Regulation no 33/2014
of the Rector of University of Lower Silesia of 24th April 2014

concerning the Regulations governing higher education 1st cycle and 2nd cycle studies at University of Lower Silesia being in force for the students continuing their studies commenced in the academic years 2012/2013 and 2013/2014 and for the students commencing their studies in the academic year 2014/2015

On the basis of the Paragraph 17 passage 8 point 10 and the Charter of University of Lower Silesia, and 20/2014 Resolution of University of Lower Silesia I hereby ordain the following:

§. 1. I introduce the Regulations governing higher education 1st cycle and 2nd cycle studies at University of Lower Silesia being in force for the students continuing their studies commenced in the academic years 2012/2013 and 2013/2014 and commencing their studies in the academic year 2014/2015, enclosed in this very regulation.

§. 2. In respect to the students named in paragraph 1 the Regulations governing higher education 1st cycle and 2nd cycle studies at University of Lower Silesia being in force for the students continuing their studies commenced in the academic years 2012/2013 and 2013/2014 and commencing their studies in the academic year 2014/2015, Regulation no 22/2013 of the Rector of University of Lower Silesia of April 23 2013 shall be no longer in force along with the implementation of this very regulation.

§. 3. The Regulation no 23/2013 of April 23 2013 of the Rector of University of Lower Silesia, concerning the implementation of the Regulations governing higher education 1st cycle and 2nd cycle studies at University of Lower Silesia being in force for the students who commenced their studies before the academic year 2012/2013 shall be no longer in force.

§. 4. This regulation shall become valid on the day of commencing the academic year 2014/2015.

The Rector of University of Lower Silesia
Prof. dr hab. Robert Kwaśnica
Regulation governing higher education 1st cycle and 2nd cycle studies being in force for the students continuing their studies commenced in the academic years 2012/2013 and 2013/2014 and commencing their studies in the academic year 2014/2015

Academic Oath

Taking up studying at University of Lower Silesia, I solemnly vow:

− to acquire knowledge and skills for my own good, for the benefit of others and of the Republic of Poland;
− in pursuit of truth, to follow the ideals of humanism;
− to foster 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.

1. General regulations

§ 1

1. Academic teachers and students together form academic community.
2. Studies are run at the faculty. The organ responsible for their course is the Dean. The Rector has the supervisory and revocatory rights.

§ 2

1. The representatives of all the students of the University are the organizational bodies of the Student Government.
2. Student Government is entitled to conducting activities regulated by the Student Government Regulations of the University.
3. University student organizations are entitled to submitting proposals to Student Government and the University authorities regarding studies and the functioning of the University.

2. Rights and duties of students

§ 3
The students of the University are entitled to the following student rights:

1. Receiving credits earlier than provided in the programme of education and receiving credits according to individual study organization, on the basis of the rules defined by the Dean.
2. Studying according to individual programme of education and curriculum on the basis defined by the Faculty Board.
3. Studying at more than one faculty on the basis defined by the Rector.
4. Changing the form and faculty of studies on the basis defined by the Faculty Board.
5. Studying in appropriate conditions and under the supervision of the Centre for Supporting Disabled Students and Post-graduates, in the case of persons with the qualified degree of disability.
6. Obtaining dean's leave on the basis defined in this very Regulations.
7. Students are entitled to apply for the change of the promoter.
8. Obtaining awards and distinctions.
9. Obtaining grants and other forms of material aid on the basis of separate regulations.
10. Associating in university student organizations and groups of scientific interests.
11. Electing their representatives and applying for being elected for a member of the Student Council and other students bodies.
12. Organizing gatherings and manifestations on the university grounds, in accordance with the Higher Education Act and the Statute Book of the University.
13. Having their personal data protected.
14. Making complaints about the decisions of the University bodies.

§ 4

1. The duty of the students is to conduct themselves in accordance with the academic oath, study regulations, the code of student ethics and other regulations governing the functioning of the University
2. The students are especially obliged to:
   2.1. Participating in didactic classes and organizational meetings according to the regulations of studies;
   2.2. Receiving credits for courses and subjects, participating in training courses, and also fulfilling other requirements provided in the curriculum and the programme of education.

