

**Rules of Study
of
WSB Merito University in Wrocław**

Wrocław 2024

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I. General provisions

§1.

1. These rules of study shall define the provision of education at the WSB Merito University in Wrocław.
2. The terms used herein shall mean:
 - 1) the Act - the Law on Higher Education and Science Act of 20 July 2018 (i.e. Journal of Laws of 2023, item 742 as amended)
 - 2) the Regulation – the Regulation of the Minister of Science and Higher Education of 27 September 2018 on degree programmes (Journal of Laws 2021, item 661),
 - 3) the Statute - the Statute of the WSB Merito University in Wrocław,
 - 4) the University – the WSB Merito University in Wrocław,
 - 5) the Office for Persons with Disabilities - an administrative department of the University implementing the adopted policy for persons with disabilities and persons with special needs, hereinafter referred to as BON,
 - 6) a Student - a person enrolled in or pursuing a degree programme listed in section 3
 - 7) a Student with special needs - a person who, because of his/her external or internal characteristics or personal situation, needs to take additional actions or apply additional measures to overcome obstacles in order to participate in various spheres of life on an equal basis with others,
 - 8) a Disabled Student - a person with a disability who holds a current disability certificate or an equivalent document,
 - 9) the Curriculum - a document adopted by the Senate for a particular field of study, a given level of study and educational profile, including:
 - a) a description of the learning outcomes,
 - b) a description of the process leading to the achievement of the learning outcomes and the verification of their achievement,
 - c) a mode or modes of study,
 - d) the number of semesters,
 - e) a study plan including all courses divided into individual semesters, with the number of hours, ECTS credits and the form of course completion,
 - f) classes or groups of classes, whatever their form, with associated learning outcomes and the programme content designed to ensure the achievement of those outcomes
 - g) the number of ECTS credits allocated to the course and required for completion of the programme at the appropriate level,
 - h) the number of ECTS credits a student must acquire through direct contact with academic staff or other teachers,
 - i) the number of ECTS credits allocated to each discipline,
 - j) the professional title awarded to graduates,
 - k) duration, principles and form of professional internship,
 - l) courses (classes) to be chosen by a student,
 - m) practical skills-building classes,
 - n) foreign language proficiency outcomes,
 - 10) the level of study - first-cycle, second-cycle or long-cycle master's study
 - 11) the profile of study
 - 12) the course - a set of classes defined by a common name, included in the same semester of the study programme and subject to aggregate assessment with an associated number of ECTS credits,
 - 13) learning outcomes - the outcomes referred to in the Integrated Qualification System Act of 22 December 2015 that take into account the universal characteristics of the first cycle defined in this Act and the characteristics of the second cycle defined in the regulations issued on the basis of Article 7(3) of this Act,
 - 14) credits - ECTS credits (European Credit Transfer System) allocated to a course reflecting a student's workload as defined by the curriculum,
 - 15) a course tutor - an academic teacher and other teaching staff who deliver a particular course or part of a course within a particular module,
 - 16) Extranet, Moodle, MS Teams™ - Internet platforms managed by the University for the exchange of information between the University and students and between teaching staff and students,

- 17) The study shall be carried out in a field of study to which at least one discipline is assigned.
3. First-cycle, second-cycle and long-cycle master's study are available, full-time or part-time.
4. A part-time study can be organised on weekdays in the afternoon (from 16:00) and on Saturdays and Sundays.
5. The study may be organised by means of distance learning methods and techniques, and as dual degree programmes as stipulated in the Act.
6. The study shall have a practical or a general academic profile.

§2.

These Rules of Study define the organisation of studies as well as the relevant rights and obligations of students, pursuant to the provisions of the Act, the Regulations and the Statute of the University.

II. Enrolment

§3.

1. Enrolment for studies may be by:
 - 1) a recruitment procedure in accordance with the regulations in force at the University, and in particular the resolution of the Senate determining the conditions, manner and date of commencement and completion of recruitment for the first year of study in a given academic year,
 - 2) a confirmation of learning outcomes in accordance with the regulations in force at the higher education institution, in particular with the Rules for the Confirmation of Learning Outcomes at the WSB Merito University in Wrocław,
 - 3) a transfer from another university or foreign higher education institution.

§4.

1. The Rector or a person authorised by the Rector pursuant to the enrolment rules as specified in a resolution of the Senate shall be responsible for enrolling students to the WSB Merito University in Wrocław. In the case of foreigners, Article 323 of the Act shall apply.
2. In order to be enrolled, a student must meet the requirements set out in the enrolment rules for a particular academic year, conclude a contract with the University and fulfil the conditions set out in the Act.
3. Admission shall be refused by issuing an administrative decision.
4. The results of the admission procedure shall be public.
5. A student may exercise his/her rights upon taking the following oath:

"I solemnly declare that, as a student of the WSB Merito University in Wrocław, I will persistently acquire knowledge and qualifications worthy of a university graduate. I also vow that during my studies I will uphold the good name of the University and respect its rules and customs".

A student shall submit to the rigours stipulated in the Act, the Statute and these rules of study. The primary duty of each student is to observe all the norms and rules of student life protected by the provisions of the Act.
6. A student shall be entitled to receive a student card upon taking the oath.
7. A student shall carefully protect his/her student card.
8. The validity of a student card shall be confirmed every semester by the Dean's Office.
9. A student card shall not be valid beyond the date of graduation, suspension or removal from the list of students, and in the case of graduates of first-cycle studies beyond 31 October of the graduation year.
10. In the event of restriction or suspension of the operation of the institution of higher education, student identity cards shall remain valid under the rules laid down in the Act during the period of such restriction or suspension.

§5.

1. If the study programme provides for students to choose a scope or specialisation, the detailed rules for enrolment in specialties and specialisations shall be laid down by the competent body of the University.
2. In cases where the number of students enrolled in a scope or specialization is less than 50, a given scope or specialization may not be open. In such a case, a student may choose another open scope or specialization,

and the student with the highest grade-point average shall be given priority. The details shall be determined by the competent authority.

