

RESOLUTION NO. R.0000.18.2024
**OF THE SENATE OF WROCLAW UNIVERSITY OF ECONOMICS
AND BUSINESS**

dated April 25, 2024

regarding

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

§ 1

Based on Article 28, Section 1, Point 2 of the Act of July 20, 2018, Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, with subsequent amendments), the Senate adopts the "University Study Regulations of Wrocław University of Economics and Business". The regulations apply to full-time and part-time first- and second-cycle students at Wrocław University of Economics and Business, hereinafter referred to as the "University". The regulations do not apply to postgraduate studies and doctoral studies.

§ 2

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

§ 3

The regulations come into effect at the start of the 2024/2025 academic year.

Rector

prof. dr hab. Andrzej Kaleta

University Study Regulations of Wrocław University of Economics and Business

§ 1

Admission to the Student Body

1. Admission to the student body occurs at the moment of taking the oath.
2. The oath for study programs conducted in English is administered in that language.
3. The wording of the oath is as follows: ***"By joining the student body of Wrocław University of Economics and Business, I 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 collegiality and academic customs, and to abide by the regulations in force at the University."***
4. Admission to the student body signifies the student's consent to the processing of their personal data within the framework of the educational process, using tools that support the administration of the study program, and to the transfer of such data to authorized entities in accordance with applicable legal regulations.

§ 2

Levels of Study and Professional Titles

1. The university organizes and conducts education at the following levels:
 - 1) first-cycle studies lasting, depending on the field of study, 6 or 7 semesters,
 - 2) second-cycle studies lasting, depending on the field of study, 3 or 4 semesters.
2. The university awards the following professional titles to graduates:
 - 1) Bachelor's degree,
 - 2) Engineer's degree,
 - 3) Master's degree.

§ 3

Study Programs

1. The implementation of studies in a specific field, level, and profile is based on the study program approved by the Senate.
2. The Senate may establish mandatory subject sequences, where the study of a given subject is conditional upon the prior completion of another or other subjects. It may also designate the semesters by which the student must complete certain subjects at the latest.
3. The study program allows the student to choose courses, which are assigned ECTS credits, amounting to no less than 30% of the total number of ECTS credits for a given field of study.
4. The development and monitoring of the implementation of study programs are carried out according to the principles of the European Credit Transfer System (ECTS).
5. One ECTS credit corresponds to learning outcomes that require 25-30 hours of work from the student. This includes both classes organized by the university according to the study plan and the student's individual work related to those classes.

§ 4

Organization of Studies

1. The academic calendar is determined by the Rector.
 2. The academic year consists of two semesters – winter and summer. It begins on October 1st and lasts until September 30th of the following year.
 3. The academic year includes:
 - 1) classes as outlined in the study program,
 - 2) two examination sessions lasting a total of no less than 6 weeks, each including both a main and a resit session,
 - 3) breaks totaling no less than 6 weeks, including a summer break of at least 4 weeks.
 4. The Rector may designate additional days or hours off from classes during the academic year.
 5. Classes at the University are conducted in Polish. The Senate may decide to conduct certain programs or courses in a foreign language.
 6. Teaching at the University may be conducted using distance learning methods and techniques.
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7. In full-time studies, classes take place from Monday to Friday, and the number of teaching hours per week cannot exceed 30. This does not include physical education classes.
8. Classes in both full-time and part-time studies must not end later than 8:00 p.m., except for sports section activities.
9. At the beginning of the academic year, first-year students undergo training on student rights and responsibilities conducted by the student government, as well as informational and educational activities regarding student safety, prevention of all forms of discrimination and violence, and guidelines for responding to threats or violations of safety, discrimination, and violence against students, as well as providing assistance to victims.
10. Class schedules are posted on the University's website no later than:
 - 1) one week before the start of classes for the first semester,
 - 2) two weeks before the start of classes for subsequent semesters.
11. The dates for part-time study meetings are published on the University's website four weeks before the start of classes.

§ 5

Individual Study Organization (IOS)

1. In special cases, with the approval of the Dean for Student Affairs or the Dean of the Branch, the possibility of applying Individual Study Organization (IOS) is allowed. This involves the student's ability to change their administrative group or language group for a given course without altering the study program.
 2. The following may be eligible for the Individual Study Organization:
 - 1) individuals carrying out specific tasks or duties entrusted or accepted by the university authorities, such as educational, scientific, organizational, social, sports, or artistic activities,
 - 2) pregnant students,
 - 3) full-time students who are parents,
 - 4) individuals with special needs, including those with disabilities.
 3. Individual Study Organization may also be granted in other justified cases.
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4. IOS is granted in accordance with the principles specified in the Law on Higher Education and Science.
5. Applications for IOS should be submitted to the Dean for Student Affairs or the Dean of the Branch within the deadline set by them.
6. A pregnant student, a student who is a parent, and a student with a disability cannot be refused permission to pursue their studies under the Individual Study Organization until completion.

