

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

### **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**

#### **Paragraph 1**

1. Academic teachers and students together form the academic community.
2. Studies are conducted at the faculty. The authority responsible for their course is the Dean. The Rector has the supervisory and revocatory rights.
3. This regulation shall apply for the first-cycle and second-cycle studies, and also uniform Master studies conducted at the University of Lower Silesia.

#### **Paragraph 2**

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

### **2. Rights and duties of students**

#### **Paragraph 3**

1. 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 the individual study organization, on the basis of the rules defined by the Dean.
  2. Studying according to the individual programme of education and curriculum, including scientific supervising, on the basis defined by the Dean.

3. Studying at more than one faculty of studies on the basis defined by the Rector.
4. Studying under individual curriculum of interdisciplinary studies on the basis defined by the Rector.
5. Changing the form, major and specialization of studies at the consent of the Dean.
6. Studying in an appropriate conditions and benefiting by the students with disabilities from a care provided by the Educational Support Office for Disabled Students and Doctoral Students.
7. Obtaining dean's leave on the basis defined in this Regulations.
8. Changing the promoter, at the consent of the Head of institute/department.
9. Obtaining awards and distinctions.
10. Obtaining grants and other forms of material aid on the basis of separate regulations.
11. Associating in university student organizations and groups of scientific interests.
12. Electing their representatives and applying for being elected for a member of the Student Government Board and other collegial bodies.
13. Organizing gatherings and manifestations on the university grounds, in accordance with the Higher Education Act and the University Statutes.
14. Confidentiality of personal files and protection of personal data, mean gathering and processing in an electronic and paper way by the University of Lower Silesia only the data necessary for verification if a candidate for studies gains qualifications needed to be admitted to the studies, as well as the data necessary to the educational process and documenting the study process and providing by the university degree defined in the Higher Education Act, and implemented acts issued on the basis of the Higher Education Act, including the regulation of the Minister of Science and Higher Education of 16 September 2016 on documentation of the course of studies (Journal of Laws [*Dziennik Ustaw*] of 2016, No 1554 of 27 September 2016), and the regulation of the Minister of Science and Higher Education of 10 February 2017 on types of professional degrees awarded to graduates, requirements, and necessary components of issuing diploma of studies, diploma of completion of a postgraduate program, and diploma supplement (Journal of Laws [*Dziennik Ustaw*] of 2017, No 279 of 16 February 2017), additionally the residential address permitting to collect potential debt, the confidentiality of personal data means also processing of data gathered in the personal files only by the authorized employees and associates of the University for the purposes identified above such as academic teachers and other persons conducting classes, as well as administrative employees, including employees who recruit, keep the course of study, collect debt, and entities operating professionally of debt collection, the right to confidentiality means protecting the data by the University against an unauthorized access, the right to access to the personal data and making corrections by the student at any time.
15. Making complaints about the decisions of the University bodies on the basis defined in this Regulation.

#### **Paragraph 4**

1. The duty of the student is to conduct themselves in accordance with the academic oath, study regulations and other regulations governing the functioning of the University.
2. The student is especially obliged to:
  - 2.1. Participating in didactic classes and organizational meetings according to this 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.

### **Paragraph 5**

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

## **3. Admission to studying**

### **Paragraph 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 to student's privileges and entitlements and shall be returned upon completing the studies, according to the regulation of 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 their student identity card within one month since the commencement date of the studies and having not paid for their studies.
4. Students do not receive paper record books of studying. The course of studies is recorded at an electronic University Students Service System [*USOS*], and the University provides the access to the documentation of the course of studies conducted electronically.
5. The Dean may provide paper version of the record book on student's request. Student have the right to collect credit entries in such a paper record book under the reservation that the information it contains shall not be treated as official documentation of the course of studies in the light of the regulation concerning documentation of the course of studies. The above rules apply also to paper record books handed to students before the commence of the academic year 2014/2015.
6. Upon student's request, the Students Affairs Office may provide a verified printed version of the documentation of the course of studies.

## **4. Academic year**

### **Paragraph 7**

1. An academic year commences on 1<sup>st</sup> October and finishes on 30<sup>th</sup> September of the following year 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<sup>st</sup> March to the end of February of the following year.
2. Winter semester finishes on 15<sup>th</sup> March, and summer semester on 30<sup>th</sup> September.
3. Commencement of classes in the winter semester shall start no later than three weeks before inauguration of the academic year.
4. 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.
5. The detailed organization of the academic year is defined by the Rector in consultation with the Student Government Board and then it shall be announced before the academic year commences.

