

Directive nr 89/2006
of the Rector of the University of Wrocław
dated 3 July 2006

on the implementation of the Regulations of Studies at the University of Wrocław

Pursuant to article 66 rule 2 of the Higher Education Act of 27 July 2005 (Journal of Laws nr 164, item 1365 as amended) and the Act nr 65/2006 of the Senate of the University of Wrocław of 10 May 2006, it is ordered as follows:

§1. As of 1 October 2006 the Regulations of Studies at the University of Wrocław are introduced as specified in the Appendix to this directive.

§2. Heads of the organizational units shall respect the above mentioned Regulations.

§3. Vice-rector of the department of teaching shall supervise the execution of this directive.

§4. The following directives become null and void:

1. directive nr 35/2001 of the Rector of the University of Wrocław dated 6 July 2001 on the introduction of the Regulations of Studies at the University of Wrocław,
2. directive nr 9/2002 of the Rector of the University of Wrocław dated 15 March 2002 introducing amendments to the Regulations of Studies at the University of Wrocław.

§5. This directive shall be effective as of the date of signing.

(Organization Department -2006)

Regulations of Studies at the University of Wrocław

VOWS

In my capacity as a student of the University of Wrocław I do hereby vow to:

- acquire knowledge and skills,
- behave in accordance with the laws, traditions and good academic customs,
- preserve the good name of the University of Wrocław and be on guard of student dignity.

I. General provisions

§1

1. Regulations of Studies at the University of Wrocław hereinafter referred to as the Regulations apply to stationary and non-stationary undergraduate, two-year graduate as well as five-year graduate studies.

2. Rules and conditions of admission to studies are laid down in the Higher Education Act of 27 July 2005 and in the acts of the Senate of the University of Wrocław.

3. On matriculation and the vowing ceremony held in the presence of the rector or the dean candidates are admitted to studies at the University of Wrocław (hereinafter referred to as the University) and acquire student status. Following matriculation the student receives an index book and a student ID card. An index book - a document confirming the course of studies - is in the possession of the student and should be returned on the interruption or completion of studies.

4. The rector is in charge of all students whereas the dean is in charge of the students within a given faculty. Vice-rectors are authorised to act on behalf of the rector whereas vice-deans on behalf of the dean in compliance with the powers delegated to them. On consulting the faculty board the Dean may delegate certain powers regarding organisational matters or the course of studies to the head of the academic unit conducting its own faculty or a specialisation within this faculty. In case of interfaculty studies the responsibilities of the dean shall be taken over by the director of these studies.

5. Any decisions of the dean regarding students as specified in these Regulations may be appealed against to the rector.

6. On consulting an authorised unit of the Student Board the dean may appoint the year tutor or the tutors of student groups from among academic teachers.

7. The dean is eligible to change the year tutor at the request of an authorised unit of the Student Board and the head of the academic unit.

8. The responsibilities of the tutors are as follows:

-to inform students about their rights and duties and to advise them on all matters related to the course of their studies

- to co-operate with the representatives of the appropriate unit of the Student Board and in particular with the prefects, the management of the institute (department) and the dean.

§2

1. The sole representative of all students of the University is the Student Board.
2. The Student Board shall act in compliance with the Act and the Statute of the University of Wrocław.
3. Units of the Student Board are eligible to take a stand on all matters related to students as well as to act accordingly as specified in the Regulations of the Student Board of the University of Wrocław.
4. The year or the group prefect is the representative of the year or the group respectively. Election procedures of the prefect as well as her/his rights and duties are laid down in the Regulations of the Student Board.

§3

Student organisations at the University are eligible to file petitions to the appropriate units of the Student Board and the authorities of the University in the matters related to studies.

