



REGULATIONS FOR POSTGRADUATE STUDIES AT WROCLAW UNIVERSITY OF ECONOMICS AND BUSINESS

I. GENERAL PROVISIONS

§ 1

1. The Wrocław University of Economics provides courses of postgraduate studies on the formal basis of provisions held in the Act of July 20, 2018 – the Law of Higher Education and Science.
2. Postgraduate studies shall cover the course of not less than 2 semesters and provide partial qualifications at levels 6, 7 or 8 as provided under the Polish Framework of Qualifications (PRK).
3. Programmes of postgraduate studies shall specify the effects of learning associated with partial levels of qualifications, including the second level characteristics applicable for the levels 6, 7 or 8 of the PRK, as defined in pertinent regulations issued on the basis of art. 7 sec. 3 and 4 of the Act of December 22, 20115 on the Integrated System of Qualifications, and credited with a total credit of not less than 30 ECTS points.
4. It is assumed that a single ECTS point corresponds to workload of anywhere between 25 and 30 hours of training, calculated per each postgraduate student, including both the formal tuition and the time required for individual training of knowledge and skills.
5. Those programmes of postgraduate studies which culminate in provision of vocational entitlements shall be construed in such a way as to meet the additional requirements for the task at hand, as specified in the pertinent regulations of the law.
6. Students shall have the right to apply to the University bodies for a formal recognition of any previously acquired qualifications (attested by proper certificates or licences), particularly those issued by institutions duly accredited by the University, as well as any additional qualifications acquired in the course of non-formal training. Detailed regulations associated with formal recognition of qualifications of postgraduate students shall be provided in a separate Decision by the University Rector.
7. Formal participants of postgraduate courses of studies shall collectively be recognized as students (auditors).

§ 2

1. Courses of postgraduate studies may be organized in cooperation with other institutions and schools of higher learning, including foreign organizations. Principles of cooperation, delegation of tasks between organizational units, and forms of financing associated with such courses of studies shall each time be negotiated by a separate agreement held between the participating bodies.
2. The University may undertake to provide courses of postgraduate studies adjusted to demands of other institutions (including commercial companies), in the form of ordered courses. Detailed

principles for the organization and settlement of such ordered courses of studies shall be defined in separate agreements held between the University and any such third party.

3. Courses of postgraduate studies may be provided in the form of full-time studies, part-time studies, and distant learning, including any combination thereof.
4. Courses of postgraduate studies may be held in the Polish language or in a foreign language.

II. INITIATION OF POSTGRADUATE STUDIES

§ 3

1. Motions for the initiation of new courses of postgraduate studies may be submitted to the authority of Deputy Dean for Student Affairs and Education by any person formally employed by the University and holding an academic degree of not less than doctor.
2. Motions for the initiation of new courses of postgraduate studies shall be placed with the Centre for Life-long Learning, and shall be supplied in accordance with the formal design defined for the purpose.
3. A motion for the initiation of a new course of postgraduate studies shall contain the following:
 - 1) course name (designation),
 - 2) course designation in the English language,
 - 3) course duration (in semesters), attribution of ECTS points, and the planned number of didactic hours,
 - 4) form and formula of studies,
 - 5) learning effects, in relation to formal characteristics defined in the applicable sections of the Polish Framework of Qualifications (PRK), and details of the planned course's programme (in hours, and separate for tuition and practical training), along with detailed attribution of ECTS points per subject, and with English translations,
 - 6) candidacies for the post of study manager and scientific advisor (if applicable),
 - 7) principles and forms of recruitment (interview, test, order of applications, etc.),
 - 8) tuition fees.
4. Programmes of studies shall be presented along with the relevant effects of learning, with detailed attribution of ECTS points for each planned subject.
5. Deputy Dean for Student Affairs and Education may rule to place an obligation for assigning a scientific advisor for any course of studies.
6. Deputy Dean for Student Affairs and Education shall present the motions thus submitted to the authority of the University Advisory Committee for Postgraduate Studies. The Committee shall pass their opinion on the planned effects of learning, programme framework, and candidacies for the post of study manager and scientific advisor (if applicable).
7. Programmes of studies receiving conclusive postulates for changes in more than 30% of their planned effects of learning shall be returned to the authority of the Senate for approval.
8. The Senate shall exercise their rights in the above matters based on formal opinions from the University Advisory Committee for Postgraduate Studies.
9. Principles governing the operation of the Committee shall be defined by the Rector in the form of a separate Decision.

