

**Resolution No. 83/2024
of the DSW University of Lower Silesia Senate
of 29 April 2024.**

**on the introduction of the Regulations for first- and second-cycle studies as well
as uniform Master's degree studies at the DSW University of Lower Silesia**

Acting on the basis of Article 28.1.2 and Article 75 of the Act of 20 July 2018 The Law on Higher Education and Science (consolidated text, Journal Of Laws of 2023, item 742, as amended) and § 22.3.f) of the DSW University of Lower Silesia Statute, after consultation with the Academic Board and the Students' Union of the DSW University of Lower Silesia, the DSW University of Lower Silesia Senate:

1. Adopts the Regulations for first- and second-cycle studies as well as uniform Master's degree studies at the DSW University of Lower Silesia in the wording included in the appendix to this resolution.
2. Resolution of the Senate No. 20/2023 of 3 April 2023 on the introduction of the Regulations for first- and second-cycle studies as well as uniform Master's degree studies at the DSW University of Lower Silesia expires at the beginning of the 2024/2025 academic year.
3. The resolution comes into force on the date of its adoption.

Voting results:

For: 4

Against: 0

Abstainers: 0

Senate President
dr hab. Sławomir Krzychała, professor of the DSW University

**REGULATIONS FOR FIRST- AND SECOND-CYCLE STUDIES AS WELL AS UNIFORM
MASTER'S DEGREE STUDIES AT THE DSW UNIVERSITY OF LOWER SILESIA**

1. General provisions

§ 1

1. University employees and students constitute the community of the DSW University of Lower Silesia in Wrocław, hereinafter referred to as the University.
2. A member of the university community is entitled to active voting rights at the University.
3. The following Regulations apply to first- and second-cycle studies as well as uniform Master's degree studies conducted at the University.

2. Admissions

§ 2

1. Admission to the University is granted by:
 - 1) recruitment in accordance with the University regulations, in particular the Senate Resolution on the Rules of Admission to the University;
 - 2) confirmation of learning outcomes in accordance with the University Regulations, in particular the Senate Resolution on the adoption of Regulations on confirmation of learning outcomes at the University;
 - 3) transfer from another domestic or foreign university.
2. Persons who are pursuing joint or partial studies shall be enrolled as students after fulfilling the conditions stipulated in the international agreements and programs concluded by the University.
3. Students of the University voluntarily undertake the obligation to acquire knowledge, skills and social competence.
4. The Rector is the superior of all students.
5. The Rector oversees matters related to recruitment, the teaching process, and the course of study.
6. The Dean is the immediate superior of students.
7. The Student's Union is the exclusive representative of all students.
8. The representative of a given class of students, or a student group, is the class president or a group president, elected by the students.

9. The Dean appoints a (group or class) tutor from among the academic staff. The duties of the tutor are defined by the Dean in a separate Decision.

§ 3

1. Admission to the University is done by way of enrollment on the list of students, which is carried out by the Rector or a person authorized by the Rector in accordance with the rules for admission to the University for a given academic year set by a Senate Resolution and the conclusion of a contract for the provision of educational services with students of the University. In the case of foreign nationals, Article 323 of the Act of 20 July 2018 applies (The Law on Higher Education and Science (consolidated text, Journal of Laws of 2023, item 742 as amended).
2. The decision to refuse admission is made by the administrative authority.
3. A person admitted to the University commences their studies and acquires the rights of a student upon taking the oath in writing (either by physical or electronic signature).
4. The student's oath reads as follows:

"Starting my studies at the DSW University of Lower Silesia, I solemnly swear:

 - to acquire knowledge and skills for the benefit of myself, other people and the Republic of Poland,
 - to be guided by the ideals of humanism in the pursuit of truth,
 - to take care of the student dignity and the good name of the University,
 - to give respect to all members of the University community,
 - to comply with the University Regulations and the rules of collegial coexistence."
5. In the case of joint degrees, the content of the oath is determined by the contract for the provision of educational services for students concluded between the University and the student.
6. Admission to the University as a student means that the student consents to the processing of their personal data in the information systems for the handling of the course of study and the transfer of such data to entities implementing the common elements of the student ID system.
7. Student rights are lost upon:
 - 1) passing the diploma exam, except for those who have completed their first degree and retain their rights until 31 October of the year in which they graduated, with the exception of the right to the following benefits: a maintenance grant, a disability grant, a hardship benefit, and the Rector's scholarship;
 - 2) transferring to another university;

- 3) when the decision on removal from the list of students becomes final.

3. Students' Union

§ 4

1. Students form the Students' Union at the University.
2. The Students' Union operates through its bodies, including:
 - 1) chairperson;
 - 2) resolution body.
3. The Students' Union is the exclusive representative of the entire student body of the University and has the right to express its opinion on all matters relating to students and to take action on matters specified in the Students' Union Regulations.
4. The Students' Union is active within the University in student affairs, including social and cultural affairs, and operates in accordance with the University's regulations.
5. The Students' Union decides on the distribution of funds allocated by the University for student affairs. At least once per academic year, the Students' Union prepares a report on the distribution of funds and an accounting of these funds and makes them available in the Public Information Bulletin (BIP) on the University's dedicated page.
6. The resolution body of the Students' Union adopts the Students' Union Regulations, which regulates the organization and functioning of the Students' Union, as well as the method of appointing representatives to the bodies of the University.
7. The Students' Union Regulations enter into force after the Rector has determined that they comply with the law and the University Statute within 30 days of their submission.
8. The Rector repeals the acts of the Student Union which are incompatible with the provisions of the generally applicable law, the University Statute, the University Regulations or the Students' Union Regulations. The decision to repeal the act may be appealed to the Administrative Court within 30 days of its notification. The provisions on appealing administrative decisions to the administrative court apply accordingly.
9. The University provides the conditions necessary for the operation of the Students' Union, including the infrastructure and financial resources available to the Students' Union.

