

**The Resolution No 20/2023
of the DSW University of Lower Silesia Senate
of the April 3rd, 2023**

**concerning the Regulations governing higher education on the first and second
cycle studies and uniform master studies at the DSW University of Lower Silesia**

Proceeding from Article 28, paragraph 1, item 2, and Article 75 of the Act of July 20, 2018. Law on Higher Education and Science (i.e., Journal of Laws 2022, item 574, as amended), and § 22 point 3 letter f of the Statute of the DSW University of Lower Silesia, after consultation with the Academic Council and the Student Government of DSW University of Lower Silesia, the Senate of the DSW University of Lower Silesia adopts the Regulations for First and Second Cycle Studies and Uniform Master's Degree Studies at the DSW University of Lower Silesia as incorporated into the Appendix to this Resolution.

The resolution comes into force on the date of adoption.

The results of the voting:

Votes for: 6

Votes against: 0

Votes abstaining: 0

President of the University Senate

Prof DSW University, dr hab. Sławomir Krzychała

**REGULATIONS GOVERNING HIGHER EDUCATION STUDIES – THE FIRST
CYCLE AND THE SECOND CYCLE STUDIES AND THE UNIFORM MASTER
STUDIES AT THE DSW UNIVERSITY OF LOWER SILESIA**

1. General regulations

§ 1

1. All employees, Ph.D. students, and students together form the academic community of the DSW University of Lower Silesia with its registered seat in Wrocław, hereinafter referred to as the University.
2. The members of the academic community shall be entitled to have the right to vote.
3. These regulations shall apply to first- and second-cycle studies and uniform master's studies conducted at the University.

2. Admission to studying

§ 2

1. Admission to the University is made through:
 - 1) recruitment in accordance with the regulations of the University, in particular, the resolution of the Senate on the rules for admission to higher education;
 - 2) confirmation of learning outcomes in accordance with the regulations in force at the University, in particular, the Resolution of the Senate on the adoption of regulations for the confirmation of learning outcomes at the University;
 - 3) transfer from another domestic or foreign university.
2. Persons carrying out joint degrees or multiple degrees shall be entered into the community of students after fulfilling requirements determined in agreements and international programs established by the University.
3. All students of the University undertake voluntary responsibility of acquiring knowledge, skills, and social competencies.
4. The Rector is the superior of all students.
5. The Rector maintains general supervision over matters related to recruitment, the teaching process, and the course of study.
6. The Dean is the immediate superior of all students.
7. The Student Government Board is the only representative of all students.

9. The representative of the year of study, or student group, is the year prefect, or the group prefect, elected by the students.

10. The Dean shall appoint a tutor (of a group or a year of study) among the academic teachers. The Dean determines the duties of a tutor in a separate regulation.

§ 3

1. Admission to a degree program is made by enrollment in the list of students, which is done by the Rector, or a person authorized by the Rector, by the rules of admission to higher education for a given academic year set by a resolution of the Senate and the conclusion of a contract for the provision of educational services to undergraduate students of the University. In the case of foreigners, Article 323 of the Law of July 20, 2018, on Higher Education and Science (i.e., Journal of Laws of 2022, item 574, as amended) applies.

2. Refusal of admission to studies is made by administrative decision.

3. A person who has been admitted to a University begins studies and acquires the rights of a student upon taking the oath in writing (physical or electronic signature).

4. The academic oath is adopted as follows:

„Taking up studying at the DSW University of Lower Silesia, I solemnly vow:

- to acquire knowledge and skills for my good, for the benefit of others and of the Republic of Poland;
- in pursuit of truth, to follow the ideals of humanism;
- to foster a student's dignity and good reputation of the University;
- to respect University authorities and all the members of its community;
- to respect the regulations governing the University and the rules of proper peer coexistence.”

5. In the case of joint studies, the content of the oath of office is determined by the contract for the provision of educational services for undergraduate students concluded between the University and the student.

6. Admission to the community of students shall mean providing a student authorization to process their data in informational systems of handling administrative procedures for lecturers/teachers and students and transferring the personal data to the entities implementing common elements of the environmental system of student's ID.

7. The student's rights are lost upon:

- 1) gaining a positive grade on the diploma exam, except for persons who graduated the first cycle degree program and hold the rights until 31st October in the year of graduation,

excluding the following benefits: social scholarship, scholarship for persons with disabilities, financial aid or Rector's scholarship;

2) transferring to the other university;

3) When the decision on removal from the register of students becomes final.

3. The Student Government Board

§ 4

1. Students of the University form the Student Government Board.

2. The Student Government Board acts through their relevant authorities, including:

1) Chairperson;

2) legislative body.

3. The Student Government Board is the only representative of the entire student's community and has the right to express their opinion in all matters related to students and take actions in matters set out in the Regulation of the Student's Government Board.

4. The Student Government Board is entitled to conduct the university activity in the scope of student's rights, including living and housing conditions and cultural activity, and act according to the application in the University rules.

5. The Student Government Board is entitled to decide to allocate funds provided by the University to student's affairs. The Student Government Board shall draw up a report on the allocation of funds and financial settlement of these funds at least once in an academic year and publish it on the website of the University in the section of Public Information (BIP).

6. The legislative body of the Student Government Board shall adopt regulations concerning the organization and scope of activities of the Student Government Board and the procedure of appointing representatives to the body of the University.

7. The Regulation of the Student Government Board shall enter into force once the Rector has verified their compliance with the Higher Education and Science Act and the Statutes of the University within 30 days of the date of delivering the Regulation.

8. The Rector shall waive acts issued by the Student Government Board which are inconsistent with provisions of generally applicable law, the Statutes of the University, the Regulation governing higher education studies, or the Regulation of the Student Government Board. The action of repealing the Act within 30 days from the date of delivering it can be appealed to the Administrative Court. Provisions on appeals against administrative decisions made by the Administrative Court shall apply accordingly.

