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RESOLUTION NO. R.0000.21.2025
OF THE SENATE OF THE WROCŁAW UNIVERSITY
OF ECONOMICS AND BUSINESS
dated 27 March 2025

regarding

the 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 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), the Senate adopts the University Study Regulations of the Wrocław University of Economics and Business.

§ 2

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

§ 3

1. Resolution No. R.0000.18.2024 of the Senate of the Wrocław University of Economics and Business of 25 April 2024 on the adoption of the University Study Regulations of the Wrocław University of Economics and Business shall cease to be in force.
2. The implementing provisions to the resolution referred to in section 1, issued and in force before the entry into force of this resolution, shall remain in force until the entry into force of the implementing provisions issued on its basis.
3. Individual student matters shall be settled under the existing rules:
 - 1) initiated and not concluded before the date of entry into force of this resolution,
 - 2) concerning credits and examinations (including diploma examinations) conducted before the date of entry into force of this resolution.

§ 4

The resolution takes effect from the start of the 2025/2026 academic year.

Rector

prof. Czesław Zajęc

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Annex to Resolution No. R.0000.21.2025 of 27 March 2025

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

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Chapter 1 General Provisions

§ 1

Scope of the Regulations

1. The University Study Regulations of the Wrocław University of Economics and Business define the organization of studies and the associated rights and obligations of students.
2. The provisions of the regulations apply to full-time and part-time first- and second-cycle studies. The regulations do not apply to postgraduate studies.

§ 2

Definitions

Whenever the regulations refer to:

- 1) the Regulations – this shall mean these University Study Regulations of the Wrocław University of Economics and Business,
- 2) the University – this shall mean the Wrocław University of Economics and Business,
- 3) the Rector – this shall mean, as appropriate, the Rector in the scope of issuing internal legal acts in the form of regulations, or the Vice-Rector responsible for student affairs and education in the scope of organizing and managing the University’s educational activities,
- 4) the Dean – this shall mean, as appropriate:
 - a) the Dean for Student Affairs or the Vice-Dean for Student Affairs within the scope of their duties assigned by the Dean for Student Affairs, or
 - b) the Dean of the Branch or the Vice-Dean of the Branch within the scope of their duties assigned by the Dean of the Branch,
- 5) a supervisor – this shall mean an academic teacher holding at least a doctoral degree, under whose guidance the diploma thesis is prepared,
- 6) the Office for Student Affairs – this shall mean, as appropriate, the Office for Student Affairs, the Branch Office, or the Executive MBA Program Office,
- 7) the USOS system – this shall mean the University Study Service System, i.e., the IT system used to manage the course of studies,
- 8) a course group – this shall mean a specialization, educational path, or educational module,
- 9) a control work – this shall mean all work performed by a student in written or oral form, including, in particular, an examination, on the basis of which the achievement of the intended learning outcomes is verified and assessed,
- 10) a partial grade – this shall mean the grade for the completion of one form of classes in which the course is conducted, as well as the grade from the examination,
- 11) an overall grade – this shall mean the final grade for the course.

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Chapter 2 Rights and Obligations of the Student

§ 3

Oath

1. Admission to the status of student occurs at the moment of taking the oath as follows:
“I, upon joining the student body of the Wrocław University of Economics and Business, do solemnly swear to diligently acquire knowledge and skills, to uphold the dignity of a student and the good name of my University, to respect its traditions, to adhere to the principles of collegial coexistence and academic customs, and to comply with the regulations in force at the University.”
2. The oath is taken in the language in which the studies are conducted.

§ 4

Student Rights

A student has the right to:

- 1) acquire reliable and up-to-date knowledge,
- 2) have their personal dignity respected,
- 3) fully participate in the life of the University and the academic community,
- 4) transfer and have ECTS credits recognized,
- 5) pursue studies according to an individual study organization and program (not applicable to Executive EMBA Program students),
- 6) justify absences from classes,
- 7) take leaves from classes, including leaves allowing verification of learning outcomes specified in the study program,
- 8) change their field of study,
- 9) transfer to full-time or part-time studies,
- 10) take committee credits and examinations with the participation of an observer they designate,
- 11) retake specific courses due to unsatisfactory academic performance,
- 12) use the University's infrastructure, including the library and software, for purposes related to their studies,
- 13) participate in consultations conducted by academic teachers,
- 14) engage in research work carried out at the University,
- 15) develop their own interests (academic, cultural, artistic, or sports-related) and receive support from academic teachers and University bodies for this purpose, in accordance with University regulations,
- 16) join University student organizations and scientific clubs,
- 17) access their student record in the USOS system throughout their studies and for one year after their completion,
- 18) undertake optional internships and practical training consistent with their field of study and not conflicting with the class schedule,

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- 19) participate in University-organized classes not included in the study program, for which they may earn no more than 30 ECTS credits,
- 20) participate in international and national student exchange programs, under rules set by the Rector,
- 21) receive financial aid, under rules set by the Rector,
- 22) receive support in cases of special needs, under rules set by the Rector,
- 23) take part in opinion surveys organized by the University, including completing anonymous student questionnaires,
- 24) receive awards and distinctions, under rules set by the Rector,
- 25) appeal decisions in individual student matters.