3. The University may set a maximum number of students enrolled in particular specialities and specialisations. If the number of students exceeds the set limit the students may be assigned to another scope or specialisation. Detailed enrolment rules for specialties and specializations shall be specified by the competent body of the University.
4. The University shall make available the field and profile of study to which a student has been admitted for a period of time at least equal to the nominal duration of such study as stipulated in the University's internal regulations in force on the date of the student's admission to the particular field of study and profile of study, calculated from the date of the student's admission.
5. In cases where the number of students enrolled in an elective course is less than 30, the course may not be open. In such a case, the student chooses another course from among those that are open.

III. Rights and obligations of students

§6.

1. A student, in addition to the rights granted in the Act and the Statute of the WSB Merito University in Wroclaw, has the right:
 - 1) to develop scientific interests (e.g. in scientific clubs), cultural, tourist and sport interests as well as to use the teaching premises, equipment and resources of the WSB Merito University in Wroclaw, and to receive support from the academic staff and bodies of the University,
 - 2) to express opinions on matters of importance to students and to the University, either directly or through student representatives in the collegial bodies of the University,
 - 3) to use the book and journal collections and scientific information in the library system of the University,
 - 4) to submit proposals and requests concerning the course of studies, social issues and other matters relating to the community of students,
 - 5) to participate in the decisions of the bodies of the University through student representatives who are members of the collegial bodies of the University.
2. It is a student's duty to act in accordance with the oath and the study rules, as well as the binding provisions of the law. Above all, a student shall be obliged to:
 - 1) acquire knowledge, skills and competencies in accordance with the curriculum,
 - 2) act with integrity in relation to the University and the academic community,
 - 3) observe the rules of social coexistence and uphold the good name of the WSB Merito University in Wroclaw,
 - 4) take care of the property of the WSB Merito University in Wroclaw.
3. A student shall comply with all internal regulations of the University established by authorised bodies.
4. A student shall pay fees for educational services in a timely manner and in accordance with the contract concluded for the provision of educational services for higher education studies and the internal regulations of the University.
5. A foreign student shall be responsible for legalizing his/her stay in Poland for the whole period of study and providing information about his/her current place of residence in Poland.
6. A student shall immediately notify the Dean's Office in writing of any change of his/her name, surname, home address, correspondence address, telephone numbers, e-mail address, series and number of identity card or passport, PESEL number.
7. The University shall promptly notify a student in writing of any change in the name, contact details and registered office of the University.
8. Failure to notify of a change of address as stipulated in sections 6 and 7 shall result in delivery of correspondence to the current, known addresses.
9. Except in cases indicated by separate legal regulations, the primary tool for communication between the University and a student shall be the Extranet - an internal web service where information necessary for a student is systematically posted, in particular regulations and orders concerning students. The official University e-mail address, registered in the University's system within Microsoft Office 365™, is used for correspondence with a student.

10. It is also a students' responsibility to keep up to date with the timetable, information, messages and communications addressed to students within the internal Extranet website and/or via official email and the WSB Merito mobile app.
11. A student shall inform the tutors within 7 days about the reasons for his/her absences from classes in which his/her attendance is obligatory and to justify his/her absences during the classes following their completion. In the case of a student with special needs, including students with disabilities, it is possible to excuse absences through the Persons with Disabilities Office (BON).
12. A student shall participate in opinion polls organised by the bodies of the University, including completing anonymous student questionnaires evaluating the quality of classes, teaching staff and work of the organisational units of the University.
13. A student shall not take any action that might lead to attribution of authorship of a fragment or other element of another person's work or scientific finding to the student.
14. In the event of the probability of the occurrence of the circumstance referred to in section 13, an anti-plagiarism procedure may be initiated, in which the Single Anti-Plagiarism System may be used. The detailed scope of the proceedings shall be determined by the competent body of the University.
15. The Dean may summon a student to appear at his/her office hours on each occasion on which matters related to a student are considered. If the student fails to appear on the date given, the Dean may set an additional date.
16. A student may not use remote communication devices during classes and final course tests and examinations unless the course specifications described in the course charter or the course teacher provide for such an option.
17. Students at the University shall form a student self-government operating under the Act and the Student Self-Government Regulations. Their compliance with the Statute of the University shall be confirmed by the Senate.

§7.

1. The University authorities aim to ensure equal opportunities for students with special needs, including those with disabilities, and to create conditions for their participation in all aspects of academic life, in particular by:
 - 1) combating all forms of discrimination and intolerance towards students with special needs, including those with disabilities,
 - 2) taking steps to overcome prejudice and to prepare the university environment to deal with students with special needs, including those with disabilities,
 - 3) creating a friendly environment for people with special needs, including people with disabilities,
 - 4) removing architectural and communication barriers.

IV. Course and organisation of study

§8.

1. The academic year for summer intake students shall begin no later than 1 October and shall end no later than 30 September of the following calendar year.
2. The academic year for winter intake students shall begin no later than 1 March and shall end no later than the last day of February of the following academic year.
3. The academic year shall be divided into two semesters i.e. the winter and the summer semester.
4. A semester shall also be an financial period.
5. The schedule for an academic year may be modified when required by current legislation.

§9.

1. Study programmes shall be prepared by the competent body of the University and shall be implemented by the Dean not later than 3 months before the start of classes.
2. Study programmes shall be available to students on the Extranet website and/or the Public Information Bulletin (BIP).

§10.

Before the beginning of each academic year, by 31 August at the latest, the Rector shall set a detailed schedule for the academic year.

§11.

The Rector may order days off during the academic year not provided for in the schedule referred to in §10.

§12.

1. The study plan may provide for the following types of courses:
 - 1) general,
 - 2) within the field of study,
 - 3) within the scope,
 - 4) within the specialisation,
 - 5) elective to be chosen by a student,
 - 6) optional - additional courses extending the current curriculum; a student may take part in them if he/she has obtained the consent of the course tutor and the Dean,
 - 7) supplementary, implemented in accordance with the rules laid down in the enrolment rules.
2. Classes may be taught in a foreign language.

§13.

1. The award of credits for the courses mentioned in §12.1.1, 2, 3, 4, 5, 6, 7 shall be compulsory.
2. A student who declares his or her attendance at the courses referred to in §12.1.6 shall be entitled to receive credits.
3. The courses referred to in §12.1.6 shall not be included in the compulsory curriculum. Failure to obtain credit for a course or to pass an examination shall not result in the failure of a semester.

§14.