9. The University shall ensure conditions necessary for the functioning of the Student Government Board, including an infrastructure and funds which the Student Government Board shall dispose of their activity.

4. Student's ID

§ 5

1. After taking the oath, a student shall receive Student's ID and get access to an electronic student's book.
2. The student's ID shall be protected by a student in a particular manner.
3. The student's ID shall certify the status of a student.
4. The validity of Student's ID is confirmed each semester by updating data in an electronic system and placing on a fixed area of the ID document a hologram, drawn up under the description in Appendix No. 1 to the Regulation on Studies.
5. Student ID shall be valid no longer than until completing the studies, suspension of the right of students, or removal from the register of students, in the case of graduates of the first cycle studies – until 31st October of the year of completing studies.

5. Rights and duties of the student

§ 6

1. A Student has the right to take part in a course regarding the rights and obligations of students. The Student Government Board conducts such a course.
2. A Student is entitled to the following rights:
 - 1) to transfer and recognize ECTS credits,
 - 2) to study according to the individualized program of study,
 - 3) to justify the absence at lectures, leave from courses, and leave from courses with the possibility to proceed with verification of gained learning outcomes set out in the curricula,
 - 4) to change the field of study,
 - 5) to transfer to full-time or part-time studies,
 - 6) to take the exam conducted before an examination board, including the participation of an observer appointed by a student,
 - 7) to retake specified classes due to unsatisfactory results in learning – on the basis set out in this Regulation,
 - 9) to bring together student's organizations, including the student scientific organizations, and to participate in scientific research conducted by the University,

- 10) to choose their representatives to the student self-government bodies and be eligible to be elected to the Student Government bodies,
 - 11) to use information systems provided to students by the University, including those used to support students in the learning process.
3. A pregnant student and a student who is a parent shall not be denied permission to:
 - 1) to pursue studies in a particular field and level according to an individual organization of studies until their completion - in the case of full-time studies;
 - 2) the leave referred to in paragraph 2, item 3.
 4. The student who is a parent shall apply for leave referred to in paragraph 2 (3) within one year from the day of the child's birth.
 5. The leave referred to in paragraph 2 (3) is given to:
 - 1) a pregnant student for a period from the day of the child's birth,
 - 2) a student who is a parent for a period of one year
– if the end of the leave ends during the term, then the leave may be prolonged to the end of the term.
 6. Students do not receive paper student's book. The course of study is documented in the electronic University Support System of Studies (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. A student is entitled to apply for:
 - 1) social scholarship,
 - 2) scholarship for persons with disabilities,
 - 3) Rector's scholarship,
 - 4) financial aid,
 - 5) scholarship financed by the local government;
 - 6) scholarship for academic or sports achievements financed by a natural or legal person with no state or local government affiliations.
2. Rules for the provision of granting scholarships are provided for in the Act on Higher Education and Science of 20th July 2018 (hereinafter: the Act) and the Regulation of awarding scholarships to students at the DSW University of Lower Silesia, and the rules and regulations

for calculating the amount, granting and payment of material aid benefits for students of the University, in effect on the date of the application.

3. In the event of violating the Regulation governing the study, the Rector has the right to withhold payment of the scholarship or decide to withdraw from receiving a scholarship.

§ 8

1. The student must conduct themselves following the academic oath and study regulations governing the functioning of the University.

2. The student's primary duties include:

1) compliance with the contents of the academic oath, the rules and regulations of higher education, and other regulations of the University,

2) acquisition of knowledge with principles of integrity,

3) participation in classes according to the regulations governing higher education studies,

4) passing exams, carrying out internships, and fulfilling other requirements provided in the curriculum and the program of education,

5) respecting the good manners of the academic community,

6) fostering a good reputation for the University and student's dignity,

7) respecting other students, all the members of the community, and the 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 information systems functioning in the University,

10) promptly informing the Dean's Office about any changes in student's data (name, surname, correspondence address, and personal e-mail address and contact phone number),

11) protecting login and password of student's electronic book against unauthorized entry, and informing the Dean's Office immediately of each case of unauthorized access to the content or capture of a login and password,

12) getting acquainted with resolutions, orders published in the Public Information Bulletin of the DSW University of Lower Silesia (BIP), decisions in individual student cases published in the University Support System of Studies (USOS), and information provided by the University's information systems.

13) checking on an ongoing basis the information and data on the course of studies, scholarships, and student payments published in the University Support System of Studies (USOS);

- 14) paying tuition fees on time in accordance with the fee regulations,
 - 15) not taking actions that may lead to the attribution of authorship of someone else's work or part of it, or a scientific finding,
 - 16) knowing the regulations in force at the University concerning students.
3. For outstanding scientific or artistic accomplishments related to studies or exceptional sports achievements, a student is entitled to receive a scholarship from the minister responsible for higher education. Detailed rules and procedures for granting a scholarship are set out in separate provisions.

6. Disciplinary liability of students

§ 9

1. A student is subject to disciplinary liability for breaching rules governing in the Higher Educational Act and hereto Regulation for offending student's dignity and breaching provisions applicable at the University.
2. A student shall not be punished for the same action simultaneously by the Rector and the Student Disciplinary Committee.
3. In disciplinary cases, students shall declare the Disciplinary Board and the Board of Appeal appointed among the academic teachers and students of the University, set out under the Statute.
4. Detailed rules of proceeding in the case of breaching by a student the rules governing in the university and for offending student's dignity shall be governed by the Act on the Higher Education and Science of 28th September 2018 and the Ordinance of the Minister of Science and Higher Education on the detailed procedure of investigation and disciplinary procedure in student's cases and the way of executing disciplinary penalties and their expungement of the record (Journal of Laws 2018 item 1882).