§ 4

1. Courses of postgraduate studies are provided for a fee. Formal inauguration of studies shall proceed under the condition of satisfying the minimum number of applicants to ensure full coverage of the cost incurred in their organization (with inclusion of any indirect cost) and practical provision (the above rules shall not apply to courses of studies co-financed from the EU funds, scientific grants or other external sources).
2. Principles for the estimation of costs, settlement of course fees, and remuneration of personnel involved in the organization and operation of courses of studies shall be set down in a separate Decision by the University Rector.

§ 5

1. After formal approval from the Senate, and based on formal opinions of approval from the University Advisory Committee for Postgraduate Studies issued with regard to programmes and documentation provided under § 3 sec. 3, and following the approval of cost by the Bursar, Deputy Dean for Student Affairs and Education shall pass their decision on:
 - 1) formal initiation of postgraduate studies,
 - 2) formal appointment of study manager and scientific advisor (if applicable).

III. ORGANIZATION OF POSTGRADUATE STUDIES (MANAGER, SCIENTIFIC ADVISOR, ADMINISTRATIVE SUPPORT)

§ 6

1. Duties attached to the post of manager of postgraduate studies shall include the following:
 - 1) preparation of motions for the initiation of courses of postgraduate studies, as defined in § 3 sec. 2 above,
 - 2) preparation and updating of information addressed to candidates and/or participants of postgraduate studies, including online publications presented on the University platform,
 - 3) cooperation with the University Centre for Life-long Learning in the task of preparing formal offers for planned editions of postgraduate courses of studies, organization of marketing activities, and the development of the Internet platform designed for course servicing and management,
 - 4) organization and supervision of recruitment procedures,
 - 5) preparation and presentation before the University Centre for Life-long Learning of any documentation required in the organization of courses, including:
 - a) a detailed conspectus of the programme, along with the planned personnel assignments,
 - b) programme timetable per each semester of the planned course, presented in compliance with the formal requirements,
 - c) estimates of the course's planned budget,

- d) a complete set of syllabuses for each of the subjects covered by the programme, presented in compliance with formal recommendations issued on the power of a separate Decision by the Rector,
 - e) reserving classrooms and auditoriums for the planned didactic activities in accordance with the planned timetable, and passing information to the University Office for Planning and Settlement of Didactic Activities on any changes in the current use of space assigned for the purpose,
 - 6) verification of didactic encumbrance of each member of the University personnel actively involved in provision of courses of postgraduate studies,
 - 7) preparation of agreements of employment held with course providers,
 - 8) current supervision over didactic processes, including attendance monitoring,
 - 9) formal confirmation of didactic activities held, in the form of signed invoices,
 - 10) running periodic evaluations of courses and other activities, including online activities conducted via the Internet platform assigned for servicing postgraduate studies,
 - 11) submitting before the University Centre for Life-long Learning of conclusive settlements of each course of studies within three months after conclusion of such course. Settlements shall each bear the sign of approval from the Bursar office, and shall include sufficient reserves to ensure course completion for students formally approved to prolong the terms of their study.
2. Manager of postgraduate studies shall be remunerated in accordance with formal calculations of wages defined for personnel involvement in postgraduate courses of studies.
 3. For any default on the part of manager of studies in carrying out the aforementioned duties, and on the power of decision issued by Deputy Dean for Student Affairs and Education, inauguration of further editions of the relevant courses may be deferred.

