

**Annex to the Senate resolution no. 25/2013 of 22th March 2013,  
Wrocław University of Environmental and Life Sciences**

**Introduction**

The study regulations of the Wrocław University of Environmental and Life Sciences constitute a legal act issued in accordance with art. 160 of the 27th July 2005 Higher Education Act (*Journal of Laws 2012*, item 572 with amendments) of the 19<sup>th</sup> July 2011 regulation of Minister of Science and Higher Education concerning the conditions which have to comply with the resolutions of the study regulations of universities (*Journal of Laws 2011*, No. 160, item 958) and art. 103 para 6 of the 24th February 2012 University Statute.

**Chapter 1  
General provisions**

**Art. 1**

1. The study regulations of the Wrocław University of Environmental and Life Sciences, hereinafter referred to as the "Regulations" set forth the basic rules of the students' education and specify their rights and duties related to the course of study.
2. The Regulations shall apply to all the forms, cycles and fields of study at the Wrocław University of Environmental and Life Sciences, hereinafter referred to as the "WUELS", except for the third-cycle and postgraduate studies.

**Art. 2**

1. A student shall be admitted to the WUELS exclusively in the recruitment process.
2. A student shall be admitted to the WUELS upon matriculation and taking the academic oath. The student shall receive a student ID.
3. A student may be admitted to the second or third field of study, excluding recruitment, by the Dean's decision, provided the credits of the previous subjects have been acquired and allow the student to pass at least conditionally to the second year of study ( art.22 para 5).
4. A student, who has completed at least one semester at another higher education institution, either Polish or foreign one, may be enrolled in the second or higher semester by the Dean's decision, provided the student has fulfilled all the obligations at the previous university in accordance with its regulations. The student shall be obliged to make up for the curriculum differences. The list of curriculum differences and the final dates of their completion shall be stated by the Dean.
5. A student beginning the course of study shall be entitled to undergo training in the scope of the student's rights and duties.

**Art. 3**

1. The Rector shall be the superior and guardian of all students at the WUELS.
2. The Dean shall be the superior and guardian of all the students at a given faculty.

**Art. 4**

The sole representative of all students of the WUELS University shall be the Student Self-Government.

## **Chapter 2**

### **Academic calendar**

#### **Art. 5**

1. The academic year begins on 1st October and ends on 30th September of the subsequent calendar year.

The academic year shall include:

- 1) two semesters: a winter and summer semester;
- 2) two class-free examination periods of the total length not shorter than 6 weeks;
- 3) curriculum practical training and field trips;
- 4) holiday breaks, an inter-semester break and summer holidays ; the total duration of holidays may not be shorter than six weeks, including at least four weeks of uninterrupted summer holidays.

2. The Rector shall establish a detailed academic calendar for each academic year, including the dates of the beginning and end of semesters as well as the class-free examination periods, and publish it before the beginning of the academic year. Class-free days or hours may be announced during the academic year by the Rector ('Rector's days/hours'). The Dean shall be also empowered to establish class-free hours ('Dean's hours') in special circumstances.

## **Chapter 3**

### **Student rights**

#### **Art. 6**

Students shall have the right to:

- 1) respect their dignity;
- 2) participate in student research activities, conferences, student assemblies, camps, competitions and scientific contests , etc.;
- 3) participate in realization of scientific-research activities, seminars, scientific camps, training programmes and courses, etc.;
- 4) contribute to the improvement of the teaching level; development of teaching materials, publishers, computer programmes, films;
- 5) make use of office hours conducted by academic teachers;
- 6) realize a part of the curriculum; at another university, either Polish or foreign, provided given requirements have been fulfilled;
- 7) make use of the collection of the library or computer system as well as the material base of the University;
- 8) make use of the aids and facilities of the University within the framework set forth by the separate regulations of job seeking, internship and training period.

#### **Art. 7**

Students shall have the right to voice their opinion on matters related to teaching, curricula and student affairs and submit proposals and motions to respective bodies of the WUELS.

#### **Art. 8**

Students shall have the right to apply for an individual course of studies or an individual plan or curriculum programme based on provisions in art. 21.

#### **Art. 9**

Students shall have the right to set up student unions and associations.

#### **Art. 10**

Students shall have the right to develop their interests in the areas of culture, tourism and sports, and use sports and other facilities, and other resources available on the WUELS' premises, and receive for this purpose the support from the academic staff and bodies of the WUELS.

#### **Art. 11**

Students shall have the right to vote and to be voted for the collective body of the University, as well as to vote for the one-person body at the University as provided for by the Statute of the WUELS.

#### **Art. 12**

Prizes and distinctions shall be awarded to students for good learning performance and remarkable achievements, including scientific, artistic and sports achievements.

#### **Art. 13**

Students shall have the right to apply for the financial aid, as provided by separate regulations.