4. Student ID

§ 5

1. After being admitted to the university, taking the oath and being registered into the USOS system, the student receives a student ID and gains access to the electronic register.
2. The student ID should be protected by the student in a special way.

3. The student ID certifies the student status.
4. The student card is valid at the most until the date of graduation, suspension of the student's rights, or until the decision on removal from the list of students becomes final, and in the case of graduates of first-cycle studies - until 31 October of the year of graduation.

5. Student's rights and responsibilities

§ 6

1. The student has the right to be educated about the rights and responsibilities of being a student. Such training is to be provided by the Student's Union.
2. The student has the right to:
 - 1) ECTS credit transfer and recognition,
 - 2) study according to an individual study organization,
 - 3) excuse absences from classes, leave from classes with the possibility to proceed to the verification of the achieved learning outcomes specified in the study program,
 - 4) change the field of study,
 - 5) change to full-time or part-time studies,
 - 6) take an exam conducted before an examination board with the participation of an observer appointed by the student,
 - 7) repeat certain courses due to unsatisfactory academic performance, in accordance with the University Regulations,
 - 8) participate in student organizations, including study groups, and to participate in scientific research conducted by the University,
 - 9) elect their representatives to the bodies of the Student Union and to seek election to these bodies,
 - 10) use the information systems made available to students by the University, including those used to assist students in the learning process.
3. A pregnant student and a student who is a parent cannot be denied permission to:
 - 1) continue their studies in a specific field and at a specific level according to an individual study organization until the end of their studies - in the case of full-time studies;
 - 2) a leave referred to in § 6.2.3.
4. A student who is a parent applies for the leave referred to in § 6.2.3 within 1 year from the date of birth of the child.
5. A leave referred to in § 6.2.3, for:

- 1) a pregnant student is granted for the period until the birth of the child,
 - 2) a student who is a parent is granted for a period of up to 1 year
- except that if the end of the leave falls during a semester, the leave may be extended until the end of that semester.
6. Students do not receive paper registers. The course of study is documented in the electronic University Study-Oriented System (USOS), and the University provides the student with access to the course of study documentation maintained electronically after signing the oath.
7. At the request of the student, the Dean's Office may issue a certified printout of the course of study.

§ 7

1. The student has the right to apply for:
 - 1) a maintenance grant,
 - 2) a disability grant,
 - 3) a Rector's scholarship,
 - 4) a hardship benefit,
 - 5) a scholarship funded by a local government;
 - 6) scholarship for academic or sports performance financed by an individual or legal entity that is not a state or local government legal entity.
2. The rules for awarding grants and scholarships are set forth in the Act of 20 July 2018 The Law on Higher Education and Science (hereinafter: the Act) and the Regulations for determining the amount, awarding and payment of material assistance benefits for students of the University in effect on the date of the application.
3. In case of violation of the study regulations, the Rector may withhold payment of the scholarship or decide to withdraw it from the student.

§ 8

1. The student is obliged to act in accordance with the contents of the oath and the University Regulations.
2. The student's primary responsibilities include:
 - 1) behaving in accordance with the content of the student's oath, the University Regulations, and other University policies,
 - 2) gaining knowledge with integrity,
 - 3) attending classes in accordance with the University Regulations;

- 4) taking exams, credit, internship, and fulfilling other requirements of the study program,
 - 5) observing the good customs of the academic community,
 - 6) respecting the good name of the University and the dignity of the student,
 - 7) behaving with respect to other students, employees and authorities of the University;
 - 8) respecting the property of the University and using it for its intended purpose,
 - 9) using individual University e-mail accounts and University information systems,
 - 10) immediately notifying the Dean's Office of any change in personal details (name, surname, mailing address and personal e-mail address and telephone number for contact),
 - 11) protecting the login and password to the electronic register from unauthorized access, and immediately informing the Dean's Office of any case of unauthorized access or acquisition of the login and password,
 - 12) becoming familiar with resolutions and decisions published in the Public Information Bulletin (BIP) of the DSW University of Lower Silesia in Wrocław, decisions in individual student matters published in the USOS system and information provided by the University's information systems.
 - 13) regularly checking the information and data published in the USOS system regarding the course of studies, scholarships and student payments;
 - 14) paying tuition fees in a timely manner in accordance with the Tuition Regulations,
 - 15) not taking any action that could lead to the attribution of authorship to another person's work or part of it, or to a scientific result,
 - 16) knowing the University's regulations applicable to students.
3. A student may receive a scholarship from the Minister responsible for higher education for significant academic or artistic achievements related to their studies, or for significant sports achievements. The rules and procedures for awarding the Ministerial scholarship are defined by separate regulations.

6. Disciplinary responsibility of students

§ 9

1. A student is subject to disciplinary liability in accordance with the provisions of the Act and the University Regulations for conduct that offends the dignity of the student and violates the regulations of the University.

2. A student cannot be punished for the same act by the Rector and the Disciplinary Committee.
3. Disciplinary cases of students are decided by the Disciplinary Committee and the Disciplinary Appeals Committee, appointed from among the academic staff and students of the University, according to the procedure established by the Statute.
4. The detailed procedure in the case of violation by a student of the regulations of the University and for an act that violates the dignity of the student is regulated by the provisions of the Act and the Regulation of the Minister of Science and Higher Education of 28 September 2018, on the detailed procedure of investigation and disciplinary proceedings in student cases, as well as the manner of execution of disciplinary sanctions and their expungement (Journal of Laws 2018, item 1882).