7. Rules of payment for studies

§ 10

1. Education at the DSW University of Lower Silesia is payable.
2. The terms and conditions of payment for studies are determined by the contract for the provision of educational services for undergraduate students concluded between the University and the student in writing (physical or electronic signature).
3. Before the commencement of recruitment, the University shall determine fees and their amount. Arrangements concerning fees shall be made in consultation with the Student Government Board.

4. The University shall not increase the amount of determined fees nor determine a new one until the time of finishing the study by the enrolled student for a given cycle of study. In exceptional cases, e.g., return from a leave of absence from classes, the student is bound by the amount of fees under the fee regulations of the cycle in which they are enrolled. This does not apply to the increase of fees for courses not included in the study program.

5. In the case the University is not able to conduct classes in the form of training due to, for example, suspension of such learning by binding legislation and taking into consideration the necessity of gaining a Student 100% of ECTS credits in the frame of learning with using means and methods of distance learning, a Student is not entitled to claim to reduce a fee.

8. The academic year

§ 11

1. The academic year commences on 1st October and finishes on 30th September of the following year and includes two semesters - winter semester and summer semester, according to the accepted academic year organization.

2. The winter semester finishes on 15th March, and the summer semester on 30th September.

3. The rules of organization of the academic year, divided into semesters and specifying the dates of classes and examination sessions, are determined by the Rector after consultation with the Student Government Board and announced no later than three months before the beginning of the academic year.

4. In the case of full-time studies, a semester lasts for 15 weeks, and in the case of part-time studies – according to the organizational rules laid down by the Rector.

5. In particular cases, the Rector shall announce class-free days and class-free hours that concern all the students at the University.

6. Classes canceled due to announcing class-free days or class-free hours by the authority of the University upon the initiative of the University authorities shall be made up for at the appointed time defined in a regulation issued by the Rector respectively.

7. Classes canceled due to announcing class-free days or classes by the Rector upon the exclusive initiative of the students by the authorized Student Government Board shall not be made up for.

9. Curriculum

§ 12

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

§ 13

1. Studies are conducted according to the curricula accepted by the proper academic body.

The curricula shall include the following:

- 1) form/forms of studies, and the number of semesters and the number of ECTS; which obtainment is necessary to complete the studies on the given level;
- 2) the name of a professional title that is awarded to graduates;
- 3) classes or groups of classes, regardless of the form of conducting, including assignment of learning outcomes and curriculum which ensure achieving learning outcomes;
- 4) the total amount of hours of classes;
- 5) means of verifications and assessments of learning outcomes achieved by a student in the entire educational cycle;
- 6) the total number of ECTS credits that a student is obliged to gain in the frame of classes conducted in the direct participation of an academic teacher or other people conducting classes;
- 7) the number of ECTS credits a student is obliged to gain in the frame of the humanities or social sciences, not less than 5 ECTS credits – in the case studies are assigned to the disciplines in the frame of the field of study other than the relevant humanities or social sciences;
- 8) the duration, rules, and form of professional practice and the number of ECTS credits a student is obliged to obtain as part of professional practice.

2. In the curricula of the first cycle studies and uniform master studies in full time, PE classes shall be determined in dimension no less than 60 hours; PE classes shall not include ECTS credits.

3. Students are entitled to select classes to which ECTS credits were assigned in dimension no less than 30% of the number of ECTS credits referred in point 1(1) to this Regulation.

4. Curriculum for the field of study assigned to more than one discipline shall determine to each discipline a percentage of ECTS credits in the number of ECTS credits, referred to in point 1(1), with an indication of the primary discipline.

5. Curriculum:

- 1) practical profile – comprises classes shaping practical skills in dimension more than 50% of the number of ECTS credits, as referred to in point 1(1);
- 2) general academic profile – comprises classes related to conducted scientific activity in the university in discipline or disciplines to which a field of study is assigned, in dimension more than 50% of the number of ECTS credits, as referred to in point 1(1), and includes

the participation of students in classes preparing to conduct or take part in the scientific activity.

6. The studies shall be conducted in foreign languages. The scope of studies in foreign languages shall comprise as follows:

- 1) the complete cycle of study on a given field of study,
- 2) the study in one or a few terms,
- 3) study in a determined educational module.

7. Classes conducted in foreign languages and exams verifying the knowledge and skills are carried out on bases determined in the syllabus of the course and according to chapter 11 of this Regulation.

8. Where the curriculum shall assume during a study time to choose by the student a specialization and major, the Rector/person authorized by the Rector shall issue the ordinance on detailed rules concerning enrolments for specialization and major.

9. The specialization shall fail to launch in cases where the number of students enrolled is less than 15. In such a case, a student shall choose another among the launched specializations.

10. The curriculum adopted by the Senate is published on the University website in the section of the Public Information (BIP) before the commencing of the learning cycle. Any changes implemented in the curriculum are made at the beginning of the new learning cycle.

11. Only changes shall be made to the curriculum during the study cycle:

- 1) in the selection of educational content provided to students in the course of study, taking into account the latest scientific, artistic or professional developments,
- 2) necessary to:
 - a) removing any irregularities identified by The Polish Accreditation Committee,
 - b) adjusting the curriculum to generally applicable provisions.

12. Any changes implemented in the curriculum during the course referred to above in paragraph 11 are published on the University website in the section of the Public Information Bulletin (BIP) at least one month before the semester commences.

13. The University shall undertake to conduct field and profile of study for which a student is enrolled for a period equal at least to a nominal period of such studies determined in the internal rules governing the University from the date of admitting a student for a given field of study and profile, counted from the date of accepting a student for studies.