### **Chapter 4**

#### **Student duties**

##### **Art. 14**

1. Students shall be obliged to make use of the teaching opportunities of the University, to conduct themselves in accordance with the Regulations and the academic oath. In particular, students shall:

- 1) acquire theoretical knowledge as well as gain practical skills and social competences required in the selected field of study;
- 2) pursue their studies in accordance with the overall study schedule and curriculum and to realize tasks and activities related to it;
- 3) attend the classes within the study programme and plan; the student has to submit a proper justification of their absence from classes within two weeks;
- 4) attend and approach all electives obligatorily;
- 5) receive credits, take examinations, including the final (diploma) examination, and submit the diploma thesis at the scheduled dates;
- 6) take proper care of the WUELS' property and respect its reputation;
- 7) observe the existing regulations, *inter alia*, notify the Dean's Office of any change in the name, address, marital and family status within a month from the occurrence of such a change;
- 8) pay relevant tuition fees and educational services, if imposed by respective regulations.

2. Students under an individual study programme shall report to the Dean each and any change to the learning agreement with the tutor; including but not limited to the courses at a host institution which they have failed to attend and accomplish.

## **Chapter 5**

### **Degree programmes**

#### **Art.15**

1. The WUELS shall offer undergraduate and graduate degree programmes in different fields of study.
2. The first-cycle, second-cycle and long-cycle graduate programmes in the field of veterinary medicine are realized in the general-academic profile.
3. The programmes provided as full-time and part-time shall be:
  - 1) two-cycle degree programmes:
    - first cycle undergraduate programmes leading to a Bachelor's degree (inżynier or licencjat),
    - second cycle graduate programmes leading to a Master's degree ( a Master's or an equivalent degree.),
  - 2) long-cycle programmes leading to a Master's degree (a Master's or an equivalent degree).
4. The first-cycle undergraduate programmes last six semesters ( licencjat ) or seven semesters (inżynier). The second-cycle graduate programmes last three or four semesters. The long-cycle programmes last eleven semesters.
5. The number of semesters of part-time programmes shall last one or two semesters longer than at respective full-time programmes.
6. Graduates, depending on the field of study they have graduated from, acquire the title: **licencjat), inżynier, inżynier architekt krajobrazu , magister, magister inżynier, magister inżynier architekt krajobrazu, lekarz weterynarii.** The diploma may include a student's specialty.

7. The terms and conditions of fee payments for the part time programme studies and other payable educational services are provided by a written agreement made between the University and the student.
8. The Dean at the student's request may agree to their transfer from full-time to part-time or from part-time to full-time status within the same field of study.
9. A course of study can be conducted by use of methods and techniques of a distance learning programme.
10. The language of instruction at the WUELS may be other than Polish, if students express their interest and if it is feasible for the WUELS.
11. The conditions of studying in foreign languages are as follows:
  - 1) assessment of students' skills and competences shall be in the language in which the degree programme is taught. The same shall apply to the diploma thesis and the final (diploma) examination;
  - 2) students enrolled in a given field of study, in which the courses are taught in a foreign language, may apply to the Dean to attend the courses taught in another language, as offered by the WUELS; the assessment of the student's knowledge and competences shall be in the language in which the course has been taught;
  - 3) the assessment of the candidate's knowledge and skills in the course of the recruitment process may also be in a foreign language, if the recruitment procedure provides so.
  - 4) a list of courses in foreign languages offered by the WUELS shall be published before the beginning of the academic year;
  - 5) fees for the courses taught in foreign languages may be charged in accordance with respective regulations of the Rector.

#### **Art. 16**

1. The Dean of the faculty shall appoint a year coordinator from among the academic staff.
2. The coordinator's duties shall be defined by the Dean in agreement with the Faculty Student Self-Government.

### **Chapter 6 Courses/Modules**

#### **Art. 17**

1. The academic subjects (hereinafter referred to as „the courses“) shall be taught in various forms of didactic classes.
2. The WUELS shall provide the students with a course catalogue not later than one week before the beginning of the academic year.

### **Chapter 7 European Credit Transfer and Accumulation System ECTS**

#### **Art. 18**

1. The ECTS (European Credit Transfer and Accumulation System) shall be used at the WUELS.
2. The ECTS points shall be allocated to each course by the faculty council. The ECTS points shall represent the anticipated student workload required for a successful completion of a course, learning outcomes and competences. The student workload comprises the work fulfilled by students within the classes held at the WUELS as well as the amount of work done by them on their own.

3. The ECTS related to a given course shall be acquired by a student provided they have obtained the required learning outcomes and have been given a credit for it.
4. The ECTS points shall be allocated to all educational components of a study programme, such as courses, practical training and diploma thesis.
5. The total cumulative amount of the ECTS points allocated to all the courses, practical trainings and the diploma thesis included in the study programme shall be as follows:

- 1) 30 for one semester,
- 2) 60 for one academic year,
- 3) 180 for a licencjat degree programme,
- 4) 210 for an inżynier degree programme,
- 5) 90 for a second cycle programme (following the inżynier degree programme),
- 6) 120 for a second cycle programme (following the licencjat degree programme),
- 7) 330 for a long-cycle magister degree programme (11 semesters).

6. The ECTS points for one semester of the part-time degree programmes, which last longer than full-time programmes, may be accordingly fewer than those for full-time degree programmes.

7. The total cumulative amount of the ECTS points for part-time degree programmes shall equal that allocated to full-time programmes.

8. The validation of courses and learning outcomes from the previous course of study as well as the acquired ECTS shall be granted by the Dean who admits a student from another university or another field of study.