§ 6

Individual Study Program (IPS)

1. A student has the right to an Individual Study Program (IPS). This allows the student to substitute courses from the established program of study for other courses that align with the student's chosen development path. These changes are made in consultation with and approved by the academic advisor.
2. The Senate may specify certain courses that cannot be excluded from the individual program.
3. The tasks, rights, and responsibilities of academic advisors are defined by the Rector's directive.
4. Academic advisors must be academic staff members with at least a doctoral degree.
5. The student selects their academic advisor.
6. The Dean for Student Affairs or the Dean of the Branch appoints academic advisors to ensure the proper implementation of the IPS undertaken by the student.
7. The supervisor of the diploma thesis serves as the student's sole academic advisor.
8. No more than 10 students may be under the supervision of one academic advisor at a time, not including students under the supervision of a thesis supervisor.
9. Students admitted through the recognition of prior learning outcomes who are granted an IPS will be assigned an academic advisor by the Dean for Student Affairs or the Dean of the Branch within two weeks of the start of studies, in connection with their admission through the confirmation of learning outcomes.

§ 7

Procedure for Submitting an Application for an Individual Study Program (IPS)

1. The student submits a proposal for the IPS, which has been positively reviewed by the academic advisor, to the Dean for Student Affairs or the Dean of the Branch for approval no later than 10 days before the start of the semester.
2. The IPS proposal does not include courses from the student's chosen specialization, study path, or education module.
3. Failure to submit the IPS proposal within the specified time means the student will follow the standard study program for their field in that semester.
4. If the IPS is not approved, the student will be given a deadline of no more than one week to make corrections. Failure to meet the correction deadline or a second refusal to approve the IPS will result in the student following the standard study program for their field in that semester.

§ 8

Student Rights

1. A student has the right to:
 - 1) respect for personal dignity,
 - 2) full participation in the life of the University and the academic community, including the education process,
 - 3) the ability to pursue an individual study program and individual study organization (excluding EMBA students),
 - 4) participate, under conditions set by the Rector's directive, in university-organized activities not covered by the study program, through which they can earn up to 30 ECTS credits,
 - 5) have absences from classes excused,
 - 6) take leaves from classes, including leaves with the option to participate in assessments of learning outcomes specified in the study program,
 - 7) continuous access to their electronic index in the USOS system, and for 12 months after being removed from the student list or after graduation,
 - 8) change their field of study,
 - 9) transfer to full-time or part-time studies,
 - 10) take exams and assessments before an examination board,
 - 11) retake courses,
 - 12) transfer and recognition of ECTS credits,
 - 13) join student organizations within the University,

- 14) develop personal academic interests and use university facilities, installed equipment, university resources, and the assistance of its authorities and academic staff for this purpose, in accordance with University rules,
 - 15) participate in research conducted at the University,
 - 16) pursue cultural, recreational, and sports interests, and use the University's facilities and resources, as well as receive support from academic staff in doing so, according to University rules,
 - 17) receive awards and distinctions for outstanding academic achievements, research contributions, exemplary fulfillment of duties, and active social engagement,
 - 18) receive financial assistance according to separate regulations,
 - 19) undertake optional internships and practices that align with the field of study and do not conflict with the class schedule,
 - 20) consult with academic staff,
 - 21) access the University's infrastructure, including the library and software.
2. Attendance at lectures is a right and a customary student practice. The verification of learning outcomes cannot be based on lecture attendance. Attendance at lectures does not affect the final grade for a subject, except as provided in §13 section 6 (first sentence).
 3. The Student Ombudsman, appointed by the Rector upon the request of the University Student Government Council, oversees the observance of student rights on behalf of the Student Government.

§ 9

Student Responsibilities

1. A student is particularly obligated to:
 - 1) act in accordance with the oath taken and the regulations in force at the University,
 - 2) attend mandatory classes (exercises, computer exercises, labs, language classes, seminars), including passing courses and taking exams by the deadlines set by the University,
 - 3) fulfill obligations to the University in a timely manner,
 - 4) participate in opinion surveys organized by the University, including completing anonymous student surveys evaluating the quality of courses and the work of the Dean's Office/EMBA Office,

- 5) take care of the University's property,
 - 6) adhere to the University's Student Code of Ethics,
 - 7) promptly inform the University of any changes in personal data during the course of study, particularly any changes in the mailing address or those affecting the eligibility for and amount of financial aid,
 - 8) communicate with University staff in person or using the email account provided under the domain student.ue.wroc.pl,
 - 9) submit applications and requests to the Dean for Student Affairs/Dean of the Branch or Vice Dean for Student Affairs/Vice Dean of the Branch exclusively via the USOS system, with the exception of §10 section 4.
2. A student is subject to disciplinary action for violations of the law, in accordance with separate regulations.
 3. A first-cycle student is required to complete two semesters of physical education (for full-time studies) and two courses in humanities and two in social sciences as part of their study program. A second-cycle student must complete one humanities course as part of their study program.