II. RIGHTS AND DUTIES OF STUDENT

§4

1. Students are eligible to:

- 1/ acquire knowledge within a selected faculty of studies, cultivate their academic interests and for this purpose make use of all resources available at the University,
- 2/ participate in extra-curricular classes as specified in these Regulations,
- 3/ take up more than one faculty also at other academic institutions including foreign ones as specified in these Regulations,
- 4/ participate in the research carried out at the University and join academic circles,
- 5/ cultivate cultural, tourist and sport interests and for this purpose make use of all equipment and resources available at the University as well as be assisted by academic teachers and the authorities of the University,
- 6/ join the existing student organisations and establish new ones,
- 7/ elect representatives and stand for elections to the Student Board and other collegiate units of the University,
- 8/ participate in elections to the authorities of the University as specified by the Statute of the University of Wrocław,
- 9/ file petitions to the authorities of the University regarding programme of studies, curriculum, matters related to the educational process as well as social and financial conditions of the students,

- 10/ co-participate in collegial decisions taken by University units via representatives- members of these units,
- 11/ obtain credits or take examinations prior to the dates specified in the programme of studies as well as obtain credits accordingly with the rules of the individual study system as specified by the faculty board,
- 12/ have an individual study system and curriculum as specified by the faculty board,
- 13/ interrupt studies as specified by these Regulations,
- 14/ change the faculty or the academic institution,
- 15/ change the study system as specified by the faculty board,
- 16/ be granted scholarships and other grants as specified by the separate regulations,
- 17/ undertake any such forms of gainful employment that do not collide with their basic student responsibilities,
- 18/ free medical care and healthcare,
- 19/ receive awards and distinctions for good results and achievements in education, sport and organisational activity,
- 20/ organise on the University premises assemblies, manifestations, protests or strike actions under the provisions of the Act and the Statute of the University of Wrocław,
- 21/ express their opinions about the classes and the teaching methods of the instructors in compliance with the rules laid down by the Student Board and the rector,
- 22/ file complaints about the decisions of the authorities of the University.

§5

Students are obliged to behave in accordance with the vows, the regulations and other provisions binding at the University and in particular:

- 1/ to duly acquire knowledge and skills as specified in the programme of studies,
- 2/ to participate in courses to obtain credits on a timely basis and to take examinations and to fulfil all duties specified in the programme of studies as well as in the curriculum,
- 3/ preserve the good name of the University and be on guard of student dignity
- 4/ to respect other students, employees, and University authorities,
- 5/ care about and make proper use of resources available at the University,
- 6/ to pay tuition fees on the timely basis if such fees are specified in the appropriate regulations,
- 7/ to familiarize themselves with the acts and decisions of the authorities of the University related to the course of study,

8/ to immediately notify the dean's office of changes to the name, marital status, address and of additional faculties taken up and such changes to the financial status that may affect the grant as well as the scope of the financial help.

§6

The student is liable to the disciplinary committee or student arbitration court in compliance with the provisions of the Act and the Statute of the University of Wrocław for any actions deemed to be beneath student dignity,

III. ORGANISATION OF ACADEMIC YEAR

§7

1. The academic year lasts from 1 October till 30 September of the subsequent year and comprises Two semesters –winter and summer. The semester comprises the period of classes, the examination session, winter and semester break and holiday break.
2. Classes within one semester last 15 weeks. If petitioned so by the faculty board this period may be changed by the rector before the semester begins.
3. Detailed organisation of the academic year shall be specified by the rector and the student board and shall be made public not later than 30 June of the previous academic year.
4. In special circumstances the rector announces the rector's days or hours, whereas the dean announces the dean's hours during which classes are cancelled. The decision about the make-up of the dean's hours is taken by the dean.

IV. PROGRAMMES OF STUDIES, CURRICULA, AND ORGANISATION OF EDUCATION

§8

Education at the University of Wrocław is divided into stationary and non-stationary studies(evening, extramural and external studies).

§9

1. The University offers undergraduate studies (bachelor or engineering), two-year complementary graduate studies, five-year graduate studies, doctoral studies and postgraduate studies. The rules for doctoral and postgraduate studies are laid down in separate regulations.
2. Undergraduate studies shall be completed with a diploma examination and admission to the degree of Bachelor or Engineer. Two-year complementary graduate studies as well as five-year graduate studies shall be completed with a diploma examination and admission to the Master's degree.

§10

Programmes of studies as well as curricula at the University are based on the system of accumulation of points as well as student credit transfer referred to as ECTS (European Transfer Credit System).

