

**The Resolution No. 44/2022  
of the Senate of the University of Lower Silesia  
of 28<sup>th</sup> April 2022**

**Concerning the Regulations Governing Higher Education on the First  
and Second Cycle Studies and Uniform Master Studies at the  
University of Lower Silesia**

According to Article 28, paragraph 1, point 2, and Article 75 of the Act of 20 July 2018 on the Law on Higher Education and Science (i.e., Journal of Laws of 2022, item 574, as amended) and Article 22, point 3(f) of the Statutes of the University of Lower Silesia, after having received the opinion of the Academic Council and the Student Government Board, the Senate of the ULS:

§1

Shall adopt the Regulation Governing Higher Education on the First and Second Cycle Studies and Uniform Master Studies at the University of Lower Silesia as incorporated into Annex to this Resolution.

§2

The Resolution shall enter into force on the day of its adoption.

*The results of the voting:*

*In favour: 6*

*Against: 0*

*Abstain: 0*

Vice-President of the University Senate

Paweł Zygarłowski

President of the University Senate

dr hab. Ewa Kurantowicz, prof. DSW



**REGULATIONS GOVERNING HIGHER EDUCATION STUDIES – THE FIRST  
CYCLE AND THE SECOND CYCLE STUDIES AND THE UNIFORM MASTER  
STUDIES  
AT THE UNIVERSITY OF LOWER SILESIA**

**1. General Regulations**

**§ 1**

1. All employees, doctoral students, and students constitute an academic community of the University of Lower Silesia with its registered seat in Wrocław, hereinafter referred to as the University.
2. The member of the academic community shall be entitled to have the right to vote.
3. This Regulation shall apply to first-cycle and second-cycle studies and the uniform master studies conducted at the University of Lower Silesia with its registered seat in Wrocław.

**2. Admission to Studies**

**§ 2**

1. The admission to studies shall proceed as follows:
  - 1) recruitment.
  - 2) validation of learning outcomes.
  - 3) transferring from other national or foreign universities.
2. Persons carrying out joint degrees or multiple degrees shall be entered into the community of students after fulfilling requirements determined in agreements and international programs concluded by the University.
3. All students of the University of Lower Silesia with its registered seat in Wrocław voluntarily undertake the obligation to acquire knowledge, skills, and social competencies.
4. The Rector is the superior of all students.
5. The Rector maintains overall supervision over matters relating to recruitment, the didactic, and the course of studies.
6. The Dean is the immediate superior of all students.
7. The Student Government Board is the exclusive representative of all students.
9. The representative of a year of study or a student group is the year prefect or a group leader elected by the students.

10. The Dean shall appoint a tutor (of a group or a year of study) among the academic teachers. The Dean determines the duties of a tutor in a separate regulation.

### **§ 3**

1. Admission to the studies is effected through enrollment, after fulfilling the admission requirements and concluding The Agreement for the Provision of Educational Services to Students of the University of Lower Silesia with its registered seat in Wrocław (hereinafter referred as the Agreement).

2. A person admitted to the University begins the studies and acquires student rights upon taking the oath in writing (physical or digital signature).

3. The academic oath is adopted as follows:

"Taking up studying at the University of Lower Silesia, I solemnly swear:

- to acquire knowledge and skills for the benefit of myself, for the benefit of others, and the Republic of Poland,
- to follow the ideals of humanism in the pursuit of truth,
- to foster a student's dignity and good reputation of the University,
- to respect University authorities and all the members of its community,
- to respect the regulations governing the University and the rules of proper peer coexistence."

4. In the case of joint degrees, the text of the academic oath shall be specified in the Agreement concluded between the University and the student.

5. Admission to the community of students of the ULS shall mean to provide by a Student authorization to process their data in informational systems supporting the course of study and to their transfer to the entities implementing the common elements of the community student card system (exclusively for use within this system).

6. Student rights shall be lost upon:

- 1) gaining a positive grade on diploma exam, except for persons who graduated the first cycle studies and hold the rights until 31st October in the year of graduation, excluding the following benefits: social scholarship, scholarship for persons with disability, special assistance grant, or Rector's scholarship;
- 2) transferring to another University;
- 3) removing from the register of students.

## **3. The Student Government Board**

### **§ 4**

1. The representatives of all the students of the University form the Student Government Board.
2. The Student Government Board acts through their relevant authorities, including:
  - 1) a chairperson;
  - 2) legislative body.
3. The Student Government Board is the only representative of the entire student community and has the right to express their opinion in all matters related to students and take action in matters set out in the Regulation of the Student's Government Board.
4. The Student Government Board is entitled to conduct activities concerning student affairs, including social and welfare matters and cultural affairs. It shall act in accordance with the regulations in force in the University.
5. The Student Government Board shall take decisions concerning the distribution of funds provided by the University to student affairs. The Student Government Board shall draw up a report on the allocation of funds and financial settlement of these funds at least once in an academic year and publish it on the website of the University in the section of Public Information Bulletin (BIP).
6. The legislative body of the Student Government Board shall adopt the Regulations of the Student Government Board specifying the organization and method of operation of the Student Government Board and the procedure of appointing representatives to the body of the University.
7. The Regulation of the Student Government Board shall enter into force within 30 days of the date of their submission after the Rector has ascertained their compliance with the Law on Higher Education and Science and the Statutes of the University.
8. The Rector shall repeal any act of the Student Government Board which is in contravention of the mandatory legislation, the Statutes of the University, the regulations governing higher education studies, or the Regulation of the Student's Government Board. A decision repealing an act may be appealed against to an Administrative Court within 30 days of its receipt. The provisions for appealing against administrative decisions made by the Administrative Court shall apply accordingly.
9. The University shall provide the conditions necessary for the operation of the Student Government Board, including the infrastructure and financial resources available to the Student Government Board essential for its activity.

