

Attachment to Resolution No. 18/2021 of the Senate of the Wrocław University of Environmental and Life Sciences of April 23, 2021 on the adoption of the General Regulations for The student of the Wrocław University of Environmental and Life Sciences

General Regulations for The student of the Wrocław University of Environmental and Life Sciences

Chapter 1. General provisions

§ 1

1. The General Regulations for The student of the Wrocław University of Environmental and Life Sciences, hereinafter referred to as the “Regulations”, define the organization of studies and the related student’s rights and obligations.
2. The Regulations apply to all forms and fields of the first-, second- and long-cycle studies conducted in the Polish language and in foreign languages at the Wrocław University of Environmental and Life Sciences, hereinafter referred to as the “University” or the “WUELS”.

§ 2

1. A student is admitted to the first semester of studies as a result of an admission procedure or by confirmation of learning outcomes.
2. A person admitted to the University is entered on the list of The student.
3. The student formally enter the University once they take a matriculation oath.
4. In justified cases, having obtained the consent of competent deans, the student may change the field of study at the University during the first semester within 14 days from the beginning of the academic year.
5. The student who has completed at least one semester of studies at another domestic or foreign university may be admitted to the University by transferring to the second or higher semester of studies, provided that he/she has fulfilled all the obligations resulting from the regulations in force at their current university. The transfer procedure is supervised by a competent dean.
6. In the case referred to in point 5, the student is required to submit to the dean an application with a justification approved by a dean or another person responsible for the management of the education process at their current university and documents confirming the current course of studies. The above-mentioned application must be submitted to a competent dean’s office

- no later than 7 days before the beginning of the semester at the University.
7. The vice-dean of the faculty accepting The student from another university decides on the transfer and recognition of ECTS credits that The student have received so far on terms specified in § 22.
 8. The student referred to in point 5 is also required to make up for content that was missed. The vice-dean provides a catch-up programme along with deadlines to complete it.
 9. Points 5-7 shall apply accordingly in the event of a change of the field of study within the University.
 10. The student may transfer from one university to another or change the field of study within the University if he/she meets the admission requirements and receive enough credits to be transferred, whether between universities or within the WUELS.

§ 3

1. The students' representative council is the sole representative of the entire student community.
2. Competent bodies of the students' representative council are authorized to express a position on all matters relating to The student.
3. A students' representative ("starosta") represents the student community voice in a given academic year. The method of election and the rights and obligations are specified in the Regulations on the Students' Representative Council.

Chapter 2. Student's rights

§ 4

1. The student has the right to acquire knowledge, develop his/her interests and use the University resources for this purpose. Most notably The students are entitled to:
 - 1) study in more than one field of study, also at various universities, including foreign ones, in accordance with applicable statutory regulations;
 - 2) participate in classes, get credits in accordance with the programme of studies and take exams, having previously met detailed requirements related to classes;
 - 3) participate in classes not covered by the programme of studies in a selected field of study on terms specified in § 27;
 - 4) have their ECTS credits transferred and recognised;

- 5) use office hours with academic teachers;
- 6) explain their absence from classes and exams;
- 7) study according to an individual schedule or an individual programme on terms specified in § 12 and § 36;
- 8) get credits and take exams on terms and within deadlines set out in § 13-16 and 36;
- 9) take an exam before an examination board on terms set out in § 17 and 36;
- 10) repeat certain courses due to unsatisfactory learning outcomes on terms set out in § 23 and 36;
- 11) take a leave of absence on terms set out in § 26 and 36;
- 12) change the field of study or a university on terms set out in § 2;
- 13) change the form of studies 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 research group on terms set out in separate regulations;
- 17) participate in research conducted at the University with the consent of the unit head or the project manager;
- 18) associate in student organizations, creative groups and associations;
- 19) elect representatives and apply for election to the bodies of The student' representative council, the University collegial bodies and consultative bodies;
- 20) elect (actively and passively) senate members and the rector (actively) on the terms set out in the University statute;
- 21) put forwards demands to the University authorities regarding studies, programmes, matters related to the process of education and social and living conditions;
- 22) organize assemblies, demonstrations, protests and strikes at the University 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 the work of academic teachers and other persons conducting classes;
- 24) apply to the Rector for reconsideration of individual student cases;
- 25) receive instructions about the student's rights and obligations;

- 26) view their personal files.
2. The student receive a student ID card.
3. The student ID card is valid until the day of graduation, suspension or removal from the list of The student, and in the case of graduates of first-cycle studies, until October 31 of the year of graduation.

Chapter 3. Student's obligations

§ 5

The student is obliged to fully use educational opportunities offered by the University, act in accordance with the matriculation oath, follow the Regulations and other provisions applicable to the University academic community.