§ 10

Support for Individuals with Special Needs, Including Disabilities

1. Ensuring conditions for full participation in University life and the academic community includes, in particular, the rights and forms of support described in the Support Regulations.
2. The entities responsible for coordinating actions for individuals with special needs, including those with disabilities, are the Disability Support Section and the Rector's Representative for Disabled Persons.
3. A student with special needs, including a student with a disability, is entitled to the rights and services specified in the Support Regulations, provided their specific needs justify such support.
4. Upon a written request from the student, the Dean for Student Affairs or the Dean of the Branch will issue a decision regarding the granted rights and forms of support after consulting with the Rector's Representative for Disabled Persons.

§ 11

Transfer from Another University and Internal Transfers

1. A student may transfer from another university to the University of Economics and Business with the Rector's approval. The conditions for transferring include, in particular, meeting the admission requirements that applied to the students being joined and any requirements for medical examinations. Transfers must be completed no later than two semesters before the end of studies.
2. In justified cases, a student may transfer, with the Dean for Student Affairs' or the Dean of the Branch's consent:
 - 1) from full-time studies to part-time studies,
 - 2) from part-time studies to full-time studies, but not earlier than after completing the second semester for first-cycle studies or the first semester for second-cycle studies, and within the scope and under conditions set by the Rector in an administrative order.
3. More favorable transfer rules from part-time to full-time studies may be applied by the Dean for Student Affairs or the Dean of the Branch in agreement with the Rector if necessary to dissolve small student groups.
4. Transferring between programs requires the consent of the Dean for Student Affairs or the Dean of the Branch. The transferring student must meet, in particular, the admission requirements that applied to the students being joined and any requirements for medical examinations.
5. Transfers between specializations, study paths, and education modules within the same program require the consent of the Dean for Student Affairs or the Dean of the Branch.
6. Applications for transfers must be submitted no later than one week after the start of the semester.
7. In the case of a transfer, the Dean for Student Affairs or the Dean of the Branch accepting the student specifies the conditions, deadlines, and method for the transferring student to make up for any deficiencies resulting from differences between study programs.
8. A part-time student may be admitted to full-time studies in the same program and degree through the recruitment process, provided they withdraw from part-time studies.

§ 12

Semester Completion – General Notes

1. The evaluation period for both full-time and part-time studies is the semester.
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2. The basis for completing a semester is the successful completion of all subjects outlined in the study program for that semester, subject to the exception in § 20 sec. 1 item 1.
3. ECTS credits are awarded when the student has obtained a positive overall grade for the subject, which confirms the achievement of the expected learning outcomes.
4. The instructor is required to provide information, both orally and in writing, about the scope and forms of requirements for passing and examinations (uniform for all students in the program for the given subject) during the first classes. The instructor must also inform students during the first and last classes about the mandatory evaluation of teaching through the USOS system (§ 9 sec. 1 item 4). Additionally, the instructor must provide students with information (explanations) about the assessment of their written and examination work, and allow students to view their work no later than during the consultation hours or office hours following the release of the grade. Students have the right to receive an explanation of the grade during oral examinations.
5. Knowledge and skill assessments are conducted in the same language in which the classes were held. The rules for assessing knowledge and skills in classes conducted in a foreign language are the same as those in Polish.
6. For the assessment of written work, pass/fail evaluations, exams, individual exam questions, and evaluations of the thesis, and for the use of any assessment tools for learning outcomes in each subject, the following grading scale applies:

Descriptive grades	Numerical grades	Required achievement
very good	5.0	90% and over
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%

This applies to all exam and assessment deadlines. When grades are assigned based on a point scale created by the instructor, the individual levels of this scale should be established according to the principle that an n-percent level of mastery of the required

knowledge and skills corresponds to n percent of the points on the scale (where n is any number in the range $[0;100]$). For subjects accredited by institutions outside the university, the requirements of these institutions may be applied. The rules for determining the graduation result recorded on the diploma are outlined in § 26 sec. 3 and 4.

7. Some subjects indicated in the study program may be completed without a grade.
8. A student participating in research work may be exempted from attending certain classes related to these activities. Participation in these research activities may serve as a basis for the student to complete exercises, computer labs, laboratories, lectures, and exams, after fulfilling any additional requirements from the study program.