#### **4. Student's ID Card**

##### **§ 5**

1. After taking the oath, a Student shall receive Student's ID Card and access to an electronic student's study record book.
2. A Student shall protect the Student's ID Card in a particular manner.
3. The Student's ID Card shall certify the status of a Student.
4. The validity of the Student's ID Card shall be confirmed each semester by updating data in the electronic system and placing a hologram in consecutively marked fields of the ID card on a fixed area of the ID, in accordance with the description specified in Appendix No. 1 to the Regulation on Studies.
5. The Student ID Card shall be valid no longer than until the date of graduation, suspension, or expulsion from the list of students and in the case of first-cycle studies graduates - until the 31st of October of the year of graduation.
6. A Student shall not receive a course record in paper form. Student's record is documented in an electronic form in the University's System of Student's Service (USOS), and the University shall provide the student access to course records maintained electronically.
7. The Dean's Office may issue a certified transcript of the student's course of study upon the request of the student.

## **5. Student Rights and Responsibilities**

### **§ 6**

1. A Student is entitled to training in student rights and responsibilities. The Student Government Board shall conduct the training.
2. A Student has a right to:
  - 1) to transfer and recognize ECTS credits,
  - 2) to study according to an individualized program of study,
  - 3) to justify absences from lectures, leave from classes and courses with the possibility to proceed with a verification of the acquired learning outcomes specified in the curricula,
  - 4) to change the field of study,
  - 5) to transfer to full-time or part-time studies,
  - 6) to take the exam conducted before an examination board, including the participation of an observer appointed by a Student,
  - 7) to retake specified classes due to unsatisfactory academic performance - according to the rules outlined in this Regulations,
  - 9) to join student organizations, including scientific circles, and participate in scientific research conducted by the University,

- 10) to elect their representatives to the Student Government Board and to stand for election to the Board and its bodies.
- 11) to use information systems made available to students by the University, including systems intended to support students in the learning process.
3. The University shall be obliged to give consent to a pregnant Student and Students who are parents to:
- 1) pursuing studies in a specific field and at a specific level in accordance with an individual organization of studies until their completion - in the case of full-time studies;
  - 2) the leave of absence referred to in paragraph 2(3).
4. A Student who is a parent shall apply for the leave of absence referred to in paragraph 2(3) within one year from the date of the child's birth.
5. A leave of absence referred to in paragraph 2(3) is given to:
- 1) a pregnant Student for a period until the day of the child's birth,
  - 2) a Student who is a parent for a period of one year.
- except that if the end of leave falls during a semester, leave may be extended until the end of that semester.

## **§ 7**

1. A Student is entitled to apply for:
  - 1) social scholarship,
  - 2) scholarship for a person with disabilities,
  - 3) Rector's scholarship,
  - 4) special assistance grant
  - 5) scholarship financed by the local government;
  - 6) scholarship for academic or sports achievements financed by the natural or legal person with no state or local government affiliations.
2. Rules for the provision of granting scholarships are defined by the Act of 20 July 2020 on the Law on Higher Education and Science and the Regulation of Granting Scholarships to Students at the University of Lower Silesia with its registered seat in Wrocław.
3. In the event of violating the Regulation Governing Higher Education Studies, the Rector has the right to withhold payment of the scholarship or decide to withdraw from receiving a scholarship.

## **§ 8**

1. A Student shall conduct themselves in accordance with the oath and the rules of the University.
2. The Student's fundamental responsibilities include:
  - 1) conducting according to the academic oath, the Regulation Governing Higher Education Studies, and other rules in force at the University,
  - 2) acquiring knowledge with principles of integrity,
  - 3) participating in learning activities in accordance with the Regulation Governing Higher Education Studies,
  - 4) taking examinations, taking interim exams, completing the internship, and meeting other requirements stipulated in the curriculum,
  - 5) respecting the good manners of the academic community,
  - 6) fostering a good reputation for the University and student's dignity,
  - 7) respecting other students, all the members of the community, and the authorities of the University,
  - 8) respecting University assets and using them in accordance with their intended purpose,
  - 9) using an individual University e-mail account and information systems functioning at the University,
  - 10) promptly informing the Dean's Office about any changes in student's data (name, surname, correspondence address, and e-mail),
  - 11) protecting login and password of student's electronic study record book against unauthorized entry, and informing the Dean's Office immediately of each case of unauthorized access to the content or capture of a login and password,
  - 12) getting acquainted with resolutions and orders published in the Public Information Bulletin of the University of Lower Silesia with its registered seat in Wroclaw, decisions in individual student matters published in the University's System of Student's Service (USOS), and information transmitted by IT systems of the University,
  - 13) checking on an ongoing basis for information and data regarding the course of study, scholarships, and student payments published in the University's System of Student's Services (USOS).
  - 14) paying tuition fees on time in accordance with the fee schedule,
  - 15) not taking any action that might lead to the crediting of authorship of someone else's work or a part thereof, or a research result,
  - 16) knowing the regulations applicable to students at the University.
3. For outstanding academic or artistic accomplishments related to studies or exceptional sports achievements, a Student may be awarded a scholarship by the minister responsible for



higher education. Detailed rules and procedures for granting a scholarship are set out in separate provisions.

## **6. Student Disciplinary Liability**

### **§ 9**

1. A Student shall be liable to disciplinary action according to the rules defined in the Higher Education Act and the Regulations Governing Higher Education Studies for conduct that offends against the student's dignity and for violation of the regulations in force at the University.
2. A Student shall not be punished for the same act simultaneously by the Rector and the Disciplinary Board.
3. Disciplinary cases involving students shall be decided by the Disciplinary Board and the Board of Appeal appointed among academic staff and students of the University under the procedure set out in the Statute.
4. The detailed procedure in case of violation by a Student of the regulations in force at the University and for an act that offends the student's dignity is regulated by external regulations (Act of 20 July 2018 Law on Higher Education and Science. Journal of Laws. 2022, item 574, and the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the detailed procedure of investigation and disciplinary proceedings in student cases and the manner of execution of disciplinary penalties and expungement. Journal of Laws. 2018 item 1882).