The student is required to:

- 1) acquire knowledge, skills and social competences set forth in the programme of studies on a regular basis;
- 2) perform tasks resulting from the programme of studies and participate in classes covered by the programme; unexcused absence from more than 20% classes may form the basis for refusal to credit them;
- 3) participate in occupational health and safety and fire safety trainings;
- 4) treat optional courses selected at student's discretion as compulsory;
- 5) receive course credits, take exams, submit dissertation sand take degree exams on time;
- 6) use e-mail account granted in the university e-mail system;
- 7) use e-mail account granted in the University Study-Oriented System (USOS) to monitor grades, sign up for classes, report any irregularities in this regard to a teacher and the dean's office employee, respectively;
- 8) inform the dean's office about the change of personal and contact details within a month at most;
- 9) notify the dean's office of the intention to resume studies after a leave of absence in order to enrol for a semester in the USOS on terms specified in § 26 (11);
- 10) respect the University property and care for its good name;
- 11) timely fulfil obligations towards the University, such as signing up for courses (otherwise the student may not be admitted to such courses) and paying due tuition fees for educational and

- other services specified in the Rector's relevant orders;
- 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 take classes, otherwise attending such classes will not be possible.

Chapter 4. Academic year structure

§ 6

1. The academic year begins on October 1st and ends on September 30th of the following calendar year and includes:
 - 1) classes divided into two semesters: winter and summer one;
 - 2) two examination periods;
 - 3) winter and summer breaks.
2. Detailed structure of the academic year, including the dates of the beginning and the end of the semester and exam periods at the University, is provided by the Rector based on the opinion given by the Students' Representative Council, and announced before the beginning of the academic year. During the academic year the Rector 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. For studies beginning in the summer semester, the first year has one semester. Other academic years have two semesters.
4. The planned graduation date is:
 - 1) September 30th – for studies ending in the summer semester;
 - 2) February 28/29th – for studies ending in the winter semester.

Chapter 5. Organization of studies

§ 7

1. The University provides education services through fields of study at specific levels and education profiles.
2. The University offers full-time and part-time studies:
 - 1) two-stage studies
 - a) first-cycle studies (engineering and undergraduate/bachelor's),

- b) second-cycle studies (graduate/master's),
- 2) long-cycle studies.
- 3. The studies referred to in point 2 have two profiles: general academic or practical.
- 4. Full-time undergraduate studies take six semesters, and engineering studies take seven semesters. Second-cycle studies take three or four semesters and long-cycle studies take eleven semesters.
- 5. Part-time studies may take more time than the corresponding full-time studies.
- 6. Classes may be conducted with the use of distance learning methods and techniques. The organization of these classes, credits, mid-term, end-term and degree exams are specified in separate regulations.
- 7. Selected classes in particular fields of study, customarily conducted in the Polish language, may be conducted in foreign languages, depending on the students' interest and the University capabilities.
- 8. Education and verification of the learning outcomes in the fields of study conducted in a foreign language is provided in the language of instruction.
- 9. The student of a field of study conducted in a foreign language may, with the dean's consent, participate in the University courses taught in another language; exams are taken in a language of instructions;
- 10. The University charges tuition fees for part-time studies, studies conducted in a foreign language and educational services provided to foreigners in the Polish language. Tuition fees are determined by the Rector by way of an order.
- 11. Rules of attending classes taught in a foreign language, physical education and classes in the humanities or social sciences are posted on websites of units responsible for conducting such classes.

§ 8

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

Chapter 6. The ECTS

§ 9

- 1. The credit system used at the University corresponds to the ECTS standard (the European

Credit Transfer and Accumulation System).

2. A number of ECTS credits is assigned by a programme council to each course covered by the study programme. It reflects the amount of work required to complete a given course and achieve specific learning outcomes. The amount of work means the student's initiative during classes and his/her own work.
3. To receive ECTS credits assigned to a given course the student must achieve the planned learning outcomes and get credits.
4. The total number of ECTS credits assigned to all courses in the programme of studies is:
 - 1) 27-33 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 semesters).
5. The number of ECTS credits for a semester (academic year) may be different than that mentioned in points 4 (1) and (2) for:
 - 1) veterinary medicine,
 - 2) part-time studies lasting longer than full-time studies.
6. The total number of ECTS credits provided for a programme of part-time studies is equal to the number of ECTS credits provided for a programme of full-time studies.

Chapter 7. Programme of studies

§ 10

1. Studies in a given field, level, profile and form are carried out in accordance with the programme of studies established by the Senate.
2. The programme of studies of a given field of study, form and cycle includes in particular:
 - 1) learning outcomes;
 - 2) a list of compulsory and optional classes with ECTS credits assigned to them, learning outcomes, curriculum ensuring that these outcomes can be achieved and methods of verification and assessment;

- 3) nature, rules and form of intership together with ECTS credits;
 - 4) the number of acceptable – after individual semesters – deficit of ECTS credits;
 - 5) list of courses that might be taken on condition that the student received credits for previous courses.
3. In case of the student that takes some courses at another national or foreign university under a student mobility, the vice-dean approves the list of courses that may be taken during a student exchange programme and indicates courses to be taken after returning to the University as well as dates to taken them, in accordance with a programme of studies applicable in a given field.
4. The dean may also define additional conditions that should be met by the student referred to in point 3 above.