14. The supervision over the accomplishment of the curricula shall be held by the Rector or a person authorized by the Rector.

§ 14

1. The program of education is the basis for creating class schedules.
2. Class schedules are established by the Didactics Office and presented to the students before the semester's commencement.
3. The total number of classes per week for full-time studies cannot exceed 40 hours. This provision does not apply to training practices.
4. The curricula define the number of ECTS credits related to the subject, except for initial training in Occupational Health and Safety, PE classes, and optional classes, if the study program provides them.
5. ECTS credits shall be measured as the average work of a student necessary to gain assumed learning outcomes.
6. ECTS points are assigned for passing each course provided for in the study program, while the number of ECTS points does not depend on the grade obtained; the condition for their award is that the student meets the requirements for obtaining learning outcomes confirmed by passing the course.
7. One ECTS credit shall respond to 25 hours of student's work comprising classes organized by the University and student's work related to these classes.

§ 15

1. Classes are conducted by academic teachers employed at the DSW University of Lower Silesia in Wrocław or other persons having competencies and experience, allowing for the correct implementation of classes.
2. Fields of studies, including curriculum-providing educational standards, are conducted by persons indicated in those educational standards.
3. A person responsible for the syllabus and an instructor conducting classes shall present to students at the beginning of the semester a syllabus, rules, procedures of grading, and rules for justifying lack of class attendance. The way of getting credit may change during the semester in consultation with students participating in classes.
4. Results of credits and exams are recorded in the University Support System of Studies (USOS).
5. Grades obtained by a Student shall be subject to personal data protection.

10. Crediting work experience for a professional practicum

§ 16

1. A student who has performed or is performing, as part of employment, internship, or volunteer work, activities (hereinafter referred to as work experience) that enable the student to obtain the learning outcomes specified in the curriculum for work experience may apply for credit for such activities as work experience.
2. A student may apply for a partial or full credit of work experience for a professional practicum.
3. In the case of partial credit for professional practicum for the activities performed by the student, in particular, as part of employment, internship, or volunteer work, the student is required to complete the remainder of the practicum following the professional practicum program for the particular program of study.
4. The University Practicum Supervisor makes decisions on the recognition of work experience for practicum based on the documentation submitted by the student.
5. The student has the right to appeal the decision of the University Practicum Supervisor to the Dean within 14 days of the decision.
6. The Dean, through an ordinance, determines the procedures for implementing practicum by students of first- and second cycles of studies and uniform master's studies.

11. Classes, credits, and exams

§ 17

1. Education at the University is provided in the form of lectures, practical classes, and classes conducted using distance learning methods and techniques that allow students to learn in synchronous and asynchronous modes and practicums.
2. Lectures at the University are open to the public.
3. Basic forms of classes are the following:
 - 1) seminars,
 - 2) tutorial classes,
 - 3) conversations,
 - 4) labs,
 - 5) workshops,
 - 6) field practice.
4. Tutorial classes and practicums are conducted for a limited number of students. The Rector defines the number of students in a group.
5. A Student is obliged to report their absence from the classes within five days from the occurrence of absence.

6. The basis to excuse an absence in classes are the following: sick leave, certificate of hospitalization, discharge from the hospital, certificate issued by the police, the prosecution, or the court, and certificate issued by other authorized bodies or entities.
7. Documents referred to above in paragraph 6 shall be submitted to the instructor conducting classes.
8. An absence of classes shall be excused by the instructor conducting classes.
9. In the case of any doubts, the Dean shall decide on excusing an absence.
10. The student is required to complete the information related to the missed classes, and the class instructor determines the form of checking the knowledge.
11. The forms of classes, the principles of their organization, and the procedure of receiving credits are defined in the syllabus of the course.
12. Classes are organized, considering the needs of students with disabilities.
13. In justified cases, with the consent of the instructor, a student may make notes of the classes in an alternative form (e.g., recording, taking photographs) and use other devices or third-party assistance.

§ 18

1. The University can implement education using distance learning methods and techniques, during which there is interaction between the instructor and students. For this purpose, the University provides technological infrastructure used in the educational process in the form of a remote synchronous - Microsoft 365 platform (including Microsoft Teams) and asynchronous - Moodle platform.
2. Study programs may specify subjects to be implemented using distance learning methods and techniques, using the tools referred to in the item. 1.
3. During the first class of the subject, the instructor determines how to transfer or where to store the resources for the class (Moodle or Microsoft 365 platform).
4. Student activity on the Moodle platform and Microsoft 365 is documented and evaluated according to the evaluation criteria specified in the syllabus.
5. In the case of implementing education with the use of methods and techniques of distance learning, the University provides students with educational materials that allow the use of classes in this form.
6. Students are required to log in to classes/exams only using the individual university e-mail account provided by the University: dswalbum@student.dsw.edu.pl
7. Detailed rules for the organization of teaching classes using distance learning methods and techniques are determined by the instructor. The detailed organization of this process is

specified in the Rector's order.

