

Senate Act no. 0000.26.2017
By the Senate of the Wrocław University of Economics
issued on 20th of April 2017

concerning
The Rules of Procedure for Studying at the Wrocław University of Economics

Based on the article 161 of the Higher Education Act (issued on 27 July 2005, Dz.U 2012, 572 with amendments), the Senate thus states the following Rules of Procedure:

I. General Rules

§1

1. The Rules of Procedure concern the students of first and second degree courses, on-site and off-site, organised by the Wrocław University of Economics, from hereon referred to as "the University" or "WUE." It does not concern the participants of postgraduate and PhD courses.
2. A person becomes a student of the WUE upon matriculation and pronouncing the oath.

The Oath pronounced by the students of the WUE:

As I enter the Wrocław University of Economics, I do solemnly swear to pursue knowledge and skills, to uphold the dignity of the university student and of my University; to honour its traditions, to observe the rules of social conduct and of the academic community, and the laws of the University.

3. In case of jointly organised courses, the contract of cooperation specifies the wording of the oath.
4. Being matriculated and pronouncing the oath is considered the same as consenting to the processing of personal data in the digital systems of the WUE, as required by the student card system.
5. At the start of the academic year, the WUE offers a seminar on the rights and duties of students.

II. Course levels and titles

§2

1. The University offers courses on the following levels:
 1. First degree courses – the duration being 6 or 7 semesters, depending on the field.
 2. Second degree courses – the duration being 3 or 4 semesters, depending on the field. The 4-semester Business Management course (MBA) may include an additional semester which is wholly devoted to preparing the graduate dissertation.
2. The University bestows the following titles on students:
 1. Licentiate
 2. Engineer
 3. Magister

III. Course Organisation

§3

1. The academic year comprises two semesters. The winter semester starts no earlier than the 25th of September and no later than the 3rd of October for the on-site courses and no earlier than the 10th September for the off-site courses.
2. The educational process for a given field and specialisation is based on the graduate competence list as stated in the The Polish Qualifications Framework, accepted by the Senate. The resulting course plan is accepted by the Faculty Council and specifies the duration of a course, the matters studied, the number of teaching hours and their form, the number of exams and the required student work placements for a given field and specialisation.
3. A student follows the standard course plan accepted by the Faculty Council, to which they can add additional courses worth no more than 30 ECTS points. A student may follow an individual course and education plan (IPS) that has been accepted by their academic tutor and the Dean. The Faculty Council may specify a certain portion of material that is mandatory and cannot be omitted in an individual education plan.
4. Students participating, in the 2017/2018 academic year, in courses higher than the first year course, must meet the requirements stated by the Faculty Council as concerns the semester, or a number of ECTS points, that a student must obtain in order to qualify for an individual education plan. These requirements do not need to be met to continue a previously established individual education plan.
5. Planning and controlling educational plans at the WUE follows the European Credit Transfer and Accumulation System (ECTS). ECTS points are awarded if the student passes the subjects required for a given semester, thus confirming they have achieved the required level of learning.
6. Courses for an individual education plan are chosen from among a given faculty's subject offer, or from other faculties and possibly other Universities. These subjects have a specified value in ECTS points, established by the Faculty Council. Courses from the MSM-MBA and the postgraduate portfolios are not eligible for an individual education plan.
7. To graduate, a student must pass the subjects required by the Faculty Council (section 3) and other subjects, in order to obtain a number of ECTS points required by their course (also specified by the Faculty Council), as well as obtain a positive evaluation of their graduate dissertation and pass the final examination.
8. Students of the MSM-MBA course follow a standard education plan.
9. Students transferring their achievements from another university, including a foreign one, obtain the same amount of ECTS points they have obtained at the university in question.
 1. This transfer is possible if the student can demonstrate that the effects of their education are conform to the expectations of the WUE, in a manner specified by the WUE Rules of Procedure.
 2. One ECTS point is considered to be an equivalent of work 25-30 hours, which includes course hours organised by the university and hours of individual study time.
10. The educational programme offers the students a choice of ECTS-qualified subjects which can be no less than 30% of the ECTS points amount required by the given field.
11. Any subjects not mentioned in the course portfolio of a given faculty, and coming from other fields and faculties, are considered extracurricular subjects.
12. Courses at the WUE are given in Polish language. A Faculty Council may decide to introduce courses on other languages.
13. Courses may include remote teaching methods and techniques.
14. A Dean has the right to allow an exceptionally gifted high school student to participate in University courses. This requires an agreement between the Dean and the Principal of the high school in question. An educational plan for such a student is established by the Dean, taking into account the student's own propositions consulted with a teacher specified by the

Principal.

15. A high school student follows their courses on the same terms as a student does, and obtains a Dean's confirmation detailing the subjects they have passed, their grades and the number of hours.

