Appendix to the Rector's Ordinance No. 4/2026 of 21 January 2026

Internal System of Education Quality Assurance
Wroclaw University of Economics and Business

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I. Assumptions and objectives of the Internal Education Quality Assurance System (IEQAS) at Wroclaw University of Economics and Business

Chapter 1
General provisions

§ 1
Definitions

Whenever the provisions of the Internal Education Quality Assurance System at Wroclaw University of Economics and Business refer to:

1) The System/ IEQAS at WUEB – understood as the Internal Education Quality Assurance System at Wroclaw University of Economics and Business,
2) The University/WUEB – understood as Wroclaw University of Economics and Business,
3) Vice-Rector – understood as the Vice-Rector for Student Affairs and Academic Programmes,
4) Rector's Representative – understood as the Rector's Representative for Teaching Quality Assurance,
5) CEQ – understood as the Teaching Quality Assurance Centre,
6) ECTS – stands for European Credit Transfer and Accumulation System points,
7) EMBA studies – understood a form of second-cycle studies or postgraduate studies (Executive Master of Business Administration),
8) LLC – understood as the Lifelong Learning Centre,
9) The Doctoral School – it is understood as the Doctoral School at Wroclaw University of Economics and Business.

§ 2
Assumptions

1. The Internal Education Quality Assurance System at Wroclaw University of Economics and Business is a description of processes, procedures, standards, tools, entities dedicated to designing, implementing, monitoring, evaluating, and as a result, improving the quality of education in first- and second-cycle studies, EMBA studies, at the Doctoral School and at postgraduate courses.
2. The IEQAS at Wroclaw University of Economics and Business, consistent with the vision, its mission and strategy, enables and supports the development of knowledge and competences, placing importance on personalized education. It responds to the changing needs of the labour market, fostering the creation of an academic community, including graduates responsible for the future of the economy, society and business.
3. The IEQAS at WUEB was established on the basis of standards for improving the quality of education developed within the University, as well as based on national and European standards.
4. The IEQAS at Wroclaw University of Economics and Business is an expression of the organisation and interconnections of a wide range of processes, procedures, standards and tools aimed at ensuring the quality of education in such a way that they co-create a system oriented towards the development of a culture of quality, implemented with the participation of the entire academic community.
5. The Internal Education Quality Assurance System emphasizes the consistency of the implemented processes, procedures, standards and tools, along with the need to respond to the changing needs of the socio-economic environment of the University, related to education.

§ 3

Objectives of the IEQAS at Wroclaw University of Economics and Business

1. The main objective of the Internal Education Quality Assurance System at Wroclaw University of Economics and Business is to constantly improve the quality of education by creating transparent rules for monitoring, evaluating and improving its processes.
2. The specific objectives of the IEQAS at Wroclaw University of Economics and Business are:
   1) designing, analysing, evaluating and improving educational programmes while ensuring the participation of internal and external stakeholders in this process,
   2) ensuring the achievement of the main and detailed educational objectives set for first- and second-cycle studies, at the Doctoral School and postgraduate studies at WUEB, among others, by constantly monitoring the quality of classes and improving the competences of teaching staff,
   3) developing an educational process that provides students with the basis for achieving the intended learning outcomes throughout their lives, including in an international perspective,
   4) preparing graduates for future professional work by equipping them with the knowledge, skills and social competences necessary to function on the labour market, enabling them to work in their learned profession, as well as giving them the opportunity to retrain in accordance with the needs of employers, which is facilitated by personalised education responding to the changing market needs,
   5) contributing to the personal development of students and building attitudes conducive to social responsibility and acting towards sustainable development,
   6) improving the University's offer in the field of education in cooperation with the socio-economic environment,
   7) raising quality and ethical standards in the education process at the University, including increasing the rank of didactic work and building a culture of mutual respect, promoting good practices and models in terms of developing a culture of quality education,
   8) striving to obtain confirmation of high-quality education provided by WUEB in the form of national and international quality certificates.

II. Structure and organisation of the Internal Education Quality Assurance System

Chapter 2
Architecture of the IEQAS at Wroclaw University of Economics and Business

§ 4

Levels and subjects of the IEQAS at Wroclaw University of Economics and Business

1. The Internal Education Quality Assurance System at Wroclaw University of Economics and Business is a system of interconnected and mutually interacting levels, namely:
   1) the University (WUEB),
   2) education at WUEB (first-cycle studies, second-cycle studies, the Doctoral School, postgraduate studies),
   3) the field of study / curriculum,
   4) the subject/s.

2. At each of the separate levels, those formally supervising and responsible for the functioning of the Internal Education Quality Assurance System at WUEB are as follows (see Figure 1).

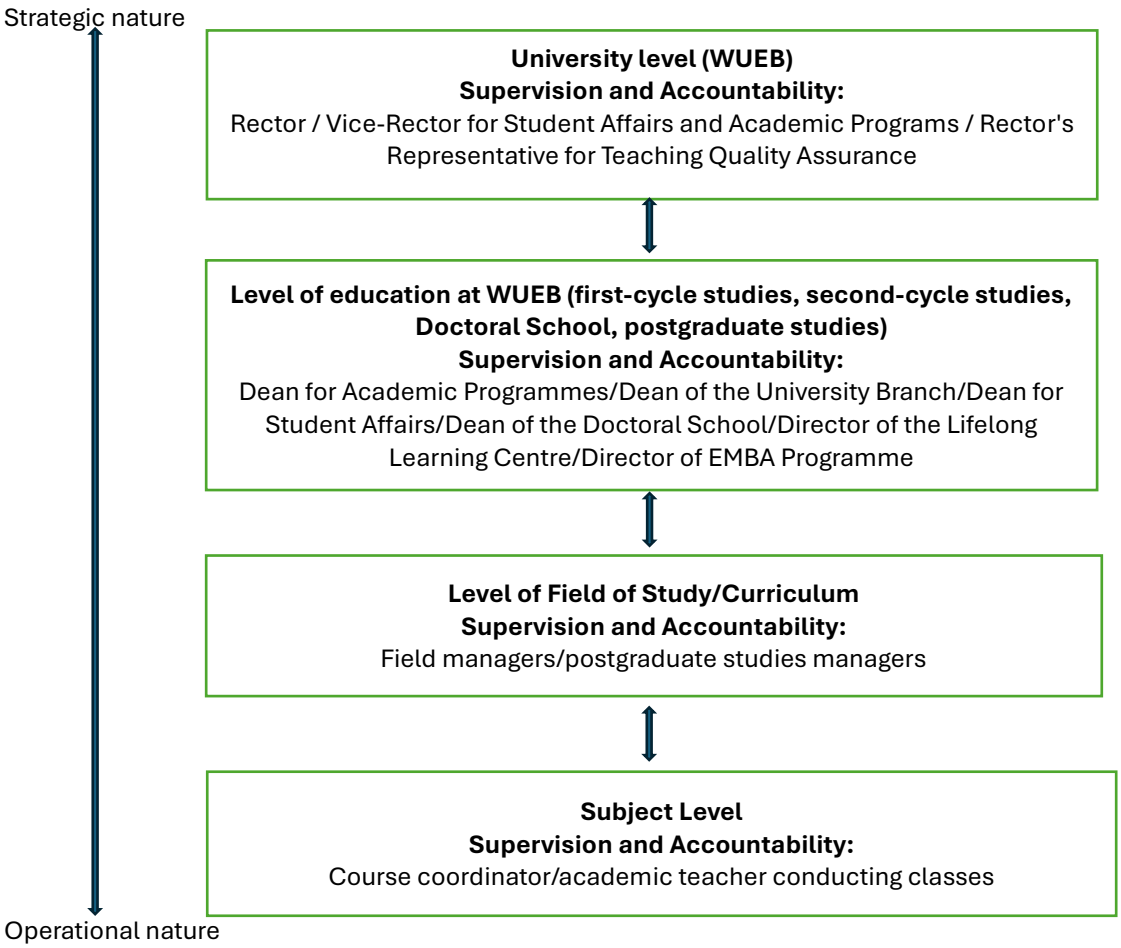


Fig. 1. Levels of the Internal Education Quality Assurance System at WUEB.

3. The Rector/Vice-Rector for Student Affairs and Academic Programmes is responsible for the organisation and management of activities related to education at WUEB at the university level.[1]
4. Supervising compliance with the procedures and processes of the Internal Education Quality Assurance System and updating it at the university level are among the tasks of Rector's Representative for Teaching Quality Assurance.[2]
5. Dean for Academic Programmes, Dean of the University Branch, Dean for Student Affairs, Director of Executive MBA Programme, Dean of the Doctoral School, and the Director of the Lifelong Learning Centre are responsible for and supervising the organisation of education at the first- and second-cycle studies, EMBA studies, Doctoral Studies Programme, and postgraduate studies at the University.[3]

[1] § 99 of the WUEB Statute.
[2] Appendix 7, § 2 section 4 of the WUEB Organisational Regulations.
[3] § 99 of the WUEB Statute and § 117 of the Statute; Appendix 5c, § 10 of the WUEB Organisational Regulations.