6. In particular cases the Rector shall announce class-free days and classes which concern all the students of the University.
7. In particular cases the Dean shall announce class-free days and classes which concern all the students of the department which she/he governs.
8. Classes cancelled due to announcing class-free days or classes by the Rector or the Dean upon the initiative of the University authorities shall be made up for at the appointed time defined in a regulation issued by the Rector or the Dean respectively.
9. Classes cancelled due to announcing class-free days or classes by the Rector or the Dean upon the exclusive initiative of the students, via authorized Student Government Board, shall not be made up for.

## **5. Curricula, programmes of education**

### **Paragraph 8**

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

### **Paragraph 9**

1. Studies are conducted according to the curricula accepted by the Faculty Board, including:
  1. the name of the course of the study;
  2. the level, profile and form of studies, and also the number of semesters and the number of ECTS; which obtainment is necessary to complete the studies
  3. the description of the assumed effects of education and the academic title obtained by the graduates;
  4. general educational goals and the possibility of employment and continuing studies by the graduates;
  5. the programme of education compliant 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;
  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. Curricula and programme of studies shall be announced at the website of the University no later than on 30<sup>th</sup> September every calendar year.
4. Studies can be conducted in a foreign language. The scope of the studies conducted in a foreign language may comprise:
  1. the full cycle of studies at the given course;
  2. studies within the scope of one or more semesters;
  3. studies within the scope of a defined educational scheme.
5. Classes and examinations conducted in foreign languages shall be organized on the basis defined in the Achievement Card of the Course and according to the entries in chapter 6 of this Regulation.
6. The supervision over the accomplishment of the curricula shall be held by the Dean.

7. The Dean appoints tutors among the academic teachers. The duties of the tutors are governed by a separate Rector's regulation.

### **Paragraph 10**

1. Curricula and programme of education are the basis for plans (schedules) of studies;
2. Plans of studies are established by the academic units responsible for classes and courses 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.

### **Paragraph 11**

1. At the first class the person giving credit for the course is obliged to present the Achievement Card of the course [*Karta Przedmiotu*], especially:
  - 1) goals, content and the effects of the course,
  - 2) the ways of verifying the educational effects enabling receiving a given number of ECTS,
  - 3) the rules for justifying absence from classes.

## **6. Classes, credits, exams**

### **Paragraph 12**

1. Teaching at University is conducted in the form of lectures, tutorials, distance learning and training practices.
2. Lectures are open to the public.
3. Basic forms of classes are the following:
  1. seminars
  2. tutorial classes
  3. conversations
  4. labs
  5. workshops
  6. language classes
  7. external activities, trainings and practices.
4. Tutorial classes and trainings are conducted for a limited number of students. The numbers of students in a group are defined by the Rector.
5. Students who miss 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.
6. 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.
7. Classes are organized taking into consideration particular needs of students who are disabled.
8. In justified cases, at the consent of the teacher, a student may make notes of the classes in an alternative forms (e. g. recording, taking photographs) and use other devices or third party assistance.

### **Paragraph 13**

1. Semester final examinations start at the first day after the classes finish. End-of-semester examination winter session lasts until 15<sup>th</sup> March, and the summer session – until 30 September.
2. Every course is completed by receiving one grade credit. The bases for getting a credit for a subject are credits received for particular forms of it. The lack of credit for one form of the course results in failing the whole course.
3. The curricula define the number of ECTS related to a subject. The condition of getting ECTS related to a subject is obtaining a credit for it according to the rules included at point 2 above.
4. 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.
5. 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 may be conducted no later than one week before the end-of-semester examination session.
6. Students must receive credits for the courses not later than till the end of the end-of-term examination session.
7. 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.
8. A course once completed by the student does not need to be completed (taken) for the second time and ECTS gained for the subject stay with the student except the situation described in Paragraph 27, section 3 and Paragraph 28, section 2, point 1. In doubtful situations the Dean shall make the decision about granting ECTS for the credited subject.