§ 13

Examination and Assessment Deadlines

1. **Setting Deadlines:** The deadlines for exams in the main and resit sessions are set by the course instructor and approved by the Dean of Student Affairs/Dean of the Branch in consultation with the relevant student government body. These deadlines should be communicated to students at least one month before the start of the session.
 2. **Timing of Assessments and Exams:** Regular assessments are conducted during the course period, while exams take place during the examination session. Resit assessments are conducted by the end of the main examination session.
 3. **Interval Between Exams:**
 - For full-time students: at least 2 calendar days.
 - For part-time students: only one exam per day.
 - In the resit session (full-time students): only one exam per day.
 4. **Organization for Part-Time Studies:** Exams and assessments for part-time students are organized on Saturdays and Sundays, except for accredited programs.
 5. **Changing Deadlines:** The Dean of Student Affairs/Dean of the Branch may approve a change of deadline upon a unanimous request from both the student and the academic teacher.
 6. **Alternative Deadlines:** Upon a justified request from the student, the Dean may agree to an alternative deadline, but no later than March 8 in the winter semester and September 28 in the summer semester.
 7. **Number of Exams:** A student can be required to take exams in no more than four subjects per semester.
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8. Students with Special Needs: Students with special needs, including those with disabilities, have the right to complete assessments in an individual manner. Requests for individual assessments should be submitted directly to the instructor or to the Dean's office. Disputes are resolved by the Dean of Student Affairs/Dean of the Branch.

§ 14

Partial Grades and Final Grade

1. The grade for each subject is based on a final grade that takes into account partial grades from all forms of instruction associated with the subject.
2. A final grade cannot be based solely on one test during the semester covering the entire course content, except for subjects that last less than 16 hours.
3. The final grade is determined based on partial grades according to the algorithm specified in the communication from the Vice-Rector for Student Affairs and Education.
4. Final grades are entered into the USOS system under the supervision of the course coordinator within deadlines set by the Vice-Rector for Student Affairs and Education.
5. Students are notified of partial grades no later than three days after the last week of classes for the subject. For final grades, they are announced no later than three days after the respective main or resit session. The final grade is communicated to the student through the USOS system.
6. Partial grades are recorded in the "Tests" module in the USOS system.
7. Students are required to check their grades entered into the USOS system within 7 days of the end of the resit session.
8. If a grade is missing or incorrectly entered into the USOS system, the student must immediately inform the instructor, who will urgently correct the grade in the USOS system. If the instructor does not enter or correct the grade within 3 working days of the student's notification, the student should inform the relevant Dean's Office.
9. Once the protocols are closed, the instructor must submit a written request to the Dean's Office/EMBA Office to make any entries.
10. Grades for subjects completed at the University, as well as positive partial grades obtained at the University, are considered permanent achievements of the student, subject to point 11. To recognize a grade, the learning outcomes achieved must match the outcomes required for the student's program. To recognize a final grade, a request must be submitted to the Dean of Student Affairs/Dean of the Branch within 3 weeks

of the start of the semester in which the grade is to be recognized. Obtaining consent for a final grade request submitted later requires consultation with the course instructor.

11. Partial grades for uncompleted subjects are recognized only for a period of 3 years. To recognize a partial grade, the learning outcomes achieved must match the outcomes required for the student's program.

§ 15

Course Completion

1. Course completion is carried out by the academic teacher conducting the classes for the subject, or, in special cases (e.g., illness, travel), by another academic teacher appointed by the Dean of Student Affairs/Dean of the Branch. The Dean may seek the opinion of the Program Manager.
 2. Students are required to attend exercises, computer labs, laboratories, language classes, and seminars. In case of absence, the student must justify the absence to the instructor within two weeks of its occurrence. Non-attendance at these classes (regardless of the justification) may result in a failing grade for the first and second deadlines, as determined by the Dean of Student Affairs/Dean of the Branch, following a prior report from the instructor.
 3. Deadlines for assessment tasks should be communicated to students at least two weeks in advance.
 4. Results of assessment tasks, projects, and research projects should be made available to students within two weeks of their completion. If the deadline for providing results is not met, the student should immediately report this to the Dean's Office.
 5. All assessments for exercises, computer labs, laboratories, language classes, and seminars specified in the study program should be completed by the last day of classes in the semester (in the main term). Failure to complete assessments in the main term results in a failing final grade for the main term.
 6. If a student receives a failing final grade in the main term, they are entitled to a resit. Positive grades cannot be improved during the resit. The Dean of Student Affairs/Dean of the Branch, after consulting the course instructor, may decide that the right to a resit does not apply if the failure to complete the course was due to student absences from laboratories, physical education classes, or other forms of active learning, which cannot be made up at another time, provided that students were informed of this at the first class.
 7. Subjects for which the student did not receive a passing grade must be retaken.
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8. Failure to attend assessments on the scheduled dates without justification results in a failing grade.
9. For courses completed at another university, without prior inclusion of such an arrangement in the IPS (Individual Study Plan), the Dean of Student Affairs/Dean of the Branch may condition the recognition of the course on the opinion of the instructor of the corresponding or related course regarding the compatibility of the achieved learning outcomes with those required at the University.
10. Applications for the recognition of grades or completion should be submitted within three weeks of the start of the semester in which the student is required to complete the subject. Obtaining consent for an application submitted later requires consulting the course instructor.
11. For students transferring courses completed at a university other than the Wrocław University of Economics and Business, ECTS credits will be assigned based on the learning outcomes expected from similar courses at the Wrocław University of Economics and Business.
12. For foreign language courses, grade recognition is possible based on documentation containing the grade obtained at another university, the level of proficiency, the number of ECTS credits, and the number of language class hours.
13. Students may request recognition of language course completion based on a certificate confirming language proficiency at a minimum of B2 for undergraduate studies and C1 for graduate studies, in accordance with the European Language Portfolio, as specified in the relevant Rector's Regulation.