## **7. Rules of Payment for Studies**

### **§ 10**

1. Education at the University of Lower Silesia is payable.
2. The conditions for payment for tuition fees are defined in the Agreement for the Provision of Educational Services for Students of Higher Education concluded between the University and the student in a written form (signed physically or digitally).
3. The University shall establish the fees to be charged to students and the amount thereof before the commencement of recruitment. The establishment of fees shall require consultation with the Student Government Board.
4. The University shall not increase determined fees nor determine a new one until finishing the study by the enrolled student for a given academic year. In random cases, e.g., return from a leave of absence from classes, the student is obliged to pay the fee following the

fee regulations of the cycle in which the student is enrolled. This provision shall not apply to increases in fees for courses not included in the study program.

5. In the case the University is not able to conduct classes in the form of training due to, for example, suspension of such learning by binding legislation and taking into consideration the necessity of gaining by a Student 100% of ECTS credits in the frame of learning with using means and methods of distance learning, a student is not entitled to claim to reduce a tuition fee.

## **8. The Academic Year**

### **§ 11**

1. According to the accepted academic year organization, an academic year commences on the 1st of October and finishes on the 30th of September of the following year.

2. Winter semester finishes on the 15<sup>th</sup> of March, and the summer semester on the 30<sup>th</sup> of September.

3. Rules of organization of the academic year, divided into semesters and specifying the dates of classes and examination sessions, are defined by the Rector in consultation with the Student Government Board. Then it shall be announced no later than three months before the academic year commences.

4. In full-time degree programs, a semester lasts 15 weeks, and part-time programs - according to the rules of organization of the academic year as established by the Rector.

5. In particular cases, the Rector shall announce class-free days and class-free hours that concern all the students at the University.

6. Classes canceled due to announcing class-free days or class-free hours by the authority of the University upon the initiative of the University authorities shall be made up for at the appointed time defined in a regulation issued by the Rector, respectively.

7. Classes canceled due to announcing class-free days or classes by the Rector upon the exclusive initiative of the students by the authorized Student Government Board shall not be made up for.

## **9. Curriculum**

### **§ 12**

1. Education at the University of Lower Silesia is conducted in the form of full-time and part-time studies.

### **§ 13**

1. Studies are conducted according to the curricula accepted by the proper academic body.

The curricula shall include the following:

- 1) form/forms of studies, and the number of semesters and the number of ECTS; which obtainment is necessary to complete the studies on the given level;
- 2) the name of a professional title that is awarded to graduates;
- 3) classes or groups of classes, regardless of the form of conducting, together with the learning outcomes assigned to them and the curriculum to ensure achievement of these outcomes;
- 4) the total amount of hours of classes;
- 5) means of verifications and assessments of learning outcomes achieved by a Student in the entire educational cycle;
- 6) the total number of ECTS credits that a student is obliged to gain in the frame of classes conducted in the direct participation of an academic teacher or other people conducting classes;
- 7) the number of ECTS credits as a student is obliged to gain in the frame of the humanities or social sciences, not less than 5 ECTS credits – in the case studies are assigned to the disciplines in the frame of the field of study, other than the relevant humanities or social sciences;
- 8) the number of hours, system, the form of an internship, and the number of ECTS credits a Student is obliged to gain in the frame of professional training.

2. In the curricula of the first cycle studies and uniform master studies in full time, PE classes shall be determined no less than 60 hours; PE classes shall not include ECTS credits.

3. A Student is entitled to select classes to which ECTS credits were assigned in no less than 30% of the number of ECTS credits, referred to in this Regulation in point 1(1).

4. Curriculum for the field of study assigned to more than one discipline shall determine to each discipline a percentage of ECTS credits in the number of ECTS credits, referred to in point 1(1), with an indication of the main discipline.

5. Curricula:

- 1) practical profile – comprises classes shaping practical skills in dimension more than 50% of the number of ECTS credits, as referred to in point 1(1);
- 2) general academic profile – comprises classes related to conducted scientific activity in the University in discipline or disciplines to which a field of study is assigned, in the amount of more than 50% of the number of ECTS credits, as referred to in point 1(1), and includes the participation of students in classes preparing to conduct or take part in the scientific activity.

6. The studies may be conducted in foreign languages. The scope of studies in foreign languages shall be as follows:

- 1) the full cycle of study on a given field of study,
- 2) study within one or more terms,
- 3) study within a specific educational module.

7. Classes conducted in foreign languages and exams verifying the knowledge and skills are carried out on bases determined in the course syllabus and according to chapter 10 of this Regulation.

8. The Rector or a person authorized by the Rector shall issue the ordinance on detailed rules for enrolling in a module of elective/specialization courses.

9. If the number of students enrolled in an elective / specialization module is less than 15, the module is not launched due to insufficient students. A student shall choose another module among launched specializations in such a case.

10. The curriculum adopted by the Senate is published on the University website in the section of the Public Information Bulletin of the University of Lower Silesia with its registered seat in Wrocław before the commencing of the learning cycle. Any changes implemented in the curriculum are made with the beginning of the new learning cycle.

11. During education, the curriculum may be implemented only with changes of:

- 1) selecting a content of education presented to students in the frame of classes, including the newest scientific, artistic, or related to professional activity achievements,
- 2) necessary to:
  - a) remove any irregularities identified by The Polish Accreditation Committee,
  - b) adjust the curriculum to generally applicable provisions.

12. Any changes implemented in the curriculum during the course referred to above in paragraph 11 are published on the University's website in the section of the Public Information Bulletin at least one month before the commencing of a semester.

13. The University shall undertake to conduct field and profile of study for which a student is enrolled for a period equal at least to a nominal period of such studies determined in the internal rules governing the University from the date of admitting a Student for a given field of study and profile, counted from the date of accepting a Student for studies.

14. The supervision over the accomplishment of the curricula shall be held by the Rector or a person authorized by the Rector.