7. Rules of payment for studies

§ 10

1. Studying at the University is paid.
2. The conditions for payment of tuition fees are set out in the contract on provision of educational services to students concluded between the University and the student in writing (physical or electronic signature) and in the Regulations on tuition fees valid for a given academic year
3. The University determines the tuition fees to be charged to students and the amount of such fees prior to the start of recruitment. Determining fees requires consultation with the Students' Union.
4. Decisions concerning students' financial obligations to the University are made by the Vice Chancellor for Educational Management or a person authorized by them. The decision of the Vice Chancellor may be appealed against to the Chancellor of the University.

8. Academic year

§ 11

1. The academic year runs from 1 October to 30 September of the following year and consists of two semesters - winter and summer semester - according to the approved organization of the year.
2. The rules for the organization of the academic year, the division into semesters and the dates of classes and exams are established by the Rector, in consultation with the Students' Union, and are published at least three months before the beginning of the academic year.

3. For full-time studies, a semester lasts 15 weeks, and for part-time studies - according to the rules of organization of the academic year established by the Rector.
4. In special cases, the Rector announces Rector's days or Rector's hours, which apply to all students of the University.
5. Classes canceled due to the announcement of Rector's hours on the initiative of the University authorities are announced in the Rector's decision, along with an indication of the possible date for making up the classes.
6. Classes canceled due to the announcement of Rector's hours on the sole initiative of students through an authorized body of the Student's Union will not be made up.

9. Study programs

§ 12

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

§ 13

1. Studies are conducted according to the study programs established by the University Senate. The study program specifies the following:
 - 1) form(s) of studies, the number of semesters and the number of ECTS credits required to obtain a degree at a given level;
 - 2) professional title awarded to graduates;
 - 3) classes or groups of classes, regardless of the form in which they are taught, with the assignment to them of learning outcomes and program content ensuring the achievement of these outcomes and the number of ECTS credits, with the exception of initial occupational health and safety training, physical education and additional classes provided for in the curriculum.
 - 4) total number of teaching hours;
 - 5) ways in which the learning outcomes achieved by the student are verified and assessed throughout the education process;
 - 6) total number of ECTS credits to be obtained by the student in courses delivered with the direct participation of academic teachers or other trainers;
 - 7) number of ECTS credits a student must obtain for courses in the humanities or social sciences, not less than 5 ECTS credits - in the case of faculties assigned to disciplines within fields other than the humanities or social sciences, respectively;
 - 8) the scope, rules and form of internship and the number of ECTS credits that a student must obtain in such training.

2. The study program of first-cycle studies and unified Master's studies conducted as full-time studies also specifies physical education classes of not less than 60 hours; physical education classes are not assigned any ECTS credits.
3. The study program allows the student to choose courses to which ECTS credits are assigned at a rate of not less than 30% of the total number of ECTS credits referred to in § 13.1.1.
4. The study program for a faculty assigned to more than one discipline specifies for each of these disciplines the percentage of ECTS credits in the total number of ECTS credits referred to in § 13.1.1, indicating the leading discipline.
5. Program of studies:
 - 1) with a practical profile - includes courses shaping practical skills in more than 50% of the number of ECTS credits referred to in § 13.1.1;
 - 2) with a general-academic profile - includes courses related to the scientific activity conducted at the institution in the discipline(s) to which the field of study is assigned, exceeding 50% of the number of ECTS credits referred to in § 13.1.1, and includes students' participation in courses preparing them for or participating in scientific activities.
6. Studies may be conducted in a foreign language. The scope of studies conducted in a foreign language may include:
 - 1) a full study program in a particular faculty,
 - 2) studies within one or more semesters,
 - 3) studies within a specific educational module.
7. Teaching and testing of knowledge and skills in a foreign language is carried out in accordance with the rules defined in the syllabus and the provisions of Chapter 11 of these Regulations.
8. The Rector or a person authorized by the Rector determines the detailed rules for enrollment in educational scopes, including groups of elective courses.
9. If the number of students enrolled in a particular scope or module of elective education is less than 15, it will not be started due to insufficient number of students. In this case, the student will choose another module from the ones that were started.
10. study programs established by the Senate, are made available in the BIP of the DSW University of Lower Silesia in Wrocław before the beginning of a given study cycle.
11. The only changes that are allowed to be made in the study program during the course of the study cycle include the following:

- 1) in the selection of educational content offered to students in classes, taking into account the latest scientific, artistic or professional development,
- 2) necessary for:
 - a) removing irregularities identified by the Polish Accreditation Commission,
 - b) adapting study programs to changes in generally applicable regulations.
12. Changes in study programs introduced during the study cycle referred to in § 13.11 are made available in the University Public Information Bulletin (BIP) at least one month before the beginning of the semester to which they apply.
13. The University undertakes to provide the course and profile of studies to which the student has been admitted for a period of time at least equal to the nominal duration of such studies provided for in the University's internal regulations in effect on the date of the student's admission to the course and profile in question, calculated from the date of the student's admission.
14. Supervision of the implementation of study programs is exercised by the Rector or a person authorized by the Rector.

§ 14

1. Study programs are the basis for creating the class schedules.
2. Class schedules are set by the Office of Education Management and are communicated to students before the beginning of each semester.
3. The total number of classes per week in full-time studies cannot exceed 40 hours. The above does not apply to internship.
4. ECTS credits are awarded for the completion of each course provided for in the study program, but the number of ECTS credits does not depend on the obtained grade, and the condition for their award is that the student meets the requirements for obtaining the learning outcomes confirmed by passing the course. ECTS credits are a measure of the average student effort required to achieve the expected learning outcomes.
5. One ECTS credit corresponds to 25 hours of student work including courses organized by the University and the student's individual work related to such courses.