§ 16

Examination

1. To be admitted to an exam for a subject, the student must have completed all exercises and other forms of instruction for that subject as specified in the study program.
 2. Failure to complete exercises and other forms of instruction for a subject before the main exam session results in not being allowed to take the exam in the main session.
 3. Students may take exams (including resits) before the exam session if the examiner agrees.
 4. If a student receives a failing grade on the exam (in the main term), they are entitled to a resit for that subject. Positive grades cannot be improved during the resit. The student should be informed of the failing grade promptly, but no later than three days before the scheduled resit date.
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5. Failure to attend the exam on the scheduled dates without justification results in a failing grade.

§ 17

Resit and Commission Exam

1. If a student receives a grade considered unjust in the main or resit term, they may submit a request with justification to the Dean of Student Affairs/Dean of the Branch for permission to take a resit or commission exam.
2. The application for a resit or commission exam must be submitted within 2 working days from the announcement of the assessment/exam results. A rejection decision must be justified.
3. The resit/commission exam must be held within 7 working days from the announcement of the previous assessment/exam results. The grade given by the commission is final and replaces the contested grade, even if the original grade was positive and the commission's grade is failing. The commission exam should be conducted orally, and in justified cases, in a written and oral format.
4. The Dean of Student Affairs/Dean of the Branch cannot refuse a commission exam if the application is submitted after the announcement of results in the main term, without taking the resit exam, and if the right to a resit has not been lost according to § 15, section 6.
5. The commission exam is conducted by a commission appointed by the Dean of Student Affairs/Dean of the Branch. The commission consists of at least three members. It is chaired by an academic teacher with a scientific degree or title (this does not apply to foreign language assessments). The academic teacher who conducted the assessment (in the main or resit term) may, at the request of the Dean of Student Affairs/Dean of the Branch, attend the commission meeting as an observer. Additionally, at the student's request, an extra observer may be present during the commission assessment.
6. The commission exam is conducted by a commission appointed by the Dean of Student Affairs/Dean of the Branch. The commission consists of:
 - 1) the chairperson, i.e., the Dean of Student Affairs/Dean of the Branch or the Vice-Dean for Student Affairs/Vice-Dean of the Branch or an academic teacher with at least a doctoral degree,
 - 2) two examiners in the subject of the exam or a related subject. At the request of the Dean of Student Affairs/Dean of the Branch, the academic teacher who conducted the exam (in the main or resit term) may attend the commission meeting as an

observer. Additionally, at the student's request, an extra observer may be present during the commission exam.

7. A student who receives a failing grade on a commission exam or commission assessment loses the ability to continue their studies in the next semester. Upon a written request from the student, the Dean of Student Affairs/Dean of the Branch may grant permission to retake the semester, meaning re-taking the subject(s) for which a failing grade was received. The deadlines for retaking the subject(s) are set by the Dean of Student Affairs/Dean of the Branch.

§ 18

Registrations and Enrollment

1. Students may be required to register via the USOS system for selected subjects, specializations, educational paths, or modules within a specified period. Registrations for foreign language classes are managed by the Foreign Language Department.
2. Registration deadlines are set by the Dean of Student Affairs/Dean of the Branch and must be communicated to students no later than two weeks before the start of the registration period.
3. The Dean of Student Affairs/Dean of the Branch may base the order of student registrations on additional criteria such as grade average or the time remaining for students to complete a particular subject.
4. A student who fails to register for a subject within the established deadline has the right to submit a request to the Dean of Student Affairs/Dean of the Branch. The request must be submitted no later than one week after the start of the subject's classes and must always include documentation of the objective reason for missing the registration deadline.
5. A student who fails to register for a specialization, educational path, or module within the established deadline will be enrolled based on the decision of the Dean of Student Affairs/Dean of the Branch. Changing a specialization, educational path, or module at the student's request requires special justification.
6. Choosing a particular subject, specialization, educational path, or module does not guarantee its availability. The decision to offer it is made by the Dean of Student Affairs/Dean of the Branch based on the number of interested students.
7. A student who registers for a subject and does not withdraw is required to participate in its assessment.