§4

1. A Faculty Council may create a sequential subject plan, wherein accessing a specific subject requires passing other subject(s) first. It can also require these requirements to be met no later than in a specific semester.
2. The first degree course plan includes work placement hours for all fields. The work placement hours have to be validated by the Dean or a delegated faculty member, based on a confirming document issued by the institution that accepted the student for work placement. In acceptable cases, employment or social work can be accepted as work placement hours if the tasks performed are in accord with the educational course.
3. A student may be exempt from work placement hours by decision of the Dean, but only for health reasons. The Dean may require the student to pass a certain subject instead, to meet the ECTS points quota.
4. In acceptable cases, the Dean may allow a student to perform their work placement hours earlier than scheduled.

§5

1. In order to facilitate the education process, the Dean may designate certain faculty members as tutors responsible for specific years.
2. The task of these faculty members is to implement individual education plans and programmes for students.
3. The exact responsibilities and duties of these faculty members is established by the Faculty Council.
4. One such person may have no more than 20 students under their care. This limit does not include thesis supervising. A bylaw of the Faculty Council may state this limit to be lower than 20. The choice of a tutor is up to the student.
5. Only experienced faculty members, with a PhD title or higher, can serve as tutors.
6. A student under the care of a thesis supervisor cannot have another tutor.

§6

1. A student must present their proposition of an individual education plan, validated by their tutor, to the Dean no later than two weeks before the end of a semester after which the student proposes to initiate the individual plan.
2. Failure to propose the plan on schedule is considered the same as the student accepting the standard course plan for the semester.
3. If the proposition is rejected by the Dean, the student has one week to amend it. Failure to present satisfying amendments and/or further rejection of the proposed plan is considered the same as the student accepting the standard course plan for the semester.
4. Starting another course in a different field does not require the Dean's agreement. The student must, however, inform the Dean of the first major about the decision.
5. If the student meets all the requirements of the respective education plans of their multiple majors, then no elements of the educational process on one course can be made to depend on the schedule of another course – especially a graduation exam.

§7

1. In some cases, pending the Dean's approval, a student may follow an individual course organisation plan, which entails the course schedule being made to fit the student's preference, taking into account the capabilities of the academic teachers, without altering the educational programme.
2. An individual course organisation plan may be available to students who:
 1. are the members of the University Senate or the Faculty Council,
 2. are in the process of performing special tasks (educational, scientific, social, athletic, artistic) accepted by the Dean,
 3. are single parents,
 4. are handicapped,
 5. present an otherwise acceptable case.
3. Applications for an individual course organisation plan should be made to the Dean, observing a schedule outlined by the Dean in question.

§8

1. Students accepted into the University through confirming their self-teaching are included in the normal course plan. There are no separate groups for such students.
2. Students accepted through confirming their self-teaching are put under the care of a tutor selected by the Dean no later than two weeks after the students in question start their course. Only an experienced faculty member with a PhD title or higher can be that tutor.
3. One such person may have no more than 20 students under their care. This limit includes the students mentioned in §5 section 4.
4. A student described in §8 section 1 can follow an individual education plan. Their tutor in such a case remains the person indicated as part of the §8 section 2 procedure.
5. Rulings of abovementioned §5 sections 2-4 do not concern MSM-MBA students.

IV. Students' Rights and Duties

§9

1. A student has the right:
 1. to the respect of their personal dignity;
 2. to an individual course organisation plan and an individual educational plan, with the exception of cases described in §3 section 8;
 3. to participate in supplementary courses and subjects offered by the University, observing the regulations detailed in Rector's decrees,
 4. to develop their own scientific interests, and to use the University facilities and means, as well as the help of the University faculty, to pursue those interests, observing the rules of the University;
 5. to participate in scientific research conducted by the University;
 6. to develop their own cultural, travelling and athletic interests, and to use the University facilities and means, as well as the help of the University faculty, to pursue those interests, observing the rules of the University;
 7. to be awarded with accolades;
 8. to create and participate in associations and student organisations, observing the rules detailed in separate documents;
 9. to obtain financial help, according to the rules described in separate documents;
 10. to be informed about the required knowledge and the form of exams for various

subjects;

11. to obtain information and explanation as to the grades given to their submitted papers, and to access those papers no later than the first consulting hours of the teacher in question after being informed about the grade; a student also has the right to an explanation of the grade given to their performance on oral exams, and to information about their grades as per §13 section 13.
 12. to participate in extracurricular working placement hours if they do not interfere with the regular course plan,;
 13. to participate in supplementary classes. Classes are considered supplementary as per the article 99 section 1 point 4 of the Act if they are not part of the educational programme as detailed in § 3 section 3.
2. Participating in lectures is a student's right and considered good form.
 3. A Student Ombudsman is designated by the Rector, following an application by the Student Council, to ensure the respect and observation of the student's rights.

