sec. 7 and sec. 8.

9. Classes are held according to schedules set by the dean and are made available in the ICT system.

10. Classes in full-time programmes shall be taught separately from those on part-time programmes.

11. Classes in full-time programmes shall be held from Monday to Friday, subject to section 14.

12. As a rule, classes in part-time programmes shall be held on Saturdays and Sundays sessions, excluding public holidays, for no more than 30 days per semester (teaching period).

13. Classes and consultations are held from 7.30 a.m. to 8.35 p.m. In justified cases, the dean may decide to hold classes at times other than those indicated.

14. Field activities may be held on Saturdays and Sundays. Internships may also take place on Saturdays, Sundays or during semester breaks.

15. The dean may give consent for the organisation of additional classes if requested by students, e.g. as retake courses. These classes may take place on Saturdays, Sundays or during the summer semester break. Detailed conditions for organising such classes shall be set by the dean.

16. The examination session for full-time programmes lasts for 13 working days (from Monday to Friday). The examination session for part-time programmes lasts for 16 consecutive days (including 2 or 3 Saturdays).

17. By the end of the sixth week of classes in a semester (teaching period), the dean, based on proposals from examiners, shall publish a schedule of examination sessions for a given field, level, profile, and form of study, taking into account the provisions of § 18 sec. 3.

18. The winter semester break starts after the end of the winter examination session and lasts for at least 4 working days.

19. The summer examination session shall end no later than on 15 July.

## § 12. Tuition for educational services

1. The University charges tuition fees for the following educational services:

1) part-time programmes;

2) retake courses due to unsatisfactory academic performance;

additionally, the University may charge fees for:

3) degree programmes in a foreign language;

4) courses not included in the study programme;

5) education of foreigners at full-time studies conducted in Polish.

2. The rules, including the amount of fees and time limits for charging fees for educational services and other fees referred to in Article 79 of the Act, as well as the conditions and procedure for exemption from such fees, are specified in separate regulations.

3. The University shall charge fees for the issue of documents specified in separate regulations, and also for the use of student dormitories and student canteens.

# Chapter IV – Realisation of subjects

## § 13. Subjects and courses

1. Subjects are courses or a group of courses defined in the study programme and the study plan under a common name with an assigned number of credits and specified learning outcomes, delivered in one semester (teaching period) and jointly assessed.

2. The courses within a subject, in accordance with the subject card, may have the form of: lectures, exercises (including language classes, sports classes, field activities, simulated activities, bedside teaching), laboratory classes, project classes, seminars, diploma theses or internships.

3. Within a subject which is part of a group of courses, the leading (final) course is specified in the subject card.

4. The course instructor is the subject coordinator. In the case of a group of classes, the subject coordinator, or another person appointed by the dean, shall be the course instructor of the leading (final) course.

5. The courses may also be conducted in foreign languages, within the scope and under the conditions specified in the study programme. Didactic materials provided to students for self-study, task lists, problem sets, etc., shall be prepared in the same language in which the given subject is taught. Preparation of e.g. papers, credited assignments, and in particular the diploma thesis may require reference to literature presented in a language other than the language of the course.

6. In accordance with the study programme, courses may be conducted remotely: synchronously or asynchronously. Remote synchronous courses are run with the use of methods and techniques of distance education with direct participation of the course instructor, i.e. run in real time (including real-time communication) with participants being able to communicate during the classes. Remote asynchronous courses are run with the use of methods and techniques of distance education without the direct participation of the course instructor.

7. The University shall publish a catalogue of general and fundamental subjects in the University's ICT system one month before the start of each academic year.

## § 14. Enrolment (registration) on courses

1. A student is obliged to enrol (register) on courses in accordance with § 9 sec. 8. Enrolment on courses takes place via the ICT system.

2. Enrolment (registration) on courses takes place in accordance with the schedule set by the dean (faculty enrolment) and the Rector (university-wide enrolment). In justified cases, the dean may grant consent to extend the time limits for enrolment.

3. The dean may refrain from setting the schedule for enrolment (registration) on courses as specified in sec. 2 for students at a given stage, field, level, profile, and form of study, e.g., for students beginning their degree programme at the first stage. In such cases, enrolment is carried out by way of the dean's administrative decision (administrative enrolment on a course) before the beginning of classes.

4. Failure by a student to enrol on a course within the specified time limit is construed as failure to take a course (stipulated in the study programme and study plan) and participate in classes, which may be further interpreted as failure to take up studies and lead to the removal from the register of students, in accordance with § 33 sec. 1 point 1 and sec. 3 point 1, letter a or letter b.

5. At the final study stage, the student is obliged to enrol (register) on courses that allow the student to complete the degree programme in that teaching period. Failure to meet this requirement (incomplete enrolment at the final study stage) is construed as failure to take a course (stipulated in the study programme and study plan) and participate in classes (§ 33 sec. 1 point 1 and sec. 3 point 1, letter c).

6. A student may enrol (register) on a course from among the courses organised by the student's faculty or, with the consent of the dean, by another organisational unit of Wrocław University of Science and Technology or another university (including foreign universities) if the courses are included in the study programme.

7. Following the so-called "in advance" procedure, the student may enrol (register) on a course being part of a subject organised by the Foreign Languages Department or the Department of Physical Education and Sport, on condition that they are included in the ECTS credit limit for a given block of courses of this programme (the limit of hours for sports courses). Courses taken in advance are recognized in the academic achievements in accordance with the study programme, but the grades shall not be taken into account when settling the study stage and determining the grade point average – in accordance with § 26 sec. 10.

8. A student with a disability, a pregnant student, and a student who is a parent have priority in enrolment (registration) on courses referred to in sec. 1, 2 and 3.

9. In exceptional cases, particularly in the case of students with disabilities, the dean, at the student's request, may amend the list of courses on which the student is enrolled (sec. 1 and 6).

10. The dean will refuse to admit a student to a subject if the student does not meet the conditions of or limitations on the participation in classes resulting from the course order required in the study program (prerequisites).

11. The dean may refuse to admit a student to a subject if:

1) the number of students enrolled on a course is lower than the minimum group size for that form of study;

2) the student has already obtained the required number of ECTS points for a given block of courses specified in the study programme (in the case of sports courses the student has obtained the required number of hours);

3) the student has not done the compulsory health and safety training. Refusal of admission may particularly concern laboratory classes, classes in workshops or classes in specialist studios (§ 7 sec. 1 point 2);

4) the student has not timely performed scheduled medical tests or vaccinations required under separate regulations.

## § 15. Transfer and recognition of subjects

1. At the student's request, the student's previous academic achievements (subjects already credited) may be transferred and recognised as part of the new programme of study, to the study stage to which the student will be assigned. The schedule and the rules for transferring and recognising subjects is set by the dean.

2. Previous academic achievements are recognised in particular when changing the faculty, field, profile or form of study, as well as upon the resumption of studies or admission to degree programmes in formats referred to in § 4 sec. 1 point 3. Previous academic achievements are also recognised upon admission to degree programmes in formats referred to in § 4 sec. 1 point 1.

3. The student's academic achievements are recognised by the dean by crediting the ECTS points for the transferred/recognised subjects. Students who transfer subjects passed at Wrocław University of Science and Technology or another higher education institution, including foreign institutions, shall be credited with the number of ECTS points for these courses as specified in the study programme for the teaching period to which the student will be assigned. The transfer of these subjects is conditional on the convergence of the acquired learning outcomes.

4. The academic achievement record of a student admitted to a degree programme through the recognition of learning outcomes (§ 32) includes each course for which all learning outcomes have been confirmed.

5. In the case of a subject that has been credited as an equivalent subject to the student's academic achievements in accordance with the procedure laid down in sec. 3, the dean will cancel any new enrolment (registration) for that subject by way of an administrative decision.