6. Supervision over the quality of education in individual fields of first and second-cycle studies is a task of managers of the fields,[4] and the head of postgraduate studies is responsible for ensuring the quality of education in a specific field of postgraduate studies.[5]

§ 5

Role and tasks of field managers

1. Managers of fields of study[6] are appointed by the Rector at the request of the Dean for Academic Programmes/Dean of the University Branch.
2. The Rector, at the request of the Dean for Academic Programmes/Dean of the University Branch, can appoint a manager of the planned new field of study, whose task will be to prepare and agree with the Dean for Academic Programmes/Dean of the University Branch and the relevant organisational units the documents necessary to launch the new course of study.
3. Field manager reports directly to the Dean for Academic Programmes/Dean of the University Branch.
4. The tasks of managers of the fields of study include:[7]
   1) organizing and coordinating work of the Field of Study Board,
   2) supervising the quality of education in the field of study and introducing corrective actions,
   3) developing information on the field of study in order to use it in the preparation of a recruitment campaign, cooperating in the recruitment process with the Section for Relations with Socio-economic Environment and the Communication and Promotion Office,
   4) determining the number of teaching classes in the given field of study,
   5) preparing, in consultation with the Dean for Academic Programmes/Dean of the University Branch, the documentation necessary for obtaining accreditation of faculties by the Polish Accreditation Committee (PCA) with the support of other organisational units of the University,
   6) verification and approval of the seminars offered at WUEB in terms of compliance with the learning outcomes applicable in the field and the quality of education,
   7) making decisions on conducting classes using distance learning methods and techniques as part of course subjects and those carried out within specialisations and modules, in accordance with the Rector's Ordinance on the mode of conducting classes in the full-time and part-time first- and second-cycle studies using distance learning methods and techniques,
   8) making decisions regarding the approval of diploma thesis topics in terms of compliance with the learning outcomes specified for the given field of study,
   9) support of the Dean for Student Affairs/Dean of the University Branch in appointing supervisors and reviewers of diploma theses,
   10) support of the Dean for Academic Programmes/Dean of the University Branch in providing replacement for the lecturers during their absence,
   11) making decisions regarding the selection of the authors of course syllabuses for subjects taught in the given field of study,
   12) coordinating activities related to the creation of study programmes for individual years and fields of study in the National Qualifications Framework (NQF) Syllabus system,

[4] §104 of the WUEB Statute; Appendix 13 of the WUEB Organisational Regulations.
[5] Ordinance No. 86/2024 of the Rector of Wroclaw University of Economics and Business of 10 July 2024 on the rules for the organisation of postgraduate studies conducted by the University.
[6] § 104 of the WUEB Statute; Appendix 13 of the WUEB Organisational Regulations.
[7] Appendix 13 of the WEUB Organisational Regulations.

13) verification and approval of syllabuses of courses realised in the field of study,
14) ensuring the quality of documentation concerning the curriculum in the field of study,
15) cooperation with the Rector's Representative for Research Activity of Students in the area of publishing students' work as part of the "Student Debuts" series.

Chapter 3
Entities supporting implementation of tasks within the IEQAS

§ 6
General provisions

1. All members of the academic community are involved in the work related to the operation of the IEQAS.
2. Within the structure of the University, Teaching Quality Assurance Centre has been established,[8] headed by Rector's Representative for Teaching Quality Assurance, whose tasks include conducting matters related to the operation of the IEQAS, such as monitoring the quality of education in all forms of study, conducting research and analyses in the field of education quality, cooperation in the processes of accreditation of fields of study with the relevant organisational units participating in these processes.
3. Among the selected entities supporting the implementation of tasks related to ensuring and improving quality of education at WUEB, the following are included:
   1) the Academic Programme Board,[9]
   2) the Rector's Commission for Ensuring the Quality of Education,[10]
   3) Degree Programme Managers Board / Branch Managers Board,[11]
   4) Field of Study Board, [12]
   5) EMBA Board,[13]
   6) Lifelong Learning Board,[14]
   7) Board of the Doctoral School.[15]
4. The cooperation of the entities listed in paragraph 3 allows to maintain the continuity of work on the process of improving the quality of education provided in WUEB.

[8] § 8 Appendix 5c of the WUEB Organisational Regulations – Scope of operation of organisational units and independent positions subordinate to the Vice-Rector for Student Affairs and Academic Programmes.
[9] 101 of the WUEB Statute.
[10] Ordinance No. 133/2024 of the Rector of WUEB of 2 September 2024 on the appointment of the Rector's Commission for Teaching Quality Assurance.
[11] 102 of the WUEB Statute.
[12] 103 of the WUEB Statute.
[13] 103 of the WUEB Statute.
[14] Ordinance No. 87/2024 of the Rector of WUEB of 10 July 2024 on the appointment of the Board for Lifelong Learning.
[15] Ordinance No. 198/2024 of the Rector of WUEB of 18 October 2024 on the appointment of the Board of the Doctoral School at WUEB.

§ 7

Academic Programme Board

Main tasks:

1) preparing draft study regulations and their amendments,
2) developing and providing opinions on draft regulations concerning education programmes at the University as part of first- and second-cycle studies, and EMBA studies,
3) monitoring the education market and applying to the Rector for the creation of new fields of study in accordance with the needs of the labour market,
4) evaluating applications addressed to the Senate concerning study programmes,
5) developing and evaluating projects concerning the organisation of education.

§ 8

Rector's Commission for Teaching Quality Assurance

Main tasks:

1) formulating objectives and principles of the policy on ensuring quality of education at Wroclaw University of Economics and Business,
2) approving and verifying procedures for ensuring and improving quality of education,
3) updating and modifying the Internal Education Quality Assurance System,
4) analyses of reports on the evaluation of education quality assurance processes prepared by field of study boards, providing opinions and recommendations,
5) reviewing assessments of the quality of education carried out by the Polish Accreditation Committee and by environmental accreditation committees,
6) determining the directions of improvement in the University's activities to raise quality of education,
7) analysis and assessment of the conditions for the implementation of the University's strategy in the field of quality assurance in education.

§ 9

Degree Programme Managers Board/Branch Managers Board

Main tasks:

1) drafting regulations concerning education at the University as part of its first- and second-cycle studies (with the exception of the study regulations),
2) monitoring the education market and proposing new directions in education in line with the requirements of the labour market,
3) determining the rules for enrolment in diploma seminars and the rules for selection of specialisations, modules and educational paths in consultation with the Dean for Student Affairs/Dean of the University Branch.

§ 10

Field of Study Boards

Main tasks:

1) developing learning outcomes in a given field of study,
2) preparing proposals for changes to study programmes within a field of study, including the development of an education path/module/specialty in that field,

3) monitoring the quality of education in the field of study,
4) analysing potential and actual problems related to the implementation of study programmes,
5) analysis of the compatibility of directional learning outcomes with the needs of the labour market.

§ 11

Field of Study Board for EMBA

The Field of Study Board for EMBA is appointed at the request of the Director of EMBA Programme. The EMBA Board performs the tasks specified by the Director of EMBA Programme and the tasks specified for the Field of Study Board.

§ 12

Lifelong Learning Board

Main tasks:

1) issuing opinions on applications for the launch of postgraduate studies in terms of:
   a) study programme (including learning outcomes),
   b) candidates for the position of head of postgraduate studies and, if necessary, for the position of scientific supervisor of these studies,
   c) the impact of the studies on recruitment to other fields of study offered by the University.

   The Board may issue a positive opinion, submit a request for improvement or issue a negative opinion. Based on the Board's evaluation, the Vice-Rector responsible for academic programmes makes a decision on the possible launch of postgraduate studies.
2) proposing new fields of education, as part of postgraduate studies, training and further education courses, in response to emerging market needs,
3) developing and evaluating draft regulations concerning lifelong learning implemented within the Lifelong Learning Centre,
4) formulating proposals for activities to improve the quality of education as part of postgraduate studies, training and further education courses,
5) other tasks in the area of continuing education – relating to postgraduate studies, training and further education courses – are commissioned by the Vice-Rector responsible for academic programmes.

§ 13

Doctoral School Board

The main tasks are to evaluate:

1) the conditions and recruitment procedures for each academic year,
2) changes in the curriculum,
3) changes in the regulations of the Doctoral School,
4) reports on the activities of the Doctoral School,
5) self-assessment report for evaluation purposes,
6) principles of doctoral students' evaluation.

III. Processes, procedures and standards of the Internal Education Quality Assurance System at WUEB

Chapter 4
General assumptions

§ 14
Key processes and their legal basis

Within the IEQAS at WUEB there are processes and procedures of key importance for achieving the objectives of quality education in the University, which include:

1) creating and modifying study programmes,[16]
2) recruitment process,[17]
3) education and verification of learning outcomes,[18]
4) the graduation process,[19]

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[16] Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended); Act of 22 December 2015 on the Integrated Qualifications System (i.e. Journal of Laws of 2024, item 1606); Regulation of the Ministry of Science and Higher Education of 14 November 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218); Regulation of the Ministry of Science and Higher Education of 27 September 2018 on studies (i.e. Journal of Laws of 2023, item 2787); Resolution No. R.0000.76.2025 of the Senate of Wroclaw University of Economics and Business of 18 December 2025 on establishing a framework for the creation of new and modification of the existing study programmes; § 117 of the WEUB Statute; Ordinance No. 86/2024 of the Rector of WUEB of 10 July 2024 on the rules for the organisation of postgraduate studies conducted by the University; Rector's Ordinance No. 87/2024 of 10 July 2024 on the appointment of the Board for Continuing Education.