§10

1. A student's duty is to fully profit of the educational opportunities provided by the University. A student is especially required:
 1. to gain knowledge and skills;
 2. to participate in mandatory classes (practicals, laboratories, lectorals, seminars). More than two unjustified absences from such classes in a semester will result in a written notification to the dean, and failure to participate in such classes (whether justified or not) may result in the dean requiring the student to repeat the subject.
 3. to meet the requirements set by the academic teacher responsible for a given subject, if conform to the rulings of chapter VI of these Rules of Procedure;
 4. to observe the University laws and rules;
 5. to observe the rules of social conduct;
 6. to uphold student dignity and the good image of the University;
 7. to inform the University about a change of name or address, and about a change in their material or marital status, if relevant to any financial help the student may be obtaining from the University;
 8. to inform the Dean, and other institutions described in separate documents, about any other courses they may be pursuing on other Universities or in other Departments, and about any scholarships received there, within two weeks of such occurrences;
 9. to inform, within two weeks, the teachers or the Dean's office (or the MSM-MBA office) about the reason for their absence from mandatory classes or an examination, and to justify such absences on the next attended course;
 10. to participate in opinion surveys conducted by the University, including the anonymous surveys evaluating the class quality and the functioning of deans' offices and MSM-MBA offices;
 11. to respect the University property;
 12. to observe the Ethical Code of Conduct of the Wrocław University of Economics Student.
2. A student infringing on the law of the Republic of Poland is held accountable accordingly to separate rulings.

§11

1. A student may transfer to another university or from another university to the WUE, pending approval by the dean of the target institution, if they meet all requirements set by the laws of the university they are leaving. When transferring to the WUE, a student must

- also meet all the requirements for the regular WUE candidates.
2. In justified cases and pending Dean's approval, a student may transfer:
 1. from on-site course to an off-site course;
 2. from one type of course organisation to another, if available for the same course mode (such as transferring from Saturday-Sunday off-site course to a weekday off-site course, if available)
 3. from an off-site course to an on-site course, no sooner than after passing a second semester, and on terms described in a Rector's decree;
 3. Other forms of transfer from off-site to on-site courses, more advantageous for students, may be ordained by the Dean in case of cancelling student groups that are insufficient in numbers.
 4. Transferring from one Faculty to another, in justified cases, requires approval from the Deans of both Faculties. Transferring from one major or one specialisation to another within the same faculty requires approval from the Dean.
 5. When a student transfers from one faculty to another or one major to another, the Dean of the target faculty decides on the form, schedule and conditions by which the student will level with the material they may be lacking in due to differences in course programmes.
 6. A student of an off-site course may be accepted to an on-site course of the same major and level. Being accepted to the on-site course is considered resigning from the off-site course.

V. Organisation of the academic year

§12

1. The academic year is considered to entail:
 1. classes following the educational programme, divided into two semesters: the winter and summer semester.
 2. Two examination sessions, no shorter than six weeks each, divided into the primary session and the re-take session. The winter session ends the winter semester, and the summer session closes the summer semester.
 3. Work placement hours, if present in the programme.
 4. Winter break, spring break and summer break, of a duration no shorter than six weeks when combined, including no less than four uninterrupted weeks of summer break.
2. The exact dates for starting and ending semesters and breaks, as well as examination session schedules, are decreed by the Rector.
3. The detailed schedule of the academic year for each Faculty is determined by the Dean of that Faculty, based on the educational programmes and the decrees of the University Senate. The detailed schedule determines the number of auditorium groups, laboratory groups, and seminar groups, as well as the number of students in each group for each department, each major and specialisation, each course form and each year.
4. On-site courses entail classes from Monday to Friday, with the number of teaching hours not exceeding 30. This number does not include Physical Education classes. Classes on on-site courses cannot end later than at 8:00PM.
5. Class schedules are to be published on the University website no later than a week before the semester starts.
6. The Rector may decide to make additional days or hours during the academic year free.
7. A student may be required to pass no more than nine subjects in one academic year, and no more than five subjects in a semester. For on-site courses, there must be at least two days between examination dates in the primary session.
8. If a major offers several specialisations, the student applies to be accepted for one of them to the Dean, observing the time schedule and form decided by the Dean. The Dean decides whether or not to approve the request, taking into account the candidate's results, interests,

- and the capacities of the University.
9. For subjects that require electronic enrolment, students are required to enrol on time.
 10. Handicapped students who are unable to fully participate in classes and exams following the standard schedule or an individual plan are entitled to other solutions which will allow them to study and take exams.
 11. These special solutions may include:
 12. Use of additional equipment,
 13. Assistance of a handicap assistant or a sign language interpreter,
 14. Preparing educational material in accessible form.
 15. The Dean decides whether to use any of these necessary solutions when applied to by the student, and having received the opinion of Rector's Assistant for Handicapped Persons.
 16. The University Chancellor may apply to the Rector's Assistant for Handicapped Persons for an opinion pertaining to ensuring accessibility of a University facility prior to any facility investments.