6. A student of fields other than standardised fields of study may apply to the dean for the validation of their learning outcomes as part of the study programme for the study cycle to which the student is assigned; the learning outcomes may be the result of:

6) participation in a research and development or implementation works;

7) courses organised by partners from the socio-economic environment of the University under agreements concluded with the University and conducted at the University's premises;

8) a microprogramme confirmed by microcredentials;

9) a research camp;

10) works in University research clubs.

7. The application referred to in sec. 6 should document the achievement of the learning outcomes convergent with the learning outcomes for the study programme followed by the student. The date and procedure for submitting the application are defined by the dean.

8. The application referred to in sec. 6 and 7 should be submitted with an opinion from the academic teacher indicated by the dean. The opinion should include: an evaluation of the completeness and reliability of the documents confirming the achievement of the learning outcomes by the student; an evaluation of the correctness of the student-estimated workload related to achieving the learning

outcomes and the proposed grade. If the application is accepted, the dean credits the subject or courses from a group of courses corresponding to the achieved learning outcomes, allocates the number of ECTS points and gives the grade. At the same time, the dean may exempt the student from participating in the course or group of courses.

9. Students of Wrocław University of Science and Technology may pursue part of their studies at other universities, including foreign universities, and students of other universities may pursue part of their studies at Wrocław University of Science and Technology under the terms and conditions of bilateral or multilateral agreements concluded by their universities.

10. If a student intends to complete selected courses at another institution where an ECTS credit system has been introduced, the values of these credits are taken into account when enrolling on a course. If no ECTS credit system is used at another university, the number of ECTS points for courses taken outside Wrocław University of Science and Technology is determined by the dean.

## § 16. Taking courses

1. The student has the obligation to take all the courses on which they are enrolled. In particular, the student is obliged to attend classes in accordance with the rules referred to in sec. 7.

2. All classes are obligatory for students of standardised programmes at every stage of their studies, as well as for students in the first stage of full-time first-cycle programmes in other fields. Classes are also obligatory (for all University students) if a student has exhausted the permissible absence limit for passing the subject, as mentioned in sec. 4 point 2.

3. The classes of a given subject shall be conducted in accordance with the subject card.

4. The course instructor shall, during the first class of the semester (teaching period), inform the students about:

1) 1) detailed rules for passing the course;

2) rules on attendance, including the limit of allowed absences from classes (does not apply to the standardised courses and classes in the first stage of full-time first-cycle studies), the procedure for excusing absences, and the method for making up for the absences, subject to the rules laid down in sec. 9;

3) the forms, manner and rules for the validation of learning outcomes, including possible conditions for admission to examinations;

4) the rules for communicating grades established by the subject coordinator;

5) the planned days and hours of consultations, providing the final days and hours in the ICT system no later than by the end of the second week of classes.

5. The information listed in sec. 4 points 1-4 is communicated by the course instructor to the course group by e-mail sent via the ICT USOS system no later than by the end of the second week of classes of a given semester (teaching period).

6. The student enrolled (registered) on a course, regardless of the form in which it is conducted, is obliged to:

1) fulfil the requirements of the course instructor, specified in the subject card and presented by the instructor during the first class of the semester (teaching period) in accordance with sec. 4;

2) regularly read the communications and messages disseminated in the manner adopted at the University by the electronic media (the University's and faculties' websites, the ICT system, the University's e-mail system) and respond appropriately to these messages;

3) retain for their exclusive use (refrain from disseminating) the educational materials made available to them, unless agreed otherwise.

7. Obtaining the credit for a subject in a given study stage shall not be a prerequisite for obtaining a positive final grade in another subject in the same study stage.

8. A student's absences in excess of the limit of allowed absences referred to in sec. 4 point 2, subject to sec. 9, may constitute grounds for failing a course.

9. Short-term student absences from classes due to objective, unavoidable or unforeseeable sudden reasons, including short-term periods of illness or random events, shall be excused by the student directly with the course instructor, giving reasons for the absence in writing and submitting the necessary documentation.

10. It is the student's responsibility to make up for missed classes resulting from a short-term absence (sec. 9), following instructions given by the course instructor.

11. A student with a disability or with special needs has the right to participate in classes in a different form than other students if it is necessary due to their special needs. The instructions for class completion are specified by the course instructor at the student's request which is submitted no later than by the end of the fourth week of classes or immediately after the reason has arisen. In justified cases, DZD may, at the student's request, issue an opinion regarding a need to ensure accessibility, or needs resulting from disabilities.

12. A student with a medical exemption from sports activities is required to take an alternate course offered by the Department of Physical Education and Sport, as published on the website of the Department and in the regulations governing the university-wide enrolment procedure. The replacement courses are assigned the same number of hours as sports courses. In exceptional cases, at the student's request, the head of the Department of Physical Education and Sport may exempt the student from obligatory physical education classes, no later than by the end of the organised classes in the semester. In such a case, the head of the Department of Physical Education and Sport informs the dean of this fact.

13. Confirmed absence from obligatory classes in at least three subjects during the first three weeks of the semester (applies to full-time students)or during the first two sessions of the semester (applies to part-time students),may constitute grounds for the removal of the student from the register of students, in accordance with § 33 sec. 2 point 1. Failure to attend compulsory courses is confirmed after receiving written information from the course instructors.

14. In justified cases, with the prior consent of the instructor, the student may obtain consent from the dean/director of a department to complete the course in an agreed manner (e.g. without attending classes).

15. A student in the final stage of the first-cycle programme who is studying according to a 10-week schedule and who intends to complete courses which are intended for students studying according to a 15-week schedule may be given consent by the dean to complete the course according to the 15-week schedule.

## § 17. Crediting a course

1. Courses are credited by way of validation of the learning outcomes, specified in the study programme for a given course, achieved by the student during all the classes within the course.

2. The validation of learning outcomes may include examinations, tests, assignments, projects or oral answers.

3. The course is credited when the student receives a final grade based on the course credit test or examination in accordance with the study programme.

4. In the case of a group of courses, the final grade is awarded after taking into account the results of the validation of learning outcomes from all the courses in the group.

5. The validation of learning outcomes shall take place in the same language in which, in accordance with the study programme, the course was run. The dean may grant consent to ignore this rule, at the student's request and with the consent of the course instructor.

6. The final grade for a subject for which the study programme does not stipulate an examination, i.e. ending with a pass, is awarded on the basis of the results of the validation of learning outcomes achieved during the classes.

7. A student has the right to take part in the validation of learning outcomes twice, subject to the rules laid down in § 16 sec. 4 point 3, and is required to obtain course credits for the subjects referred to in sec. 6 by the start of the examination session of a given semester (teaching period), with the second date of the validation of learning outcomes being set at least five days after the first date, subject to sec. 8.

8. In consultation with students, the course instructor may set a second date for obtaining the course credit referred to in sec. 7 no later than by the end of the examination session of a given semester (teaching period) – this regulation does not apply to groups of courses for which the study programme stipulates an examination as a method for the validation of the learning outcomes. A course credited during this period shall be considered to have been credited on time.

9. A student may, on a voluntary basis, in consultation with the subject coordinator and with the consent of the dean, take part in the subject crediting procedures at an earlier date than scheduled.

10. A student who has not taken part in the subject crediting procedure on any of the dates or has not been allowed to take part in the subject crediting procedure under the rules referred to in § 16 sec. 4 point 2, shall receive a "failing" grade (2.0).

11. In the case when a student is absent on the date specified for the validation of the learning outcomes, the student retains the right to take part in the subject crediting procedure only on the condition that the student submits an excuse as soon as possible and the subject coordinator accepts the excuse. The absence may only be excused by an illness or a significant unpredictable event.

12. If the validation date is reset, the subject coordinator shall, in accordance with sec. 11, allow the student to take part in the subject crediting procedure at the earliest possible date, but not earlier than the day following notification to the student. The validation of the learning outcomes may take place on the day of notification to the student only with the student's consent.

13. In justified cases, at the request of the student and with the knowledge of the subject coordinator, the dean may give consent for the student to validate the learning outcomes after the set date. In these cases, the dean may also give consent for the student to cancel their enrolment on a course and indicate another date for taking the course in accordance with the rules laid down in § 16 sec. 14.