1. The University shall provide the technological infrastructure for distance learning, enabling interaction between students and tutors, and shall provide support systems for the distance learning processes:
 - 1) asynchronous: Moodle learning platform and Microsoft Office 365™,
 - 2) synchronous: Microsoft Office 365 (MS Teams) and VDI-based work,It shall use teaching materials specially prepared for each course.
2. The Moodle learning platform allows students of the WSB Merito University in Wroclaw to learn individually, asynchronously.
3. While using the Moodle educational platform a student shall have the opportunity to: become familiar with the materials (in the form of multimedia and text files), use the discussion forum, complete tasks and tests.

4. Microsoft Office 365™ (MS Teams™) shall enable WSB Merito University of Wroclaw students to study individually and in groups, asynchronously and synchronously.
5. Curricula may specify courses taught remotely with the use of the tools referred to in point 1.
6. MS Teams™ tools shall allow a student to review material (in multimedia form and text files), use chat rooms, take part in remote consultations, complete assignments, tests and other activities, and attend classes via streaming tools.
7. The Moodle platform shall be the primary repository for course resources. In justified cases, an academic teacher may, not later than during the first lesson, indicate the Microsoft Office 365 platform as the place for storing the resources of a given course.
8. Student's work on the Moodle platform and Microsoft Office 365 (MS Teams™) shall be documented and assessed according to the assessment criteria specified in the course charter.
9. In the case of the implementation of distance education, including distance learning, the University shall provide students with the opportunity to participate in trainings introducing this form of learning.
10. The University's system of communication with a student shall be the Extranet or e-mail within Microsoft Office 365 (the official University e-mail address registered in the University's system). Student matters may also be dealt with verbally or by telephone and through the use of electronic means of communication other than those described hereinabove or by other means of communication, when the interests of the parties support this and legal regulation does not prevent this. The scope of matters that may be dealt with shall be determined by the competent body of the University.

§15.

1. In the cases provided for by the legislation in force or by the University's internal regulations, classes may be organised with the use of distance learning methods and techniques based on the support systems referred to in §14 sec. 1.
2. In the cases referred to in sec. 1, a student shall use the IT tools enabling mutual online communication with the University, necessary for the participation in such forms of education (the Moodle platform or Microsoft Office 365).
3. The details of the classes organised as stipulated in sec. 1 shall be determined by the Dean.

§16.

The courses covered by the curriculum shall have the form of:

- 1) lectures,
- 2) conversation classes/classes,
- 3) seminars,
- 4) proseminars,
- 5) languages classes,
- 6) laboratories,
- 7) nternships and practices,
- 8) classes based on distance learning methods and techniques,
- 9) workshops,
- 10) projects,
- 11) physical education classes,
- 12) sports camps,
- 13) field classes, carried out as specified in the curriculum,
- 14) remote classes.

§17.

1. The course charter shall specify the form in which the course is to be credited.
2. The courses covered by the curriculum shall have the following forms:
 - 1) "Eg" - verification of the achieved learning outcomes reduced to a single subject grade, a basic deadline and a resit
 - 2) "Za" - verification of achieved learning outcomes reduced to a single subject grade, active credit without a resit.

- 3) "Zal" - verification of achieved learning outcomes in the form of a pass/fail decision, a basic deadline and a resit.

§18.

1. A student shall be obliged to pass all courses and professional internships specified in the study plans of the chosen field of study, profile, scope and specialization as compulsory, as well as to obtain the required number of credits for elective courses.
2. The nominal duration of first-cycle and second-cycle studies and long-cycle master studies shall be in accordance with the provisions of the Act and the curriculum.
3. A specific number of ECTS credits shall be allocated to each course or group of courses.
4. The University may organise some courses in whole or in part with the use of distance learning methods and techniques.
5. The University shall provide students with special needs, including those with disabilities, with appropriate conditions for completing classes and passing exams.
6. An adjustment of the form and duration of credit procedures and examinations to the individual needs of a student with special needs, including those with disabilities, shall be at the request of the student. The student shall inform the Office for Persons with Disabilities (BON) at the WSB Merito University in Wroclaw in writing or electronically about his/her needs of that type.
7. The application referred to in section 6 shall be verified by the Office for Persons with Disabilities. If the application is accepted BON shall prepare a formal application for adjustments of the form and duration of credit procedures and examinations and shall submit it to the Dean or the Vice-Dean responsible for student matters for approval. The approved application for adjustments of the form and duration of credit procedures and examinations to meet the special needs of a student with a disability shall be sent to course tutors.
8. A student with special needs, including a person with a disability, shall receive the original of the approved application and in addition an electronic version of this document.
9. The adjustments referred to in point 6 may include:
 - 1) an extension of the examination or credit procedure period,
 - 2) a change of the form of the examination or credit procedures from written to oral or from oral to written,
 - 3) examinations or credit procedures with use of computers and/or via distance learning methods and techniques,
 - 4) determination of a suitable place and time for the examination or credit procedure,
 - 5) other forms.
10. BON, at the request of a student, shall mediate between the course tutor and the student in the case of difficulties in implementing the recommendations formulated in the application. If mediation is unsuccessful all disputes between the parties involved shall be resolved by the Dean.
11. The form of the credit procedure or examination shall be in accordance with the learning outcomes assigned to the course.
12. Credit procedures and examinations may have the form of distance learning only in exceptional cases, and in such a case they shall be regulated separately upon detailed verification of learning outcomes. Such detailed conditions shall be specified by the Dean.

A. Grading scales, absences from classes

§19.

1. The University has a uniform grading system. A student shall obtain one grade for a course.
2. The University's grading scale shall be the following: 2; 2(nb); 3; 3.5; 4; 4.5; 5, (unsatisfactory, unsatisfactory for absence, satisfactory, satisfactory plus, good, good plus, very good). The course shall be considered passed and the exam taken when a student obtains at least a satisfactory grade, i.e. 3.
3. The University shall also use the following system of course completion: zal, nzal, nzal(nb), pass, fail, fail failed for absence. A student's paper or a course shall be considered passed if the student receives credit.

§20.