VI Passing a year and a semester

A. General Rules

§13

1. The standard passed period for on-site courses is a semester.
2. Students following an Individual Education Plan are required to declare their will to enter each semester by applying to the Dean's office, as per §6 section 1:
 1. The declaration, formed with assistance of the student's tutor, details all subjects that the student declares to take on in the semester in question.
 2. Listing a subject in the declaration may depend on the student enrolling for it first. If applied to by the teacher of a subject, the Dean may decide the form and schedule of enrolling for it. Choosing students who meet the requirements follows the ranking. Ranking criteria are decided by the Dean when applied to by the teacher.
 3. If a student plans to take on subjects which require passing other, preparatory subjects first – as specified in the subject portfolio and described in §4 section 1 – the student may only be marked for enrolment. Final evaluation of the enrolment list takes place when the re-take session of the previous semester is closed.
 4. Failing to submit the IEP declaration for a given semester is considered the same as renouncing the IEP and reverting to the standard education plan.
 5. The student, after consulting their tutor, may apply for a change in the declaration already submitted, no later than 14 days from the start of the semester.
 6. The declaration or a change of declaration is valid after being accepted by the Dean.
 7. The Dean may refuse to enrol a student for a semester if:
 1. the student failed to pass required subjects,
 2. the student declared to take on a set of subjects that does not meet the ECTS points requirement,
 3. the proposition is in conflict with the rulings of §3 or §4 section 1.
3. The rules for establishing the exam schedule are decreed by the Dean, in cooperation with the appropriate section of the Student Council and following the educational plan. Exam scheduling follows the same rules as class scheduling (meaning especially that students of Saturday-Sunday courses have their exams on Saturdays and Sundays). The Dean's rules for exam scheduling should be made known no later than one month before the start of a session.
4. A student is required to take their exams in the established schedules. The Dean, when applied to, may agree for the student to take their exams on other dates, if the student's

- request is considered justified (including justification by conflicting schedules of exams for different subjects).
5. Each subject is passed by obtaining a single, passing grade. However, if the Faculty Council so decides, practicals (including laboratory exercises, special projects etc.) may require a passing grade as well. In such cases, taking a final exam in a given subject requires passing the practical first. The partial grades are kept in the grading minutes for 5 years by the respective offices.
 6. The grades are entered into the USOS system under supervision of the subject coordinator, following a schedule established by the Vice-Rector for Didactics. The joint grade minutes are kept for 5 years by the respective offices.
 7. The final grade is determined by the partial grades (in an algorithm determined by the Vice-Rector for Didactics) and entered into the supplement to the final diploma.
 8. A student should be informed about their partial grade no later than three days after the last week of classes of the subject in question, except for examination grades. Examination grades are made known no later than one week after the exam in question. The students are informed about their joint grade by its entry into the USOS system.
 9. Students pass their practicals during the class-taking part of the semester, and the exams during the exam session. The Dean may allow another term for passing an exam or a practical, if applied to by both the student and the teacher, in accord.
 10. A subject cannot be passed by submitting a single, all-encompassing paper accounting for all the material a student was supposed to learn during the semester. A subject that had no more than 15 hours and that is not scheduled for an exam in the educational plan is an exception to this rule.
 11. A student participating in scientific research may be exempt from some of the classes on the subject covered by the research. Participating in research may be the reason for passing practicals, seminars or exams, provided they meet the requirements specified in the programme.
 12. Examinations and tests are conducted in the same language as the classes in question. The rules for testing knowledge and skills for subjects in foreign languages are the same as the rules for Polish-language classes.
 13. Students are required to check their grades in the USOS system no later than the 1st of March for the winter semester and 20th of July for the summer system, unless the Dean or Vice-Dean allowed these dates be modified, replying to a justified request by the student. After these dates, the USOS grades are assumed to be correct and valid.
 14. In case a grade was entered into the USOS system incorrectly, the student must immediately inform the teacher in question who must urgently correct the system. If the minutes are already closed and archived, the teacher should contact the Dean's office or MSM-MBA office for help.
 15. Students have the right to continuous digital access to their transcript.