14. In exceptional and justifiable cases, at the request of students or the course instructor, the dean of a faculty or the head of a department, respectively, may decide to invalidate a subject-crediting process and order it to be repeated.

15. In justified cases, if the course instructor does not agree to set a date for obtaining the subject credit referred to in sec. 8 within the initial seven days of the examination session, the final decision on an additional date for obtaining the credit shall be made by the dean or the head of a department, respectively, at the student's request which is submitted no later than by the tenth day of the session.

16. The rules for obtaining the course credit for the final course “diploma thesis” are laid down in § 35, sec. 19 and 20.

17. The rules for completing internships are laid down in the study programme.

18. During the validation of learning outcomes the student is obliged to present a valid student ID card or other document confirming identity when summoned.

19. The student is obliged to comply with the rules referred to in § 16 sec. 4, point 3, applicable during the validation of learning outcomes.

20. If a student’s work is found not to be independent during the validation of learning outcomes, the course leader may refer the matter, through the dean or the director of a department, to the students’ disciplinary commission.

21. A student with a disability or with special needs has a right to the validation of learning outcomes on an individual basis, depending on the type and scope of disabilities or the character of special needs. The student shall submit a request directly to the course instructor no later than by the end of the fourth week of classes or immediately after the reason has arisen. The scope of individualisation is specified by the course instructor. At the student’s request, DZD may issue an opinion on a need to individualize the validation of learning outcomes regarding the need to ensure accessibility or needs resulting from disabilities.

22. In justified cases, examinations and course credit tests may be held outside the University or a branch of the University, using electronic means of communication that ensure control and registration of the examinations and real-time communication between the participants. The rules for the validation of learning outcomes using electronic means of communication are laid down in separate regulations.

23. The dean or director of a department shall resolve any disputes concerning crediting a course.

## § 18. Examinations

1. Examinations shall be held within the examination session.

2. The examination is conducted by the examiner who is the subject coordinator, or another person appointed by the dean.

3. The examiner proposes examination dates by the end of the fourth week of classes in a given semester (teaching period), with the second examination date being set at least five days after the first date.

4. A student has the right to take the examination twice, subject to the requirements for taking the examination referred to in § 16 sec. 4 point 3.

5. A student with a disability or with special needs has a right to take the examination on an individual basis, depending on the type and scope of disabilities or the character of special needs. The student shall submit a request directly to the course instructor no later than by the end of the fourth week of classes or immediately after the reason has arisen. The scope of individualisation is specified by the course instructor. At the student’s request, DZD may issue an opinion on a need to individualize the taking of the exam regarding the need to ensure accessibility or needs resulting from disabilities.

6. A student may, on a voluntary basis, in consultation with the examiner and with the consent of the dean or the head of a department, respectively, take the examination at an earlier date than scheduled.

7. A student who has not taken the examination on any of the dates or has not been admitted to the examination under the rules referred to in § 16 sec. 4 point 3, shall receive a “failing” grade (2.0).

8. In the case of a student’s absence from an examination on the specified date, the student retains the right to take the examination only on the condition that the student submits an excuse as soon as possible and the examiner accepts the excuse. The absence from an examination may only be excused by an illness or a significant unpredictable event.

9. If the examination date is reset, the examiner shall allow the student to take the examination at the earliest possible date, but not earlier than the day following notification to the student. The examination may take place on the day of notification to the student only with the student’s consent.

10. In justified cases, at the request of the student and with the knowledge of the examiner, the dean or the head of a department, respectively, may give consent for the student to take the examination after the set date. In these cases, the dean or the head of a department, respectively, may also give consent for the student to cancel their enrolment on a course and indicate another date for taking the course in accordance with the rules laid down in § 16 sec. 14.

11. In exceptional and justifiable cases, at the request of students or the examiner, the dean of a faculty or the head of a department, respectively, may decide to invalidate an exam and order it to be repeated.

## § 19. Grading scale

1. The following grading scale is used at the University.

| Grade in words | Grade | Acquisition of knowledge and skills, in % |
|---|---|---|
| bardzo dobry | 5,0 | 90-100% |
| dobry plus | 4,5 | 80-89 % |
| dobry | 4,0 | 70-79 % |
| dostateczny plus | 3,5 | 60-69 % |
| dostateczny | 3,0 | 50-59 % |
| niedostateczny | 2,0 | 0-49 % |

very good - 5,0
good plus - 4,5
good - 4,0
satisfactory plus - 3,5
satisfactory -3,0
unsatisfactory/failing -2,0

2. The final grade “unsatisfactory/failing” (2.0) is equivalent to the failure of passing the course.

## § 20. Awarding grades

1. The course instructor shall make the results of the assessment of learning outcomes available to students immediately after the assessment and shall allow students, at their request, to inspect their assessed work. If the result requires that the student should undergo further validation of learning outcomes, the course instructor is obliged to make the results of the assessment available to the student and to allow inspection of the assessed work no later than 3 days before the date of the next validation.

2. The University shall ensure the confidentiality of the grades obtained by students, in accordance with § 6 sec. 1 point 14.

3. The course instructor shall allow the student to inspect their assessed work on the date indicated by the course instructor, subject to sec. 1.

4. The course instructor is obliged to keep the assignments written during the validation of learning outcomes for at least one year from the end of the semester (teaching period) in which the course took place.

5. The subject coordinator is obliged to award and enter the final grades for a given subject in the ICT system within 3 working days after the last date of the validation of learning outcomes, but no later than on the first working day after the end of the examination session.

6. In the event of exceeding the permissible absence limit referred to in § 16 sec. 4 point 2, or of the student's absence on both examination dates, the course coordinator gives the final "failing" grade.

7. After the grade has been entered in the ICT system, the student may, within two working days of the grade publication date, submit a complaint to the subject coordinator via the University e-mail. The subject coordinator corrects the grade within two working days of the complaint. The dean may, in justifiable cases, extend these time limits. Any disputes are resolved by the dean.

8. In exceptional situations, at the justified request of the subject coordinator, the dean, after informing the student, may give consent to change the grade, but no later than by the end of the semester in which the course was conducted.

## § 21. Board examination

1. A student may submit, no later than on the third working day following the date on which the examination results are communicated by the examiner, an application for an examination to be retaken before the examination board. In the application, the student shall state why the grade is challenged in terms of the manner, conditions, scope, or form in which the examination was conducted. The dean, after potentially obtaining an opinion from the examiner, may order a board examination. In the case when the application is accepted, the dean organises a board examination within a period not exceeding three working days following the submission of the application by the student.

2. The board examination may also be ordered by the dean on the dean's own initiative, for selected or all examination participants, in special cases and when there are justified doubts concerning the correctness of the examination procedure.

3. The examination board shall consist of three persons: the dean or vice-dean who chairs the examination and two academic teachers who are specialists in the subject or skills covered by the examination, and who are appointed by the dean. Students have the right to designate an additional person to participate in the examination as an observer. The previous examiner, with the consent of the dean, may participate in the board examination only as an observer.

4. The board examination may be conducted in written, oral or mixed form, regardless of the form of the previous examination. The form of the examination shall be determined by the chair of the examination and communicated to the student no later than one working day before the date set for the board examination.

5. In the case of an excused absence of the student at the board examination, the date of the examination is reset, analogous to the procedure described in § 18 sec. 8.

6. The grade from the board examination shall be entered immediately into the ICT system by the dean and shall replace the grade originally entered, even if it has not changed.

7. The minutes of the board examination are kept in the student's files for at least one year after the end of the semester (teaching period) in which the course was conducted.

## § 22. Retake courses

1. In the event of failing a course, the student shall be obliged to retake it, subject to sec. 4.

2. Retaking a course requires attending all the classes in that subject again, subject to § 16 sec.14.

3. A failed course should be retaken in the next teaching period in which the course is offered.

4. A failed course that is not offered in subsequent teaching periods may be replaced by another subject indicated by the dean or completed in accordance with the procedures outlined in § 16 sec. 14.

