

Annex to Resolution No. 1 of the Senate of Wrocław School of Information Technology of 29 April 2024 on adopting the University Regulations

REGULATIONS OF WROCŁAW SCHOOL OF INFORMATION TECHNOLOGY

Wrocław 2024

1. General provisions

§1

1. The study programmes at Wrocław School of Information Technology (the “University“) are conducted on the basis of the following legislation:
 - 1) the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended) (the “Act”);
 - 2) the Statute of Wrocław School of Information Technology (the “Statute”);
 - 3) the Regulations of Wrocław School of Information Technology (the “Regulations”).
2. The Regulations specify the organisation and course of studies, as well as the rights and obligations of students at Wrocław School of Information Technology, as well as the right of students with disabilities specified in the appendix to the regulations of Wrocław School of Information Technology.
3. The Regulations apply to first-cycle studies and second-cycle studies, provided as full-time or part-time programmes.

§2

1. Candidates for a given study programme at Wrocław School of Information Technology are admitted to the University by the decision of the Dean.
2. Admitted candidates acquire student rights at the moment of signing the student oath. The oath is taken by the student signing the oath deed in his/her own hand.
3. The record of the studies shall be kept in electronic form or in paper form (credit book and periodic progress report), if the latter has been issued to the Student.
4. The Student shall receive a student ID card, and at his/her request may also receive a credit book, which shall remain his/her property.
5. The Students are represented by the student council, operating on the basis of the regulations adopted by the legislative body of the University. The student government bodies are representative of the student body as a whole.
6. The most senior official in charge of the University and all students shall be the Rector.

§3

1. The classes and examinations of Students’ knowledge and skills, including final examinations, may be conducted by the University in a foreign language, under the terms and conditions set forth by the Dean.

2. Dissertations may also be written in a foreign language, under the terms and conditions set forth by the Dean.
3. Classes may be conducted using remote learning methods and techniques.

2. Organisational issues

§4

1. The academic year starts on 1 October and ends on 30 September of the following year and consists of two semesters – winter and summer semester. A single semester includes a period of classes, examination session, semester break (winter or summer) and holiday break.
2. The detailed organisation of the academic year shall be determined by the Rector and announced before its commencement.
3. Tuition fees apply to all study programmes. The terms and conditions for the payment of tuition fees are specified in an agreement concluded between the University and the Student in a written form.
4. Students with disabilities have the right to apply to the Dean for an appointment of a study supervisor, who will be responsible for identifying and notifying the Dean about the special needs of the student in terms of organising and conducting the study programme, including its adjustment to the specific type of disability.

3. Classes

§5

1. Classes at the University are conducted in the form of lectures, practical classes, seminars, laboratory classes, workshops, internship, and other forms specified in the study programme.
2. Curricula and study programmes are prepared in accordance with the procedures described in the Act. Study programmes and schedules are announced 7 days before the commencement of a given academic year in the Public Information Bulletin (BIP).
3. A list of optional courses may also be offered for the students to choose from, in accordance with the established terms and conditions.
4. It is possible to enrol in courses electronically. Detailed provisions concerning electronic enrolment are contained in separate regulations.
5. The syllabus along with passing criteria shall be communicated to the Students during the first class of a given course.

§6

In justified cases, the Rector may declare extra days or hours off, referred to as Rector's hours.

§7

The Dean, at his/her own discretion or at the request of the Students, may appoint supervisors for individual academic years or study groups, who will be responsible for providing advice and assistance to the Students in all matters related to their study programme. The detailed scope of duties of the supervisors is determined by the Dean.

4. Rights and obligations of the Student

§8

1. The Student has the right, without limitation, to:
 - 1) develop his/her own scientific interests and to use for this purpose the classrooms, equipment and resources of the University in accordance with the regulations on health and safety at work, as well as to receive assistance from academic lecturers and university authorities;
 - 2) associate in academic clubs and participate in scientific research, development and implementation activities carried out at the University;
 - 3) develop his/her cultural, tourist and sports interests;
 - 4) participate in classes of other fields of study or specialisations under the terms and conditions specified herein;
 - 5) an individual study programme and schedule under the terms and conditions specified herein;
 - 6) have credits granted under the European Credit Transfer System (ECTS) transferred and recognised under the terms and conditions specified herein;
 - 7) follow an individual course of study under the terms and conditions specified herein;
 - 8) in justified cases – have absences from classes excused and leaves of absence granted, with the possibility of having the learning progress achieved, as required by the study programme, verified under the terms and conditions specified herein;
 - 9) change the major and transfer to full-time or part-time programme under the terms and conditions specified herein;
 - 10) take examination before an examination board with the participation of an observer designated by the student;
 - 11) repeat courses due to unsatisfactory academic performance under the terms and conditions specified herein;
 - 12) take advantage of student discounts;

- 13) take advantage of various forms of academic pastoral care and health care in accordance with separate regulations;
- 14) undertake paid employment, provided that it does not interfere with his/her student's obligations.

