

**WROCLAW UNIVERSITY OF ECONOMICS**

**Regulations Governing Studies  
at Wrocław University of Economics**

Approved by the Senate of the University on 24 April, 2008.

Wrocław, April 2008

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Pursuant to article 161 of the Higher Education Act of 27 July 2005 (year 2005, Journal of Laws nr 164, item 1365) the Senate passes 'Regulations Governing Studies'.

### **I. General provisions**

#### **§1**

1.Regulations Governing Studies apply to the students of full-time and part-time graduate and undergraduate studies as well as to five-year graduate studies conducted by Wrocław University of Economics (hereinafter referred to as 'the University'). Regulations Governing Studies do not apply to postgraduate and PhD studies.

2.The person becomes a student once he/she matriculates and takes an oath.

#### *VOWS*

'In my capacity as a student of Wrocław University of Economics I do hereby vow to assiduously acquire knowledge and skills, be on guard of student dignity and the good name of the University, respect its tradition, behave in accordance with the rules of the student community and academic customs, and to obey the University regulations.'

(Source: The University Statute § 94, rule 2)

3.Following matriculation the student receives a student ID card, an index book – a document confirming the course of studies – and a special health insurance book.

### **II. Systems of study and diplomas**

#### **§ 2**

1. The University organizes and conducts the following levels of education:
  - 1) 10 semester five-year graduate studies,
  - 2) undergraduate studies lasting 6 or 7 semesters (depending on major),
  - 3) graduate studies lasting 3 or 4 semesters (depending on major).
  
2. The University graduates receive the following professional titles:
  - 1) Bachelor of Science,
  - 2) Bachelor of Engineering,
  - 3) Master of Science,
  - 4) Master of Engineering.

### **III. Organization of studies**

#### **§ 3**

1. The academic year consists of two semesters. The full-time winter semester classes and lectures begin not sooner than on 27th September and no later than on 3rd October. The part-time winter semester classes and lectures begin not sooner than on 10 September.

2. The curriculum of study approved by the faculty council serves as a basis for the organisation of the didactic process of a given major and speciality. The curriculum determines the duration of studies. It also includes the list of subjects along with the register of: the number of hours provided for classes and lectures, examinations, credit tests and vocational trainings conducted at a given major or speciality.

3. The realisation of plans of study (both standard and individual plans of study) is shaped and controlled in accordance with the rules of the ECTS (The European Credit Transfer System). The student obtains ECTS points once he/she gets credits for subjects in a given semester and once he/she passes required examinations.

4. The classes and lectures for the individual plans of study are chosen from the curriculum offer catalogue provided by the faculty or from the subject offers of other faculties and academic institutions. The curriculum offer catalogues (adopted by the faculty councils)

provided by the faculties of the University determine a specific number of ETCS points given to subjects. The faculty council determines the number of points given to individual subjects.

5. The students study according to standard plans of study and curricula (approved by the faculty councils) or according to individual plans of study and curricula (approved by deans) with an obligation to meet the educational standards of a given major.

6. The faculty council determines the semester or the number of ETCS points, and the average grade necessary for the student to have the right to pursue an individual plan of study and curriculum.

7. The student in order to finish studies must obtain credits for:

- standard subjects,
- subjects deemed compulsory by the faculty council,
- selected elective subjects,
- other subjects,

Credits obtained for the above subjects enable the student to accumulate (which is compulsory) the amount of points required for a given level of studies in accordance with the educational standards for a given major.

8. Curriculum consists of compulsory subjects, elective subjects and optional subjects. The proportion is the following:

1) compulsory subjects (including major subjects) – up to 70% of the total number of hours allotted for classes and lectures,

2) elective subjects and optional subjects – not less than 30% of the total number of hours allotted for classes and lectures,

9. All subjects which are not listed in the programme offer of the student's major or faculty as either compulsory subjects or elective subjects, and which are listed in offers of other majors, faculties and academic institutions, are considered optional subjects.

10. The classes and lectures at the University are held in Polish. The faculty council may decide on conducting certain subjects in foreign languages (language).

However the student must have a possibility to choose the Polish version for compulsory or elective subjects.

#### § 4

1. Special subject catalogues are designed for specific groups of subjects. The subject catalogues include syllabuses approved by the faculty council.

2. The faculty council may determine the obligatory sequences of subjects. The sequence obliges the student to get a credit for a certain subject or subjects before taking up a next given subject. The faculty council may also determine deadline semesters in which chosen subjects must be credited.