9. Beyond the ECTS limit stated in para 5, a student, who began their study programme in the academic year 2011/2012 and later, shall be entitled to attend courses at a given level of study free of charge and shall be able to obtain additionally not more than 30 ECTS. It is possible to use this ECTS limit in order to take a repetition course.

## **Chapter 8**

### **Study plans**

#### **Art. 19**

1. Degree programmes shall be offered in respective forms and cycles in compliance with the study plans and learning programmes as defined by the faculty council.
- 2.. The curricula shall meet the programme requirements for a relevant field and form of study or it shall be in accordance with the National Qualification Framework for Higher Education.
3. The faculty council shall decide about the academic subject status: compulsory or elective, for a relevant field of study and specialty.
4. The study plan for each field, form, cycle and specialty shall include:
  - 1) a list of compulsory subjects (generic and field-related) together with scheduled teaching hours, forms of realization, and the ECTS points;
  - 2) a list of electives together with scheduled teaching hours, forms of realization, and the ECTS points;
  - 3) a list of credits and examinations;
  - 4) a type and length of practical training with allocated ECTS points;

5) the number of permitted deficit of ECTS credits- after respective semesters- as decided by the faculty council.

5. The faculty council shall determine in the study programmes the subjects referred to as the prerequisites.

6. A degree programme and its components or selected subjects, including the diploma thesis, may be conducted in a foreign language, as decided by the faculty council.

7. The dates and programmes of the practical training and field trips shall be made public at least 6 weeks before their commencement .

8. The Dean shall provide the information about the study plan and timetables for each degree programme offered to the students. The study plan shall allow the student to complete the programme in a timely manner and meet all the requirements specified for each curriculum, including the ECTS.

9. Students who began their study programme before the academic year 2012/2013 shall meet the requirements of the study programme and curriculum binding in the academic year in which they were enrolled. This provision shall not apply to a student who repeats the year of study or has been transferred from another higher education institution to the same degree programme, or a student who continues his education after at least one – year’s leave. In this case the student shall be entitled to make up for the differences in the curriculum. The Dean shall decide about the content, manner and deadlines for making up for the differences in the curriculum, and possible validation of the grades obtained by the student at another faculty or higher education institution.

10. The study programmes commenced in the academic year 2012/2013 and later shall follow the study plan and curriculum in accordance with the National Qualification Framework for Higher Education.

11. The Dean shall approve the curriculum and indicate the subjects/courses which have to be made up for as a consequence of a mobility programme to another higher education institution at home or abroad.

#### **Art. 20**

Timetables for each semester shall be available on the WUELS website at least one week before the beginning of the semester.

#### **Art. 21**

1. Students shall be eligible for:

1) an individual study programme, provided:

- the content of the study programme for their field of study has not been changed,
- the grades and credits have been obtained in another field of study, faculty or another higher education institution,

2) an individual study programme and curriculum, including subjects selected from other specialties and/or fields of study at the WUELS or another higher education institution, participation in research studies carried out by research teams. The individual study programme shall meet all the curriculum requirements.

3) enrolment in the second and yet another degree programme;

2. The Dean shall decide about the individual study plan whereas the faculty council shall decide about an individual schedule and curriculum.

3. The Dean shall appoint an adviser with at least a degree of doctor (PhD), responsible for the individual plan of study and curriculum of the student.

## **Chapter 9**

### **Registration and completion of the semester.**

#### **Art. 22**

1. A semester is a required period of time for completion of a course or its part.
2. The rules of registration of students for the subsequent semester are based on the ECTS (European Credit Transfer and Accumulation System).
3. The registration for the subsequent semester may be full or conditional.
4. Full registration means that the student has successfully completed previous semesters – with respect to courses and practical training – and accumulated sufficient amount of ECTS points required for previous semesters.
5. Conditional registration is obtained by the student who – with respect to courses and practical training – accumulated an amount of ECTS points required for previous semesters. However, the amount is to be reduced by the permitted deficit of the ECTS points (art. 19 para 4, subpara 5).
6. Students who have not met either full or conditional registration requirements may apply for repetition of this semester.
7. The registration in the next semester is based on the amount of accumulated points and shall be endorsed by the Dean. This decision is entered in respective documents.

#### **Art. 23**

1. During the first class a teacher shall provide students with information about forms, rules and schedule of the course assessment, a recommended reading list as well as his or her office hours.
2. Completion of the course which does not end with an exam is obtained if all the previously defined requirements are met. The teacher, who is responsible for the course, defines these requirements.
3. The student who successfully completed the course may be registered in the next semester in the smaller number of courses than stated in the study programme . Upon completion of these courses, the student shall be conditionally registered in two consecutive semesters, until missing courses are completed.

#### **Art. 24**

1. The student is required to receive credits for classes and courses that do not end with an examination before the end of the examination session.
2. Credits for classes (subjects) shall be awarded by the teacher conducting the classes. Credits for classes conducted by several teachers shall be awarded by the course coordinator or an authorized person.

#### **Art. 25**

The student has the right to raise objections to the assessment-related decisions directly to the course coordinator or to the Dean. The Dean may order reassessment of the student's knowledge before a board of examiners. The board shall be composed of: the Dean (in justified cases a teacher authorized by the Dean) as Chairperson, two examiners appointed by the Dean, a student year coordinator and – at the request of the student – a representative of the Student Self-Government (as an observer).