### **Paragraph 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 for conducting external examination consists of:
  - 1) the Dean, who shall fulfill the duties of the chairperson of the board,
  - 2) the teacher who refused to grant credit,
  - 3) 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 appointed by the student.

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.

### **Paragraph 15**

1. The following grade range is applied for granting credits:
  1. very good – 5;
  2. good plus – 4+;
  3. good – 4;
  4. satisfactory plus – 3+;
  5. satisfactory – 3;

6. unsatisfactory – 2;
7. Unclassified – U.
2. The grade obtained as credit for every course is recorded in the electronic protocol of credits granted for a given course immediately after giving the grade to a Student.
3. Unclassified grade or the lack of entry are regarded as not obtaining credit for a given course. 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.

### **Paragraph 16**

1. In the lectures and other classes held at the University there may participate secondary high school pupils of outstanding abilities, providing the consent of the Dean in reply to the written application of such a student. In the case of pupils who are under age, the consent of their parents is also required.
2. The pupils taking part in the university classes:
  1. have the right to study in proper conditions and to the assistance of an academic teacher;
  2. are obliged to obey the rules and regulations in force at the University;
  3. obtain credits for subjects on the basis included in this very regulation;
  4. record their academic achievements in the Achievement Card.
3. In the case of students mentioned in point 1, to study at the University, they may obtain the Dean's dispensation from obtaining credits for the subjects they have already obtained credits for, provided there have not occurred any changes in the educational goals for these subjects.

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

### **Paragraph 17**

1. 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 mentioned in the previous sentence.

### **Paragraph 18**

2. The Dean grants credits for semesters. Receiving credit entitles students to getting enrolled regularly or conditionally for higher semesters.
2. The requirement of completing a semester regularly is obtaining credits for all the subjects included in the curriculum of the previous semesters.
3. If a student does obtain credits for all the subjects mentioned in point 2 above during an examination session, the Dean may, in reply to student's written application, agree to conditional enrollment for the following semester.

### **Paragraph 19**

The enrollment for the semester should be made not later than till 1<sup>st</sup> April for the summer semester and till 5<sup>th</sup> of October for the winter semester.

### **Paragraph 20**

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 8.
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. A student whose name 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 Dean, in reply to a written application of the person in question.

### **Paragraph 21**

1. A student may get transferred from other higher education unit or 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 higher education unit or university.
4. Students accepted for studies on the basis of acknowledging their educational effects taking into consideration individual plan of studying and scientific assistance, conduct their studies on the basis defined by the Dean.

### **Paragraph 22**

1. A student may be granted a leave of absence by the Dean in the following cases:
  - 1) sick leave – in the case of long-term illness confirmed by a medical certificate;
  - 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;
  - 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. An exception is dean leave for waiting to retake a semester. In such a case the Dean may decide to direct the student for dean leave without the student's application.
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 two semesters. In special cases the long-term leave may be prolonged to four semesters.
4. During the Dean leave a student retains his or her student's rights, unless separate regulations state otherwise.
5. With the agreement of the Dean during the Dean's leave a student may complete subjects he or she has not completed during earlier semesters (conditional credits, differences in curricula etc.).



6. Dean 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. Before finishing the Dean leave a student has to apply in writing to the Dean to get enrolled for the semester. The lack of such an application results in excluding student's name from the register of students due to lack of progress in studying.

### **Paragraph 23**

1. The Dean shall exclude a student's name from the record of students if:
  - 1) the student has failed to take up the studies;
  - 2) the student has resigned from studies;
  - 3) the student has failed to submit the diploma thesis on time or to take the diploma examination on time;
  - 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:
  - 1) the student has failed to show adequate progress in studying;
  - 2) the student has not obtained semester credits before a specified time;
  - 3) the student has not paid tuition fee for the study after prior monition to pay and appointing additional 14-day period to regulate the due payments.
  - 4) the student has not signed the agreement concerning the conditions of tuition fees or educational services presented by the University.
3. A student may complain about the Dean's decision to the Rector. The decision of the Rector is final. The decision of the Rector may be challenged at the competent administrative court.