§ 11

1. The programme of studies provides the basis for semester schedules.
2. Class 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 (individual selection of courses, without the necessity to change the applicable programme of studies):
 - 1) pregnant students, students who are parents and students with special needs, including those with disabilities referred to in § 36;
 - 2) other students, especially those elected to collegial bodies of the University, members of the Students' Representative Council, students with outstanding scientific, artistic or sports achievements, students admitted to the University by way of confirming their learning outcomes, students of more than one field and students who obtained some of the learning outcomes while studying in another field of study at the WUELS or another university.
2. The student is allowed to study according to an individual programme meaning that the programme may be modified so that the student may select courses in other fields of study at the Wrocław University of Environmental and Life Sciences or other university, and/or participate in research conducted by scientific teams. Studying according to individual

- programmes cannot mean an exclusion of any of the major learning outcomes and any of courses covered by the applicable education standard.
3. The dean appoints a tutor responsible for proper preparation and performance of an individual programme of studies. A tutor may be a university teacher holding at least a doctoral degree.
 4. The student pursuing an individual programme is obliged to report to the dean any change in the conditions agreed with the tutor.
 5. Decisions on studying according to an individual schedule or an individual programme are made by the dean upon the student's written request submitted with a justification, subject to § 36 (3). This request should be submitted to the dean's office no later than 7 days before the beginning of the semester.
 6. The student is allowed to study according to an individual schedule or an individual programme for one semester or one academic year, and in justified cases also for the entire course of study.
 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 9. Credits and exams

§ 13

1. During the first class, a university teacher is obliged to inform students about the learning outcomes, dates of field classes, forms, rules and schedule for receiving course credits/taking exams together with conditions of admission to exams, required and recommended literature and office hours adjusted to the form of study.
2. Exams and credits end with a grade unless the programme of studies provides otherwise.
3. The following grades are used at the University:
 - very good (5.0);
 - good plus (4.5);
 - good (4.0);
 - pass plus (3.5);
 - pass (3.0);
 - fail (2.0).
4. If a course does not end with a grade, it comes with a non-numerical grade (“pass” or “not passed”).

5. All forms of classes within a given course must be credited in total.
6. A total grade is determined based on a weighted average of grades from individual forms of classes, in accordance with the following rules:
 - 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 – pass plus (3.5);
 - from 3.00 to 3.24 – pass (3.0).
 - below 3.0 – fail (2.0).
7. If only one type of classes is given a grade in a semester, such a grade is treated as the overall grade.
8. A course is considered “passed” after all its components (forms of classes) have been given a grade from 5.0 to 3.0.
9. A course is given a non-numerical grade (“pass”) by its teacher. If classes are conducted by several teachers, they are credited by a university teacher responsible for the course or an authorized person.
10. The student’s failure to complete a course does not entitle a teacher to give him/her a fail grade. Such a situation should be recorded in the USOS by entering the “ABS” abbreviation into the system.

§ 14

1. The student is required to receive credit for courses, including internship, by the end of exam period, with the exception of § 16 (4).
2. In exceptional cases, at the student’s request, the dean may extend the exam period, but not longer than to the end of the current semester, subject to § 36 (2) (5).
3. The student may take an exam in a course conducted in the form of classes and lectures on condition that he/she receives credits for such classes.
4. The student who pursues credits or takes an exam is required to present a document confirming his/her identity.

§ 15

If the programme of studies covers an internship or professional training, the vice-dean may agree to give credits for such an internship/training based on experience gained during the studies if this experience confirms that the student achieved learning outcomes provided for in the programme and is documented in accordance with rules applicable at the University. Internship or professional training is considered completed based on the verification of the student's learning outcomes. These outcomes are verified by an internship/training supervisor.

§ 16

1. Detailed structure of an exam period is determined by a students' representative and university teachers. The student should be notified of the structure of exam period at least one week before the exam period begins.
2. During an academic year the student may take no more than eight exams.
3. The student may take an exam in a given course before the actual exam period begins having been granted a consent of a university teacher conducting this course. The date of such an early exam is considered its first date.
4. As for veterinary medicine, exams after the 11th semester of studies can be taken only during the exam period, and credits for classes that do not end with an exam must be received before the exam period beginning.
5. The student 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 4 days from the exam date, the student loses his/her right to take an exam on the first date but is still entitled to take a resit exam.
6. If the student cheats or disturbs an exam session, an exam is discontinued, and the student receives a fail.
7. In case of exams that were discontinued for a reason referred to in point 6, the student has the right to take a resit exam.
8. A resit exam cannot be taken earlier than on the 5th day following the announcement of results.
9. Points 5 and 6 shall apply to a resit accordingly, however failure to pass a resit exam will result in failure to pass the entire course.
10. The student has the right to view his/her papers and discuss them within deadline set by a

university teacher, but not later than within 7 days after the results were announced.