#### **Art. 26**

Credits for classes in a semester shall be given with a grade. This shall not apply to courses completed and credited in other higher education institutions.

#### **Art. 27**

Credits for practical training or its part may be awarded for practical training of a similar nature received earlier, student's participation in a research camp or professional work, provided the research camp programme or the nature of the professional work meets the requirements of such training defined in the study programme. A teacher authorized by the Dean shall decide about the credit award for the practical training. Credit shall be based on the assessment of the student's knowledge related to the training.

### **Chapter 10 Examination**

#### **Art. 28**

An examination shall evaluate the knowledge and skills acquired by students within the scope defined in the syllabus for a given course.

#### **Art. 29**

A detailed schedule of the examination period shall be agreed and set forth by representatives of the student self-government and academic teachers conducting the courses. The approval examination schedule shall be made available to students at least one week before the beginning of the examination session.

#### **Art 30**

Students shall be admitted to an examination in a course taught in the form of lectures and classes based on the completion and credit award for the class.

#### **Art. 31**

1. An examination shall be conducted by the teacher who has taught the course. This person shall decide about form of the examination.
2. Students may sit examinations before the scheduled examination session with the consent of the teacher who has conducted the course. Any examination sat before the examination session shall be deemed as the first examination.
3. The maximum number of examinations to be sat by students shall not exceed eight during one academic year.
4. If the examiner establishes during the examination that a student's work is not their own or the examination procedure has been disturbed, the examination shall be discontinued and the student responsible for it shall fail. The Dean shall be notified about the fact by the examiner. Students shall have the right to appeal against the decision of the examiner to the Dean within 14 days from the examination date. Students whose examination was discontinued have the right to sit this examination in the next term, according to the Regulations, art. 34 and 35.
5. Students shall have access to their examination scripts within the time limit set by the examiner.

### **Art. 32**

1. The grading system shall be as follows:
  - excellent (5.0 – bdb)
  - very good ( 4.5 – db plus)
  - good (4.0 – db)
  - satisfactory (3.5 – dst plus)
  - sufficient (3.0 – dst)
  - failed (2.0 – ndst)
2. If the grade obtained for the course is the average of several grades, it will be calculated according to the following rule:
  - from 4.75 to 5.0 – 5.0 – excellent;
  - from 4.25 to 4.74 – 4.5 – very good
  - from 3.75 to 4.24 – 4.0 – good
  - from 3.25 to 3.74 – 3.5 – satisfactory
  - from 3.0 to 3.24 – 3.0 – sufficient

### **Art. 33**

1. The teacher responsible for the subject is obliged to enter examination and credit grades, including failed grades, in the electronic system, print, sign and hand protocols in the Dean's office within the time defined by the Dean.
2. Students are obliged to monitor their examination and credit grades entered in the electronic system.
3. Students, who are dissatisfied with their grades in the electronic system, shall have the right to appeal against their course teacher's decision within 5 working days after the examination session. If the appeal is accepted, the teacher is supposed to correct the grade within 2 working days.

4. If no appeal has been submitted, it means that grades in the electronic system have been approved.

#### **Art. 34**

1. Should a student fail an examination, they will be permitted to one resit examination for each failed course.
2. The examiner's decision on the failure of the resit examination shall not be based solely on the grade for a written examination.
3. Students, who because of extenuating, well documented circumstances are unable to be present at the examination, shall retain the right to resit the examination at another date set by the examiner. Should the student's absence from the examination be unexcused within 7 days from the examination date, the student shall be deprived of the right to the examination but shall be eligible for the resit. An unexcused absence from the resit examination shall entail the loss of the right to take the examination at another date.
4. A student's absence from the examination shall not authorize the examiner to enter a failed grade in the examination protocol. An absence shall be recorded in the examination protocol with a word : " absent".
5. In exceptional circumstances, the Dean, at a student's request, may extend the dates of the examination period.

### **Chapter 11 Resit before the Board of Examiners**

#### **Art. 35**

1. Should a student question the correctness of the examination procedure, they may submit a request for a resit examination before the board of examiners. Such a request shall be put in at the latest on the working day following the day on which the examination results have been published. The Dean may order an examination to be retaken before the board of examiners within seven days from the date of examination in dispute.
2. The board of examiners shall be composed of: the Dean (or an academic teacher authorized by the Dean) as the board Chairperson, two examiners appointed by the Dean, the study year coordinator and, by the student's request, a representative of the student self-government (as an observer).
3. The resit examination before the board shall be oral, using a system of drawing questions at random.
4. The evaluation at such an examination shall be by voting. Should the members of the board represent divergent opinion on the result of the examination, the Chairperson shall have a deciding vote.
5. Should a student be absent from the resit examination before the board, they will lose the right to sit it at another date.