§ 5

Student Obligations

A student is obliged to:

- 1) act in accordance with the oath and the regulations in force at the University,
- 2) maintain conduct during classes that does not compromise the dignity of a student,
- 3) respect the property of the University,
- 4) comply with the University Student Code of Ethics,
- 5) participate in all forms of classes provided in the study program, except lectures, unless a credit is conducted during a given lecture (attendance at lectures shall not affect the final grade for the course),
- 6) complete courses and take examinations on time, as well as undertake professional internships if included in the study program,
- 7) fulfil obligations toward the University on time, including payment of fees,
- 8) enrol in courses and course groups on time,
- 9) promptly notify the University of changes in personal data, in particular the correspondence address, and of any changes affecting the granting or amount of financial aid,
- 10) promptly notify the University of resignation from studies,
- 11) use their University domain account when communicating with University staff via electronic means,
- 12) verify data in the USOS system and immediately report any errors in study documentation.

§ 6

Data Security

1. A student is obliged to comply with the data security rules specified by the Rector's regulation and shall submit a statement in this regard as required by the regulation.
2. Logging into the University domain account is subject to multi-factor authentication (MFA).
3. Installing the appropriate application and using it to authenticate access to the account is the student's responsibility.

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§ 7

Specific provisions

1. At the request of the competent student government body, the Rector appoints the Student Ombudsperson. Upon a student's request, the Ombudsperson assists in ensuring that the student's rights are respected. The rules for appointing and dismissing the Ombudsperson and the scope of their duties are specified in the student government regulations.
2. At the beginning of the academic year, first-year students participate in:
 - 1) training on student rights and obligations, conducted by the student government,
 - 2) informational and educational activities regarding: student safety, prevention of discrimination and violence, procedures for responding to threats or violations of safety, discrimination, or violence against students, and assistance for their victims.
3. A student is subject to disciplinary liability for violating the regulations in force at the University or for acts that compromise the dignity of a student, in accordance with separate provisions.

Chapter 3

Organization of Studies

§ 8

General Provisions

1. The University organizes and conducts first-cycle studies lasting 6 or 7 semesters, and second-cycle studies lasting 3 or 4 semesters.
2. The University awards graduates the following professional titles:
 - 1) Bachelor,
 - 2) Engineer,
 - 3) Master.
3. Education in a given field, cycle, and profile is conducted based on the study program established by the Senate.
4. The development and monitoring of study programs are carried out according to the principles of the European Credit Transfer and Accumulation System (ECTS).

§ 9

Schedule of the Academic Year

1. The academic year schedule is established by the Rector.
2. The academic year consists of two semesters – winter and summer.
3. The academic year includes:
 - 1) classes specified in the study program,
 - 2) two examination sessions lasting a total of no less than 6 weeks, each comprising a regular and a retake part,
 - 3) breaks totalling no less than 6 weeks, including at least a four-week summer break.
4. The Rector may designate additional days or hours free from classes during the academic year.

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§ 10

Schedule of Classes

1. In full-time studies, classes are held from Monday to Friday, and in part-time studies – on Saturdays and Sundays. Classes must not end later than 8:00 p.m.
2. The weekly number of class hours in full-time studies shall not exceed 30.
3. The provisions of sections 1 and 2 do not apply to elective social and humanities courses, physical education, or sports sections.
4. The dates of part-time study sessions, approved by the Dean in consultation with the relevant student government body, shall be published on the University website no later than four weeks before the start of classes.
5. Class schedules shall be published on the University website no later than:
 - 1) one week before the start of classes – for first-semester students,
 - 2) two weeks before the start of classes – for all other students.

Chapter 4

Decisions in Individual Student Matters

§ 11

Handling of Student Matters

1. Individual student matters are handled through:
 - 1) administrative decisions, issued in cases specified by generally applicable laws or relevant special regulations,
 - 2) internal resolutions, which do not have the character of administrative decisions, issued in all other cases.
2. Separate provisions apply to the administrative decisions referred to in point 1(1).
3. The internal resolutions referred to in point 1(2) are governed by the provisions set out in §§ 12–14.
4. The Rector serves as the appellate authority for matters covered by the Regulations.

§ 12

Internal Decisions at First Instance

1. Internal resolutions in individual student matters are issued by the Dean, unless special provisions state otherwise. Resolutions may be issued at the student's request submitted in the form of an application or ex officio.
2. Before submitting an application, the student is obliged to familiarize themselves with the regulations concerning the specific type of request and, in case of doubt, consult an Office for Student Affairs staff member regarding the appropriateness of the request, its proper formulation, and the required documents.
3. The application should contain at least:
 - 1) concise and precise statement of the request,
 - 2) a substantive justification and, to the extent possible for the student, a formal justification.

