

**Appendix to the study regulations**

(Resolution No. 37/2021 of the Senate of the University of Wrocław of 21 April 2021)

**approved by the Council of the Faculty of Earth Sciences and Environmental Management  
of the University of Wrocław on 15 October 2021**

**I. GENERAL PROVISIONS**

**§ 1 section 4**

The dean authorises the vice-dean for teaching, vice-dean for student affairs, institute directors and deputy directors of institutes for teaching to make decisions in the matters provided for in the Regulations.

**III. ORGANISATION OF THE ACADEMIC YEAR**

**§ 7 section 2**

Classes in the winter semester last 15 weeks and in the summer semester – 15 or 12 weeks, provided that the program includes field exercises carried out during the semester.

**IV. PROGRAMS AND ORGANISATION OF STUDIES**

**§ 17 section 5**

The dean entrusts the directors for teaching to develop detailed rules for selecting classes (elective courses). Furthermore, the dean obliges the directors for teaching to provide these rules no later than two weeks before the deadline for submitting the declaration by students of their choice of courses in a given academic year. Information about the approved courses is made available to students without undue delay. Courses chosen by the student become compulsory at the moment they are started.

**§ 17 section 6**

If the student fails to select a course according to the rules specified in section 5, then the director for teaching indicates the course to be implemented. At the moment the course is indicated, it becomes obligatory for the student. The decision on this is final.

**§ 18 section 3**

A student of the second year and subsequent years of studying may change the group to which he/she was assigned to. This is done at the student's written request, addressed to the director for teaching, after obtaining a positive opinion from the lecturer(s) in the group the student wants to leave and in the group the student wants to participate in. The academic teacher cannot express a positive opinion in the event that the change of the group will reduce its size below the minimum size of the groups determined by the dean. This fact is noted on the student's application. The application must be submitted within 2 weeks of the commencement of the given class. However, in the case of field classes, the application should be submitted no later than one month before the end of classes in the semester after which the field classes take place. In the case of field classes taking place during a given semester, the application should be submitted one month before their commencement. Applications submitted after these dates will only be considered in special cases, as recognised by the director for teaching.

**§ 19 section 1**

A student, including a student with disabilities who has a valid certificate attesting to the degree of his/her disability, may apply for the individualisation of the study program. In the case of a student with disabilities, individualisation also applies to the organisation and proper implementation of the didactic process, including the conditions of studying, depending on the type and degree of disability. This is done at the student's written request addressed to the dean through the director for teaching, who expresses his/her opinion on this matter.

**§ 19 section 2**

A first degree or second degree student may apply for the individualisation of the study program (IPS) who obtained the consent of an academic teacher to supervise the implementation of IPS and who, in the case of studies:

- 1) First degree (bachelor's degree) completed the first year of studies and at the same time achieved a grade point average of not less than 4.5;
- 2) in the first cycle of studies, the grade point average was not lower than 4.5.

The IPS proposal is prepared by a learning supervisor who, apart from the grounds of merit, adds special care so that the individualisation of the study program ensures the achievement of the desired directional learning outcomes. The IPS created in this way is presented for an opinion to the director for learning at least three weeks before the start of each semester.

The study program and the curriculum of the desired directional learning outcomes together with the application of the case in question must be submitted to the dean for approval 10 days before the start of the semester. After this, the application will not be considered. The dean's decision on this matter is final.

#### **§ 20**

A prerequisite for obtaining permission to pass some classes externally is submitting an application by the student with the justification and the consent of the lecturers expressed in writing, as indicated in the application classes (Appendix 1 to this resolution). An application in this matter must be submitted by the second week of the semester at the latest. Applications that are incomplete and submitted after the deadline will not be accepted. The decision of the dean on this matter is final.

#### **§ 21 section 1**

After obtaining the dean's consent, the student may participate and complete classes outside their field of study. Subjects that the student will attend after obtaining the consent become obligatory and will be treated for him/her as extra-curricular, unless they are an integral part of the studies, resulting, for example, in the individualisation of the study program (see § 19 sections 1 and 2) (Appendix 2 to this resolution).

### **V. CREDITS AND EXAMINATIONS**

#### **§ 24 section 6**

The academic teacher who conducts the classes decides the form and date of the student's earlier passing of the exercises.