§ 7

1. The post of scientific advisor (if applicable) shall be held by a University employee, holder of an academic degree of doctor habilitatus or an academic title.
2. Duties of a scientific advisor shall include the following:
 - 1) preparation and continued improvements of the relevant postgraduate study programmes,
 - 2) ensuring proper accord and relevance of course content with the programme and with the expected learning effects.
3. Manager of postgraduate studies shall be remunerated in accordance with formal calculations of wages defined for personnel involvement in postgraduate courses of studies.
4. In the absence of a formally appointed scientific advisor, duties assigned to the post, as defined in sec. 2 pts. 1 and 2 above shall be performed by the relevant manager of postgraduate studies.

§ 8

Administrative support of postgraduate studies shall be provided by the University Centre for Life-long Learning.

§ 9

1. Tuition in courses of postgraduate studies shall be provided by experienced employees of the Wrocław University of Economics and Business.
2. Selected subjects or topics covered by programmes of postgraduate studies may be provided by other personnel, including specialists and educators without formal contracts of employment with the University. Selection of teaching personnel shall each time be decided on the basis of their qualifications and expertise.
3. Duties of the academic staff employed to provide teaching services at courses of postgraduate studies shall include the following:
 - 1) prompt and timely preparation of syllabuses, conspectuses and didactic materials, in accordance with the applicable recommendations published by the proper manager of postgraduate studies and in accordance with the established programme of studies,
 - 2) providing course participants with information on subject requirements, terms and methods of examination as well as forms and methods of compensating for absences; these duties shall be performed over the course of the subject's inaugural meeting),
 - 3) realization of their teaching assignments in full concordance with the adopted programme of studies,
 - 4) provision of passing grades or examinations, as set down in the adopted programme of studies and in accordance with the prescribed schedule,
 - 5) informing proper managers of postgraduate studies on any modifications made to the programme and on any potential deviations from the established content of courses in their subjects,
 - 6) completing the required entries in relevant protocols and periodic evaluation scorecards,
 - 7) informing proper managers of postgraduate studies on any changes reported by students with respect to their personal details as well as other information that may potentially affect the existing agreements held between students and the University.

IV. CONDITIONS AND TERMS OF RECRUITMENT

§ 10

1. Admission in courses of postgraduate studies shall be open to persons with documented qualifications of not less than level 6 issued or authorized by institutions of the national system of higher education and science.
2. Selected courses of postgraduate studies may be guarded by steeper recruitment conditions, requiring applicants to document their qualifications of not less than level 7, duly issued or authorized by institutions of the national system of higher education and science, or to fulfil additional requirements as specified by the manager of studies, such as convergence of programmes, certifications, or documented vocational practice.
3. Diplomas issued by foreign institutions shall be subject to provisions stated in art. 326 and art. 327 of the Law of Higher Education and Science.
4. Recruitment to courses of postgraduate studies shall be open, with the exception of ordered courses described in § 2, sec. 2 above.
5. All candidacies shall be presented in the form of electronic registration on the University Internet platform assigned for servicing courses of postgraduate studies.
6. Candidates shall submit the following documents:

