

**Resolution no. 320/2019**  
**of the Council of the Faculty of Letters of the University of Wrocław**  
**of 12 November 2019**

**on**  
**the form, mode and organisation of the course of first-cycle and second-cycle studies**  
**at the Faculty of Letters of the University of Wrocław**

Pursuant to Resolution no. 94/2019 of the Senate of the University of Wrocław of 22 May 2019 on the Regulations of Studies at the University of Wrocław and on the Procedure of Evaluating New Study Programmes and Changes to Study Programmes (Including Course Syllabi) at the Faculty of Letters Applied by the Faculty Board for Education Quality at the Faculty of Letters of 19 December 2014, the Council of the Faculty of Letters establishes the following:

**I. Study programmes**

1. The projects of study programmes for new fields of study, specialities and specialisations and the changes to the existing study programmes are prepared by institutes/chairs, by the boards for education quality appointed in those units, on the basis of the regulations on the guidelines for the councils of the basic organisational units concerning developing, opening and carrying out study programmes which are binding at the University of Wrocław.
2. The documentation of the designed new fields of study and specialities which are to be opened in the next academic year is submitted to the Dean's Committee until the end of November at the latest. The projects of the changes to the binding study programmes, which are to be made in the next academic year, are submitted to the Dean's Committee until 20 March. The projects of study programmes and their changes are directed by the Dean's Committee to the Faculty Board for Education Quality and evaluated according to the principles and on the dates adopted by the Faculty Board provided for in *the Procedure of Evaluating New Study Programmes and Changes to Study Programmes (Including Course Syllabi) Applied by the Faculty Board for Education Quality at the Faculty of Letters*.
3. Students participate in the development of new study programmes and in the evaluation of the changes to the binding study programmes by means of their representatives in the boards for quality functioning in particular units of the Faculty of Letters as well as by means of their representatives in the Faculty Board for Education Quality and the appropriate bodies of the Student Government.
4. The study programmes adopted by the Council of the Faculty of Letters are available on the appropriate internet website (on the websites of the units of the Faculty of Letters).

**II. Study individualisation**

In justified cases, the student has the right to study individualisation which involves studying according to **the individual study organisation (IOS)** or studying according to **the individual study programme (plan) (IPS)**.

**1. The principles of studying according to the individual study organisation (IOS)**

- 1.1. The individual study organisation (IOS) involves obtaining credits for courses and taking examinations without changing the study programme established for a given field of study (speciality, specialisation), according to the individual study organisation provided for in an appropriate schedule.
- 1.2. Such schedule is prepared by the student with the approval of student year tutor and then it is presented for the approval of the vice-director of the institute/chair for teaching.
- 1.3. A detailed schedule may encompass courses belonging to the categories mentioned below (not necessarily to all of those categories):
  - A. the courses attended as the study programme for a given field of study provides for;
  - B. the courses which were or will be attended in another semester or year provided for in the schedule (on condition that this change does not violate the sequence of learning outcomes);
  - C. the courses attended instead of the courses from the study programme (on condition that they enable the student to achieve appropriate learning outcomes and the required number of ECTS credits).
- 1.4. Among the situations which entitle the student to apply for the individual study organisation are:

- disability and other justified and documented health problems,
  - parenting of a small child,
  - concurrent studies in several fields of study,
  - participation in a foreign exchange (this does not apply to Erasmus+ programme studies, the organisation of which is provided for in a separate regulation),
  - other important personal issues of the student.
- 1.5. The courses mentioned in point 1.3. A-C can be passed individually (in an extra-mural form) if the manners of the verifying of the achievement of the learning outcomes assigned to those courses are defined for each of them and approved by the course teacher. The number of courses passed individually in the extra-mural form may not be higher than three.
- 1.6. It is not possible to pass in the extra-mural form the courses, in the case of which, in order to achieve the learning outcomes defined in the syllabus, the student has to be always present at classes to meet the requirements of passing the course and obtaining the credit. The list of such courses is determined by the council of the institute/chair. In particular, it is not possible to pass in the extra-mural form the diploma seminar; however, in justified cases, it is possible to prepare the diploma thesis in the form of individual supervision (which requires the consents of the course teacher, director for teaching and appropriate vice-dean).
- 1.7. The student applying for the consent to study according to the individual study organisation (IOS) files a petition with its justification on this issue, approved by the vice-director of the institute/chair for teaching. If the courses are to be taken in the extra-mural form, a separate petition concerning this matter has to be filed until the end of the second semester (at the latest) from which the student intends to study according to the individual study organisation.
- 1.8. The decision concerning the granting of the individual study organisation is made by the appropriate vice-dean.