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4. The student is obliged to attach to the application copies of documents required by the regulations and confirming all facts referred to in the justification.
5. If the deadline for submitting the application, as specified in the regulations, is missed, it may be reinstated ex officio or at the student's request, provided it is demonstrated that the delay occurred through no fault of the student.
6. If the application does not meet the requirements set out in the regulations, the student shall be called to remedy the deficiencies within a specified period, not less than 7 days. Failure to do so will result in the application being left unexamined.
7. Applications that are clearly unfounded or do not contain a request shall be left unexamined, and the student shall be informed accordingly.
8. A resolution not requiring an explanatory procedure shall be issued within 14 days of submission of the application, and in other cases – within one month. In particularly complex matters, the resolution may be issued within another justified period.
9. A resolution that fully grants the student's request is final.
10. A resolution that does not fully grant the student's request shall include justification and instructions on the right to appeal or to request reconsideration of the matter.
11. The resolution is delivered to the student upon being made available in the USOS system.
12. In justified cases, particularly when new circumstances relevant to the matter are revealed, the issuing authority may reconsider the matter at the student's request or ex officio.

§ 13

Appeals Against Internal Decisions

1. An appeal may be lodged with the Rector against an internal resolution issued by the Dean that does not fully grant the student's request.
2. If a resolution that does not fully grant the student's request was issued by the Rector in the first instance, the student has the right to submit a request for reconsideration of the matter to the Rector.
3. An appeal or a request for reconsideration must be submitted directly to the Rector, together with justification, within 7 days of the resolution being delivered to the student.
4. If the deadline specified in section 3 is missed, the Rector may reinstate it ex officio or at the student's request, provided it is demonstrated that the delay occurred through no fault of the student.
5. As a result of an appeal or a request for reconsideration, the Rector issues a resolution in which:
 - 1) upholds the contested resolution, or
 - 2) overturns the contested resolution in whole or in part and, to that extent, rules on the merits of the case.
6. The Rector's resolution is final, and no further appeal may be lodged against it.

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§ 14

Form of Handling Student Matters

Individual student matters, unless otherwise specified by the regulations, are handled exclusively through the USOS system. This specifically applies to the submission of applications and appeals with attachments, as well as the delivery of resolutions and notices to remedy deficiencies.

Chapter 5

Special Modes of Attending Classes and Transfers

§ 15

Individual Study Organization

1. At the student's request, the Dean may grant permission to pursue studies according to an individual organization. This involves allowing a change of the administrative group in which the student takes selected courses (without changing the study program or form of study), provided that the instructor determines that the group size and timing of the requested change permit it. It may also include an individual mode of completing courses, as specified in section 4.
2. The group change referred to in section 1 – made on the basis of the granted permission no later than 2 weeks from its issuance and with the instructor's consent – takes effect once the student notifies the Office for Student Affairs.
3. Students who may be covered by an individual study organization include, in particular:
 - 1) pursuing educational, scientific, cultural, artistic, sports, organizational, or social activities deemed significant by the Dean, including demonstrating considerable involvement in student government activities,
 - 2) with special needs, including disabilities,
 - 3) who are pregnant or are parents,
 - 4) providing care for family members.
4. In special situations – justified by the degree of disability, the student's health condition, parenthood, or the opinion of the competent student government body – when granting permission for an individual study organization, the Dean may simultaneously allow selected courses to be completed in an individual mode. This involves the instructor adapting to the student's capabilities:
 - 1) the rules for attending classes, ensuring the achievement of the intended learning outcomes,
 - 2) the method and timing of verification of learning outcomes, in accordance with the academic year schedule.

§ 16

Individual Study Program

1. At the student's request, the Dean may grant permission to pursue studies according to an individual study program. This involves replacing non-mandatory courses from the study program with other academic activities aligned with the student's chosen development path, while ensuring the achievement of the learning outcomes specified for the field of study.

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2. Academic activities conducted within the individual study program must have defined learning outcomes, program content ensuring their achievement, methods of verification, and assigned ECTS credits.
3. The preparation and implementation of the individual study program take place under the supervision of an academic adviser, who is either the supervisor or an academic teacher appointed by the Dean, holding at least a doctoral degree.

§ 17

Transfer

1. An application for transfer to the University is considered by the Rector. Consent for transfer to the University may be granted no later than two semesters before the planned completion of studies.
2. The Dean considers applications for transfer:
 - 1) to another field of study,
 - 2) to full-time or part-time studies,
 - 3) to another course group within the same field of study,
 - 4) to another administrative group.
3. A condition for transfer to the University or to another field of study is, in particular, meeting the recruitment requirements and any applicable medical examination requirements that applied to the students being joined by the transferring student.
4. Transfer within the University to full-time studies may occur:
 - 1) in the case of first-cycle studies, no earlier than after completing the second semester,
 - 2) in the case of second-cycle studies, no earlier than after completing the first semester,
 - 3) no later than two semesters before completing the studies,
 - 4) only if the student has achieved a grade point average established by the Rector.
5. In cases requiring the dissolution of small student groups, the Dean, in consultation with the Rector, may apply exceptions to the rules specified in section 4.
6. The Dean determines the conditions, deadlines, and manner in which the student must make up for deficiencies resulting from differences between study programs arising from the transfer.

