

**SENATE**

**RESOLUTION NO. R.0000.20.2023**

**OF THE SENATE OF UNIVERSITY OF ECONOMICS AND BUSINESS  
IN WROCLAW**  
of 20 April 2023

*on*

**adoption of the University Study Regulations of the Wrocław University of Economics  
and Business**

**§ 1**

Pursuant to Article 28(1)(2) of the Act of 20 July 2018 – the Law on Higher Education and Science (i.e. the Journal of Laws of 2022, item 574, as amended). The Senate adopts the 'University Study Regulations of the Wrocław University of Economics and Business'. The Regulations apply to full-time and part-time first- and second-cycle studies provided by the Wrocław University of Economics and Business, hereinafter referred to as the 'University'. The Regulations do not apply to postgraduate and third-cycle studies.

**§ 2**

The Study Regulations of the Wrocław University of Economics and Business constitute an appendix to this resolution.

**§ 3**

The Regulations come into force as of the beginning of the 2023/2024 academic year.

Rector

Prof Andrzej Kaleta, PhD

## SENATE

Appendix No. 1 to Resolution No. R.0000.20.2023 of April 20, 2023.

### Study Regulations of the Wrocław University of Economics and Business

#### § 1

##### Matriculation

1. Becoming a part of the student community shall take place upon oath-taking.
2. The oath-taking for programs of study in English shall take place in that language.
3. The formula of the oath is as follows:  
***“Becoming a part of the student community of the Wrocław University of Economics and Business, I do solemnly pledge to be persistent in gaining knowledge and skills, to care about the dignity of the students and the reputation of my University, respect its traditions, comply with the rules of the student community and academic customs, and abide by the regulations in force at the University”.***
4. Becoming a part of the student community implies that the student agrees to the processing of their personal data as part of the educational process, by means of tools supporting the course of studies, and to have such data transferred to authorized entities, in accordance with the applicable legislation.

#### § 2

##### Levels of study and degrees

1. The University organizes and provides education at the following levels:
  - 1) first-cycle studies of 6 or 7 semesters, depending on the program;
  - 2) second-cycle studies of 3 or 4 semesters, depending on the program;
2. The University confers the following degrees upon its graduates:
  - 1) licencjat,
  - 2) inżynier,
  - 3) magister.

#### § 3

##### Curricula

1. Studies in a specific program, at a specific level and with a specific profile, are based on the curriculum of studies approved by the Senate.
2. The Senate may establish compulsory sequences of courses where the condition for taking a particular course is to be awarded a pass mark for another course or courses. It may also determine the semesters in which, at the latest, the student is expected to pass the given courses.
3. The curriculum allows students to select classes which carry European Credit Transfer System (ECTS) points in an amount not lower than 30% of the total number of ECTS points for a given program.
4. The curriculum is developed and verified in terms of the implementation in accordance with the principles of the European Credit Transfer System (ECTS).

## SENATE

5. One ECTS point corresponds to learning outcomes which require 25-30 hours of work from the student, where the number of hours of the student's work includes classes organized by the University in accordance with the study design and their individual work related to these classes.

### § 4

#### Organization of studies

1. The calendar of the academic year shall be determined by the Rector.
2. The academic year comprises two semesters: winter and summer. It starts on 1 October and lasts until 30 September of the following year.
3. The academic year includes:
  - 1) classes, as specified in the curriculum,
  - 2) two examination sessions of total duration of not less than 6 weeks, each of which includes the main and resit examination session,
  - 3) breaks of a total duration of not less than 6 weeks, including a summer break of at least 4 weeks.
4. The Rector may establish additional days or hours free from classes during the academic year.
5. Classes at the University shall be held in Polish. The Senate may decide to run some study programs or courses in a foreign language.
6. Classes at the University may be conducted using distance learning methods and techniques.
7. Classes in full-time studies are held from Monday to Friday, and the number of teaching hours per week may not exceed 30. This number does not include physical education classes. Classes in full-time studies may not end later than 20:00.
8. At the beginning of the academic year, a training course on student rights and responsibilities shall be held by the Student Government, and information and education activities shall be conducted on student safety and ways of counteracting all forms of discrimination and violence, as well as on the rules for responding to threats or violations of safety, discrimination and violence against students and assistance to victims.
9. Course schedules shall be posted on the University's website not later than:
  - 1) one week before the start of classes for the first study semester,
  - 2) two weeks before the start of classes for subsequent study semesters,
10. The dates of study days for part-time programs are published on the University's website four weeks before the start of classes.

### § 5

#### Individually Tailored Timetable

1. In particular cases, with the approval of the Dean for Student Affairs/Dean of the Branch, the Individually Tailored Timetable may be applied. It gives the student the possibility to change the administrative group or the language group within which they are attending a course, without changing the curriculum.
2. The following may be eligible for the Individually Tailored Timetable
  - 1) persons pursuing specific tasks or duties entrusted to them or accepted by the university authorities, such as educational, scientific, organizational, social, sporting, artistic tasks/duties,

## SENATE

- 2) pregnant students,
- 3) full-time students who are parents,
- 4) students with special needs, including students with disabilities.
3. The Individually Tailored Timetable may also be granted in other justified cases.
4. The Individually Tailored Timetable is granted taking into account the principles set out in the Law on Higher Education and Science.
5. Relevant applications shall be submitted to the Dean for Student Affairs/Dean of the Branch within the time limit set by the Dean.
6. A pregnant student, a student who is a parent or a disabled student cannot be refused the Individually Tailored Timetable until they complete the studies.