### **Paragraph 24**

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 regulation.
2. A student is obliged to immediately inform the Dean in writing about the resignation.
3. The lack of progress in studying may be ascertained when the degree of realization of the curriculum forecloses the possibility of enrollment of a student for the following semester, especially due to the student's absence in classes. The lack of progress in studying may be ascertained also when a student fail to apply in a written form to come back for studies after having finished his or her Dean's leave.
4. Readmitted student 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 foregoing 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**

### **Paragraph 25**

1. A student is obliged to register his or her diploma thesis until the end of the last semester but

not later than on 30<sup>th</sup> September, if the last semester of the study is conducted in the summer term, and to 15<sup>th</sup> March, if the last semester of study is conducted in the winter term.

2. A student who has obtained all the credits demanded for completing the study but has not taken the diploma examination in the time mentioned in point 1 above, gets excluded from the record of students because of not submitting the diploma thesis or not taking the diploma examination on time.
3. A student whose name got excluded from the record of students because of not submitting the diploma thesis or not taking the diploma examination on time is entitled to take the diploma examination within one year since the date of completing the study according to the programme of education. After that period a student gets re-enrolled to the study on the basis described in Paragraph 24, point 4.
4. A Student, referred to point 3 to this Paragraph, before taking the diploma examination has to readmit his or her studies in order to take the diploma examination. In such a case curriculum differences are not determined.

### **Paragraph 26**

1. Diploma thesis is written by a student under the tuition of an academic teacher with the doctoral degree or higher, called from now as a Promoter or Diploma Tutor.
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. Written diploma thesis, before directing it for evaluation to the Diploma Tutor, shall get checked for plagiarism within a special programme in cooperation with the Polish repository of written diploma thesis.
4. The evaluation of the diploma thesis is made by the Diploma Tutor and one reviewer with the doctoral degree or higher.
5. The diploma thesis may be written in a foreign language, providing the consent of the Diploma Tutor and the Dean.
6. The Dean may define particular rules of the organization of diploma examinations at the faculty.

### **Paragraph 27**

1. The conditions of the admission to the diploma examinations are as follows:
  - 1) receiving credits for all the courses, subjects and trainings required in the curriculum;
  - 2) obtaining at least satisfactory grade from the diploma thesis – both from the tutor and the reviewer.
2. In the case of a negative review the Dean appoints another reviewer. A positive review of the second reviewer replaces the negative review of the first one.
3. In the case of gaining a second negative grade of diploma thesis by the second reviewer, the Student shall repeat diploma seminar in the last semester of studies.
4. If the curriculum of the semester for which the Student is registered differentiate from the plan the Student carried out earlier, the Student shall complete curricular differences.
5. 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. The Dean may appoint additional members of the board.
6. 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 the Dean.

7. The diploma examination of the disabled persons shall be organized in the conditions satisfying their individual needs.
8. If the diploma thesis has been written in a foreign language, the diploma examination may also be conducted in this language. The consent to conduct the diploma examination in a foreign language is granted by the Dean in reply to student's written application or Diploma Tutor. At the studies conducted in a foreign language such consent is not required, and the examination shall be conducted in the language in which the studies were conducted.
9. 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.

### **Paragraph 28**

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 board. The representative of student may be present at the retaking of the examination. The retaking should be held during the 30 days following the failed examination.
  - 1) In the case of gaining a second negative grade of diploma thesis by the second reviewer, the Student shall repeat diploma seminar in the last semester of studies.
  - 2) If the curriculum of the semester for which the Student is registered differentiate from the plan the Student carried out earlier, the Student shall complete curricular differences.
3. The basis for calculating the average overall grade consists of:
  - 3.1. arithmetic average of all the grades obtained during the course of the study;
  - 3.2. the grade obtained for the diploma thesis;
  - 3.3. 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 point 2) and 3).
4. The grade is entered in the graduation diploma in accordance with point 3:
  - 1) average up to 3.24 – satisfactory (3.0);
  - 2) average from 3.25 to 3.74 – satisfactory plus (3.5);
  - 3) average from 3.75 to 4.24 – good (4.0);
  - 4) average from 4.25 to 4.74 – good plus (4.5);
  - 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:
  - 1) his or her overall average grade is at least 4.71;
  - 2) his or her diploma thesis and diploma examination has been graded as very good;
  - 3) one of the grades mentioned in point 3.2 or 3.3 deserves to be considered distinctive.

## **9. Final Provisions**

### **Paragraph 29**

A student is obliged to inform in a written form the University about changes of his or her personal data or address.

Rector of University of Lower Silesia  
prof. dr hab Ewa Kurantowicz