§9

1. The Student is obliged to comply with the student oath and the University regulations.
2. The Student is obliged, without limitation, to:
 - 1) participate in classes and organisational meetings in accordance with the University regulations;
 - 2) familiarise himself/herself before the beginning of each semester with the timetable of classes, as well as the names of academic lecturers in charge of the courses, which are published on the e-learning platform, sent by e-mail and posted on the notice board;
 - 3) take examinations, complete internship programmes and fulfil any other requirements included in the study programme;
 - 4) submit his/her credit book and periodic progress report to the Dean's Office of his/her faculty within two weeks after the end of a given semester;
 - 5) comply with the rules and regulations in force at the University;
 - 6) pay tuition fees according to the payment terms and conditions.

§10

1. The Student shall be held accountable for any conduct that violates the dignity of a student, as well as the regulations in force at the University, before a disciplinary committee appointed by the Rector, pursuant to the provisions of the Act and the Statute of the University.
2. For a minor offence, at the request of the Dean, the Rector may limit the penalty to an admonition, without referring the issue to the disciplinary committee.
3. Disciplinary penalties for students include:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with a warning;
 - 4) suspension from exercising certain student rights for a period of up to one year;
 - 5) expulsion from the University.

5. Individual schedule and study programme

§11

1. The student has the right to study according to an individual study plan and programme (ISPAP). The condition for the granting of such a plan and programme is that the student obtains a grade point average of 4.25 over the entire study period preceding the application.

2. The application for an individual study plan and programme is submitted by the student in the following deadlines:

A) for first-cycle studies – after the completion of the first year of studies, by 31 August at the latest;

B) for second-cycle studies – after the completion of the first year of study, by 31 August at the latest.

The application should be accompanied by a draft curriculum and a proposed study plan.

3. The decision to grant an individual study plan and programme to a student is taken by the Committee within one month of the submission of the application, taking into account the student's progress in studies, interests and abilities. A Commission is appointed to examine such an application, consisting of the Dean of the faculty and other persons with relevant knowledge, so that it can be determined whether ISPAP for the student meet all requirements and will not result in an underestimation of the level of education. When granting an ISPAP, the Committee selects an ISPAP supervisor (taking into account the student's proposal) and – upon the ISPAP supervisor's request – determines the detailed rules of the course of study under ISPAP.

4. The individual study programme includes all classes in a given field of study in relevant semesters in a given cycle.

5. If a student's grade point average during the course of an individual study plan and programme falls below 4.25 at the end of a given semester, the Academic Quality Committee, at the request of the Dean, rescinds the decision to grant an individual study plan and programme.

6. A student studying according to an individual study plan and programme is not obliged to attend classes unless his/her attendance is necessary for the realisation of the learning outcomes of a given subject. A decision on a student's obligatory attendance at specific classes is made by the Dean upon a motivated application of the course tutor.

7. If a course or examination in a given subject in a given academic year is taught by more than one person, the student studying according to an individual study plan and programme has the right to choose the teacher and examiner.

8. The student has the right to obtain credit for classes and examinations earlier than the academic calendar. This provision does not apply to subjects specified in point 6. At the request of a student, the course tutor/examiner will establish in writing at the beginning of a semester the conditions and methods for obtaining credit or passing examinations that are to be completed

by the student. At the student's request, the course tutor/examiner establishes in writing at the beginning of the semester the conditions and method for obtaining credit or passing examinations, which may not be discriminatory in nature. Studies according to an individual study plan and programme may last shorter than studies in the regular mode.

6. Individual curriculum plan

§12

1. In certain cases, an individual curriculum plan may be offered to the Student, with individually agreed deadlines and methods for fulfilling the Student's obligations resulting from the study programme and schedule (e.g. credits, examinations, internship, etc.).
2. The Student may be allowed to follow an individual study schedule in the following cases:
 - 1) the Student is raising a child/children;
 - 2) the Student's disability, health situation or other special circumstances prevent him or her from studying in the regular mode;
 - 3) the Student has very good academic results (average grade above 4.5);
 - 4) the Student studies two or more majors;
 - 5) the Student studies one or more semesters in other domestic or foreign universities;
 - 6) the Student is particularly involved in social activities in the academic community;
 - 7) in other justified cases.
3. A pregnant Student and a Student who is a parent may not be refused permission to follow an individual curriculum plan until graduation (in the case of full-time programme).
4. Approval for an individual curriculum plan is granted by the Rector, on the basis of the Student's application, supported by appropriate documentation, and approved by the Dean.
5. The Student who follows an individual curriculum plan is obliged to complete and receive credits for all courses, as well as pass all examinations included in the study programme.
6. Studies based on an individual curriculum plan may be shorter than in the regular mode.
7. The organisational details (attendance, deadlines for course completion and examinations) are established by the student and the academic lecturers of individual courses. The arrangements must be approved by the Dean.