§ 5

For conduct offending student's dignity and breaching the regulations in force a student shall bear responsibility before a disciplinary committee or before the Student Government peer court, on the basis of the rules of Higher Education Act and the Statute Book of the University.

3. Admission to studying
§ 6

1. The principles and procedures of the admission to studying are laid down by the University Senate.

2. Admitting into the circle of students follows immediately the matriculation and taking the academic oath. After the matriculation a student obtains his or her student identity card. A student identity card entitles a student to student privileges and entitlements and shall be returned upon completing the studies, as stated in the Regulation of Minister of Education and Higher Education of September 14 2011 regarding the documentation of the course of studies.

3. The Dean shall assume that a student has not taken up the studies if he or she does not collect the student identity card within one month since the commence date of the studies in the first semester of the studies.

4. The students who commenced their studies in the academic year 2014/2015 do not obtain paper credit books. The course of their studies is recorded at USOS, and the University guarantees the access to the study documentation in electronic version.

5. The Dean may produce a paper version of a credit book on a student's demand. The student is entitled to collecting credits for courses in the paper credit book with the provision that the information it contains do not belong to the official studies documentation understood in the light of the regulation concerning the documentation of the course of studies. These rules apply as well to the paper credit books granted to students before the commencing of the academic year 2014/2015.

6. On a student's demand the University may produce a confirmed printout of the documentation of the course of studies.

4. Academic year

§ 7

1. Academic year commences on 1 October and finishes on 30 September of the following year and it is divided into two semesters (terms) according to the authorized academic year organization. In the case of students commencing their studies starting from the summer semester, their academic year lasts from 1 March to the end of February of the following year.

2. In the case of full-time studies a semester lasts for 15 weeks, and in the case of part-time studies – according to the organizational rules laid down by the Rector.

3. The detailed organization of the academic year is defined by the Rector in consultation with the Student Government and then it shall be announced before the academic year commences.

4. In particular cases the Rector shall announce class-free days and classes which concern all the students of the University.

5. In particular cases the Dean shall announce class-free days and classes which concern all the students
of the department which she/he governs.

6. Classes cancelled as a result of announcing class-free days or classes by the University authorities shall be made up on the date appointed in the regulation issued by the Rector or by a Dean.

7. Classes cancelled as a result of announcing class-free days or classes declared by students themselves, through the entitled agency of Student Government, shall not be made up for.

5. **Curricula, programmes of education**

§ 8

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

2. This very regulation governs the first-cycle and second-cycle studies.

§ 9

1. Studies are conducted according to curricula accepted by the Faculty Board, including:
   1.1. the name of the course of the study;
   1.2. the level, profile and form of studies, and also the number of semesters;
   1.3. the description of the assumed effects of education and the academic title obtained by the graduates;
   1.4. general educational goals and the possibility of employment and continuing studies by the graduates;
   1.5. the programme of education congruent with the requirements included in the regulation of the Ministry of Science and Higher Education concerning the conditions of conducting studies at the selected courses and levels of education;
   1.6. the description of qualifications obtained during the accomplishment of studies together with the indication of the legal basis.

2. The features of the course of studies selected by students shall be characterized at the beginning of the first semester of studies by the year tutor at the organizational meeting (tutorial).

3. Studies can be conducted in a foreign language. The scope of the studies conducted in a foreign language may comprise: the full cycle of studies at the given faculty/course;
   3.2. studies within the scope of one or more semesters;
   3.3. studies within the scope of a defined educational scheme.

4. The supervision over the accomplishment of the curricula shall be held by the Dean.

5. The Dean appoints the group tutors from among the academic teachers. The duties of the tutors are governed by a separate Rector's regulation.
§ 10

1. Curricula and programmes of education are the basis for plans (schedules) of studies;
2. Plans of studies are established by the institutes and presented to the students prior to the semester commencement.
3. The total number of classes per week at full-time studies cannot exceed 40 hours. This does not apply to training practices.