5. The student is allowed to retake a course for a second or third time under the general rules laid down in these Regulations. If the student fails a course, the student shall attend all classes for a second or third time (§ 13 sec. 1), subject to § 14 sec. 9. In exceptional cases, the Rector or a person authorised by the Rector may give consent – at the student's request which is submitted within the period set by the dean's schedule and no later than the end of the semester break – for a fourth or subsequent retake of the course.

6. The courses that are not credited till the end of the final study stage, in particular the "diploma thesis" course, shall be retaken either during the dean's leave, or under the procedure referred to in § 28 sec. 2 point 2 and point 4.

7. Participation in the course retaken in accordance with § 11 sec. 15 is voluntary.

## § 23. Internships

1. Unless otherwise stipulated in the study programme, students are required to complete an internship (work placement).

2. The number of hours, rules and form of internships and the number of ECTS points allocated to internships are specified in the study programme. Internships are graded using the grading scale specified in § 19 sec. 1.

3. The rules for the organisation of internships are laid down in separate regulations.

4. The credit for the internship is conditional on the completion of the internship programme and the achievement of learning outcomes specified in the study programme.

5. The internships are credited by the course coordinator.

6. Upon a justified application of the student, the dean may credit the internship referred to in sec. 2 without the obligation to take it.

7. The student's application referred to in sec. 6 should be supported in particular by:

1) activities performed by the student in particular as part of their employment, apprenticeship or voluntary work, if such activities allowed the achievement of learning outcomes specified in the study programme for the internship;

2) the student's participation in a research and study camp, if the topic of the camp coincides with the subject of the internship;

3) an internship book confirming the completion of an internship and the achievement of the learning outcomes in a medical institution in which the student has taken the internship, or an internship book confirming the completion of the internship programme.

8. When crediting the internship without the obligation to take it, the dean confirms that learning outcomes assigned to the internship in the study programme have been achieved.

### § 24. Completion of courses not included in the study programme

1. The student may, with the consent of the appropriate dean or director of a department, take courses that are either not included in the study programme or exceed the limit of ECTS points (the limit of hours in the case of sports courses) specified in the programme for a given block of courses organized by the faculty/department. In this case, the student may enrol (register) on a course if there are free places, i.e. on the last enrolment date.

2. Courses that are not included in the study programme shall be understood as those which are not covered by the study programme in the teaching period, which the student is obliged to complete in order to graduate.

3. The dean or director of a department may refuse a student's participation in courses referred to in sec. 1 due to the conditions of participation in given courses or the size of course groups.

4. The courses completed in accordance with sec. 1 shall be recorded in the student's course-of-study documentation, but the grades shall not be taken into account when closing the study stage and determining the grade point average. The completion of such courses shall be included in the diploma supplement as an additional achievement.

5. In the event of failure to receive credit for the course referred to in sec. 1, the student retakes the course in accordance with the general rules, subject to § 22 sec. 4.

## Chapter V – Realisation of studies

### § 25. Closing a study stage

1. The basic unit (basic period) for the study programme is a study stage tantamount to one semester (teaching period).

2. Successive study stages shall be closed in accordance with the study plan within the study programme in a given field, level, profile and form of study for the student's teaching cycle.

3. A study stage is closed on the basis of the data entered into the ICT system.

4. After a study stage has been closed, the student is registered in the next teaching period.

### § 26. Completion of a study stage

1. In order to complete a study stage and to be assigned in the next study stage it is necessary to receive credits for all the courses from the study plan and to fulfil all requirements set out in the study plan for a given stage of the study cycle, in particular to obtain a specified number of ECTS points.

2. The completion of a study stage is confirmed by the dean in the student's periodic achievement form.

3. A copy or printout of the periodic achievement form may be issued at the student's request.

4. The completion of a study stage shall be made in the ICT system no later than within one week of the beginning of the next teaching period.

5. If the conditions referred to in sec. 1 are not fulfilled, the student may conditionally complete the study stage and be assigned to the next study stage on condition that the total number of ECTS points allocated to the courses that were not credited does not exceed the acceptable deficit referred to in § 9 sec. 2 point 2.

6. In justifiable cases, the dean may, by way of an administrative decision, conditionally complete a student's study stage even though the student exceeded the acceptable deficit of ECTS points.

7. A student may complete a study stage under the procedure referred to in sec. 6 no more than two times during their course of study.

8. A student who did not complete a study stage or was not allowed to retake a study stage, can apply for dean’s leave in accordance with the rules laid down in § 27.

9. If a student has completed part of the study programme in another higher education institution, including a foreign institution, the study stage is closed in accordance with the rules laid down in § 15.

10. The course for which the student received a credit, and the ECTS points allocated to it are taken into account when closing a study stage only if it is a course from this study stage and is included in the ECTS credit limit for a given block of courses of this programme (the limit of hours for sports courses) – § 9 sec. 2 point 1.

11. Completion of a study stage shall not be granted to a student who:

1) has failed to fulfil the conditions referred to in sec. 1 and sec. 5;

2) has failed to receive credit for a course taken for a third time and has not obtained consent for retaking the course in accordance with the procedure described in § 22 sec. 5, or has failed to receive credit for a course taken for a second time after the studies have been resumed (§ 34 sec. 9), which is an indication of a lack of progress in learning and may lead to the removal from the register of students in accordance with § 33 sec. 2 point 2 and sec. 4 points 2 and 3;

3) has failed to receive credit for a course by the stage indicated in the study programme (§ 9 sec. 8), which is an indication of a lack of progress and may lead to the removal from the register of students in accordance with § 33 sec. 4 point 4.

## § 27. Leave

1. A student is entitled to leave of absence from classes at the University, hereinafter referred to as leave of absence. The following types of leave of absence are distinguished:

1) health leave (for health reasons);

2) for a pregnant student;

3) for a student who is a parent;

4) dean’s leave;

5) vocational (for internships taken as part of international programmes, carried out in accordance with agreements concluded by the University with foreign companies and universities).

Decisions on this matter are made by the dean at the request of the student.

2. A request for health leave should be submitted immediately after the reason has arisen, but no later than by the end of the semester (teaching period).

3. Leave for a pregnant student shall be granted for the period until the date of birth of the child. If the leave ends during a study stage, the leave may, at the student's request, be extended until the end of that study stage.

4. An application for leave of absence for a student who is a parent must be submitted within 1 year of the child's birth. The leave is granted for a period of up to one year, however, if the leave ends during a study stage, it may be extended until the end of that study stage at the student's request.

5. When submitting an application for leave referred to in sec. 1, points 1-3, the student should present a medical certificate or a birth certificate of the child, as appropriate.

6. The dean cannot refuse a pregnant student and a student who is a parent the leave referred to in sec. 1 point 2 and 3.

7. A student's application for dean's leave for a given study stage must be submitted, in accordance with the schedule set by the dean, no later than on the third working day of the subsequent study stage, subject to sec. 9.

8. In the case of a refusal to grant dean's leave to a student who has completed a study stage, the dean may set additional time limits for enrolment on a course.

9. In individual justified cases, the dean may grant consent for dean's leave even if the application was submitted after the time limits set forth in sec. 7, but no later than the end of the second week of classes of a given semester (teaching period).

10. A dean's leave may be granted to a student for a total of no more than two study stages in the entire course of study.

11. Dean's leave may not be granted to a student who:

1) has failed to complete or conditionally complete the study stage after their first study stage;

2) has not received a credit for courses retaken for the third time and has not obtained consent in accordance with the procedure described in § 22 sec. 5 for the next retake of the course;

3) after resuming their studies, has failed to receive credit for the course retaken for the second time (§ 34 sec. 8).

12. A student may apply for a leave of absence with the possibility to have the assigned learning outcomes validated. The regulations laid down in § 28 are applied as appropriate. In the case of health leave, the student attaches to the application a doctor's opinion stating that there are no contraindications to taking the course.