Chapter 6

Justification of Absences and Leaves

§ 18

Justification of Absences

1. A short-term student absence from classes (including credits) is justified by the instructor, while an absence from an examination is justified by the examiner, based on the assessment of the significance of the reason for the absence, particularly for health reasons, and on the documents provided by the student.
2. The student is obliged to indicate the reason for the absence and submit supporting documents to the instructor within 14 days, and to the examiner within 3 days from the end of the cause of absence.

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3. If the absence is recognized as justified, the examiner shall set an individual exam date for the student, and the instructor shall determine the form and deadline for making up the missed work, which may include setting an individual credit date. If the credit or exam in the regular term would take place after the end of the regular session, and in the retake term – after the end of the retake session, the Dean’s approval is required, based on the provisions of § 30(7).
4. Justification of an absence from the diploma examination is made by the Dean, who simultaneously sets a new examination date.

§ 19

Types of Leaves

1. At the student’s request, in the case of a temporary inability to attend classes, the Dean may grant a short-term or long-term leave from classes.
2. Short-term leave is granted for a period of up to one month. Long-term leave is granted for a period of two semesters, and in cases justified by the organization of studies, it may be granted for one semester.
3. At the student’s request, the Dean may designate specific courses from the study program that the student is required to attend during the leave and to complete the associated learning outcomes (credits and exams).
4. The form and deadline for making up deficiencies from a short-term leave are determined by the course instructors. The conditions, deadlines, and manner of making up deficiencies resulting from differences between study programs due to long-term leave are determined by the Dean.

§ 20

Reasons for Leave

1. Leave may be granted for the following reasons:
 - 1) health-related,
 - 2) educational or scientific,
 - 3) pregnancy or parenthood,
 - 4) difficult financial situation,
 - 5) unforeseen circumstances, i.e., sudden and significant events as assessed by the Dean.
 2. The student is obliged to apply for leave immediately after the cause indicated in the application arises.
 3. Leave cannot be granted for a semester that has already ended.
 4. A student who is a parent must submit a leave application within one year from the child’s date of birth.
 5. Leave is granted to a pregnant student until the date of childbirth, and to a student who is a parent – for a period of up to one year. If the end of the leave falls during a semester, it may be extended until the end of that semester.
 6. The total period of short-term leave due to a difficult financial situation or unforeseen circumstances may not exceed one month in a single semester.
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7. A student may receive long-term leave due to a difficult financial situation or unforeseen circumstances no more than twice during the entire period of studies at the University.

Chapter 7

Removal from the Student Register and Resumption of Studies

§ 21

Removal from the Student Register

1. The Dean removes a student from the student register in the following cases:
 - 1) failure to commence studies,
 - 2) resignation from studies,
 - 3) failure to submit the diploma thesis or take the diploma examination on time,
 - 4) disciplinary expulsion from the University.
2. Failure to commence studies is determined, in particular, in the following cases:
 - 1) failure to take the oath within the specified deadline,
 - 2) failure to complete the occupational health and safety (BHP) course within the specified deadline,
 - 3) failure to submit a medical certificate before the start of classes, if required,
 - 4) failure to submit other required documents within 14 days of the start of classes.
3. Resignation from studies requires the student to submit a statement in the USOS system or in writing to the Office for Student Affairs.
4. The Dean, after summoning the student to provide explanations, may remove the student from the register in the following cases:
 - 1) lack of participation in mandatory classes,
 - 2) lack of academic progress,
 - 3) failure to complete the semester within the specified deadline,
 - 4) failure to pay fees related to the studies.
5. Lack of participation in mandatory classes is determined based on a report to the Office for Student Affairs by the instructor of at least three unexcused absences of the student in a given class.
6. Lack of academic progress may be determined if the student has not passed at least six subjects required by the curriculum at the end of all previous semesters.
7. Removal from the student register is effected by an administrative decision.