1. The obligation of students to attend classes shall be specified in the course charter.
2. A student who did not attend classes or attended them only to an extent that does not allow him/her to acquire sufficient knowledge skills and social competences **specified in the charter of learning effects** shall receive grade 2(nb). The level of participation enabling the student to acquire sufficient knowledge, social competencies and skills shall be determined by the **course tutor**.
3. In the case of subjects repeated by students, programme differences and subjects taken by Erasmus+ exchange students, the Dean may, at the student's request and by means of an individual decision, lay down rules on attendance other than those set out in point 2.

§21.

Absence - even if excused - does not relieve a student of the obligation to pass the material covered in the missed classes. The method of crediting the material covered during the missed classes shall be determined by the course tutor.

B. Course credit rules

§22.

1. Credit for a course shall consist of verification of the learning outcomes assigned to the course. The method of verification of learning outcomes shall be specified in the course charter.
2. For one course one grade may be given. The method of completing the course shall be specified in the course charter.
3. An examination in more than one course may verify learning outcomes (a semester examination).
4. At the request of a student, and with the consent of the course tutor, credit may be awarded in a language other than Polish (does not apply to learning paths in a foreign language).
5. The course tutor shall provide students with the results of the assessed partial assignments or the final assessment (examination) within 7 days of their submission for assessment.
6. A student has the right to obtain explanations as to the grade received within 7 days of the announcement of the results. The assessment shall become final after this date. Explanations may be written or oral. If the student requests the course tutor to explain the awarded grade, the deadline referred to in section 8 shall be extended accordingly.
7. The course tutor must provide students with the final result of the course within the basic and resit deadlines, at the latest within 7 days of the last class of the course or the date of the examination or the date of the resit. In the case of students in their final semester of study, the course result in a resit mode must be given within 3 days of their submission for assessment.
8. The course tutor shall enter grades into the protocol within 7 days upon grading. In case of students in their final semester of study applying for a course credit in a resit mode, the grade must be entered in the protocol within 3 days upon grading and/or an announcement of grades. It is the student's responsibility to verify the accuracy of the grade recorded in the transcript within 7 days of its entry. If a discrepancy is found, it is the student's responsibility to contact the course tutor or, secondarily, the relevant Dean's Office. After this date, the grade becomes final.
9. In the case of an absence, a student may, within seven days of the date of the credit or examination, apply to the course tutor to acknowledge this absence as justified and to extend the deadline for the completion of the

course or examination. However, this extension cannot be longer than 28 days, and in a summer semester it cannot exceed the deadline specified in the academic year schedule. Only an illness or other unforeseen event may justify missing a credit procedure or an examination. The explanation for this extension shall be accepted by the course tutor who gives the final grades, and disputes in such matters shall be settled by the Dean.

10. A student may enter into the course pass procedures only with his/her identity document, regardless of the mode of the procedure. A person responsible for the course pass procedures may refuse to admit the student if it is not possible to confirm the student's identity.
11. A course may not be passed if a student has not obtained more than 50% of the possible points, marks, activities, etc.
12. The study pursued in the next scope or specialisation shall be pursued at the same time as the scope, basic specialisation.
13. Another scope or specialisation courses shall be optional and shall not be included in calculation of the study average grade.
14. Courses of the next scope or specialisation shall be entered in the supplement.
15. A student who is found to have plagiarised the paper provided for in the course work and specified in the course charter, the, he/she will receive a grade 2(nb) and shall not be entitled to complete the course within the basic deadline (if this occurred before the basic deadline) and will not be entitled to resit (if this occurred within the basic deadline). The details of the procedure shall be determined by the appropriate University body.

§23.

If a student has met the entry requirements for the course and the conditions for passing the course, he/she shall receive course credit in the basic mode certified by an entry in the protocol "deadline 1".

C. Passing a course in a resit mode

§24.

1. A student who has been approved for passing a course but has not received credit in the basic mode may obtain credit within a period set by the person responsible for awarding course credits in a resit mode, within three weeks of the end of the course classes or within a period set in the academic year schedule, unless the study programme provides otherwise. In the case of students in their final semester of study, a course credit may not be given in a resit mode later than 10 days before the diploma thesis submission deadline. If the study programme does not provide for a diploma thesis the course to be passed in a resit mode must be passed within a time limit allowing for the conclusion of the protocol no later than 21 days before the commencement date of the diploma examinations.
2. The right to resit a course shall not apply to students who received a passing grade in the basic mode.
3. The Dean's consent shall not be required for a course to be resit if it is taken within the period specified in section 1.
4. In special cases, upon a justified application of a student, the Dean may grant an extension of the time limit for passing a course in a resit mode. Such application must be submitted no later than on the date of the resit examination. However, this period may not exceed 28 days, and in the case of the summer semester it may not exceed the examination session specified in the academic year schedule.

§25.

1. In the resit procedure, a student shall be entitled to one credit attempt (excluding the "Za" form of course credit), subject to the provisions of § 20 sections 2 and 3 and unless the study programme provides otherwise.
2. If a student obtains a credit as a result of the resit, this shall be confirmed by an entry in the protocol "deadline 2".
3. The date for resit shall be set by the person responsible for course crediting in consultation with the Planning Department (Faculty of Finance and Management) or the Department of

Didactic Organisation (Faculty of Economics in Opole), no later than 7 days after the announcement of the credit/examination results. This date may not exceed the deadline specified in the academic year schedule.

4. If a student misses a resit credit procedure without justified reason the grade 2(nb) or nza1 (nb) shall be entered into the protocol.

D. Passing a course before an examination board

§26.

1. If a student has reservations about objectivity of the credit procedure, he/she may apply to the Dean within three days of the announcement of the result or receipt of the explanations referred to in §22 sec. 6 for permission to apply for credit before an examination board.
2. The following persons shall take part in the credit procedure before the examination board:
 - 1) the course tutor (academic teacher) and/or the relevant Course Manager and/or the relevant Learning Team Leader,
 - 2) the Dean or the Vice Dean,
 - 3) the course matter specialist appointed by the Dean.The final decision on members of the examination board shall be taken by the Dean.
3. The student self-government may send a representative to be present during the procedure.
4. The student may delegate his/her representative chosen among persons related to the University.
5. The procedure shall take place on a date set by the Dean. The grade awarded by the board not the grade questioned by the student shall be used for calculating the study average grade. The Dean shall decide in detail on the procedure of getting credit before the examination board.

§27.