13. The student who was granted the dean's leave may be obligated by the dean to complete outstanding courses in accordance with the procedure described in § 22.

14. A student's application for vocational leave requires the submission of documents in accordance with the requirements of the international programme. Vocational leave may be granted to a student for the period not longer than two study stages in the entire course of study.

15. When granting leave of absence, the dean may, at the student's request, cancel enrolment on courses taken by the student during the study stage.

16. The dean, after a student has completed the leave of absence, assigns a study stage to the student, indicating the study cycle. If necessary, the dean indicates programme differences and sets time limits for the student to make up for the differences.

17. The period of leave shall be recorded in the ICT system.

## § 28. Retaking a study stage

1. Retaking a study stage means the repetition of a study stage involving a change in a student's assignment to a teaching cycle.

2. The dean may request that a student should retake a study stage if:

1) there are no grounds for conditional completion of a study stage after the student returned from the leave;

2) the student resumes their studies at the stage the student was pursuing before being removed from the register of students;

3) the student has been transferred from another university or higher education institution abroad, or has changed the faculty, field, profile or form of study;

4) the student failed to complete the last study stage and used the right to dean's leaves.

3. It is permissible to retake a study stage twice during the course of study. In the case when a student resumes studies or, after the last study semester, when a student has used the right to dean's leaves, the dean may additionally grant permission for the student to twice retake a study stage.

4. When retaking a study stage, the student does not take courses that were already credited.

5. When granting consent to retake a study stage, the dean, if necessary, indicates programme differences and sets time limits for the student to make up for the differences.

6. When retaking a study stage, the student may, with the consent of the dean, take courses provided for in the study programme for the next study stage in advance, and take part in validation of learning outcomes in these courses. Courses taken in advance are recognized in the academic achievements in accordance with the study programme, but the grades shall not be taken into account when settling the study stage and determining the grade point average in accordance with § 26 sec. 10.

# Chapter VI – Individual organisation of studies, changes to the course of study

## § 29. Individual organisation of studies

1. A student may pursue studies according to an individual organisation of studies. This applies in particular to:

1) students participating in international programmes and national academic exchange programmes;

2) students who particularly excel in: learning, working in university research clubs;

3) pregnant students;

4) students who are parents;

5) students with disabilities.

2. In the case of full-time studies, a pregnant student or a student who is a parent may not be refused consent to pursue studies according to an individual organisation of studies until the completion of the studies.

3. The rules and conditions of this individualization, for students of a given faculty, are determined by the Rector or a person authorized by them. The rules and conditions are announced on the faculty website at least one month before the beginning of the teaching period. With respect to students with disabilities or with special needs, the scope of individualization should take into account their special needs or the needs resulting from their disability.

4. In the case of studying in international programmes, the individual organization of studies may prolong the study period.

### § 30. Transfer from another higher education institution. Change of faculty, field, profile and form of study

1. A student of another higher education institution may be admitted to study at Wrocław University of Science and Technology by transfer from another university or a foreign university with the consent of the Rector or a person authorised by the Rector and with the knowledge of the university they are leaving after the student has completed the first study stage and obtained at least 30 ECTS points from this stage. Admission to studies takes place during semester breaks, based on criteria specified by the dean of the receiving faculty, published on the websites of the faculty. Admission to studies takes place by means of entry in the register of students; refusal of admission is made by means of an administrative decision.

2. The decision to change a faculty, field, profile or form of study (within Wrocław University of Science and Technology) is made by the dean of the receiving faculty. The form of study can be changed once during the study cycle and cannot be changed during the stage in which the studies are resumed. The transfer shall be recorded in the ICT system. These changes take place at the request of the student during semester breaks, in accordance with the schedule and the rules set by the dean and published on the websites of the faculty. A student may be transferred within Wrocław University of Science and Technology not earlier than after the student has completed the first study stage in accordance with § 26 sec. 1. The request is addressed to the dean of the receiving faculty; in the case of a change of faculty, also with the knowledge of the dean of the faculty the student is leaving.

3. A student may be transferred, according to the procedure referred to in sec. 2, to a field of study in which there are harmful, arduous or hazardous factors to health, provided that the student submits a certificate (medical opinion on the lack of contraindications to study in a particular field) from an occupational physician.

4. Students transferred from another institution of higher education or from a foreign institution of higher education (sec. 1), or after a change of faculty, field, profile, or form of study (sec. 2) shall follow the study programme for the teaching cycle designated by the dean. In the application form referred to in sec. 1 or 2, students indicate courses already credited that are to be transferred and recognised after transfer from another higher education institution, domestic or foreign, or after a change of faculty, field, profile or form of study.

5. The procedure for transferring from another institution of higher education or from a foreign institution, as well as for changing a faculty, field, profile or form of study involves determining, as appropriate, previous academic achievements, study programme differences and time limits for making up for them, as well as the number of ECTS points (number of hours for sports courses) based on the student's properly documented academic achievements. When transferring and recognizing credited courses, the principles outlined in § 15 are applied. The study stage from which the student will commence their studies is then determined and the courses recognized for the student's academic achievements are added to this stage in the ICT system. In order to make up for study programme differences, a student may be permitted to retake a study stage (§ 28).

6. The rules of admission for Polish citizens and citizens of Ukraine by transfer from a foreign higher education institution in connection with the armed conflict on the territory of Ukraine are laid down in Appendix 1 to the Regulations.

7. A student may transfer to another university or foreign university after having completed all of the duties resulting from the regulations binding at Wroclaw University of Science and Technology. The student is obliged to inform the dean of the faculty about the planned transfer to another university.

### § 31. Degree programmes in another field of study

1. A student may take up another field of study at the University in accordance with the rules laid down in the Act and the resolution of the Senate.

2. When taking degree programmes in more than one field of study, the student defines which of these is the first and which is the additional field of study. The student is obliged to inform in writing the deans of the faculties in all the fields of study for which the student is registered about the choice of the first and additional field of study.

3. A person who is a student or graduate of one field of study, may not apply for admission to the same field, level and profile of study.

### § 32. Degree programmes after recognition of learning outcomes

1. A student admitted to study at the University through the recognition of learning outcomes shall be recognised by the dean as having the academic achievements of the courses for which those learning outcomes have been confirmed, subject to the agreed course grade and number of ECTS points, but not more than 50% of the ECTS points allocated to the programme of study for a particular course, level, profile and form of study.

2. For the student referred to in sec. 1, the dean designates the study stage from which the student begins their course of study, and at the same time assigns the student to a cycle of study. The dean also adds, in the information and communication system, the courses recognised in the procedure for the recognition of learning outcomes to the student's academic achievements in this stage (sec. 1).

3. The dean, following the steps specified in sec. 1 and 2, determines, if necessary and at the request of the student, an individualized study arrangement (§ 29). These courses of study may be shorter than the nominal length of the course of study prescribed in the study plan for a given course, level, profile, and form of study.

## Chapter VII – Removal from the register of students, resumption of studies

### § 33. Removal from the register of students

1. The Rector or a person authorised by the Rector shall remove a student from the register of students in the case of:

1) failure to take up studies;

2) resignation from studies, when the student has submitted a written statement of resignation from studies;

3) failure to submit the diploma thesis on time, in accordance with the procedure described in § 35 sec. 11 and 12;

4) failure to take the diploma examination on time, in accordance with the procedure described to in § 37 sec. 7 or § 37 sec. 8 or § 37 sec. 9;

5) being punished with the disciplinary penalty of removal from the University.

2. The Rector or a person authorised by the Rector may remove a student from the register of students in the case of:

1) failure to attend compulsory classes (§ 16 sec. 1 and 13);

2) lack of progress in learning;

3) failure to pay tuition fees (§ 12).

3. Failure to take up studies is understood as:

1) failure to attend classes (provided for in the study programme and study plan) and to participate in these classes, in accordance with these Regulations:

a) lack of enrolment (§ 14 sec. 1 and 4);

b) incomplete enrolment in courses (§ 14 sec. 1 and 4);

c) incomplete enrolment in courses in the final study stage (§ 14 sec. 5);

2) failure to take the oath by the date of commencement of the first study stage.