- 1) a motion for admittance to a course of postgraduate studies, addressed to the authority of Deputy Dean for Student Affairs and Education,
 - 2) filled registration form,
 - 3) formal confirmation of the commitment to participate in financial dues arising in the context of their studies, signed by an employer, an employment agency, the State Fund for Rehabilitation of Disabled People, or any other party (in cases involving third-party co-financing of tuition fees),
 - 4) a certified copy of their higher education diploma (such confirmation may be passed by a member of the University Centre for Life-long Learning or by a recruitment officer, based on examination of the original document or a certified copy thereof); diplomas issued by foreign entities shall be supplemented with duly certified translations,
 - 5) in dubious cases, Director of the University Centre for Life-long Learning may require foreigners or Polish residents with diplomas issued by foreign institutions to confirm their qualifications by means of legalization or apostille, along with duly certified translations thereof (original document for examination + copy).
7. Documentation described in sec.6 pts. 1-3 is generated automatically by the IT system after candidates complete their electronic registration on the University Internet platform assigned for servicing courses of postgraduate studies.
 8. In cases of non-admittance or for courses suspended due to insufficient number of student admissions, the University shall duly return all documentation provided by the candidate.
 9. Decisions of admittance/non-admittance to courses of postgraduate studies shall be passed by the proper manager of studies.
 10. Students admitted to courses of postgraduate studies shall be required to sign their agreements with the University in confirmation of their financial duties for the educational services (using forms provided on the University website).
 11. Any additional requirements expected from foreign residents applying for courses of postgraduate studies at the University shall be regulated by power of a separate Decision of the University Rector.

V. DOCUMENTATION OF STUDY COURSES

§ 11

1. For each person participating in courses of postgraduate studies, the University will keep a portfolio of records, containing the following:
 - 1) full set of application documents described in § 10, sec.6,
 - 2) a copy of the agreement held by them with the University in confirmation of their financial duties for the educational services,
 - 3) documentation confirming their passing of the final examination or a duly formatted copy of the graduation thesis (if their course of choice culminates in preparation and defence of such a thesis),
 - 4) an archival copy of their diploma of graduation from postgraduate studies.

2. Course documentation shall also contain records of passing/examination protocols and of the final examination protocol.
3. All grades (including passing grades) shall be registered in protocols or in periodic evaluation scorecards. Protocols (passing/examination) shall be signed by the respective subject providers or by the proper manager of studies. Scorecards shall be signed by the proper manager of studies.
4. All documentation shall be stored with the University Centre for Life-long Learning, and archived for the period of two years after course completion, in line with the University archival principles.

§ 12

1. Diplomas of graduation from postgraduate studies shall be delivered in person. At the student's request, a diploma may be sent by post, with a notice of receipt.
2. A duplicate copy of a graduation diploma shall be offered on request.
3. Principles governing the issue of duplicate copies of diplomas shall be regulated by a separate Decision by the University Rector.

VI. RIGHTS AND DUTIES OF COURSE PARTICIPANTS

§ 13

1. Participants of postgraduate studies shall have the right to:
 - 1) consult their tutors on any matter related to their education,
 - 2) submit opinions and postulates to the Manager of postgraduate studies on any matter related to the didactic process,
 - 3) freely access the resources stored and disseminated by the University library system,
 - 4) present their graduation thesis in a foreign language of their choosing, pending the consent from their thesis supervisor,
 - 5) resign from their course of studies, in accordance with conditions defined in their agreement of financial obligations, held with the University for the educational services provided at courses of postgraduate studies (following a written motion to that effect, submitted to the authority of the University Centre for Life-long Learning).
2. Duties of participants of postgraduate studies shall include the following:
 - 1) attendance at courses prescribed by their programme of studies (with minimum attendance requirement set at 80% of the prescribed load),
 - 2) obtaining passing grades in all subjects prescribed by their programme of studies, confirmed by proper entries in their individual examination protocols and periodic evaluation scorecards,
 - 3) presenting their graduation projects well ahead of the final examination deadline (in a form specified by the proper manager of studies); the above requirement shall also apply to final theses (if necessitated by their programme of studies),
 - 4) taking their final examination,
 - 5) settling their dues with the University for educational services at postgraduate studies, in a prompt and timely manner,
 - 6) promptly inform their manager of studies or the relevant administrative office on any change in their personal detail, formal status and/or contact details.