Chapter 10. Exam taken before a board

§ 17

1. If the form or course of an exam is questioned, the student has the right to apply for an exam before a board. A request, together with a detailed list of reservations, should be submitted no later than within 3 days after the exam results were announced. The vice-dean decides whether to consider such reservations and conduct an exam before a board. Such an exam should take place within 5 days after the student file the request.
2. The exam is taken before a board consisting of the vice-dean (or a university teacher appointed by him/her) as a chairman, two examiners appointed by the vice-dean, a tutor and – upon the student' written request – a person appointed by a student (as an observer).
3. The exam is taken orally, subject to § 36 (2) (1).
4. The exam result is determined by voting. In case of disagreement between the board members on the exam result, the chairman of the board has the casting vote. The observer shall not vote.
5. In case of unjustified absence from an exam before the board, the student loses the right to take it at another date.

§ 18

1. The provisions of § 17 (2) (1) shall apply accordingly to the verification of learning outcomes before a board, achieved in courses that do not end with an exam. The application must be submitted within 4 days after a grade is given, first to an academic teacher responsible for a course, and in the event of failure to obtain his/her approval, to the vice-dean.
2. The vice-dean may decide to verify learning outcomes referred to in point 1 before a board, within 5 days after the application was submitted. The vice-dean decides on the form of learning outcome verification and the method of result determination, subject to § 36 (2) (1).

Chapter 11. Credit registration procedure

§ 19

1. The study-related records (report of student periodic progress and achievement, protocols, degree exam documents etc.) is kept in the USOS. The form of keeping the above-mentioned

- document is governed by separate regulations.
2. Written exam papers, projects and mid-term/end-term tests that confirm the learning outcomes, are to be kept by a university teacher for 12 months after the end of the course.
 3. A semester is a credit period.
 4. A teacher in charge of the course is obliged to enter the total grades received by individual student into the USOS before the system closes in a given semester at the latest, with the exception of § 16 (4), where grades for courses that do not end with an exam should be entered into the USOS before the beginning of the exam period. After this deadline, entering grades into the system is impossible.
 5. It is recommended to enter grades referred to in point 4 immediately after the credit is received.
 6. If a teacher in charge of the course cannot credit it and thus enter a grade into the USOS, such a course is credited by a university teacher authorized by a competent head of the unit.
 7. If the student finds that his/her grades have been incorrectly entered in the USOS, he/she may submit a request to the dean's office for their correction. The request should be submitted no later than 3 days after the system is closed in a given semester along with a note from an academic teacher confirming the application validity. An authorized employee of the dean's office corrects the grade in USOS immediately after obtaining the consent of the vice-dean. Failure to file the request within the above deadline is tantamount to acceptance of the grades entered in the USOS.

Chapter 12. Enrolment for the semester

§ 20

1. Enrolment for next semesters is based on the European Credit Transfer and Accumulation System (ECTS).
2. The student may be conditionally or fully enrolled for the next semester.
3. Full enrolment is granted to the student who has thus far received the required number of ECTS credits for courses covered by the study programme, including internship and physical education, and received the sum of ECTS as provided for previous semesters.
4. Conditional enrolment is granted to the student who has thus far received the required number of ECTS credits for courses covered by the study programme, including internship, failed to receive credits for at least one course and at the same time received the sum of ECTS credits

as provided for previous semesters, minus the permissible deficit of ECTS credits referred to in § 10 (2) (4), if any.

5. The deficit of ECTS credits is determined according to the formula:

$$D = \sum P_m - \sum P_u$$

where:

D – number of deficit ECTS credits

P_m – ECTS credits to be received in all semesters completed so far in accordance with the programme of studies of a given field of study, level, profile and form of study

P_u – ECTS credits received by the student in all semesters completed so far

6. Exceeding the acceptable deficit of points makes the enrolment for the next semester impossible.
7. The student who has not received the number of points required to be enrolled for the next semester may apply for permission to re-enrol for the same semester. The application for re-enrolment should be submitted to the dean's office no later than 7 days after the system is closed in a given semester. After re-enrolling for the same semester, the student continues to study according to the programme applicable in the semester the student was enrolled for, without repeating the courses already credited.
8. The student who failed to receive credits for the first semester of studies is not allowed to apply for re-enrolment for the semester referred to in point 7.
9. The decision to enrol the student on a given semester based on the number of ECTS credits received, is made by the vice- dean.
10. Course credit and confirmation of enrolment for the next semester are entered in the USOS within 5 days after the system is closed in a given semester, except for students who obtained the consent of the vice-dean to the exam period extension.