## **§ 14**

1. Programs of study (curricula) provide the basis for creating class schedules.

2. Class schedules shall be arranged by the Didactics Office and communicated to students before the beginning of each semester.
3. The total number of classes per week in full-time studies cannot exceed 40 hours. This provision does not apply to professional training (internship).
4. The curricula define the number of ECTS credits related to the subjects, except PE classes and optional classes, if the curriculum provides for them.
5. ECTS credits shall be measured as the average work of a Student necessary to gain assumed learning outcomes.
6. ECTS credits are assigned to every completed course assumed in the curriculum, whereas ECTS credits are not linked to obtained grades, and a condition for granting ECTS credits is to fulfill a Student the requirements on gaining educational objectives verified by completion of a course.
7. One ECTS credit shall respond to 25 hours of student's work comprising classes organized by the University and Student's work related to these classes.

### **§ 15**

1. Classes shall be conducted by academic teachers employed at the University of Lower Silesia with its registered seat in Wrocław or other persons having competencies and experience to ensure the proper implementation of the classes.
2. In fields of study whose curricula include educational standards, courses shall be taught by persons indicated in these standards.
3. At the beginning of a semester, the person responsible for a given course and the class instructor shall present to students the course syllabus, the rules and methods for passing the course, and the rules for excusing absences. The procedure for passing classes may be changed during the semester in agreement with the students attending the classes.
4. The Results of credits and exams are recorded in an electronic student's study record book (through the University's System of Student's Service - USOS).
5. Grades obtained by a Student shall be subject to personal data protection.

## **10. Classes, Credits, Exams**

### **§ 16**

1. Teaching at University is conducted in the form of lectures, tutorials, distance learning, and training practices.

2. Education at the University takes the form of lectures, classes, and activities conducted using distance learning methods and techniques, allowing students to learn in synchronous and asynchronous mode and practical training.
3. Lectures are open to the public.
4. The primary forms of classes are the following:
  - 1) seminars,
  - 2) practical classes,
  - 3) conservatories,
  - 4) labs,
  - 5) workshops,
  - 6) field practices.
5. Practical classes and professional training are conducted for a limited number of students. The Rector defines the number of students in a group.
6. A Student is obliged to excuse their absence from classes within five days from the occurrence of the reason for the absence.
7. The ground for excusing the absence from classes is, in particular: a doctor's note, a note of hospitalization, hospital discharge, a certificate issued by the police, prosecutor's office or court, or a certificate issued by other authorized bodies or entities.
8. The documents referred to in paragraph 6 must be submitted to the instructors conducting the classes.
9. An absence from classes shall be excused by the instructors conducting the classes.
10. In the case of any doubts, the Dean shall decide on excusing an absence.
11. A Student who missed classes is obliged to complete the knowledge because of missed classes; the form of testing this knowledge is determined by the instructor conducting classes.
12. Forms of classes, rules of their organization, and procedures for passing are specified in the course syllabus.
13. Classes are organized to consider the special needs of students with disabilities.
14. In reasonable cases, with the permission of the instructor, a Student may take class notes in an alternative form (e.g., recording, photography) and use other devices or assistance from third parties.

## **§ 17**

1. The University may implement education using distance learning methods and techniques, during which there is the interaction between the instructor and students. For this purpose, the University provides technological infrastructure used in the process of education in a

remote form:

- synchronous - Microsoft 365 platform (including Microsoft Teams),
- asynchronous - Moodle platform.

2. Microsoft 365 (including Microsoft Teams) is a platform that enables students to learn asynchronously and synchronously. Microsoft Teams tools allow the students to review material (in the form of multimedia and text files), chat with the instructor, use the discussion forum, remote consultations, complete assignments, tests, and other activities, and deliver classes using streaming tools.

3. Moodle is an e-learning platform that enables students to learn asynchronously. Moodle contains a tool that helps in learning. The students have access to materials prepared by the instructors from lectures and exercises on the platform. They can use the discussion forum and complete assignments and tests. The instructors are also obliged to place on Moodle the so-called course cards, i.e., information on what the students will learn in a given subject and the extent of the material they will have to study.

4. Curricula shall specify subjects to be implemented using distance learning methods and techniques, using the tools referred to in pt. 1.

5. The instructor teaching the course shall, no later than during the first class of the study, determine how to transfer or where to store the resources for the course (Moodle platform or Microsoft 365).

6. The Student's activity on the Moodle platform and Microsoft 365 (MS Teams) is documented and evaluated according to the evaluation criteria specified in the course syllabus.

7. In the case of distance education methods and techniques, the University shall provide students with educational resources allowing for the use of classes in this form.

8. Students are required to log in to classes/course completion assessments/exams only by using the individual University e-mail account provided by the University: [dswalbum@student.dsw.edu.pl](mailto:dswalbum@student.dsw.edu.pl).

9. Detailed rules for the organization of classes using distance learning methods and techniques are determined by the instructor in charge of the class. The detailed organization of this process shall be specified in the Rector's order.

10. Classes using distance learning methods and techniques cannot be recorded due to the need to protect participants' personal data in the classes. This rule does not apply to synchronous, mandatory lectures conducted for more than 300 participants in one meeting, which are performed using the "Live Events" feature on the MS Teams platform. Students of the lecture can participate only as passive spectators and by asking questions on chat.

## **§ 18**

1. Course completion assessments/examinations are held at the premises of the University or are conducted using electronic modes of communication outside the premises of the University.
2. Course completion assessments/examinations using electronic modes of communication are conducted based on information technology, ensuring control over their conduct. The Rector's order determines the detailed organization of the remote classes.
3. The credit period for a study program is the semester or academic year.
4. The Student shall complete all courses taken in a given semester or year no later than by the end of the examination session.
5. The curriculum determines the minimum number of ECTS credits required to complete a course of study.
6. Each course ends with a course completion assessment. A student must pass all classes included in a given course in order to receive ECTS credits. Failure to pass even one of the classes shall result in failing the entire course.
7. Credit for course completion shall be obtained from the course instructor. If the course instructor cannot make the entry, the course manager indicates the person responsible for making the record.
8. If, in the opinion of the student, the result of the course completion assessment or examination entered in the electronic student's study record book differs from the result obtained, the student may submit a complaint via e-mail within three days of entering the result in the electronic student's study record book.
9. If the objection is justified, the person referred to in paragraph 5 shall make a correct entry.
10. When the Student obtains an unsatisfactory exam grade or fails to pass the assessment, the student has the right to retake the exam or assessment.
11. At the request of a student, the Dean may order the final attempt exam in front of the external board (Examination Board). Provisions of the regulations concerning the Examination Board shall apply to the final attempt examination.
12. The course instructor shall inform the student of the course completion results no later than the end of the second week of the grading session.
13. A Student has the right to review their examination paper at a place and time set by the examiner. Written examination papers are kept for one year from the examination date.
14. A Student is entitled to one attempt to improve their pass mark for each form of a class specified in the course syllabus. The student shall make up the credit at least one week before the end of the semester.