§14

1. For exams, tests, specific questions during the final exam and specific grades given to the graduate dissertation, as well as for any other instruments of education effect grading, the University uses the following grade system:

Description	Grade	Expected grasp of the material
Very good	5.0	90% or more
Fairly good	4.5	80-90%
Good	4.0	70-80%

Satisfactory plus	3.5	60-70%
Satisfactory	3.0	50-60%
Unsatisfactory	2.0	Less than 50%

The scale is valid for all examination terms. Extracurricular subjects offered by cooperating institutions other than the University may apply their own requirements instead. The rules by which the final graduation grade is calculated are described in §27 sections 2 and 3.

2. Some subjects, indicated by the Faculty Council, may be passed by obtaining the term "pass" (without an explicit grade) into the transcript and the USOS system.

B. Passing subjects

1. Subjects are passed with the subject coordinator in question, or, in special cases (illness, voyage etc.), another person indicated by the department supervisor. The deadlines for passing papers should be announced to the students at least two weeks before.
2. Students should pass all subjects (all forms of classes – practicals, labs, seminars etc) no later than on the last day of class in a given semester (the standard schedule). Failing to pass a subject in the standard schedule results with an unsatisfactory grade marked in the first attempt.
3. If a student gets an unsatisfactory grade in the first attempt described in point 2, they have the right to re-take the test. The Dean, after consulting the subject coordinator, may refuse a re-take, if the reason for the grade was absence from class – this concerns lab classes, PE classes and other classes where active participation methods are required, and which cannot be re-taken at other time, if the information about the lack of that possibility was given to students in the subject syllabus and during the first class.
4. If the student disagrees with a grade obtained during their first attempt or a re-take, they can apply to the unit (department or studium) supervisor to be allowed a test in the presence of a committee. If the unit supervisor was the person who gave the student the disputed grade, the application is made to the Dean instead. A refusal to grant the test in the presence of a committee should be explained. Such a request cannot be denied if the application is made after the results of the first exam attempts, before the student takes the re-take (and they have not lost their right to the re-take as per point 3) or if the student applies despite having obtained a passing grade, on either attempt.

An application for a test in the presence of a committee must be made within two workdays from the moment when the results of the disputed test were made known. A test in the presence of a committee must be undertaken within 5 workdays from the moment when the results of the disputed test were made known. The grade given by the committee is final and replaces the disputed grade, even if the first grade was positive and the committee grades the test as unsatisfactory.

5. The test in the presence of a committee is taken with the committee members chosen by the unit supervisor or the Dean. At least three academic teachers or two academic teachers and a PhD student must be members of a committee. It is headed by an academic teacher with a scientific degree (except in cases of foreign language examinations), who was not the person who gave the student the disputed grade. The student may request that an additional observer is present.
6. The subjects that a student did not pass must be repeated.
7. In justified cases, the Dean may allow the student to pass a subject or some part of it (practicals, labs, seminars) at a different date than the one established in the academic year organisation rules, but no later than the 10th of March for the winter semester or 28th of September for the summer semester.

8. If a student does not show for a test in the standard schedule, a re-take or a test in the presence of a committee and cannot justify their absence, they receive an unsatisfactory grade.
9. Passing the last semester of the final dissertation seminar is not considered the same as thesis supervisor accepting the dissertation.

C. Exams

§16

1. In order to qualify for an exam of a given subject, the student must pass the practicals and other classes pertaining to that subject as established in the educational plan.
2. After a re-take or a test in the presence of a committee taken to pass the subject (except when correcting a passing grade in the presence of a committee), if the subject in question entailed an exam in the same semester, the first taking of this exam by the student is considered to be their re-take, and their grade from the standard schedule exam is marked as unsatisfactory.
3. A student may take an exam before the examination session, if the subject coordinator agrees.
4. If a student receives an unsatisfactory grade in their standard schedule exam, they have the right to a re-take, for every subject. A student should be informed about an unsatisfactory grade immediately, and no later than three days before the scheduled re-take.
5. If a student does not show for an examination in the standard schedule, to a re-take or to an exam in the presence of a committee that they applied for following the rules set in §17 section 1, and cannot justify their absence, they receive an unsatisfactory grade.
6. In justified cases, the Dean may allow a student to take an exam outside the normal examination session, but no later than the 10th of March for the winter semester and the 28th of September for the summer semester.

