

Attachment to Resolution No. 27/2020  
of the Senate of the Wrocław University of Environmental and Life Sciences 24 April 2020

## **General Regulations for Students of the Wrocław University of Environmental and Life Sciences**

### **Chapter 1 General rules**

#### **§ 1**

1. The General Regulations for Students of the Wrocław University of Environmental and Life Sciences, hereinafter referred to as the “Regulations”, contain the basic rules of organizing university education process and define students’ rights and obligations.
2. The Regulations apply to all forms and fields of first-cycle, second-cycle and long-cycle studies conducted in Polish and foreign languages at the Wrocław University of Environmental and Life Sciences, hereinafter referred to as the “University”.

#### **§ 2**

1. Students are admitted to the first semester of studies as a result of an admission procedure or confirmation of learning outcomes.
2. A person admitted to the University is entered on the list of students.
3. Students are formally admitted to the University once they take a matriculation oath.
4. In justified cases, having obtained the consent of relevant deans, students may change the field of study within the University during the first semester not later than by the end of the second week of classes.
5. Students who have completed at least one semester of studies at another domestic or foreign university may be admitted to the University to the second or next semester, provided that they have fulfilled all the obligations resulting from the regulations in force at the university they are leaving. The transfer procedure is supervised by a dean.
6. In the case referred to in para. 5, students are required to submit to the dean (i) an application together with a justification approved by a dean or another person in charge of the education process management at the university they are leaving and (ii) documents confirming the current course of study. The above-mentioned application must be submitted no later than five working days before the beginning of the semester in which students transfer from one university to another.
7. A decision to give students credits for courses taken at previous university and recognize their learning outcomes is made by the deputy dean of the faculty accepting students from another university. Students are obliged to make up for curricular differences. The deputy dean makes list of such differences and sets deadlines for making up for them.
8. Paragraphs 5-7 shall apply accordingly in the event of a change of the field of study within the University.
9. Students may transfer from one university to another or change the field of study within the University if they meet the admission requirements and receive a number of credits that entitles them to be admitted to a given education cycle.

#### **§ 3**

1. A students’ representative council is the only representative body of the University’s students.

2. Competent bodies of the students' representative council are authorized to express opinions on all matters relating to students.
3. Student reps represent the voice of students of a given years at the University. The method of election of a student rep, their rights and obligations are specified in the regulations of students' representative council.

## **Chapter 2**

### **Structure of the academic year**

#### **§ 4**

1. The academic year begins on October 1 and ends on September 30 of the following calendar year and covers:
  - 1) courses divided into two semesters: winter and summer one;
  - 2) two exam periods that cannot last less than six weeks in total;
  - 3) apprenticeship and field exercises;
  - 4) Christmas holidays, inter-semester break and four-week uninterrupted summer holidays; the total period free from classes cannot be shorter than six weeks.
2. Detailed structure of the academic year, including the dates of the beginning and the end of semesters and exam periods at the University is provided by the chancellor based on the opinion given by students' representative council, and announced before the beginning of the academic year. During the academic year, the chancellor of the University may appoint additional days or hours with no classes. In justified cases, the dean may establish additional hours with no classes.
3. If courses start in the summer semester:
  - 1) the first year covers one semester of the freshman year at the University;
  - 2) the second year covers the second and third semester in the next academic year;
  - 3) the third year covers, respectively, the fourth and fifth semester in the first-cycle studies and the fourth semester in the second-cycle studies in the next academic year;
  - 4) the fourth year covers the sixth and seventh semester, respectively, in the next academic year.
4. The planned graduation date is:
  - 1) September 30 – for studies ending in the summer semester;
  - 2) February 28/29 – for studies ending in the winter semester.

## **Chapter 3**

### **Students' rights**

#### **§ 5**

1. Students have the right to acquire knowledge, develop their interests and use the University's resources for this purpose. Most notably they are entitled to:
  - 1) study, in accordance with applicable statutory regulations, in more than one field of study, also at various universities, including foreign ones;
  - 2) participate in courses and get credits in accordance with the study programme and take exams having met detailed requirements related to these courses;
  - 3) participate in courses not covered by the study programme of the selected field of study on terms set out in these Regulations;
  - 4) have their ECTS points transferred and recognised;
  - 5) use office hours with academic teachers;

- 6) justify leave of absence from classes at their earliest convenience;
  - 7) study according to an individual programme or individual schedule on terms and conditions set out in § 12;
  - 8) get credits and take exams on terms and within deadlines set out herein (§ 13 - 27);
  - 9) take an exam before an examination board on terms set out in § 24;
  - 10) repeat certain courses due to unsatisfactory learning outcomes on terms set out in § 27;
  - 11) take a leave of absence on terms set out in § 30;
  - 12) change the field of study or a university on terms set out in § 2;
  - 13) change the form of studying with the dean's consent;
  - 14) receive awards and honours for outstanding performance in a range of areas, including academic, sport and arts;
  - 15) receive financial aid on terms set out in separate regulations;
  - 16) associate in student research groups on terms set out in separate regulations;
  - 17) participate in research conducted at the University with the consent of a unit head or project manager;
  - 18) associate in student organizations, creative groups, and associations;
  - 19) elect representatives and apply for election to the bodies of students' representative council, the University's collegial bodies and consultative bodies;
  - 20) elect (actively and passively) the University's senate members and the chancellor (actively) on terms set out in the University's statute;
  - 21) put forwards demands to the University's authorities regarding studies, study programmes, matters related to the process of education and upbringing as well as social and living conditions;
  - 22) organize assemblies, demonstrations, protests and strikes at the University's premises in accordance with the provisions of the Law on Higher Education and Science and the Statute of the Wrocław University of Environmental and Life Sciences;
  - 23) express opinions about classes and performance of university teachers and other persons teaching classes;
  - 24) apply to the chancellor for reconsideration of individual student cases;
  - 25) receive instructions about the students' rights and obligations;
  - 26) view their personal files.
2. Students receive a student ID.
  3. The student ID is valid until the day of graduation, suspension, or removal from the list of students' as for graduates of first-cycle studies, the student ID remains valid until October 31 of the year of graduation.