§ 15

1. Classes are taught by academic teachers employed by the DSW University of Lower Silesia or other persons with the competence and experience to properly implement the classes.
2. In the fields of study, the study programs of which take into account the educational standards, the classes are taught by the persons specified in these standards.

3. The person in charge of the subject or the teacher presents the syllabus, the rules and the way of passing the course to the students during the first class. The method of passing the course may be changed during the semester in agreement with the students.
4. Results of credit and exams are recorded in the electronic register (USOS).
5. Grades obtained by the student are subject to data protection.

10. Crediting work experience as internship

§ 16

1. A student who performed or has been performing activities (hereinafter referred to as work experience) as part of employment, internship, or volunteer work that enable them to achieve the learning outcomes specified in the study program for internship may apply for crediting such activities as internship.
2. A student may apply for partial or full crediting of their work experience as internship.
3. In the case of partial credit as internship for activities performed by the student, in particular, within employment, internship or volunteer work, the student is obliged to complete the remaining part of the training in accordance with the internship program provided for the particular study program.
4. Decisions on recognizing work experience as internship are made by the University Internship Supervisor on the basis of the documentation submitted by the student.
5. Students have the right to appeal against the decision of the University Internship Supervisor to the Dean within 14 days of the decision.
6. The Dean, by means of an ordinance, determines the procedures for the implementation of internship by students of first- and second-cycle studies as well as uniform Master's degree studies.

11. Classes, credit, exams

§ 17

1. Education at the University is provided in the form of lectures, exercise-type classes, classes conducted using distance learning methods and techniques that allow students to learn in synchronous and asynchronous modes, and internships. The maximum size of classes taught using distance learning methods and techniques is determined by the Act, the University Regulations and the educational standards.
2. Lectures at the University are open.
3. Exercise-type classes primarily include:
 - 1) seminars,

- 2) practical exercises,
 - 3) conversations,
 - 4) labs,
 - 5) workshops,
 - 6) field activities.
4. Exercise-type classes and internships are provided for a limited number of students. The number of groups is determined by the Rector.
 5. Students are required to excuse absences within 5 days of the reason for the absence.
 6. The basis for excusing absence includes, in particular: sick leave, certificate of hospitalization, hospital discharge, certificate issued by the police, prosecutor's office or court, certificate issued by other authorized bodies or institutions.
 7. The documents referred to in § 17.6 must be submitted to the course teacher.
 8. Absence from class is excused by the teacher.
 9. In case of any doubt, the Dean decides whether an absence is excused.
 10. The student is required to make up for the missed classes, and the form of verifying whether this was done is determined by the teacher.
 11. The form of a course, the rules of its organization and the way of passing it are specified in the syllabus.
 12. Teaching activities are organized taking into account the special needs of students with disabilities.
 13. In justified cases, with the approval of the teacher, the student may take class notes in an alternative form (e.g., recording, photography) and use other devices or third-party assistance.

§ 18

1. The University may implement distance teaching methods and techniques, during which there is interaction between the teacher and students. For this purpose, the University provides the technological infrastructure used in the teaching process, in synchronous form - Microsoft 365 platform (including Microsoft Teams), and asynchronous form - Moodle platform.
2. Study programs may specify subjects to be implemented using distance learning methods and techniques, using the tools referred to in § 18.1.
3. The teacher determines the way of sharing or storing the class materials (Moodle or Microsoft 365 platform) on the first class of the course.
4. Student activity on the Moodle platform and Microsoft 365 is documented and evaluated

according to the evaluation criteria specified in the syllabus.

5. Students are required to log in to classes/ credit/exams only using the individual university email account provided by the University: dswalbum@student.dsw.edu.pl
6. Detailed rules for the organization of teaching classes using distance learning methods and techniques are determined by the teacher. The detailed organization of this process is specified in the Rector's decision.
7. Classes using distance learning methods and techniques may not be recorded, due to the need to protect the personal data of class participants.

§ 19

1. Credit/exams are held on the University's premises or conducted remotely by electronic means off the University's premises.
2. Credit/exams with the use of electronic means of communication are carried out on the basis of information technology in order to ensure their control. The detailed organization of distance learning is determined by the Rector's decision.
3. The credit period in a study program is a semester or an academic year.
4. The student is obliged to pass all the subjects taken in a given semester or year not later than at the end of the examination session.
5. The minimum number of ECTS credits required to complete a semester of study is determined by the study program.
6. Each course ends with a credit. In order to pass the course and receive ECTS credits for the course it is necessary to pass all teaching forms included in the course. The credit for a given teaching form is given by the teacher: in the case of lectures - by the lecturer, in other cases - by the teacher of the other direct teaching form, except for the teaching conducted only in asynchronous form. Failure to pass at least one of the teaching forms results in failing the whole course.
7. The teacher of the course informs the students about the results of the course credit not later than at the end of the second week of the exam session.
8. The teacher is obliged to record the grade in the student's register within 7 days.
9. If the student believes that the result of a credit or exam entered in the electronic register differs from the result they actually obtained, they may submit an appeal to the teacher electronically through the individual university e-mail account within 3 days from the date of entering the result in the electronic register.
10. If the objection is found to be valid, the person referred to in § 19.6 makes the correct entry.