4. Lack of academic progress is understood as:

1) exceeding the acceptable deficit of ECTS points (§ 9 sec. 2 point 2);

2) failure to receive credit for a course in at least the third retake and the failure to obtain consent in accordance with the procedure described in § 22 sec. 5 for the next retake of the subject;

3) failure to receive credit for a course in the second retake after the resumption of studies (§ 34 sec. 8);

4) failure to receive credit for a course before a study stage indicated in the study programme (§ 26 sec. 11 point 3);

5) failure to complete the study programme in the final study stage (§ 36 sec. 2).

5. The procedure for removal from the register of students shall be initiated immediately after the occurrence of any of the grounds for removal. A decision on removal from the register of students is subject to the Code of Administrative Proceedings.

6. After a student has been removed from the register of students, no later than by the end of the second week of classes of a given semester (teaching period), the dean shall remove the student from course groups and subjects. After this date, the dean may delete all the enrolments on courses or subjects.

7. In the event of the death of a student, the dean, on the basis of a copy of the death certificate, makes an appropriate entry in the documentation of the course of study and in the ICT system.

### § 34. Resumption of studies, restoration of student rights

1. A person who has been removed from the register of students, subject to § 37 sec. 9, after the completion of the second study stage – in accordance with § 26 sec. 1, or of a higher study stage may apply to resume studies in the same field, level, profile and form of study. A written application for the resumption of studies should be addressed to the Rector through the dean, who may set additional conditions (e.g. control exams) preceding the resumption of studies. The application should be submitted according to the dean's schedule during the semester break, but not earlier

than after the end of the study stage in which the applicant was definitely removed from the register of students.

2. If during studies in a field of study there are factors harmful, arduous or hazardous to health, a person referred to in sec. 1 submits a certificate (medical opinion on the lack of contraindications to study in a particular field) from an occupational physician.

3. The proceedings concerning the resumption of studies are conducted by the Rector or a person authorised by him. The resumption of studies is effected by re-registering the student in the register of students; the refusal of the resumption of studies is conducted by way of an administrative decision.

4. After the resumption the student takes up the studies in accordance with the study programme for a given study stage at which the student resumes studies, subject to § 37 sec. 9. In the case of programme differences between the study programme previously followed by the student and the study programme in effect after the resumption of studies, the student's previous academic achievements based on the transferred and recognised courses will be determined with programme differences and the time limits for making up for them, subject to § 15.

5. After the resumption of study, subject to § 37 sec. 9, a student continues studies under rules established by the dean, who assigns the student to a study stage and cycle, subject to the rules laid down in § 28.

6. A person previously removed from the register of students is refused resumption of studies if:

1) more than four semesters (teaching periods) have elapsed between the end of the study stage in which the applicant was definitely removed from the register of students and the start of the teaching period covered by the application for resumption;

2) the person has already resumed studies at least twice in a given field of study, level, profile and form;

3) the degree programmes in the given field, level, profile and form, or in a related field, are no longer offered;

4) if, after the second study stage, the student did not complete the study stage;

5) the person has been punished with the disciplinary penalty of removal from the University;

6) the person has already resumed studies twice for the diploma examination;

7) the following number of years have elapsed between the time the student started studying in a given field, level, profile and form of study and the first day teaching period covered by the application for resumption (§ 34 sec. 1):

a) 6 years in the case of first-cycle programmes;

b) 4 years in the case of second-cycle programmes;

c) 8 years in the case of long-cycle master's programmes;

8) by the time of submitting the application, the person has unsettled financial obligations with respect to the University.

7. The courses that were not credited before the student was removed from the register of students shall be considered, upon resumption of the studies, as courses to be retaken; the courses that were already retaken shall be considered as retaken for another time.

8. The subjects referred to in sec. 7 may be taken after the resumption of study no more than twice, while the remaining subjects may be taken under the general rules laid down in these Regulations. Failure to receive credit for a course taken for the second time is tantamount to a lack of academic progress and may lead to the student's removal from the register of students, in accordance with § 33 sec. 2 point 2 and sec. 4 point 3.

## Chapter VIII – Diplomas and graduation

### § 35. Diploma thesis

1. All study programmes for second-cycle studies at the University shall stipulate the completion of a diploma thesis; the first-cycle study programme may stipulate a diploma thesis.

2. The "diploma thesis" is, as a rule, a subject to be taken at the final study stage or two subjects to be taken at the penultimate and final study stage, the scope of which corresponds to the faculty, level and profile of studies. Within the framework of this/these subject/subjects, the student prepares a diploma thesis understood as a piece of work.

3. With the consent of and under rules established by the dean, the diploma thesis, understood as a piece of work, may be jointly completed by two students, and in particularly justified cases by no more than four students. In the diploma thesis understood as a piece of work, the contribution of each student must be indicated (e.g. chapters, proposed solutions, parts of the project carried out, etc.).

4. The diploma thesis is understood as a piece of work that is an independent study of a scientific or practical problem or a technical achievement presenting the student's general knowledge and skills related to studies in a given field of study, and at a given level and profile, as well as independent analysis and reasoning skills. The diploma thesis is to be prepared in written form, which may be supplemented with models, graphic designs, prototypes, constructions, technological samples, computer programmes or systems, etc. The diploma thesis may also be a published independent article, a project work, including the design and implementation of a computer program or system, and a construction or technological work.

5. The student shall write the written part of the diploma thesis in the same language in which, in accordance with the study programme, the "diploma thesis" subject was taught. The right to depart from this rule may be granted by the dean at the request of the student and with the consent of the supervisor. The diploma thesis shall be accompanied by a summary in Polish and English.

6. The diploma thesis is subject to copyright.

7. The programme commission for a field of study at a given faculty shall, before the commencement of the course "diploma thesis" (sec. 2), and in justified cases also during the course, approve, at the request of the dean, the titles of the diploma theses submitted in the Polish and English versions, as well as the supervisors of those theses.

8. The student chooses the topic of the diploma thesis, and thus the instructor who conducts the course "diploma thesis". The diploma thesis may be supervised by one instructor only. In the case of a diploma thesis carried out as part of an international agreement, the University shall designate a supervisor in accordance with the provisions of this agreement. The topic and the supervisor of the diploma thesis must be agreed upon before enrolment (registration) for the "diploma thesis" course.

9. A student or the supervisor of the course "diploma thesis" may apply to the dean to make the topic of the diploma thesis more specific or to correct it, as well as to change the supervisor at the initial stage of the course. In exceptional circumstances, the supervisor of the diploma thesis may be changed at a later date, while retaining the topic of the diploma thesis. In such an event, the dean shall consult both the previous supervisor and the proposed supervisor.

10. The instructor may, in exceptional cases, refuse to admit a student to the course “diploma thesis”.

11. The submission of the diploma thesis by a student (sec. 12) shall be preceded by activities performed by the student in the ICT system, in accordance with the procedures and time limits set out in the schedule of activities for the diploma thesis procedure established by the dean. These activities are defined by separate regulations concerning the validation of the diploma thesis by the anti-plagiarism system (sec. 13).

12. The diploma thesis, understood as a piece of work, is submitted by the date and in the manner established by the dean in the schedule referred to in sec. 11. The submission of the diploma thesis is understood as the submission of a complete set of the following documents:

1) a printed diploma thesis;

2) a statement signed by the student on the conformity of the printed diploma thesis (point 1) with the version entered in the anti-plagiarism system, as well as the confirmation that the thesis is the student’s own work;

3) a declaration signed by all students working on a given diploma thesis, specifying the contribution of each of them in the work referred to in item 3 (applies to joint work on the diploma thesis).

The diploma thesis may, upon agreement between the student and their supervisor and with the consent of the dean, be submitted before the time limit set in the dean’s schedule (sec. 11). Failure by a student to submit the diploma thesis within the time limit, subject to sec. 17, may be construed as grounds for removal from the register of students, in accordance with § 33 sec. 1 point 3.