## **Chapter 4.**

### **Students' obligations**

#### **§ 6**

Students are obligated to make full use of educational opportunities offered by the University, act in accordance with a matriculation oath and comply with General Regulations for Students of the Wrocław University of Environmental and Life Sciences and the Student Code of Conduct. Students are required in particular to:

- 1) acquire knowledge, skills and social competences set forth in the study program on a regular basis;
- 2) perform tasks resulting from the study programme and participate in courses; non-attendance at more than 20% of classes may provide the basis for refusal to credit a course;

- 3) participate in training in occupational health and safety and fire safety;
- 4) treat optional courses selected at student's discretion as compulsory ones;
- 5) receive course credits, take exams, and submit dissertation and take graduation exam on time;
- 6) monitor grades and courses in the University Study-Oriented System (the USOS) and report any irregularities found in this respect to a university teacher in charge of a given course or to the dean's office employee, respectively;
- 7) respect the University's property and care for its good name;
- 8) comply with regulations in force at the University;
- 9) inform the dean's office about the change of personal and contact details within a month at most;
- 10) report to the dean's office after a leave of absence to enrol on the next semester in the USOS;
- 11) timely fulfil obligations towards the University, such as signing up for courses (otherwise students may not be admitted to such courses) and paying due fees for educational and other services specified in the chancellor's relevant ordinances;
- 12) comply with the provisions of the Act on Copyright and Related Rights;
- 13) have valid medical tests in the fields of study where such tests are required to sign up, otherwise attending courses will not be possible;
- 14) use the University-related email and application templates available in the USOSweb.

## **Chapter 5.** **Organization of studies**

### **§ 7**

1. The University provides education services through fields of study at specific levels and profiles.
2. First-cycle and second-cycle studies as well as long-cycle studies may be general academic or practical.
3. The University offers full-time and part-time studies:
  - 1) two-cycle:
    - first-cycle: undergraduate,
    - second-cycle: graduate,
  - 2) long-cycle studies.
4. Full-time undergraduate studies take six semesters, and engineering studies take seven semesters. Second-cycle studies take three or four semesters. Long-cycle studies take eleven semesters.
5. Part-time studies may take more time than the corresponding full-time studies.
6. Courses may be taught with the use of distance learning methods and techniques.
7. Selected courses in particular fields of study may be conducted in foreign languages, depending on the interest of students and the University's capabilities.
8. The conditions for studying in foreign languages are as follows:
  - 1) knowledge assessment or skills tests are conducted in a language of instructions;
  - 2) students of a field of study conducted in a given language may, at their request and with the dean's consent, participate in courses taught in another language as part of the University's offer; exams are taken in a language of instructions;
  - 3) the University may charge fees for classes conducted in a foreign language based on terms set out by the senate.

9. If courses are taught in a foreign language, undergraduate/graduate dissertation is written in a language of instruction. Additionally, title page, summary and table of contents must be provided in the Polish language. Graduation exam is conducted in a language of instruction.
10. Rules relating to attendance to classes taught in a foreign language, physical education and classes in the humanities or social sciences are posted on websites of units in charge of such classes.

### **§ 8**

The dean appoints a tutor from among university teachers who run courses in a given field of study.

## **Chapter 6 Credit system**

### **§ 9**

1. The credit system used at the University corresponds to the ECTS standard (the European Credit Transfer and Accumulation System).
2. The study programme council assigns a number of ECTS points to each class. It reflects the amount of student's effort, made both at the University and at home, required to complete a given course and achieve specific learning outcomes.
3. To receive ECTS points assigned to a given course students must acquire certain knowledge or skills by the end of a particular semester.
4. ECTS points are assigned to all courses covered by the study program, including apprenticeship, undergraduate and graduate dissertation, and graduate exams.
5. The total number of ECTS points assigned to all courses in the study programme is:
  - 1) 30 for a semester,
  - 2) 60 for academic year,
  - 3) 180 for undergraduate studies,
  - 4) 210 for engineering studies,
  - 5) 90 for second-cycle studies (after engineering studies),
  - 6) 120 for second-cycle studies (after undergraduate studies),
  - 7) 360 for long-cycle studies(11-semester).
6. The number of ECTS points for a semester ( of an academic year) may be different than that mentioned in para. 5 (1) and (2) in the case of:
  - 1) veterinary medicine,
  - 2) part-time studies lasting longer than full-time studies.
7. The total number of ECTS points provided for part-time study programme is equal to the number of ECTS points provided for full-time study programme.