3. Updated subject offer catalogues along with the names of teachers (syllabus authors and staff cooperating in the organization of classes and lectures) for the following academic year are prepared and made available a month before the enrollment for the classes and lectures.

4. The curriculum determines the type and the number of hours/days/weeks allotted for compulsory vocational training at specific majors, specialties and levels of study (graduate, undergraduate). Vocational training is credited by the supervisor. Getting a credit for vocational training is one of the requirements for crediting the studies. For legitimate reasons the dean, in agreement with the supervisor, may exempt the student from vocational training (in that case the student doesn't receive credit points for the vocational training and must, in exchange, get a credit for some other subject which offers an adequate number of credit points.)

5. Class and lecture schedules compatible with the curricula are made available to students at least two weeks before the beginning of the academic year/semester.

6. Compulsory and elective subjects are individually designed by the teacher but within the framework described in rule 1. Every teacher conducting a given subject is obliged to conform to its syllabus. Therefore, regardless of the person conducting the subject, the

student must acquire the same knowledge and skills from a given subject. The teacher's individual design of an optional subject is not subject to limitations.

7. On application from the dean, the faculty council governing more than one major may appoint major tutors and, in case of necessity, speciality tutors. The main task of the major/ speciality supervisor is to give opinions on the document projects and decisions mentioned in item 1-5 and other projects improving the quality of education.

## § 5

1. In order to enhance the quality of education the dean may appoint:

- 1) year tutors for individual years of studies,
- 2) course-of-study tutors for the proper realization of the individual plan of study taken by the student.

The faculty council determines the tutors' tasks, entitlements and their scope of responsibility.

2. One course-of-study tutor may supervise up to 15 students. The student chooses his/her course-of-study tutor.

3. Only experienced research workers with at least doctoral degree may become course-of-study tutors.

4. The diploma dissertation supervisor becomes the student's sole course-of-study tutor.

## § 6

1. Within the time limit indicated by the dean, but before the semester begins, the student who fulfills the conditions described in § 3, rule 6 and who chooses an individual plan of study (in agreement with the course-of-study tutor if he/she has been appointed) presents to the dean for approval the individual curriculum and plan of study.

The individual curriculum may be designed with the exclusion of optional subjects.

Other subjects which include due obligatory contents ( including subjects credited at other, especially foreign academic institutions) and which are listed for semesters other than

expected by the standard plan may be substituted for the compulsory and elective subjects as far as the obligatory sequences specified in § 4, rule 2 are retained. In the following semesters the individual curriculum is specified by submitting forms described in § 12. This however does not apply to the first two semesters of the undergraduate and graduate studies which are, without submitting the forms, designed according to the standard plan of study passed by the faculty council.

2. If the student does not apply for the individual curriculum within the date set by the dean, he/she is subject to the standard curriculum.

3. If the dean refuses to approve the individual plan of study the student receives not more than two weeks to correct it. If the dean refuses to approve the corrected plan of study or if the student does not submit the corrected plan of studies within due date, the standard plan of study is adopted.

4. If the student obtains credits for compulsory subjects and collects a required amount of points earlier than it is expected by the standard plan of studies, he/she may be entitled to a shorter studying period.

5. If the student receives credits for compulsory subjects at two or more than two majors and writes the bachelor/master dissertation papers for each chosen major, he/she may finish the studies at those majors. The rules and conditions of admission to a parallel major are determined by the authorized faculty council, and the decision in that matter is made by the dean.

## § 7

1. In special circumstances, with the dean's consent, an individual organization of studies is allowed. The individual organization of studies consists in adapting the dates of classes and lectures to the individual needs of the student (taking into consideration the teachers' possibilities) without changing the plans of studies and curricula.

2. Individual organization of studies may apply to:

- 1) students who with dean's consent study at more than one major,
- 2) students who are single parents,

- 3) disabled students,
- 4) other students (in special circumstances).

Applications in that matter should be filed within the first three weeks of the semester.

3. The necessity for a student to take a paid job may not be – under no circumstances – the basis for the dean’s consent for an individual organization of studies.