15. A Student who does not appear for an examination on a set date and does not justify the absence within seven days loses the right to one examination date for this course. The examiner or the person who conducts the course notes this with a failing grade.
16. The rules for excusing absences from exams are outlined in Section 16, paragraph 6.
17. The provisions of paragraph 6 apply accordingly to a Student who has not been admitted to an examination because of failure to pass classes referred to in Section 17, paragraph 4. The student must be given an opportunity to pass these classes before the second examination date for this course.
18. A Student must obtain credits for the courses no later than by the end of the semester.
19. A Student has the right to apply for assessment for classes and internship at an earlier date. The instructor decides the form of crediting the course or internship.
20. Once the course has been credited, it does not have to be re-credited. The ECTS credits allocated to the course are retained except for the diploma seminar and situations described in Section 28 paragraph 3 and Section 29 paragraph 2 pt.1. In case of any disputes, the Rector or a person authorized by the Rector decides about the number of credits to be allocated to the passed course.

## **§ 19**

1. If a student disputes the legitimacy of denial of course completion, the student has the right to appeal to the Rector or a person authorized by the Rector within seven days from the date of failure to obtain the credit.
2. The Rector or a person authorized by the Rector shall decide in the case described in Section 19 paragraph 1 within seven days from the date of filing an appeal. Within the same period, the Rector or a person authorized by the Rector may appoint the faculty committee to conduct a final attempt course completion exam. The faculty committee meets within a maximum of seven days after being appointed.
3. The Rector or a person authorized by the Rector shall appoint the faculty committee to conduct a final attempt course completion exam. The composition of the faculty committee to conduct a final attempt course completion exam shall be as follows:
  - 1) an academic staff member with at least a doctoral degree as chairman of the faculty committee,
  - 2) two specialists in the subject covered by the examination or a related subject, excluding the examiner who conducted the previous examination.
4. A representative of the Student Government Board and a person designated by the

The student may be present as an observer during the final attempt course completion examination.

5. The faculty committee cannot be presided over by the person who has refused to grant credit.

6. The grade from the faculty committee shall invalidate the disputed grade.

7. The details of the final attempt course completion examination before the faculty committee are defined by the Rector or a person authorized by the Rector.

8. The following grade range is applied for granting credits:

- |                              |             |
|------------------------------|-------------|
| 1) very good                 | - 5,0;      |
| 2) better than good          | - 4,5;      |
| 3) good                      | - 4,0;      |
| 4) better than satisfactory  | - 3,5;      |
| 5) satisfactory              | - 3,0;      |
| 6) unsatisfactory/fail       | - 2,0;      |
| 7) unclassified/fail         | - NK / 2 NB |
| 8) fail                      | - NZAL      |
| 9) credit without grade/pass | - ZAL.      |

9. The pass or fail grade for each course shall be entered by the course evaluator on the electronic course record immediately after it is communicated to the student.

10. A failing grade, NK, or lack of entry is treated as a failure of a course. A Student may be sent by the Rector / a person authorized by the Rector to retake a failed course.

11. Retaking a course means repeating all forms of classes taken as part of this course in a given semester.

## **11. Advancing to a Higher Semester, Retaking Courses, Resumption of Study, Leaves of Absence**

### **§ 21**

1. Each semester is a grading period. The Rector may decide that the grading period is a year of study. Provisions of this paragraph shall apply to both periods described in the previous sentence.

### **§ 22**

1. A semester is credited by the Rector or a person authorized by the Rector. A credit entitles a Student to regular or conditional registration for a higher semester.

2. The Rector/person authorized by the Rector grants credits for semesters. The condition for regular enrollment in the following semester is obtaining credits from all courses prescribed by the curriculum in previous semesters.

3. If a Student has failed to obtain credit for all subjects referred to in paragraph 1 by the end of a credit/examination session, a Student will be registered for the next semester by the Dean's decision, provided that the maximum number of failed subjects in the course of study up to that time does not exceed eight, and three in one semester. The student may appeal Dean's decision within 14 days.

### **§ 23**

1. A student may retake a semester only once. A Student is not entitled to retake the first semester. In justified cases, the Rector/person authorized by the Rector may allow the additional retaking of the term.

2. Retaking the semester delays the due date of the planned completion of studies.

3. During retaking the term, a student participates in the courses only they have not completed before.

4. While waiting for the semester to be repeated, the student is sent on a leave of absence. During the leave, a student may, on provided consent of the Rector/person authorized by the Rector, take part in the courses of the next semester taken by the student earlier and receive credits for selected courses. The return from the leave is conducted under Section 25, paragraph 8.

5. If the curricula of the semester for which a student is enrolled differs from the curricula of the semester they have accomplished earlier, a Student must complete occurred curricula differences.

6. A Student whose name has been excluded from the register of students is entitled to resume their studies. The decision of the re-admission is made by the Rector or a person authorized by the Rector in reply to a written application of the person resuming studies.

7. Resumption of studies means a repeated admission to ULS for the same course, form, and level of studies from which the student was expelled. Resumption may occur after the Rector or a person authorized by the Rector specifies the conditions of resuming the studies (obligation to repeat the failed courses, making up curriculum differences, control examination, etc.) and after fulfilling other obligations towards the University.

8. The application for resumption for the winter semester must be submitted by the 15<sup>th</sup> of November of the academic year for which the resumption is to take place. Applications for

resumption for the summer semester should be submitted by the 31<sup>st</sup> of March in the academic year for which the resumption is to take place.