§11

Studies shall be conducted in accordance with the programmes of studies and curricula approved by the faculty boards as well as the directives of the Senate of Wrocław University upon consulting authorised student board in University bulletins and at local Internet sites. Programmes of studies and curricula comprise and determine:

- 1/ the structure of studies as well as the period of their duration
- 2/ graduate's qualifications
- 3/ plans of studies as divided into semesters and years being the basis of semester schedules made public by the dean.
- 4/ the list of courses with detailed information about them including:
 - a) course realization methods – types of classes with time of duration,
 - b) type of course (compulsory, elective),
 - c) admission regulations to the selected courses (if applicable),
 - d) the language of the course instruction (if not Polish),
 - e) contents of the course,
 - f) knowledge and skills essential to pass the course,
 - g) the form of testing,
 - h) related literature of the course,
 - i) the number of ECTS points pertinent to a given course,
- 5/ rules for holding diploma examinations (undergraduate, engineer, and graduate) and their scope,
- 6/ record of professional training.

§12

Rules of studies at interfaculty colleges as well as programmes of studies are laid down by the college boards.

§13

The introduction of programmes of studies as well as curricula shall be supervised by the dean.

§14

The detailed schedule shall be made public to students not later than 3 working days before the date the semester starts.

§15

Within a semester schedule of stationary studies the limit of classes within one week shall not exceed 30 hours. This does not apply to professional training and field classes.

§16

1. Within 14 days of the beginning of the semester the instructor is obliged to present students with the course syllabus, related literature and the form of assessment as well as other requirements that need to be satisfied for credit or examination pass.
2. Requirements for receiving the credit from laboratory classes and workshops are laid down by the academic units in question.

§17

1. Education at the University of Wrocław shall be in the form of lectures and classes (including seminars, tutorials, workshops, language courses, workshops, laboratories, field classes and professional training).
2. Lectures are open to public.
3. Classes for students are organised in groups. The number of participants in a group is determined by the dean with the exception of Physical Education, foreign language courses, and pedagogical training in which case limits of participants are determined by the rector.
4. Students shall participate in classes in accordance with the rules laid down in the respective programmes of studies and curricula.
5. With the dean's consent and under conditions specified by separate regulations, secondary school students together with their tutors are allowed to participate in classes.

§18

1. With an exception of first-year students, students are eligible to select a group and a course instructor unless the dean decides otherwise.
2. If the number of entries exceeds the permitted limit of participants, admissions are decided on by the instructor unless the faculty board decides otherwise.
3. Rules regarding group changing shall be laid down by the dean.

§19

Rules of participation as well as credit verification procedures are specified in the programmes of studies and in the regulations of professional training.

V. CREDITS AND EXAMINATIONS

§20

1. Detailed organisation of the examination session is to be specified by authorised units working in cooperation with the dean as well as representatives of the student board and is to be made known to students of stationary studies not later than 14 days before the date the examination session begins, and in the case of non-stationary students not later than 30 days before the date the examination session begins.
2. The number of examinations as outlined in the plan of studies shall not exceed 8 throughout the whole academic year and 5 in the examination session.
3. The instructor is the examiner. In special circumstances the examiner is appointed by the dean or by the head of the academic unit in question.
4. The examiner may grant the student the permission to take an examination on condition that s/he presents an index book along with examination card including, in special conditions, the student's ID.

§21

1. The instructor conducting a lecture or class that is not completed with an examination shall give credits to students prior to the date the examination session starts. In justified circumstances, the student is eligible to apply for the index book submission deadline to be extended. The application shall be submitted to the head of the academic unit.
2. If classes of the same course are conducted by 2 or more instructors, the credit is granted by the person indicated by the head of the academic unit.
3. The student who hasn't received the credit from the course prior to the date of the examination, where receiving such credit is an absolute pre-condition for the admission to the examination, misses the examination take. In exceptional cases it is the dean who may restore the student's right to take the examination.
4. The student is eligible to apply for the course credit to be given at an earlier time than officially scheduled. It is the course instructor who decides on the form of credit assignment.