8. 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. Assessments/examinations shall be held at the premises of the University or shall be conducted using electronic communication means outside the premises of the University.
2. Assessments/examinations with the use of electronic communication means shall be carried out with the use of information technologies, ensuring control over their course. The Rector's order defines the detailed organization of remote grading.
3. The grading period for courses is the semester or academic year.
4. A student shall be required to pass all courses taken in a given semester or year no later than 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 one grade. The prerequisite for passing the course and receiving ECTS credits for the course is passing all forms of classes included in the course. The instructor shall give the grade for a form of classes: in the case of modules that include a lecture form - the lecturer conducting the lecture; in other cases - the instructor conducting classes in another direct form, except for classes conducted only in asynchronous form. Failure to pass at least one of the forms of classes results in failure of the entire course.
7. The instructor of the course shall inform the students of the grades of the course no later than the end of the second week of the grading session.
8. If, in the opinion of the student, the grade or exam result entered in the electronic system differs from the result actually obtained, the student may submit an objection to the course instructor electronically through the individual university e-mail account within three days from the date of entering the result in the electronic system.
9. If the validity of the objection is found, the person referred to in paragraph 6 shall make a correct entry.
10. In case of failure of the instructor of the class to make the entry, the manager of the field of study shall indicate the person responsible for carrying out these activities.
11. The student has the right to review their exam paper at the place and time set by the examiner. Written examination papers are kept for one year from the examination date.
12. The student has the right to one retake of each form of class determined in the syllabus. Retake shall be carried out at the latest one week before finishing a semester.
13. The student has the right to retake the assessment in case of a failing grade or entry.

14. At the request of a student, the Dean may order the conduct of a final attempt examination.
The provisions of the regulations regarding the final attempt apply to the final attempt examination.
15. A student who failed to appear for an examination on the scheduled date and within seven days did not excuse the absence loses the right to one examination date for that course.
The examiner or the person conducting the course shall note this with the entry of a failing grade.
16. The rules for excusing absences from examinations are specified in § 17, paragraph 6.
17. The provisions of paragraph 13 shall apply respectively to a student who has not been admitted to the examination due to failure to pass the classes referred to in paragraph 6.
The student shall be given the opportunity to obtain a passing grade for these classes before the second examination date for this course.
18. The student has the right to apply for passing classes and practicums at an earlier date.
The class instructor shall decide the form of grading.
19. Once the course is graded, it does not need to be graded again; the ECTS credits assigned to the course are retained, except for the diploma/project seminar and the situations described in § 29 (2) and § 30 (1) (1). In case of disputes, 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 a student disputes the legitimacy of the denial of credit for a course, the student has the right to appeal to the Rector or a person authorized by the Rector within seven days from the date of failure to obtain credit.
2. The Rector or a person authorized by the Rector shall decide on the case described in paragraph 1 within seven days from the appeal date. Within the same period, the Rector or a person authorized by the Rector may appoint a committee to conduct a final course credit examination. The committee shall meet within a maximum of 7 days after its appointment.
3. The Rector or a person authorized by the Rector shall appoint a committee to conduct a final course credit examination in front of a committee. The committee for conducting the course credit exam shall consist of:
 - 1) academic staff member with at least a doctoral degree as chairperson of the committee,
 - 2) two specialists in the subject covered by the final course credit exam or a related subject, excluding the examiner who conducted the previous exam.

4. A representative of the student government body and an observer designated by the student may be present at the final credit course examination - as an observer.
5. The committee may not be chaired by a person who refused to issue a passing grade.
6. The grade of the final course credit examination for the subject shall invalidate the disputed grade.
7. Detailed rules for the final course credit examination shall be established by the Rector or a person authorized by the Rector.
8. The following grade range is applied for granting credits:

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) credited	- ZAL.
9. The grade for the course or a passing grade in each subject shall be entered by the person grading the subject/course into the electronic record of the course as soon as it is communicated to the student.
10. A failing grade, NK, or no entry is treated as a course failure. A student may be directed by the Rector / a person authorized by the Rector to repeat a failed course.
11. Repetition of a course means the necessity of repeating all forms of classes implemented in this course in a given semester.

12. Advancing to a higher semester, retaking courses, resumption of study, leaves of absence

§ 21

Each semester is a grading period. The Rector may decide that the grading period is a year of study. Provisions of this paragraph shall apply to both periods described in the previous sentence.

§ 22

1. The Rector or a person authorized by the Rector grants semester credits. Receiving credit entitles students to get enrolled regularly or conditionally for higher semesters.

2. The requirement of completing a semester is obtaining credits for all the courses included in the curriculum of the previous semesters.
3. If a student fails to obtain credits for all the courses mentioned in paragraph 2 above during an examination session, the student shall be enrolled in the next semester by Dean's decision, provided that the maximum total number of failed subjects in the course of study to date does not exceed six, and three in one semester. If the limit of subjects is exceeded, the student is directed to repeat the semester. The Dean's decision to direct a student to repeat a semester may be appealed to the Rector within 14 days.

§ 23

1. A student may repeat a semester once. A student is not entitled 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 scheduled graduation.
3. In the course of repeating a semester, the student shall complete only those subjects that have not been previously passed.
4. During the period of waiting to repeat a semester, the student is directed to a leave of absence. During the leave, the student may, with the consent of the Rector or a person authorized by the Rector, attend classes of the next semester and pass selected courses. Returning from leave is done according to the rules set forth in § 25, paragraph 8.
5. If the program of study in the semester in which the student will be enrolled differs from the program pursued by the student previously, the student must also fulfill the resulting curriculum differences.
6. A student who has been removed from the register of students has the right to resume studies. The decision on the resumption of studies 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 resuming studies.
7. Resumption of studies means re-admission to DSW University for the same course, the same form, and the level of study from which the student was expelled. Resumption may occur after the Rector or a person authorized by the Rector determines the conditions for resumption of studies (obligation to repeat failed/unsatisfied courses, completion of curriculum differences, control examination, etc.) and after fulfillment of other obligations to the University.
8. The application for resumption for the winter semester shall be submitted by November 15 of the academic year for which the resumption is to occur. The application for resumption for the summer semester must be submitted by March 31 of the academic year for which the resume is to take place.