§ 21

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

Chapter 13. Rules of transferring and recognising ECTS credits

§ 22

1. At the student's request, the vice-dean may consent to the transfer and recognition of ECTS credits received in another field of study at the WUELS or another national or foreign university. In this case, grades are also transferred.
2. In the case referred to in point 1, the vice-dean makes a decision after reading documents related to the course of studies. The vice-dean may ask for an opinion from a teacher in charge of the course.
3. Courses to which ECTS credits are transferred may constitute the basis for receiving a credit for a given semester, as long as they are covered by the applicable programme of studies for a given semester.
4. The student receives the number of ECTS credits as is assigned to the learning outcomes achieved in the field of studies to which the ECTS credits are transferred.
5. If the student receives a credit for a course at another domestic or foreign university without numerical grade ("pass"), he/she may either receive the satisfactory grade or take an exam ending with a grade, and the grade is entered into the USOS.
6. The request referred to in point 1, along with documents referred to in point 2, should be submitted to the dean's office no later than 7 days before the beginning of the semester.
7. If the vice-dean cannot give a credit to a given course in full due to the discrepancies in the learning outcomes in question, the student may receive a credit for only a part of the learning outcomes. The learning outcomes are then verified by a teacher in charge of such a course. The student is required to provide his/her teacher with documents confirming the achievement of learning outcomes within two weeks from the beginning of the semester at the latest.
8. The provisions of point 7 shall apply recognition of learning outcomes achieved by the student as part of scientific activity accordingly.
9. Credits for courses taken under student exchange programmes referred to in § 10 (3) as well as grades are transferred based on agreements concluded between the WUELS and other university or a partner institution abroad. If grading scales are different, the applicable one is agreed on also based on such agreements. Detailed rules applying to student exchange programmes are specified in separate regulations. If the divergence concerns a Polish university, grades above 5.0 are considered "very good".
10. ECTS credits and grades referred to in point 9 are recognized without the necessity to verify

learning outcomes one more time.

Chapter 14. Repeating courses; enrolment for courses in advance

§ 23

1. The student who failed to receive credits for a course may apply for consent to repeating such a course. The application for repeating a course should be submitted to the dean's office no later than 7 days after the system is closed in a given semester.
2. The student may apply for a consent to enrolling for selected courses in advance (i.e. courses planned for future semesters). The vice-dean decides whether or not to give consent to enrolling for selected courses in advance.
3. The application for enrolling for selected courses in advance should be submitted to the dean's office no later than 7 days after the system is closed in a given semester.
4. In one semester, it is allowed to enrol for courses in advance if a total number of ECTS credits to be received for such courses does not exceed the ECTS deficit after the semester the student is enrolled for.
5. If the student obtains more ECTS credits than required to complete a given semester of study, the surplus is credited to the next semester, and then to the next year, if applicable.
6. If the student no longer shows up for a course taken in advance without the vice-dean's consent, is obliged to repeat such a course.
7. The University charges fees for repeating courses due to unsatisfactory academic results. The fee amount is determined by the Rector by way of an order.
8. The student is required to repeat courses taken under a student exchange programme and not credited at another university after returning to the WUELS, subject to points 1 and 6.
9. The student who repeats a given course is required to attend all forms of such a course (i.e. classes, lectures, labs etc.).
10. Repeating the same course in a given field of study is allowed only two times, subject to § 36 (2) (8).

Chapter 15. Dismissal from the University

§ 24

1. The student may be dismissed from the University if he/she:

- 1) fails to take up studies;
 - 2) resigns from studies and notifies of this fact in writing;
 - 3) fails to submit his/her dissertation by:
 - a) September 15th – for studies ending in the summer semester;
 - b) February 15th – for studies ending in the winter semester;
 - 4) fails to take a degree exam by:
 - a) September 30th – for studies ending in the summer semester;
 - b) February 28/29th – for studies ending in the winter semester;
 - 5) was expelled from the University (as disciplinary penalty).
2. The student may be dismissed from the University if he/she:
- 1) does not attend compulsory classes;
 - 2) fails to make progress in learning;
 - 3) fails to receive credits within deadlines;
 - 4) fails to pay tuition fees.
3. Non-attendance to compulsory classes is stated if the student:
- 1) is absent at more than 40% classes in a given semester and did not explain his/her absence;
 - 2) fails to attend training in occupational health and safety and fire training by October 31st (applies to students who started studying in the winter semester) or March 31st (applies to students who started studying in the summer semester) and did not explain his/her absence.
4. Failure to take up studies is stated if the student:
- 1) failed to take the oath within 14 days after the classes started in a given semester in accordance with detailed structure of the academic year;
 - 2) failed to attend classes covered by the programme within 30 days after the classes started in a given semester and did not explain his/her absence;
 - 3) failed to enrol for a semester in the USOS after the end of the leave, within deadline specified in § 26 (10).
5. Lack of learning progress is stated if the student:
- 1) failed to complete the first semester of studies referred to in § 20 (7) and (8);
 - 2) repeated the same course referred to in § 23 (9), subject to § 36 (2) (8), twice;
 - 3) failed to pass a degree exam in any of the dates set by the dean, referred to in § 32, or failed to turn up for the exam and did not explain his/her absence.