§22

1. The student who questions the legitimacy of the decision about the credit received or credit refusal is eligible to appeal to the head of the proper academic unit within 3 working days from the date when the disputed credit was received or the credit was denied to be granted.
2. In the event of the recognition of legitimacy of the appeal, the head of the unit orders the credit verification procedure where the student's results are verified before a specially appointed board. The board is comprised of: the head of the unit, the course instructor or some other expert in the field. The student is eligible to apply for the credit verification procedure to be held in the presence of an academic teacher indicated by him/her or a representative of the student's union.

3. The grade received during the aforementioned credit verification procedure invalidates the disputed credit and is tantamount to finally crediting or non-crediting an appropriate course.

§23

1. The student participating in research works or scientific camps is entitled to receive the credit from a particular course or a professional training provided their contents is related to the conducted research.

2. Decisions regarding the aforesaid credits are taken by the head of the proper academic unit.

§24

1. The examination is a basis for the verification of academic progress specified in the course syllabus. The examination may be conducted in a written form, in the oral form or in the both of the aforementioned forms.

2. To be eligible to take an examination the student is obliged to obtain credits from all courses listed in the programme of studies and the curriculum.

3. Examinations in an examination session shall be conducted and held under the provisions of §20. The student is allowed to request the examiner to conduct an examination an earlier date.

4. The student is eligible to take one make-up examination in a given course.

5. Make-up examinations after the winter semester shall be held within two weeks of the date the examination session ends and in the summer semester till September, 24.

6. Absence of the student on the examination day shall be excused either by an examiner or the head of the academic unit in question on condition that an appropriate application has been submitted within 7 days of the examination date.

7. I the event of an unexcused absence on the examination date or make-up examination date, the student is eligible to retake this examination. The date of the examination is to be indicated by the examiner or the dean.

9. The student is eligible to have an access to his/her examination paper at the place and date indicated by an examiner within two weeks of the date of written examination results are announced. Written examination papers shall be deposited in the Institute (department) for the period of the period of one year of the examination date.

§25

1. In the event of any doubts regarding the examination procedure, the student is eligible to submit to the dean a well-founded application requesting permission to take an examination before a specially appointed board.

2. if the dean finds the application legitimate, the dean orders as follows:

1/ regarding a written examination - a board-assisted verification of the paper or an oral examination before a specially appointed board,

2/ regarding an oral examination – permission to take the oral examination before a specially appointed board.

The examination board is to be appointed by the dean. The board shall consist of: the dean as the chair, an examiner, and another expert in a given or related course. If requested so by the student, the examination may be conducted in the presence of an academic teacher or a student union's representative indicated by the student himself/herself.

3. Examination before a specially appointed board shall be held within 7 days of the date the application has been submitted. During the oral examination, questions shall be drawn and the person who was in charge of the disputed examination is not allowed to be in charge of the board during the current examination.

4. The dean may hold an examination before a board if s/he deemed the examination procedure to be unfair to the student. The examination before a specially appointed board may also be held at the request of the examiner or an authorises unit of the student board.

5. The final grade for an examination before a specially appointed board nullifies a disputed grade and constitutes a basis for passing or failing a course in the examination session.

§26

In special circumstances is the dean or the rector allowed to hold a retake written examination for a group of students or for the whole year.

§27

1. Examinations at the University of Wrocław should be graded according to the following scale:

1/very good –(bdb) -5,0

2/ plus good (+db) – 4,5

3/ good (db) – 4,0

4/ plus satisfactory (+dst) – 3,5

5/ satisfactory (dst) – 3,0

6/ fail (ndst) -2,0

2. A failing grade or no entry in the index book are equivalent to a failure to pass the course.

3. The student is obliged to submit the index book and the examination card while attempting a credit or taking an examination. An instructor giving credits or examiner puts the grade (in words - (full name) or in an abbreviated form or in numbers)) and the day when the examination has been held. Finally s/he confirms this with his/her handwritten signature.

4. Instructors giving credits or examiners are obliged to put the grades into protocols.
5. Instructors giving credits or examiners are obliged to submit protocols to the dean within the dates indicated by the dean.