§ 22

Resumption of Studies

1. At the request of a person removed from the student register, the Dean may grant permission to resume studies.
2. Resumption is not allowed in the following cases:
 - 1) removal occurred due to failing the first semester of studies,
 - 2) more than three years have passed since the removal,
 - 3) the applicant has previously received permission to resume the same study program twice,
 - 4) the applicant has not settled all obligations to the University,

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- 5) the University no longer offers the study program from which the student was removed, nor its continuation under a changed name,
 - 6) the applicant was subject to disciplinary expulsion from the University, and the penalty has not been expunged.
3. Resumption of studies occurs at the beginning of a semester, and in cases justified by the organization of studies, it may occur during the semester. The semester from which the resumption takes place is indicated by the Dean.
 4. The Dean determines the conditions, deadlines, and manner in which the student must make up for deficiencies resulting from differences between study programs arising from the resumption.
 5. The Dean may decide that the student does not need to make up for deficiencies resulting from differences between study programs only if all of the following conditions are met:
 - 1) removal occurred due to failure to submit the diploma thesis or take the diploma examination on time,
 - 2) the application was submitted no later than one year after removal,
 - 3) the diploma thesis was submitted to the supervisor and approved by the supervisor.
 6. In the case specified in section 5, the diploma thesis must be submitted within 14 days of receiving permission to resume studies, under the risk of the resumption being revoked.

Chapter 8 Course Enrolment

§ 23

Organization of Enrolment

1. Enrolment in courses and course groups is carried out through the USOS system within the deadlines set by the Dean. Enrolment in foreign language courses is conducted by the Foreign Languages Center.
2. Enrolment deadlines are communicated to students no later than two weeks before they begin. The Dean may establish additional criteria determining the order of enrolment, such as grade point average or the time remaining for students to complete a given course.
3. The decision to offer a course is made by the Dean based on the number of registrations.

§ 24

Special Enrolment Procedures and Withdrawal from Enrolment

1. A student who, through no fault of their own, failed to enrol in a course within the prescribed deadline has the right to submit a request to the Dean for enrolment.
2. A student who failed to enrol in a course group within the prescribed deadline is enrolled by an ex officio decision of the Dean.
3. A student who has enrolled in a course has the right to submit a request to the Dean for permission to withdraw from the enrolment. If permission to withdraw is not granted, the student is obliged to attend the course and complete it.

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4. Withdrawal from physical education classes must be submitted to the Physical Education and Sports Center within one week of the start of classes.

Chapter 9 Credits and Examinations

§ 25

General Provisions

1. The semester is the period for course completion. Completion of a semester is based on passing all courses included in the study program for that semester.
2. Courses may include the following types of classes:
 - 1) lectures,
 - 2) exercises,
 - 3) computer exercises,
 - 4) laboratories,
 - 5) language classes,
 - 6) seminars,
 - 7) internships.
3. Each type of class in which a course is conducted ends with a partial grade. The course is credited based on a single overall grade, determined in accordance with § 27 and taking into account all partial grades.
4. If the study program requires an exam for the course, the lecture component is not graded separately.
5. A failing grade is considered negative and indicates non-completion. All other grades are positive.
6. ECTS credits are awarded when a student obtains a positive overall grade for the course, confirming the achievement of the intended learning outcomes.
7. The basis for course completion (issuing the overall grade) cannot be a single control work, except for courses comprising 15 hours or fewer.
8. Some courses indicated in the study program may be credited without a grade.
9. A student participating in research or implementation projects within the University or student scientific circles may be exempted by the instructor from attending part or all of the related classes. Participation in such projects may serve as a basis for crediting part or all of the class components and exam, subject to the student completing any remaining program requirements.

§ 26

Grading Scale

1. For the crediting of individual types of classes and for all tools used to verify and assess the achievement of intended learning outcomes (control works, including exams, diploma thesis, and diploma examination), the following grading scale applies:

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Descriptive grade	Numerical grade	Level of achievement of the intended learning outcomes
very good	5.0	90% and more
good plus	4.5	[80%; 90%)
good	4.0	[70%; 80%)
satisfactory plus	3.5	[60%; 70%)
satisfactory	3.0	[50%; 60%)
failing grade	2.0	below 50%

- In the case of grading based on a point scale, the number of points expressed as a percentage should correspond to the level of achievement of the intended learning outcomes. It is not permissible to deduct points for an incorrect answer or for lack of an answer.
- For courses in programs accredited by external institutions, the requirements of those institutions may apply.

§ 27

Principles for Determining the Overall Grade

- The overall grade for a course is determined on the basis of the (weighted) average of partial grades. If the study program provides for an exam in the course, the lecture grade is replaced by the exam grade.
- The weights of partial grades from all forms of classes, except for the lecture (exam), are equal.
- If the course program includes a lecture as one of the forms of classes, the weight of the partial grade from the lecture (exam) is 50% and equals the sum of the weights of the partial grades from all other forms of classes.
- If the course program provides for the lecture as the only form of classes, the overall grade is the partial grade from the lecture (exam).
- A failing overall grade (2.0) is assigned if at least one partial grade is negative. In all other cases, the final grade is positive.
- When assigning the overall grade, the following scale of positive grades applies:

Descriptive grade	Numerical grade	Weighted average of partial grades
very good	5.0	4,75 and more
good plus	4.5	[4,25; 4,75)
good	4.0	[3,75; 4,25)
satisfactory plus	3.5	[3,25; 3,75)
satisfactory	3.0	below 3,25