7. Long-term and short-term leaves of absence

§13

1. The Student may be granted a short-term, and in justified cases also a long-term leave of absence. A short-term leave of absence may not exceed four weeks, while a long-term one may not exceed one year.
2. The Student may be granted a leave of absence in the following cases:
 - 1) long-term illness;
 - 2) child birth or child care;
 - 3) studies abroad;
 - 4) other important circumstances.
3. A pregnant Student and a Student who is a parent may not be refused a leave of absence. The Student who is a parent must apply for a leave within 1 year from the day of childbirth.
4. The leave referred to in section 3 is granted as follows:
 - 1) to a pregnant Student – for the period until childbirth;
 - 2) to a Student who is a parent – for a period up to 1 year; if the leave of absence ends during a given semester, it may be extended until the end of that semester.
5. A leave of absence is also granted by the Dean to a Student who is on active military service.
6. Granting of a long-term leave of absence automatically extends the date of the planned completion of studies.
7. Granting of a long-term leave of absence is recorded in the Student's credit book.
8. A semester or annual leave of absence may be granted to the Student only once, unless the reason for the leave is long-term illness. In particularly justified cases the Dean may grant another semester or annual leave.
9. During the period of leave, the Student retains all his or her student rights.
10. During the leave of absence, the Student may, with the Dean's approval, participate in some classes, as well as take examinations and receive credits.
11. The student should apply for a leave of absence immediately when the circumstances that require it arise.
12. A short-term absence may be excused in the event of illness or other relevant circumstances, by the lecturer of a given course, at the Student's request made during the first class after the absence.

8. Studying other majors or specialisations and changes in the scope/mode of studies

§14

1. The Student may, with the Dean's permission, study another major or specialisation (besides his or her primary specialisation) or selected additional courses, also at other universities, as long as

he or she fulfils all obligations resulting from the study programme of his or her primary specialisation.

2. The Student may transfer to another university – with the consent of the relevant body of that university – if he or she fulfils all obligations resulting from the regulations in force at that university.
3. The Student may be admitted to the University as a result of transfer from another institution of higher education (including foreign institutions) by a decision of the Dean, provided he or she has fulfilled all obligations resulting from the regulations in force at the institution which the Student is leaving.
4. The decision to assign the Student to a given semester and set the deadline for the Student to compensate for any curriculum differences rests with the Dean.
5. The Student has the right to change the mode of study from full-time to part-time and vice versa, with the consent of the Dean. If the Student transfers from a full-time to a part-time study mode, or vice versa, the Dean shall set a deadline for the Student to compensate for any curriculum differences.
6. The Student also has the right to change his or her major, with the consent of the Rector, based on the positive opinion of the Dean of the faculty into which the Student wishes to transfer. The Dean's opinion must include the deadline for the Student to compensate for any curricular differences in the major in question.
7. The Student may also change his or her specialisation, with the consent of the Rector, based on the positive opinion of the Dean of the relevant faculty. The Dean shall set the deadline for the Student to compensate for any curriculum differences required for graduation.
8. With the Dean's consent, the Student may also change the study programme from bachelor's degree to engineer's degree. The latter may be obtained after completing the required number of semesters and compensating for any curricular differences.

9. Completion of a semester

§15

1. The academic year is divided into semesters, each of which must be completed by the Student.
2. The Dean may allow for earlier completion of a given course in cases justified by the study schedule.

3. In order to complete a semester, the Student must pass the courses included in a given major and obtain the required number of ECTS credits per semester as specified in the study programme and schedule.
4. The number of examinations in a given academic year cannot exceed twelve.