§28

Once credited, the course is not subject to any reattempts at crediting by the student. The dean may waive this rule in the case of student reactivation to studies.

VI. TRANSFER UP TO A HIGHER SEMESTER, REPETITION OF COURSES OR SEMESTER

§29

Crediting period amounts to one semester of studies. The faculty board may decide that the crediting period be extended to one year of studies for non-stationary students.

§30

1. The basis for receiving the semester (yearly) credit is that the student obtains credits from all of the courses envisaged in the semester (yearly) plan of studies or that s/he collects 30 (60) credit points for the courses as specified in the programme of studies or others recognized by the dean.
2. The faculty board may lower the minimal conditions for receiving the semester (yearly) credit including the amount of the permitted deficit of points.
3. The student of Wrocław University who has been directed to study at some other university abroad or in Poland is given the credit on the basis of points s/he has received there in accordance with the rules of ECTS system. The basis for receiving the semester credit in such situation is the student's compliance with the requirements specified in "Programme of Courses Agreement".
4. The student is obliged to submit an index book together with an examination card to the dean's office within three working days of the end of make-up examination session.
5. The semester credit is given by the dean. Receiving the semester credit enables the student to enrol for a higher semester.

§31

1. The student who has not fulfilled the conditions specified in §30, rule 1 and 2 may be enrolled again for the same semester (year).
2. The faculty board specifies the minimal number of points for the student to collect in order to obtain the permission to be enrolled again for the semester. Failure to comply to this condition shall be interpreted as equivalent to the lack of student's academic progress and shall result in the loss of student status.

3. Another failure to comply with semester (yearly) credit conditions shall be interpreted as the lack of student academic progress and shall result in the loss of student status.

4. The student who has not fulfilled the conditions of enrolment for a higher semester (year) may apply for:

a) repeating the failed courses and simultaneously continuing studies at a higher semester (year),

b) repeating the failed courses and simultaneously continuing studies at a higher semester (year) within the scope of selected courses,

c) repeating the failed courses.

An appropriate application should be submitted within the period specified in §30, rule 4.

5. The decision regarding matters specified in rule 4 is taken by the dean after consideration of the type and cause of arrears in studies.

6. The student is obliged to receive the credit from the failed course at the nearest possible time.

7. Repeating the courses due to non-satisfactory academic achievements is payable as specified in the directive of the rector. Tuition fees are determined by the Senate no later than three months prior to the beginning of an academic year.

8. The right to be granted financial help in the case of the student who has been enrolled for the same semester is specified in separate regulations.

VII. CHANGES IN THE COURSE OF STUDIES

§32

1. The student is allowed to study according to the individual study system and curriculum as specified by the faculty board.

2. The student has an opportunity to individualise programme of study via the selection of courses that make up the required number of credit points. The aforementioned selection should be made and presented with the dean for approval within 10 working days from the beginning of the semester.

§33

In special circumstances the dean may agree that the student collect credits from selected courses on an external basis. The premises that lead to such a decision include: studying at two faculties at the same time, necessity to reconcile studies with professional work, family situation, health problems, etc.

§34

1. With the dean's consent, the student is eligible to participate in courses that fall outside the scope of his/her faculty and collect credits in the index book. The dean decides whether the courses shall be interpreted as an integral part of studies or shall be deemed as only extracurricular.

2. Extracurricular courses shall be recorded with a special annotation in an examination card and index book after the dean's approval. Points and grades received from extracurricular courses are not considered for the final calculation of study course, however, they are noted down in the diploma supplement.

3. The student's participation in closed courses that fall outside the scope of his/her faculty is possible subject to the consent of the head of an academic unit which runs these courses.

§35

1. After receiving credits for two semesters of study the student is eligible to (within the bounds of the University):

- 1/ take up simultaneous at an extra faculty, speciality or specialisation,
- 2/ transfer to a different faculty or speciality,
- 3/ change the form of study as specified by the faculty board

2. In the event of any changes to the study system, the dean specifies the differences resulting from the programme of studies as well as dates and form of making them up.