9. In justified cases, applications submitted after the deadline can be considered individually by the Rector or a person authorized by the Rector. The Rector decides about the reasonable nature of the case.

10. After considering the application, a decision is made to resume the studies or to refuse to resume the studies. The decision of the Rector or a person authorized by the Rector to refuse to renew a course of study may be appealed to the Rector to have the matter reconsidered. The application should be submitted within 14 days from the date of receiving the decision of refusal to renew studies.

11. The resumption of studies applies only to the current curriculum of the course of study conducted by the University. Any changes in the curriculum oblige the student to obtain the curriculum differences, regardless of the previously completed semesters.

12. The decision on resumption of studies specifies the year and semester of studies the student is enrolled in and the obligation to repeat the course(s) with obtaining curriculum differences resulting from the curriculum binding in the semester the student has enrolled as well as the diploma seminar in the case of resumption for the last semester. The decision as to which semester a Student will be enrolled in is made by the Rector / a person authorized by the Rector based on the number of curriculum differences and the assessment of the student's progress to date. In the case of a large number of uncompleted courses, the student may be registered for the semester they have already passed.

13. In the case of resumption of studies, a new Agreement for the Provision of Educational Services for Students of Higher Education shall be signed between the University and the student.

14. In the case of resumption of studies for the diploma semester, a Student may resume studies three times, with the obligation to repeat the diploma seminar/project seminar classes.

15. A full-time Student may resume a degree study as a full-time or part-time student if the University offers such an option. The study may be resumed if the University provides the studies in the same field, form, and level of study from which the student was excluded. The student may resume the study for a semester no higher than the one from which the student was excluded.

16. A person who has been expelled from the list of students may apply to resume studies, provided that no more than five years have passed since the date of the final decision to expel the person. In exceptional cases, the Rector may grant permission to resume the studies to persons whose studies have been interrupted for a longer period.

17. If the student has unpaid liabilities towards the University, the student may be admitted only after these liabilities have been paid in full. If a student has been expelled as a result of failure to meet financial obligations to the University, resumption may take place if the obligations to the University have been settled.

## **§ 24**

1. A Student may transfer from another course of study at the University, or another institution of higher education, including a foreign institution of higher education, with the consent of the Rector or a person authorized by the Rector if the student has fulfilled all obligations under regulations in force at the organizational unit or institution of higher education that the student is leaving.

2. The Rector or a person authorized by the Rector, in consultation with the Dean's Office, designates for the student the curriculum differences and the time to compensate them.

3. In the case of transfer from another course of study at the University or another institution of higher education, a student may apply for credit for a course based on previous achievements; for this purpose, the following rules for transferring grades are established:

- 1) A student submits an application to the Dean's Office for the transcription of grades from specific courses in which they have earned a passing grade. The application must be accompanied by the student's academic progress record, transcript of academic record, or a copy of a page from the student's transcript of records confirming the student's identity and pages with credit transcripts with information about the form and number of hours of the course, and ECTS credits earned.
- 2) The application must be submitted to the Dean's Office by the 15<sup>th</sup> of November for the winter semester or the 31<sup>st</sup> of March for the summer semester.
- 3) Until a decision is rendered, the student should attend classes as scheduled.
- 4) The transcription of grades from courses with similar titles, learning outcomes, and the number of hours completed requires the approval of the course manager or the class instructor for the course.
- 5) In the case of courses with divergent names and curricular contents, incompatibilities in terms of the hours required for completion, and the course's mode (exam or credit), the course manager can request an opinion on the application from the instructor responsible for the class.
- 6) A student may apply for the transcription of a grade from a course already passed at another university, another field of study, and degree level; however, a grade passed at the first-cycle study level cannot be transcribed to the second-cycle study level.

- 7) The Dean shall decide the grade to be transferred.
- 8) In situations not provided for in this procedure, the Dean makes the final decision about the procedure and resolution of the case.
- 9) After obtaining a positive decision, the student is obliged to inform the instructor responsible for the class about the approval obtained.
- 10) Entry of the grade in the USOS system is made by an employee of the Dean's Office based on the Dean's decision.

4. Applications submitted after the deadline (point 2) will be rejected.

5. A Student admitted to studies as a result of confirmation of learning outcomes, taking into account the individual organization of studies and academic supervision, pursue these studies under the conditions established by the Rector's order.

## **§ 25**

1. A student may be granted a leave of absence by the Rector/person authorized by the Rector

2. in the following cases:

- 1) sick leave – in the case of long-term illness confirmed by a medical certificate,
- 2) personal (compassionate) leave - due to exceptionally important documented circumstances, recognized by the Rector or a person authorized by the Rector as justifying its granting (e.g., childbirth, military service, difficult financial situation, etc.) or during the time of awaiting the repeat of a semester,
- 3) scientific leave – in the case of studying, taking up an internship, or training abroad in an organized form or a form supported by the University.

3. The leave of absence is granted after submitting a written application by a Student.

4. An exception is a personal leave for waiting to retake a semester. In such a case, the Rector/person authorized by the Rector may decide to direct the student for the leave without the student's application.

5. A Student may apply for short-term or long-term leave. Short-term leave is granted for one semester, and long-term – for two semesters. In special cases, the long-term leave may be prolonged to four semesters.

6. During the period of leave from classes, the student shall retain student rights unless separate regulations provide otherwise.

7. With the consent of the Rector / a person authorized by the Rector during the leave, a Student may pass unsatisfied courses from previous semesters (conditional credits, curriculum differences, etc.).

8. The leave should not comprise periods before the submission of the written application by a student.

9. Granting leave delays the due date of planned completion of the studies.
10. Before finishing the leave, a student must apply in writing to the Rector/person authorized by the Rector to get enrolled for the semester. The lack of such an application results in excluding a student's name from the register of students for the failure to enroll.