§ 11

At the first class the person giving credit for the course is obliged to present the Achievement Card of the course (Karta Przedmiotu), especially the aims, goals, content and the effects of the course, and also the ways of verifying the educational effects enabling receiving a given number of ECTS points.

6. Classes, credits, exams

§ 12

1. Teaching at University is conducted in the form of lectures, tutorials and training practices.
2. Academic education can be conducted in various forms. Their basic forms include:
   - seminars
   - tutorial classes
   - conversations
   - labs
   - workshops
   - language classes
   - external activities.
3. Tutorial classes and trainings are conducted for a limited number of students. The maximum and minimum numbers of students in a group are defined by the Rector.
4. Students who miss tutorial classes are obliged to report to the teacher prior to the following classes in order to arrange how they should make up for their absence.
5. The forms of classes and the principles of their organization and the procedure of receiving credits are defined in the Achievement Card of the course.
6. Classes shall be organized taking into consideration particular needs of students who are disabled.

§ 13
1. Semester final examinations start the first day after the classes finish. End-of-semester examination winter session lasts until 31 March and the summer session – until 30 September.

2. Every course is completed by receiving one grade credit. The basis for getting credit for a subject are credits received for particular forms of it (lecture, tutorials etc.). The lack of credit for one form of the course results in failing the whole course and obtaining unsatisfactory/fail grade for the whole course.

3. The tutor of the course informs students about the results of receiving credits for the course not later than to the end of the second week of the semester final examination session.

4. Students are entitled to one attempt to improve the credit for every form of the course, as defined in the Achievement Card of the course. Improving the credits should be conducted at least a week prior to end of the end-of-semester examination session.

5. Students must receive credits for the courses not later than till the end of the end-of-term examination session.

6. Students are entitled to apply for receiving credits for courses and practices prior to the due date. The course tutor decides about the form of receiving credit.

7. A course once completed by the student does not need to be completed (taken) for the second time.

§ 14

1. If a student questions the legitimacy of the denial to grant credit for a given course, he or she has the right to appeal to the Dean within 7 days since the day of not obtaining the credit.

2. The Dean makes the decision in the case brought forward by the student within 7 days since the day of receiving the complaint. The Dean may appoint an external board in order to conduct a re-sit examination for credit before the external board.

3. The external board consists of the Dean, who shall fulfill the duties of the chairperson of the board, the teacher who refused to grant credit, and another specialist in the given or similar area of study which the board concerns. During the re-sit examination there can be present, as an observer, a representative of Student Government.

4. The board cannot be presided over by the person who has refused to grant credit.

5. The details of the re-sit examination before the external board are defined by the Dean.

§ 15

1. The following grade range is applied for granting credits:
   - very good – 5;
   - good plus – 4+ ;
   - good – 4 ;
   - satisfactory plus – 3+ ;
– satisfactory – 3;
– unsatisfactory – 2.
– and the 'not qualified' entry - 'nk'

2. The grade obtained as credit for every course is recorded in the electronic protocol of credits granted for a given course.

3. Grade unsatisfactory, 'not qualified' entry or the lack of entry are regarded as not obtaining credit for a given course. The lack of entry shall be equal to obtaining an unsatisfactory/fail grade. A student may be ordered by the Dean to retake such a course.

4. Retaking a course implicates the necessity of retaking all the forms of the classes realized within the scope of this course in a given semester.

7. Advancing to a higher semester, retaking courses, resumption of study, leaves of absence

§ 16

The credit period is a semester of studies. The Rector may decide that the credit period is a year of studies. The rules of this very paragraph apply to both these periods.

§ 17

1. The Dean grants credits for semesters. Receiving credit entitles students to getting enrolled regularly or provisorily for higher semesters.

2. The condition of a regular completing a semester is obtaining credits for all the subjects of the given semester planned in the programme of studies.

3. If a student does not complete all the courses required in the curriculum for a given semester during the end-of semester examination session, the Dean may, in reply to student's written application, agree to provisory completion of the semester and the enrollment for the following semester.

§ 18

The enrollment for the summer semester should be done not later than till April 5 in the winter semester, and for the winter semester not later than till October 5 in the summer semester.