3. Taking up parallel studies and the change of the faculty of studies are possible subject to the consent of the dean representing the host unit and informing the dean of the home unit.

§36

1. The student is eligible to transfer to a different academic institution provided s/he has settled financial obligations and fulfilled all duties towards the University.

2. Fulfilment of duties towards the University is asserted by the dean.

§37

1. Transfer from a different institution (in the country or abroad) to studies at the University of Wrocław is possible but only prior to the beginning of the semester (year). This is however on condition that all duties specified by that institution have been fulfilled by the applicant, including the preservation of the student status.

2. The student who is expected to have gained credits from at least two semesters of study in the institution s/he leaves. Transfer from one institution to another after the student has received credits from one semester is possible only in special circumstances.

3. The permission to admit the student from a different institution to the University of Wrocław is granted by the dean of an appropriate faculty.

4. Granting the permission described in rule 3, the dean confirms the hitherto academic achievement of the student (stated in ECTS points as well) and gives appropriate credits. This gives the dean the

basis for specifying from which semester the student begins his/her studies as well as determining curricular differences and dates of their compensation.

5. The basis for determining curricular differences is laid down in the educational standards relevant to a proper faculty.

§38

1. The permission to an interruption in studies is granted by the dean at the request of the student. Interruption in studies are substantiated by *inter alia*: necessity to take up a temporary professional work, family problems, necessity to devote more time to parallel studies.

2. The student is denied student status in the period of the aforementioned interruption .

3. The dean may deny his/her consent to permit the interruption in studies if

1/ the interruption were to last more than two subsequent semesters,

2/ the student interrupted studies for the duration longer than two subsequent semesters.

4. The above mentioned restrictions do not apply to the interruption of studies caused by the military service.

5. The application for the interruption in studies shall be submitted before the date the semester (year) begins.

6. Interrupting studies in the course of the semester (year) is equivalent to repeating this semester (year).

7. The interruption in studies is to be noted down in the index book.

8. In the event of any changes made to the programme of studies as a result of which the student has already received credits from courses pertinent to a higher semester, the dean decides from which courses the student is to gain credits in order to make up the deficit of ECTS points and specifies the dates when the courses are to be credited.

§39

1. The student is eligible to be granted a semester or a yearly leave during which s/he preserves student status. The eligibility for financial help is specified in separate regulations.

2. The leave is granted by the dean on the basis of a well-justified request.

3. The leave shall be granted in the following cases:

1/ long-term illness

2/ child birth,

3/ delegating student by the University for training outside the University or for a similar purpose,

4/ other vital circumstances.

4. The leave should not cover the period prior to the date the application is submitted with an exception of a documented illness or child birth.
5. If the leave covers the period prior to the date the application is submitted, the student is exempted from the payment for repeating the course within this period.
6. Granting the leave defers the date of the planned completion of studies and shall be confirmed with an entry into the index book.
7. With the dean's consent, the student, while on leave, is allowed to participate in selected courses, to be given credits and to take examinations.

VIII. CROSSING OFF A LIST OF STUDENTS

§40

1. The dean crosses the student off a list of students in case
 - 1/ s/he has not taken up studies
 - 2/ s/he has given up studies
 - 3/ s/he has not submitted a diploma paper or a diploma exam within the specified period of time.
 - 4/ s/he has been disciplinarily punished and thus expelled from the University.
2. The dean is eligible to cross the student off a list of students in case
 - 1/ s/he has not manifested any academic progress,
 - 2/ s/he has not received the semester or yearly credit within the period specified in § 30, rule 4,
 - 3/ s/he has not made a payment for studies.
3. The dean, by way of appeal, may agree to admit a person crossed off a list of students to the same academic semester (year), provided no more than two weeks have passed from the date of the delivery of the decision.
5. The decision mentioned in rule 1 and 2 can be appealed against to the rector via the dean within 14 days from the date of the delivery of the decision. The decision taken by the rector is final.
5. The person who has been crossed off a list of students is obliged to settle financial liabilities towards the University prior to taking back personal documents submitted at the University.