11. If the teacher of a given subject is unable to make the entry, the faculty head indicates the person responsible for carrying out such activity.
12. The student has the right to check their exam paper at the place and time determined by the examiner. Written exams are kept for one year from the date of the exam.
13. The student has the right to make one attempt to improve the final grade for each teaching form as specified in the syllabus. Such improvement of the final grade should take place at least one week before the end of the semester.
14. The student has the right to improve the final grade in the event of receiving a failing grade or a failing entry into the register.
15. At the student's request, the Dean may order an exam conducted before an examination board. Such form of examination is regulated by separate provisions for exams conducted before an examination board.
16. A student who fails to appear for an exam on the scheduled date and does not excuse their absence within 7 days, forfeits the right to one exam date in that subject. This will be noted by the examiner or subject teacher and a failing grade will be given.
17. The rules for excusing absences in exams are specified in § 17.6.
18. The provisions of § 19.13 apply mutatis mutandis to a student who has not been admitted to the exam for failure to pass the course referred to in § 19.6. The student must be given the opportunity to obtain credit for such course before the second exam date for the subject.
19. Students have the right to request credit for classes and internships at an earlier date. The form of credit will be determined by the course teacher.
20. Once a subject is passed, it does not have to be passed again; the ECTS credits assigned to the subject are retained, with the exception of the diploma/project seminar and the situations described in § 28.17 and § 31.1.1. In contentious situations, the Rector or a person authorized by the Rector decides on the number of credits to be assigned to a passed course.

§ 20

1. If the student disputes the denial of credit for a course, they have the right to appeal to the Rector or a person authorized by the Rector within 7 days from the date of such denial of credit.
2. The Rector or a person authorized by the Rector makes a decision on the case described in § 20.1 within 7 days from the date of the appeal. Within the same deadline, the Rector, or

a person authorized by the Rector, may appoint a board to conduct an exam from the course. The board will meet within 7 days of its appointment.

3. The Rector, or a person authorized by the Rector, appoints a board to conduct the exam. Such board is composed of:
 - 1) an academic teacher with at least a PhD degree as the board chairperson,
 - 2) two specialists in the subject covered by the credit or a related subject, excluding the examiner who conducted the previous exam.
4. A representative of the Student's Union and an observer appointed by the student may be present during the exam.
5. The board cannot be chaired by a person who refused to issue a credit.
6. The grade awarded as a result of the exam invalidates the disputed grade.
7. Detailed rules for such exam are established by the Rector or a person authorized by the Rector.
8. The following grading scale is used when providing course credit:
 - 1) very good - 5.0;
 - 2) good plus - 4.5;
 - 3) good - 4.0;
 - 4) satisfactory plus - 3.5;
 - 5) satisfactory - 3.0;
 - 6) unsatisfactory - 2.0;
 - 7) unclassified - NK / 2 NB
 - 8) failed - NZAL
 - 9) passed - ZAL
9. The passing grade or credit for each course is entered into the electronic credit protocol of the course by the person grading the course as soon as it is communicated to the student.
10. An unsatisfactory grade, unclassified, or no entry are treated as a failure to pass the course. A student may be directed by the Rector/a person authorized by the Rector to repeat such failed course.
11. Repeating a course means repeating all teaching forms taken in that subject in a given semester.

12. Transition to a higher semester, repeats, renewals, leaves of absence

§ 21

A single semester of study is considered as a credit period. The Rector may also decide that the credit period is a year of study. The provisions of this paragraph apply to both periods indicated in the preceding sentence.

§ 22

1. The semester credit is awarded by the Rector or a person authorized by the Rector. A passing grade entitles the student to regular or conditional enrollment for the next semester.
2. Regular enrolment for the next semester requires that the student has obtained credits in all the subjects provided for in the study program of previous semesters.
3. If a student has not obtained credits in all the courses referred to in § 22.2 by the end of the credit/exam session, they are enrolled for the next semester by decision of the Dean, provided that the maximum number of failed in the previous semesters does not exceed six in total, and three in one semester. If this limit is exceeded, the student will be instructed to repeat the semester. The Dean's decision to require a student to repeat a semester may be appealed against to the Rector within 14 days.
- 4.

§ 23

1. A student may repeat a semester once. The student does not have the right to repeat the first semester. In justified cases, the Rector or a person authorized by the Rector may give permission for additional repetition of a semester.
2. Repeating a semester extends the deadline for the completion of the study program.
3. In the course of repeating a semester, a student completes only those subjects that they have not previously passed.
4. When waiting to repeat a semester, the student will be directed to take a special leave of absence. During such leave, the student may receive credit for selected courses with the approval of the Rector or a person authorized by the Rector. Return from leave happens in accordance with the rules set forth in § 25.8.
5. If the study program in the semester for which the student is enrolled differs from the program previously pursued by the student, the student must also fulfill the resulting program differences.
6. A student who has been expelled from the list of students has the right to be reinstated. Such decision is made by the Rector or a person authorized by the Rector, by means of an administrative decision, at the written request of the person wishing to be reinstated.