## **Chapter 7 Study programme**

### **§ 10**

1. Studying in a given field, on certain level, profile, and in certain form is based on a study programme established by the senate.
2. The study programme is in line with the National Qualifications Framework for Higher Education and with the applicable education standard for a given field of study.
3. The study programme of a given field of study, form and cycle includes in particular:

- 1) a list of compulsory and optional classes with the number of ECTS points assigned to them, learning outcomes and methods of verification and assessment;
  - 2) the nature, rules, and form of apprenticeship with the number of ECTS points;
  - 3) the number of acceptable – after individual semesters – deficit of ECTS points.
4. The study programme covers courses that might be taken on condition that students received credits for other specific courses.
  5. Schedules and deadline of apprenticeship and field classes are announced to students at least six weeks before their planned beginning.
  6. As for students studying partially at another domestic or foreign university, the deputy dean approves the study programme and indicates courses to be taken after returning to the home university, in accordance with the applicable study programme for a given field of study.

### § 11

Course schedules are entered into the USOS no later than the day before the enrolment begins. They can also be published on the faculty's website.

### § 12

1. The following groups of students are allowed to study according to an individual schedule without changing the study programme applicable in a given field:
  - 1) pregnant students and students who have become parents;
  - 2) students with disability, students studying in more than one field of study and students who achieved learning outcomes in another field of study at the Wrocław University of Environmental and Life Sciences or at other university.
2. It is allowed to study according to an individual programme; it allows students to extend a standard degree curriculum by (i) taking selected courses in other fields of study at the Wrocław University of Environmental and Life Sciences or at other university, and/or (ii) participating in university research. Under no circumstance can individual study programme cause exclusion of any of the major learning outcomes and any of compulsory courses covered by the applicable education standard.
3. Decisions on studying according to an individual schedule or an individual programme are made by the dean upon a student's written request and its justification. The above-mentioned request should be submitted no later than one week before the beginning of the semester.
4. Consent to studying according to an individual schedule or an individual programme may be granted for one, several or all semesters.
5. The dean appoints a tutor responsible for proper preparation and performance of an individual study programme. A tutor may be a university teacher holding at least a doctoral degree.
6. Students pursuing an individual programme are obliged to report to the dean any change in conditions agreed with a tutor, in particular resignation from taking courses outside the University.
7. Students from other universities may take courses offered at the Wrocław University of Environmental and Life Sciences with the consent of and on terms set out by the dean.

## Chapter 8

### Enrolment procedure and credits

### § 13

1. The study-related records (report of student's periodic progress and achievement, protocols, graduation exam documentation etc.) is kept in the USOS and in hard copy.
2. One semester makes a credit period.
3. When the semester ends, the dean's office prints the report of student's periodic progress and achievement to be signed by the deputy dean.
4. Enrolling students for next semesters is based on the European Credit Transfer and Accumulation System (ECTS).
5. Students may be enrolled on the next semester conditionally or fully.
6. Full enrolment is granted to students who received the required number of ECTS points for courses covered by the study programme, including apprenticeship, provided for previous semesters.
7. Conditional enrolment is granted to students who received the number of ECTS points for courses covered by the study programme, including apprenticeship, provided for previous semesters, minus at most the permissible deficit of ECTS points referred to in § 10 (3) (3). Exceeding the acceptable deficit of points makes the enrolment for the next semester impossible.
8. Students who have not received the number of points enabling enrolment for the next semester may apply for permission to re-enrol on the same semester. The application for re-enrolling on the same semester of study should be submitted to the dean's office no later than within one week after the end of the exam period, based on template available at USOSweb. Once students are re-enrolled on the same semester, they do not repeat the already credited courses and study according to the study programme applicable in a given cycle of study in the semester on which they were enrolled.
9. The decision to enrol students on a given semester of study, based on the number of ECTS points received, is made by the deputy dean.
10. Entries on receiving credits for the entire semester and enrolling on the next one are made in the USOS within four working days of closing the system in a given semester.

#### § 14

1. During the first class, a university teacher is obliged to inform students about the learning outcomes, forms, rules and schedule for obtaining credits/taking exams together with conditions of admission to exams, required and recommended literature and office hours adjusted to the form of study.
2. A course that according to the study program does not end with an exam is considered passed when its components are passed.
3. All courses taken in a given semester are scored (except for such classes as "dissertation and graduation exam", "graduation exam", "graduate dissertation and master's exam" as well as training in occupational health and safety and in fire safety) in accordance with the rules set out in § 21.
4. All course components must be passed.
5. Passing a course means that specific learning outcomes have been achieved.

#### § 15

1. Students are required to receive credits for courses that do not end with an exam, including apprenticeship, by the end of exam period.
2. As far as veterinary medicine is concerned, in the eleventh semester exams are taken only during the exam period, students are required to receive credits for all classes and grades must be entered into the USOS by the last day of classes.

3. Classes are credited by teachers who teach them. If classes are conducted by several people, they are credited by a university teacher in charge of the course or a person he/she authorizes.