## **§ 26**

1. The Rector or a person authorized by the Rector excludes a Student from the list of students in case of:
  - 1) failure to enroll;
  - 2) resignation from studies;
  - 3) failure to submit the diploma thesis or the diploma examination on time;
  - 4) punishment with the disciplinary penalty of expelling from University.
2. Failure to enroll in the course of study referred to in section 1(1) shall be recognized if:
  - 1) the student of the first year failed to attend any classes and does not excuse the absence within three weeks of the start of classes, or three consecutive conventions in the case of a part-time student;
  - 2) the student of the first year failed to pick Student's ID Card within two months from enrolling and was unable to pay a tuition fee in due time;
  - 3) the student returning from leave failed to meet the condition referred to in Section 25, paragraph 8.
3. The Rector or a person authorized by the Rector may remove a Student from the register of students in the case of:
  - 1) the student is not attending mandatory classes;
  - 2) the student is not making progress in studying;
  - 3) the student is failing to obtain semester or year credits before a specified time;
  - 4) the student is failing to pay tuition fees.
4. Lack of progress may be determined when the degree of completion of the program of the study precludes the student from being enrolled in the next semester. Lack of academic progress is also determined when a Student fails to request in writing to be registered for a semester after the end of a leave of absence.
5. The expulsion from the list of students shall take place by means of an administrative decision.

## **12. Graduating**

### **§ 27**

1. In order to graduate and receive a diploma of graduation, it is necessary:
  - 1) to achieve the learning outcomes specified in the curriculum associated with at least:
    - a) 180 ECTS credits – in the case of the first cycle degree program,
    - b) 90 ECTS credits – in the case of the second cycle degree program,
    - c) 300 ECTS credits – in the case of the uniform cycle degree program lasting 9 or 10 semesters,
    - d) 360 ECTS credits – in the case of the uniform cycle degree program lasting 11 or 12 semesters;
  - 2) passing diploma examination in the form provided in the curriculum;
  - 3) gaining a positive evaluation of the diploma thesis – in the case of the second-cycle degree program and uniform degree program, and in the case of the first cycle degree program, insofar as this is provided for in the curriculum.
2. A diploma thesis (Bachelor's / Engineer's / Master's thesis) - provided that it is stipulated in the curriculum - is an independent study of a scientific, artistic, or practical problem or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies in a given field, level, and profile, as well as the ability to analyze and make conclusions independently.
3. Project (Bachelor's / Engineer's), if provided for in the curriculum, is an independent study (description, explanation, solution) of a task (specific problem, topic, issue), the application of which leads to a measurable, practical effect, confirming the acquisition of skills specific to the studied major.
4. If the diploma thesis/ project is in a written form, the University checks it before the diploma examination using the Uniform Anti-Plagiarism System. The Rector, in a distinct regulation, determines a detailed procedure.
5. Reviews of the diploma thesis and project are public.
6. Paragraph 5 shall not apply where the obligation of legal secrecy covers the diploma thesis or a project.
7. The date of completion of studies is the date of passing a diploma exam.
8. The Student should take the diploma exam by the end of the last semester of study - by the 30<sup>th</sup> of September if the last semester of study is in the summer semester, and by the 15<sup>th</sup> of March if the last semester of study is in the winter semester.
9. A Student who has obtained all the pass grades required by the curriculum and has not taken the diploma examination by the date set in paragraph 8 shall be removed from the



register of students for failure to submit the diploma/project paper or the diploma examination by the due date.

9. A Student who has been expelled from the register of students for failure to submit the diploma/project paper or the diploma examination by the due date has the right to take the diploma examination within one year of the date of completion of the degree program provided for in the student's plan of study. After that date, the student must resume their studies according to the rules outlined in Section 23, paragraph 5.

10. The Student referred to in paragraph 9 must resume their studies before taking the diploma examination. In this case, the student will not be assigned curriculum differences.

11. The entitlement referred to in paragraphs 9 and 10 is not granted to the Students of courses that will no longer be provided in the following semester. In this case, the student shall take the diploma examination by the date set forth in paragraph 8.

## **§ 28**

1. The diploma thesis (Bachelor's / Engineer's / Master's) or the diploma project (Bachelor's / Engineer's) referred to in Section 27, paragraphs 2 and 3 shall be an independent Student's elaboration/work according to the course of study.

2. The diploma thesis or project, if provided for in the curriculum, shall be prepared by the student under the direction of an academic teacher holding at least a doctoral degree, hereinafter referred to as the Diploma Tutor or Promoter.

3. In exceptional, justifiable cases dictated by the specifics of the course of study, a person with a Master's degree may become the Diploma Tutor or Promoter for the first-level course of study upon the approval of the Dean. In addition, in justified cases, the diploma thesis may be conducted in cooperation with a specialist practitioner.

4. In justified cases dictated by the specificity of the course of study, it is allowed to do the diploma or a project work under the direction of the Promoter with the support of an Assistant Promoter.

5. Upon the consent of the Dean, a student may write a diploma thesis or diploma project under the supervision of a teacher outside the University.

6. The Dean shall determine rules, procedures, and the appointment date or change the Promoter.

7. In determining the topic of the thesis, the student's academic interests and, in the case of a working student, the needs of the workplace should be taken into consideration.

8. The Dean's Convention approves thesis and project topics and their changes.

9. The diploma thesis/ project is the subject of discussion and evaluation during the diploma examination.
10. Diploma thesis evaluation is performed by a Diploma Tutor/Promoter and one reviewer holding at least a doctoral degree. In justified cases dictated by the specificity of the course of study, it is permissible, with the consent of the Dean, to appoint a person with a Master's degree as a reviewer of the diploma or project work.
11. The diploma paper may be prepared in a foreign language with the consent of the Diploma Tutor / Promoter.
12. The Rector or a person authorized by the Rector may determine detailed rules for organizing diploma examinations in force at the University.