[17] Resolution No. R.0000.30.2024 of the Senate of WUEB on the conditions, procedure and date of commencement and end of recruitment for full-time and part-time courses in the academic year 2025/2026 of 24 June 2024 (together with the amendment adopted by the Senate Resolution No. R.0000.27.2025 of 28 April 2025 and the amendment adopted by the Senate Resolution No. R.0000.51.2025 of 26 June 20252025); Resolution of the Senate of WUEB No. R.0000.72.2025 of 18 December 2024 on the rules of recruitment to the Doctoral School of Wroclaw University of Economics and Business for the first year courses in the academic year 2026/2027.

[18] Resolution No. R.0000.54.2024 of the Senate of WUEB of 3 December 2024 on establishing a framework for the creation of new and modification of the existing study programmes; § 117 of the WUEB Statute; Resolution No. R.0000.21.2025 of the Senate of WUEB of 27 March 2025 on the adoption of the University Regulations of Studies at the University; Ordinance No. 106/2024 of the Rector of WUEB of 23 August 2024 on the implementation of the Rector's Regulations of the Competition for the best diploma theses defended at WUEB; Ordinance No. 88/2020 of the Rector of WUEB of 18 June 2020 on the introduction of templates of documents concerning non-obligatory student internships; Resolution No. R.0000.74.2020 of the Senate of WUEB of 28 May 2020 on the approval of the Regulations for confirming the learning outcomes acquired in non-formal and informal systems at the University; Resolution No. R.0000.60.2024 of the Senate of WUEB of 19 December 2024 on the approval of the curriculum at the Doctoral School at Wroclaw University of Economics and Business for doctoral students starting their course in the academic year 2025/2026; Resolution R.0000.74.2025 of the Senate of WUEB of 18 December 2025 on the approval of the curriculum at the Doctoral School of the Wroclaw University of Economics for doctoral students starting their course in the academic year 2026/2027; Ordinance No. 88/2024 of the Rector of WUEB of 10 July 2024 on the introduction of the Regulations for participants in postgraduate studies at the University (along with the amendment of the Ordinance of the Rector of WUEB No. 121/2025 of 12 August 2025); Ordinance No. 86/2024 of the Rector of WUEB of 10 July 2024 on the rules for the organisation of postgraduate studies at Wroclaw University of Economics and Business.

[19] Ordinance No. 38/2024 of the Rector of WUEB of 27 March 2024 on the implementation of the graduation process at the University (as amended by Ordinance No. 146/2025 of the Rector of WUEB of 25 September

5) defining substantive and formal requirements and professional development of teaching staff,[20]
6) evaluation of the process and conditions of education,[21]
7) the rules for collecting and publishing data.[22]

Chapter 5
Creating and modifying study programmes

§ 15
First- and second-cycle study programmes

1. The first- and second-cycle study programmes shall specify:
   1) the profile of studies, the form or forms of study, the number of semesters and the number of ECTS credits necessary to complete studies at a given level,
   2) academic title awarded to graduates,
   3) classes or groups of classes, regardless of the form of their conduct, together with the assignment of learning outcomes and curriculum content ensuring the achievement of these outcomes,
   4) the total number of hours of classes,
   5) methods of verification and evaluation of learning outcomes achieved by the student throughout the entire education cycle,
   6) the total number of ECTS credits that the student must obtain as part of classes conducted with the direct participation of academic teachers or other persons conducting classes,
   7) the number of ECTS credits that a student must obtain as part of classes in the field of humanities in accordance with the applicable regulations of external law.

2025); Ordinance No. 71/2021 of the Rector of WUEB of 16 June 2021 on the approval of the rules for appointing supervisors and reviewers of diploma theses (as amended Ordinance No. 208/2024 of the Rector of WUEB of 8 November 2024; Ordinance No. 215/2024 of the Rector of WUEB of 26 November 2024); Resolution No. R.0000.21.2025 of the Senate of WUEB of 27 March 2025 on the adoption of the University Regulations of Studies at the University.

[20] § 70 of the WUEB Statute; Ordinance No. 148/2022 of the Rector of WUEB of 30 September 2022 on the employment of academic teachers; Ordinance No. 143/2024 of the Rector of WUEB of 2 September 2024 on the appointment of the Rector's Commission for Good Academic Practices for the term of office 2024–2028 (as amended by the Rector of WUEB on 30 September 2024); Ordinance No. 201/2022 of the Rector of WUEB on the criteria, procedure and entity performing periodic evaluation of academic teachers employed at the University of 20 December 2022 (as amended by Ordinance No. 1/2024 of the Rector of WUEB of 2 January 2024; Ordinance No. 30/2024 of the Rector of WUEB of 4 March 2024); Ordinance No. 82/2023 of the Rector of WUEB of 26 June 2023 on the introduction of the Regulations of the "Diamonds of Didactics" Project.

[21] Ordinance No. 60/2025 of the Rector of WUEB of 29 April 2025 on the monitoring of didactic classes at the University; Ordinance No. 182/2020 of the Rector of WUEB of 14 October 2020 on the results of student surveys evaluating teaching of classes; Ordinance No. 20/2021 of the Rector of WUEB of 16 February 2021 on defining characteristics for monitoring the education process in the Internal Teaching Quality Assurance System; Ordinance No. 147/2021 of the Rector of WUEB of 9 November 2021 on periodic reviews of the education system operating at the University; Ordinance No. 79/2020 of the Rector of WUEB of 8 June 2020 on monitoring professional careers of graduates of the University.

[22] Ordinance No. 214/2020 of the Rector of WUEB of 7 December 2020 on the rules of storing documents by teachers, related to the educational process.

2. The first- and second-cycle study programmes for a given academic year are created using the following assumptions:
    1) review, modification and approval of the programmes offered in a given academic year are a permanent element in the WUEB's work calendar and cover the period from the second half of October to the end of March of the academic year preceding the year for which the study programme was created,
    2) review, modification of the curriculum offer for a given academic year involves a diverse group of internal and external stakeholders of WUEB, including lecturers, students, and representatives of the business sector,
    3) in the process of reviewing study programmes and analysing the submitted proposals of their changes, also meeting the formal conditions for creating study programmes, attention is paid in particular to the usefulness of achieving the assumed learning outcomes in giving graduates an advantage in the modern labour market.
3. The stages of designing first- and second-cycle study programmes include:
    1) proposals by internal and external stakeholders for changes in study programmes submitted to field of study managers,
    2) initiating and developing modifications of study programmes by the managers of the fields of study in consultation with the Dean for Academic Programmes/Dean of the University Branch and the relevant field of study boards,
    3) evaluating the draft study programmes for a given academic year by the WUEB Student Government and the Academic Programme Board, including the Rector's Representative for Teaching Quality Assurance in terms of their compliance with internal and external legal regulations in the area of education quality along with the recommendations of the Polish Accreditation Committee,
    4) approval of draft study programmes by the WUEB Senate,
    5) when creating a new study programme, an analogous procedure applies as set out in paragraphs 2 to 4, whereby the Field of Study Board (as of 1 October 2020, extended to include business representatives, whose main activity profile must be consistent with the profile of education in the field of study), collects proposals, provides its opinion and thus shapes the proposed study programme.
4. The rules for the preparation of syllabus of subjects included in the first- and second-cycle study programme are defined as follows:
    1) the syllabus of subjects included in the study programme contain, in particular, information on classes or groups of classes, including the assignment of learning outcomes and curriculum content ensuring the achievement of these outcomes, the methods of verifying and evaluating the learning outcomes achieved by the student as part of the realisation of specific classes, the total number of ECTS credits that the student must obtain as part of classes conducted with the direct participation of academic teachers or other authorised persons,
    2) subject syllabuses are developed in the electronic system Syllabus KRK by course coordinators,
    3) guidelines for the preparation of syllabuses are prepared by the Dean for Academic Programmes/Dean of the University Branch, who make the final verification of the syllabuses of subjects for all programmes of fields of study conducted at the University,

4) subject syllabuses for individual study programmes are subject to annual assessment and approval by the relevant managers of the fields of study within the deadlines specified by separate internal regulations,
5) when assessing syllabuses, field managers take into account, in particular:
    a) compliance of subject learning outcomes with directional outcomes,
    b) compliance of teaching methods, assessment criteria, and topics of classes with the latest achievements of the scientific discipline to which the learning outcomes refer,
    c) adaptation of teaching methods, assessment criteria, and topics of classes to prepare the student for efficient and effective functioning in the labour market and/or for conducting scientific research,
    d) indication of the elements of the student's own work and methods of verifying learning outcomes for the course, taking into account the number of ECTS points assigned to the course,
    e) the timeliness of the literature proposals,
    f) substantive and didactic preparation of teaching staff,
6) when evaluating a new syllabus proposed of an author's of the relevant course (new syllabus), related to the results of research or partnership cooperation with business, the managers of the field of study may be supported by the opinion of the members of the Field of Study Board,
7) in the event of irregularities, the managers inform the course coordinator electronically about the need to make changes in the system.