### § 16

In matters regarding credits for classes, students have the right to appeal within three working days from the date a grade were awarded to a university teachers in charge of a given course and then to the deputy dean. The deputy dean may order verification of learning outcomes achieved by a student before a board within three working days from the date of submitting an application. The board consists of: the deputy dean (or a university teacher appointed by him/her) as a chairman, two examiners appointed by the deputy dean, the tutor and – upon a student' written request – a person appointed by a student (as an observer).

### § 17

Earlier apprenticeship, participation in a research camp or having a job may provide the basis for receiving credits for a professional apprenticeship or its part, if the camp programme or a job meet the requirements specified in the study programme for a given apprenticeship. The tutor decides whether to credit apprenticeship. Apprenticeship is considered credited based on verification of learning outcomes achieved by students taking part in such apprenticeship.

## Chapter 9 Exams

### § 18

1. Details of exam period are established by the students' representative council and university teachers responsible for courses. Students should be notified of the exam period schedule at least one week before it begins.
2. Students who pursue credits or take an exam are required to present a document confirming their identity.

### § 19

Students may take an exam in a course conducted in the form of classes and lectures on condition that they receive credits for such classes.

### § 20

1. A teacher responsible for a given course decides on its form and conducts an exam in accordance with rules presented during the first class.
2. Students may take an exam in a given course before an actual exam period begins (except for 11th semester in veterinary medicine) having been granted the teacher's consent. The date of such an early exam is considered its first date.
3. During an academic year students may take no more than eight exams.
4. If students cheat in an exam or disturb it, an exam is discontinued, which is tantamount to such students receiving an unsatisfactory grade. Students who could not continue their exam for the above reason have the right to re-take it on the date set in accordance with rules laid down in § 23 of these Regulations (excluding § 24).  
If a university teacher reports the cheating in an exam to the dean, the dean may apply for the student to be brought before a disciplinary board.
5. Students have the right to view their papers and discuss them within deadline set by a



university teacher, but not later than within seven days results are announced.

6. A resit exam cannot be taken earlier than on the third working day following the announcement of the results.
7. If a resit exam was discontinued for reasons specified in para. 4, students receive an unsatisfactory grade and fail to pass a course.

### **§ 21**

1. The following grades are used at the University:
  - very good (5.0);
  - good plus (4.5);
  - good (4.0);
  - satisfactory plus (3.5);
  - satisfactory (3.0);
  - unsatisfactory (2.0);
2. If a grade is an average of several positive grades, it is determined as follows:
  - from 4.75 to 5.00 – very good (5.0);
  - from 4.25 to 4.74 – good plus (4.5);
  - from 3.75 to 4.24 – good (4.0);
  - from 3.25 to 3.74 – satisfactory plus (3.5);
  - from 3.00 to 3.24 – unsatisfactory (3.0).

### **§ 22**

An average grade for a given period of study is calculated as the arithmetic mean of grades received in individual courses, including apprenticeship, rounded up to two decimal places.

### **§ 23**

1. If students receive unsatisfactory grade in an exam, they have the right to take one resit exam in each failed course.
2. Students who did not report for an exam for valid and properly documented reasons retain the right to take it on another date set by an examiner during the exam period. If the absence from an exam is not justified within seven days from the exam date, students lose their right to take it within the first deadline but are still entitled to take a resit exam. If students fail to justify their absence from a resit exam, they lose their right to take it within another deadline.
3. A student's failure to attend an exam does not entitle an examiner to enter a fail grade but it should be mentioned in an exam report (by entering the "ABS" abbreviation in the USOS).
4. In exceptional cases, at students' request, the dean may extend the exam period, but not longer than to the end of the current semester.

## **Chapter 10** **Exam before a board**

### **§ 24**

1. If the correctness of a form or course of an exam is questioned, students have the right to apply for taking this exam before a board. The application, together with a detailed list of reservations, should be submitted no later than the next working day after the exam results are announced. A decision to conduct an exam before a board is made by the deputy dean and it must be held within five working days from the date of submitting application.

2. Such an exam is taken before a board consisting of: the deputy dean (or a university teacher appointed by him/her) as a chairman, two examiners appointed by the deputy dean, a tutor of the year and – upon the student’s written request – an observer appointed by a student.
3. An exam taken before a board is oral, and questions are chosen by drawing.
4. The result of an exam taken before a board is determined by voting. In case of disagreement between the board members on the result, the chairman of the board has the casting vote.
5. If a student fails to turn up for an exam before a board, they lose the right to take it within another deadline.