#### **IV. Rights and duties of students**

##### **§ 8**

1. Students are eligible to:
  - 1) extend the individual plan of study (the obligation to acquire credits for compulsory subjects selected by the faculty council remains valid) by choosing from the offer provided by the student’s major faculty ,other University faculties and, with dean’s consent, other academic institutions,
  - 2) take part voluntarily and under conditions determined by the rector’s directive in classes and lectures organized by the University and not included in the plan of study,
  - 3) develop their academic interests and for that purpose to use classrooms (including the facilities), the University resources, the University academic teachers’ assistance and the University institutions,
  - 4) participate in research work carried out at the University,
  - 5) cultivate cultural, tourist and sport interests and for that purpose to use the University equipment and resources as well as the help of the University academic teachers and University institutions,
  - 6) receive awards and honorable mentions,
  - 7) to associate in university student organizations and associations according to the rules determined by the Higher Education Act of 27 July 2005 and the University Statute
  - 8) material help in accordance with the principles specified by separate regulations,
  - 9) acquire information on the range and forms of credit tests and examination requirements for individual subjects,
  - 10) evaluate the quality of classes and lectures by, among other methods, filling out anonymous surveys or by other methods authorized by the faculty council or the student board,

11) acquire information (explanation) regarding the grading of their tests and examination papers as well as to inspect those tests and examination papers during the examination period. In case of oral examinations, students are also eligible to an explanation regarding the grade they have received,

12) take up optional training which is compatible with the major and which does not interfere with the classes and lectures included in the plans of study,

13) be treated with respect by the University staff.

2. Presence at lectures is considered a good student custom.

## § 9

1. The students are obliged to use fully the educational possibilities offered by the University. In particular they are obliged to:

1) acquire knowledge and skills,

2) conform to requirements and criteria, compatible with the standards specified in § 13, rule 4, determined by the teacher that need to be met to obtain the credit for his/her class or lecture,

3) obey the University regulations,

4) show respect to the University staff and behave according to the rules of the student community,

5) be on guard of student dignity and the good name of the University,

6) notify of changes to marital status, name and address and such changes to the financial status that may affect the grant as well as the scope of material help,

7) notify the dean of parallel studies at other academic institution or faculty and of scholarships that the student is granted there unless they are scholarships for disabled,

8) notify – within a week – either teachers or the dean's office of the reasons for his/her absence at obligatory classes and to excuse the absence as soon as it finishes and not later than during the following class.

2. For breaking the regulations the student bears responsibility in accordance with the principles specified by separate regulations.

## § 10

1. The student is eligible for transfer to other academic institution or from other academic institution to the University (with the target academic institution dean's consent) if the student has fulfilled all duties towards the academic institution at which he/she has studied so far.

Additionally, the student in order to transfer to the University must meet the enrollment conditions (understood as, at least, passing the secondary school-leaving examination from required subjects) which has had to be met by students whom the transferred student joins.

2. The student, with authorized deans' consent, may study, apart from his/her major, at any number of other majors and take up any subjects, also at other academic institutions, if he/she fulfills all the duties outlined in the plan of study of his/her principal major, and in case of combining majors or subjects at the University, also conditions described in § 6, rule 5.

3. The dean may revoke permission for studying at other major if the student does not fulfill obligations related to the principal major.

4. In special and justified circumstances and with dean's consent the student may transfer:

1) from full-time studies to part-time studies,

2) from evening studies to extramural studies and from extramural studies to evening studies (within part-time studies)

3) from part-time to full-time studies but not earlier than after receiving the credit for the second semester and within the limits and on conditions determined by the rector in the form of a directive.

The dean and the rector may establish other rules (more convenient for students) for transferring from part-time to full-time studies in case of necessity to dissolve student groups because of the insufficient number of participants or in case of necessity to liquidate classes or lectures at out-of-town university units.

5. Transferring from one faculty to other faculty, also properly justified, requires permission from the deans of both faculties.

6. The dean determines the conditions, time and the way in which the transferring student levels out arrears stemming from the differences between the curriculums and plans of studies – specifically arrears within the range of compulsory and elective subjects, for which semesters have been appointed in which those subjects are to be credited (or if the necessity for immediate crediting stems from the obligatory subject sequence).

7. The student (until he/she preserves student status) cannot be enrolled at the University again in the enrollment mode (at other major) without the dean's permission to study at parallel major.

## **V. Detailed organization of academic year**

### **§ 11**

1. Academic year comprises:
  - 1) Classes and lectures (outlined in the plan of study) divided into two semesters: winter semester and summer semester,
  - 2) two examination sessions lasting altogether not less than six weeks. Each examination session comprises: standard session and make-up session. The winter session closes the winter semester and the summer session closes the summer semester,
  - 3) Vocational training if included in the plan of study ,
  - 4) Winter, spring and summer vacations lasting altogether not less than 6 weeks (including continuous 4 week summer vacations).
  