#### **§ 27 section 5**

The student may apply to the examiner to conduct the examination at an earlier date. Earlier date is understood as the period before the start of the main examination session. The examiner may express a positive opinion as to the possibility of conducting the examination earlier (it is absolutely necessary to fully implement the content of the subject program). A written request for early examination can be submitted to the dean by a student / group of students / the whole year. The application includes: exam date, place exam, names and album numbers of students to whom the exam relates or an indication that the exam is being to the entire year / specialty (Appendix 3 to this resolution). The application must be approved by the director for teaching. The dean makes decisions in this matter, and his/her decision is final. The earlier date of the exam will be each time treated as a basic exam (the so-called first exam).

#### **§ 27 clause 9**

The form of the application for the possibility of taking the exam after the end of examinations or a retake session is provided in Annex 4 to this resolution.

#### **§ 27 section 10**

A student of the last credit period who in arrears with no more than two courses is entitled to pass them early. This rule applies only to exams, not exercises, laboratories, seminars, etc., the passing of which may entitle the student to take the exam. If these courses are from earlier years of study, the student credits them on the specified dates for the given study year. In the case of subjects from the last year, the student sets an additional date with the examiner, about which in the form written notice to the dean by the director for teaching (Appendix 5 to this resolution).

#### **§ 28 section 1**

An example of the application for admission to the examination board is attached as Appendix 6 to this resolution.

#### **§ 32 section 1**

Recognition of ECTS credits and grades takes place at the written request of the student (Appendix 7 to this resolution). Recognition of grades is possible only within a given level of study, between the same or different fields of study. The student submits the application to the dean, through the director for teaching of a given field, which application is reviewed. The director for teaching in particular confirms compliance / correspondence of the teaching content of the courses. The student must submit the subject syllabus and the index or to the application of the case in question, a printout from the electronic study service system (e.g. USOS), or a supplement from the university where the module is located and classes were completed. In the case of an application where a given subject has been passed without assessment, he/she will be given a negative opinion.

An application in this matter must be submitted no later than in the second week of classes in a given semester of the academic year. After this date, the application will not be considered. Decisions regarding recognition of ECTS credits and grades are solely the responsibility of the dean.

### **§ 32 section 2**

Pursuant to the provisions of these regulations, the dean's decisions referred to in § 32 section 1, the student is entitled to apply for a reconsideration of the case by the dean. The reconsideration of the application and the decision are final.

## **VI. TRANSFER TO A HIGHER SEMESTER. REPEATING A CLASS OR SEMESTER**

### **§ 33**

The credit period takes place during the semester of studies.

### **§ 34 section 1**

Crediting during the semester is done by obtaining credit for the classes present in the study program. The dean in exceptional situations, on a written and substantially justified request of the student, after a positive opinion of the director for teaching, may consider classes carried out outside the curriculum as the basis for passing a semester.

### **§ 34 section 2**

The Faculty Council does not define the minimum conditions for completing a semester (year) but introduces the following regulations:

- a student must obtain at least 21 ECTS points to conditionally continue the studies in a subsequent semester. ECTS credits apply only to subjects included in the study program or other ones recognised by the dean (§ 34 section 1). As part of the conditional continuation of studies in the next semester, no subjects included in the program sequence may be pursued. In such a situation, upon the student's application and after obtaining a positive opinion from the director for teaching, the dean may authorise continued studies to a limited extent, as provided for in the study program in a given crediting period. In the case of registration for the next semester of study, the student is obliged to obtain the required amount of credits at the earliest possible date or on the date set by the dean.
- The total permitted deficit of ECTS credits is set at 15. A student holding a deficit of 16 ECTS credits or more is resigned to repeat the semester and is not entitled to continue studies in a higher semester, even when 21 ECTS credits are obtained in the current semester.

### **§ 34 section 3**

A student who did not meet the semester crediting conditions specified in § 34 section 1 but met the requirements specified in § 34 section 2, has the right to a conditional entry for a higher semester. Therefore, they are obligated to submit an application (Appendix 8 to this resolution), in which it specifies whether:

- a) he/she asks for permission to continue the studies in a higher semester conditionally;
- b) he/she asks for a re-enrollment for the same semester, thus resigning from their right for conditional enrollment for a higher semester.