§ 19

1. A student may retake a semester once. In justified cases the Dean may allow the additional retaking
of the term.
2. Retaking of the semester delays the due date of the planned completion of studies.
3. During retaking the term a student participates only in the courses he or she has not completed before.
4. During the period of expecting for retaking the semester a student is directed to a Dean leave of absence. During the leave a student may, the Dean's consent provided, 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 the rules of 22 paragraph, point 9.
5. If the curriculum of the semester for which a student is enrolled differs from the curriculum of the semester he or she has accomplished earlier, the student has to make up for the differences in curricula.
6. The re-admission of the person whose name has been excluded from the register of students before completing the first semester is conducted on the basis of recruitment.
7. A student whose name, after completing at least first semester, has been excluded from the register of students is entitled to re-enter the studies. The decision of the re-admission is made by the Rector, in reply to a written application of the person in question.

§ 20

1. A student may get transferred from other university, including foreign universities, the Dean's consent provided, if he or she fulfills all the duties resulting from the regulations concerning the university which he or she leaves.
2. The Dean, in consultation with the Head of the Institute, determines the differences in curricula and the time for making up for them.
3. The Dean shall accept the courses credits from other university on the basis defined in the regulation concerning the conditions and procedures of transferring the courses for which the student has obtained credits.

§ 21

1. A student may be granted a leave of absence by the Dean in the following cases:
   1.1. sick leave – in the case of long-term illness confirmed by a medical certificate;
   1.2. personal (compassionate) leave – in the case of some important and substantiated circumstances, considered by the Dean as justifying granting the leave (like bearing a child, army service, difficult economic situation) or during the waiting period to retake a semester;
   1.3. scientific leave – in the case of studying, taking up practice or training abroad in an organized form or in a form supported by the University.
2. Dean leave of absence is granted after submitting the written application by a student.
3. A student may apply for short-term or long-term Dean leave. Short-term leave is granted for one semester, and long-term – for an academic year. In special cases the long-term leave may be prolonged to two years.
4. During the Dean leave a student retains his or her student's rights, unless separately stated otherwise by other regulations.
5. During Dean leave a student may complete subjects he or she has not completed during earlier semesters (provisory credits, differences in curricula etc.).
6. Granting leave should not comprise periods prior to the submission of the written application by a student.
7. Granting Dean leave delays the due date of planned completion of the studies.
8. After finishing the Dean leave a student has to apply in writing to the Dean to get enrolled for the proper semester.

§ 22

1. The Dean shall exclude a student's name from the record of students if:
   1.1. the student has failed to take up the studies;
   1.2. the student has resigned from studies;
   1.3. the student has failed to submit the diploma thesis on time or to take the diploma examination on time;
   1.4. the student has been punished with the disciplinary penalty of expelling from University.
2. The Dean may exclude a student's name from the record of students if: the student has failed to show adequate progress in studying;
   2.2. the student has not obtained semester credits before a specified time;
   2.3. the student has not paid tuition fee for the study, after prior request for payment and setting a 30-day period for settling the overdue payment.
3. A student may complain about the Dean's decision to the Rector. The decision of the Rector is final.

§ 23

1. A student may resign from studies. In such a case the Dean excludes the student's name from the record of students because of his or her resignation. On the day of exclusion the student loses his or her student's rights, but he or she retains the right to readmission on the conditions and in time determined by the Dean and this very regulation.
2. A student is obliged to immediately inform the Dean in writing about the resignation.
3. A student who is readmitted to study after being excluded from the list of students is enrolled for the semester and is obliged to make up possible differences in curricula resulting from the programme of
education valid in the term he or she is enrolled to. The decision to which semester the student is enrolled is made by the Dean on the basis of the differences in curricula and the evaluation of the achieved progress in studying. In the case of the lack of numerous credits for courses the student may be enrolled for the semester he or she has already completed before.

8. Graduating

§ 24

1. A student is obliged to submit his or her diploma thesis not later than on 30 September, if the last semester of the study is conducted in the summer term, and to 30 March, if the last semester of study is conducted in the winter term. The diploma examination should be taken within a month since the date of registering the diploma thesis (with the exclusion of July and August).