13. The supervisor shall immediately submit the student’s diploma thesis for analysis in the anti-plagiarism system and, upon receiving reports (general and detailed) from that analysis, shall ascertain whether the diploma thesis is the student’s own work and whether it has the characteristics of an original piece of work.

14. In the event that the supervisor or reviewer determines that the diploma thesis is not the student’s own work, the dean informs the Rector, submitting the collected documentation, including a detailed report with the anti-plagiarism analysis, in order to refer the matter to the disciplinary commission for students. In such a situation, the dean does not set a date for the diploma examination until the case is legally resolved by the commission.

15. The diploma thesis shall be reviewed and assessed in the ICT system, independently by a supervisor and a reviewer (sec. 18) in accordance with the procedure and within the time limits set in the schedule (sec. 11), subject to sec. 22. The reviewer shall inform the supervisor immediately about their assessment of the diploma thesis. The diploma thesis shall be assessed using the grading scale as defined under § 19 sec. 1. The supervisor’s opinion and the reviews of the diploma thesis shall be public.

16. In the event of different positive grades for the diploma thesis (sec. 15), the final positive grade for the diploma thesis, understood as a piece of work, is set by the dean or the chair of the examination board. This grade is entered in the protocol from the student’s diploma examination.

17. In the event of different grades (supervisor’s and reviewer’s) for the diploma thesis (sec. 15), if one of the grades is unsatisfactory, the supervisor shall immediately inform the dean, who shall then appoint an additional reviewer from among academic teachers with the title of a professor or the degree of a habilitated doctor and, taking into account the supervisor’s opinion and all reviews, shall determine the final grade for the diploma thesis, of which the supervisor shall be informed. If the final grade is positive, it is entered in the protocol of the student’s diploma examination.

18. The reviewer of the diploma thesis is appointed by the dean from among the research and didactic staff or the didactic staff of the University (the dean may take the supervisor’s proposal

into account when choosing the reviewer). In the case of a diploma thesis carried out as part of an international agreement, the University shall designate a reviewer in accordance with the provisions of this agreement. The dean shall also establish the template for the review form and – in the schedule (sec. 11) – the date for submitting the diploma thesis for review as well as the time limits for the preparation of the opinions and the reviews in the ICT system.

19. The final course "diploma thesis", provided for in the study programme, is credited by the course instructor (diploma thesis supervisor), having learnt the reviewer's grade. The supervisor, after learning the reviewer's grade for the diploma thesis (sec. 15), enters his/her grade for that subject into the ICT system, provided that both grades are positive, and also if they are different. In the event that one of the grades of the diploma thesis (supervisor's or reviewer's) is unsatisfactory, the entry in the ICT system is suspended. The supervisor shall enter the grade immediately after the dean has established the final grade for the diploma thesis, in accordance with the procedure specified in sec. 17.

20. The diploma thesis supervisor is obliged to give an "unsatisfactory/failing" grade for the final subject "diploma thesis" in each of the following cases:

1) the student failed to complete the activities described in sec. 11;

2) the student's diploma thesis has been found not to be the student's own work (sec. 14);

3) both grades (supervisor's and reviewer's) on the diploma thesis (sec.15) are "unsatisfactory/failing";

4) the final grade for the diploma thesis, as determined by the dean in accordance with the procedure described in sec. 17, is unsatisfactory/failing.

21. The documentation of the graduation process, as laid down in sec. 12 points 1–3, as well as other documents required in the graduation process, are submitted by the student following the procedure and the time limits set by the dean in the schedule (sec. 11).

22. At the request of the student, submitted with the approval of the supervisor of the diploma thesis and within the time limits for the submission of the diploma thesis, the dean may extend the time limits for the submission of the diploma thesis (sec. 12) and for the completion of the final course "diploma thesis" subject to the condition that the new time limits must allow for the observance of the time limits for taking diploma examinations as laid down in § 37 sec. 7 and 8.

23. In the case of retaking the course "diploma thesis" in the following academic year or after the resumption of study, the dean may require the topic of the diploma thesis to be approved again according to the procedure described in sec. 7.

## § 36. Realisation of the study programme

1. The credited course and the assigned ECTS points are counted towards the student's realisation of the study programme only in the case referred to in § 26 sec. 10.

2. For each course, level, profile, and form of study, it is assumed that the student has completed the study programme if they have fulfilled all, except for the diploma examination (if provided for in the study programme), requirements of the study programme (§ 9), and in particular if they have fulfilled the requirements set forth in the study programme as to the required number of ECTS points (the required number of hours in the case of sports courses). Failure to complete the study programme in the final semester of study within the time limit stipulated in these Regulations while not taking advantage of the student's permitted leave of absence from classes (§ 27) and retaking a study stage is tantamount to a lack of progress in learning and may lead to the student's removal from the register of students, in accordance with § 33 sec. 2 point 2 and sec. 4 point 5.

3. The date of the completion of the study programme is the date of the last course credit or examination that ensures the student fulfils the conditions referred to in sec. 2.

4. The student may complete the study programme in a shorter time than the nominal duration of study as referred to in § 3 sec. 6 and 7.

## § 37. Diploma examination

1. The diploma examination (if provided for in the study programme), which is taken before a commission, is organised by the dean who sets its date when the student has completed the study programme and, if the study programme stipulates a diploma thesis, has received a positive grade for that thesis (§ 35 sec. 15-17). The diploma examination board is appointed by the dean. The commission is composed of at least three persons. The chair of the commission, appointed by the dean, may only be an academic teacher employed as a professor or an associated professor of the university. The scope of the diploma examination and the language in which it is conducted are defined in the study programme. The components of the diploma examination (sec. 2) and the scope of the competences of the chair of the examination board are set by the dean for a given field of study, level, profile, and form of study, no later than by the end of the fourth week of the semester (teaching period) in which the final study stage is pursued. The right to change the language of the examination, at the request of the student and after consultation with the supervisor, can be granted by the dean.

2. The diploma examination checks the student's knowledge and skills. It may also include a presentation of the diploma thesis. The diploma examination uses the grading scale referred to in § 19 item 1.

3. The student sits the diploma examination before a diploma examination board without the participation of third parties, subject to sec. 4 and 5.

4. The student or diploma thesis supervisor (with the student's consent) may submit to the dean a request to conduct an open diploma examination, no later than 5 calendar days before the date of the examination, with the exception of the Architecture field of study, in which the presentation or diploma thesis is part of the open diploma examination.

5. Participants of the open diploma examination who are not members of the diploma examination board may not ask questions to the student, express their opinions or participate in the commission's deliberations in the closed part – i.e. assessing the examination.

6. The student has the right to re-sit the diploma examination (sec. 8) in the event the examination was not taken on the first date, or the first date was missed. A student loses a given date in the event of an unexcused failure to appear for the diploma examination. The dean decides whether the excuse, provided immediately, will be accepted.

7. The diploma examination, with the exception of cases of re-sitting it (sec. 8) and sitting the examination after resuming studies in order to sit the examination (sec. 9), shall be conducted on a date set by the dean, taking the following into consideration:

1) for first-cycle students for whom the last semester of study is the winter semester, studying according to the 10-week academic calendar (§ 11 sec. 8) – the diploma examination is conducted, as a rule, from the first day after their winter examination session (not earlier than 2 January) and no later than 10 February of the academic year in which the student has completed the study programme,

2) for students for whom the last semester of study is the winter semester, studying according to the 15-week academic calendar (§ 11 sec. 7) – the diploma examination is conducted, as a rule, from the first day after their winter examination session (not earlier than 2 January), not later than 25 March of the academic year in which the student has completed the study programme,

3) for students graduating in the summer semester – the diploma examination is conducted, as a rule, from the first day after their summer examination session and no later than by 20 September, with no diploma examinations being conducted in August.