### § 6

#### **Individually Tailored Curriculum**

1. The student has the right to the Individually Tailored Curriculum. It involves the replacement of courses assigned to the curriculum for a given program with other courses which correspond to the development path approved for the student. These changes are made in agreement with and subject to the approval of the academic tutor.
2. The Senate may determine the scope of the curriculum content for the given program that cannot be omitted from the Individually Tailored Curriculum.
3. The tasks, powers and responsibilities of academic tutors are defined by a regulation of the Rector.
4. Academic tutors may be academic teachers holding at least a doctoral degree.
5. The choice of a tutor shall be made by the student.
6. The Dean for Student Affairs/Dean of the Branch appoints tutors for the proper implementation of the Individually Tailored Curriculum followed by the student.
7. The thesis adviser is the student's sole academic tutor.
8. One academic tutor may supervise no more than 10 students. This restriction does not include students under the adviser's care.
9. Students admitted as a result of confirmation of learning outcomes who have been granted the Individually Tailored Curriculum shall be supervised by an academic tutor appointed by the Dean for Student Affairs/Dean of the Branch within two weeks of commencement of the studies in connection with the student's recruitment through the confirmation of learning outcomes.

### § 7

#### **Procedure for submitting an application for the Individually Tailored Curriculum**

1. The student shall submit a proposal of their Individually Tailored Curriculum to the Dean for Student Affairs/Dean of the Branch for approval with a positive opinion from the academic tutor not later than 10 days before the start of the semester.
2. The proposal of the Individually Tailored Curriculum does not include courses from the specialization, educational path or educational module chosen by the student.
3. The student's failure to submit a proposal of their Individually Tailored Curriculum within the specified time limit shall be equivalent to the student's accepting the curriculum adopted for the program in the given semester.

---

## SENATE

4. If the Individually Tailored Curriculum is not approved, a time limit of not more than one week is set for the correction of the Individually Tailored Curriculum. The failure to meet the time limit for correction or a repeated refusal to approve the Individually Tailored Curriculum shall mean that the student is required to follow the curriculum adopted for the program in the given semester.

### § 8

#### Student's rights

1. The student has the right to:
  - 1) respect for their personal dignity,
  - 2) full participation in the life of the University and the academic community, including the educational process,
  - 3) the Individually Tailored Timetable and Curriculum (does not apply to students of the EMBA program),
  - 4) participation, under the conditions established by the Rector's regulation, in classes organized by the University which are not included in the curriculum and carry no more than 30 ECTS points,
  - 5) justification for absence from classes,
  - 6) a leave of absence from classes and a leave of absence from classes with the possibility of having the learning outcomes specified in the curriculum assessed,
  - 7) permanent access to their electronic student record in the USOS and, after their removal from the list of students or completion of studies, access to it for 12 months,
  - 8) a change of the program of studies,
  - 9) transfer from full-time to part-time studies and vice versa,
  - 10) examination conducted before an examination board,
  - 11) retaking of courses,
  - 12) transfer and recognition of ECTS points,
  - 13) membership in student organizations in the university,
  - 14) development of their scientific interests and use for this purpose of the teaching rooms and the equipment installed therein, as well as the resources of the University and the assistance of its bodies and academic staff in accordance with the rules adopted by the University,
  - 15) participation in research work carried out at the University,
  - 16) development of their cultural, tourist and sporting interests, use of the facilities and resources of the University for this purpose, and assistance from the University's academic staff in accordance with the rules adopted by the University,
  - 17) awards and honors for outstanding learning or research results, as well as for exemplary performance of their duties and for their active social attitude,
  - 18) material aid in accordance with the rules laid down in separate regulations,
  - 19) traineeship and optional traineeship that is compatible with their program of studies and does not interfere with their course schedules,
  - 20) consultation from academic teachers,
  - 21) use of the University's infrastructure, including libraries and software.
2. Attendance at lectures is a right and good student practice. Learning outcomes may not be verified on the basis of lecture attendance. Absence from a lecture does not affect the final course mark, subject to § 13(6) (first sentence).

## SENATE

3. The observance of students' rights is supervised on behalf of the Student Government by the Students' Spokesperson appointed by the Rector on the request of the University Council of the Student Government.