### **Chapter 12 Course completion**

### **Art. 36**

1. The completion of all types of classes taught as a part of a given course during one semester shall be certified jointly.
2. The overall grade for a given course shall be based on the grades for individual classes and the grade for the examination, and shall be calculated in accordance with provisions of art. 32 herein. If only one type of classes, being a part of a given course, is assessed in a semester, the grade for such classes shall be the overall grade for the course.
3. Credit for a course shall be given and the grade determined and recorded by the course coordinator. If the teacher is unable to do so, credit shall be given and recorded by another teacher authorized by the head of the unit in which the course is taught.
4. The coordinator of a given course may exempt in full or partially a student from attendance in the classes on the basis of their learning outcomes and competences obtained at another faculty. Credits and a grade for such classes shall be awarded by the course coordinator with prior consent of the Dean.
5. Students who have completed a course related to their field of study at another faculty or higher education institution at home or abroad shall receive full recognition and ECTS credits as accumulated at the higher education institution in which the course has been completed. If the course has not been allocated any number of credits or the ECTS points are fewer at the host institution, the Dean shall determine the number of ECTS credits.

### **Art. 37**

The mean grade for a given period of study shall be calculated as the arithmetic mean of all the grades obtained for the courses, exclusive of PE and practical training.

## **Chapter 13**

### **Completion of a semester**

#### **Art. 38**

1. In order to successfully complete a semester, students shall be required to:
  - 1) have successfully completed classes and/or lectures not ending in an exam;
  - 2) have successfully completed practical training;
  - 3) have obtained passing grades in compulsory examinations; and
  - 4) have accumulated the total number of ECTS credits as defined in the study plan.

2. The completion of each semester of study shall be endorsed by the Dean.
3. Credits for all the courses successfully completed as part of the curriculum at another higher education institution at home and/or abroad, shall be recognised by the Dean and transferred in compliance with the European Credit Transfer and Accumulation System (ECTS) and recorded in respective documents.
4. The recognition of a study programme completed at another higher education institution shall be subject to approval upon submission of the Transcript of Records obtained from the host institution.

## **Chapter 14**

### **Course repetition & realization of courses in advance**

#### **Art. 39**

1. Students may be permitted to repeat a course in the case of unsatisfactory academic progress unless the permitted deficit of ECTS credits has been exceeded.
2. Students who have a deficit of ECTS credits may apply to attend some courses scheduled for the subsequent semesters.
3. In one semester the number of ECTS credits accumulated while attending courses scheduled for the subsequent semesters may not be greater than the permitted deficit of the ECTS credits after a given semester defined by the faculty council in accordance with art.19 para 4 subpara 5.
4. Students, who during a semester have interrupted a selected course of study without the Dean's consent, shall repeat the course on the terms and conditions applicable to a course repetition.

## **Chapter 15**

### **Removal from the student register**

#### **Art. 40**

1. The Dean shall remove a student from the student register if they:
  - 1) have submitted a written resignation from the study programme;
  - 2) have not submitted the diploma thesis or has not taken the diploma examination by the specified deadline; and
  - 3) have been expelled from the WUELS by way of disciplinary action.
2. The Dean may remove a student from the student register if they:

1) have made no progress in learning; lack in progress is recognized when: the permitted deficit of ECTS credits has been exceeded after the first semester of the first-cycle undergraduate programmes or long-cycle programme ; when the learning outcomes and competences make the completion of the semester not warranted, especially when it is the result of a student's absence from courses;

2) have not completed the semester within the time-limit as prescribed, and;

3) have not paid the tuition fee.

3. The Dean shall remove a student from the student register for not taking up a study programme if the academic oath is not taken within 14 days from the start of the academic semester.

4. The decisions referred to in para 1, 2 and 3 herein, may be appealed against to the Rector within the non-negotiable time limit of 14 days. The Rector's decision shall be final and absolute.

## **Chapter 16** **Student readmission**

### **Art. 41**

1. Students who have been removed from the register during the first semester of study shall be readmitted in accordance with the regulations governing the recruitment procedure in higher education institutions.

2. The readmission becomes effective at the beginning of the semester, with exemption of para 3.

3. Students who have been removed from the register, due to a failure to submit the diploma thesis, may within two years from the removal date apply for readmission to submit the diploma thesis and take the final examination without taking into consideration the curriculum differences.

4. Students who have been removed from the register by the final and binding decision of the disciplinary commission may apply for readmission provided the expulsion has been erased from the punishment register in compliance with provisions in the Higher Education Act regulating student liabilities.

5. The Dean shall make a decision on readmission of a student, who has completed at least the first semester and the lapse of time is not longer than 5 years. The readmitted student shall have to make up for the curriculum differences.

## **Chapter 17** **Leave of absence**

### **Art. 42**

1. A student may be granted leave of absence as follows:

- 1) for a short term, not exceeding 14 days, if and when the classes missed may be made up for;
  - 2) for a long term, not exceeding one year; and
  - 3) longer than one year (in special circumstances by the Rector's consent).
2. A long-term leave may be granted in case of:
    - 1) a student's continued illness;
    - 2) the necessity to take care of a child, ill spouse and other family problems, and
  - 3) financial difficulties, if a student applies for a leave after having successfully completed the semester.
3. The Dean shall grant a leave provided the appropriate documents are submitted. Students may apply for a leave only immediately upon the occurrence of any of the circumstances listed herein.
  4. Students shall retain an active student status throughout the entire leave of absence. The scope of financial support is stipulated in separate regulations.
  5. A student on leave may, by the Dean's approval, attend selected classes, obtain credits and take examinations.