Successful completion of a course results in the award of ECTS credits to the student's credit account as specified in the course charter.

E. Entering and passing a semester of study

§28.

1. The competent body of the University shall determine in which fields of study and for which cycles of students' education the procedure for entering a semester of study followed by the related principle of passing a semester of study shall be required.
2. The number of ECTS credits obtained by a student shall be the basis for entry into the next semester of study.
3. A student completes the semester in a basic mode when he/she obtains the number of ECTS credits prescribed by the study programme for the given semester.
4. A student may enter the semester conditionally if he/she fails to meet the requirements set out in §28 sec. 3. The rules for conditional entry shall be laid down by the Dean.
5. A course repeated under conditional entry shall be completed in the nearest semester in which such conditional entry is granted. The Dean shall decide how a course attended in the conditional mode is to be passed.
6. If a student fails to pass a retaken course referred to in section 5, the Dean shall have the right to send the student back to the semester to which the retaken course is ascribed.
7. It is the student's responsibility to familiarise himself/herself with the information on how to complete the repeated course referred to in section 5.

§29.

A student conditionally admitted to a semester may within two weeks of the beginning of the semester for which he/she has been conditionally admitted apply to the Dean to retake the semester.

F. Retaking a semester

§30.

1. A student who has not fulfilled the conditions of the Dean's regulation referred to in §28.4 shall retake a semester after submitting an application to the Dean within 7 days of the beginning of a new semester.
2. A student of the previous semester of study, referred to in §28 sec. 3, shall retake a semester after submitting an appropriate application to the appropriate Dean's Office addressed to the Dean of the appropriate faculty within 7 days after the semester ends.
3. If no consent for retaking a semester is granted, the duration of the study programme shall be extended accordingly.
4. In special circumstances, at the request of a student submitted to the Dean's Office within 7 days of the announcement of the results of the last course passed by the student, the Dean may conditionally admit a student who does not meet the conditions referred to in §28 sec. 4 to the next semester.
5. A student who has been allowed to retake a semester shall, due to possible gaps in the achieved learning results, report to the Dean's Office before the start of the new semester in order to familiarise himself/herself with the study program and to sign the relevant documents (a course charter and a payment changes sheet). Failure to sign these documents on time shall be considered to be a failure to study.
6. In the case of a change of the study programme, a student shall make up the differences in the learning outcomes assigned for the field of study. In the case of changing a scope or specialization or their curriculum, the student shall make up the discrepancies in all courses. The deadline for completion shall be set by the Dean.
7. A student who does not obtain credit for the first semester or conditional entry for the second semester shall be struck off the list of students for failure to obtain credit for the semester by the specified deadline.

G. Individual Study Path

§31.

1. A student shall be entitled to an Individual Study Path (IOS)
2. In the case of full-time study, a pregnant student or a student who is a parent may not be refused permission to study a specific field of study and level of study according to the individual study path until the end of the course.
3. An IOS may include changes in:
 - 1) the academic staff of the course,
 - 2) the form and method of completing courses,
 - 3) the individual means of validating learning outcomes,
 - 4) the order in which courses are passed,
 - 5) course passing deadlines.

§32.

The detailed conditions of the Individual Study Path shall be defined by the Rector.

§33.

Approval of an IOS is granted by the Dean on application by a student, specifying the extent and duration of the change and the reasons for the proposed changes, and specifying the form of the IOS.

§34.

If a student obtains the Dean's approval for the IOS he/she shall receive an IOS Card.

§35.

1. Consent for an IOS may be withdrawn by the Dean:
 - 1) at the student's request,
 - 2) in the event that the arrangements recorded on the IOS Card are not implemented,
 - 3) in the event that a student fails to fulfil the obligations arising from the Act or the Study rules of study or the Fees Regulations for higher education students.

H. Leave from classes

§36.

A leave shall be granted by the Dean at the request of a student up to four weeks after the start of classes. In individual, justifiable cases, the Dean may accept an application submitted immediately after the cause arises.

§37.

1. A student may be granted a leave in the case of:
 - 1) going abroad for studies, internships and practices,
 - 2) long-term illness confirmed with a medical certificate,
 - 3) important unforeseen circumstances - subject to completion of the first semester of study
2. A special right to a leave applies to:
 - 1) a pregnant student for the period until the day of birth of the child,
 - 2) a parent student for a period of up to one year, an application must be filed within one year of the child's birth,
 - 3) a student with a disability, for health reasons.
3. If the end of a leave falls during a semester, the leave may be extended until the end of that semester.
4. The circumstances referred to in sections 1 and 2 must be documented.
5. At the end of a leave a student resumes his/her studies from the beginning of the semester in which the leave was granted.
6. If a leave from classes is granted the period of study shall be extended accordingly.

§38.

1. In the case of a change in the curriculum, a student returning after a leave shall make up the discrepancies in the learning outcomes assigned to the field of study. In the case of a change in a scope's or specialization's curriculum, a student shall make up the discrepancies in all courses. The deadline for doing so shall be set by the Dean.
2. In order to familiarise himself/herself with the curriculum and other study conditions and to sign the relevant documents (a course charter and a payment changes sheet), the returning student shall report to the Dean's Office before the beginning of the semester or the academic year. Failure to sign the relevant documents on time shall be considered to be a failure to commence the study.

§39.

During a leave from classes a student shall keep a valid student ID card and may, with the permission of the Dean, attend selected classes and obtain credits for them.

I. Professional internships

§40.

1. Professional internships shall be organised and coordinated by the Careers Office in cooperation with the internship supervisors appointed by the University.
2. A student referred for a professional internship shall be given a referral together with a set of documents necessary to completion of the internship.
3. The scope and duration of internships shall be specified in the Professional Internship Rules and in the study programme for the given mode and field of study.
4. Detailed guidelines for internships carried out as part of courses of study preparing for particular professions defined by educational standards shall be contained in a Dean's Order.

§41.

1. The internship shall be credited by the Dean pursuant to an opinion of a company's internship supervisor and the University's internship supervisor. Such opinion shall relate to the attainment of the learning outcomes specified for professional internship in the study programme.
2. If any of the opinions is negative or the student has not completed the internship, he/she is referred for a second internship.
3. The deadlines for the completion of professional internships shall be determined in a Dean's Order.

§42.