## **Chapter 11**

### **Credits**

#### **§ 25**

1. A course may take various forms, e.g. classes, lectures, labs etc.
2. All forms of a given course taught in one semester must be passed. A teacher in charge of a given course determines a total number of credits according to terms specified in a syllabus and only such a number (grade) is entered into the USOS.
3. An overall grade for the course is the average of partial grades for individual classes and an exam; it is calculated and determined in accordance with terms set out in § 21. If only one type of classes is given a grade in a semester, such a grade is treated as the overall grade.
4. A teacher in charge of a given course is obliged to enter overall grades given to students into the USOS by the day the system is active in a given semester at the latest. After this deadline, entering grades into the system is impossible.
5. It is recommended to enter grades referred to in para. 4 into the USOS on an ongoing basis after students obtained credits, subject to § 15 (2).
6. University teachers are also obliged to print, sign, and submit a report to the dean’s office within deadline specified by the dean.
7. Teachers shall keep written exam papers, projects and mid-term/end-term tests that confirm the learning outcomes for 12 months from the end of the course.
8. If a teacher in charge of a given course cannot credit the course and thus enter a grade into the USOS, such a course is credited by another teacher authorized by the head of the unit where the course is taught.
9. Students may appeal to their teachers regarding grades incorrectly entered into the USOS no later than within two working days after the system is active in a given semester. If the student’s appeal is considered justified, a teacher is obliged to immediately inform the deputy dean of this fact. Grade is corrected by an authorized employee of the dean’ office immediately after the deputy dean’s approval.
10. Failure to file an appeal within the above deadline is tantamount to the acceptance of grade entered in the USOS.
11. Students who received credits for a course taken at another faculty at the University or another domestic or foreign university, will be credited by the deputy dean’s decision with a number of ECTS points assigned to this course at the university where it was taught, provided that the learning outcomes are similar. If the number of points for a course is not specified or it is lower, even if its scope is the same, the deputy dean awards the number of points assigned to such a course at the University. The application for a transfer of credits for course(s) completed at another faculty/university must be submitted no later than seven working days from the beginning of the semester.

12. If students receive credits for a course at another domestic or foreign university without grade, they may either get satisfactory grade or take an exam ending with a grade, and such a grade is entered into the USOS.
13. Teacher may credit some of the learning outcomes that students achieved in another field of study or at another university, including as part of scientific activity. Students are required to provide their teachers with documents confirming the achievement of learning outcomes within two weeks from the beginning of the semester at the latest. Credit is given based on grades received by students and documents confirming the achievement of learning outcomes. A teacher enters the grade into the USOS.

## **Chapter 12**

### **Passing the semester**

#### **§ 26**

1. The semester is considered passed when students obtain credits in all courses scheduled for a given semester as defined in the study programme or in other classes deemed by the deputy dean as equivalent.
2. The semester is credited by the deputy dean.
3. If students received credits for courses taken outside the University, such credits will be accepted in condition that students provide an appropriate document confirming the credits.

## **Chapter 13**

### **Repeating courses; enrolling on courses in advance**

#### **§ 27**

1. Students who did not receive credits for a course may apply for consent to repeating it. Application should be submitted to the dean's office no later than one week after the end of the exam period.
2. Students may apply for a consent to enrolling on selected courses in advance (i.e. courses planned for future semesters). The deputy dean decides whether or not to give consent to students enrolling on selected courses in advance.
3. In one semester, students are allowed to enrol on courses in advance if a total number of ECTS points to be received for such courses does not exceed the ECTS deficit after the semester on which students are enrolled.
4. Students who discontinue a course they chose at their own discretion during the semester without the deputy dean's consent is required to repeat this course.
5. If students repeat a course or courses due to unsatisfactory learning outcomes, they will be charged a fee for such courses. The fee amount is determined by the chancellor by way of an order.
6. Repeating courses that have not been credited at another university as part of student mobility is payable on terms applicable at the University.
7. Students who repeat a course are required to attend all forms of such a course (i.e. classes, lectures, labs etc.).
8. Repeating the same course in a given field of study is allowed only three times.

## **Chapter 14**

### **Dismissal from the University**

## § 28

1. The dean dismisses a student from the University if such a student:
  - 1) fails to take up studies;
  - 2) resigns from studies and notifies of this fact in writing;
  - 3) fails to submit dissertation by:
    - a) September 15 – for studies ending in the summer semester;
    - b) February 15 – for studies ending in the winter semester;
  - 4) fails to take graduation exam by:
    - a) September 30 – for studies ending in the summer semester;
    - b) February 28/29 – for studies ending in the winter semester;
  - 5) was expelled from the University (as disciplinary penalty).
2. The dean may dismiss a student if such a student:
  - 1) does not attend compulsory classes;
  - 2) fails to make progress in learning;
  - 3) fails to receive credits for semesters within deadlines;
  - 4) fails to pay tuition fees.
3. Non-attendance to compulsory classes is stated if a student:
  - 1) is absent from 40% classes in a given semester;
  - 2) fails to attend training in occupational health and safety and fire safety training by October 31 (applies to students who took up their studies in the winter semester) or March 31 (applies to students who took up their studies in the summer semester).
4. Failure to take up studies is stated if a student:
  - 1) did not take a matriculation oath within 14 days of the commencement of classes in a given semester in accordance with detailed structure of the academic year;
  - 2) did not attend classes covered by the study programme within 30 days of their commencement date in a given semester;
  - 3) did not report to the dean's office within three working days after the end of a leave of absence from university in order to enrol for a semester in the USOS.
5. Lack of learning progress is stated if a student:
  - 1) failed to enrol for the next semester of study, especially if the allowable total deficit of ECTS points referred to in §10 (3) (3) is exceeded;
  - 2) repeated the same course three times;
  - 3) failed to receive a positive grade in graduation exam having taken the exam twice or having failed to take this exam within second deadline.
6. Before dismissal from the University, a student is notified of this procedure and a date is set to allow them to provide explanation. If they fail to provide explanation, the dean dismisses them from the University.
7. Students have the right to apply to the chancellor for reconsidering the case within a maximum of 14 days from the date of delivery of decisions referred to in para. 1, 2 and 3.
8. Student status expires due to a student's death. Should this be the case, the dean does not have to follow the above procedure, issues a decision in this matter, and put on the student's files.