5. The study programme in EMBA programmes, carried out as second-cycle studies, is subject to similar rules as the programmes for second-cycle studies described above, taking into account the specificity of the role and tasks of the Director of EMBA Programme and the EMBA Field of Study Board.

§ 16

Educational programmes in the Doctoral School and postgraduate studies

1. The curricula of education at the Doctoral School are defined by the Senate after consulting the Doctoral Students' Self-Government and the relevant faculty councils. The implementation of the curriculum at the Doctoral School leads to the achievement of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, defined on the basis of the Act of 22 December 2015 on the Integrated Qualifications System (i.e. Journal of Laws of 2024, item 1606) and regulations issued on the basis of Article 7(3) of this Act. The curriculum at the Doctoral School contains a description of the assumed learning outcomes and assumptions regarding the verification of these outcomes. In addition, it specifies: subjects to be studied as part of obligatory and optional classes along with the number of hours of such classes (detailed information is included in the syllabus for subjects); the number of hours of internship; the location of obligatory and optional classes as well as professional practice in individual semesters of education; forms of conducting and grading classes and professional practice. The main objective of education at the Doctoral School is the preparation and submission of a PhD dissertation by the doctoral student and the preparation of the doctoral student to obtain a doctoral degree on this basis. The school offers courses of study as part of pathways in specific scientific disciplines. The Doctoral School supports the mobility of doctoral students

and establishing international contacts by enabling PhD students to participate in international exchange programmes and international conferences.

2. Programmes for postgraduate education are designed and modified by postgraduate study managers, reviewed by the Board for Lifelong Learning and approved by the WUEB Senate.

Chapter 6
Recruitment process

§ 17
Admission process for first- and second-cycle studies

1. In accordance with Article 70 of the Act of 20 July 2018, Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the Act, the conditions of admission to study at Wroclaw University of Economics and Business are determined by a resolution of the Senate adopted not later than by 30 June of the year preceding the academic year in which the recruitment is to take place.
2. Recruitment for first-cycle studies:
   1) the essential element of the admission procedure for first-cycle studies is a selection of the best secondary school certificates,
   2) the qualification is based on the sum of the recruitment points obtained in the subjects taken in the final ('matura') exam in the written part,
   3) in the recruitment process for all fields of study conducted at the University, the same qualification subjects are required. These are: mathematics, a foreign language and one subject to choose from among the following: Polish language, geography, history, social studies, physics, chemistry, biology, computer science, philosophy. If a candidate applies for admission to a course taught in English, then the foreign language may only be English learned at the extended or bilingual level. This is the only case in which the University determines the required level at which the qualification subject should be taken at the 'matura' exam,
   4) admission points are calculated according to the following rule: for each percentage point obtained at the basic level, the candidate receives 0.5 qualification points and, respectively, at the advanced level, for each percentage point, he/she receives 1 point. An exception is made for the results of the 'matura' exam in a foreign language passed at the level of bilingual classes, for which the candidate receives 1.5 qualification points,
   5) in accordance with Article 70, section 2 of the Act, the University provides the opportunity to recruit persons who have applied for admission to first-cycle studies in a given field of study for the academic year for which the recruitment is being carried out, and whose result of the 'matura' exam in a given subject or subjects has been increased as a result of an appeal submitted to the Regional Examination Committee,
   6) the basis for qualifications for candidates who have taken the International Baccalaureate are the grades from the secondary school leaving certificate converted into admission points, depending on the level of the exams passed. The scoring applies to studies conducted in both Polish and English, with the latter being subject to compliance of the language of study with the language taken at the International Baccalaureate.
3. Recruitment for second-cycle studies:

1) candidates with at least a first-cycle diploma in any field of study (except for Finance, and Accounting and Taxes, for which the list of fields of study has been narrowed) may apply for admission to all fields of study offered at the University,
2) candidates for fields of study conducted in English are required to take a test to check the level of their language skills. Persons with a certificate confirming B2 level of English or a diploma of completing studies conducted in English may be exempt from the test,
3) the main criterion for admission to full-time second-cycle studies is the average of grades from first-cycle studies and a test or interview covering the scope of curriculum content related to the learning outcomes of the field covered in first-cycle studies in the same field of study. If there are fewer candidates than the limit of places per course, the Admission Committee may decide not to conduct the exam.

4. The Senate of WUEB grants special concessions to the winners and finalists of the so-called 'olympiads' in some subjects when applying for admission. These include exemption from the admission procedure in all or specific fields of study (for laureates or finalists of the third stage for the specific subject 'olympiads') or the maximum number of points from language exams for finalists of their third stage.
5. In accordance with Article 71 of the Act, the rules of admission to study at the University allow candidates' admission by confirming their learning outcomes acquired in non-formal and informal systems. A separate internal regulation sets out detailed rules for confirming learning outcomes, the requirements that must be met by the candidate, the admission process procedures and the bodies conducting this.
6. The rules, conditions and procedures for recognizing learning outcomes and periods of education and qualifications obtained at another higher education institution, including those foreign, are specified in the WUEB Regulations. It is indicated that a student transferring classes completed at another university receives the same number of ECTS credits as is assigned to the learning outcomes obtained attending relevant classes at the University.
7. Recruitment of foreign candidates for first and second-cycle studies is carried out on the basis of the rules set out in the relevant legal regulations and also internal WUEB regulations.

8. Recruitment of persons with disabilities:
   1) The resolution of the Senate defines the rules for awarding additional recruitment points to candidates with disabilities,
   2) The Enrolment Office as well as all the recruitment premises are located in buildings with lifts and ramps allowing easy access for persons with mobility-related disabilities,
   3) In the case of candidates whose disability prevents them from participating in the recruitment procedure in the form set out in the rules of admittance, it is permitted to apply facilitating conditions such as a changed form of the exam, extension of its duration, use of an alternative form of recording, and participation of a sign language interpreter in the exam.

§ 18

Recruitment process at the Doctoral School and for postgraduate studies

1. Recruitment to the Doctoral School takes place by means of a selection of the best candidates according to the terms set by the Senate. In general, a candidate with a Master's degree, a Master's degree in engineering or its equivalent can apply for admission to the Doctoral School.

A candidate should demonstrate competences and scientific achievements allowing to undertake studies at level 8 of the Polish Qualifications Framework in the following scientific disciplines: Economics and Finance, Management and Quality Sciences, Food and Nutrition Technology.

2. Recruitment for postgraduate courses is based on the rules set out in separate internal regulations in force in WUEB.

Chapter 7
Education and Learning Outcomes Assessment

§ 19
First- and second-cycle studies

1. Completion of the first and second-cycle studies at WUEB requires meeting the directional learning outcomes specified by the University Senate. Field-specific learning outcomes must be in accordance with the categories set out in the Polish Qualifications Framework (PQF).
2. Each subject in the study programme leads to selected learning outcomes, and obtaining a pass in all subjects stipulated in the standard programme allows for the realisation of all the learning outcomes.
3. Each subject in the study programme is assigned a number of ECTS credits. The total number of ECTS credits for courses within a semester is 30.
4. Students in first- and second-cycle studies are able to choose classes assigned ECTS credits in the amount of not less than 30% of the total number of ECTS credits for a given field of study. In addition, students have the right to participate in classes organized by the University that are not included in the study programme, with which they can obtain up to 30 ECTS credits.
5. Education processes at WUEB take place in designated rooms within the University. It is allowed, meeting the conditions set out in the internal regulations, to conduct classes using distance learning methods and techniques.
6. In order to increase flexibility of the education process in first- and second-cycle studies, and enable students to develop their individual interests, the adopted principle is that each student can choose the educational content in some subjects. This includes:
    1) physical education (choice of the type of physical activity),
    2) foreign languages (language choice and allocation by the Foreign Language Centre to an appropriate level of language courses in accordance with the scope indicated in the course programme),
    3) diploma seminar (selection of a thematic area related to the choice of a supervisor),
    4) humanities and social subjects (selection of general educational content),
    5) interchangeable subjects, while maintaining their compliance with the field-specific learning outcomes,
    6) specialisation subjects and subjects within educational paths and modules (selection of specialized educational content).
7. The Individual Study Programme (ISP) is an important tool for flexible shaping of the educational path in first and second-cycle studies, including in particular individualised education in accordance with the WUEB strategy adopted for the years 2025–2030. The ISP, indicated in the University Regulations of Studies at WUEB, allows – with the consent of the Dean for Student Affairs/Dean of the University Branch – to adapt the educational path to the individual

interests and needs of students, including those resulting from the analysis of the labour market and expectations of employers.