7. Reinstatement means readmission to the UDDSW for the same course, the same form, the same level of study from which the student was expelled. The resumption of studies can be carried out after the Rector or a person authorized by the Rector has determined the conditions for the reinstatement (repeating the failed subjects, completing the discrepancies in the study program, an assessment exam, etc.) and after the student has fulfilled other obligations to the University.
8. The application for reinstatement for the winter semester must be submitted by 31 October of the academic year in which such reinstatement is to take place. The application for reinstatement for the summer semester must be submitted by 15 March of the academic year in which such reinstatement is to take place.
9. In justified cases, late applications may be considered individually by the Rector or a person authorized by the Rector. It is at the Rector's discretion to decide whether a given case is justified.
10. After consideration of the application, a decision on reinstatement or refusal of reinstatement is made. From the decision of the Rector or the person authorized by the Rector to refuse the reinstatement, the student has the right to apply to the Rector for reconsideration. The application must be submitted within 14 days from the date of receipt of the decision on reinstatement refusal.
11. Reinstatement applies only to the current study program in the field of study conducted by the University. Any change in the program obliges the student to make up the discrepancies in the study program, regardless of the number of semesters already completed.
12. The decision on reinstatement specifies the year and semester of study for which the student is admitted, as well as the obligation to repeat the course(s) and make up study program discrepancies resulting from the study program in effect in the semester for which the student is enrolled and the diploma/project seminar, in the case of reinstatement for the final semester. The decision on which semester a student will be enrolled is made by the Rector/person authorized by the Rector on the basis of the number of program differences and an assessment of the student's academic progress to date. In the case of a large number of failed courses, the student may be enrolled for the semester they had already been awarded credit for.
13. In the case of reinstatement, a new contract for the provision of educational services for students is signed between the University and the student under the terms and conditions in effect on the date of the contract.

14. In the case of resuming studies for the final graduation semester, the student may resume studies three times, with the necessity of repeating the diploma/project seminar classes.
15. A full-time student may be reinstated as a full-time or part-time student, if the University has such an offer. Reinstatement is possible if the University provides studies in the same field, form and level of study from which the student was expelled. A student may resume studies for a semester no higher than the one from which they were expelled.
16. A person expelled from the list of students may apply for reinstatement if no more than 2 years have passed since the date of the final decision to expel them. In special cases, permission to resume studies may be granted by the Rector, including for those whose break in studies is longer than 2 years.
17. If a student has outstanding debts to the University, reinstatement can be made only after these debts have been paid in full. If the student was expelled as a result of failure to meet financial obligations to the University, reinstatement may take place if the obligations to the University have been met.

§ 24

1. The student may transfer from another study program at the University or another higher education institution, including a foreign higher education institution, with the approval of the Rector or a person authorized by the Rector, if they have fulfilled all obligations under the regulations of the organizational unit or higher education institution they are transferring from.
2. The Rector or a person authorized by the Rector through the Dean's Office inform the student of the program discrepancies and the time for their fulfillment.
3. If the student transfers from another faculty of the University or from another higher education institution, they may apply for the crediting a given course on the basis of the previously awarded credit, for which the following rules of credit transfer are established:
 - 1) The student submits a request to the Dean's Office, addressed to the Dean, to transfer grades from certain courses for which they were awarded credit. The request must be accompanied by the student's transcript of records, student's course record or a copy of the page from the student's register that confirms their identity and the pages of the register with the course credit. Additionally, the student has to provide information on the form, time dimension and ECTS credits earned.
 - 2) Such request must be submitted to the Dean's Office by 15 November for the winter semester and by 31 March for the summer semester.
 - 3) Pending the decision, the student should attend classes as scheduled.

- 4) The transfer of credit in courses with analogous name, learning outcomes and number of hours completed requires the approval of the faculty manager or the course teacher.
 - 5) In the case of courses with different name and program, inconsistencies in the number of hours and mode of passing the course (exam or credit), the course manager may request the opinion of the course teacher,
 - 6) A student may apply to transfer the credit from a course already passed in another university, another field of study and another cycle, but the credit of a course passed in the first cycle cannot be transferred in the second cycle.
 - 7) The Dean makes a decision regarding the credit transfer.
 - 8) In situations not provided for herein, the case is resolved at the Dean's discretion.
 - 9) If the decision is positive, the student is obliged to inform the course teacher about it.
 - 10) The credit is entered into the USOS system by an employee of the Dean's Office on the basis of the Dean's decision.
4. Requests submitted after the deadline indicated in § 24.3.2 will be considered negatively.
 5. Students admitted as a result of the confirmation of learning outcomes, taking into account the individual organization of studies and academic supervision, pursue their studies under the conditions established by the Rector's decision.

§ 25

1. A student may be granted the following leaves of absence from attending classes by the Rector or a person authorized by the Rector:
 - 1) health leave - in cases of long-term illness confirmed by a medical certificate,
 - 2) special leave - due to exceptionally important documented circumstances deemed by the Rector or a person authorized by the Rector to justify its granting (e.g., birth of a child, military service, difficult financial situation, etc.) or while waiting to repeat a semester,
 - 3) academic - due to study, internship or apprenticeship abroad in the form organized or supported by the University.
2. Leave of absence from attending classes is granted at the written request of the student. The exception is a leave of absence pending the repetition of a semester - in this case, the Rector/person authorized by the Rector may decide to direct a student to a leave of absence without such student's request.
3. A student may apply for a short-term or long-term leave. Short-term leave is granted for one semester, and long-term leave is granted for two semesters. In exceptional circumstances, the period of leave may be extended to four semesters.

4. During the period of leave, the student retains the rights of a student, unless otherwise provided by separate regulations.
5. With the approval of the Rector/the person authorized by the Rector during the leave of absence, the student may pass uncredited courses from earlier semesters (conditional entries, study program discrepancies, etc.).
6. A leave of absence from attending classes may not cover the period prior to the request.
7. Granting a leave of absence from attending classes extends the deadline for the completion of the study program.
8. Before the end of the leave of absence from attending classes, the student must apply in writing to the Rector or a person authorized by the Rector to be enrolled for a given semester. Failure to do so will result in the student's removal from the list of students due to non-taking up studies.