§16

1. The credit system used by Wrocław School of Information Technology conforms to the ECTS standards.
2. The number of points assigned to each course takes into account the Student's workload (both the Student's work during classes organised by the University as well as his or her own work).
3. Points are assigned to all courses in the study programme which are subject to assessment.
4. The total number of points assigned to courses in a given semester of study, including student internship, is listed in the study programme.
5. Credits are granted to the Students on the basis of passing a given course and are not linked with the grade received.
6. The number of ECTS credits required for graduation:
 - 1) for undergraduate studies (Bachelor's degree) – a minimum of 180 points;
 - 2) for engineering studies (Engineer's degree) – a minimum of 210 points;
 - 3) for graduate studies (Master's degree) – a minimum of 120 points.
7. The Student may complete part of the study programme in another organisational unit of the home university or outside the home university in another Polish or foreign university, especially on the basis of inter-institutional agreements and the participation of the University in national or international student exchange programs.
8. The decision to recognise a course completed in another university is made at the Student's request by the Dean after reviewing the documentation presented by the Student on the course of study at that educational institution.
9. In order for the courses completed in another university to be recognised by the home university, the academic achievements made during the course of study and internship must be equivalent to those specified in the study programme for a given major; the Student must also receive the appropriate number of ECTS credits required to be promoted to a given semester. One ECTS credit corresponds to the learning achievements obtained after approx. 25-30 hours of Student's work, either during classes organised by the university in accordance with the study programme or the Student's own work.

10. If the internship or courses completed in another organisational unit of the university or outside the home university do not have an assigned number of points, that number shall be determined by the Dean in accordance with the current study programme for a given major. The grade shall be converted by the Dean to the system used at Wrocław School of Information Technology.
11. The internship and courses completed in another organisational unit of the home university or outside the home university, and recognised by the Dean, shall be deemed as an integral part of the studies at the home university and represented by an appropriate number of ECTS points.

10. Completion of a course

§17

1. Courses are completed on the basis of:
 - 1) passing the examination;
 - 2) passing the examination preceded by obtaining credits with or without a grade;
 - 3) obtaining credits with a grade;
 - 4) obtaining credits without a grade.
2. Detailed requirements for the completion of a given course in a given semester shall be communicated to the Students by the lecturer of that course during the first class.
3. The following grading scale and their ECTS point equivalents shall apply to examinations and course evaluation:
 - 1) 5.0 – A;
 - 2) 4.5 – B;
 - 3) 4.0 – C;
 - 4) 3.5 – D;
 - 5) 3.0 – E;
 - 6) 2.0 – F.
4. The results of examinations and course evaluation shall be communicated to the Students via the Internet or by posting them on the notice board.
5. Examinations and course evaluation are conducted by the lecturer of a given course. In the event of the lecturer's long-term absence, as well as in other justified cases, the Dean will appoint another academic lecturer to conduct the examination or evaluate the Student's achievements.

§18

1. Examinations verify the Student's knowledge and skills obtained as part of a given course, and are conducted by the lecturer of that course. In the event of the lecturer's long-term absence, or in other justified cases, the Dean may designate another academic lecturer to conduct the examination.
2. The examination date is set by the lecturer of a given course in accordance with the organisation of the academic year. Conducting examinations outside of that framework requires the Dean's consent.
3. If the Student achieves grade F in the examination or fails to take it, he or she has the right to retake the examination twice for each failed course. In particularly justified cases the Student may be allowed to retake the examination more than twice.
4. In the event the Student achieves grade F in the retake examination or if the correctness of the examination conducted is questioned, the Student may apply for an examination before an examination board appointed by the Dean.
5. Such an examination shall be conducted in an oral form or shall consist in the evaluation of written work by the board. The examination board shall consist of: The Dean, acting as chairperson of the examination board (or another person appointed by the Dean in this capacity), the examiner who conducts the retake examination, and another lecturer of the course in question or a related study area. The retake examination may be attended by an observer indicated by the Student.
6. If the Student fails the retake examination, the Dean may require the Student to repeat the semester or allow for a conditional promotion of the Student to the next semester according to the provisions of §21 below. In the latter case, the Student is required to retake classes in the failed courses.
8. In the event of unjustified failure to sit the examination, the Student automatically loses the right to a retake examination and does not receive a grade.
9. The grades from all examinations are entered in the student credit book, in the periodic progress report (if these were issued to the student in accordance with §2 section 3 of the Regulations) and in the examination report.
10. The average grade is calculated as the arithmetic mean of all grades obtained in the course of studies, semester or academic year (excluding F grades).

1. A Student who has received a failing grade (F) or who has failed to complete a task required to complete a given course and receive a grade, may retake the task at a later date set by the lecturer, no later than the last day of the resit session.
2. If the Student does not receive credits at the resit session, receives an unsatisfactory grade or questions the correctness of the evaluation process, he or she has the right to apply within seven days to the Dean for the appointment of an evaluation board.
3. If the application is granted, the Student shall be evaluated in the following way:
 - 1) If the course ends with an examination, the retake examination before the above-mentioned board should be conducted at a time so as to allow the Student to take other required examinations;
 - 2) The board appointed by the Dean shall evaluate the Student on the basis of oral presentation or the assessment of his or her written work;
 - 3) The evaluation board shall consists of the Dean acting as chairperson of the board (or another person appointed by the Dean in this capacity), the lecturer of the course in question and another specialist from the subject area covered by the examination or a related one;
 - 4) The Student has the right to designate an observer to take part in his or her evaluation before the appointed board.