8. The Individual Study Programme involves:
    1) exchange of optional subjects from the study programme adopted for the field of study in other classes, in line with the adopted path of the student's development, while ensuring the achievement of learning outcomes specified for their field of study,
    2) the student's choice of a research supervisor with whom the proposal for an individual study programme is prepared, and following its acceptance by the Dean for Student Affairs/Dean of the University Branch, the implementation of such a programme can commence.
9. The tool for shaping flexible learning within the education path in first and second-cycle studies is the Individual Organisation of Studies (IOS), defined in the University Regulations of Studies. The Dean for Student Affairs/Dean of the University Branch, at the request of the student, is allowed to change the administrative group within which the student attends the courses of his/her choice (without changing the actual programme and form of study).
10. WUEB students are provided with conditions and ways to internationalise the education process in their fields of study, as well as use national exchange programmes. The transfer of achievements obtained during stays being part of international and domestic exchange is described in detail in the relevant regulations for such visits, which are separate internal regulations of the University.
11. The assessment of the realisation of learning outcomes involves taking into consideration the following assumptions:
    1) testing of knowledge, skills and competences is carried out on the basis of written work, activities in classes, realised projects and other forms requiring involvement of students and their acquisition of knowledge and skills specified in the curriculum of a given subject. Detailed ways of verifying the assumed learning outcomes are specified in the syllabus of these subjects,
    2) during the first class, the teacher provides information, both orally and in writing, regarding the credit and examination requirements, uniform for all students of the field, and about the method of informing students about their grades,
    3) the scale of grades described in the University Regulations of Studies applies to the credits in the individual forms of classes and to all tools used for verifying and assessing the degree of achievement of the assumed learning outcomes (control papers, including exams, diploma thesis, diploma exam),
    4) credit for each course is based on one total grade, determined in accordance with the algorithm described in the University Regulations of Studies. Obtaining a positive overall grade for a given subject is the basis for obtaining the number of ECTS credits specified in the course syllabus,
    5) a student receives credit for the course having met the following requirements:
        a) he/she mastered at least to a sufficient degree the knowledge resulting from the learning outcomes, contained in the subject literature stipulated in the syllabus, passed on by the person conducting the classes or obtained as part of his/her own work,

b) he/she mastered at least to a sufficient degree the skills resulting from the learning outcomes, provided via the subject syllabus, practiced in classes and as part of his/her own work,
c) he/she demonstrates social competences resulting from the assumed learning outcomes,
d) he/she attended obligatory classes and was properly prepared for them,
e) he/she duly completed all the tasks and exercises included in the course programme.

6) A student in special circumstances – justified by the degree of disability, health condition, parenthood – may obtain the consent of the Dean for Student Affairs/Dean of the University Branch for individual adaptation of the rules of classes to their abilities (while ensuring the achievement of the assumed learning outcomes), as well as the method and date of verification of learning outcomes, in accordance with the academic year schedule.

12. If a student receives a negative grade in the credit or exam on the officially set date, he/she is entitled to a retake date.
13. At the reasonable request of a student who considers the grade obtained at the official or a retake date to be incorrect, the Dean for Student Affairs/Dean of the University Branch may agree to arrange the final credit or a board exam.
14. Detailed rules concerning in particular credits and exams, including credits and board exams, informing students about their grades, recognizing partial grades, overall grades obtained at WUEB or at another university, obtaining a pass in foreign language classes on the basis of an individual certificate, the procedure of enrolment and resignation from subjects chosen by students, being struck off from the list of students, repetition of subjects and semesters, and granting a leave from classes, are all governed by the provisions of the University Regulations of Studies.

§ 20

The Doctoral School and Postgraduate Studies

1. After the end of the cycle of classes in each subject included in the course curriculum at the Doctoral School in the summer semester, or by 28 February, the learning outcomes achieved by doctoral students are verified during exams, credits or graded credits. The form of completing the course is determined by the schedule for the realisation of the education programme. The academic teacher conducting the classes informs PhD students about the method of conducting the exam or credit before the commencement of the cycle of classes. Exams and credits can take the form of written and/or oral tests of knowledge and skills. Credit for classes can be based on written credits (e.g. projects, essays, multimedia projects or presentations) prepared by doctoral students on the indicated topic. The learning outcomes achieved by doctoral students are also verified by evaluating their presentations given during the annual open session of PhD students and the implementation of the Individual Research Plan.
2. The process of education and verification of learning outcomes within postgraduate studies are based on the rules set out in the postgraduate study programme dedicated to specific subjects. As a rule, learning outcomes are verified by exams, written works, projects, presentations.

Chapter 8
Graduation Process

§ 21
General provisions

The WUEB graduation process includes:

1) preparation of the diploma thesis under the guidance of a supervisor selected by the student,
2) submission and evaluation of the diploma thesis,
3) the diploma exam.

§ 22
Preparation of the diploma thesis under the guidance of a supervisor selected by the student

1. The first- and second-cycle study programme at WUEB imposes on the student an obligation to write a diploma thesis (Bachelor's, Engineer's, Master's), which should be a study of a specific scientific issue demonstrating the student's general knowledge and skills related to a given field of study and the level of study, as well as the profile of education and disciplines to which the field of study has been assigned.
2. Diploma theses prepared at the end of the course of studies should shape the following student's skills:
   1) expanding knowledge through independent studies of the subject literature,
   2) selection and linkage of the subject literature with the research problem (in first-cycle studies) or critical evaluation of theoretical achievements in the field of the subject of the thesis, and embedding the problem in the literature (in second-cycle studies),
   3) diagnosing and assessing a problem in the studied business entity or institution, designing new solutions or modifications of the existing ones, using a research workshop, and in particular using scientific work methods,
   4) identifying and analysing the surrounding phenomena, especially those which the graduate will have to deal with in future practice,
   5) noting the regularities occurring within such phenomena,
   6) assessing the results and drawing conclusions,
   7) actively using the knowledge acquired during his/her studies and its use in practice or for theoretical considerations,
   8) conducting a logical discourse using clear and precise language.
3. The diploma thesis is prepared in the same language in which the student's education has been carried out. At the student's request, with the consent of the supervisor and the Dean for Student Affairs/Dean of the University Branch, the thesis in the fields of study conducted in Polish may be written in English.
4. In the event of a justified impossibility to prepare a diploma thesis individually, at the request of students and with the approval of the supervisor, the Dean for Student Affairs/Dean of the University Branch may agree to a joint preparation of the diploma thesis, provided that the contributions of individual authors are clearly distinguished and as such assessed separately.
5. The student has the right to request confidentiality of his/her work, i.e. restriction of its disclosure due to the confidential data contained or used in its preparation, or due to the protection

of intellectual property. The procedure may be carried out based on an agreement reached between the interested party and the University, or an application of the student/author of the thesis, submitted to the Dean for Student Affairs/Dean of the University Branch. The confidentiality of the diploma thesis should be justified by the institution whose data the student used in the thesis, and the opinion of his/her supervisor.

6. The procedure for preparing a diploma thesis involves:
   1) appointment by the Dean for Student Affairs/Dean of the University Branch of the diploma thesis supervisor, taking into account the following assumptions:
      a) Dean for Student Affairs/Dean of the University Branch appoints as the supervisor of the diploma thesis an academic teacher indicated by the student from the list of academic staff provided in a given academic year to act as supervisors in a given field of study and a form of study,
      b) in order to ensure high quality education at WUEB, the supervisor of the diploma thesis should be an employee with the title of Professor or the academic degree of Dr hab., or a holder a doctoral degree employed as a WUEB Professor. The function of a supervisor can also be performed by experienced Assistant Professors with a doctoral degree at the least. In the case of conducting diploma theses in second-cycle studies by academic teachers with a doctoral degree, other formal conditions must be also met, i.e. minimum five graduates had been promoted by the supervisor in first-cycle studies, minimum three years of teaching experience after obtaining a scientific degree is required, and the number of doctoral candidates taught at the same time cannot exceed ten,
      c) the approved size of the PhD seminar group is 15. This is sufficiently low to provide appropriate conditions for the didactic process, enabling an individual approach to the student and allowing the supervisor to devote due attention and time to him/her,
      d) academic teachers listed in a given academic year to perform the function of a supervisor develop the thematic scope of the seminar and submit it in the electronic form,
      e) students choose their supervisor through the USOS system. In order to facilitate students' choice in accordance with their individual interests and their chosen educational path, opportunities to familiarize themselves with the areas of thematic specialisation of supervisors are provided in advance, via the University website, direct contact between students and teachers during consultations and duty hours and, if necessary, organizing meetings with the supervisors, to present the scope of seminars and diploma theses,
      f) in exceptional cases, when justified by substantive reasons resulting e.g. from the interdisciplinary nature of the planned diploma thesis, and on the basis of a written application of the student and the supervisor's approval, the Dean for Student Affairs/Dean of the University Branch may agree to the appointment of an external supervisor for a given field of study,
      g) at the student's request, the Dean for Student Affairs/Dean of the University Branch may agree to the change of the supervisor.
   2) classes for students are in the form of a diploma seminar, the aim of which is to provide optimal conditions for the preparation of the diploma thesis and its completion with a timely diploma exam.
7. Diploma seminars are obligatory classes conducted by the supervisor, which include:

1) determination by the student, in consultation with the supervisor, of the thesis topic and submitting it to the field of study managers and field of study boards for verification and approval. The topic of the diploma thesis should be related to the learning outcomes adopted for the field of study and should take into account the student's scientific interests, the availability of source materials, as well as another premise determined by the student and the supervisor,
2) writing a diploma thesis in accordance with the standards of diploma theses in force at WUEB and described in the relevant Rector's Ordinance. The WUEB standards of preparing a diploma thesis include general, substantive, procedural, formal and editorial requirements. In the Circular Letter of the Dean for Academic Programmes, good practices for the use of artificial intelligence in writing the diploma thesis were additionally indicated.