9. In justified cases, applications submitted after the deadline may be considered individually by the Rector or a person authorized by the Rector. The Rector shall decide on the legitimate nature of the case.
10. After reviewing the application, a decision is issued on resumption of studies or refusal to resume studies. From the decision of the Rector or a person authorized by the Rector to refuse the resumption of studies, the student has the right to submit an application to the Rector for reconsideration of the case. The application is submitted within 14 days from the date of receipt of the decision to refuse to resume studies.
11. Resumption of studies applies only to the current program of study in the field of study conducted by the University. Any changes in the curriculum oblige the student to make up the curriculum differences, regardless of previously passed semesters.
12. The decision on resumption of studies shall specify the year and semester of study to which the student is admitted and the obligation to repeat the course(s) and complete curriculum differences resulting from the study program in force in the semester in which the student is enrolled and the diploma/project seminar, in the case of resumption for the last semester. The decision as to which semester the student will be enrolled is made by the Rector or a person authorized by the Rector based on the number of curriculum differences and the assessment of the student's progress to date. In the case of a large number of failed subjects, the student may be enrolled in the semester they have already passed.
13. In the case of resumption of studies, a new agreement for the provision of educational services for undergraduate students shall be signed between the University and the student under the terms and conditions in force on the date of the agreement.
14. In the case of resumption of studies for the diploma semester, the student may resume studies three times, with the necessity of repeating the classes of the diploma seminar/project seminar.
15. A full-time student may resume studies in the form of full-time or part-time studies if the University has such an offer. Resumption of studies is possible if the institution offers studies in the same field, form, and level of study from which the student was removed. A student may resume studies for a semester no higher than the one from which they were removed.
16. A person who has been removed from the register of students may apply for resumption of studies if no more than two years have passed since the date of the final decision of the removal from the register of students. In special cases, permission to resume studies may be granted by the Rector, also in relation to persons whose break in studies is more extended.
17. If a student has unpaid obligations to the University, admission may take place only after payment of these obligations is paid in full. If the student was removed from the register as a

result of failure to meet financial obligations to the University, resumption may take place if the obligations to the University have been settled.

§ 24

1. A student may transfer from another course of study 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 the student has fulfilled all obligations under the regulations of the organizational unit or higher education institution, they are leaving.

2. The Rector or a person authorized by the Rector, in consultation with the Dean's Office, designates the student's program differences and the time to make up for them.

3. In the case of transfer from another course of the University or from another university, the student may apply for credit for the course based on previously obtained achievements; for this purpose, the following rules for the transfer of grades are established:

- 1) The student submits to the Dean's Office an application addressed to the Dean for the transcription of grades in specific subjects from which they have received credit. The student's periodic achievement card should accompany the application, the course of study card or a copy of the page from the student's book confirming the student's identity, and the pages with credit entries or the card. In addition, information about the form, time duration, and ECTS credits earned.
- 2) The application must be submitted to the Dean's Office by November 15 in the winter semester or by March 31 in the summer semester.
- 3) Until the decision is issued, the student should attend classes as scheduled.
- 4) The transcription of grades from subjects with analogous nomenclature, learning outcomes, and number of hours of instructional time performed requires the approval of the course manager or the person teaching the subject in the course.
- 5) In the case of subjects with mismatched naming and curricular content, inconsistencies in terms of the hourly length and the mode of completing the course (exam or credit), the course manager may request that the teacher in charge of the subject give an opinion on the application,
- 6) A student may apply to transcript the grade of a course already passed at another university, another field of study, and a degree, but the grade of a course passed at the first cycle may not be transcribed at the second cycle.
- 7) The dean decides on the transcription of the grade.
- 8) In situations not provided for in this procedure, the final decision as to the mode and resolution of the case is made by the Dean.

9) After obtaining a positive decision, the student is obliged to inform the teacher in charge of the subject about the approval obtained.

10) Entry of the grade in the USOS system is made by an employee of the Dean's Office following the decision of the Dean.

4. Applications submitted after the deadline indicated in paragraph 3, item 2, will be considered negatively.

5. Students admitted to study as a result of confirmation of learning outcomes, with consideration of the individual organization of studies and academic assistance, shall pursue these studies under the conditions established by the Rector's Order.

§ 25

1. A student may be granted a leave of absence from classes by the Rector or a person authorized by the Rector:

- 1) sick leave – in the case of long-term illness confirmed by a medical certificate,
- 2) personal leave – in the case of some important and substantiated circumstances, considered by the Rector or a person authorized by the Rector as justifying granting the leave (like bearing a child, military service, difficult economic situation, etc.)
- 3) or during the waiting period to retake a semester,
- 4) scientific leave – in the case of studying, taking up practicum, or training abroad in an organized form or a form supported by the University.

2. The leave of absence is granted after submitting a written application by a student.

3. An exception is personal leave for waiting to retake a semester. In such a case, the Rector or a person authorized by the Rector may decide to direct the student for the leave without the student's application.

4. A student may apply for a short-term or long-term leave. Short-term is granted for one semester, long-term - for two semesters. In exceptional circumstances, the period of leave may be extended to four semesters.

5. During the leave of absence from classes, the student shall retain the rights of a student unless otherwise provided by separate regulations.

6. With the approval of the Rector / the person authorized by the Rector during the leave of absence, the student may pass uncompleted courses from earlier semesters (conditional entries, program differences, etc.).

7. A leave of absence from classes may not cover the period prior to the request for such leave.

8. Granting a leave of absence from classes extends the deadline for scheduled graduation.

9. Before the end of the leave of absence from classes, the student must apply in writing to the Rector or a person authorized by the Rector for registration for the semester. Failure to do so will result in the student's removal from the register for failure to take up studies.

§ 26

1. The Rector or a person authorized by the Rector removes a student from the register of students in the case of:

- 1) failure to take up studies;
- 2) withdrawal from studies submitted to the Dean's Office of the University, in paper form with a handwritten signature or through the University's electronic mailbox (ePUAP);
- 3) failure to submit the diploma thesis or diploma exam on time;
- 4) punishment with the disciplinary penalty of expulsion from the University.