2. The rector states the initial and closing dates for semesters and vacations as well as the initial and closing dates for examination sessions.
  
3. Dean, basing on the ruling plans of studies and curriculums, determines the details concerning the organization of academic year. The detailed organization determines:
  - the initial and closing dates of examination sessions,
  - the number of auditorial, laboratorial and seminar groups,
  - the number of students for each group at every faculty, major, specialty, form of studies (part-time, full-time) and year of studies.

4. The number of class and lecture hours at full-time studies cannot exceed 25h per week; up to 30h in Engineering and Economics faculty. This range of hours does not include physical education classes.

5. Daily workload for part-time students must not exceed 12 hours of classes and lectures.

6. The rector may announce days and hours during which classes and lectures are cancelled.

7. The student studying according to the standard plan of study may take examinations from up to 8 subjects during the academic year.

8. Curriculum contents of subjects, related literature register, requirements for passing the subject teachers made available to students within the first week of the semester.

9. If the major includes several specialties, the student applies for the enrollment on one of them within the date fixed by the dean. The dean decides on student's enrollment at a given specialty taking into consideration the student's grades, field of interest and the possibilities of the University.

## **VI. Receiving the semester and yearly credit.**

### **§ 12**

#### **A. General provisions**

1. Crediting period at full-time and part-time studies amounts to a semester.

2. Students choosing individual plans of studies file in their dean's offices (within the date fixed by the dean) semester crediting forms for each semester according to the following rules:

1) The semester crediting form, designed in consultation with the course-of-study tutor (if he/she has been appointed), includes a detailed list of subjects taken up by the student in a given semester.

2) the inclusion of the subject in the declaration form may depend on whether the student is on the list of those enrolled for classes or lectures in this subject. On application from the teacher the dean may determine requirements and mode of list enrollment. The choice from among the students who have met the requirements is made in order which is in accordance with the order of the ranking list. The criteria for ranking are determined by the dean on application from the teacher conducting the class or lecture.

3) If the subjects declared for the following semester have predecessors (registered in the subject catalogue) stemming from the compulsory subject sequences (specified in § 4, rule 2) the decision (of the person conducting the class or lecture) on listing the student may be provisional. The ultimate verification of the list is done after the make-up session of the previous semester.

4) If the student in preceding semesters obtains more points than it is needed to receive credits for those semesters, he/she may, for the following semester, file a form for a number of points reduced by the previous surplus (retaining the rights of student).

5) Not filing the form for the next semester means returning to the standard plan of studies. Moreover, if the standard plan of studies is not compatible with the previously realized fragments of an individual curriculum the student will not be registered for the semester and as a result, with dean's decision, the curriculum differences for the student may be set (with a possible extension of the studying period) or the student may be removed from the list of students.

6) Within 14 days after the beginning of the semester, the student may file an application for correcting the form he/she has previously submitted to the dean.

7) The correction of the form is valid once it is approved by the dean. The dean may make the approval dependent on the student's grades from previous semesters.

8) The dean may refuse to register the student for the semester if:

a) the student has not obtained required credits and has not passed required exams,  
b) declared the number of points which is lower than the required minimum (with reservation to rule 2, point4),

c) the student proposes a registration for semester which is not in accordance with the rules from § 3, or § 4, rule 2.

3. The organization and the mode of crediting the subjects in a given semester/year is determined by the dean in agreement with an authorized unit of the student board and on the

basis of the plans of studies in force. The findings should be made available to students within up to two weeks after the semester begins.

4. The students are obliged to take credit tests and exams on dates determined by the organization of academic year. The dean may, at student's well-founded request (including request justified by the overlapping of the dates of credit tests and exams from subjects listed in the form), allow the student to take credit tests and examinations on other dates – what is noted in student's examination card.

5. In order to obtain credit for a subject covered by an examination the student must:

- 1) obtain credits for classes and other forms of lessons (as outlined in the plans of studies) from this subject,
- 2) Obtain a pass grade for the exam.

6. Examinations and credit tests are conducted and graded separately.

7. The criteria for crediting the subjects which are not covered by the examination are determined by the faculty council on the application from authorized departments (an application endorsed by the unit of the faculty student board) not later, however, than up to one month after the semester begins. In full-time studies one final credit test covering the whole subject material may not be the basis for obtaining a credit for this subject.

8. The student who participates in research work may be excused from participation in some of the classes or lectures in a subject to which the research work is related. Participation in research work may be the basis for crediting the student's classes, seminars and examinations (after he/she optionally fulfills the requirements stemming from the curriculum).