## Chapter 15 Resumption of studies

### § 29

1. If a student was dismissed but completed at least the first semester and had no break in studies for more than three years, they may apply for resumption of studies. The decision on this matter is made by the dean. The deputy dean sets out (in writing) curricular differences to make up for together with deadlines. A student resuming studies is required to make up such differences.
2. Studies are resumed from the beginning of the semester, with the exception of para. 3.
3. If a student was dismissed because they failed to submit dissertation, they may, within one year from the date of dismissal, apply for resumption of studies to repeat classes in “dissertation” and “graduation exams”.
4. If a student was dismissed based on a valid decision of the disciplinary board, they may apply for re-admission only if their disciplinary record expunged on terms set out in separate regulations.
5. Resumption of studies is allowed only three times, within the same field and level of studies.
6. Resumption of studies is not possible if the university no longer offers a given field and level of studies or if a student was dismissed because they exceeded permissible limit for repeating the same course.

## **Chapter 16**

### **Leave of absence**

#### **§ 30**

1. A student may be granted:
  - 1) a short-term leave of absence that does not exceed 14 days, if there are conditions for making up for classes;
  - 2) a long-term leave of absence that does not exceed one year, and in particularly justified cases – for more than one year.
2. A long-term leave of absence may be granted due to:
  - 1) long-term illness of a student;
  - 2) pregnancy;
  - 3) the need to care for a child, sick spouse, or other important family reasons;
  - 4) difficult economic conditions as long as a student applying for the leave received the required number of credits.
3. A pregnant student is entitled to a long-term leave until her child's birth.
4. A student who has become a parent is entitled to long-term leave for up to one year. The application for leave of absence must be submitted within one year from the child's birth.
5. The decision on granting the leave is made by the dean based on a written application submitted by a student along with relevant documents. A student may apply for a leave only immediately after the occurrence of reasons providing the basis for granting the leave, except for leaves mentioned in para. 3 and 4.
6. If the leave referred to in para. 3 and 4 ends during the semester, it may be extended until the end of the semester.
7. During the leave period, a student retains their rights. The amount of financial aid granted during the leave of absence is set out in separate regulations.
8. A student, with the deputy dean's consent, may pursue selected courses, receive credits, and take exams during the leave. Failure to receive credits for a course results in its repetition for a fee.
9. A student may take up studies after a leave of absence provided that they report to the dean's office within three working days after the end of the leave and enrol on a semester in the USOS; as for a long-term leave referred to in para. 2 (1), the dean must be also provided with a medical certificate saying that there are no contraindications to continue studies after the end of the leave of absence.

## **Chapter 17**

### **Enrolling on courses not covered by the study programme**

#### **§ 31**

1. A student may study courses not covered by the study programme with the consent of the deputy dean.
2. ECTS points and grade for courses not covered by the study programme are not considered when the entire course of study is settled or when the average grade is calculated.
3. Conditions for receiving credits for courses not covered by the study programme are the same as for compulsory courses.
4. Courses not covered by the study programme are listed in the diploma supplement.
5. The University may charge fees for courses not covered by the study programme.



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## **Chapter 18**

### **Dissertation**

#### **§ 32**

Detailed rules regarding dissertation, including the final date for its submission and the organization of graduation exams, are established by the dean.

#### **§ 33**

1. Dissertation may take a form of a written paper, a published article, design paper, including the design and execution of a computer programme or system, construction or technological paper.
2. Dissertation is written under the supervision of a university teacher with at least a doctoral degree. In justified cases, the dean may authorize a specialist with at least a doctoral degree from outside the University to supervise dissertation.
3. Dissertation may be written outside the University with the dean's consent.
4. Suggestions for dissertation topics may be offered by university teachers, students and institutions cooperating with the University.
5. The topic of graduate dissertation should be agreed no later than one year before graduation, and the topic of undergraduate dissertation – no later than one semester before graduation. Dissertation topic is approved by the programme council of the field of study or the programme council of the group of fields of study.
6. Dissertation topic may be changed by the programme council of the field of study or the programme council of the group of fields of study, excluding minor editorial changes that may be made by the deputy dean.
7. Dissertation is assessed by its supervisor and one reviewer. In case of disagreement in the dissertation assessment, the decision on admission to graduation exam is made by the dean, who may consult a second reviewer holding at least a doctoral degree.
8. In case of graduate dissertation, at least one person from among reviewers must have at least post-doctoral degree (assistant professor).

## **Chapter 19**

### **Graduation exam after first-cycle studies**

#### **§ 34**

1. Students are admitted to graduation exam if they:
  - 1) received credits and took exams in all courses and apprenticeship provided for in the study programme, except for the classes called “dissertation and graduation exam” or “graduation exam” and the required number of ECTS points minus the number of ECTS points assigned to the above mentioned classes;
  - 2) received at least two positive reviews of dissertation in those fields of study where dissertation is mandatory;
  - 3) submitted documents specified by the dean within the set deadline.
2. Graduation exam is taken before an exam board appointed by the dean. The board consists of the dean or deputy dean or a university teacher with at least the post-doctoral degree (assistant professor) as a chairman, and at least two university teachers representing major disciplines provided for in the study programme. The dean may invite specialists in major



courses and representatives of employers, local government, professional associations, and organizations to join the exam board.