### § 9

#### **Student's duties**

1. The student is obliged in particular to:
  - 1) act in accordance with the oath and the regulations adopted by the University,
  - 2) participate in compulsory classes (tutorials, computer classes, laboratories, foreign language classes, seminars), including passing courses and sitting exams at the dates specified by the University,
  - 3) fulfil their duties towards the University on a timely basis,
  - 4) participate in opinion surveys organized by the University, including completing anonymous student questionnaires evaluating the quality of classes and the work of the dean's offices/EMBA office,
  - 5) take care of the University's property,
  - 6) comply with the Code of Ethics for the University's students,
  - 7) notify the University immediately of any change in their personal data during their studies, in particular their correspondence address, and of any changes affecting the granting and amount of material aid,
  - 8) communicate with the staff of the University in person or using an e-mail account in the student.ue.wroc.pl domain.
  - 9) submission of requests and applications to the Dean for Student Affairs/Dean of the Branch or the Vice-Dean for Student Affairs/Vice-Dean of the Branch only using the USOS system, subject to § 10 section 4.
2. The student shall be liable for a breach of the provisions of law on the terms and conditions specified in separate regulations.
3. In the first cycle the student is obliged to complete two semesters of physical education classes (full-time studies) and two courses in the humanities in accordance with the curriculum. In the second cycle the student is obliged to complete one course in the humanities in accordance with the curriculum.

### § 10

#### **Support for people with special needs, including persons with disabilities**

1. The conditions for full participation in the life of the University and the academic community include, in particular, the rights and forms of support referred to in the Regulations for Providing Support.
2. The entities in charge of the coordination of activities for the benefit of persons with specific needs, including persons with disabilities, are the Service Section for People with Disabilities and the Rector's Representative for People with Disabilities.
3. A student with special needs, including a disabled student, if justified by their special needs, is entitled to the rights and services referred to in the Regulations for Providing Support.
4. At the written request of the student, the Dean for Student Affairs/Dean of the Branch shall issue a decision on the rights and forms of support granted after consulting the Rector's Representative for People with Disabilities.



## SENATE

### § 11

#### **Transfer from other institutions and transfer within the University**

1. The student may transfer from another institution to the University of Business and Economics with the approval of the Rector. The condition for transferring to the University is, in particular, fulfilling the same recruitment requirements as applicable to the students whom the student is due to join and the requirements for medical examinations, if any. Transfer is possible not later than 2 semesters before the end of the studies.
2. In justified cases, the student may, with the consent of the Dean for Student Affairs/Dean of the Branch, transfer:
  - 1) from full-time studies to part-time studies,
  - 2) from part-time to full-time studies not earlier than after the completion of the second semester in the case of first-cycle studies and not earlier than after the completion of the first semester in the case of second-cycle studies and within the scope and conditions set by the Rector in the form of a regulation.
3. Other rules, more convenient for students, for transferring from part-time studies to full-time studies, may be applied by the Dean for Student Affairs/Dean of the Branch in agreement with the Rector if it is necessary to eliminate small student groups.
4. The condition for transferring from one program to another one is the consent of the Dean for Student Affairs and/or the Dean of the Branch. The transferring student shall meet, in particular, the same recruitment requirements as applicable to the students whom the student is due to join and the requirements for medical examinations, if any.
5. Transfer between specializations, educational paths and educational modules within the same program requires the approval of the Dean for Student Affairs/Dean of the Branch.
6. The transfer request is submitted no later than one week after the start of the semester.
7. In the event of transfer, the Dean for Student Affairs/Dean of the Branch accepting the student shall specify the conditions, timeframe and manner in which the transferring student is expected to make up for curricular differences.
8. The part-time student may be admitted as a full-time student in the same program and cycle on condition that they resign from the part-time program.

### § 12

#### **Completing a semester – general considerations**

1. The marking period for full-time and part-time studies is the semester.
2. In order to complete a semester, it is necessary to pass all the courses provided for in the curriculum in the given semester, subject to § 20(1)( 1).
3. ECTS points are awarded when the student has received a positive summative mark in a given course as confirmation of the achievement of the assumed learning outcomes.
4. The course tutor is obliged to provide information, orally and in writing, on the scope and forms of requirements for pass the course the exam (uniform for all students in a given course) related to the course during the first class. He/she is also obliged to provide, at the first and last classes, information about the mandatory survey of teaching activities through the USOS system (Article 9, section 1, item 4). The tutor is also obliged to provide students with information (explanations) on the marking of their test assignments and exam papers and to allow them to inspect these test assignments/exam papers not later than on the date of the examiner's first duty hours or consultation after the information about mark was made

## SENATE

available. The student has the right to obtain a justification of their mark in an oral verification of their knowledge and skills.

5. Knowledge and skills shall be tested in the same language in which the course was taught. The rules for testing knowledge and skills in classes taught in a foreign language are the same as for classes taught in Polish.
6. The following marking scale applies to coursework marking, exams, individual thesis exam questions and individual grades for the thesis, as well as to the use of each of the instruments for assessing learning outcomes within each course:

Marks in words	Numerical expression	Achieved level of required knowledge and skills
very good	5.0	90% or more
good plus	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%

This applies to all examination and marking periods. Where marks are given on the basis of a point scale created by the course tutor, the individual levels of this scale should be created according to the principle that n percent mastery of the required knowledge and skills corresponds to n percent of points on the scale (where n is any number in the range [0;100]). For elective courses accredited by external institutions, the requirements of these institutions may be applied.

The rules for determining the mark for the studies to be indicated in the graduation diploma are set out in § 26(3)(4).