§17

1. If the student disagrees with a grade obtained during an exam, they can apply to the Dean to be allowed an exam in the presence of a committee. The application must be made within two workdays from the announcement of the disputed grade, and the exam in the presence of a committee must be organised within 7 workdays from same. If the Dean refuses to allow the exam in the presence of a committee, they must justify their decision.
2. A student may apply for an exam in the presence of a committee within 2 workdays from the announcement of the disputed exam results. This is possible even if the disputed grade is a passing grade. In this case, the Dean cannot refuse to allow the student to take the exam in the presence of a committee.
3. The grade obtained by the exam in the presence of a committee is final and supplants the disputed grade. An exam in the presence of a committee should be an oral exam, or a mixed oral-written exam in justified cases.
4. An committee for such an exam includes:
 1. the Dean, Vice-Dean or a designated academic teacher, with a title of PhD or higher, as the committee chairperson,
 2. the person responsible for the exam that resulted in the disputed grade,
 3. a second specialist in the field that the exam is taken in, or a related field.The student may request the presence of an additional observer.
5. The committee described in section 4 cannot be presided by the person who gave the disputed grade.
6. A student who obtained an unsatisfactory grade during the exam (or test) in the presence of

a committee cannot continue their course in the coming semester. They may apply to the Dean for a permission to repeat their semester, and thus to pass the subject(s) that they were graded unsatisfactory in.

VII Being delisted, repeating courses, resuming courses, leaves

1. The Dean delists a student if:
 1. the student does not commence the course
 2. the student renounces the course
 3. the student fails to submit the graduate dissertation or take their graduate exam in time,
 4. the student is expelled as a disciplinary measure.

Not commencing the course is ascertained in cases when: the student declares the fact that they do not intend to commence the course, the student fails to pronounce the oath, the student fails to submit necessary documents, or the student is absent without justification from classes during the first three weeks of the course. Declaring the will to renounce the course must be done by submitting a written document to the Dean's office or the MSM-MBA office.
2. The Dean, after meeting with the student for explanations, can delist a student if:
 1. the student shows no educational results,
 2. the student fails to pass their subject(s) in required time,
 3. the student fails to pay the required fees,
 4. the student fails to sign the contract concerning the fees for courses and educational services with the WUE.

The Dean ascertains the lack of educational results if the student does not pass at least one of the subjects required in the semester, does not apply for a chance to repeat the subjects (as described in section 5 points 1 and 2), or that application is rejected for reasons described in section 6.
3. A student who has interrupted their course in the first semester or was delisted due to a lack of results in the first semester is admitted again in accordance with the normal WUE laws concerning entering the University.
4. Repeating the first semester of the first year of the first-degree course (for instance, due to a documented prolonged illness) is only possible with the agreement of the Vice-Rector for Didactics. That agreement is granted in consultation with the Dean.
5. Concerning students who failed all subjects in time as specified by the academic year schedule, the Dean may make one of the following decisions:
 1. allowing the student to conditionally continue their course in the next semester – the student is then required to repeat the failed subject(s) or part(s) of it, while simultaneously continuing with the plan for the next semester. This is possible if the failed subjects are not a prerequisite for continuing the course as per Faculty Council decision described in §4 section 1, if the ECTS points deficit is not excessive in the Dean's opinion, or if the decision does not violate the rulings of §17 section 6.
 2. allowing the student to repeat the semester, if they have shown no educational results,
 3. delisting the student.
6. A semester, or its part, that is being repeated in cases described in section 5 points 1 and 2, cannot be repeated more than twice. The decision described in section 5 point 1 or 2 can only be issued if the student submits a written request.
7. If the conditional agreement to continue a course is granted for repeating a failed subjects, it is considered a repeat due to no educational results.
8. Allowing for conditional continuing of the course, the Dean also establishes the deadline for passing the failed subjects. This deadline should be sometime in the upcoming semester, or if the class schedule or other justified reasons forbid that, in the following two semesters.
9. A subject should be repeated directly after the semester in which it was failed. If the subject

is not offered in the upcoming semester, the student must repeat it in the first possible semester.

10. A student that has been delisted may apply to be reinstated. This does not concern students delisted during the first semester.
11. A student that has been delisted may apply to be reinstated starting from the last semester before they were delisted.
12. A student can be reinstated if they meet all their obligations towards the University. The Dean decides whether or not to reinstate a student.
13. A student delisted due to failure to submit their graduate dissertation may, within 5 years from delistment, apply for permission to be reinstated as a student in order to take the graduation examination.

§19

1. If a student repeats a semester or a subject due to no educational results, or if a student is reinstated to the same semester due to no educational results, they are required to pay a tuition fee. The height of the fee is established by the Rector, and a contract between the student and the University is signed to confirm that decision. If a student was delisted due to no educational results, they can be reinstated no more than twice.
2. Grades obtained by the student while studying at the WUE, including positive partial grades from the WUE (or outside WUE but for subjects studied as part of the Individual Education Plan) are the student's fixed achievements. The grades are valid if the educational results are conform to requirements. Partial grades for failed subjects are valid only for 5 years.
If a student passed a subject on another university, including a foreign one – without having included that intention in their Individual Educational Plan – the Dean may only agree to consider the passing grade in consultation with a coordinator of the same or similar subject at the WUE. The coordinator judges whether the grade reflects the WUE requirements.
3. Agreeing to reinstate a student after a lapse longer than a semester, the Dean may require the student to study additional material, in order to fill any possible material gaps.
4. While waiting to repeat a semester or a subject, the student retains their rights, including a valid student card.