11. Student internship

§20

1. Student internship constitutes part of the compulsory study programme and must be completed by the Students of both full-time and part-time programmes in accordance with the University's internship terms and conditions.
2. Students who fail to complete the internship by the indicated deadline may be granted permission by the Dean to complete it at another time that does not collide with their study schedule.
3. A full-time or part-time Student may be credited for the completion of all or part of a work placement if the Student meets the following conditions simultaneously:
 - a. documents performance of work within the scope of duties that corresponds to the objectives and content of the apprenticeship in the given field of study,
 - b. documents the performance of work that was carried out during the course of study. The period of work performed must correspond to the period of the internship.

4. Students conducting their own business activity may apply for credit for the completion of all or part of the in-service training, if the business activity allows the student to achieve the expected learning outcomes set out in the in-service training programme applicable to a given field of study.

5. Credit for work placement is awarded by the Dean of the relevant faculty or the Rector's Proxy for Internship through an entry in the Dean's Office system and on the periodic achievement card based on the following documents:

1) in the case where the internship is based on a Internship Agreement concluded between the University and selected organisational units – after the Student submits the Logbook, completed in accordance with the provisions of the Internship Regulations and the Internship Agreement;

2) in the event that the work performed is credited towards completion of all or part of a apprenticeship performed also in the form of business activity – upon the written application of the of the person concerned, supplemented by the documentation listed in the Rules of apprenticeship.

12. Conditional promotion to the next semester; semester repetition

§21

1. A Student who fails to complete a semester:

1) repeats the semester with regard to failed courses and any other curricular differences, or
2) may be conditionally promoted for the next semester with an obligation to repeat the failed course(s), or

3) may be expelled from the university.

2. If the Student fails to pass at most two courses which do not end in examination and one course which ends in examination in a given semester (or – in particularly justified cases – more than that), the Dean may allow for conditional promotion of the Student to the next semester of study.

3. A Student who has been allowed conditional promotion to the next semester is obliged to complete the failed course(s) within the deadline and in the form specified by the Dean.

4. The Student who has been granted conditional promotion to the next semester:

1) retains his or her student rights;

2) in the event of failure to obtain credits for the failed course(s) within the specified deadline, may be required by the Dean to repeat the semester that was subject to conditional promotion or may be granted extension of the deadline for the completion of the failed course(s);

- 3) in the event of failure to obtain credits for the failed course(s) within the specified deadline, may – in particularly justified cases – be promoted by the Dean to the next semester, in accordance with the rules set forth in §21 section 2 above, and granted extension of the deadline for the completion of the failed course(s).
- 4) in the case referred to in point 3 above, the Dean may issue a decision for the Student to repeat the semester irrespective of the decision to extend the deadline for the completion of the failed course(s);
- 5) if a Student in his/her final semester of study does not complete the failed course(s) within the specified deadline, the Dean may issue a decision to extend the deadline for the completion of such course(s) and to extend the deadline for the submission of a dissertation. In particularly justified cases, such extension may be granted more than once.
5. During the period of repeating a semester, the Student retains all his or her student rights.

13. Lack of academic progress

§22

1. Should a lecturer report lack of the Student's academic progress, the Dean shall commence appropriate proceedings to verify it.
2. When evaluating the Student's progress, the periodic progress report, transcript of records and the comments of academic lecturers are taken into account.
3. The Dean may decide to expel the Student if his or her lack of academic progress is confirmed.

14. Expulsion from the University

§23

1. The Student shall be expelled from the University in the following cases:
 - 1) the Student fails to take up studies;
 - 2) the Student submits a written request for enrolment cancellation;
 - 3) the Student fails to submit the dissertation or take the viva voce examination within the specified deadline;
 - 4) the expulsion from the University is a result of a disciplinary penalty.
2. The Dean may take the decision to expel the Student in the following cases:
 - 1) the Student demonstrates lack of academic progress;
 - 2) the Student fails to complete a semester or academic year within the required deadline;
 - 3) the Student does not attend compulsory classes;
 - 4) the Student fails to pay the tuition fees.

3. The Dean's decision referred to in sections 1 and 2 may be appealed against to the Rector.
The Rector's decision is final.
4. The Student's request for enrolment cancellation should be submitted to the Dean's Office in writing.