3. Student should sit for graduation exam by the end of the exam period.
4. Graduation exam should take place within four months from the date of submitting dissertation.

### § 35

1. Graduation exam is oral or written. The exam form is determined by the dean.
2. The basis for calculating the final result of first cycle studies is:
  - 1) arithmetic mean of all positive grades calculated in accordance with § 22;
  - 2) arithmetic mean of the dissertation grades;
  - 3) arithmetic mean of graduation exam grades.
3. The study result is the sum of 0.50 of the average referred to in para.2 (1), 0.17 of the average referred to in para. 2 (2) and 0.33 of the average mentioned in para. 2 (3).
4. If the study programme does not cover the dissertation preparation, the final, overall grade is the sum of 0.60 of the average mentioned in point 2 (1) and 0.40 of the average mentioned in point 2 (3).
5. The final grade on a five-point scale (i.e. 3.0; 3.5; 4.0; 4.5; 5.0) is put on the graduation diploma: according to the following principle:  
from 4.60 to 5.00 – very good (5.0);  
from 4.20 to 4.59 – good plus (4.5);  
from 3.80 to 4.19 – good (4.0);  
from 3.40 to 3.79 – satisfactory plus (3.5);  
from 3.00 to 3.39 – unsatisfactory (3.0).  
The board may adjust the final result by half a degree.
6. The date of passing the graduation exam is the first cycle studies graduation date. Having passed the exam, a student becomes a graduate.

### § 36

1. If a student gets unsatisfactory grade in the graduation exam, the dean sets a second date for the exam. The resit exam should take place within six months from the date of the first exam.
2. If a student fails to pass graduation exam within the second deadline, the dean issues a decision on dismissing them from the University. A student may apply for a resit graduation exam within twelve months.

## Chapter 20

### Master's exam and final exams

### § 37

1. Students are admitted to master's exam if they:
  - 1) received credits and took exams in all courses and apprenticeship covered by the study programme, except for the classes called "dissertation and graduation exam" or "graduation exam" and received the required number of ECTS points, minus the number of ECTS points assigned to the classes mentioned above;
  - 2) received at least two positive reviews of dissertation in those fields of study where dissertation is mandatory;
  - 3) submitted documents specified by the dean within the set deadline.

2. Master's exam takes place before an board appointed by the dean. The board consists of the dean or deputy dean or a university teacher with at least the post-doctoral degree (assistant professor) as a chairman, a tutor and a reviewer (reviewers) of the master's thesis. The dean may invite specialists in major courses and representatives of employers, local government, professional associations, and organizations to join the exam board.
3. Master's exam should take place within four months from the date of submitting graduate dissertation.
4. In justified cases, a student who has not taken graduation exam within the set deadline may be admitted to this exam within a maximum of six months.

### **§ 38**

1. Master's exam is an oral exam.
2. Dissertation defence may be open at the request of a student or a supervisor (in agreement with the student), submitted seven days before the scheduled date of the exam. Participants of the open exam, who are not members of the exam board, may not ask student questions or participate in the exam board work.
3. The basis for calculating the final, overall grade of long-cycle studies and second-cycle studies is:
  - 1) arithmetic mean of all grades calculated in accordance with § 22;
  - 2) arithmetic mean of grades from graduate dissertation;
  - 3) arithmetic mean of grades from the master's exam;
4. The overall grade is the sum of 0.50 of the average mentioned in para. 3 (1) and 0.25 of the averages mentioned in para. 3 (2) and (3).
5. At the Faculty of Veterinary Medicine, the average mentioned in para. 3 (1) makes the final, overall grade.
6. The final grade on a five-point scale (i.e. 3.0; 3.5; 4.0; 4.5; 5.0) is put on the long-cycle studies graduation diploma as provided for in § 35 (5). The board may adjust the final result by half a degree.
7. The date of passing the master's exam (in the case of veterinary medicine – the date of passing the last exam required by the study programme) is the long-cycle studies graduation date.

Having passed the exam referred to in para. 7, a student becomes a graduate.

### **§ 39**

1. If a student gets an unsatisfactory grade in the graduation (master's) exam, the dean sets a second date for the exam. The re-exam should take place within six months from the date of the first exam.
2. If student fails to pass graduation exam within the second deadline, the dean issues a decision on taking such a student's name off the list of students. A person whose name was taken off the list of students may apply to re-sit the graduation exam within twelve months.

## **Chapter 21**

### **Awards and honours**

### **§ 40**

1. Students who deliver outstanding performance in a range of areas, including academic, sport and arts, may receive:
  - 1) scholarships from the minister responsible for higher education;

- 2) chancellor's awards for the best students;
- 3) scholarships from state institutions, scientific societies, sports organizations, and others.
2. The rules and procedures for granting awards and scholarships and their amounts are set out in separate regulations.
3. The chancellor may award a cash prize to the best student completing first-cycle, second-cycle and long-cycle studies in a given field of study. The average for a given period of study, calculated according to the principles set out in para. 22, and additional requirements set out by the dean is the criterion for awarding the prize.
4. In addition to cash prizes, students and graduates may be awarded in-kind prizes, especially for social activities. Awards may be given at the request of students' representative council.
5. An appendix to diploma (called "honourable mention") awarded by the dean to a maximum of 5% of graduates in a given field makes a special type of distinction. Graduates may be awarded honours if they received very good grade in the graduation exam and their average overall grade was at least 4.5. The detailed criteria for awarding honours are established by the dean.
6. A congratulatory letter is an honour that the chancellor may award to particularly talented and distinguished graduates.