§ 23

Submission and evaluation of the diploma thesis

1. The submission and evaluation of the diploma thesis includes:
   1) entering the diploma thesis accepted by the supervisor into the APD (Diploma Thesis Archive) system within the deadlines set by the Dean for Student Affairs/Dean of the University Branch, where the theses are evaluated and archived. The student is obliged to submit his/her diploma thesis after completing all the subjects included in the study programme, not later than 30 September if the course of studies ends in the summer semester, or by 28 February if ending in the winter semester,
   2) subjecting the diploma thesis to the anti-plagiarism procedure using the Uniform Anti-Plagiarism System (JSA), which is mandatory in all universities in Poland, including the generation of the so-called similarity reports by the JSA system. On the basis of the information contained in the reports, the supervisor makes a decision to admit the thesis for defence, and previously for review, to refer the thesis for improvement or to refer the thesis to the Committee for the Verification of Diploma Theses, chaired by the Rector's Representative for Teaching Quality Assurance,
   3) assessment of the diploma thesis admitted for review by the supervisor and the reviewer appointed by the Dean for Student Affairs/Dean of the University Branch, taking into account that:
      a) The Dean for Student Affairs/Dean of the University Branch appoints a reviewer of each diploma thesis based on the list of reviewers for a given field of study prepared by the Field of Study Board,
      b) due to the objectivity of the selection of reviewers, it is inadmissible to consult them with supervisors, and the Dean for Student Affairs/Dean of the University Branch should be guided only by substantive considerations, i.e. the subject matter of the work and the reviewer's specialisation or the accepted maximum number of papers reviewed by one person,
      c) in order to facilitate the organisation of forthcoming diploma exams, the Dean for Student Affairs/Dean of the University Branch should, as far as possible, not overly differentiate the reviewers of the theses prepared under the supervision of a given supervisor. A significant fragmentation of the reviews would force constant changes in the composition of examination committees, with a negative impact on the comfort of diploma exams and, as a consequence, adding unnecessary stress for candidates,

d) only an academic teacher with at least a doctoral degree may act as a reviewer, and if the supervisor of the diploma thesis does not hold the degree of Dr hab., then the reviewer must be a researcher with the title of Professor or Dr habilitatus, or a WUEB Professor,
e) reviews are prepared in the APD system, are open and should be submitted not later than two working days before the date of the diploma exam,
f) reviews are prepared using a standard form, including:
- substantive and methodological evaluation of work, taking into account the learning outcomes of the studied field of knowledge, skills and social competences,
- evaluation of the formal side of the work,
- recommendations on the application of the work,
- the supervisor's assessment of the student's social skills and competences, justification of the final grade.

2. The verification of compliance by diploma theses with the WUEB standards takes place once a year. The audit covers a randomly selected 5% of the total number of Bachelor's/Engineering theses and 5% of the total number of Master's theses presented in a given field of study in the previous academic year. The detailed rules for conducting audits are regulated by an appropriate directive of the Rector.

§ 24

Diploma exam

1. The diploma exam is aimed at testing knowledge, skills and social competences in the field of learning outcomes and curriculum content implemented in a given field of first and second cycle studies. It is also used to check the independence of the preparation of the diploma thesis.
2. The condition for admission to the diploma exam is to obtain credit for all subjects and internships provided for in the standard or individual study programme, to obtain at least two positive grades for the diploma thesis, and to clear the student's responsibilities with the University. In the case of joint diploma theses, each student takes the exam separately.
3. Basic assumptions for conducting the diploma exam:
   1) conducted orally in the language in which the diploma thesis was prepared and consists in answering questions asked by the members of the examination committee,
   2) includes three questions to verify the level of achievement of learning outcomes for the field of study, namely:
      a) the first, detailed question, on the issue of the curriculum content specific to a given field of study,
      b) the second question concerning the theoretical part of the diploma thesis,
      c) the third question, aimed at verifying the candidate's competence, in particular in the field of conducting scientific research. The student should specify the research method, justify the selection of the research methodology and present the conclusions resulting from the research,
   3) the list of issues concerning the first question, applicable to the diploma exam for a given field of study, is determined by the Field of Study Board, guided by the principle that it should include questions referring both to basic obligatory subjects and the field of study.

The lists are public and published on the University website not later than three months before the basic deadline for submitting the diploma thesis,

4) the exam takes place in front of a three-person committee appointed by the Dean for Student Affairs/Dean of the University Branch from among the academic staff. The examination committee consists of: the chairperson, the supervisor and the reviewer of the diploma thesis. At the student's request, an observer may be also present. At the request of the student and the supervisor, the Dean for Student Affairs/Dean of the University Branch may decide to hold a diploma exam in public,
5) the date of the diploma exam is set by the Dean for Student Affairs/Dean of the University Branch on the basis of a proposal submitted by the chairperson of the committee in agreement with the other members of the committee,
6) the exam can be conducted remotely with the use of information technologies that ensure control of its course and, if necessary, its registration. Detailed rules of the exam conducted remotely are determined by the Dean for Student Affairs/Dean of the University Branch.

4. The grade from the diploma exam is issued on the basis of the average of the grades from the questions asked.
5. Every year, the Rector's Competition is organized at the Wroclaw University of Economics and Business for the selection of the best diploma theses defended at WUEB. The objectives of the Competition, in accordance with the provisions included in its Regulations, are as follows:
   1) constant improvement of the quality of diploma theses prepared by students of the University,
   2) promotion of the diploma theses awarded and recommended in the Competition through their presentation and scientific debate, such as during conferences organized by WUEB, as well as their publication in the scientific journals of the University,
   3) encouraging initiatives for WUEB students to undertake research work,
   4) promoting the development of professional and scientific careers of highly talented graduates.

Chapter 9

Selection and improvement of teaching staff

§ 25
Formal and substantive requirements

1. The high quality of education at WUEB is guaranteed by professional and committed teaching staff, meeting the requirements of the Act of 20 July 2018, Law on Higher Education and Science (i.e. Journal of Laws 2024, item 1571, as amended). These provisions indicate the need for classes to be conducted by academic teachers employed at the University, with competences and experience allowing for the proper realisation of classes, and by other persons possessing such competences and experience.
2. The internal WUEB regulations specify in detail the conditions of employment as well as the formal and substantive requirements for employees in research, teaching and teaching positions. For teaching staff, the authorship of textbooks and scripts, participation in didactic and

methodological conferences, teaching internships and participation in programmes developing their professional competences related to the educational process are particularly recommended.

§ 26

Development of teaching staff

1. The professionalisation and increase of commitment to improving the quality of education of academic teachers is facilitated by:
   1) conducting an appropriate personnel policy,
   2) a wide range of training courses for research, teaching and teaching staff,
   3) pro-quality principles for the evaluation of academic teachers,
   4) systematic monitoring of classes,
   5) conducting regular evaluation of teaching classes by means of student surveys,
   6) systematic reviews of the number of teaching classes conducted as part of the implementation of individual study programmes.
2. Wroclaw University of Economics and Business, encouraging continuous improvement of the quality of education, offers a wide range of projects, courses and training programmes dedicated to academic teachers.
3. In the process of professionalisation of teaching staff, a special place is occupied by the "Diamonds of Didactics" Project, run in annual editions, whose main objectives are:
   1) improving the quality of education process, and strengthening and improving the competences of outstanding academic teachers of WUEB with the offered advanced training in the field of didactics:
      a) substantive – as a subject advisor and an expert in his/her field of study/discipline,
      b) didactic – as an expert in the field of study,
      c) educational – as an expert in the field of study adapted to the changing needs of generations of students and doctoral students,
   2) educating specialist staff in the field of didactics, who will support other academic teachers in their didactic role.
4. Periodic evaluation of academic teachers is carried out in accordance with the provisions of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws 2024, item 1571, as amended) at least once every four years or at the request of the Rector. In justified cases, the dean or head of the relevant university organisational unit may submit a request to the rector to conduct a periodic evaluation after two years.
5. The periodic evaluation is carried out applying the procedure and criteria specified in an appropriate resolution of the WUEB Senate, with the use of electronic questionnaires especially prepared for individual groups of academic teachers and positions.
6. The periodic evaluation takes into account:
   1) self-assessment of the academic teacher in the scope of his/her research, organisational and didactic duties,
   2) the results of the assessment carried out at least once in the academic year by students and doctoral students in terms of fulfilling obligations related to education, to which the academic teacher responds as part of the self-assessment,
   3) the opinion of the head of the department/unit or the dean in the case of heads of departments on the fulfilment by the academic teacher of the duties referred to in the Act,

4) evaluation and opinion of the competent evaluation committee regarding the teacher's fulfilment of his/her research, organisational and didactic duties.