## **§ 29**

1. If the reviewer's evaluation is negative, the Rector or a person authorized by the Rector shall appoint a second reviewer. A positive assessment by the second reviewer shall replace a negative evaluation by the first reviewer.
2. In the case of a second negative assessment of the written diploma paper from a second reviewer, the student is referred to repeat the diploma/project seminar in the last semester of study.
3. If the curriculum for the semester in which the student will be enrolled differs from the curriculum the student has previously completed, the student must also complete the resulting curriculum differences.
4. Unless otherwise specified in the curriculum, the graduation examination shall be held before a committee consisting of the faculty manager or designee as chairperson, Diploma Tutor/Promoter, and reviewer. The course manager may designate additional committee members.
5. The diploma examination may be conducted outside the premises of the University or outside its branch using electronic means of communication, ensuring in particular: real-time transmission of the diploma examination between its participants, multilateral real-time communication whereby the participants of the diploma examination may speak during the examination while observing the necessary rules of security.
6. At the request of the student or Diploma Tutor / Promoter, an open diploma examination may be conducted. An application should be submitted at least 30 days before the planned examination date. The Rector / a person authorized by the Rector announces the date and thesis topic to the public. Detailed rules of conducting such examinations are determined by the Rector / a person authorized by the Rector.

7. The graduation examination of individuals with disabilities will be held in a setting that meets their specific needs.
8. If a diploma paper or a project provided for in the curriculum has been prepared in a foreign language, the diploma examination may also be conducted in a foreign language. Consent to conduct the examination in a foreign language is given by the Rector / a person authorized by the Rector upon the application of the Student or the Diploma Tutor / Promoter. In the case of studies conducted in a foreign language, such consent is not required, and the examination is conducted in the language of the studies.
9. At the diploma examination, the student should confirm the achievement of learning outcomes set out in the curriculum for the course of study, as well as knowledge of issues related to the topic of the diploma/project work, if provided for in the curriculum.
10. The Rector's regulation includes detailed rules for conducting diploma examinations.

### **§ 30**

1. When a Student obtains an unsatisfactory grade for their diploma examination, it is necessary to retake the exam. The Rector/person authorized by the Rector shall appoint the date of retaking the examination and determines the line-up of the examination board. The representative of the student may be present at the examination. The retaking should be held during the 30 days following the failed exam.
  - 1) In the case of gaining a second negative grade of a diploma thesis/project by the second reviewer, the student shall repeat the diploma seminar in the last semester of studies.
  - 2) If the semester's curriculum for which the student is registered differs from the plan the student had carried out earlier, the student shall complete curricular differences.
2. The basis for calculating the average overall grade consists of:
  - 1) the arithmetic average of all the grades obtained during the whole study,
  - 2) the grade obtained of the diploma or project work, if it is provided for in the curriculum,
  - 3) the grade obtained for the diploma examination.The final grade consists of  $\frac{1}{2}$  of the arithmetic average of the grade mentioned in point 1, and  $\frac{1}{4}$  of the grade mentioned in points 2 and 3. If the curriculum does not include writing a diploma thesis, the final grade consists of  $\frac{1}{2}$  of the arithmetic average of the grade mentioned in point 1 and  $\frac{1}{4}$  of the grade mentioned in point 3.
3. The final result of the course of study shall be entered in the diploma of graduation based on the grade calculated in accordance with paragraph 2:
  - 1) from 3,24 - satisfactory (3,0),

- 2) from 3,25 to 3,74 - better than satisfactory (3,5),
  - 3) from 3,75 to 4,24 - good (4,0),
  - 4) from 4,25 to 4,74 - better than good (4,5),
  - 5) from 4,75 - very good (5,0).
4. In particularly justified cases, the examination board may lower or raise the grade described in paragraph 3 by one grade to the maximum.
  5. The examination board may also submit proposals to grant a diploma with distinctions if the student fulfills the following conditions:
    - 1) gained an overall average grade of at least 4,71,
    - 2) diploma/project thesis and diploma examination has been graded as very good,
    - 3) one of the grades mentioned in points 2 and 3 deserves to be considered distinctive.

### **§ 31**

The Graduate shall obtain a diploma of completing higher education in the field of study and a profile confirming higher education and the professional credentials:

- 1) Bachelor, Engineer, or equivalent education on the same level – in the case of the first cycle degree;
  - 2) Master, Master Engineer, or equivalent education on the same level – in the case of second cycle studies or uniform master studies.
2. Within 30 days from the date of completing higher education studies, the University shall issue a diploma to the Graduate together with a diploma supplement and two copies of the diploma, including, at the written request of the Graduate - a copy in a foreign language.

### **§ 32**

1. Documents issued regarding student's records or completing studies intended for legal relations abroad are certified at the request of the person concerned.
2. Certifying involves the authenticity of the signature and carried function of a person signing a document and the identity of the university stamp of which a document is sealed.
3. The director of the National Agency for Academic Exchange shall certify:
  - 1) ) diplomas of higher education and supplements to diplomas;
  - 2) certified copies of documents, referred to in point 1, including certified copies in foreign languages;
  - 3) duplicate documents, referred to in point 1;
  - 4) a certificate of completion of studies.
4. A fee shall be charged for certification.

## **13. Final Provisions**

### **§ 33**

1. Provisions of Act on Administrative Procedure Code of 14<sup>th</sup> June 1960 (Journal of Laws of 2018, item 2096) and provisions concerning appeals against administrative decisions shall apply to decisions taken by the university bodies concerning individual matters of students and supervision of the activity of university student's organizations and the Student Government Board.
3. The decisions given by the Rector at the first instance shall be final. In that case, the relevant provisions of the Administrative Procedure Code Act (request to review the matter) of 14<sup>th</sup> June 1960 shall apply.
4. This Regulation shall enter into force on the day of the beginning of the academic year 2022/2023.
5. The Regulation Governing Higher Education Studies – First Cycle and Second Cycle Studies and Uniform Master Studies adopted by the Resolution 41/2021 of the Senate of the University of the Lower Silesia of 23<sup>rd</sup> April 2019 is repealed on the date on which this Regulation enters into force.
6. This Regulation is written and executed in the Polish language. Any translation into any other language shall not be an official version of the Regulation, and in the event of any conflict in interpretation between the Polish version and such translation, the Polish version shall prevail.