## **Chapter 22**

### **Sanctions and penalties**

#### **§ 41**

1. Students are liable to the chancellor and the disciplinary board for conduct that violates their dignity and for violating regulations in force at the University.
2. Students cannot be punished for the same act by both the chancellor and the disciplinary board.
3. Disciplinary penalty includes:
  - 1) admonition;
  - 2) reprimand;
  - 3) reprimand with a warning;
  - 4) suspension of specific student rights for up to one year;
  - 5) expulsion from the University.
4. The rules of disciplinary proceedings are set out in separate provisions.

## **Chapter 23**

### **Honours degree**

#### **§ 42**

1. Students graduate in a given field, level, and profile only once.
2. Within 30 days of graduation, graduates receive the following diploma with a supplement thereto and two certified copies thereof, including, upon their request, a copy in a foreign language:
  - 1) the first-cycle and the second-cycle studies graduation diploma (in case of two-cycle studies);
  - 2) master's diploma (in case of long-cycle studies).
3. A higher education diploma confirms obtaining a professional title specified in separate regulations.

4. Second-cycle and long-cycle studies graduation may be ceremonial. During the graduation ceremony, commemorative diplomas and awards are given to outstanding graduates.

## **Chapter 24**

### **Distance learning**

#### **§ 43**

1. Courses with the use of distance learning methods and techniques are taught in full-time and part-time studies.
2. The decision on the use of distance learning methods and techniques is made by the deputy dean.

#### **§ 44**

1. An online course is the basic form of distance learning; it consists of:
  - 1) educational materials and tasks available on an online platform, as well as internet resources indicated by a teacher conducting such a course;
  - 2) mechanisms for communication between course participants, teacher and support staff ensuring efficient course of the educational process;
  - 3) tools to monitor students' activity.
2. The use of online courses is governed by separate regulations.

#### **§ 45**

1. Students' learning progress is monitored on an on-going basis and knowledge, skills and social competences are tested at the University's premises in a way that allows the achieved learning outcomes to be compared with the assumed outcomes.
2. Exam are conducted traditionally or in controlled conditions using a distance learning platform.

## **Chapter 25**

### **Supporting students with disabilities**

#### **§ 46**

1. The University's authorities are required to ensure that students with various disabilities have conditions to fully participate in the education process.
2. In individual cases concerning exams and mid-term, final, end-term tests, it is allowed to change the form of exams or tests from written to oral and vice versa.
3. If students' disability or disease does not allow them to fully participate in courses, their absence from classes may cover up to 20% of the total number of classes in a given course.
4. If students' disability requires from them to rely on the assistance of third parties during classes or exams, such as sign language interpreters, assistants to deaf-mute people, stenographers, or laboratory assistants helping students with hand disabilities, is allowed to use their help.
5. If, due to disability, such students cannot make notes on their own, the deputy dean grants permission to use additional technical devices or aids or assigns an assistant enabling disabled students to fully participate in classes.
6. In disabled students must use devices recording sound or sound and image, they are required to sign a declaration on the protection of copyright and use the recorded materials only for their private purposes on terms set out in separate regulations.

7. If students' disability or illness prevents them for taking exams or tests in the exam period, they may apply to the deputy dean for shifting deadlines for taking exams outside the exam period.
8. Disabled students may apply to the deputy dean for appointing a caregiver for them. Caregivers are responsible for defining and reporting to the deputy dean special needs of such students in the area of organization and provision of educational services, including the need to adapt certain conditions to the type of disability.
9. Disabled students are entitled to use libraries on individual conditions as set out in the University library regulations.

## Chapter 26

### Admission to the University as a result of learning outcomes confirmation

#### § 47

1. Students admitted to the University as a result of confirmation of learning outcomes may pursue a study programme under the supervision of a tutor, i.e. a university teacher with at least a doctoral degree.
2. A tutor of a student admitted to the University as a result of confirmation of learning outcomes is appointed by the dean.
3. An individual study programme covers courses for which the learning outcomes have not been confirmed and specifies semesters in which courses will be taught together with deadlines for crediting them.
4. An individual study programme is established by a tutor and approved by the dean.
5. A student taking courses as part of an individual study programme should be entered into the USOS in order to be assigned to specific groups.

## Chapter 27

### Final provisions

#### § 48

1. In student matters, decisions are made by the dean or deputy dean authorized by the chancellor in accordance with competences set out herein.
2. Applications for reconsideration of the case should be submitted to the chancellor or an authorized deputy chancellor.
3. Before leaving the University or receiving a diploma, students should settle all obligations towards the University.
4. If educational services are provided together with another unit, exceptions to rules set out in these General Regulations for Students resulting from the provisions of cooperation agreement between these units, are allowed.