§20

1. A student may be granted Dean's leave, for a short term (shorter than a semester) or a long term (one or two semesters), for:
 1. health reasons – if the student suffers from a documented, prolonged illness,
 2. accidental reasons – if an event occurs that the Dean considers a valid justification for a Dean's leave (such as bearing a child, encountering financial difficulties, or a very important journey)
 3. scientific reasons – if the student participates in a different course, plans an important internship or work placement.
2. A copy of the decision to grant the leave is added to the student's file.
3. The student retains their rights during the leave, although separate laws regulate their rights to material aid during that period.
4. The student is required to apply for the leave immediately upon the occurrence of the reason for which they need the leave, but not only when they fail a semester. A student cannot be given leave for a semester already passed.
5. A student can apply for an accidental reasons leave due to financial difficulties by submitting an application no later than within the first month of a semester. Such leave cannot be longer than one year, and a student may be granted such leave no more than twice.
6. During Dean's leave, a student may, pending Dean's approval, participate in some classes,

and is in that case required to pass these classes normally.

7. When granting a short term leave, the Dean decides how and when the student will be required to advance with the omitted material. In order to do that, a student may be directed to another course type, another Faculty or Department, with the exception of MSM-MBA studies.

VIII Awards and accolades

§21

1. Students who demonstrate exceptional achievements in their education or in scientific research, as well as show exemplary diligence in performing their duties, discipline, and a pro-active civic and social stance, may be eligible to Rector's accolades.
2. Students whose overall grade average for a first- and second-degree course at the WUE (both degrees must be made at the WUE) meets a threshold established by the Dean (never lower than 4.5), and whose grade from their graduation exam and graduate dissertation were Very Good, receive, on Dean's request, a written commendation from the Rector. If some subjects were passed at other universities as part of the ECTS programme, they are considered to have been part of the WUE course.
3. Scholarships for the best students are regulated by separate laws.

IX Graduate dissertations

§22

1. The first-degree course requires the student to submit a graduate dissertation.
2. Specific requirements for the dissertations are established by the Faculty Council.
3. The basic deadline for submitting the dissertation is established by the Dean. However, a student may submit their dissertation no later than on the 10th of October (for courses ending in the summer semester) or 10th of March (for courses ending in the winter semester) without applying for Dean's permission. They will then be considered as having passed their thesis seminar on the re-take date. In case of MSM-MBA courses, the dissertation may be submitted in the final, fifth semester, in which case the standard deadline date is the end of January, and the re-take date is 10th of March. Failure to submit the dissertation within these deadlines results in being delisted.
4. In case of a prolonged absence of the thesis supervisor which might influence the date of submitting the dissertation, the Dean must delegate an academic teacher who will supervise the thesis instead. Such a change within the last 6 months before submitting the thesis may be a reason for extending the standard deadline to no later than 10th October (summer semester) or 10th of March (winter semester), and the re-take deadline to 10th of January (summer semester) and 10th of June (winter semester).

§23

1. A student prepares their dissertation (thesis) under the care of a thesis supervisor: an academic teacher with a PhD title or higher, who has been delegated to the task by the Dean. After consulting the Faculty Council, the Dean may delegate an assistant professor, a senior lecturer or an academic teacher from outside the University, with a PhD title or higher.
2. A student has the right to choose their thesis supervisor, observing the limitations as established by the decrees of the University Senate and Faculty Council decisions.
3. After a first or second thesis seminar class during the first semester, a student may apply to the Dean to change their thesis supervisor without giving the reason for the change and without a statement from the previous supervisor. Such an application made at a later date

- will require justification, and the Dean may consult the thesis supervisor for their opinion.
4. The subject of the graduate dissertation should be related to the education effects expected from the given field and take into account the student's scientific interests.
 5. The student may apply to the Dean for permission to write their dissertation in English (without a Polish language version), if a supervisor with appropriate qualifications can be delegated and the graduation exam in that language is possible.
 6. A graduate dissertation may, pending the Dean's approval, be a joint work, provided that the input of all authors is appropriately marked and graded separately.
 7. An accepted thesis is submitted to the Dean's office or MSM-MBA office in a form as required by the Dean.
 8. A dissertation may be submitted only after passing all the subjects required by the education plan, as specified in §3 section 5.
 9. A dissertation is reviewed by the supervisor, and one reviewer. In case of a significant discrepancy between the two opinions, the Dean may delegate a second reviewer.
 10. Delegating a second reviewer is obligatory if the first reviewer gave a dissertation an unsatisfactory grade. If the second reviewer also gave an unsatisfactory grade, the Dean may delist the student or – if applied to – allow the student to repeat the seminar to correct the dissertation or write another one.
 11. A dissertation submitted to the Dean's office or MSM-MBA office is controlled for copyright.