9. Student's participation in scientific camps may be the basis for crediting part or the whole of vocational training (if the program of the scientific camp is compatible with the requirements of a given vocational training which is outlined in the plan of studies).

### § 13

1. The following scale is used for grading examinations (including bachelor/master examinations) credit tests, bachelor dissertations and master dissertations:

1) very good	–	5,0
2) plus good	–	4,5
3) good	–	4,0
4) plus satisfactory	–	3,5
5) satisfactory	–	3,0
6) unsatisfactory/fail	–	2,0

2. Some of the classes and lectures (determined by the faculty council) may be credited by making a following entry in the index book, examination card and protocol: ‘passed’ (without a grade).

3. The grade for each examination and credit test is recorded in an index book, examination card and protocol. This rule applies also to make-up credit test and examinations as well as examinations and credit tests conducted before examination board (with restriction that in case of credit tests and examinations conducted before examination board the examination card may serve as a protocol)

4. The faculty council (on application from the dean) determines the standards of curriculum requirements and the standards of the mode of conducting of the credit tests and examinations.

### B. Credit tests

#### § 14

1. The credit tests are supervised by an academic teacher conducting the classes or lectures in a given subject. In special circumstances (in case of sickness or leave etc.) another person is appointed by the head of the department to conduct credit tests. The credit test criteria are made available to students by the teacher at the beginning of the semester. The dates of tests should be made available to students at least two weeks in advance.

2. The student must obtain all credits (pass grades) for classes and other forms of lessons outlined in the plan of studies not later than on the last day of the semester (i.e. in the standard term).

3. In case the student fails the classes or lectures (outlined in rule 2) in the standard term, he/she has the right for the make-up term for each failed subject. The dean, in agreement with the person conducting the class, may decide that the student has no right for the make-up term if the lack of standard term crediting has been due to student's absence in laboratory classes or physical education classes which cannot be made up and if the information about the lack of the possibility to make up such classes has been made available to students during the first class.

4. If the student obtains in standard or make-up term the grade which he considers questionable, he/she may file a well-founded request to the headmaster of the organization unit (department) to consent for a credit test conducted before an examination board. If the grade the student considers questionable has been given to him/her by the headmaster of the organization unit, he/she may file this request to the dean. The credit test conducted before an examination board must be held within 5 days from the date on which the results of the previous credit test have been made available to students. The refusal of such request must be justified. The department headmaster is not allowed to refuse a consent for a credit test conducted before an examination board if the request for it has been filed within the first working day following the date of the standard term and if the student has not taken up the credit test in the make-up term or if the student files a request for such consent after having received a positive grade in the standard or make-up term. An application for a credit test conducted before an examination board must be filed within 2 working days from the date on which the make-up term credit test results have been made available to students. The grade given by the examination board is final even if the standard make-up test has been skipped and even if the original (first) grade has been positive and the grade given by an examination board is a fail grade.

5. The credit test conducted before an examination board is held before an examination board appointed by the department headmaster or dean. The examination board consists of at least three academic teachers or two academic teachers and a PhD student. The examination board is led by an academic teacher with an academic degree or title (this rule

does not apply to crediting the foreign language classes and lectures) who has not awarded the student with the questioned grade. On application, the representative of the student board may take part in the credit test session conducted before an examination board.

6. The subjects for which the student has not obtained a positive grade must be retaken by the student or compensated for with other subjects which may qualify as compulsory or elective subjects.

7. In well-founded act-of-God cases the dean may allow the student to take a credit test after the date determined in the rules considering the organization of an academic year.

8. In the event of an unexcused absence in the standard term, make-up term or on the date of a credit test conducted before an examination board the student receives a fail grade which is registered in the index book, examination card and protocol. The entry is made by an academic teacher crediting the classes or lectures in the following term or, if it is not possible, by the dean.

9. The student may obtain the credit for the last semester of the seminar only after the bachelor/master dissertation is finally accepted by the supervisor.

### **C. Examinations**

#### **§ 15**

1. Admission requirement for an exam covering a given subject is obtaining a credit for classes and other forms of lessons in this subject that are outlined in the plan of studies.

2. After the student has passed the credit test in make-up term or the credit test conducted before an examination board (excluding the case in which the student has taken a credit test before an examination board in order to make-up a positive grade) of a subject covered by an exam in the same semester, the first examination term becomes the make-up examination term.