7. Certain courses indicated in the curriculum may be passed without obtaining a mark.
8. Students participating in research work may be exempted from attending certain classes as part of the course to which the work is related. Participation in this work may be the basis for the student to be given a pass mark for tutorials, computer classes, laboratories, language courses and exams, after the student has completed the requirements resulting from the curriculum, if any.

### § 13

#### Time limits for coursework marking and exams

1. The dates of exams in the main and resit session are set by the course tutor and approved by the Dean for Student Affairs/Dean of the Branch in consultation with the competent body of the Student Government. These dates should be communicated to students at least one month before the beginning of the session.
2. During the main examination period, the coursework marking is done when the classes are conducted and exams take place during the examination session. Resit exams related to the coursework marking have to be held by the end of the main examination session.
3. In full-time studies, the interval between exams in the main session must be at least 2 calendar days, while in part-time studies and in the resit session, only one examination may be conducted per day for both part-time and full-time studies.



## SENATE

4. Exams and coursework marking for part-time students are organized on Saturdays and Sundays.
5. Exams and coursework marking may be held at a different time under a decision of the Dean for Student Affairs/Dean of the Branch, particularly at the unanimous request of students and academic staff.
6. The student has to submit their coursework and sit exams on the agreed dates. The Dean for Student Affairs/Dean of the Branch may, at the justified request of the student, allow the student to submit their coursework and sit exams at a later date, but not later than 8 March in the winter semester and 28 September in the summer semester.
7. The student may be required to sit exams in not more than four courses per semester.
8. Students with special needs, including students with disabilities, have the right to an individual mode of marking their coursework. An application for individual coursework marking shall be submitted directly to the course tutor or to the Dean's Office. Decisions in disputes are made by the Dean for Student Affairs/Dean of the Branch Office.

## § 14

### **Components marks and summative marks**

1. The assessment of each course shall be based on one summative mark, taking account of all component marks received for all types of classes that the course includes.
2. The student may not be given a pass for a given course (a summative mark) on the basis of only one test assignment per semester, covering the entire syllabus for that course. A course of less than 16 hours may be an exception to this rule.
3. The summative mark is determined on the basis of component marks, according to an algorithm specified in a communication from the Vice-Rector for Student Affairs and Academic Programs.
4. Summative marks are recorded in the USOS under the supervision of the course coordinator within the time limits set by the Vice-Rector for Student Affairs and Academic Programs.
5. A notification to the student about a component mark is made not later than three days after the last week of classes as part of the course. The summative mark shall be announced not later than three days after the main or resit session respectively. The student shall be notified of the summative mark on the basis an entry in the USOS.
6. Component marks are stored in the Centre for Learning and Student Affairs/EMBA Office and Branch Office (in the case of tutors from outside the University) for a period of 3 years or placed in the Tests module in the USOS.
7. Students are required to check their marks entered in the USOS within 7 days of the end of the resit session.
8. In the absence of a mark or if a mark is entered in the USOS that differs from the mark given to the student, the student immediately shall notify the tutor, who shall promptly correct the mark in the USOS. If the tutor does not enter or correct the mark within 3 working days of the student's notification, the student shall inform the competent Dean's Office.
9. Once the records are closed, in order to make an entry in the system, the tutor submits a written request to the Dean's Office/EMBA Office.
10. The marks for the courses completed by the student at the University, as well as positive component marks received at the University, are the student's permanent achievement, subject to section 11. For a mark to be recognized, the learning outcomes achieved must be compatible with those defined for the student's program. The prerequisite for the recognition

## SENATE

of a summative mark is the submission of an application to the Dean for Student Affairs/Dean of the Branch within 3 weeks of the start of the semester in which the mark is due to be recognized. The approval of an application for recognition of a summative mark submitted at a later date requires consultation with the course tutor.

11. Component marks for the courses that the student did not pass are only recognized for a period of 3 years. For a component mark to be recognized, the learning outcomes achieved must be compatible with those of the student's program.

## § 15

### Coursework marking

1. A course is assessed by the academic teacher conducting classes as part of the course and, in special situations (in the case of illness, travel, etc.), by another academic teacher appointed by the Dean for Student Affairs/Dean of the Branch. The Dean may consult the program Manager.
2. The student is obliged to attend tutorials, computer classes, laboratories, foreign language courses and seminars. In the case of absence, the student is obliged to justify it to the course tutor within two weeks of its end. Failure to attend classes (regardless of the reason for absence) may be grounds for the Dean for Student Affairs/Dean of the Branch to give an unsatisfactory mark for the main and resit periods upon notification by the course tutor.
3. The dates of test assignments should be communicated to students at least two weeks in advance.
4. The results of test assignments, projects and research projects should be made available to students within two weeks of their date. If the tutor fails to meet the deadline for making the results of the tests available, the student should immediately report this to the Vice Dean for Student Affairs/Dean of the Branch.
5. The student shall receive pass marks for the tutorials, computer classes, laboratories, foreign language courses and seminars provided for in the curriculum not later than on the last day of classes in the semester (the main period). Failure to obtain a pass mark in the main period results in an unsatisfactory summative mark in the main period.
6. If the student receives an unsatisfactory summative mark for the course in the main period, they are entitled to a resit period. Positive marks cannot be corrected during the resit period. The Dean for Student Affairs (Dean of the Branch), after consultation with the tutor, may decide that the student is not entitled to the resit period if the reason for the unsatisfactory summative mark was the student's absence from laboratories, physical education classes or other forms of classes employing activity methods that cannot be made up for at a different time, of which the student was informed during the first classes.
7. The courses for which the student fails to receive a positive grade must be retaken by the student.
8. The student receives an unsatisfactory mark for an unexplained failure to appear for assessment on the prescribed dates.
9. If the student passes a course in another higher education institution and such an arrangement was not provided for in the Individually Tailored Curriculum beforehand, the Dean for Student Affairs/Dean of the Branch may make the recognition of the course conditional on the opinion of the tutor of that or a related course as to the conformity of the learning outcomes achieved with those defined by the University.