1. A student who has performed or performs work as an employee, an intern or a volunteer, and such work is for this student a source of learning outcomes set out in the study programme the student may apply for credit on the basis of his/her work (hereinafter referred to as professional experience). The student may apply for partial or full credit based on his/her work experience.
2. Professional experience shall be credited as the internship if it involves work that enables the student to achieve the assumed learning outcomes provided for professional internship specified in the study program of a given field of study.
3. A student who:
 - 1) performs or performed, as an employee, an intern or a volunteer, work during which achievement of the learning outcomes stipulated in the programme of study was/is possible;
 - 2) works or worked in his/her own business and performed work during which achievement of the learning outcomes stipulated in the study programme was/is possible;may apply for credit.
4. The Dean, by an order, may stipulate detailed rules for the crediting of work experience professional experience as internships for individual fields of study, if required by the specificity of the field of study.
5. Decisions on recognition of work experience as internship shall be made by the Dean on the basis of documentation submitted by the student and an opinion on the achievement of learning outcomes issued by the University's internship supervisor.
6. The student may appeal against the Dean's decision to the Rector within 14 days of receiving the decision.
7. In the case of partial credit a student shall obtain credit for the remaining part of the internship in accordance with the internship programme for the given study programme.
8. The Professional Internship Rules shall specify the principles for documentation of the work experience on which the application for credit is based.

V. Conditions for changing faculty, field, form, scope or specialisation of studies

§43.

At a student's request, the Dean may agree to the student's transfer to another faculty within WSB Merito University in Wrocław, provided that the applicant meets all his or her obligations to the University.

§44.

1. A student may be admitted to study by transfer from another university or from a foreign university.

2. A student who has completed at least the first semester of study may apply for transfer.
3. A student shall make up for discrepancies resulting from the learning outcomes achieved in the course of study so far and from the possible deficit of ECTS points. A list of discrepancies shall be determined by the Dean of the receiving faculty. The transfer may take place to full-time and part-time studies.
4. The detailed conditions for a transfer from or to another university shall be set out in a Dean's Order.

§45.

1. At a student's request, the Dean shall authorise a change of:
 - 1) field of study,
 - 2) forms of study,
 - 3) scope or specialisation,
 - 4) mode of study between summer and winter admissions.
2. A student who has been granted permission to change his/her field of study, form of study, scope or specialization shall make up discrepancies in learning outcomes. The deadline for completion shall be set by the Dean.

VI. Rules for payment of tuition fees

§46.

1. Tuition at the University shall be paid.
2. The term and conditions of tuition fees shall be defined in an agreement on the provision of educational services for students concluded in writing between the University and the student.
3. Decisions related to the financial obligations of students to the University shall be made by the Dean or a person authorised by him. The Dean's decision may be appealed to the Vice Chancellor.

VII. Scholarships

§47.

1. The following scholarships shall be awarded at the University:
 - 1) social scholarships,
 - 2) scholarships for people with disabilities,
 - 3) rector's scholarships,
 - 4) benefits.
2. The rules of scholarships shall be defined in the Student Benefit Regulations for students of the WSB Merito University in Wrocław.
3. The awarding or denial of a scholarship shall have the form of an administrative decision.

§48.

In the event of a breach of the study regulations, the Rector may decide to withhold or revoke the scholarship.

VIII. Conditions of resuming study

§49.

A person who has interrupted his/her study may apply to resume it.

1. The procedure for resumption of study may be applied only in particularly justified cases and only to persons who have previously studied at the University.
2. Resumption is not possible if the field of study in question is no longer offered.
3. Resumption of study shall take place in the field of study and the curriculum followed at the time of resumption.
4. Any change in the curriculum shall oblige a student to make up curriculum discrepancies, regardless of the number of semesters previously completed. It shall be aimed at a student's realization of all learning outcomes resulting from the current curriculum.

5. A person resuming his/her study may graduate if he/she achieves the same learning outcomes as the other students in the year.
6. A resumption decision shall be issued by the Rector and shall indicate the semester from which study may be resumed.
7. A student who has been granted permission to resume study shall continue his/her study from the beginning of the semester of studies indicated by the Rector.
8. A person may apply for resumption of studies if he/she has settled all his/her liabilities towards the WSB Merito University in Wrocław.
9. Resumption of studies shall take place from the indicated semester, academic year at the time of signing the relevant documents (course charter and changes in payment sheet, agreement on renewal of the contract for the provision of educational services, the decision to resume, the oath).
10. Resumption of study is not allowed:
 - 1) In the case of a person struck off the register of students by the disciplinary penalty of expulsion from the University
 - 2) If the person has been struck off from 1 semester of the first year of study.
11. A decision to resume or refuse to resume study shall be taken by administrative decision.
12. A student who has not fulfilled the requirements for graduation in the final year of study solely as a result of not taking the diploma examination, if the curriculum does not provide for a diploma thesis, may in the basic or resit mode apply to resume study for the diploma examination by submitting an application to the Dean within 14 days of the beginning of the semester in which the basic exam date falls. In such a case a student shall be not assigned curriculum discrepancies.
13. Approval for resumption for the diploma examination referred to in section 12 may be granted twice for study at a given level and curriculum, however no later than within two years from the completion of the last year of study.

IX. Removal from the list of students

§50.

1. The Rector shall remove a student from the list of students if the student:
 - 1) fails to commence the study, if a student does not fulfil his/her obligations specified in §30 sec. 5 and §38 sec. 2 within 4 weeks from the beginning of the semester,
 - 2) resigns from studies in writing and signs the resignation in person,
 - 3) fails to submit on time the diploma thesis or does not appear at the diploma examination,
 - 4) is punished with the disciplinary penalty of expulsion from the University.
2. A student may be removed from the list of students if he/she:
 - 1) does not attend compulsory courses,
 - 2) does not make academic progress (failure to make academic progress may be determined when the degree of completion of the curriculum precludes the possibility of completing the semester/year of study),
 - 3) fails to complete a semester or a year within the specified time limit,
 - 4) fails to pay tuition fees.
3. Such removal shall be by administrative decision.

§51.

A student may submit an application to the Rector for reconsideration of the decision referred to in §50 within 14 days of the delivery of the expulsion decision.

§52.