3. If the person conducting examinations allows, the student may take examinations before the examination session.

4. If the student's grade for the exam (in the standard term) is a fail grade, the student has the right to take the make-up exam for every subject.

5. For an unexcused absence in the first term, make-up term of the exam or on examination conducted before special examination board (applied for according to § 16, rule 1) the student receives a fail grade which is put into the index book, examination card and protocol.

### **§ 16**

1. If the student questions the fail grade he/she has received for an examination of a given subject in make-up term, the dean (on student's well-founded written application filed within 2 working days from the date on which the make-up examination outcome has been made available to student) may decide on examination conducted before an examination board which should be held within 7 days from the date on which the outcome of make-up examination was made available to students. Dean's refusal should be justified.

2. The student may also apply for an examination conducted before an examination board within 2 working days from the date on which the first take examination outcome has been made available to students without taking a make-up examination and even if the grade for the first or make-up examination he/she questions is positive. Dean can not refuse the right of examination conducted before an examination board.

3. Any grade for an examination conducted before an examination board is considered a final grade. An examination conducted before an examination board should be oral; in special well-founded cases both written and oral.

4. The examination conducted before an examination board takes place before a board consisting of the dean, vice-dean (or academic teacher with at least post-doctoral degree appointed by the dean) as chairman, a person who has conducted an examination (in first take and/or make-up take) and a second expert in a given subject or related specialty. The student

board representative, as an observer, may (on student's application) take part in the examination conducted before an examination board.

5. The person who has conducted the examination from the subject to which the examination conducted by an examination board refers cannot be the chairman of the examination board described in rule 4.

6. The student who does not file an application described in rule 1 (which is interpreted as an equivalent to a deliberate resignation from the examination conducted before an examination board) or receives a fail grade for an examination conducted before an examination board must retake the subject. If this subject is not an compulsory or elective subject, the dean may let the student compensate thus obtained deficiency of points. In order to do that, in the following semester, the student must obtain a credit for some other subject which will compensate for the lost points (the student declares to take subjects for accordingly more points than 30). This rule does not apply to first semester students. In above-described case, the first semester students loose their student status and are crossed off the list of students.

7. The student who has received a fail grade for an examination conducted by an examination board or credit test conducted before an examination board can not study in the following semester. On student's written application the dean may let the student repeat the semester.

## **VII. Crossing off the list of students, retaking studies, resuming studies, leaves**

### **§ 17**

1. The dean removes the student from the list of students if:
  - 1) the student has not taken up the studies,
  - 2) has given up the studies,
  - 3) the student, has not submitted the bachelor/master dissertation or has not taken bachelor/master exam within the specified period of time,
  - 4) has been disciplinarily punished and thus expelled from the University.
  
2. The dean is eligible to remove the student from the student list if:
  - 1) the student has not manifested any academic progress,

2) the student has not obtained the semester credit within the specified period of time,

3) the student has not made the payment for studies.

3. The student who has interrupted studies in the first semester or has been removed from the student list because of unsatisfactory academic progress in the first semester may be admitted to studies again according to the University first year enrollment procedure.

4. The student may retake the first semester (e.g. because of long-term illness confirmed with a special medical certificate) only with vice-rector of the department of teaching's consent. The vice-rector grants this permission in agreement with the dean.

5. If the student (excluding first semester students) has not credited (within the period of time outlined in the organization of academic year) the subjects listed for a given semester in the standard plan of studies or the subjects listed in the form, the dean decides to:

1) give a conditional permission (for each subject separately) allowing the student to study in the following semester:

a) if the examination/credit test (standard or make-up) session of the previous semester has been extended

b) if the student has not obtained credits for subjects which do not exist because of faculty council's decision (described in § 4, rule 2) the dean does not exclude the possibility for continuing the studies

2) allow the student (on his/her written application) to retake the subject or semester due to unsatisfactory academic progress (however one semester may not be retaken more than twice)

3) cross the student off the student list.

6. The dean grants the student with conditional permission for continuing the studies along with setting the time period within which the point deficiency must be made up for and compulsory subjects credited. The deadline should be the end of the following semester or, for well-founded reasons or in case if it collides with the organization of classes and lectures, within the two following semesters.

7. The student ought to retake the subject in the first semester following the semester in which he/she has not credited the subject. If the subject is not conducted in the

first semester following the semester in which he/she has not credited the subject, the student should retake it in the next semester.