2. Failure to take up studies, as referred to in paragraph 1, point 1, is established if the student returning from leave does not fulfill the condition specified in § 25 paragraph 8.

3. The Rector or a person authorized by the Rector may remove a student from the register of students in the case of:

- 1) lack of participation in compulsory classes;
- 2) lack of progress in studying;
- 3) failure to obtain a semester or year credit by the specified deadline;
- 4) failure to pay tuition fees for the study.

4. Lack of academic progress may be determined when the degree of completion of the program of study precludes the student from being enrolled in the next semester. Lack of academic progress is also established when a student fails to request in writing to be enrolled in the semester after the end of a leave of absence.

5. An administrative decision carries out removal from the register of students.

13. Completion of studies

§ 27

1. The conditions for graduating studies and admission to the diploma examination are as follows:

- 1) receiving learning outcomes specified in the curriculum, to which assigned at least:
 - a) 180 ECTS credits – in the case of the first cycle degree program,
 - b) 90 ECTS credits – in the case of the second cycle degree program,

- c) 300 ECTS credits – in the case of the uniform cycle degree program lasting 9 or 10 semesters,
 - d) 360 ECTS credits – in the case of the uniform cycle degree program lasting 11 or 12 semesters,
- 2) passing the diploma examination in the form provided for the curriculum,
 - 3) gaining a positive grade for a diploma thesis – in the case of the second-cycle degree program and uniform degree program, and the case of the first-cycle degree program if provided in the curriculum.
2. The diploma thesis – unless otherwise provided by the field of study, is an independently prepared scientific, artistic, or practical issue or technical or artistic accomplishments presenting the general knowledge and skills of a student related to studies on the field, level, and profile of study and skills of analyzing and concluding individually.
 3. The project work (bachelor's / engineering), if provided for in the program of study, is an independent development (description, explanation, solution) of a task (a specific problem, topic, issue), the application of which leads to a measurable, practical effect, confirming the acquisition of skills specific to the studied course.
 4. If the diploma thesis/project is a written work, the university checks it before the diploma exam using the Uniform Anti-Plagiarism System. The Rector determines the detailed procedure in this matter in an order.
 5. Thesis/project reviews are open to the public.
 6. The provision of paragraph 5 does not apply in the case of a thesis/project, the subject of which is covered by legally protected confidentiality.
 7. The date of graduation is the date of the diploma exam.
 8. Students should take the diploma exam by the end of the last semester of study - by September 30 if the last semester of study is implemented in the summer semester and by March 15 if the last semester of study is implemented in the winter semester.
 9. A student who has obtained all the credits required by the program of studies and has not taken the diploma exam by the deadline specified in paragraph 8 shall be removed from the register of students for failure to submit the diploma thesis/project or the diploma exam on time.
 10. The student referred to in paragraph 9 has the right to take the diploma exam within three months from the date of program graduation, except for students graduating in the academic year 2022/2023, who have the right to take the exam within one year from the date of program graduation. After the expiration of this period, the student is required to resume their studies according to the rules outlined in § 23(5).

11. The student referred to in paragraph 10, before taking the diploma exam, must apply for resumption of studies as of the date of the diploma exam. In this case, the student is not assigned curricular differences.

12. The entitlement referred to in paragraphs 10 and 11 is not granted to students of studies that will no longer be taught at the University as of the next semester. In such a case, the student shall take the diploma exam on the date specified in paragraph 8.

§ 28

1. The thesis (bachelor's / engineering/master's degree) or project (bachelor's / engineering), referred to in § 27 (2) and (3), shall be an independent compilation/work of the student related to the field of study.

2. The thesis or project work, if the program of study provides for it, is carried out by the student under the guidance of an academic teacher with at least a doctoral degree, hereinafter referred to as the thesis supervisor or promoter.

3. In exceptional, justifiable cases, due to the specifics of the field of study, in the first cycle degree program, the supervisor or promoter of the thesis or project may become, with the approval of the Dean, a person with a master's degree. In addition, in justified cases, the diploma thesis may be conducted in cooperation with a specialist practitioner.

4. In legitimate cases, due to the specifics of the course of study, it is allowed to carry out the diploma or project work under the guidance of the promoter with the support of an assistant promoter.

5. With the approval of the Dean, a student may also conduct a thesis or project work under the guidance of an academician from outside the University.

6. The rules, procedure, and deadline for selecting or changing a promoter are determined by the Dean.

7. In determining the topic of the thesis, the student's academic interests should be taken into consideration, and in the case of a working student - the needs of the workplace.

8. The Curriculum Council of the Faculty approves thesis and project topics and their changes.

9. The work is the subject of discussion and evaluation during the diploma exam.

10. The written evaluation of the diploma thesis is carried out by the thesis supervisor/promoter and one reviewer with at least a doctoral degree. In justified cases dictated by the specifics of the course of study, it is permissible, with the approval of the Dean, to appoint a person with a master's degree as a reviewer of the thesis or project.

11. The diploma thesis may be prepared with the consent of the thesis supervisor/promoter in a language other than the language of the program of study.

12. The Rector or a person authorized by the Rector may determine detailed rules for organizing diploma examinations in effect at the University.

§ 29

1. If the reviewer's evaluation is negative, the Rector or a person authorized by the Rector shall appoint a second reviewer. A positive evaluation of the second reviewer replaces the negative evaluation of the first reviewer.

2. If the student receives a second negative evaluation of the written thesis from the second reviewer, the student is directed to repeat the diploma/design seminar in the last semester of study. If the program of study in the semester for which the student will be enrolled differs from the program pursued by the student previously, the student must also fulfill the resulting curriculum differences.