An application for this matter is submitted by the student directly to the dean, by the director for teaching, within a period longer than 3 working days from the end of the exam re-sit period. The student is obliged to accompany the application with a printout from the course of studies generated from the USOS system. The director for teaching is to express his opinion on the subject matter.

### **§ 35 section 2**

A student may be allowed to re-enter the same semester if he/she obtains at least 15 ECTS credits. ECTS credits apply only to subjects included in the study program or other courses recognised by the dean (§ 34 section 1).

### **§ 35 section 3**

A student who fulfilled the requirements set out in § 35 section 2, is entered again for the same semester after submitting an application for re-entry. The student submits the application on this matter directly to the dean, through the director for teaching, no later than 3 working days from the end of the re-sit session (Appendix 9 to this resolution).

A student who forfeits his/her right to re-enrol for the same semester is obliged to submit a written resignation from his studies within 7 days from the end of the re-sit period. (Appendix 10 to this resolution).

## **VII. CHANGES AFTER THE COMMENCEMENT OF STUDIES**

### **§ 37 section 9**

With the dean's consent, the student may participate in some classes in absentia and obtain a passing grade and take exams. The classes chosen by the student become compulsory for him/her. Repetition of activities due to unsatisfactory grades is payable in accordance with § 35.5 of the study regulations.

### **§ 40 section 4**

The dean, when giving consent to admit a student from another university, may consult the director for teaching, in particular in matters related to: completing the student's achievements so far, determining the semester, from which the student will start the studies, indicate the subjects to be completed and the dates of the completion.

## **VIII. REMOVAL FROM STUDENT LIST**

### **§ 41 section 4**

The Faculty Council does not establish a catalogue of cases in which the dean refuses to permit reinstatement (resumption of studies).

### **§ 41 section 5**

When deciding to reinstate (resume studies), the dean may consult the director for teaching, in particular in matters relating to: determining the progress in learning so far, including learning outcomes and / or obtained ECTS credits, determining the semester the student will enrol in and the indication of course modules (classes or groups of classes) to be completed along with the dates of the implementation.

### **§ 41 section 7**

Resumption of studies takes place upon a written request of the person referred to in § 41 section 7 of Study Regulations, directed to the dean no later than 30 days before the scheduled date of the diploma examination (Appendix 11 to this resolution).

## **IX. GRADUATION**

### **§ 42**

Conditions for completing the first- and second-degree studies

The condition for completing the first-degree study program is obtaining at least 170 ECTS credits for bachelor studies and 198 ECTS credits for engineering studies. However, a condition for completing the second-degree study program is to obtain at least 100 ECTS points, and in the major Geological Engineering – 70 ECTS credits. The condition for completing the full undergraduate program is obtaining at least 180 ECTS credits, and in the field of Geological Engineering – 210 ECTS points. For the second degree studies – respectively 120 and 90 ECTS credits.

The conditions for admitting a student to the diploma examination are as follows:

- a) the fulfilment of all the requirements specified in the study program;
- b) obtaining a positive evaluation of their diploma thesis in accordance with § 45 section 1 point 2 of the Study Regulations;
- c) submission of all required documents to the dean's office.

The diploma exams take place on the dates set by the dean at the request of the Faculty Council. In the first degree studies, the diploma examination includes the submission of the diploma thesis and a written exam. Taking the written exam is conditional on submitting the diploma thesis in accordance with the provisions in Resolution No. 20/2021 of the Faculty Council. A commission appointed by the dean carries out the written examination. The second-degree diploma examination is oral. The diploma examination is conducted by a committee appointed by the dean, in accordance with the diploma procedure set out in Resolution No. 20/2021 of the Council Faculty.

After completing the full program of studies, the student obtains the professional title appropriate to their studies, major and specialisation, and becomes a graduate of the University of Wrocław.

## Requirements for diploma theses

The framework requirements for diploma theses are contained in § 43 section 5 of the Study Regulations of the University of Wrocław, according to which the diploma thesis is an independent development of a specific scientific issue, presenting the student's general knowledge and skills related to a given field of study, the level and profile of studies and the ability to independently analyse and draw conclusions.