## SENATE

10. Applications for the recognition of a mark or pass must be submitted within three weeks of the start of the semester in which the student is required to obtain a pass for the given course. Approval in the case of an application submitted at a later date requires consultation with the course tutor.
11. Students transferring courses passes at a university other than the Wrocław University of Economics and Business are allocated the number of ECTS points as is assigned to the learning outcomes achieved through the relevant courses at the Wrocław University of Economics and Business.
12. In the case of foreign language classes, a mark may be recognized based on documentation including the mark received at another university, the level of proficiency, the number of ECTS points and the number of course hours.

### § 16

#### Exam

1. In order to be admitted to an examination in a course, the student must obtain a pass for tutorials and other forms of classes as part of this course provided for in the curriculum.
2. Failure to obtain a pass mark for tutorials and other forms of classes as part of a course which ends with an examination shall result in the student not being admitted sitting the exam during the main session.
3. Students may sit exams (including resit exams) before the examination session if the examiner agrees.
4. If the student receives an unsatisfactory mark for an exam (in the main session), they have the right to a resit exam in any course; however, positive grades cannot be corrected at a resit exam. The student should be informed of an unsatisfactory mark immediately, but not later than three days before the resit exam.
5. The student shall receive an unsatisfactory mark for any unexplained failure to sit the exam on the set dates.

### § 17

#### Pass and exam before an examination board

1. If the student receives a mark in the main or resit period that is considered to be unjust, the student may submit a justified request to the Dean for Student Affairs/Dean of the Branch for a permission to undertake a pass or exam before an examination board.
2. The application for a pass or exam before an examination board must be submitted within 2 working days of the date of the announcement of the pass/exam result. A refusal decision must be substantiated.
3. The pass/exam before an examination board must be held within 7 working days of the announcement of the results of the previous pass/exam. The mark given by the board is final and replaces the disputed mark even if the first mark was positive and the board's mark is an unsatisfactory mark. The exam before a board should be conducted in oral form and, in justified cases, in a mixed written/oral form.
4. The Dean for Student Affairs/Dean of the Branch may not refuse an examination of knowledge and skills before a board if the relevant application is submitted after the announcement of the results obtained in the main period without taking a resit, and the right to a resit has not been lost in accordance with the provisions of § 15(6).

---

## SENATE

5. The pass reassessment takes place before a board appointed by the Dean for Student Affairs/Dean of the Branch. The board shall consist of at least three persons. The board is chaired by an academic teacher with an academic degree or title (this does not apply to a pass regarding a foreign language course). The academic teacher who conducted the coursework assessment (in the main or resit period), at the request of the Dean for Student Affairs/Dean of the Branch, participates in the board meeting as an observer. At the student's request, an additional observer may take place in the pass reassessment before a board.
6. The exam before a board shall be held before a board appointed by the Dean for Student Affairs/Dean of the Branch. The board shall be composed of:
  - 1) the Chairperson, i.e. the Dean for Student Affairs/Dean of the Branch or the Vice-Dean for Student Affairs/Dean of the Branch or an academic teacher with at least a postdoctoral degree,
  - 2) two examiners specializing in the course in which the examination is held or a related subject.At the request of the Dean for Student Affairs/Dean of the Branch, the academic teacher who conducted the examination (in the main or resit period) may participate in the committee meeting as an observer. At the student's request, an additional observer may take part in the exam before an examination board.
7. The student who obtained an unsatisfactory mark for the pass or exam before an examination board loses the possibility of continuing studies in the following semester. At the student's written request, the Dean for Student Affairs/Dean of the Branch may give permission for a student to repeat a semester, i.e. to complete the course(s) in which the student received an unsatisfactory mark. The Dean for Student Affairs/Dean of the Branch sets the dates for repeating a course/courses.

## § 18

### Registration and enrollment

1. Students may be required to register via USOS for selected courses, specializations, educational paths or educational modules within a specified time limit. Enrollment for foreign language classes is handled by the Foreign Language Center.
2. The dates of enrollment are set by the Dean for Student Affairs/Dean of the Branch and are announced to students at least two weeks before the enrollment is launched.
3. The Dean for Student Affairs/Dean of the Branch may make the order of enrollment dependent on additional criteria, such as the grade point average or the amount of time available for students to get a pass a given course.
4. A student who fails to enroll in a course by the established deadline has the right to submit a request for enrollment to the Dean for Student Services/Dean of the Branch. The request should be made no later than one week after the start of classes in the course, and always requires documentation of the objective reason for the failure to meet the enrollment obligation deadline.
5. A student who fails to enroll in a specialization, educational path or module by the established deadline shall be enrolled by the decision of the Dean for Student Affairs/Dean of the Branch. Change of specialization, educational path or module at the request of the student requires special justification.