15. Resumption of study

§24

1. The decision to readmit the Student to a given study programme (restore student rights) is made by the Rector based on the opinion of the Dean containing information about the Student's hitherto achievements and indication of the semester to which the student should be re-enrolled in accordance with the provisions of sections 2 and 5.
2. The study programme may be resumed by the Student at the beginning of the semester (after the semester which was completed in the regular or conditional mode before the student was expelled) as specified in the credit book, unless the student was expelled during his or her last semester of study.
3. The studies are resumed in accordance with the previous mode of study (full-time or part-time programme).
4. The Student resuming his or her studies is not required to obtain credits for courses previously completed nor to take examinations which he or she has successfully passed, subject to section 5.
5. In order to resume studies, the Student may be required to obtain credits for courses which have been changed, for instance, due to changes in the study programme. When issuing the opinion in accordance with section 1, the Dean specifies the courses to be completed, along with the deadline.
6. If the curriculum differences caused by changes in the study programme are significant, the Dean may decide that the Student may resume studies starting from a lower semester.
7. In the case of an application for resumption of studies at WWSIS completed at another university, the provisions on the credit for learning outcomes obtained at another university shall apply.
8. If the Student was expelled due to the lack of payment of tuition fees, he or she may resume studies after the settlement of any outstanding fees, as well as payment of the fee for resumption of studies in accordance with the study agreement.

9. If the Student was expelled due to his or her failure to submit the dissertation within the deadline stipulated in the study programme, but who at the same time fulfilled all the requirements set out in the study programme, with the exception of successfully completing the BA or MA seminar, or another course related to the diploma dissertation, he or she may, within a period not exceeding two years from the date of his or her expulsion, apply to resume studies without the obligation to compensate for curricular differences. The Dean, in consultation with the supervisor, may decide on individual conditions for completing the diploma seminar.
10. The provisions of section 9 are applicable to Students who were expelled due to their failure to take the viva voce examination within the specified deadline and to Students who received a failing grade in the viva voce examination, and who have applied to resume their studies within a period not exceeding two years from the date of their expulsion.
11. If more than 5 years have passed from the date when the decision on expulsion became final, the Dean's opinion may be preceded by verifying the knowledge and skills required for a given major.
12. The Student who resumes his or her study programme shall be enrolled in the semester following the last semester completed by the Student before his or her expulsion. Any semester to which the Student was promoted conditionally shall not be deemed as a completed semester.
13. The Student may resume his or her studies in the major which he or she was studying before expulsion or, in the case of differences in curricula, in a major with a similar curriculum.

16. Awards and distinctions

§25

1. Students with outstanding academic performance, exemplary fulfilment of their duties, active participation in organisational activities of the University and impeccable social and moral conduct may be awarded:
 - 1) a golden or silver badge (the rules and procedure for awarding the badge are laid down in the statute of the university);
 - 2) prizes founded by state and private institutions, scientific societies, social organisations (according to the applicable rules and procedures)
 - 3) awards and distinctions of the Rector, according to the rules and procedures determined by the Rector.

17. Dissertations

§26

1. The Student prepares his or her dissertation under the supervision of a Supervisor.
2. The Rector may authorise an academic lecturer from outside the faculty and outside the home University to supervise the preparation of the dissertation.
3. The Student is obliged to submit his or her dissertation to the appropriate Dean's Office within the deadline agreed with the Supervisor, no later than by the end of the last semester of his or her studies (respectively by the end of February or by 30 September).
4. The Dean, at the request of the Student's Supervisor, may postpone the deadline referred to in section 3 by a maximum of six months in the event of:
 - 1) the Student's long-term illness confirmed by a relevant medical certificate, or
 - 2) the Student's inability to complete the dissertation within the established deadline for reasons beyond the Student's control, e.g. restricted access to research equipment or source materials required to complete the dissertation, the absence of the Supervisor, or
 - 3) other important circumstances.

In exceptional cases, in particular due to the Student's long-term illness, the Dean may agree to another postponement of the deadline for submission of the dissertation.
5. If the dissertation is not submitted by that time, the Dean shall take a decision whether to expel the Student.
6. The dissertation is evaluated by the Supervisor and one reviewer appointed by the Dean.
7. In the event of a discrepancy between the grades (one passing and one failing), the Dean shall appoint another reviewer whose evaluation shall be deemed as final. In the event of a discrepancy between passing grades, the grade shall be determined by the Dean in consultation with the Supervisor and the reviewer.
8. Detailed conditions for assigning dissertation topics are defined in separate regulations.

18. Viva voce examination

§27

1. In order to be allowed to take the viva voce examination, the Student is obliged to:
 - 1) obtain credits for all required courses and internship;
 - 2) pass all examinations provided for in the study programme, with the condition that by the end of the penultimate semester of study the student must have passed all credits, including conditional passes, programme differences and subjects to be repeated;
 - 3) receive a passing grade for the dissertation;
 - 4) pay all fees due to the university.