X Degree examinations

§24

1. The purpose of a degree examination is to verify whether the student's knowledge and skills reflect the requirements of their educational plan and their field. It is also a way to verify whether the student independently wrote their entire dissertation.
2. The conditions for taking the degree examination are as follows:
 1. passing all the subjects and work placements planned for the course (in the standard plan or the individual plan)
 2. obtaining at least two positive grades for the dissertation
 3. meeting all obligations towards the University. This is confirmed by the filled clearance sheet submitted to the Dean's office or MBA office.
3. The degree examination is taken in front of a committee selected by the Dean, and formed of academic teachers (including the thesis supervisor and the reviewer) with scientific degrees, at least one of whom should have a PhD title or higher. The committee is presided by the Dean or a delegated person.
4. The student may request an observer to be present.
5. The degree examination should be taken no later than one month from the date of submitting the supervisor-accepted dissertation to the Dean's office / MBA office. The Dean may decide that the months of July and August, or a part of them, do not count towards the deadline schedule.
6. The Dean may agree to organise a degree examination individually for a student who submitted their thesis before the end of class in the last semester and met the requirements detailed in section 2, or if a student submitting their thesis within the scheduled deadline applies for such an individual exam date with due justification. In that case, the one month from submitting the thesis limit may be exceeded.
7. If applied to jointly by the student and the thesis supervisor, the Dean may agree to organise an open degree examination. Refusal to such an application requires justification.
8. An open degree examination is organised in a lecture room with sitting room for at least 25 participants, and should be made known by a notice on the Dean's office / MBA office

noticeboard or the department website. The notice should mention that interested persons are invited and can only be witnesses to the examination. The examination is taken in front of the committee described in section 3.

§25

1. The degree examination is taken in oral form and, following the Faculty Council decision, entails answering questions either chosen at random or asked by the committee members. The goal of these questions is to verify the student's knowledge and to have them show the effects of their education. The examination may also require the student to demonstrate important achievements of their dissertation.
2. When grading the student's answers to the questions, the committee uses the grading scale detailed in §14 section 1.
3. The student and supervisor may jointly apply to the Dean to allow the examination to be taken in English language, provided that an appropriately qualified committee can be delegated.

§26

1. If a student obtains an unsatisfactory grade from their degree examination (their answers to the exam questions are graded negatively in a number equal to or greater than the number of answers graded positively), or if a student is absent from the examination without due justification (which also results in receiving an unsatisfactory grade), the Dean establishes the date of a re-take, which can be no later than one month after the failed degree exam. In such cases, the final grade of the degree examination, described in §27 section 2, is calculated using the grades obtained during both exams.
2. If a student fails the re-take degree exam, or is absent without justification, they are delisted.

§27

1. A student graduates after passing the degree examination – obtaining a positive grade. The date of the passed degree examination is considered to be the date the student achieves their major on.
2. The final grade given to the student is based on:
 1. the arithmetic mean of all the student's grades in the USOS system,
 2. the arithmetic mean of all the grades given to the thesis (including all grades given by all reviewers, including the cases when an additional reviewer was delegated as per §23 section 9 or 10)
 3. the arithmetic mean of all the grades given to the student's answers during the degree examination.
The final result is a weighted arithmetic mean: 0.6 of the mean mentioned in point 1, 0.2 of the mean from point 2, and 0.2 of the mean mentioned in point 3, rounded to the first two decimal places.
3. The graduate is given a diploma certifying their graduation, and a diploma supplement. The diploma contains the student's final result in wording as follows:

Up to 3.4	Satisfactory
From 3.41 to 3.8	Satisfactory plus
From 3.81 to 4.2	Good
From 4.21 to 4.5	Fairly good

From 4.51 upwards	Very good
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4. The final grades as described in section 3 are only entered in the diploma and the USOS system. All other documents feature the specific result, calculated as per section 2.
5. In special, justified cases, the committee may lower or raise the grade described in section 3 by half a point. The grade cannot be raised for students who are more than 0.02 short for a higher grade, nor for students who were given disciplinary punishments during their course and the punishment did not lapse.

XI Final rulings

§28

All appeals concerning the matters described by the Rules of Procedure are made to the Rector.

§29

The Rules of Procedure enter into force with the start of the 2017/2018 Academic Year, and revoke the Rules of Procedure decreed on the 28th of April 2016.