## SENATE

6. The student's choice of a given course, specialization, educational path or educational module does not guarantee its launch. The decision to open a course is made by the Dean for Student Affairs/Dean of the Branch based on the number of applicants.
7. The student who has enrolled in a course and does not withdraw from it is obliged to obtain a pass for the course.
8. Cancellation of enrollment in the subject referred to in section 7 may be made no later than two weeks after the start of classes. The exception is physical education classes, as in this case the resignation can be submitted within one week of the start of classes. This resignation is submitted directly to the Physical Education and Sports Center.

### § 19

#### Removal from the list of students

1. The Dean for Student Affairs/Dean of the Branch removes a student from the list of students in the case of:
  - 1) failure to commence studies,
  - 2) discontinuation of studies,
  - 3) failure to submit a thesis or take a thesis exam on time,
  - 4) punishment with the disciplinary penalty of expulsion from the university.
2. Failure to commence studies is stated by the Dean for Student Affairs/Dean of the Branch in the case of the student's failure to take the oath, failure to pass the health and safety training within the prescribed time limit or failure to submit the required documents within 30 days of the first classes or unexcused absence during at least the first three weeks of classes.
3. A decision to discontinue studies must be submitted by the student in writing to the Dean for Student Affairs/EMBA Office.
4. The Dean for Student Affairs/Dean of the Branch, after requesting the student for an explanation, may remove the student from the list of students in the case of:
  - 1) absence from compulsory classes,
  - 2) lack of progress towards learning outcomes,
  - 3) failure to complete a semester within the prescribed time limit,
  - 4) failure to pay fees related to the studies.
5. The failure to attend compulsory classes is determined on the basis of at least three unexcused absences of the student reported to the Dean for Student Affairs/Dean of the Branch by the course tutor.
6. The lack of progress towards learning outcomes is identified when the student has failed at least 5 courses at the end of a semester required by the curriculum, including failed courses from the previous semesters. The number of failed courses does not include courses resulting from curricular differences.

### § 20

#### Course retake

1. For students who have not passed at least one course within the prescribed time limit, the Dean for Student Affairs/Dean of the Branch shall issue one of the following decisions:
  - 1) on the conditional permission to continue their studies in the following semesters (if this is the case, the student retakes the course, or a part of it, while studying the courses provided for in the curriculum of the following semester) if there are no obstacles listed in



---

## SENATE

- § 3(2) or § 17(7) and the shortage of ECTS points is not excessive in the opinion of the Dean for Student Affairs/Dean of the Branch Office,
- 2) on the permission to repeat the semester due to unsatisfactory academic results (the student retakes the failed courses and curricular differences determined by the Dean for Student Affairs/Dean of the Branch),
  - 3) on removal from the list of students.
2. The same semester or course (or part thereof) may not be repeated more than twice on the basis of decisions referred to in section 1(1) and 2, subject to § 10(3-4). The decision referred to in section 1(1) or 2 can be made only at the written request of a student submitted within 10 days of the end of the resit period.
  3. Repeating the first semester of first-cycle studies in exceptional cases (e.g. due to a long-term illness confirmed by a doctor's certificate) is possible only on condition of obtaining permission from the Vice-Rector for Student Affairs and Education after consulting the Dean for Student Affairs/Dean of the Branch.
  4. When granting a conditional permission to continue studies, the Dean for Student Affairs/Dean of the Branch sets a time limit for passing the failed courses. This should take place in the following semester or, if the schedule of classes does not permit it or there are other compelling reasons, within two consecutive semesters, subject to §10(3-4).
  5. When granting a permission to repeat a semester, the Dean for Student Affairs/Dean of the Branch designates the date by which the student is required to pass the failed courses and specifies the conditions, time limit and method for the student to make up for any curricular differences.
  6. A fee is charged for retaking a course, the amount of which shall be determined by the Rector.
  7. During the period of waiting for a course retake, the student shall retain the status of a student.

## § 21

### Resumption of studies

1. In particularly justified cases, a person removed from the list of students may apply for resumption of studies. This does not apply to a student removed from the list due to failure to repeat the first semester.
2. An application for resumption of studies is submitted to the Dean for Student Affairs/Dean of the Branch not later than two weeks before the beginning of a semester.
3. The prerequisites for the resumption of studies are as follows:
  - 1) the program from which the student was removed is run by the University in the same form and at the same level or continued under a changed name,
  - 2) the student has fulfilled all their obligations towards the University.
4. The decision on resumption of studies is made by the Dean for Student Affairs/Dean of the Branch.
5. The resumption of studies cannot take place more than two years after the date of removal from the list of students.
6. The Dean for Student Affairs/Dean of the Branch shall indicate the semester from which the student resumes their studies and designates any curricular differences.
7. In order for a student removed from the list of students for failure to submit their thesis or take the thesis exam within the prescribed time limit to resume studies without designating curricular differences, they must submit the thesis approved by the thesis adviser within one year of the date of their removal from the list of students.