8. Withdrawal from registration for a subject, as mentioned in section 7, can be done no later than two weeks after the start of classes. An exception is made for physical education classes, where withdrawal can be made within one week of the start of classes. This withdrawal is submitted directly to the Physical Education and Sports Department.

§ 19

Removal from the Student List

1. The Dean of Student Affairs/Dean of the Branch removes a student from the student list in cases of:
 - 1) failure to commence studies,
 - 2) withdrawal from studies,
 - 3) failure to submit the thesis or pass the final exam by the deadline,
 - 4) disciplinary expulsion from the university.
 2. Failure to commence studies is determined by the Dean of Student Affairs/Dean of the Branch in cases of not taking the oath, failing to complete occupational health and safety training by the specified deadline, not providing the required medical certificate before the first classes in the ZiIP program, or failing to submit required documents within 14 days of the first classes, or unexcused absence for at least the first three weeks of classes.
 3. A statement of withdrawal from studies must be submitted by the student either in the USOS system or in writing to the Dean's Office/EMBA Office.
 4. The Dean of Student Affairs/Dean of the Branch, after previously requesting the student to provide explanations, may remove a student from the student list in cases of:
 - 1) confirmed lack of participation in mandatory classes,
 - 2) confirmed lack of academic progress,
 - 3) failure to pass the semester by the specified deadline,
 - 4) non-payment of study-related fees.
 5. The confirmation of lack of participation in mandatory classes is based on a report to the Dean of Student Affairs/Dean of the Branch of at least three unexcused absences by the student from the class instructor.
 6. The determination of lack of academic progress occurs when a student has failed at least 5 required subjects by the end of the semester, including failed subjects from previous semesters. Subjects resulting from curriculum differences are not included in the count of failed subjects.
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§ 20

Retaking a Course

1. For students who have not passed at least one course by the specified deadline, the Dean of Student Affairs/Dean of the Branch issues one of the following decisions:
 1. Conditional permission to continue studies in the next semester (the student retakes the course or part of it while also studying courses prescribed for the next semester), provided there are no obstacles mentioned in § 3 sec. 2 or § 17 sec. 7, and the ECTS point deficit is not considered excessive by the Dean of Student Affairs/Dean of the Branch.
 2. Permission to retake the semester due to unsatisfactory academic performance (the student retakes failed courses and any curriculum differences designated by the Dean of Student Affairs/Dean of the Branch).
 3. Removal from the student list.
2. The same semester or course (or part thereof) may not be retaken more than twice based on the decisions mentioned in paragraph 1 items 1 and 2, subject to § 10 sec. 3-4. The decision mentioned in paragraph 1 items 1 or 2 can only be issued upon a written request from the student submitted within 10 days of the end of the remedial session.
3. Retaking the first semester of undergraduate studies in exceptional cases (e.g., due to prolonged illness, confirmed by a medical certificate) is only possible with the permission of the Vice-Rector for Student Affairs and Education, after consulting the Dean of Student Affairs/Dean of the Branch.
4. When granting conditional permission to continue studies, the Dean of Student Affairs/Dean of the Branch sets a deadline for passing failed courses. This should occur in the next semester, and if the organization of classes does not permit it or there are other important reasons, within two subsequent semesters, subject to § 10 sec. 3-4.
5. When granting permission to retake a semester, the Dean of Student Affairs/Dean of the Branch sets a deadline for passing failed courses and specifies the conditions, deadline, and method for the student to address any differences resulting from curriculum variations.
6. There is a fee for retaking a course, the amount of which is determined by the Rector.
7. During the period awaiting to retake a course, the student retains their student status.

§ 21

Reinstatement of Studies

1. In particularly justified cases, a person removed from the list of students may apply for reinstatement of studies. This does not apply to students removed for not passing the first semester.
2. The application for reinstatement of studies must be submitted to the Dean of Student Affairs/Dean of the Branch no later than two weeks before the start of the semester.
3. The conditions for reinstatement of studies are:
 - 1) the continuation of the program at the university in the form and level from which the student was removed, or its continuation under a new name,
 - 2) settling all obligations towards the university.
4. The decision on reinstatement of studies is made by the Dean of Student Affairs/Dean of the Branch.
5. Reinstatement of studies cannot occur later than two years from the date of removal from the list of students.
6. The Dean of Student Affairs/Dean of the Branch specifies the semester from which the student will resume studies and determines any required program differences.
7. The condition for reinstatement without determining program differences for a student removed due to not submitting the diploma thesis or passing the diploma exam on time is the presentation of a diploma thesis approved by the supervisor within one year from the date of removal from the list of students.
8. Reinstatement to the same program can be granted twice if the removal occurred before the final semester of studies and once if the removal occurred during the final semester.