2. The viva voce examination is conducted before an examination board appointed by the Dean or Vice-Dean. The board must be made up of at least three persons, including: the chairman of the board – the Dean or the Vice-Dean – unless the Rector nominates another person as chairman of the board, the supervisor, and the reviewer. The Dean or the Vice-Dean may also appoint other persons to the board if the topic of the dissertation and examination requires it. At the Student's or supervisor's request, the viva voce examination may take place with the public. In such a case, the Student or the supervisor shall submit an appropriate application to the Dean along with the dissertation.
3. The viva voce examination shall be conducted within a deadline not exceeding six weeks from the date of submission of the dissertation and completing all the requirements for graduation.
4. The viva voce examination is an oral and/or written examination and its purpose is to evaluate the Student's knowledge in a given field of study.
5. For evaluation of the dissertation and the viva voce examination results, the following grading scale is used:
 - 1) 5.0 – A;
 - 2) 4.5 – B;
 - 3) 4.0 – C;
 - 4) 3.5 – D;
 - 5) 3.0 – E;
 - 6) 2.0 – F.
6. In the event the Student receives a failing grade in the viva voce examination or fails to take it within the established deadline, the Dean will decide on another date for the examination.
7. The examination resit due to a failing grade may take place no earlier than after one month and no later than within three months from the first examination.
8. In the event the Student receives a failing grade again or fails to retake the viva voce examination, the Rector takes a decision the expulsion of the Student.
9. Rescheduling of the viva voce examination and resumption of studies in the event of expulsion of the Student from the University due to failure to take the viva voce examination shall be based on the provisions stipulated in §24, sections 3 and 4 respectively.

19. Graduation

1. The Student graduates from the University when he or she has passed the viva voce examination with at least passing grade.
2. The basis for calculating the final grade for the total period of study:
 - 1) the arithmetic mean of the grades obtained during the course of studies (without failing grades) – A;
 - 2) grade for the dissertation – B;
 - 3) grade for the viva voce examination – C.
3. The final grade for the undergraduate programme is calculated according to the following formula: $A/2 + (B + C)/4$.
4. The final grade for the undergraduate study programme shall be entered in the diploma as follows:
 - 1) $<3.0; 3.4)$ – E;
 - 2) $<3.4; 3.8)$ – D;
 - 3) $<3.8; 4.2)$ – C;
 - 4) $<4.2; 4.6)$ – B;
 - 5) from 4.6 – A.
5. The examination board that conducts the viva voce examination is entitled to raise the final grade by one degree if the student fulfils two of the following conditions:
 - 1) A grade for the dissertation;
 - 2) A grade for the viva voce examination;
 - 3) at least B grades in all courses during the last year of studies.

20. Final provisions

§29

The Student is obliged to inform the university administration immediately about any changes in personal details and address.

§30

The Regulations enter into force on 01 October 2024.

APPENDIX TO THE STUDY REGULATIONS OF THE WROCLAW SCHOOL OF INFORMATION TECHNOLOGY IN WROCLAW

1. General provisions

§ 1

1. The Appendix to the Regulations of the University, hereinafter referred to as the "Appendix", regulates the course of study at the University in respect of persons with disabilities.
2. Pursuant to the provisions of the Act of 20 July 2018. Law on Higher Education and Science is one of the fundamental objectives of the University, i.e. to ensure that conditions are provided for persons with disabilities to participate entirely in the process of admission to the University for education, training and scientific activities.
3. Measures taken in favour of persons with disabilities shall not reduce the substantive requirements imposed on them as a result of their disability.
4. Wrocław School of Information Technology provides equal opportunities in education for persons with disabilities and those in special health situations by developing and implementing an adapted educational process and eliminating all barriers to complete access to education and research.

§ 2

Wherever the term is used in the Appendix:

1. Certificate (Medical Opinion) – a document certifying a student's disability. Pursuant to Article 89 of the Act of 20 July 2019. Law on Higher Education and Science and pursuant to the provisions of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities include:
 - (a) Social Insurance Institution (Zakład Ubezpieczeń Społecznych) medical certificate of total incapacity for work and independent existence, total incapacity for work or partial incapacity for work, and the advisability of reclassification.
 - (b) a certificate of disability with a severe, moderate or mild disability,
 - (c) a certificate of disability of the 1st, 2nd or 3rd group.
2. A student with a disability is a person studying at the University who:
 - 1) holds a certificate of disability, a certificate on the degree of disability or the equivalent mentioned in point 1,

2) has submitted the certificate specified above to the University (to the Rector's Plenipotentiary for Persons with Disabilities, the Dean's Office) or the Chairperson of the Scholarship Committee to obtain a scholarship. All the indicated submission forms shall be equivalent to exercising the rights provided in the Appendix.

3) has presented a certificate evidencing the link between his/her health condition and the difficulties occurring during the educational process.