The Faculty Council decides that:

- the diploma thesis in first-degree studies with the exception of engineering studies may be of an experimental empirical / project or review / literary nature but:
  - the diploma thesis in first-degree studies with the exception of engineering studies may be of an experimental / empirical / project or review / literary nature but: an experimental / empirical / project work should contain: 1. page title, 2. student's declaration of independent preparation of the BA thesis, 3. table of contents, 4. introduction, 5. purpose and scope of research; 6. materials and methods, 7. current state of knowledge covering research issue, 8. presentation of results and discussion, 9. summary and final conclusions, 10. summary and keywords, 11. bibliography, 12. list of items;
  - a review / literature work should contain: 1. page title, 2. student's declaration of independent preparation of the BA thesis, 3. table of contents, 4. introduction, 5. purpose and scope of research; 7. current state of knowledge covering research issue, 8. discussion, 9. summary and final conclusions, 10. summary and keywords, 11. bibliography, 12. list of items.

However, the diploma thesis at engineering studies must absolutely be of a project / experimental / computational variety.

- the diploma thesis in second-degree studies must contain: 1. a clearly and unambiguously formulated goal, scope and subject of the work; 2. literature considerations / analysis of the literature on the subject with simultaneous placing the aim, scope and subject of the work in the literature on the subject with the justification for undertaking the research in this respect with a critical reference / discussion of research in the field; 3. indication of the methods and techniques used in the subject of the research; 4. discussion and considerations / definitional decisions, if required by the goal and assumptions of the work – adopting a specific definition apparatus 5. presentation of data sources and outline of the algorithm / procedure aiming at achieving the goal of the work; 6. critical interpretation of the obtained results with references to findings in the literature on the subject, and not only the conclusion of a report in the so-called proper part of the research from the results obtained; 7. summary and final conclusions, not a literal repetition of the most important generalisations articulated in the main / empirical part of the thesis.

### § 43 section 1

The permission for the diploma thesis to be conducted by a specialist from outside the University is given by the dean of the relevant institute in a justified request which must be submitted in writing no later than the first month from conducting / starting a diploma seminar.

### § 43 section 2

With the dean's consent, the supervisor's duties may be performed by two people, provided that this only applies to diploma theses prepared during second-degree studies. A conclusion on this, aside from substantive justification for the need to take care of work by two people, must include:

- definition of the scope of works / activities / activities for which individual supervisors will be responsible;
- division of teaching hours between supervisors which are the equivalent of taking care of the preparation of the thesis;
- appointing one of the supervisors as the person fully responsible for the performance of all tasks, *i.e.* all those activities that are taken when there is one supervisor.

The application in this matter must be submitted to the dean at least one month before the approval of the list of by the Council of Institutes. The application must be signed by both supervisors and the director for teaching. In exceptional circumstances, the dean may consent to prepare the thesis after the list of theses topics has been approved by the Councils of Institutes. However, the conclusion in this case may not be submitted later than one month before the end of the first semester of studies. The dean's decision in this matter is final.

### § 43 section 4

The topics of the diploma theses are approved by the Councils of Institutes. Final wording of the work topics for masters studies should be announced to students no later than two semesters before graduation studies, and bachelor's and engineering theses no later than a semester before graduation. After that, the subject should not be changed. A possible change in the wording of the title of the diploma thesis may concern only its clarification.

A request in this matter containing a substantive justification for the clarification of the subject is directed to the dean by the thesis supervisor(s). The list of the work topics for the diploma program is posted on the institute's website and delivered in electronic and paper form to the dean's office.

#### **§ 43 section 5**

The diploma thesis may be a published scientific article presenting the student's knowledge and skills related to a given field of study, level and profile of education and independent skills in analysing and inference. The article must be published in a journal from the current journal list of scientific and peer-reviewed materials from international conferences of the Ministry of Education and Science. In the case of a multi-author work, the student submitting a scientific article as a diploma thesis must be the first or at least a second author. The article must be published (in paper or electronically) until the diploma examination.

A scientific article, which is to constitute a diploma thesis (second-degree studies) or as a component to the diploma process (first-degree studies) is subject to both university-wide and specific faculty diploma rules. Therefore, the student is required to enter a pdf file with the text into the APD system that is identical to the text published in the journal. The text should be preceded by a title page consistent with the pattern used at the Faculty, the copyright statement and other elements listed in the diploma procedure, which are not included in the scientific article.