§ 22

Leaves of absence

1. A student may receive from the Dean for Student Affairs/Branch Dean either a short-term leave (for a period shorter than a semester) or a long-term leave (for 1 or 2 semesters):
 - 1) from classes,
 - 2) from classes with the option to take assessments for learning outcomes specified in the study program indicated by the Dean for Student Affairs/Branch Dean.
2. The leaves referred to in section 1 may be granted for the following reasons:
 - 1) health-related – in case of a long-term illness confirmed by a medical certificate,
 - 2) pregnancy or parenthood – confirmed by the appropriate document,
 - 3) unforeseen circumstances – due to important circumstances deemed by the Dean for Student Affairs/Branch Dean to justify the granting of the leave,

- 4) academic reasons.
3. During the leave, the student retains student rights, with the provision that entitlement to financial aid during this period is regulated by separate provisions.
4. The leave is granted:
 - 1) to a pregnant student until the day of the child's birth,
 - 2) to students who are parents for a period of up to one year.
5. If the leave ends during the semester, it may be extended until the end of that semester.
6. A student who is a parent must submit a leave request within one year from the date of the child's birth.
7. A student is obliged to apply for the leave immediately after the reason for it arises, but not only after failing a semester. A student cannot obtain leave for a past semester.
8. A student may apply for a leave due to financial hardship by submitting an application no later than one month after the start of the semester.
9. The form and deadline for making up for deficiencies from the short-term leave period are determined by the instructors.
10. When granting long-term leave, the Dean for Student Affairs/Branch Dean specifies the conditions, time frame, and method for the student to make up for deficiencies resulting from differences between study programs. With the exception of EMBA studies, it is permissible to assign the student to another field of study for this purpose.

§ 23

Theses

1. Bachelor's and Master's degree programs require the submission of a thesis.
2. The requirements for theses are set by the Rector.
3. The thesis topic should be related to the learning outcomes defined for the study program and should take into account the student's academic interests.
4. Theses for programs conducted in Polish must be written in Polish. At the student's request, with the approval of the supervisor and the Dean for Student Affairs/Branch Dean, the thesis may be written in English (without a Polish version).
5. Theses for programs conducted in English must be written in English.
6. A thesis may be written collaboratively, with the supervisor's and the Dean for Student Affairs/Branch Dean's approval, provided that the individual contributions of each author are clearly defined and separately assessed.

7. The thesis is written under the supervision of an academic teacher with at least a doctoral degree, assigned by the Dean for Student Affairs/Branch Dean to this role. The Dean may also appoint a supervisor from outside the university.
8. Students have the option to choose their supervisor according to the rules set by the Rector. If a student does not select a supervisor within the designated time, the supervisor will be appointed by the Dean for Student Affairs/Branch Dean.
9. A student may submit a request to change their supervisor to the Dean for Student Affairs/Branch Dean. The request must include justification, and the Dean may seek opinions from both the current and the prospective supervisors. However, if the request is submitted no later than the second seminar session of the first semester, no justification or opinion from the current supervisor is required.

§ 24

Submission of the Thesis

1. The thesis, accepted by the supervisor, must be submitted by the student to the Dean's Office/EMBA Office in the form and within the deadlines set by the Dean for Student Affairs/Branch Dean.
2. The thesis can be submitted to the Dean's Office/EMBA Office only after the student has passed all subjects in their study program.
3. The student is required to submit the thesis no later than September 30 if the program ends in the summer semester, or by February 28 if it ends in the winter semester. Failure to submit the thesis by these deadlines will result in the student being removed from the student registry.
4. Passing the final semester of the thesis seminar does not equate to the supervisor's acceptance of the thesis.
5. When assigning curriculum differences in situations outlined by the regulations, the Dean for Student Affairs/Branch Dean may also include the thesis seminar as a difference, even if the student has already passed it.

6. In the event of a prolonged absence of the supervisor that could delay the student's thesis submission, the Dean for Student Affairs/Branch Dean is required to appoint an academic teacher to take over the supervision.
7. Before submission to the Dean's Office/EMBA Office, the thesis is checked in the Uniform Anti-Plagiarism System using the Thesis Archive.
8. The thesis is evaluated by both the supervisor and a reviewer. If there is a discrepancy in the evaluation of at least 1.5 points, the Dean for Student Affairs/Branch Dean may appoint an additional reviewer.
9. It is mandatory to appoint an additional reviewer with a habilitation degree, an academic title, or a position as a university professor if one of the reviewers has given the thesis a failing grade.