6. The decision on dismissing the student from the University is made by the dean based on an authorization granted by the Rector.
7. Before the student is dismissed from the University, he/she is notified of the initiation of this procedure and given a deadline to explain the situation. If the student fails to provide explanation or his/her explanation is considered inadequate, a decision is made to dismiss the student from the University.
8. The student has the right to apply to the Rector for reconsideration of the case within a maximum of 14 days after the dismissal decision is delivered.

Chapter 16. Resumption of studies

§ 25

1. The student who was dismissed from the University but completed at least the first semester and did not take a break longer than three years, may apply for resumption of studies.
2. If the student was dismissed from the University because he/she failed to submit his/her dissertation, the student may – within one year from the dismissal date – apply for resumption of studies for the last semester in order to take a degree exam.
3. Resumption of studies in the case referred to in point 2 is acceptable if the student submits his/her dissertation.
4. If the student was dismissed from the University based on a valid decision of the disciplinary commission, he/she may apply for resumption of studies only if his/her dismissal for disciplinary reasons was erased in the manner and on terms set out in separate regulations.
5. The student who was allowed to resume studies as referred to in points 1, 2 and 4 follows the programme of studies applicable in a given cycle of studies.
6. The decision on resumption is made by the dean. The vice-dean determines the semester to resume studies and a catch-up programme along with deadlines to complete it. The application for resumption of studies should be submitted to the dean's office no later than 14 days before the beginning of the relevant semester, subject to point 2.
7. Resumption of studies is allowed only twice within the same field and level of studies.
8. Resumption of studies is not possible if the University no longer offers a given field of study and level of studies or if the student was dismissed from the University because the permissible number of repetitions of the same course referred to § 23 (10) was exceeded or because the

student failed to meet consecutive deadlines referred to § 32 (3) to take the degree exam.

Chapter 17. Leave of absence

§ 26

1. The student may be granted a long-term leave of absence that does not exceed one year, and in particularly justified cases, more than one year.
2. A long-term leave of absence may be granted due to:
 - 1) poor health condition;
 - 2) pregnancy;
 - 3) the need to take care for a child, sick spouse, or other important family reasons;
 - 4) difficult economic conditions as long as the 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 leave of absence is granted by the vice-dean based on an application and the related documents submitted to the dean's office by the student.
6. The student may apply for a leave only immediately after the occurrence of a reason that provides the basis for granting the leave, except for leaves mentioned in points 3 and 4, subject to § 36 (2) (6). If the end of the leave referred to in points 3 and 4 falls during the semester, it may be extended until the end of this semester.
7. The leave of absence is granted from the semester following the semester when the application referred to in point 5 was filed. The leave of absence cannot be granted for the past period or during the exam period, unless the reason for granting the leave occurred earlier.
8. During the leave period the student retains his/her rights. The rules of receiving benefits (financial aid) during the leave period are specified in separate regulations.
9. During the leave the student may, with the vice-dean's consent, receive credits and take exams.
10. The student may resume studies after the leave of absence if he/she is re-enrolled on a given semester. Applications must be filed no later than 14 days before the semester beginning.
11. After the leave of absence, the student continues education according to the programme of studies applicable in the cycle of education on which he/she was re-enrolled.

12. After the leave of absence, the student is obliged to complete a catch-up programme; such a programme along with deadlines do complete it is established by the vice-dean.

Chapter 18. Enrolment for courses not covered by the programme of studies

§ 27

1. With the consent of the vice-dean, the student may take courses not covered by the programme for a given field, level and profile of studies.
2. The ECTS credits for courses not covered by the programme of studies do not count, and the grades are not considered when calculating the average grade.
3. The conditions for receiving credits for courses not covered by the programme of studies are the same as for compulsory courses.
4. Courses not covered by the programme of studies are listed in the diploma supplement.
5. The University charges fees for courses not covered by the programme of studies on terms set out in separate regulations.