7. In order to conduct a consistent policy in the aspect of ethical conduct at the University, the Rector's Commission for Good Academic Practices was appointed by the Rector's Commission for Good Academic Practices for the 2024–2028 term of office by Ordinance No. 143/2024 of the Rector of WUEB dated 2 September 2024. The Ordinance was amended by Ordinance No. 178/2024 of the Rector of 30 September 2024.
8. Academic teachers at WUEB are obliged to comply with the ethical principles set out in the Code of Ethics for Academic Teachers of the University, in accordance with the generally applicable regulations and good manners and practices, in particular regarding the values and resulting attitudes in the aspect of:
    1) commitment and responsibility for shaping the knowledge, skills and competences of students, doctoral students, participants of postgraduate studies,
    2) showing respect for the diverse opinions, attitudes and lifestyles of students, doctoral students, postgraduate students, and demonstrating empathy and courtesy,
    3) encouraging students, doctoral students, participants of postgraduate studies to actively participate in classes, research projects and other forms of activities conducted at the University,
    4) promoting a culture of academic debate, an attitude of constructive criticism and practical transfer of knowledge,
    5) respect for intellectual property,
    6) continuous development and improvement of their own knowledge, skills, the way of conveying the content of the subject and methods of education to doctoral students and participants of postgraduate studies.
9. In relations with students, doctoral students, postgraduate students, in particular within the assessment process, it is prohibited to use any form of discrimination or preference on the grounds of age, gender, religion, sexual orientation, nationality, origin, political opinions, attitudes, lifestyle, family ties, material status, social and professional position or for any other reason. Any violation of the above provides the basis for initiating disciplinary proceedings against the academic teacher in question.
10. It is unacceptable for academic teachers to burden students, doctoral students and participants of postgraduate studies with additional duties that are not related to the educational process and do not result from the internal regulations of the University.
11. When assessing the knowledge, skills and competences of students, doctoral students, postgraduate students, participants in postgraduate studies, effort should be made to avoid situations that give rise to a conflict of interest, e.g. when the student is a spouse or a person related to an academic teacher, his/her learning progress should be assessed by another person, the reviewer of the diploma thesis should not be the supervisor's spouse or a person related to him/her, and members of the examination committee should not be spouses or relatives, etc. of such persons.
12. The method used by an academic teacher to assess the degree of achievement of the required learning outcomes by students, doctoral students, participants of postgraduate studies is subject to supervision and verification, among others, based on the results of class observations and class evaluation surveys, which are one of the aspects of the evaluation of the education process.

Chapter 10
Evaluation of the process and conditions of education

§ 27
General provisions

The evaluation of the process and conditions of education includes:

1) characteristics of monitoring the quality of education with the following characteristics:
   a) qualitative (monitoring of classes with the use of class evaluation surveys, observation of didactic classes, monitoring of graduates' professional careers; assessment of the implementation of learning outcomes by the lecturers);
   b) quantitative (distribution of grades obtained by academic teachers in student surveys, distribution of grades in subjects in the basic term, distribution of grades for the diploma exam, distribution of grades for diploma thesis, distribution of study results, percentage of papers submitted to the Diploma Thesis Verification Committee, percentage of students who defended their diploma thesis submitted on the basic and retake deadlines, percentage of deletions from the list of students after each academic year, the percentage of students participating in international mobility programmes, the number of students benefiting from the Individual Study Programme, the number of students participating in classes organised by the University not included in the study programme for which ECTS credits are awarded, the number of students participating in activities of scientific clubs, the number of students' scientific publications).
2) periodic (annual) inspections:
   a) study programme (for each field of study),
   b) staff providing education in the field of study,
   c) student support,
   d) didactic infrastructure,
   e) cooperation with the socio-economic environment in relation to the study programme,
   f) degree of internationalisation of education in relation to the study programme.

§ 28
Monitoring teaching classes using surveys

1. The process of monitoring didactic classes with the use of anonymous surveys distributed among students is carried out after the completion of classes on the subject in a given semester.
2. Surveys are conducted each time among students of all levels, modes and forms of study.
3. The assessment of teaching classes by students is based on a set of questions developed by the Rector's Commission for Teaching Quality Assurance.
4. All lecturers have access to the results of the surveys on the implementation of classes in the USOS system.
5. The results of the surveys are communicated to the Rector, the Vice-Rector for Student Affairs and Academic Programmes, the Dean for Student Affairs, the Dean for Academic Programmes/Dean of the University Branch, the Analysis and Reporting Office, the Chairman of the Rector's Committee for Teaching Quality Assurance and the manager in the field of classes conducted in his field.

6. All teachers and students have the right to access the average grades in a given field, mode and levels included in the reports of the Field of Study Board, prepared after the end of the academic year.
7. Not more than twelve teachers who obtained the highest average of all grades based on the surveys of teaching classes conducted in the academic year preceding the year in which a special allowance was received, may be awarded by the Rector for outstanding performance of didactic tasks confirmed by their student grades.
8. If the average grade from the surveys falls below a certain level, i.e. 2.5, 3.0 or 3.5, the teacher is interviewed by the Rector, the Vice-Rector for Student Affairs and Academic Programmes, the Dean for Academic Programmes/the Dean of the University Branch, respectively. An official note is recorded from such a conversation and forwarded to the Teaching Quality Assurance Centre.
9. The process of monitoring didactic classes conducted within the Doctoral School and postgraduate studies is carried out in the same way using anonymous surveys dedicated to such classes, and the results of the surveys are communicated to the Dean of the Doctoral School and the heads of postgraduate studies.

§ 29

Observations of teaching classes

1. Class observations are of an advisory and improvement nature and are mandatory for all forms of classes at any mode of first and second-cycle studies, including EMBA, and at the Doctoral School.
2. The aim of the class observation is to improve the quality of teaching in terms of content and methodology.
3. Class observations are conducted with the following assumptions:
   1) For classes carried out by:
      a) academic teachers and other authorised persons, with the exception of doctoral students – at least once every three years,
      b) doctoral students – obligatorily in the first year of teaching, at least once every two years,
      c) in justified cases, the Rector's Commission for Teaching Quality Assurance may decide on observation of classes more often than it is indicated above, in particular if the grade from the class evaluation questionnaires is lower than 3.5.
   2) Class observations can be planned or unplanned. The plan of observations in the scope of persons appointed to them in a given semester of the academic year is presented by the Rector's Commission for Teaching Quality Assurance by the end of the fourth week of each semester.
   3) Teaching observations are carried out by:
      a) Vice-Rector for Student Affairs and Academic Programmes,
      b) Dean and Vice-Dean for Academic Programmes,
      c) Dean and Vice-Deans for Student Affairs,
      d) Dean and Vice-Dean of the University Branch,
      e) Dean of the Doctoral School
      f) the Rector's Representative for Teaching Quality Assurance,

g) Head of the Foreign Language Centre and the relevant head of the language section for foreign language classes,
h) academic teachers employed in the Physical Education and Sports Centre (SWFiS) for the classes conducted at the University,
i) persons indicated by the Rector's Commission for Teaching Quality Assurance, who obtained an average grade from student surveys from the last two semesters above 4.25.

4) The person subject to the class observation procedure may not be dependent on a relationship or affinity with the observer or in any other relationship that may affect the outcome of the observation, including a conflict of interest resulting from anti-mobbing and/or anti-discrimination proceedings,
5) a negative assessment of the observed classes results in the repeated observation carried out in the next academic year,
6) a protocol is drawn up from the observation, which is then submitted for approval to the subject of the observation, and then to the Teaching Quality Assurance Centre, which prepares a register of planned observations,
7) after the implementation of the plan of class observations in a given academic year, the Chairperson of the Rector's Commission for Teaching Quality Assurance submits a summary and conclusions to the Vice-Rector for Student Affairs and Academic Programmes.

§ 30

Monitoring professional careers of graduates

1. The monitoring of Graduates' Professional Careers (hereinafter referred to as Monitoring) is conducted by the Business Cooperation Centre at WUEB in order to improve the quality of education by adapting study and education programmes at the Doctoral School to the needs of the labour market:
   1) monitoring is carried out a year after graduation among the graduates who agree to participate in the study for a single month (in the period from April to August) using an anonymous electronic form,
   2) after the completion of the Monitoring procedure, a summary report is prepared for the whole University, as well as divided into fields and degrees of study – depending on the number of the collected responses. The report is next forwarded in accordance with the Rector's ordinance to: the Vice-Rector for Student Affairs and Academic Programmes, the Rector's Representative for Teaching Quality Assurance, the Dean for Academic Programmes/Dean of the University Branch/Dean of the Doctoral School and the managers of the faculties.
2. The information on the quality of their education received from the graduates is complemented by a survey addressed to their employers.
   1) In the survey, the employers receive the same set of questions about the quality of education as the graduates, with the aim of obtaining reliable, additional information about the quality of education at the University.
   2) The employer survey lasts a month, and is performed after the completion of the Graduate Career Monitoring procedure. The companies cooperating with the University are invited to participate in the survey.

3) The results of the employer survey are developed and communicated in the same way as in the case of the Graduate Career Monitoring.