3. Unless otherwise provided for in the program of study, the diploma exam is held before a committee consisting of the course manager or their designee as chairperson, thesis supervisor/promoter, and reviewer. The course manager may appoint additional committee members.

4. The diploma exam may be conducted outside the premises of the university or outside a branch of the university 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 during the exam with the required safety rules.

5. At the request of the student or the thesis supervisor/promoter, an open diploma exam may be held. The application should be submitted at least 30 days before the scheduled date of the exam. The Rector/person authorized by the Rector shall make the date and subject of the thesis public. Detailed rules for conducting such examinations are determined by the Rector/person authorized by the Rector.

6. Diploma exams of persons with disabilities will be organized in conditions that meet their specific needs.

7. If the diploma thesis or project, which is included in the program of studies, was prepared in a foreign language, the diploma exam may also be held in a foreign language. Consent to conduct the exam in a foreign language is given by the Rector / a person authorized by the Rector at the request of the student or the thesis supervisor/promoter. For studies conducted in a foreign language, such consent is not required, and the exam is conducted in the language of the study.

8. At the diploma exam, the student should confirm the achievement of the learning outcomes specified in the curriculum of the field of study, as well as knowledge of issues related to the topic of the thesis/project if it is provided for in the program of study.
9. Detailed rules for conducting diploma examinations are provided in the Rector's order.

§ 30

1. In case of receiving an unsatisfactory grade in the diploma exam, it is necessary to repeat it. The Rector/person authorized by the Rector sets the date for the re-examination and determines the constitution of the examination committee. A student representative may participate in the re-examination. The re-examination should take place within 30 days from the date of the failed exam.
 - 1) If the student receives a second negative grade in the diploma exam, they are directed to repeat the diploma/project seminar in the last semester of study.
 - 2) If the program of study in the semester in which the student will be enrolled differs from the program pursued by the student previously, the student must also complete the resulting curriculum differences and the diploma/project seminar.
2. The basis for calculating the overall grade is:
 - 1) the arithmetic average of all the grades obtained during the whole study,
 - 2) the grade obtained for the diploma thesis /project provided for in the study program,
 - 3) the grade obtained for the diploma examination.
3. The study result is the sum of 1/2 of the grades listed in pt. 1 and 1/4 each of the grades listed in pt. 2 and 3. If the study program does not require a thesis, the study result is the sum of 1/2 of the grade listed in pt. 1 and 1/2 of the grade listed in pt. 3. In the diploma of graduation shall be entered the final result of the study based on the grade calculated in accordance with paragraph 2:
 - 1) up to 3,24 - satisfactory (3,0),
 - 2) from 3,25 to 3,74 - satisfactory plus (3,5),
 - 3) from 3,75 to 4,24 - good (4,0),
 - 4) from 4,25 to 4,74 - good plus (4,5),
 - 5) from 4,75 - very good (5,0).
4. In particularly justified cases, the Examination Committee may raise or lower the grade referred to in paragraph 3 by up to one grade.
5. If the study program provides for the preparation of a thesis/project, the Examination Committee may also apply for the issuance of a diploma with honors if the student meets all of the following conditions:

- 1) gained an overall average grade of at least 4,71,
 - 2) the diploma thesis/project was graded very good,
 - 3) the diploma exam was graded as very good,
 - 4) one of the grades referred to in items. 2) and 3) deserves to be distinguished.
6. If the study program does not provide for a thesis/project, the Examination Committee may also apply for the issuance of a diploma with honors if the student meets all of the following conditions:
- 1) gained an overall average grade of at least 4,71,
 - 2) the diploma exam was graded as very good, and its grade deserves to be distinguished.

§ 31

The Graduate shall obtain a diploma of completing higher education in the field of study and a profile confirming higher education and the professional credentials:

- 1) bachelor, engineer, or equivalent education on the same level – in the case of the first cycle degree;
 - 2) master, master engineer, or equivalent education on the same level – in the case of second cycle studies or uniform master studies.
2. Within 30 days from the date of completing higher education studies, the University shall issue the Graduate a diploma, including a supplement and two duplicates of the diploma, on the student's request – duplicates in a foreign language.

§ 32

1. Documents issued regarding student's records or completing studies, intended to legal relations abroad are certified at the request of the interested party.
2. Certifying involves the authenticity of the signature and carried function of a person signing a document and the identity of the university stamp of which a document is sealed.
3. The director of the National Agency for Academic Exchange shall certify:
 - 1) diplomas of higher education and supplements to diplomas;
 - 2) certified copies of documents, referred to in point 1, including certified copies in foreign languages;
 - 3) duplicate documents, referred to in point 1;
 - 4) a certificate of completion of studies.
4. A fee shall be charged for certification.

14. Final provisions

§ 33

1. The provisions of the Act of June 14, 1960, Code of Administrative Procedure (Dz. U. of 2022, item 2000, as amended) and the provisions on appealing decisions to an administrative court shall apply accordingly to decisions made by the bodies of the University in individual student matters, as well as in matters of supervision of the activities of university student organizations and the Student Government. - Administrative Procedure Code (Journal of Laws of 2022, item 2000, as amended) and the provisions on appealing decisions to an administrative court.
3. Decisions issued by the Rector in the first instance are final. In such a case, the provisions of the Act of June 14, 1960, apply accordingly. - Administrative Procedure Code (request for reconsideration).
4. These Regulations shall enter into force at the beginning of the 2023/2024 academic year.
5. As of the effective date of these Regulations, the Regulations for first-cycle, second-cycle, and unified master's degree programs granted by Resolution of the Senate of DSW No. 154/2022 of September 9, 2022, shall be repealed.

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