3. Proxy – shall mean the Rector's Proxy for students with disabilities at Wrocław School of Information Technology

§ 3

Support may be provided to:

- 1) candidates for the first-cycle and second-cycle studies,
- 2) students of the the first-cycle and second-cycle studies,
- 3) postgraduate students who: hold a valid certificate of disability or an equivalent certificate or are in a special health situation confirmed by specialised medical documentation.

2. Rights of students with disabilities

§ 1

In addition to the fundamental rights, students with an identified disability, depending on the type and degree of the disability, shall be entitled to:

- 1) specific conditions for participation in classes and individual forms and deadlines for their examination;
- 2) participate under specific rules in individual study programmes;
- 3) facilities while studying, e.g. in the form of individual organisation of studies, choice of classes (if there are blocks), selection of class groups;
- 4) adequate assistance in obtaining learning materials and equipment necessary for studies;
- 5) use learning aids during classes, e.g. recording, image and sound processing or other devices;
- 6) obtain other forms of support (educational, formal and legal, other information) from the Proxy;
- 7) individual consultations.

§ 2

1. A student who is a person with a disability may request in writing the Dean to appoint an academic supervisor for him/her. A person appointed by the Dean may perform this function. The responsibility of the academic supervisor is to identify and present to the Dean the specific needs of the student in terms of organising and implementing the didactic process, including adapting the conditions of the studies to the type of disability or issuing an opinion on the possibility of establishing an individual study plan and programme.
2. If a disability or health condition prevents a student from attending classes in the general mode, the student may submit an application to the Dean for approval of an individual curriculum plan (hereinafter ICP) according to the rules stipulated in chapter 6 of the Study Regulations, as indicated in §12.2.2).
3. Following the indications in point 2, the ICP programme may be extended by:
 - 1) increasing the limit of absences from classes,
 - 2) changing the mode of attendance to an extramural form,
 - 3) individual consultations with the lecturers/tutors,
 - 4) the possibility of using alternative methods for checking knowledge or passing courses, but the changes mentioned above concerning studying conditions cannot violate the general provisions indicated in part 1 of the Appendix § 1 point 3.
4. The terms and conditions of the indicated forms of individualisation are determined by the Rector or a person authorised by the Rector.

§ 3

In justified and documented cases, the Dean or Rector may permit a student to pass certain courses in an extramural manner. Reasons for such a decision include, but are not limited to: an identified disability, deterioration of health in connection with the disability, other health situation, stay in hospital or at a rehabilitation camp, specific nature of the disability and others.

§ 4

1. If, due to a disability, a student cannot use standard teaching materials, it is possible to submit a request to the Dean to provide them in a different form, such as documentation with enlarged font, electronic documentation, audio or video recordings, keyboard overlays in Braille, other equipment and tools available to the University.
2. To increase efficiency and the possibility of full participation in teaching activities, a student with a disability may apply for the use of recording and sound and image processing equipment.

If the Dean grants permission, the student must sign a statement of copyright protection and use the recorded, processed, and obtained materials only for his/her own purposes.

3. If a student is unable to participate in physical education classes due to a disability or health problem, they may apply to the Dean for permission to be exempted from such classes.

3. Final (subject) examinations

§ 1

1. Alternative forms of receiving credits may be used by students who fulfil the requirements of the general regulations in § 3. The need to change the form must be requested no later than 30 days before the final (subject) examination in writing or by e-mail to the assigned supervisor.

2. Depending on the type of disability, health problems, needs, abilities and limitations of the student, it is assumed that the form of final (subject) examinations can be adapted as follows:

- 1) the change from written to oral form and vice versa,
- 2) the possibility to increase the font size/change the contrast of the text/image
- 3) the possibility to pass final (subject) examinations using a computer or other assistive devices,
- 4) the possibility of rescheduling exams/assessments, the possibility of extending the duration of exams/assessments,
- 5) the possibility of changing the practical form to a theoretical description,
- 6) the possibility to pass final (subject) examinations individually, without other the presence of other students.

3. The forms outlined above are examples, but the University, to meet the needs of students with disabilities, is open to implementing other solutions after appropriate consultation and agreement of all parties involved.

4. Final provisions

§1

1. Applications referred to in the Appendix are submitted by the student to the Dean via the Proxy, whose duties include issuing opinions on the applications.

2. If the application is rejected, the student is entitled to appeal against the Dean's decision to the Rector within 14 days from the date of delivery of the decision.

§2

The Rector's Proxy for Disabled Students is responsible for coordinating the implementation of the provisions laid down in the Appendix.

§3

Any matters not covered by the Appendix, including procedures and deadlines, will be determined by the Rector by means of an ordinance.