§41

1. The person who has been crossed off the first year of studies whether undergraduate or 5 year graduate studies may take up studies again only via the recruitment procedure.
2. The dean may agree but only once to the reactivation of studies with all rights pertinent to the student status by the person who has been crossed off a list of students after s/he has received credits from the first year of studies.
3. Reactivation with all rights pertinent to the student status may occur prior to the beginning of the semester (year).
4. Taking the decision about the reactivation, the dean determines the student's hitherto academic achievements along with the collected ECTS points, the semester for which the student is to be enrolled as well as courses to be completed together with dates the credits should be obtained.
5. The person who has been crossed off the list of students on the grounds of § 40 rule 1, pt. 4 may be readmitted upon fulfilment of conditions specified in the regulations about the disciplinary proceedings.

IX. COMPLETION OF STUDIES

§42

Rules for the completion of undergraduate and five-year graduate studies as well as the form of a diploma examination are to be specified by the faculty board.

§43

1. The dissertation whether Bachelor/ Engineer or Master's hereinafter referred to as a diploma dissertation is prepared by the student under the supervision of the professor or an academic teacher with a post-doctoral degree. The dean may authorise the person with a doctoral degree to supervise a diploma dissertation or an expert from outside the University after consulting a proper faculty board.
2. The head of the academic unit pertinent to experimental faculties or those connected with field work may indicate, with the supervisor's approval, a person in charge of the diploma dissertation from among the employees of the unit. The task of the tutor is to assist in conducting an experimental part of the dissertation, solve technical problems and supervision over the safety of the student's work.
3. Master's dissertation topics approved by the faculty board should become known to students no later than three months prior to the completion of studies whereas Bachelor dissertation topics should become known to students two semesters prior to the completion of studies.
4. The diploma dissertation should manifest the student's ability to apply methods relevant to his/her scope of educational profile, knowledge of sources and literature of the subject matter, an ability to compose the dissertation in a logical, concise way.
5. The diploma dissertation may take the form of the work written within the framework of a student's scientific movement.

6. The diploma dissertation may be conducted outside the University of Wrocław with the dean's consent (this may concern a different Polish or foreign academic institution, Polish or foreign scientific centre, or any other unit dealing with scientific research).

7. The student may submit a diploma dissertation written in a foreign language with the dean's or the head of the unit's consent. The thesis written in a foreign language should include the title and summary in the Polish language. The faculty board may oblige students of the faculty or speciality to enclose with the dissertation the translation of the title of the thesis in English along with the summary in this language.

8. The student may change the supervisor of the dissertation with the dean's or the head of the unit's consent, provided this does not result in the prolongation of the diploma submission.

9. The diploma dissertation is to be evaluated by the supervisor and the reviewer. In case of a marked discrepancy regarding the assessment of the dissertation, the final decision is taken by the dean, who may consult the second reviewer in the matter. Provisions mentioned in rule 1 apply to reviewers accordingly.

§44

1. The student submits the diploma dissertation on the date agreed with the supervisor, no later than at the end of the last semester of studies.

2. In the event of the supervisor's long absence, the dean appoints a new supervisor of the diploma dissertation.

3. At the request of the supervisor or the student, the dean may put off the date of diploma submission for no longer than 3 months in the following cases:

1/ The student's long-lasting illness confirmed with a special medical certificate,

2/ failure to complete the diploma dissertation in due time for well-founded reasons independent of the student.

4. Within the period mentioned in rule 3, the student preserves the student status.

5. The student who fails to submit the diploma dissertation till the end of the last semester of studies is pursuant to §40 rule 1 point 3 is crossed off a list of students, however reserves the right to submit the diploma dissertation and take the diploma examination within two years of the date s/he has been crossed off a list of students.

§45

1. To be eligible to take the diploma examination, the student is obliged to:

1/ receive a passing grade from all compulsory courses and trainings as scheduled in the programme of studies of a given faculty or collect the number of ECTS points (recognized by the dean) as outlined in the standards for a given faculty subtracted by the number of points ascribed to the diploma dissertation and the diploma examination,

2/ to obtain at least satisfactory grade for the diploma dissertation if it is required by the curriculum.