In the case of a multi-author work, the total contribution of the student's work submitting the article must be significant (at least 50% in the case of two authors or at least 35% in the case of three or more authors) in each of the elements listed below for a scientific study: 1. literature review, 2. data acquisition and processing, 3. contribution into the text of the article, 4. discussion, 5. conclusions and summary. For review articles, the element related to the acquisition and processing of data is not taken into account. A cumulative declaration of the contribution of the work to the creation of a scientific article which is to constitute a diploma thesis can be found in Appendix 12 to this resolution.

No later than three weeks before the scheduled date of the diploma examination, the student must submit to the dean, via the director for teaching, a personally signed application for the submission of the article research as a thesis. In the application, the thesis supervisor declares that he is admitting that he accepts this form of thesis (scientific article). In addition, the application must contain information on which journal the scientific article is to be published, the number of points assigned to it according to the current list of scientific journals of the Ministry of National Education and whether it will be an independent or multi-author work. If the title of the article is different from the previously approved thesis topic, justification for this amendment should be included in the application.

In cases other than those contained in the above description, and related to the case in question, the dean decides after obtaining an appropriate opinion. The dean's decision in this matter is final.

#### **§ 43 section 6**

A thesis written by a team of students, common to all, may be accepted as a thesis. A written application on this matter may be submitted to the dean by a team / group of students, the person in charge of the seminar or a research club supervisor, if the work was created as part of a student research movement (§ 43 section 7 of the Study Regulations). The request in this matter may not be submitted later than one month before the end of the fifth semester of bachelor studies and the second semester of the master studies. After these dates, the application should not be considered unless the dean accepts the arguments and explanations presented in the application. The application in this matter must be positively assessed by the teacher of the seminar and thesis supervisor (s). In the case of work created under the student research movement, the supervisor of the research club or a person appointed by it is also required to express a substantive opinion on the subject that constitutes the value of the work. Each of the conclusions must contain a convincing justification for the preparation of the diploma thesis by the team of students and indicative contribution of individual team members to the implementation of the issues constituting the diploma thesis. The dean's decision in this matter is final.

#### **§ 43 section 7**

A work created by a student research club may be accepted as a diploma thesis. An application on this matter may be submitted to the dean by a team / group of students of a research club or the club supervisor scientific. An application in this matter may not be submitted later than one month before the end of the fifth semester of bachelor studies and in the second semester of master studies. After these dates, the application in this the case should not be considered, unless the dean accepts the arguments and explanations presented in the request. The application in this matter must be positively assessed by the seminar teacher, the thesis supervisor(s) and the supervisor of the research club or a person designated by the club, expressing a substantive opinion on the subject which constitutes the value of the work. The request must contain convincing justification for the

preparation of the thesis by the team of students and indicative input individual members of the team in the implementation of the issues that make up the diploma thesis. The dean's decision in this case is final.

#### **§ 43 section 12**

The thesis is assessed by the supervisor and the reviewer. A significant discrepancy in thesis evaluation is considered to be the difference of no less than 1.5 marks. If it is found, the dean each time asks the opinion of the second reviewer, whose evaluation of the work is decisive (from § 23 to § 26 of Resolution No. 20/2021 Faculty Council on the details of the application of the diploma procedure).

#### **§ 43 section 13**

The dean entrusts the directors for teaching to supervise the fulfilment of these conditions.

#### **§ 44**

If the supervisor is absent for more than 90 days, the dean may appoint a new thesis supervisor at the request of the director for teaching. If an application has been received from the student, the dean appoints a new supervisor of the thesis after consulting the director for teaching. The decision of the dean is final.

#### **§ 45 section 6**

Detailed rules for conducting the diploma examination have been established by Resolution No. 20/2021 of the Faculty of Sciences Council on the Earth and Environment Management of the University of Wrocław of 21 May 2021 on details of the use of the diploma procedure.

### **XI. FINAL AND TRANSITIONAL PROVISIONS**

#### **§ 50**

The dean is entitled to a binding interpretation of the provisions in this appendix to the Study Regulations.

**On 15 October 2021, the Faculty Council supported the presented proposal by a majority of votes in an open vote.**