## SENATE

8. Permission to resume studies in one program may be obtained twice if the student was removed from the list of students before the last semester of the studies and once if the student was removed in the last semester.

### § 22

#### Leaves of absence

1. The student may be granted a short-term leave of absence (for less than a semester) or a long-term leave of absence (1 or 2 semester) by the Dean for Student Affairs/Dean of the Branch:
  - 1) from classes,
  - 2) from classes with the opportunity to take the verification of the achieved learning outcomes specified in the curriculum indicated by the Dean for Student Affairs/Dean of the Branch.
2. The leaves referred to in section 1 may be granted due to:
  - 1) health reasons - in the event of a long-term illness confirmed by a medical certificate,
  - 2) pregnancy or being a parent - confirmed by a relevant document,
  - 3) special - due to important circumstances deemed by the Dean for Student Affairs/Dean of the Branch to justify the granting of a special leave of absence,
  - 4) academic reasons.
3. During the leave of absence, the student retains their student rights, with the proviso that the right to material aid during this period is governed by separate regulations.
4. A leave of absence shall be granted to:
  - 1) a pregnant student for the period until the date of birth of her child,
  - 2) students who are parents for a period of up to one year.
5. If the end of a leave of absence falls during a semester, the leave may be extended until the end of the semester.
6. A student who is a parent shall apply for a leave of absence for a period of one year from the date of birth of their child.
7. The student is obliged to apply for a leave of absence immediately after the cause giving rise to it has occurred, and not when they have failed to complete the semester. The student may not be granted a leave for the past semester.
8. The student may apply for a leave of absence due to financial hardship by submitting an application not later than one month after the start of a semester.
9. The form and deadline for making up the deficiency from the short-term leave period shall be determined by the course tutor.
10. When granting a long-term leave of absence, the Dean for Student Affairs/Dean of the Branch shall specify the conditions, time limit and method for the student to make up for any differences between curricula. With the exception of EMBA studies, referral to another program of studies for this purpose shall be permissible.

### § 23

#### Theses

1. The curriculum for the first-cycle and second-cycle studies impose an obligation to prepare a thesis.

## SENATE

2. The requirements for the thesis are defined by the Rector.
3. The topic of the thesis shall be related to the learning outcomes adopted for the program of studies and take into consideration the student's scientific interests.
4. The thesis for the programs taught in Polish shall be prepared in Polish. At the student's request and upon the consent of the thesis adviser and the Dean for Student Affairs/Dean of the Branch, the thesis may be written in English (without a Polish-language version).
5. The thesis for the programs taught in English shall be prepared in English.
6. The thesis may, upon the consent of the thesis adviser and the Dean for Student Affairs/Dean of the Branch, be prepared in a team, on condition that the contribution of the individual authors is clearly defined and separately evaluated.
7. The student shall prepare the thesis under the direction of a thesis adviser, i.e. an academic teacher with at least a doctoral degree appointed by the Dean for Student Affairs/Dean of the Branch. The Dean may appoint a thesis adviser from outside the university.
8. The student shall have the possibility to choose their thesis adviser according to the rules established by the Rector. A student who fails to select a promoter within the established time limit, the promoter is appointed by the decision of the Dean for Student Affairs/Dean of the Branch.
9. The student may submit a request for a change of their thesis adviser to the Dean for Student Affairs/Dean of the Branch. The submitted request must be justified and the Dean for Student Affairs/Dean of the Branch may also consult the current thesis adviser. In the case of a request submitted not later than on the date of the second seminar class in the first semester, the request does not require any justification or the opinion of the previous thesis adviser.

## § 24

### Submission of the thesis

1. The student submits the thesis, approved by the thesis adviser, to the Dean's Office/EMBA Office in the form and within the time limits set by the Dean for Student Affairs/Dean of the Branch.
2. The thesis may be submitted to the Dean's Office/EMBA Office after the student has passed all the courses included in the student's curriculum.
3. The student is obliged to submit their thesis not later than by 30 September if the studies end in the summer semester or by 28 February if the studies end in the winter semester. Failure to submit the thesis within the aforementioned time limits shall result in the student being removed from the list of students.
4. A pass mark obtained for the last semester of the thesis seminar is not tantamount to the acceptance of the thesis by the thesis adviser.
5. When designating program differences in situations provided for in the regulations, the Dean for Student Affairs/Dean of the Branch may also designate as a program difference the last semester of the seminar, despite the fact that the student has previously passed it.
6. In the case of a longer absence of the thesis adviser that could affect the delay of the thesis by the student, the Dean for Student Affairs/Dean of the Branch shall appoint an academic teacher who shall take over the responsibility of supervising the thesis.
7. The thesis is verified in the Uniform Anti-Plagiarism System using the Archive of Theses before submission to the Dean's Office/EMBA Office.
8. The thesis is assessed by the thesis adviser and one reviewer. In the event of a discrepancy in the assessment of the thesis of at least 1.5, the Dean for Student Affairs/Dean of the Branch

## SENATE

may appoint an additional reviewer.