2. The diploma examination shall be either in written or in oral form or in both of these forms and shall be held at the date indicated by the dean.

3. The examination is to be conducted before at least a 3-person board appointed by the dean. The board shall consist of the supervisor and reviewer(s) in case the diploma dissertation is scheduled in the curriculum. Either the dean or an academic teacher with a post-doctoral degree appointed by the dean is eligible to chair the board.

4. The diploma dissertation shall be conducted either in Polish or in a foreign language if scheduled so on the programme of studies. With the dean's consent the diploma examination may be conducted in a foreign language.

5. In case the student fails to pass the diploma examination or fails to take this examination at due date, the dean indicates another examination date. In case the student fails to pass the retake diploma examination, s/he shall be crossed off a list of students reserving the right, however, to take the examination within two years of the date s/he has been crossed off the list. The date of the examination shall be indicated by the dean.

§46

1. To be awarded with the diploma, the student must receive a minimum grade of 3,0 (satisfactory) for the diploma dissertation (if it is required by the curriculum) and must receive a passing grade for the diploma examination.

2. The final result shall be calculated on the basis of :

- arithmetic mean of grades received in the course of studies(barring annulled grades) –A,
- grade for the diploma dissertation – B
- grade for the diploma examination – C

3. The final result of undergraduate studies shall be calculated on the basis of the following formula: $3A/4 + (B + C)/8$. If the diploma dissertation is not required by the programme of studies, the final result is calculated on the basis of the following formula: $(3A + C)/4$.

4. The final result of five-year graduate studies as well as two-year graduate studies should be calculated on the basis of the following formula: $A/2 + (B + C) /4$.

5. The final result of studies should be put down into the diploma and approximated accordingly with the following principle:

- up to 3,25 – satisfactory (3,0)
- from 3,26 till 3,74 – plus satisfactory (3,5)
- from 3,75 till 4,24 –good (4,0)
- from 4,25 till 4,74 –plus good (4,5)

- from 4,75 –very good (5,0)

In case of any other certificates, the final result should be calculated in compliance with the provisions of rules 3 and 4.

6. The examination board may raise the result of studies mentioned in rules 3 and 4 by 0,5 if the student receives the grades of 5,0 (very good) for both of the diploma dissertation and the diploma examination.

§47

1. The diploma granted to the graduate upon the completion of studies confirms the completion a of a given faculty.

2. The graduate must fulfil all financial and other material liabilities to the University prior to the collection of the diploma.

X. OTHER PROVISIONS

1. Any decisions regarding students as specified by the provisions of these Regulations shall be taken by the dean on his/her own initiative or at the written request of the student.

2. The petition mentioned in rule 1 shall be submitted to the dean's office within the deadline specified in these Regulations or announced by the dean.

3. Any decisions taken by the dean regarding:

- crossing the student off al ist of students
- readmission
- transfer from other academic institutions
- admission to an additional faculty

shall be in writing and duly delivered or else shall be deemed invalid.

4. The student shall be notified of any other decisions of the dean in person or by telephone as soon as possible. The date and notification of the dean's decision is to be recorded in the student's file. The decision shall be deemed delivered on the date of notification.

5. In the event of any queries the student has the right to receive the decision in writing.

6. Dean's decisions can be appealed against to the rector via the dean within 14 days of the date of delivery.

XI. TRANSITIONAL REGULATIONS

§49

The current regulations apply if the matter of obtaining semester (year) credits throughout the academic year 2005/2006 are in progress prior to the date these Regulations shall be effective.

§50

§41 rule 2 of these Regulations does not apply to students who commenced studies before the academic year 2006/2007.

§51

1. Hitherto resolutions passed by faculty boards pursuant to §32, §38, §41 rule 1, point 3 and §47 of the waived Regulations of Studies at the University of Wrocław shall be effective until new resolutions are passed pursuant to §4 point 11, point 12, and point 15, §29, §32, §35 rule 1 point 3 and §42 of these Regulations.

2. Faculty boards, within a year of the date these Regulations shall become effective, shall pass resolutions in compliance with the provisions thereof.