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Instructor's Obligations

1. At the first class, the instructor presents both orally and in writing information on the course credit and exam requirements, uniform for all students of the program, as well as on the method of informing students about grades.
2. If it is not possible to make up for missed work from absences at another time, the instructor must inform students about this at the first class.
3. At the first and last class, the instructor informs students about their right to complete anonymous surveys regarding the course.
4. The instructor is obliged to provide the student with an explanation and justification of the grade of written control works (including exams) and to allow access to these works – no later than during the next duty hours or consultation following the date the grade information is made available. In the case of oral verification of learning outcomes, the student has the right to obtain an immediate justification of the grade.

§ 29

Detailed Rules for Credits and Examinations

1. Credit for a course is granted by the instructor conducting the classes, and the exam is administered by the lecturer. If, for justified reasons (including illness or travel), this rule cannot be maintained, the Dean appoints another academic teacher, deemed competent by the Dean to verify the learning outcomes defined for the course.
2. A student may be required to take no more than four exams in a semester.
3. A prerequisite for admission to an exam is obtaining credits for all types of classes in the course, other than lectures, as provided in the curriculum. A student who has not obtained these credits within the regular period loses the right to take the exam during the regular session.
4. If a student receives a failing grade on a credit or an exam during the regular period, they are entitled to a retake, subject to section 6.
5. In the case of unjustified absence from a credit or exam at the scheduled time, the student receives a failing grade.
6. Failure to attend classes (including justified absences) where it is impossible to make up for missed work from absences at another time — particularly language courses, laboratory classes, physical education, or other forms of classes conducted using active learning methods — may be grounds for the instructor to assign failing grades in both the regular and retake periods.

§ 30

Dates for Credits and Examinations

1. Regular credits take place during the class period specified in the academic year schedule, while retake credits are held by the end of the regular examination session.
2. Exams are held during the examination session. Exam dates for both the regular and retake sessions are set by the examiner and approved by the Dean in consultation with the relevant student government body.

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3. In full-time studies, there must be at least a 2-day interval between exams in the regular session, and during the retake session only one exam may be conducted per day. In part-time studies, only one exam may be conducted per day in the regular session.
4. Exams and credits for part-time students are organized only on Saturdays and Sundays, except for courses in programs accredited by external institutions.
5. The Dean may decide to conduct a credit or exam at a different time than specified in sections 1-4, particularly upon a joint request from students and the instructor.
6. With the examiner's consent, a student may take exams (including retakes) before the examination session.
7. At a student's particularly justified request, the Dean – subject to § 18(3) – may allow the student to take some or all credits and exams at times other than those set, but no later than March 8 in the winter semester and September 28 in the summer semester.
8. Deadlines for control works, except exams, must be announced to students by instructors at least two weeks in advance. Exam dates are published on the University's website no later than 4 weeks before the start of the examination session.

§ 31

Notification of Grades

1. A student is informed about grades:
 - 1) from control works, except exams – within 2 weeks after completion, subject to point 1(2),
 - 2) partial grades – within 3 days after the last class of the course,
 - 3) from an exam – within 3 days after it is conducted.
2. A student must be informed of a failing grade no later than 3 days before the retake date.
3. Overall grades are entered into the USOS system record under the supervision of the course coordinator immediately, but no later than 3 days after the end of the regular or retake session, as applicable.
4. A student is obliged to check their overall grades entered in the USOS system within 7 days after the end of the retake session. If a grade is missing or recorded incorrectly, the student must promptly inform the instructor, who corrects it within 3 working days.
5. Once records are closed, the instructor must submit a request to the Office for Student Affairs to make an entry.
6. Failure to provide information about a grade or to correct it on time must be reported by the student immediately to the Office for Student Affairs.

§ 32

Completion of Professional Internship

1. The Dean grants credit for professional internship.
2. At a student's request, the Dean may recognize activities performed, in particular as part of employment, an internship, or volunteering, as fulfilling the requirements of a professional internship, provided that they enabled the student to achieve the learning outcomes specified in the study program for internships. The decision in this matter is made after determining the degree

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of achievement of the intended learning outcomes based on documentation submitted by the student.

Chapter 10 **Transfer and Recognition of Credits**

§ 33

Recognition of Partial Grades

1. Positive partial grades from uncompleted courses obtained at the University are recognized for a period of 3 years. The condition for recognizing a partial grade is the consistency of the achieved learning outcomes with the outcomes applicable to the student in the given field of study.
2. The decision to recognize a partial grade is made by the course instructor.

§ 34

Recognition of Credit

1. Upon a student's request, the Dean may approve the recognition of a course completion (overall grade) obtained at the University or elsewhere, i.e., at another university, including a foreign one.
2. When deciding on recognition, the Dean considers the alignment of the achieved learning outcomes with those required for the student's program of study.
3. The student is credited with the number of ECTS credits corresponding to the learning outcomes achieved through the corresponding course in their study program.