## **Chapter 18**

### **Courses not covered by the curriculum and simultaneous degree programmes**

#### **Art. 43**

1. Students may take courses not included in the curriculum by the Dean's approval.
2. A teacher conducting a course may refuse the student's registration for the course in the case of the student's insufficient competence in the course subject-matter.
3. The ECTS points accumulated for courses not covered by the curriculum shall not be added to the curriculum credits and the grades obtained in such courses shall not be taken into consideration in counting the mean grade from the studies.
4. Terms and conditions of the course completion shall apply to the courses not included in the curriculum.
5. Courses not covered by the curriculum are posted in the Diploma Supplement.
6. The WUELS may charge a tuition fee for courses not included in the curriculum in accordance with separate regulations, with exemption of art.18 para 9.
7. A student may study simultaneously another degree programme either at the WUELS or at another higher education institution

## **Chapter 19**

### **Diploma thesis**

#### **Art. 44**

1. The diploma thesis shall be submitted by the following deadlines:
  - 1) First-cycle students (in inżynier and licencjat programmes) shall submit their thesis by 25th January (winter semester) or by 30th June (summer semester).
  - 2) Second-cycle students (in magister programmes) shall submit their master's thesis by 31st March (winter semester) and by 30th June (summer semester).
2. In justified cases the Dean may set other dates.
3. The Dean may at the request of the thesis supervisor or the student extend the deadline for submission of the thesis to the end of the subsequent semester in the following cases:
  - 1) a student's long-term illness documented by medical certificate;
  - 2) circumstances beyond the student's control that prevent them from meeting the dates set, and;
  - 3) other well-grounded reasons.
4. A change of the thesis supervisor within six months before the submission deadline may constitute the grounds for extending the submission deadline. A decision to permit that and to appoint a new supervisor shall be made by the Dean.

#### **Art. 45**

1. The work on the diploma thesis shall be supervised by an academic teacher, a holder of an academic title or degree of at least "doktor habilitowany" (doctor habilitatus). The Dean may authorize an academic teacher at the WUELS or an expert outside of the WUELS, who hold at least a degree of "doctor" (PhD) to supervise the diploma thesis.
2. The diploma thesis may be compiled, by the Dean's approval, outside of the WUELS.
3. Academic teachers, students and institutions cooperating with the University may suggest the subjects for the diploma thesis.
4. The subject of the master's thesis shall be agreed not later than one year before the scheduled completion of the academic programme and in the case of BSc thesis and BA thesis not later than one semester before the scheduled completion of the academic programme. The subject of the diploma thesis shall be approved by the Dean.
5. The thesis supervisor and one reviewer shall assess the diploma thesis. In the case of divergent opinions, the Dean shall decide upon admittance to the final examination and may consult another reviewer. Provisions of para 1 herein shall apply to reviewers.
6. In the case of the master's thesis at least one reviewer shall hold an academic title or academic degree of "doktor habilitowany" (doctor habilitatus).

In exceptional circumstances, in the case where there is no specialist in the scientific discipline, two reviewers with at least the academic degree of doctor shall assess the master's thesis.

## **Chapter 20**

### **First-cycle diploma examinations**

#### **Art. 46**

1. To be admitted to the diploma ( final ) examination, students shall be required to:
  - 2) have completed all curriculum courses and practical training programmes;
  - 3) have accumulated the ECTS points required for a given level of study and
  - 4) have obtained only positive reviews for the diploma thesis, if such a thesis is required.
2. The diploma examination shall be held in the presence of the examination board appointed by the Dean and including: the chairperson ( the Dean or an authorized academic teacher) and at least two academic teachers who represent the academic disciplines covered by the curriculum. The Dean may decide to grant the power of examination to representatives of employers, professional associations and organizations.
3. Students shall sit the final examination by the end of the examination period. The dates shall be set by the Dean.
4. Students who have failed to take the final examination within the time limit set, shall lose the right to any financial aid and extension of the validity of their student ID on 1st March and 1st July, respectively.
5. Students who have failed to take the final examination within the time limit set, may, in justified cases, be readmitted to it within non-negotiable six months.
6. Students shall maintain the student status and the right to hold the student ID (without the right to any financial aid) for the period between the completion of the first level degree studies and the start of the second-cycle degree studies, however no longer than until 31 March for graduates of the first –cycle degree in the winter semester or 31 October for graduating in the summer semester.

#### **Art. 47**

1. The diploma examination shall be oral or written. The form shall be stipulated by the faculty council.
2. The final numerical result of the first degree programme shall be calculated as follows:
  - 1) the arithmetic mean of all overall grades for courses in accordance with art. 37;
  - 2) the arithmetic mean of the diploma thesis grades;
  - 3) the arithmetic mean of the diploma (final) examination grades.
3. In the fields of study where the diploma thesis is compulsory, the final result shall be equal to the sum of: 1/2 of the grade referred to in para 2 subpara 1 herein and 1/6 of the grade referred to in para 2 subpara 2 herein and 1/3 of the grade referred to in para 2 subpara 3 herein.