Chapter 19. Dissertation and degree exam

§ 28

1. Dissertation may take a form of a written paper, published article, design paper, including design and execution of a computer programme or system, a construction or technological paper.
2. Detailed rules of writing dissertations, including deadlines for their submission and the structure of degree exams, are established by the dean.
3. Dissertations may be written in a foreign language with the consent of the dean and the dissertation supervisor.
4. In case of courses taught in a foreign language, dissertations are written in a language of instruction. Additionally, the title page, summary and table of contents must be provided in the Polish language. Degree exam is conducted in a language of instruction.

§ 29

1. Dissertation is written under the supervision of a university teacher with at least a doctoral degree. In justified cases, the dean may agree to a specialist with at least a doctoral degree

- from outside the University supervising dissertation.
2. Dissertation-related research may be conducted outside the University with the dean's consent.
 3. Suggestions for dissertation topics may be reported to the vice-dean by university teachers, students and institutions cooperating with the University.
 4. The topic of graduate dissertation written by the student of the second-cycle studies should be agreed no later than one year before graduation, and the topic of undergraduate dissertation written by the student of the first-cycle studies – no later than one semester before graduation.
 5. Topics of dissertations are approved by the programme council competent for a given field of study.
 6. The topic of dissertation may be changed by the programme council competent for a given field of study, excluding minor editorial changes that may be made by the vice-dean.
 7. Dissertation is assessed by its supervisor and one reviewer. In case of disagreement in the dissertation assessment, the decision on admission to the degree 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 reviewer must have at least a post-doctoral degree (assistant professor).

§ 30

1. The student is admitted to a degree exam if he/she:
 - 1) received credits and took exams in all courses and internship provided for in the programme of studies, except for the classes called “dissertation and degree exam” or “degree exam”, and received the required number of ECTS credits minus the number of ECTS credits assigned to the above-mentioned classes;
 - 2) received at least two positive reviews of dissertation;
 - 3) submitted documents specified by the dean or in separate regulations within the deadline.
2. The degree exam is taken before an exam board appointed by the dean. The board consists of the dean or vice-dean or a university teacher with at least the post-doctoral degree (assistant professor) as a chairman and at least two specialists in major courses. The dean may invite specialists in major courses and representatives of employers, local government, professional associations and organizations to join the exam board.

3. The student should sit for the degree exam by the end of the last semester of studies.
4. The degree exam should take place within four months from the date of submitting the dissertation.

§ 31

1. The degree exam following the first-cycle studies (engineer or bachelor's exam) is an oral or written examination, and the degree exam following the second-cycle studies (master's exam) is an oral examination, subject to § 36 (2) (1). The exam form is determined by the dean.
2. The master's exam may be open at the request of the student or the supervisor (in agreement with the student), submitted 7 days before the scheduled exam date. Participants of an open exam, who are not members of the exam board, cannot participate in the board work.
3. The basis for calculating the final result of the first-cycle studies is:
 - 1) arithmetic mean of all positive grades calculated in accordance with § 21;
 - 2) arithmetic mean of grades for dissertation;
 - 3) arithmetic mean of grades for degree exam.
4. The result of the first-cycle studies is the sum of: 0.50 of the average referred to in point 3 (1), 0.17 of the average referred to in point 3 (2) and 0.33 of the average mentioned in point 3 (3).
5. If the programme of studies does not require dissertation, the final study result is the sum of 0.60 of the average mentioned in point 3 (1) and 0.40 of the average mentioned in point 3 (3).
6. The result of the second-cycle studies is the sum of: 0.50 of the average mentioned in point 3 (1) and 0.25 of the averages mentioned in point 3 (2) and (3).
7. At the Faculty of Veterinary Medicine, the average mentioned in point 3 (1) makes the study result.
8. The final result referred to in points 2-7 on a five-point scale is put on the graduation diploma: 3.0; 3.5; 4.0; 4.5; 5.0 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 – pass plus (3.5);
 - from 3.00 to 3.39 – pass (3.0).
9. In justified cases, the commission may correct the final result of the studies referred to in points

4-6 by half a grade.

10. The date of passing the degree exam is the graduation date; in the case of veterinary medicine – the date of passing the last exam required by the programme of studies.
11. Having passed the exam referred to in point 10, the student becomes the graduate.

§ 32

1. If the student fails the degree exam or fails to turn up for the exam and does not explain his/her absence, the dean sets a second date for the exam.
2. The second degree exam should be scheduled by the end of the semester in which the first attempt was made.
3. If the student fails the degree exam the second time or fails to turn up for this exam and does not explain his/her absence, he/she will be expelled from the University and will not be allowed to resume studies.

Chapter 20. University diploma

§ 33

1. The student may graduate in a given field, level and profile only once.
2. Within 30 days from graduation, the graduate receives a graduation diploma with a supplement thereto and two copies thereof, including, upon request, a copy in a foreign language:
3. A university diploma referred in point 2 confirms obtaining a professional title specified in separate regulations.