The student may apply for the diploma examination to be organised at an earlier date. If this examination for a first-cycle student is taken in November or December, it means that the student loses student rights as of the date of sitting the exam, which means as of the date of graduation (§ 6 sec. 3).

8. In the event that a student does not appear for the diploma examination, or receives a negative grade for the examination on the first date, the dean will set a second date for the diploma examination. This examination is then conducted no sooner than after six calendar days and no later than two months after the first examination date, subject to the following provisions:

1) for first-cycle students for whom the final semester is the winter semester and who study according to the academic calendar referred to in § 11 sec. 8 (the 10-week calendar) – by March 1 at the latest;

2) for students for whom the final semester is the winter semester and who study according to the academic calendar referred to in § 11 sec. 7 (15-week calendar) – by 5 April at the latest;

3) for students for whom the final semester is the summer semester, by the end of the academic year; as a rule, diploma examinations are not held in August.

Failure to take the diploma examination by any of the time limits referred to in sec. 7 and 8 may be construed as grounds for removal from the register of students, in accordance with § 33 sec. 1 point 4.

9. The Rector or a person authorised by the Rector may give consent to a person who has been previously removed from the register of students based on § 33 sec. 1 point 4 to resume their studies in order to be allowed to sit the diploma examination on the date set for that examination (one date with the exception of sec. 8), whereas for the purposes of keeping records, that person shall be assigned to the last study stage. The date of the diploma examination shall be set in writing, in accordance with the dates referred to in sec. 7, but subject to the provision that the date of the diploma examination in that case may be set at the earliest two months after the previous date of the examination. In the case when the student has not taken the diploma examination on the established date, the student is immediately removed from the register of students (§ 33 item 1 point 4). The resumption of studies in order to take the diploma examination is possible no more than twice.

10. A student with a disability or with special needs has a right to take the diploma examination on an individual basis, depending on the type and scope of disabilities or the character of special needs. The student submits a request to the dean no later than by the end of the fourth week of classes or immediately after the reason has arisen. The scope of individualisation is specified by the dean. At the student's request, DZD may issue an opinion on a need to individualize the taking of the exam regarding the need to ensure accessibility or the needs resulting from disabilities.

### § 38. Grades for studies, final result of studies

1. In order to determine the final grade referred to in sec. 3, the grade point average obtained during the course of study is determined. It is the ECTS-weighted average of all positive grades for examinations and course credits stipulated for the study programme in the study cycle for which the student has been registered, and only those courses that are credited as part of the study programme, i.e. courses referred to in § 26 sec. 10. This average is determined according to the following formula (after rounding to the third decimal place):

$$\text{średnia ocena uzyskana w } \textbf{toku} \text{ studiów} = \frac{\sum(\text{ocena} \cdot \text{punkty ECTS})}{\sum(punktyECTS)}$$

$$\text{Grade point average obtained in the course of study} = \frac{\sum(grade\ x\ ECTS\ points)}{\sum(ECTS\ points)}$$

This grade point average does not include courses credited outside the student's study programme or courses from the study programme assigned to the student's cycle that were taken at a given study stage, but which are above the limit for a given block of courses indicated in the programme of study. In the case when the student took a board examination, only the grade awarded by the board examination is considered.

2. In order to determine the grade point average earned for the course of study for a selected study stage or selected study stages (e.g., for one, two study stages, etc.), the rules in sec. 1 shall be applied; however, for a given study stage or given study stages, all grades from examinations and credited courses assigned to that stage or stages shall be included, including unsatisfactory/failing grades. In the case when the student took a board examination, only the grade awarded by the board examination is considered.

3. The final grade for the degree programme (rounded to three decimal places) is the weighted grade average earned by the student:

1) if the study programme stipulates a diploma thesis:

a) the grade point average earned in the course of study as referred to in sec. 1, with a weight of 0,6;

b) the grade for the diploma thesis understood as a piece of work, determined in accordance with § 35 sections 15, 16 and 17, with a weight of 0,2;

c) the grade for the diploma examination (§ 37 sec. 2), with a weight of 0,2.

2) if the study programme does not stipulate a diploma thesis:

a) the grade point average earned in the course of study as referred to in sec. 1, with a weight of 0,8;

b) the grade for the diploma examination (§ 37 sec. 2), with a weight of 0,2;

3) if the study programme does not stipulate an obligation to prepare and submit a diploma thesis or pass a diploma examination: the grade point average earned in the course of study as referred to in sec. 1.

The final grade for the degree programme is determined by the dean or the chair of the diploma examination board.

4. The final result of the studies (entered in the diploma of graduation) is determined according to the rule:

Table 2: The rule for determining the final result of the study.

| the final grade for the degree programme | final result of studies | translation |
|---|---|---|
| to 3,199 | dostateczny | satisfactory |
| from 3,200 to 3,699 | dostateczny plus | satisfactory plus |
| from 3,700 to 4,099 | dobry | good |
| from 4,100 to 4,539 | dobry plus | good plus |
| from 4,540 | bardzo dobry | very good |

5. A student who meets all of the following conditions:

1) if the study programme stipulates a diploma thesis:

a) the grade point average earned for the course of study (sec. 1) is not less than 4,650;

b) the diploma thesis understood as a piece of work has been awarded with the grade “bardzo dobry”;

c) the diploma examination has been awarded with the grade “bardzo dobry”;

2) if the study programme does not stipulate a diploma thesis:

a) the grade point average earned for the course of study (sec. 1) is not less than 4,850;

b) the diploma examination has been awarded with the grade “bardzo dobry”;

3) if the study programme does not stipulate an obligation to prepare and submit a diploma thesis or pass a diploma examination:

a) the grade point average earned for the course of study (sec. 1) is not less than 4,500;

b) if at least two examinations from the clinical subjects of the standardized examination have been awarded the grade “bardzo dobry”, and the remaining subjects of this examination have been awarded not lower than 4,0 “dobry”;

may be awarded a distinction by the dean or the chair of the diploma examination board. For the student who has been awarded a distinction, the final result for the degree programme shall be "bardzo dobry z wyróżnieniem".

### § 39. Completion of studies

1. In order to graduate and receive a diploma of graduation, it is necessary to achieve the required learning outcomes and the number of ECTS points specified in the study programme.

2. The date of a student's graduation shall be the date of the diploma examination. In the case of studies in a medical field of study, the date of graduation shall be the date of taking the last examination required in the study programme. A student who has completed the studies becomes a graduate of Wrocław University of Science and Technology.

3. A diploma of graduation from Wrocław University of Science and Technology is awarded to a graduate.

4. In the event that the University conducts a joint studies programme with other universities and academic institutions, including foreign ones, a joint diploma of graduation may be issued.

## Chapter IX – Final provisions

### § 40.

1. Students who, before the start of the 2025/2026 academic year, received a grade of 5.5 (celujący) as a result of the validation of their learning outcomes, retain the right to include its value in the grade point average in accordance with § 38 of these Regulations.

2. The administrative decisions in the cases specified in the Regulations are made by the Rector or an authorised person. These administrative decisions can be appealed by way of an application

for reconsideration of the case, submitted within fourteen days from the day of the notification of the decision.

3. Decisions or actions other than administrative decisions are made by the dean or the director of a department accordingly. A student who does not agree with the decisions of the dean may submit a written complaint to the Rector. The decision made by the Rector is final.

4. Whenever these regulations refer to an application submitted by a student, it shall mean a written application, including one submitted in the dean's office, an application submitted using electronic tools specified in separate regulations, an application sent via the ICT system, or an application sent via student e-mail to the address of the dean's office; all the methods are equally acceptable, unless separate regulations stipulate otherwise.

5. Cases that are ambiguous, doubtful or not resulting directly from the provisions of these Regulations are subject to the Rector's decision. The Rector's decision is final.

6. Executive regulations which were issued on the basis of the previous Regulations, and which do not conflict with the new Regulations shall remain in force until repealed.

7. The Regulations for Degree Programmes at Wrocław University of Science and Technology enter into force on 01 October 2025.