## **§ 18**

1. If the student retakes the semester or subject (due to student's unsatisfactory academic progress) and if his/her studies are reactivated (i.e. the studies are resumed with a necessity to register the student on the same semester) due to student's unsatisfactory academic progress, he/she has to make payments for didactical classes and lectures. The rector determines the size of the payment. If the student is crossed off the student list due to his/her unsatisfactory academic progress the permission for reactivation may be granted only twice.

2. The subjects that the student has credited at the University (or outside the University but which are listed in the form approved by the dean) are valid as far as the curriculum content is compatible with the ruling plan of studies to which the student is subject to. If the student has credited a subject at some other academic institution – without having previously listed such solution in the form further approved by the dean, he/she – in order to have this previously obtained subject crediting made valid \_ must obtain an approval from the person conducting the same or related subject at the University of compatibility of curriculum content with the plan of studies, requirements and crediting mode.

3. Giving consent to resuming the studies after an break longer than one semester, the dean may oblige the student to make up the curriculum differences only within compulsory subjects.

4. The student, during the period in which he/she waits for retaking the semester:

- 1) keeps the student rights ( valid student ID)
- 2) with deans consent may take part in classes and lectures in chosen subjects. Being granted such permission, the student is obliged to take credit tests and examinations for these subjects.

## **§ 19**

1. The dean may grant the student with a leave:

1) sick leave – in case of long-term sickness which has to be approved by a special medical board

2) random – due to extra-important documented circumstances considered by the dean as sufficient for granting a special leave (e.g. child birth, military service, hard financial situation),

3) academic leave – due to studies, internship as well as training abroad.

2. The permission for leave and the reason for granting it are recorded in the index book.

3. During the leave the student retains the student rights with reservation that the right to financial support in that period is regulated by separate rules.

4. The student is obliged to apply for a leave as soon as the reasons for it occur, not after he has failed the semester. The student cannot be granted a leave for a bygone semester.

5. In order to be granted a special leave due to hard financial situation the student must credit the previous semester. The student must apply for such a leave within one month after the next semester begins. The leave resulting from a hard financial situation may be granted to student twice during the whole studies but not in consecutive years.

6. During the leave, the student may, with dean's consent, take part in chosen classes and lectures and take chosen credit tests and examinations.

## **VIII. Awards and honorable mentions**

### **§ 20**

1. Students who have exceptional academic output, discharge duties exceptionally, are disciplined, socially active and proper may receive: rector's awards and honorable mentions.

2. Those whose average grade for the whole five year graduate studies (or both undergraduate and graduate studies in total – both levels should be completed at the University) at the University is 4,5 or more and whose grades for master dissertation (the

grade put into the index book) and master examination are very good may receive a diploma honorable mention in the form of a writing from the rector. If the student has credited some of the subjects at other academic institutions according to the rules of credit point system, then the studies are considered to have been carried out at the University.

## **IX. Diploma dissertations**

### **§ 21**

1. The curriculum for the undergraduate studies may oblige the student to write a bachelor dissertation. The curriculum for the graduate studies or five year-graduate studies obliges the student to write a master dissertation.

2. The requirements for bachelor and master dissertations are determined by the faculty council.

3. The student is obliged to submit the bachelor/master dissertation till 13th October (if the studies finish in the summer semester) and until 31<sup>st</sup> May (if the studies finish in the winter semester).

4. The dean may shift the bachelor/master dissertation submission deadline on application from the supervisor or the student not further than to 31<sup>st</sup> January (if the studies finish in the summer session) and not further than to 31<sup>st</sup> October (if the studies finish in the winter semester). The reason for such shift may be:

- 1) student's long-term illness confirmed with a special medical certificate,
- 2) failure to complete the Master's dissertation in due time for well-founded reasons independent of the student.

5. In the event of supervisor's long absence, which could cause a delay in submitting the thesis, the dean is obliged to appoint an academic teacher who takes over the supervision over the thesis. The situation in which the supervisor is changed within the last 6 months of the studies may be the reason for shifting the bachelor/master dissertation deadline according to rules described in rule 4.

## § 22

1. The writing of the bachelor/master dissertation is supervised by the supervisor i.e. an academic teacher (professor or a person with a post-doctoral degree appointed by the dean). In consultation with the faculty council the dean may appoint the senior lecturer, assistant or an academic teacher with at least post-doctoral degree as the supervisor.

2. The student's personal academic interests should be taken into consideration while choosing the topic of the bachelor/masters dissertation.

3. The bachelor/master dissertation may take the form of a work written within the framework of a student's scientific movement.