§ 35

Language Certificates

1. A student may request to receive credit for a foreign language course based on a certificate, according to rules established by the Rector.
2. The certificate must confirm language proficiency of at least B2 for first-cycle studies or at least C1 for second-cycle studies, in accordance with the Common European Framework of Reference for Languages (CEFR).

Chapter 11 **Committee Credit and Examination**

§ 36

Request for Committee Credit or Examination

1. At the student's request, if they believe that the grade received in the regular or retake term is unjustified, the Dean may grant permission to take a committee credit or exam.
2. The request must be submitted within 2 working days of the grade being announced.
3. The request must include a detailed justification explaining why the student considers the grade to be unjustified, specifically indicating concerns regarding:

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- 1) the impartiality of the academic teacher who issued the contested grade, or
- 2) compliance of the credit or exam rules and scope with the requirements presented by the instructor during the first class, or
- 3) the conduct of the credit or exam itself.

§ 37

Organization of Committee Credit and Examination

1. A committee credit or exam is conducted before a committee appointed by the Dean, consisting of:
 - 1) a chairperson, who is an academic teacher employed as a university professor or holding a habilitation degree or scientific title,
 - 2) two academic teachers deemed by the Dean competent to verify the learning outcomes for the subject.
2. The academic teacher who issued the grade contested by the student cannot be a member of the committee.
3. The student may have an observer of their choice participate in the committee credit or exam, alongside an observer appointed by the Dean.
4. The committee credit or exam must take place at the earliest possible date, set by the committee chairperson.
5. The chairperson of the committee determines the form of the committee credit or exam, taking into account the format of the original credit or exam that led to the contested grade. In particular, if the contested grade was based solely on a written work(s), the committee assessment may consist of a re-evaluation of that work(s).

§ 38

Grade from Committee Credit and Examination

1. The grade issued by the committee is final and replaces the contested grade.
2. A student who receives a failing grade on a committee credit or exam cannot be granted conditional permission to continue studies in the next semester.

Chapter 12

Retaking a Course and a Semester

§ 39

Requesting a Retake

1. At the request of a student who has not passed the semester within the prescribed time, the Dean may grant:
 - 1) conditional permission to continue studies in the next semester, or
 - 2) permission to retake the semester due to unsatisfactory academic results.
 2. The request referred to in section 1 may be submitted within 10 days after the end of the retake session, once all grades have been entered into the USOS system. The request does not require justification.
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§ 40

Rules for Retaking

1. Conditional permission to continue studies in the next semester involves simultaneously retaking any failed subjects within the period set by the Dean. The permission may be granted if, in the Dean's assessment, the ECTS deficit is not excessive and there are no obstacles arising from regulations or the study program.
2. Permission to retake the semester due to unsatisfactory academic results involves retaking failed subjects, provided they are still part of the study program. The Dean determines the conditions, deadlines, and method for making up deficiencies resulting from differences between study programs caused by retaking the semester.
3. Permission to retake the first semester of first-cycle studies, in exceptional and particularly justified cases, may only be granted by the Rector.
4. The same semester or subject cannot be retaken more than twice. In the case of students with special needs, including disabilities, the Dean may allow retaking a semester or subject more than twice.

Chapter 13

Graduation

§ 41

Preparation of the Diploma Thesis

1. The student selects a thesis supervisor from among the academic staff designated by the Dean within the established deadline. If the student does not make a choice, the supervisor is assigned by the Dean's decision *ex officio*.
2. At the student's request, the Dean may approve a change of supervisor. In justified cases (e.g., prolonged absence of the supervisor), the Dean may change the supervisor *ex officio*.
3. The thesis topic must be related to the learning outcomes defined for the study program and take into account the student's interests.
4. The thesis is prepared in the language of instruction. For studies conducted in Polish, the Dean may allow the thesis to be written in English at the student's request, provided the supervisor gives a positive recommendation.
5. In justified cases where individual thesis preparation is not possible, the Dean may allow a thesis to be prepared in a team, upon a student request positively recommended by the supervisor, provided the contribution of each author is clearly defined and assessed separately.
6. When determining deficiencies resulting from differences between study programs as provided by regulations, the Dean may also require participation in a seminar, even if the student has previously completed it.

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§ 42

Submission and Assessment of the Diploma Thesis

1. The thesis, approved by the supervisor, must be submitted by the student in the form, manner, and deadline determined by the Dean. The thesis can only be submitted after passing all courses required by the student's study program.
2. Failure to submit the thesis by September 30 for studies ending in the summer semester, or by February 28 for studies ending in the winter semester, results in removal from the student register.
3. The thesis is checked using the Unified Anti-Plagiarism System.
4. The thesis is evaluated by the supervisor and a reviewer appointed by the Dean.
5. If the reviewer awards a negative grade, the Dean appoints a second reviewer, who must be an academic teacher employed as a university professor, or holding a habilitation degree or academic title.
6. A negative grade from the second reviewer prevents the student from taking the diploma exam and results in removal from the student register.
7. A thesis that has been given a negative grade by two reviewers may not be resubmitted.