2. A student who obtained all credits required by the programme of education and yet has not taken the diploma examination during the period defined in Paragraph 25, shall be excluded from the record of students due to not taking his of her diploma dissertation or examination on time.

3. A student whose name has got excluded from the record of students due to not taking his of her diploma dissertation or examination on time is entitled to taking the diploma examination during one year following the due-date of completing the study provided by the programme of studies realized by the student. After the expiration of this period the student shall get re-enrolled for the last semester of the study on the basis determined in paragraph 23, passage 3

§ 25

1. Diploma thesis is written by a student under the tuition of an academic teacher with the doctoral degree or higher.

2. The selection of the subject of the diploma thesis should be based on student's scientific interests, and in the case of working students – also on the needs of their employers.

3. The evaluation of the diploma thesis is made by the tutor of the thesis (promotor) and one reviewer with the doctoral degree or higher.

4. The Dean may define particular rules of the organization of diploma examinations at the faculty.

§ 26

1. The conditions of the admission to the diploma examinations are as follows: receiving credits for all the courses, subjects and trainings required in the curriculum and obtaining at least satisfactory grade from
the diploma thesis – both from the tutor and the reviewer. Should the grade given by the reviewer be unsatisfactory, the Dean shall appoint another reviewer for the thesis. A positive opinion of the second reviewer shall replace the negative opinion of the first reviewer.

2. The diploma examination is held before the board appointed by the Dean, comprising of the Dean or a person appointed by him or her to the position of a chairperson, the tutor, and the reviewer of the diploma thesis.

3. On the motion of a student or the tutor there may be held a diploma examination open for public. Such a motion should be submitted at least 30 days prior to the planned due date of the examination. The Dean announces the date and the subject of the thesis to the public. Detailed rules for conducting this type of examinations are determined by faculty boards.

4. The diploma examination of the disabled persons shall be organized in the conditions satisfying their individual needs.

5. At the diploma examination a student should prove the achieved educational results defined in the curriculum of the selected course of study, especially the knowledge of the issues related to the diploma thesis.

§ 27

1. Graduation follows passing of the diploma examination with at least satisfactory grade. The graduate receives a higher education diploma.

2. When a student obtains an unsatisfactory grade for his or her diploma examination, it is necessary to retake it. The Dean shall appoint the date of the retaking of the examination and determines the line-up the examination committee. The representative of students may be present at the retaking of the examination. The retaking should be held during the 30 days following the failed examination.

3. The basis for calculating the average overall grade consists of:
   3.1. arithmetic average of all the grades obtained during the course of studies;
   3.2. the grade obtained for the diploma thesis;
   3.3. the grade obtained for the diploma examination.

The final grade consists of ½ of the arithmetic average of all the grades named in passage 1, ¼ of the grade obtained for the diploma thesis and ¼ of the grade obtained for the diploma examination.

4. The grade is entered in the graduation diploma in accordance with point 3:
   - average up to 3.25 – satisfactory (3.0);
   - average from 3.26 to 3.74 – satisfactory plus (3.5);
   - average from 3.75 to 4.24 – good (4.0);
   - average from 4.25 to 4.74 – good plus (4.5);
   - average over 4.75 – very good (5.0).

5. In particularly justified cases the examination board may lower or raise the grade described in point 4,
by one grade to the maximum.

6. Examination board may also propose to grant a diploma with a distinction, if the student fulfills the following conditions:
   6.1. his or her overall average grade is at least 4.71;
   6.2. his or her diploma thesis and diploma examination has been graded as very good;
   6.3. one of the grades mentioned in point 6.2 deserves to be considered distinctive.

9. Closing remarks

§ 28

A student is obliged to inform University about the change of his or her personal data or address.

§ 29

This regulation shall be in force for the students realizing the programme of studies accepted to be fulfilled starting from the academic year 2012/2013 and in the following years.

The Rector of the University of Lower Silesia
prof. dr hab Robert Kwaśnica