After being struck off the list of students, a student shall be obliged to settle all liabilities towards the University within 30 days of the expulsion.

X. Conditions for graduation

§53.

1. The condition for graduation shall be passing the diploma examination.
2. An element of the diploma examination is the defence of the diploma thesis, if required by the curriculum.
3. The detailed conditions of the degree examination shall be determined by the competent body of the University.

J. Diploma examination

§54.

1. In case of a diploma examination a student may take it on one of two dates: a primary one and an additional one. The date of the diploma examination shall be set by the Dean. A student shall be informed of the date no later than seven days before the examination through the means of communication specified in these rules of study.
2. A diploma examination committee shall be appointed by the Dean.
3. At the request of a student or a committee member the diploma examination may be held in public.
4. In case of study in a foreign language the examination may be in a foreign language if this is the language of the study.
5. In exceptional situations, regulated by separate provisions, the diploma examination may be held in a distance learning mode.
6. The detailed procedure for the diploma examination shall be determined by the Dean.

K. Diploma examination - if a curriculum includes a diploma thesis

§55.

If a curriculum provides for a diploma thesis, admission to the diploma examination shall be subject to:

1. the achievement of the learning outcomes and obtaining the number of ECTS credits specified for the field of studies, level and profile of study, as well as the completion of all the courses specified in the curriculum,
2. the payment of all liabilities to the University at least 5 days before the scheduled date of the diploma examination.
3. obtaining a positive assessment of the diploma thesis from the supervisor,
4. obtaining a positive assessment from a reviewer, if appointed,
5. checking the diploma thesis in the Uniform Anti-Plagiarism System.

§56.

The diploma examination shall have two parts: a theoretical examination and a presentation of the diploma thesis before the examination board.

1. A student answers two randomly selected questions (one from the general education courses and one from the specialization courses) during the theoretical examination. Lists of questions, prepared and announced by the Dean, shall be made available to students no later than at the beginning of the last semester of study.
2. During the presentation of the diploma thesis before the examination board the student answers at least one question concerning the issues of the diploma thesis posed by members of the examination board.
3. The student receives a grade for each question asked during the theoretical examination and the presentation.
4. At the request of an examination board member the Dean may give permission for the diploma examination to be in the foreign language in which the diploma thesis was written.
5. The diploma examination shall be passed when the student obtains all positive grades in both the theoretical examination and the presentation of the diploma thesis before the examination board.
6. The final grade of the diploma examination shall be calculated as an arithmetic mean of grades from the theoretical examination and the diploma thesis presentation.
7. If a student has taken the diploma examination twice, the grade taken into account when calculating the final grade shall be the arithmetic mean of both grades.

8. The Dean shall set an additional, second and final examination date, not later than five months after the date of the first examination, for a student who has obtained a failing grade on the diploma examination on the primary date or who has not justified his/her failure to take the examination by the set deadline. In case of a diploma examination missed without justification, a student shall receive grade 2(nb) that shall be included in the final study grade.
9. If the diploma examination grade at the additional date is negative the student shall be struck off the list of students.
10. If a student is unable to take the diploma examination for health or other important reasons, he/she shall inform the Dean immediately of the reason preventing him/her from taking the examination and shall submit a written proof of circumstances without undue delay. A new date for the diploma examination shall be set by the Dean at the earliest convenient date.

L. Diploma thesis

§57.

1. A diploma thesis shall be a necessary element of the curriculum if the Act or the curriculum so requires and does not provide otherwise.
2. The diploma thesis shall be prepared in a seminar or other course specified in the curriculum. A student shall receive a grade of "pass" in the seminar in the final semester of studies if the diploma thesis is submitted (submission of the diploma thesis is accepted by its supervisor for evaluation and review) within a deadline set by the Dean.
3. In the case of engineering studies, the diploma thesis may be realised as an engineering design as part of the technical innovative project course or other equivalent course.
4. The diploma thesis shall mean a bachelor's, master's or engineering design thesis.
5. The diploma thesis shall be prepared by a student under the guidance of a supervisor.
6. The supervisor may be an academic teacher with at least a PhD degree. In the case of an engineering design paper, it may be a master's degree holder with extensive practical experience of the design work.
7. The supervisor shall be appointed by the Dean.

§58.

1. The diploma thesis may be a team product, provided that each student has developed part of the work independently and this is documented.
2. The diploma thesis shall meet in particular the conditions defined in the Act. Detailed conditions concerning the form of the diploma thesis and the manner of its presentation shall be defined by the relevant body of the University.
3. The Dean may, at the request of the supervisor, grant permission for a thesis written in a foreign language. For degree programmes taught in a foreign language such consent shall not be required if the diploma thesis is written in the language of study. A diploma thesis written in a foreign language shall have its title page and abstract in Polish (does not apply to English-language study programmes).
4. The diploma thesis may be included in the research work programme of the faculty or student scientific associations.
5. In particularly justified cases, a diploma thesis written during internships at other national and foreign universities may also be recognised as the diploma thesis.
6. The diploma thesis shall be subject to compulsory checking in the Uniform Anti-Plagiarism System. The detailed rules of the procedure, including the rules for accepting diploma thesis, shall be laid down by the Dean.
7. If the diploma thesis supervisor or reviewer finds a lack of independence in the preparation of the paper or notices other irregularities in it (e.g. plagiarism) the Dean shall take into account the results of verification by the anti-plagiarism system and shall refer the matter to the Disciplinary Committee for Students and shall initiate an anti-plagiarism procedure, and the date of the diploma examination shall be postponed until the matter is finally resolved.

8. A diploma thesis prepared by a student with special needs, including a person with a disability, with organisational, technical or technological support necessary due to special needs shall not be considered as a non-self-contained paper.

§59.

1. The topic of a diploma thesis shall be approved by a supervisor who shall take into account the student's scientific interests, research topic and field of study.
2. The topic of the diploma thesis shall be decided not later than by the end of the first semester of the diploma seminar.
3. The topic of the diploma thesis shall reflect the specificity of the practical profile studies, and the diploma thesis shall relate to the scientific discipline to which the field of study has been assigned.

§60.

1. A diploma thesis shall be subject to review.
2. In the event of a negative assessment of the diploma thesis by a reviewer, the Dean shall appoint a second reviewer. The second review shall be the final one.
3. If the assessment of the second reviewer is negative, the student shall be struck off the list of students.