§ 31

Periodic inspections

1. In order to ensure the high quality of education at WUEB, periodic reviews are carried out in the areas indicated in § 27 point 2 of this document.
2. Periodic reviews are aimed at ensuring systematic monitoring of the education system in all fields of first- and second-cycle studies carried out at Wroclaw University of Economics and Business.
3. The conclusions of the periodic reviews are intended to improve the following:
   1) future study programmes in first- and second-cycle studies, as well as support the use of the latest didactic achievements and modern educational technologies,
   2) didactic competences,
   3) student support system,
   4) the didactic base of Wroclaw University of Economics and Business in terms of its efficiency, accessibility, modernity, up-to-dateness, adaptation to the needs of the teaching and learning process, the number of students and the needs of persons with disabilities,
   5) cooperation with the socio-economic environment, and consequently the study programme, taking into account the correctness of the selection of cooperating institutions, the effectiveness of the forms of cooperation and the impact of its results on the study programme,
   6) increasing the internationalisation of education at WUEB.

Chapter 11
Data Collection and Publication Policy

§ 32

General provisions

1. All internal regulations of WUEB concerning the quality of education of the university nature are published on the intranet in the Lex application, and additionally, in order to enable employees and students to use the database of regulations concerning processes related to education and improving its quality, also on the WUEB website in the Teaching Quality Assurance Centre tab.
2. Syllabuses of all subjects taught in each first and second-cycle field of study for subsequent cycles of education are available on the website of the KRK Syllabus electronic system. They are in accordance with the resolutions of the Senate on study programmes in individual fields, and the field manager is responsible for the completeness and timeliness of the data.
3. The academic year schedule and detailed schedules of classes are posted on the intranet. Detailed schedules of classes are posted on the intranet not later than one week before the start of the semester in the first semester of courses and two weeks before the start of classes in the case of later semesters.
4. Reports on the quality of teaching classes based on student surveys, prepared on the basis of the materials of the field of study boards, are presented to the Senate once a year by the Chairperson of the Rector's Commission for Teaching Quality Assurance.

5. Public access to information for students is provided by the WUEB home page, and for the University Branch – by the relevant website, as well as the intranet dedicated to students, and the USOS system. These are basic channels of information about current affairs designated for students, concerning, among others:
    1) the academic year schedule,
    2) detailed schedules of classes,
    3) announcements and circular letters of the Dean for Student Affairs/Dean of the University Branch and Vice-Deans for Student Affairs/Vice-Dean of the University Branch,
    4) contact information to the Dean for Student Affairs/Dean of the University Branch, Vice-Deans for Student Affairs/Vice-Dean of the University Branch,
    5) recruitment for foreign internships and student exchanges,
    6) enrolment in optional subjects,
    7) deadlines for submitting diploma theses,
    8) information on scholarship benefits, etc.
    9) events aimed at improving qualifications (e.g. Internships to Start, Job Fair, Individual Business Study Programme),
    10) achievements and activities of student organisations.
6. Intranet at the University was created to improve internal communication between employees. It supports the flow of important information, the content of decisions made and documents published every day in the form of orders, announcements or circular letters. Messages sent by different entities are published to the SharePoint platform, which all employees can access, thanks to which employees are kept informed about any changes, also in terms of ensuring the quality of education.
7. Providing constant and universal access to public information is achieved through the use of the Public Information Bulletin of WUEB (BIP UE). The Bulletin is accessible to every employee via the University website and a general Internet search engine, as well as to students of the University and any private persons interested in the University's activities.

List of legal acts used in the Internal Education Quality Assurance at WUEB

1. Organisational Regulations of Wroclaw University of Economics and Business.
2. Regulation of the Ministry of Science and Higher Education of 27 September 2018 on studies (i.e. Journal of Laws of 2023, item 2787).
3. Regulation of the Ministry of Science and Higher Education of 14 November 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6–8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218).
4. The Statute of Wroclaw University of Economics and Business.
5. Resolution No. R.0000.74.2020 of the Senate of WUEB of 28 May 2020 on the approval of the Regulations for confirming the learning outcomes acquired in non-formal and informal systems at the University.
6. Resolution No. R.0000.30.2024 of the Senate of WUEB on the conditions, procedure and date of commencement and end of recruitment for full-time and part-time studies in the academic year 2025/2026 of 24 June 2024 (as amended by Senate Resolution No. R.0000.27.2025 of 28 April 2025 and amended by Senate Resolution No. R.0000.51.2025 of 26 June 2025).
7. Resolution No. R.0000.76.2025 of the Senate of WUEB of 18 December 2025 on establishing the framework rules for creating new and modifying existing study programmes.
8. Resolution No. R.0000.72.2025 of the Senate of WUEB of 18 December 2025 on the rules of recruitment to the Doctoral School at Wroclaw University of Economics and Business for the first year of education in the academic year 2026/2027.
9. Resolution No. R.0000.60.2024 of the Senate of WUEB of 19 December 2024 on the approval of the curriculum at the Doctoral School of Wroclaw University of Economics and Business for doctoral students starting their education from the academic year 2025/2026.
10. Resolution No. R.0000.74.2025 of the Senate of WUEB of 18 December 2025 on the approval of the curriculum at the Doctoral School at Wroclaw University of Economics and Business for doctoral students starting their education from the academic year 2026/2027.
11. Resolution No. R.0000.21.2025 of the Senate of WUEB of 27 March 2025 on the adoption of the University Regulations of Studies of WUEB.
12. Act of 22 December 2015 on the Integrated Qualifications System (i.e. Journal of Laws of 2024, item 1606)
13. Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended).
14. Ordinance No. 79/2020 of the Rector of Wroclaw University of Economics and Business of 8 June 2020 on monitoring the professional careers of graduates of WUEB.
15. Ordinance No. 88/2020 of the Rector of Wroclaw University of Economics and Business of 18 June 2020 on the introduction of templates of documents concerning non-obligatory student internships.
16. Ordinance No. 182/2020 of the Rector of WUEB of 14 October 2020 on the results of student surveys evaluating didactic classes Ordinance No. 214/2020 of the Rector of Wroclaw University of Economics and Business of 7 December 2020 on the rules for storing documentation by lecturers related to the educational process.

17. Ordinance No. 20/2021 of the Rector of Wroclaw University of Economics and Business of 16 February 2021 on the determination of characteristics for monitoring the education process within the Internal Teaching Quality Assurance System.
18. Ordinance No. 71/2021 of the Rector of WUEB of 16 June 2021 on the approval of the rules for appointing supervisors and reviewers of diploma theses (as amended Ordinance No. 208/2024 of the Rector of WUEB of 8 November 2024; Ordinance No. 215/2024 of the Rector of WUEB of 26 November 2024)
19. Ordinance No. 147/2021 of the Rector of WUEB of 9 November 2021 on periodic reviews of the education system in force at the University.
20. Ordinance No. 148/2022 of the Rector of Wroclaw University of Economics and Business of 30 September 2022 on the employment of academic teachers.
21. Ordinance No. 201/2022 of the Rector of Wroclaw University of Economics and Business on the criteria, procedure and entity performing periodic evaluation of academic teachers employed at the University of 20 December 2022 (as amended by Ordinance No. 1/2024 of the Rector of WUEB of 2 January 2024; Ordinance No. 30/2024 of the Rector of WUEB of 4 March 2024).
22. Ordinance No. 82/2023 of the Rector of WUEB of 26 June 2023 on the introduction of the Regulations of the "Diamonds of Didactics" Project.
23. Ordinance No. 38/2024 of the Rector of WUEB of 27 March 2024 on the implementation of the graduation process at the University (as amended by Ordinance No. 146/2025 of the Rector of WUEB of 25 September 2025).
24. Ordinance No. 86/2024 of the Rector of Wroclaw University of Economics and Business of 10 July 2024 on the rules for the organisation of postgraduate studies conducted by the University.
25. Ordinance No. 87/2024 of the Rector of Wroclaw University of Economics and Business of 10 July 2024 on the appointment of the Board for Lifelong Learning.
26. Ordinance No. 88/2024 of the Rector of Wroclaw University of Economics and Business of 10 July 2024 on the introduction of the Regulations for participants in postgraduate studies conducted by the University (along with the amendment of the Ordinance of the Rector of WUEB No. 121/2025 of12 August 2025).
27. Ordinance No. 106/2024 of the Rector of WUEB of 23 August 2024 on the implementation of the Regulations of the Rector's Competition at WUEB for selecting the best diploma theses defended at the University.
28. Ordinance No. 133/2024 of the Rector of WUEB of 2 September 2024 on the appointment of the Rector's Commission for Teaching Quality Assurance.
29. Ordinance No. 143/2024 of the Rector of WUEB of 2 September 2024 on the appointment of the Rector's Commission for Good Academic Practices for the term of office 2024-2028 (as amended by the Rector on 30 September 2024).
30. Ordinance No. 198/2024 of the Rector of WUEB of 8 October 2024 on the appointment of the Board of the Doctoral School at Wroclaw University of Economics and Business.
31. Ordinance No. 60/2025 of the Rector of WUEB of 29 April 2025 on the observation of teaching classes at the University.