§ 26

1. The Rector or a person authorized by the Rector removes a student from the list of students in the case of:
 - 1) non-taking up studies;
 - 2) resignation from studies, submitted to the Dean's Office of the University, in paper form with a handwritten signature or through the University's electronic system (ePUAP);
 - 3) failure to submit the thesis or taking the diploma exam on time;
 - 4) disciplinary sanction of expulsion from the University.
2. Failure to take up studies, as referred to in § 26.1.1, is established if the student returning from leave of absence does not meet the condition specified in § 25.8
3. The Rector or a person authorized by the Rector may expel a student from the list of students in the case of:
 - 1) non-participation in mandatory classes;
 - 2) lack of academic progress;
 - 3) failure to obtain credit for the semester or year within the specified period;
 - 4) failure to pay tuition and fees.
4. Lack of academic progress can be determined when the degree of completion of the study program excludes the possibility of enrolling the student in the next semester. Lack of academic progress is also established if the student does not request in writing to enroll in the semester following the end of the special leave of absence.
5. Expulsion from the list of students is carried out by administrative decision.

13. Graduation

§ 27

1. The prerequisite for graduation and the awarding of a diploma of graduation is:
 - 1) achieving learning outcomes specified in the study program, with a minimum of:
 - a) 180 ECTS credits - for first-cycle studies,
 - b) 90 ECTS credits - for second-cycle studies,
 - c) 300 ECTS credits - for uniform Master's degree studies lasting 9 or 10 semesters,
 - d) 360 ECTS credits - for uniform Master's degree studies lasting 11 or 12 semesters;
 - 2) passing the diploma exam, in the form provided for in the study program;
 - 3) a positive evaluation of the diploma thesis - in the case of second-cycle studies and uniform Master's degree studies, and in the case of first-cycle studies, if provided for in the study program.
2. The date of graduation is the date of submission of the diploma exam.

§ 28

1. The thesis (bachelor/engineering/master), if the study program provides for it, is an independent study of a scientific, artistic or practical issue or a technical or artistic achievement, demonstrating the student's general knowledge and skills related to studies in a particular field, level and profile, as well as the ability to analyze and make conclusions independently.
2. The project (bachelor/engineering), if the study program provides for it, is an independent development (description, explanation, solution) of a given task (a specific problem, topic, issue), the application of which leads to a measurable practical effect, confirming the acquisition of skills specific to the field of study.
3. If the thesis/project is a written work, the University verifies it before the diploma exam using the Uniform Anti-Plagiarism System. The detailed procedure in this case is determined by a separate Rector's decision.
4. The thesis or project, if the study program provides for it, is carried out by the student under the direction of an academic teacher with at least a PhD degree, hereinafter referred to as the thesis supervisor or promoter.
5. In exceptional, justified cases dictated by the specifics of the field of study, in first-cycle studies, the supervisor or promoter of the thesis or project may be a person with a Master's degree, with the prior approval of the Dean. Furthermore, in justified cases, the thesis may be carried out in collaboration with a specialist professional.

6. In justified cases dictated by the peculiarities of the course of study, it is permissible to carry out the thesis or project under the guidance of the supervisor with the support of an assistant supervisor.
7. With the approval of the Dean, a student may also carry out a thesis or project under the supervision of an academic teacher from outside the University.
8. The rules, procedures and deadlines for selecting or changing the supervisor are determined by the Dean.
9. In determining the topic of the thesis, the student's academic interests and, in the case of a working student, the needs of the workplace should be taken into account.
10. Thesis and project topics and their changes are approved by the Programmatic Board of the Faculty.
11. Thesis/project is the subject of discussion and evaluation during the diploma exam.
12. The written evaluation of the thesis is carried out by the thesis supervisor/promoter and one reviewer with at least a PhD degree. In justified cases dictated by the specifics of the field of study, it is permissible, with the approval of the Dean, to appoint a person with a Master's degree as a reviewer of a thesis or project.
13. Thesis/project reviews are public.
14. The provision of § 28.13 does not apply in the case of a thesis/project, whose subject is a legally protected secret.
15. If the reviewer's evaluation is negative, the Rector or a person authorized by the Rector appoints a second reviewer. The evaluation of the second reviewer is final.
16. In the case of obtaining a positive evaluation of the written thesis from the second reviewer, the negative evaluation is not included in the average evaluation of the thesis.
17. In the case of obtaining a negative evaluation of the written thesis from the second reviewer, the student is directed to repeat the diploma/project seminar in the last semester of study. If the study program in the semester for which the student is enrolled differs from the program pursued by the student previously, the student must also fulfill the resulting program discrepancies.
18. The thesis may be prepared in a language other than the language of the study program, pending the approval of the thesis supervisor/promoter.

§ 29

1. Dates for diploma exams are set by the Dean in accordance with the organization of a given academic year.

2. A student who has obtained all the credits required by the study program takes the diploma exam in accordance with the dates of the diploma exams referred to in § 29.1.
3. A student who has obtained all the credits required by the study program and has not taken the diploma exam by the end of the last semester of study is expelled from the list of students.
4. The student referred to in § 29.3 has the right to take the diploma exam within three months from the date of finishing the study program. After the expiration of this period, the student is required to resume their studies in accordance with the rules set forth in § 23.5.
5. Before taking the diploma exam, the student referred to in § 29.3 must apply for reinstatement as of the date of the diploma exam. In this case, the student is not required to fulfill study program discrepancies.