4. On student's application and with dean's consent the bachelor/masters dissertation may be written in a foreign language (without Polish language version) providing the possibility of appointing an appropriate supervisor and reviewer and providing the bachelor/master exam may be conducted at least partially in the language in which the paper has been written.

5. The bachelor/master dissertation is graded by the supervisor and one reviewer. In case of marked discrepancy regarding the assessment of the bachelor/masters dissertation and its allowance for the bachelor/master examination, the final decision is taken by the dean, who may consult the second reviewer in the matter.

6. The student who has received two unsatisfactory grades for bachelor/master dissertation is, by dean's decision, obliged to retake the seminar of the last year or semester of studies or, especially if such situation has already occurred in the past, crossed off the student list.

7. The student who doesn't submit the thesis in due time specified in § 21, rule 3 or 4 is crossed off the student list.

## **X. Bachelor/master examination**

### **§ 23**

1. Bachelor/master examination tests the knowledge and skills from wider field than that of bachelor/master dissertation and from the field compatible with the major. This examination is also designed to verify if the bachelor/master dissertation is the student's own work.

2. The requirements for admission to a master/bachelor examination are:

1) passing all exams and crediting all subjects and trainings outlined in the plan of studies (standard and individual).

2) obtaining at least satisfactory grade for the bachelor/master dissertation,

3) settling of accounts with the University. The settlement is confirmed by the complete check list which the graduate files in the dean's office. If the graduate does not settle the payments for studies (see § 17, rule 2 pt. 3) the dean may remove him/her from the student list.

3. Bachelor/master exam is held before an examination board appointed by the dean which consists of academic teachers with academic degrees. At least the chairman (the dean or a person appointed by the dean) must have a post-doctoral degree.

4. On student's application the representative of the student board may be present during the examination.

5. The diploma/master examination must be held not later than within one month after the bachelor/master dissertation has been submitted.

6. The dean may determine an individual date for the student's bachelor/master exam if the student has submitted the bachelor/master dissertation paper before classes and lectures of the last semester end and if he/she has met the requirements described in rule 2.

### **§ 24**

1. The bachelor/master exam is an oral exam.

2. While grading the exam the grade scale determined in § 13 is used.

3. On student's and supervisor's application and with dean's consent the examination may be conducted in foreign language providing an appropriate examination board is selected.

## § 25

1. If the student receives an unsatisfactory grade for the bachelor/master examination or if he/she doesn't take this examination and his absence on due date is unexcused the dean determines a second and final date for this examination – but the final date must be within the month from the previous examination.

2. If the student doesn't take a bachelor/master examination within a second date or if his second absence remains unexcused the dean crosses the student off the student list.

In that case an optional resuming of studies is equivalent to retaking studies as a result of student's unsatisfactory academic progress.

## § 26

1. The student finishes studies once he/she takes a bachelor/master examination. The graduate receives a diploma

2. The basis for the assessment of the final result of studies are:

- 1) arithmetic mean of all grades recorded in the index book,
- 2) arithmetic mean of the bachelor/master dissertation grades,
- 3) bachelor/master examination grade.

The result of studies is the total of: 0,6 of the arithmetic mean of the grades listed in pt.1; 0,2 of the arithmetic mean of the grades listed in pt. 2 and 0,2 of the arithmetic mean of the grades listed in pt. 3.

3. On the diploma the final result of studies is entered according to the following rules:

- |    |            |                   |
|----|------------|-------------------|
| 1) | up to 3,4  | satisfactory      |
| 2) | 3,41 – 3,8 | plus satisfactory |
| 3) | 3,81 – 4,2 | good              |
| 4) | 4,21 – 4,5 | plus good         |
| 5) | from 4,51  | very good         |

4. The grades in round figures (as in rule 3) are registered only in the diploma. In all other documents the precise grade is registered (as in rule 2).

5. In special circumstances the examination board may rise or lower the grade (described in rule 3) by 0,5. The student's grade can not be raised if during the last two years he/she has obtained an arithmetic mean of grades lower than 4.0, and if he/she has been disciplinarily punished and the punishment has not expunged.

6. The date on which the student takes the bachelor/master examination with at least satisfactory grade is considered the date of finishing the studies.

7. The index book is the students property and remains at his/her disposal after finishing studies.

## **XI. Final regulations**

### **§ 27**

The rector serves as an appeal instance in all cases embraced by the regulations.

### **§ 28**

The present regulations come into effect on 1<sup>st</sup> October 2008.