3. A participant of postgraduate studies shall be removed from the University roster of students under the following conditions:
 - 1) failure to attend their course,
 - 2) placing a letter of resignation from their studies,
 - 3) failure to sit the final examination in a prescribed time and manner,
 - 4) breach of the applicable laws, particularly those related to the authorship of their final projects, theses or passing assignments (plagiarism).
4. A participant of postgraduate studies may be removed from the University roster of student for the following defaults:
 - 1) failure to attend more than 20% of courses prescribed by their programme of studies,
 - 2) failure to obtain a passing grade on any course prescribed by their programme of studies,
 - 3) failure to settle their financial dues to the University in prescribed terms and manner,
 - 4) failure to submit their motion for study prolongation, as defined in § 17 pt. 8 below,
 - 5) failure to obtain formal approval for study prolongation from the proper manager of postgraduate studies.
5. Decisions burdened with the prospect of removal from the University roster of students shall remain the authority of the Director of the University Centre for Life-long Learning.
6. Manager of postgraduate studies may pass opinions advising removal of any participant from the University roster of students following the occurrence of any of the conditions specified insecs. 3 and 4 above.
7. Following their removal from the University roster of students, a participant may submit a motion to the authority of Director of the University Centre for Life-long Learning to obtain their approval for study continuation for a fee, on principles defined in a separate Decision by the University Rector. Motions to this effect shall be placed with the University Centre for Life-long Learning, using forms provided for the purpose and complete with a formal opinion by the proper manager of postgraduate studies.
 - 1) the prospect of study continuation under conditions described above shall only be offered once per course,
 - 2) study continuation may only be offered within a calendar year from the date of expulsion,
 - 3) study continuation may only be offered at courses relevant to the prescribed content of the previously discontinued course of postgraduate studies.
8. In case of resignations from postgraduate studies before their formal conclusion, the University shall retain such portion of previously settled dues which corresponds with the number of didactic hours already provided over the course of the respective studies (and allowing for the relevant terms of agreement termination).
9. A participant of postgraduate studies may apply for a leave of absence.
 - 1) after returning from a leave, students may continue with their course of studies at the onset of the next academic year, pending the availability of the next edition of their regular course of studies.
 - 2) the applicant shall face removal from the University roster of students following their failure to attend their study continuation or if the next edition of their original course is no longer available.
10. Motions for student leaves of absence shall be submitted well ahead of the planned commencement of such leave, and placed with the University Centre for Life-long Learning.

Motions shall be addressed to the authority of Director of the University Centre for Life-long Learning, complete with opinions from the relevant manager of postgraduate studies.

§ 14

1. Any decision made by Director of the University Centre for Life-long Learning or manager of postgraduate studies may be contested by appeal to the Deputy Dean for Student Affairs, placed within 14 days from the date of their reception.
2. Decisions made by Deputy Dean for Student Affairs and Education shall be conclusive.

VII. PASSING GRADES, TESTS, AND FINAL EXAMINATIONS

§ 15

1. Graduation from postgraduate studies shall be offered to students who meet the following requirements:
 - 1) obtaining passing grades on any subject and examination test prescribed by their programme of studies, in confirmation of the expected effects of learning defined in the programme,
 - 2) obtaining a passing grade for their graduation assignment (or thesis, if required by the programme),
 - 3) settling of all dues with the University for the educational services,
 - 4) obtaining a passing grade for their final examination.

§ 16

1. Terms and deadlines for passing and examinations shall be defined in the plan of studies.
2. Passing of subjects and examinations shall be credited using the following graduation scale:
 - a) very good (bardzodobry) - 5,0
 - b) good plus (dobry plus) - 4,5
 - c) good (dobry) - 4,0
 - d) sufficient plus (dostateczny plus) - 3,5
 - e) sufficient (dostateczny) - 3,0
 - f) insufficient (niedostateczny) - 2,0
 - g) passing (zaliczenie bez oceny) – zal.
 - h) failed (niezaliczenie) – nzal.
3. Manager of studies, thesis supervisor or subject provider shall have the duty of reporting to the authority of Director of the University Centre for Life-long Learning of any conceivable breach of the pending laws suggestive of assisted or unauthorized credit for the passing grades or graduation theses (plagiarism).
4. Participants failing to obtain passing grades on any test or examination within the prescribed schedule may apply for a retake to be held at a time prescribed for the purpose.