§ 30

1. The diploma exam for first-cycle faculties whose curriculum provides for a diploma (project) thesis may consist of two parts, i.e., the course exam and the defense of the diploma thesis.
2. The diploma exam for first-cycle faculties whose curriculum does not provide for a thesis may consist of a practical and theoretical part.
3. The diploma exam for second-cycle and unified Master's degree programs may consist of two parts: an exam on the subject of study and a defense of the Master's thesis.
4. Unless otherwise specified in the study program, the diploma exam is held before a board consisting of the faculty manager or the person designed by them as a chairperson, the thesis supervisor/promoter and the reviewer. The faculty manager may appoint additional board members.
5. The diploma exam may be conducted outside the premises of the University or its branch using electronic means of communication that ensure, in particular: real-time transmission of the diploma exam between its participants, real-time multilateral communication in which the participants of the diploma exam can speak in the course of the exam with providing the necessary security measures.
6. At the request of the student or the thesis supervisor/promoter, an open diploma exam may be held. The request for holding an open diploma exam should be submitted at least 30 days before the scheduled exam date. The Rector/person authorized by the Rector announces the diploma exam date and the thesis subject. The Rector/the person authorized by the Rector determines the detailed rules for holding such exams.

7. The diploma exam for persons with disabilities is organized in conditions that meet their specific needs.
8. If the thesis or project, provided for in the study program was written in a foreign language, the diploma exam may also be held in a foreign language. Permission to conduct the exam in a foreign language is given by the Rector/person authorized by the Rector at the request of the student or the thesis supervisor/promoter. In the case of studies conducted in a foreign language, such permission is not required, and the exam is conducted in the language of the study.
9. At the diploma exam, the student is to confirm the achievement of learning outcomes specified in the study program of a given field of study, as well as knowledge of issues related to the topic of their thesis/project, if it is provided for in the study program.
10. Detailed rules for conducting diploma exams are contained in a separate Rector's decision.

§ 31

1. If the student receives a failing grade in the diploma exam, they have to repeat it. The Rector/person authorized by the Rector sets a date for the repeated exam and determine the composition of the Examination Board. A student representative may participate in the repeated exam. Such exam should be held within 30 days from the date of the failed exam.
 - 1) In the case of a second negative result on the diploma exam, the student is directed to repeat the diploma/project seminar in the last semester of study.
 - 2) If the study program of in the semester in which the student is enrolled differs from the study program previously pursued by the student, the student must also complete the resulting program discrepancies and the diploma/project seminar.
2. The basis for calculating the study result is:
 - 1) the arithmetic average of grades obtained in the course of study,
 - 2) evaluation of thesis or project, if it is provided for in the study program,
 - 3) evaluation of the diploma exam.

The study result is the sum of: 1/2 of the average mentioned in point 1) and 1/4 each of the evaluations listed in points 2) and 3). If the study program does not provide for a thesis, the study result is the sum of: 1/2 of the average mentioned in point 1) and 1/2 of the evaluation mentioned in 3).
3. The final study result is recorded in the graduation diploma on the basis of the grade calculated according to § 31.2:
 - 1) up to 2.99 - unsatisfactory 2.0
 - 2) 3.00 to 3.24 - satisfactory (3.0),

- 3) 3.25 to 3.74 - satisfactory plus (3.5),
 - 4) 3.75 to 4.24 - good (4.0),
 - 5) 4.25 to 4.74 - good plus (4.5),
 - 6) 4.75 and above - very good (5.0).
4. In particularly justified cases, the Examination Board may increase or decrease the grade referred to in § 31.3 by up to one degree.
 5. If the study program provides for a thesis/project, the Examination Board may also apply for the issuance of a diploma with distinction, if the student meets all of the following conditions:
 - 1) grade point average of at least 4.71,
 - 2) thesis/project evaluated as very good,
 - 3) diploma exam evaluated as very good,
 - 4) one of the evaluation referred to in points 2) and 3) deserves to be distinguished.
 6. If the study program does not provide for a thesis/project, the Examination Board may also apply for the issuance of a diploma with distinction, if the student meets all of the following conditions:
 - 1) grade point average of at least 4.71,
 - 2) diploma exam evaluated as very good and deserves to be distinguished.

§ 32

1. Graduates receive a diploma of graduation in a specific field and profile confirming higher education and a professional title of:
 - 1) Bachelor's degree, Engineer's degree, or equivalent proof of higher education at the same level - in the case of a first-cycle studies;
 - 2) Master's degree or equivalent proof of higher education at the same level - in the case of second-cycle studies and uniform Master's degree studies.
2. Within 30 days from the date of graduation, the University issues the graduate with a diploma together with a diploma supplement and 2 copies thereof, including, at the written request of the graduate, a copy in a foreign language.

§ 33

1. Documents issued in connection with the course or completion of studies, intended for legal circulation with foreign countries, are certified at the request of the person concerned.

2. Such certification consists in certifying the authenticity of the signature and function of the person signing the document or the official seal of the University the document is affixed with.
3. Director of the National Agency for Academic Exchange certifies:
 - 1) graduation diplomas and diploma supplements;
 - 2) official copies of the documents referred to in § 33.3.1, including official copies in a foreign language;
 - 3) duplicates of the documents referred to in § 33.3.1;
 - 4) graduation certificates.
4. A fee is charged for the certification.

14. Final provisions

§ 34

1. Decisions made by the University bodies in individual student matters, as well as in matters of supervision over the activities of the University student organizations and the Students' Union, are subject to the provisions of the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 2024, item 572) and the provisions on appealing against decisions to the administrative court.
2. Decisions issued by the Rector in the first instance are final. In such a case, the provisions of the Act of 14 June 1960 - Code of Administrative Procedure (request for reconsideration) apply accordingly.
3. These Regulations enter into force at the beginning of the 2024/2025 academic year.
4. As of the effective date of these Regulations, the Regulations for first- and second-cycle studies as well as uniform Master's degree studies granted by Resolution of the UDDSW Senate No. 20/2023, dated 3 April 2023, become ineffective.

Senate President
dr hab. Sławomir Krzychała, professor of the DSW University