§ 25

Thesis Examination

1. The purpose of the thesis examination is to assess the knowledge and skills related to the study program as well as the independence in preparing the thesis.
 2. The conditions for admission to the thesis examination are:
 1. passing all subjects included in the standard or individual study program,
 2. receiving at least two positive evaluations of the thesis,
 3. settling all accounts with the university, confirmed by a completed clearance form and no outstanding payments.
 3. The thesis examination is conducted in the language in which the thesis was written.
 4. The thesis examination is oral and consists of answering questions posed by the committee to verify learning outcomes, as per § 10 sections 3-4. The exam may also include a presentation of the key achievements of the thesis.
 5. Responses to each exam question are graded according to the scale outlined in § 12 section 6. The exam grade is based on the average score from the questions asked.
 6. The thesis examination is conducted before a committee appointed by the Dean for Student Affairs/Branch Dean, consisting of academic teachers (including the supervisor and reviewer) with at least doctoral degrees, with at least one member employed as a university professor or holding a habilitation degree or academic title. The committee is chaired by the Dean for Student Affairs/Branch Dean or their appointed representative. Upon the student's request, an observer may attend the examination.
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7. The thesis examination should take place within one month of the submission of the thesis accepted by the supervisor (the Dean for Student Affairs/Branch Dean may exclude July and August or part of this period from this timeframe).
8. The Dean for Student Affairs/Branch Dean may set an individual thesis examination date for a student who submits their thesis before the end of the last semester and meets the conditions outlined in section 2 or upon a justified request from a student submitting their thesis within the deadlines specified in § 24 section 3.
9. Upon a written request from the student and the supervisor, the Dean for Student Affairs/Branch Dean may decide to hold an open thesis examination. Any refusal must be justified.
10. Failure to attend the thesis examination without a valid reason results in a failing grade.
11. If the student receives a failing grade on the thesis examination (or obtains more failing grades than passing ones during the exam), the Dean for Student Affairs/Branch Dean will set a second and final exam date no later than 30 days after the first. In this case, the final result, as mentioned in § 26 section 3, will include grades from both attempts.
12. If the student receives a failing grade on the second attempt or fails to attend without justification, the Dean for Student Affairs/Branch Dean will remove the student from the registry. Reinstatement will require retaking the seminar and preparing a new thesis. The number of semesters to be retaken will be decided by the Dean for Student Affairs/Branch Dean in consultation with the thesis supervisor.

§ 26

Graduation

1. To graduate, a student must pass courses covering the program content deemed mandatory by the Senate and other courses necessary to accumulate the appropriate number of ECTS credits as determined by the Senate. Additionally, the student must receive a passing grade for the thesis and pass the thesis examination.
2. The date of graduation is considered the date of passing the thesis examination.
3. The final result of the studies is calculated based on:
 1. The arithmetic average (rounded to two decimal places) of all grades recorded in the electronic index maintained in the USOS system,
 2. The arithmetic average of the thesis grades (taking into account all reviews, including those from an additional reviewer if appointed per § 24 section 8),
 3. The arithmetic average of the grades for each question in the thesis examination.

The final result is a weighted average: 0.6 of the average grade mentioned in point 1, 0.2 of the average mentioned in point 2, and 0.2 of the average grades mentioned in point 3, rounded to two decimal places.

4. The graduate receives a diploma and a diploma supplement. The final grade on the diploma is recorded according to the following grading scale:

Weighted Average Calculated According to Section 3	Final grade
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 final grade, as calculated in section 4, is recorded on the diploma, while in all other documents, the exact study result is indicated as calculated according to section 3.
6. In particularly justified cases, the examination committee may raise the final grade mentioned in section 4 by half a grade. This decision must be justified in the thesis examination protocol. The final grade cannot be raised if the student is more than 0.02 points away from the higher grade or if the student was subject to disciplinary action during their studies and the penalty has not been expunged.
7. Graduates who achieve a weighted average of no less than 4.5, as calculated according to section 3 and confirmed by the Dean for Student Affairs/Branch Dean, as well as receive excellent grades for their thesis and thesis examination, are awarded a diploma distinction in the form of an official letter from the Rector, upon the Dean's request.

§ 27

Final Provisions

1. The Rector serves as the appellate authority in all matters covered by these regulations.
2. The regulations come into effect at the start of the 2024/2025 academic year.
3. Upon the entry into force of these regulations, the University Study Regulations of the Wrocław University of Economics and Business, adopted by Senate Resolution No. R.0000.20.2023 on April 20, 2023, are repealed.