Chapter 21. Awards and honours

§ 34

1. The student who delivers outstanding performance in a range of areas, including academic, sport and arts, may receive:
 - 1) scholarships from the minister responsible for higher education;
 - 2) the rector's scholarship;
 - 3) scholarships from state institutions, scientific societies, sports organizations and others.
2. The rules and procedure for granting scholarships and awards referred to in point 1 and their amounts are specified in separate regulations.
3. The Rector may award a cash prize to the best student completing the first-, second- and long-

cycle studies in a given field. The prize is granted to a student with the average grade for a given period calculated as set out in § 21 and additional requirements set out by the dean.

4. In addition to cash prizes, students and graduates may be awarded in-kind prizes, especially for social activity. Awards may be granted by the Rector at the request of the Students' Representative Council.
5. An appendix to the diploma (called "honourable mention") awarded to a maximum of 5% of graduates of a given field makes a special type of an award. A graduate may be awarded honours if he/she received a very good grade in a degree exam and his/her average grade was at least 4.5. Detailed criteria for awarding honours are established by the dean.

Chapter 22. Penalties

§ 35

1. The student is liable to the Rector and the disciplinary board for misconduct and for violating the regulations applicable at the University.
2. The student cannot be punished for the same act by both the Rector and the disciplinary board.
3. Disciplinary penalty includes:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with a warning;
 - 4) suspension of the student for up to one year;
 - 5) expulsion from the University.
4. The rules of disciplinary proceedings are set out in separate provisions.

Chapter 23. Rules of supporting students with special needs, including disabled students

§ 36

1. The University authorities are required to ensure that the student with special needs, including disabilities, is able to fully participate in the education process.
2. The student with special needs, including disabilities, has the right to:
 - 1) change the form of course credits, mid-term and end-term exams, including exams before a board, and degree exams to a more approachable form;
 - 2) attend compensatory classes;

- 3) be provided with assistance by third parties, such as sign language interpreters, teachers, stenographers, disabled student assistants;
 - 4) use technologies to make notes, use teaching materials, record classes and participate in the process of verifying learning outcomes;
 - 5) apply for extension of the exam period referred to in § 14 (2), but not longer than for another 14 days;
 - 6) apply for leave of absence referred to in § 26 (6) due to health condition, also not immediately after the occurrence of a reason constituting the basis for such a leave;
 - 7) study according to an individual schedule referred to in § 12 (1) (1) and individually agree on deadlines for receiving credits and taking mid-term and end-term exams if their form requires changing to a more approachable form;
 - 8) repeat the same course in a given field of study referred to in § 23 (9) three times;
 - 9) use libraries individually on terms set out in the regulations on sharing the library resources.
3. The student defines special needs referred to in point 2, and their legitimacy is verified and confirmed by a representative competent for disabled students, in consultation with a competent vice-dean.
 4. Detailed rules of exercising the rights and determining special needs referred to in point 2 are governed by separate provisions.

Chapter 24. Special provisions applicable when the University operations are limited or suspended

§ 37

1. In justified cases, a teacher, having consulted the students (the students' representative in a given academic year), may change the form, rules and schedule of exams agreed during the first class, along with the conditions for admission to exams, and the dates of field classes referred to in § 13 (1). The introduction of the above changes requires the dean's approval. All students participating in the classes should be immediately informed about any changes.
2. Practical classes, including field trips, laboratory classes, internship and trainings that could not be completed in a semester provided for in the programme of studies may, with the dean's consent, be transferred to the next semester/academic year.

3. In the case referred to in point 2, the number of ECTS credits required to complete a semester in a given academic year is reduced by the number of ECTS credits assigned to the course transferred to the next semester/academic year. The student is required to complete such a course by the end of the semester to which it was transferred. The number of ECTS credits required to complete the semester is increased by the number of ECTS credits assigned to the transferred course.
4. In place of courses referred to in point 2, the dean may suggest other classes covered by the programme of studies that may be conducted with the use of distance learning methods and techniques. The number of ECTS credits required to complete the semesters is then changed accordingly, pursuant to point 3.
5. The changes referred to in points 2 and 3 require an opinion of a competent programme council and students as well the approval of a competent vice-rector. Immediately after obtaining the approval, the dean announces the changes to students and provides information on them on the faculty website.

Chapter 25. Final provisions

§ 38

1. In student matters related to the course of studies, decisions are made by the dean or vice-dean authorized by the Rector in accordance with competences set out herein.
2. As for administrative decisions and objections to them, applications for reconsideration should be submitted to the Rector or an authorized vice-rector through a competent dean.
3. Before leaving the University or receiving a diploma, the student should settle all obligations towards the University.
4. If educational services are provided together with another unit, especially as part of joint studies and dual studies, exceptions to rules set out herein resulting from a cooperation agreement between these units, are allowed.