4. In the fields of study with no diploma thesis, the final result shall be the sum of: 2/3 of the grade referred to in para 2 subpara 1 and 1/3 of the grade referred to in para 2 subpara 3.

5. A higher education diploma shall show the final result at a five-grade scale: 3.0; 3.5; 4.0; 4.5; 5.0 in accordance with the following rule:

from 4,60 to 5,00 – excellent (5,0);

from 4,20 to 4,59 – very good (4,5);

from 3,80 to 4,19 – good (4,0);

from 3,40 to 3,79 – satisfactory (3,5);

from 3,00 to 3,39 – sufficient (3,0).

The board of examiners may adjust the final result by 0.5.

6. The date of the completion of the first degree programme shall be the date of passing the diploma (final) examination.

#### **Art. 48**

1. If a student has failed the diploma examination, the Dean shall set another date for the examination which shall be held within six months of the first examination date.

2. Should a student fail the diploma examination on the second date, the Dean shall make a decision to remove the student from the student register.

### **Chapter 21**

#### **Master's and final examinations**

#### **Art. 49**

1. In order to be admitted to the master's examination, a student shall be required to:

1) have all the courses and practical training completed and credited;

2) have accumulated the ECTS points required for a given cycle of study;

3) have obtained all positive reviews for the master's thesis in the field of study wherein it is prescribed.

2. The master's examination shall be taken before the board appointed by the Dean composed of: the Dean as Chairperson, the thesis supervisor and a reviewer (reviewers). The Dean may expand the composition of the board and invite experts and a representative of an entity or local self-government interested in the subject-matter of the thesis.

3. The master's examination shall be held within three months strictly from the Master's thesis submission. The date shall be set by the Dean.

4. A student who has failed to take the final examination within the time limit set may, in justified cases, be readmitted to it within non-negotiable six months.

#### **Art. 50**

A student of the Faculty of Veterinary Medicine shall take examinations as provided by the study plan not later than by 1st March. In justified cases, the Dean at the student's request may extend the final date by 30 April, but without the right to any financial aid. Afterwards the student may apply for the right to take a repetition semester.

### **Art. 51**

1. The master's examination shall be oral.
2. The diploma examination may be open to the public at request of the student or the supervisor in agreement with the student, and has to be submitted 7 days prior to the scheduled examination date. Participants of the open examination, not being members of the examination board, may not ask any questions or participate in the work of the examination board for the evaluation of the examination.
3. The overall final grade for the master's degree programme, both in long-cycle and second-cycle degrees shall be calculated as follows:
  - 1) the arithmetic mean of all the grades calculated in accordance with art. 37 ;
  - 2) the arithmetic mean of the grades for the master's thesis;
  - 3) the arithmetic mean of the grades for the master's examination;
  - 4) the arithmetic mean of the grades for the examinations as determined by the faculty council at the Faculty of Veterinary Medicine.
4. The overall result is the sum of: 1/2 of the grade referred to in para 3 subpara 1 and 1/4 of the grade referred to in para 3 subpara 2 and 3;
5. At the Faculty of Veterinary Medicine – the overall study outcome is the sum of 1/2 of the arithmetic mean referred to in para 3 subpara 1 (excluding grades referred to in para 3 subpara 4) and 1/4 of the arithmetic mean referred to in para 3 subpara 4.
6. The final grade in the five-point scale: 3.0; 3.5; 4.0; 4.5; 5.0 shall be entered in the student's higher education diploma determined in accordance with art. 47. The board of examiners may adjust the final grade by 0.5.
7. The programme completion date shall be deemed to be the date of the master's examination; in the case of veterinary medicine, it shall be the date of obtaining a credit for the last course included in the study programme.

### **Art. 52**

1. If a student has failed the diploma examination, the Dean shall set another examination date, which will be within six months from the first date scheduled.
2. A failure to pass the diploma examination at the second attempt shall entail the student's removal from the register.

## **Chapter 22**

### **Prizes and awards**

#### **Art. 53**

1. Students with outstanding academic, sports and cultural achievements, active in student research projects, may be awarded:
  - 1) scholarships by the Minister for Higher Education;
  - 2) scholarships by the Rector for the best students;
  - 3) prizes by state institutions, scientific associations, sports organizations and others.
2. The criteria and policy of granting scholarships, prizes and awards and their pecuniary values are set forth in separate regulations.

3. The Rector may grant a pecuniary award to the best student in the long-cycle or second-cycle master's degree programme. The main criterion shall be the arithmetic mean of all the grades received throughout the entire programme and additional criteria set by the Faculty Council.

4. Students and graduates may be awarded not only pecuniary prizes but also prizes, particularly for social activities.

5. Upon the Faculty Council's decision a student whose diploma grade is excellent and the mean grade is at least 4.5 may be awarded a diploma with honors. The distinction shall be posted in the Diploma Supplement. The criteria, based on which up to 5% of the graduates from a given field of study may be awarded a diploma with honors shall be established by the faculty council.

6. The Rector may issue a Letter of Congratulations to gifted and outstanding graduates as an honorary distinction.

## **Chapter 23**

### **Penalties**

#### **Art.54**

1. Students shall be brought to the Disciplinary Commission or Student Arbitration Board within the Student Self-Government for conduct offending the student's dignity and violation of regulations in force at the WUELS.