§ 43

Diploma Examination

1. The diploma exam aims to verify and assess the level of achievement of the learning outcomes specified for the study program, as well as the student's independence in preparing the thesis.
 2. Conditions for being admitted to the diploma exam:
 - 1) completion of all courses in the student's study program,
 - 2) accumulation of the required number of ECTS credits for the study program,
 - 3) submission of the thesis with at least two positive evaluations,
 - 4) settling all obligations to the University, confirmed by a completed circulation card and no outstanding payments.
 3. The diploma exam is conducted before a three-person committee appointed by the Dean, consisting of: an academic teacher with at least a doctoral degree as the chairperson, the supervisor, and the reviewer.
 4. Observers may participate in the exam: one appointed by the student and one appointed by the Dean.
 5. The Dean approves the exam date. The exam should take place within one month of the thesis submission.
 6. The Dean may exclude certain periods from the organization of diploma exams; these periods are not counted toward the one-month timeframe.
 7. The diploma exam is oral, conducted in the language of the thesis, and consists of answering questions posed by committee members.
 8. Each exam answer is evaluated separately using the grading scale specified in § 26(1). If the number of negative grades is equal to or greater than the number of positive grades, the exam receives a failing grade. Otherwise, the exam grade is positive and is determined as the average of the grades for the answers, using the scale specified in § 27(6).
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9. In case of unexcused absence from the diploma exam at the scheduled time, the student receives a failing grade.
10. If the student receives a negative grade, the Dean sets a second exam date.
11. A negative grade on the second attempt results in removal from the student register.
12. A thesis that was the basis for admission to the diploma exam resulting in a negative outcome on the second attempt may not be resubmitted.

Chapter 14 Completion of Studies

§ 44

General Provisions

1. Completion of studies takes place after passing the diploma exam with a positive result.
2. The official date of graduation is the date the diploma exam is taken.
3. The graduate is awarded a diploma of completion of studies and a diploma supplement.
4. Graduates who achieve the highest academic results and receive very good grades on their thesis and diploma exam may, at the Dean's request, be awarded a distinction by the Rector in the form of an official letter.

§ 45

Study Result

1. The final study result is based on arithmetic averages rounded to two decimal places of:
 - 1) all overall grades entered in the USOS system,
 - 2) all grades for the diploma thesis,
 - 3) all grades for answers to questions on the diploma exam (in both terms, if applicable).
2. The final study result is calculated as a weighted average: 60% of the average from point 1(1), 20% of the average from point 1(2), and 20% of the average from point 1(3), rounded to two decimal places. This result shall be stated in all documents except for the diploma of completion of studies.
3. The diploma of completion of studies records the study result according to the following scale:

Study result	The average calculated as in section 2
very good	4.51 and more
good plus	[4.21; 4.50]
good	[3.81; 4.20]
satisfactory plus	[3.41; 3.80]
satisfactory	3.40 and below

4. The study result referred to in section 3 is determined and announced to the student by the diploma examination committee.
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5. In exceptional cases, including when the answers to examination questions go beyond the learning outcomes specified for the field of study, the committee may raise the study result referred to in section 3, justifying this decision in the diploma examination record.
6. Raising the study result by the committee is allowed only if, at the same time:
 - 1) the student received very good grades for both the thesis and the diploma examination,
 - 2) the student is no more than 0.02 points below the average required for the raised result.

Chapter 15 **Final Provisions**

§ 46 **Deadlines**

1. Within the deadlines set by the Dean, students submit requests for approval of:
 - 1) studying according to an individual organization or individual program,
 - 2) transfers,
 - 3) resumption of studies,
 - 4) enrolment in a course or withdrawal from enrolment,
 - 5) recognition of course completion.
2. The Dean may set deadlines for submitting other types of requests under their consideration, provided they are not specified in the regulations.
3. Acting under the provisions of the Regulations, the Dean may request information and opinions from University staff, in particular from program managers and other academic teachers, who are obliged to provide them within 7 days.
4. If the Regulations require a position to be expressed by the relevant student government body, the Dean sets an appropriate deadline for submission, not shorter than 7 days. Failure of the student government body to provide its position within the deadline set by the Dean is deemed as consent of that body to accept the decision in the form presented by the Dean.

§ 47 **Interpretations and Disputes**

1. The binding interpretation of the provisions of these Regulations, in particular at the request of a student or University employee (including an academic teacher), is made by the Dean.
2. Disputes between a student and a University employee (including an academic teacher) arising from the application of the Regulations are resolved by the Dean.
3. All student complaints are submitted to the Dean (through the Office for Student Affairs).