M. Diploma examination - if a curriculum does not include a diploma thesis

§61.

If a curriculum does not provide for a diploma thesis, admission to the diploma examination shall be conditional upon:

1. the achievement of the learning outcomes and obtaining the number of ECTS credits specified for the field of studies, level and profile of study, as well as completion of all the courses specified in the curriculum,
2. the payment of all liabilities to the University at least 5 days before the scheduled date of the diploma examination.

§62.

The diploma examination shall have two parts: a theoretical and a practical one.

1. A student answers two randomly selected questions (one from the general education courses and one from the specialization courses) during the theoretical examination. Lists of questions, prepared and announced by the Dean, shall be made available to students no later than at the beginning of the last semester of study.
2. The practical examination shall include an analysis of a case study or another issue directly related to the field of study or realisation of a practical task posed by members of the examination board. The manner in which the practical examination is conducted shall be determined by the Dean.
3. The student shall receive a grade for each question asked during the theoretical examination and for the task of the practical examination.
4. The diploma examination shall be passed when the student obtains all positive grades in both the theoretical examination and the practical one.
5. The final grade of the diploma examination shall be calculated as the arithmetic mean of the grades obtained in the theoretical examination and the practical examination.
6. If a student has taken the diploma examination twice, the grade taken into account when calculating the final grade shall be the arithmetic mean of both grades.
7. The Dean shall set an additional, second and final examination date, not later than five months after the date of the first examination, for a student who has obtained a failing grade in the diploma examination on the primary date or who has not justified failure to take the examination by the set date. In the case of an unexcused absence from a diploma examination, a student shall receive a grade of 2(nb) which shall be included in the final study grade.
8. If the diploma examination grade at the additional date is negative the student shall be struck off the list of students.

9. A student who has fulfilled the conditions for taking the diploma examination (§61) shall take the examination in the basic mode.
10. If a student is unable to take the diploma examination for health or other important reasons, he/she shall inform the Dean of the reason preventing him/her from taking the examination not later than one day before the scheduled date of the examination and shall immediately submit a written proof of circumstances. A new date for the diploma examination shall be set by the Dean at the earliest convenient time.
11. Persons with special needs, including persons with disabilities, shall be able to take the examination according to individually agreed rules if their special needs justify it.

N. Diploma exam - assessment

§63.

A graduate receives a graduation diploma upon passing the diploma examination.

The diploma examination grade shall be determined according to the following scale:

Arithmetic mean of diploma examination grades	Diploma examination grade
up to 3.35	sufficient
3.36 – 3.80	sufficient plus
3.81 – 4.30	good
4.31 – 4.6	good plus
4.61 – 5.00	very good

O. Final study grade

§64.

1. The final study result, in cases where the curriculum provides for a diploma thesis, shall be the sum of:
 - 1) 0.6 of the arithmetic mean of all grades obtained in courses during the studies with the exception of subjects graded as "zal" and optional courses, calculated according to section 3.
 - 2) 0.2 of the arithmetic mean of the diploma thesis evaluation by the supervisor and the reviewer,
 - 3) 0.2 of the arithmetic mean of the diploma examination grades, with the proviso that if the student has taken the diploma examination twice, the grade to be taken into account when calculating the final study grade shall be the arithmetic mean of the failing grade and the arithmetic mean of the grades obtained in the resit diploma examination
2. The final study grade, in cases where the curriculum does not provide for a diploma thesis, shall be the sum of:
 - 1) 0.7 of the arithmetic mean of all grades obtained in courses during course of study with the exception of subjects graded as "zal" and optional courses, calculated according to section 3.
 - 2) 0.3 of the arithmetic mean of the diploma examination grades, with the proviso that if the student has taken the diploma examination twice, the grade to be taken into account when calculating the final study grade shall be the arithmetic mean of the failing grade and the arithmetic mean of the grades obtained in the resit diploma examination.
3. The arithmetic mean of all grades obtained in each course during course of study shall be calculated as a quotient, where the dividend shall be the sum of all arithmetic means obtained in the courses, and the divisor shall be the number of these courses. If a student does not obtain credit by the first deadline, the dividend for calculation of the result shall include all grades awarded in the course.

§65.

The following conversion factors shall be applied when calculating the diploma grade:

Final study result	Diploma grade
up to 3.35	sufficient
3.36 – 3.80	sufficient plus

3.81 – 4.30	good
4.31 – 4.6	good plus
4.61 – 5.00	very good

XI. Disciplinary liability of students

§66.

1. A student shall be liable to disciplinary measures for any violation of the regulations in force at the University and for any act contrary to the dignity of a student, as stipulated in the Act, the Statutes or other acts in force at the University.
2. The investigation shall be conducted by a disciplinary ombudsman appointed by the Rector from among the academic staff of the University.

§67.

1. Disciplinary cases shall be decided by the disciplinary committee for students and the disciplinary appeals committee for students. Their members shall be chosen from academic staff and students of the University, and their appointment shall be in accordance with the procedure laid down in the Statute.
2. Disciplinary committees for students shall be independent in their decisions.

§68.

The detailed rules and procedures for investigation and disciplinary proceedings shall be pursuant to the Act and pursuant to the regulations issued thereunder by the competent minister.

XII. Final provisions

§69.

1. The decisions of the bodies of the higher education institutions in individual student matters, supervision of the activities of student organisations in the higher education institution and student self-government shall be subject to the relevant provisions of the Act of 14 June 1960 - Code of Administrative Proceedings (Journal of Laws 2021, item 735, as amended) and the provisions on appealing decisions to an administrative court.
2. Any decision of the Dean may be appealed in writing to the Rector within 14 days of receipt of the decision.
3. The Rector shall repeal decisions that are contrary to the Act, the Statute, resolutions of the collegiate bodies, regulations or other internal rules of the University and that violate important interests of the University.
4. Decisions issued by the Rector in the first instance shall be final. In this case the provisions of the Act of 14 June 1960 shall apply accordingly - Code of Administrative Procedure (a request for reconsideration of the case).
5. A student may appeal to the Dean against any decision of the academic staff of the University.
6. The Rules of Study of 1 October 2023 shall be repealed.

§70.

These rules of study come into force on 1 October 2024.