9. The appointment of an additional reviewer with a postdoctoral degree or academic title is obligatory when one of the reviewers has given an unsatisfactory mark.

### § 25

#### Thesis exam

1. The aim of the diploma examination is to test the knowledge and skills in the scope of curriculum content corresponding to the program of studies. It also serves to verify whether the diploma thesis has been prepared by the student on their own.
2. The prerequisite to be admitted to the thesis exam is to:
  - 1) obtain a pass mark for all courses and traineeships provided for in the standard or individually tailored curriculum,
  - 2) obtain at least two positive marks for the thesis,
  - 3) discharge all obligations towards the University, as confirmed by the completed clearance form.
3. The thesis exam is conducted in the language in which the thesis has been prepared.
4. The thesis exam shall be conducted in an oral form and shall involve answering to questions posed by the board verifying the learning outcomes, subject to § 10(3)-(4). The exam may also include a presentation of the significant achievements of the thesis.
5. In assessing the answers to each exam question, the marking scale as defined in § 12(6) is applied. The mark for the thesis exam is based on the average of the marks for the questions asked.
6. The thesis exam shall be held before a board appointed by the Dean for Student Affairs/Dean of the Branch, consisting of academic teachers (including the thesis adviser and reviewer) holding at least an academic degree, with at least one person holding a post-doctoral degree or an academic title. The board shall be chaired by the Dean for Student Affairs/Dean of the Branch or a person designated by them. At the student's request, an observer may be present at the examination.
7. The thesis exam shall be held within a maximum of one month (the Dean for Student Affairs/Dean of the Branch may decide to exclude July and August or a part of that period) from the date of submission of the thesis accepted by the thesis adviser.
8. The Dean for Student Affairs/Dean of the Branch may set an individual date for the thesis exam for a student who has submitted their thesis before the end of the last semester's classes and has fulfilled the conditions laid down in section 2, or at the justified request of the student submitting a thesis within the dates specified in § 24(3).
9. At the written request of the student and the thesis adviser, the Dean for Student Affairs/Dean of the Branch may also decide to conduct an open thesis exam. A refusal shall be justified.
10. Unjustified failure to take the thesis exam on the set date shall result in obtaining an unsatisfactory mark.
11. If the student has received an unsatisfactory mark from the thesis exam (the number of unsatisfactory marks exceeds or is equal to the number of positive marks received during the diploma exam), the Dean for Student Affairs/Dean of the Branch shall set the second date for the examination, which is also the final date, not later than 30 days after the first date. In this case, the marks obtained on both dates are taken into account when calculating the final mark referred to in §26(3).
12. If the student receives an unsatisfactory mark or does not take the thesis exam on the second

## SENATE

date, the Dean for Student Affairs/Dean of the Branch shall remove the student from the list of students.

### § 26

#### Graduation

1. In order to graduate from the studies, the student shall pass the courses covering the curriculum content deemed compulsory by the Senate as well as other courses in such a way as to accumulate the number of ECTS points set by the Senate for the curriculum, and shall receive a positive mark for their thesis and pass the thesis exam.
2. The date of graduation is the date of passing the thesis exam.
3. The basis for calculating the final mark for the studies shall be:
  - 1) the arithmetic mean (rounded up/down to two decimal places) of all the summative marks entered in the electronic student record in the USOS,
  - 2) the arithmetic mean of the marks for the thesis (including all reviews, also if, pursuant to § 24(8) an additional reviewer has been appointed),
  - 3) the arithmetic mean of marks for individual questions in the thesis exam. The assessment of the studies shall be a weighted average: 0.6 of the means of the marks referred to in point 1, 0.2 of the mean referred to in point 2 and 0.2 of the mean of the grades referred to in point 3, rounded up/down to two decimal places.
4. The graduate shall receive a university diploma and a diploma supplement. The graduation diploma shall include the mark for the studies, in accordance with the following principle:

Weighted average calculated according to section 3	Assessment of studies
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	good plus
from 4.51	very good

5. The mark for the studies, according to section 4, shall be indicated in the diploma; all other documents shall specify the exact assessment calculated as described in section 3.
6. In particularly justified cases, the examination board may increase the mark for the studies referred to in section 4 by one half. This decision must be justified in the thesis exam report. The mark for the studies cannot be increased for a student who lacks more than 0.02 to achieve a higher result, as well as for a student who was punished with a disciplinary penalty during their studies and the penalty has not been erased.
7. Graduates whose weighted means, calculated in accordance with section 3, set by the Dean for Student Affairs/Dean of the Branch is not lower than 4.5 and who have received very good grades for their thesis and thesis exam shall be awarded, upon the request of the Dean for Student Affairs/Dean of the Branch, a commendation in the form of a letter from the Rector.

### § 27

#### Final provisions

1. The Rector shall be the appeal authority for all matters covered by the Regulations.

## SENATE

2. The Regulations come into force as of the beginning of the 2023/2024 academic year.
3. As of the date of entry into force of these Regulations, the Study Regulations of the Wrocław University of Economics and Business adopted by the Resolution of the Senate of the Wrocław University of Economics and Business No. R.0000.14.2022 of 21 April 2022 shall be repealed.