5. Detailed terms and deadlines for obtaining passing grades and taking examinations in retakes shall be set by the proper manager of postgraduate studies, in cooperation with the supplicant and the course/subject provider.
6. Results obtained at passing or examination retakes shall be conclusive.

§ 17

1. A course of postgraduate studies shall culminate in final examination.
2. The final examination shall involve verification of the student's knowledge, skills and social competences. Final examinations may include defence of a graduation thesis (if prescribed by the programme of studies).
3. Graduation work may be produced in the form of a team assignment, under the condition of rigorously specifying the exact input from each and every member of such a team of authors.
4. Forms and manner of final examinations shall be decided by the proper manager of postgraduate studies.
5. Final examinations shall be held before an examination body consisting of three University employees, as follows:
 - 1) an independent member of the scientific/research personnel,
 - 2) manager of postgraduate studies or scientific advisor,
 - 3) thesis supervisor or other member of scientific/research personnel involved in provision of the educational service of postgraduate studies, duly appointed by the proper manager of postgraduate studies (the latter shall only apply to examinations with no formal thesis requirements).
6. Final examinations shall be conducted at the end of the last prescribed semester of studies. Specific terms and deadlines for examinations shall be decided by the proper manager of postgraduate studies and published not later than 30 days prior to the planned date of their commencement.
7. Students may apply to be included in the current examination round only after meeting the requirements set down in § 15 sec. 1 pts. 1-3.
8. In justified cases, manager of graduate studies may rule to allow for a prolongation of terms and deadlines of final examination (but within 12 months after conclusion of didactic assignments). Motions to this effect shall be filled using forms provided for the purpose and placed with the University Centre for Life-long Learning before the date officially assigned for final examinations at the current edition of the studies.
 - 1) failure to present such motion or failure to obtain the formal approval for postponement of examination from the relevant manager of studies shall result in removal of the applicant from the University roster of students,
 - 2) failure to approach the postponed term of examination on the previously agreed date and time shall result in removal of the applicant from the University roster of students.
9. After receiving an insufficient grade, students shall have the right to retake the examination at another date and time, as decided by the proper manager of studies (but within 12 months after conclusion of didactic assignments).
 - 1) failure to obtain the minimum passing grade of sufficient at such a retake shall result in removal of the applicant from the University roster of students,

- 2) failure to approach the final examination on the previously agreed date and time shall result in removal of the applicant from the University roster of students.

§ 18

1. After meeting the conditions specified in § 15 above, a student will be presented with a diploma of graduation from postgraduate studies.
2. Diplomas of graduation from postgraduate studies shall present a final grade for the course of studies, using the following gradation scale: *bardzodobry* (5,0); *dobry plus* (4,5); *dobry* (4,0); *dostateczny plus* (3,5); *dostateczny* (3,0).
3. Students with complete sets of passing grades from each subject prescribed by the programme, but with no formal grade obtained for passing of the course shall have the right to apply for a certification confirming their participation in postgraduate studies.
4. Students of postgraduate course of studies may apply for certifications to confirm their level of qualifications obtained in the course of their studies (and provided for in the programme). Certificates to this effect may be issued in cooperation with third-party institutions involved in the organization of postgraduate studies. Forms and principles of such certification shall be defined on the power of a separate Decision by the University Rector.

VIII. SUPERVISION OF POSTGRADUATE STUDIES

§ 19

1. The authority of supervision over the course of postgraduate studies shall rest with Deputy Dean for Student Affairs and Education.
2. The authority of organization of postgraduate studies shall rest with proper managers of postgraduate studies and with the University Centre for Life-long Learning.