2. Students shall not be punished for the same act both by the Student Arbitration Board and the Disciplinary Commission.

3. Disciplinary penalties shall be as follows:

1) reprimand;

2) rebuke;

3) rebuke with a warning;

4) suspension of certain student rights for a period of one year;

5) expulsion from the University;

6) a penalty warning by the Dean without disciplinary proceedings.

5. The rules of Disciplinary Commission are established by separate regulations.

## **Chapter 24**

### **Higher education diploma**

#### **Art. 55**

1. Graduates shall be awarded the higher education diploma which confirms the award of a relevant degree, as provided by separate regulations:

1) graduates of the first- and second-cycle programmes shall be awarded a respective diploma;

2) graduates of the long-cycle (magister) program shall be awarded the master's degree diploma;

2. Only one diploma in the long-cycle master's degree programme or in the first-or second-cycle degree programmes shall be awarded to a graduate in a given field of study.

3. Presenting the diplomas to the graduates of the second-cycle or long-cycle master's degree programmes shall take place at the diploma award ceremony.

**Chapter 25**  
**Distance learning**

**Art.56**

- 1.Distance learning degree programmes are provided in a full- and part-time mode.
2. The Dean decides on the methods and techniques of distance learning.
- 3.The manner and deadlines of subjects are published before the beginning of a semester.

**Art. 57**

1. An e-learning course is the basic form of distance learning programmes and it consists of the following elements:
  - 1) teaching materials for students individual work available on electronic media and on the platform, and additional resources, including reading materials and links to outside resources on the Internet;
  - 2) electronic tools to communicate with teachers and fellow-students in a work group, and lab instructors (e.g. e-mail, threaded discussions, a chat room, etc);
  - 3) tests, assignments, class contents on the learning platform;
  - 4) tracking facilities to monitor students activities (logging frequency counter, working time materials reviewed, etc.).
2. The teacher teaching a course shall monitor students' activities and progress.

**Art.58**

1. Each course placed on the distance learning platform shall have a adviser, an employee of the CKNO who is a distance learning consultant.
2. Separate regulations provide for e-learning courses.

**Art. 59**

1. An examination shall be conducted by the course coordinator during the examination session. In justified cases, the Dean may agree to another date of the examination and/or authorize another teacher - an expert in this or a related area to conduct the examination.
2. Examinations shall be conducted on the e-platform or by traditional methods.

**Chapter 26**

**The rules of supporting learning of students with disabilities**

**Art. 60**

1. The authorities of the University shall be obliged to take actions to provide the right conditions for students with various disabilities in order to enable them to participate fully in the process of learning .
2. In individual cases such as exams, tests or final tests, the form of checking knowledge may be altered from written to oral and vice versa.
3. If a student's disability or disease does not allow full-time participation in classes, absence up to 40% of the total number of hours from a course shall be accounted for.
4. If it is due to the type of their disability, during classes or exams a student shall be allowed to be assisted by a third party such as: sign language interpreters, teachers, stenographers or laboratory assistants who shall assist students with a hand disability .

5. If due to their disability a student shall not be able to take notes, the Dean may allow them to make use of some extra technical devices or to be assisted by an assistant so as to fully participate in classes.
6. If any devices recording sound or both sound and picture are used, a student shall be obliged to sign a declaration about copyrights and use of recorded materials exclusively for private purposes according to art. 33 of the Act of 4th February on Copyright and Related Rights ( Journal of Laws 1994, No.24 item. 83, with amendments).
7. If a student's disability or disease prevent them from realizing assignments during the examination session, they may apply to the Dean for the extension of the session.
8. A disabled student may apply to the Dean for assigning a faculty tutor. The tutor shall be responsible for describing and presenting the Dean with the student's particular needs involving organization and realization of their teaching process as well as adaptation of the studies conditions to a type of their disability.

## **Chapter 27**

### **Transitional and Final provisions**

#### **Art. 61**

1. In the study years in which it is required to keep the credit book, students shall be obliged to:
  - 1) enter into the credit book all courses included in the study programme in a given semester before the beginning of it, in order to be registered in that semester;
  - 2) produce the credit book and exam card (card of student's academic achievements per semester)during an exam;
  - 3) submit the credit book and exam card at the Dean's office at the end of each semester, by the final date given in the schedule of an academic year.
2. In the study years in which it is required to keep the credit book, grades obtained in exams and credits from classes shall be recorded both in the credit book and exam card as well as in credit and examination protocols. Failed grades shall be recorded solely in the exam card and the protocol.
3. If it is granted by the Dean's decision, leave of absence shall be recorded in the credit book.

#### **Art.62**

1. All the matters related to the organization and mode of study programmes covered by the Regulations shall be decided upon by the Dean or an authorized Vice-Dean.
2. The Rector shall be the appeal authority in all matters governed by the Regulations.
3. Students shall settle all liabilities and fulfill obligations towards the WUELS before leaving or before being awarded a diploma.

#### **Art. 63**

1. The Study Regulations of the WUELS shall become effective on 1st October 2013.

Approved by:  
The Rector  
prof. dr hab. Roman Kołacz