## **2. The principles of studying according to the individual study programme (plan) (IPS)**

- 2.1. In justified cases, the student who has passed the first year of first-cycle studies or the first semester of second-cycle studies may study according to the individual study programme (plan).
- 2.2. The student whose grade average for the semester preceding the filing of the petition is at least 4.5 can apply for the consent to study according to the individual study programme (plan).
- 2.3. The student who applies for the consent to study according to the individual study programme (plan) files a justified petition to the appropriate vice-dean two weeks before the beginning of the semester, at the latest. The petition should be accompanied with:
- written consent of a prospective tutor to supervise the student;
  - a detailed programme of individual studies worked out under the guidance of the supervisor;
- The individual study programme has the form of a plan encompassing the courses, the manner and place in which they are to be attended, the number of hours and ECTS credits (the student should plan to obtain at least 60 ECTS credits in each year). Each course should be provided with the learning outcomes and manners, in which their achievement will be verified. The entirety of the individual study programme should include the learning outcomes defined for a given field of study. The individual study plan must include the obligatory components of the study programme such as foreign language courses, physical education classes, entrepreneurship courses, vocational practice.
- written approval of the individual study programme expressed by the suggested tutor and the appropriate vice-director of the institute/chair for teaching.
- 2.4. The supervisor of the student is a full-time faculty member of the Faculty of Letters of the University of Wrocław having the degree of doktor habilitowany. In justified cases, the dean can appoint a faculty member of the Faculty of Letters with the degree of doktor and significant scholarly and teaching achievements as the supervisor.
- 2.5. The decision concerning the granting of the individual study programme (plan) is made by the appropriate vice-dean.

### **III. The principles of obtaining credits for courses and course modules and other components of study programmes**

1. The student shall obtain credits for all courses and modules from the study programme, for which he/she was enrolled in a given semester/year, in the time compatible with the academic year organisation and USOS schedule, according to the principles described in the study programmes and syllabi (this also pertains to industrial safety training, physical education classes, entrepreneurship course, library training, vocational practice etc.).
2. The principles of repeating courses are defined in the Regulations of Studies and the fees collected for repeating a course are announced for each academic year in the announcement of the Rector of the University of Wrocław.
3. The principles of passing the semester and registering for the next semester with credit deficit and semester repetition are defined by the Council of the Faculty of Letters.
4. The courses repeated should be attended in possibly the fastest time (semester).
5. The fee for untaken/repeated examinations is collected in the amount corresponding to the number of hours of the course which finishes with a credit (e.g. discussion classes, classes, pro-seminars, seminars, foreign language courses, physical education classes) or with an examination (e.g. lectures).

In case the student does not obtain the credit for the courses which are the components of modules, the student repeats only the failed courses and makes the payment of the fee only for those courses. In such a case, the study programme may provide for not giving ECTS credits for the entire module, which may result in semester repetition (if the credit deficit allowing the student to be enrolled for the next semester with credit deficit which is defined by the Council of the Faculty of Letters has been exceeded).

6. The student can apply for the exemption from part of the fee or the entire fee for repeating courses according to the principles defined in the regulation of Rector of the University of Wrocław as well as for paying in instalments the fee for the courses repeated according to the principles defined in the resolution of the Council of the Faculty of Letters.
7. The student of regular full-time studies can apply for transferring the excess of ECTS credits for the next semester or year.
8. The student can file a petition to acknowledge a course passed in earlier semesters in a different field of study or a different higher school. In order to do so, the student should:
  - file a petition, approved by the vice-director of the institute/chair for teaching, to the appropriate vice-dean;
  - indicate the course, define where it was passed, give the USOS code of the course and the translation of the course name into English.

After the student obtains the consent:

- in the case of the course passed at a different faculty or in a different higher school, the dean's office employee creates a modified decision in the USOSWeb system in order to enter the grade for the course;
  - if the acknowledged course replaces another course, for which the student is registered, the student is removed from the course group, to which he/she was registered/ assigned by the secretariat for teaching.
9. The student shall file a petition to acknowledge a course (grade) until the end of the second week of the semester (at the latest), in which the student will attend the replaced course; petitions filed after this time shall not be considered.
  10. Acknowledging courses (grades) concerns the courses attended at the same level of studies.
  11. Acknowledging the grades for physical education classes and foreign language classes are defined in separate regulations of the Rector of the University of Wrocław.
  12. Institute/chair councils define the regulations of vocational practice, develop the template of a practice booklet and appoint the coordinators of vocational and teaching practice. The regulations and practice booklets become valid after they are positively approved by the Faculty Board for Education Quality.
  13. The student can apply for acknowledging practice carried out outside the University of Wrocław as practice, during which the student has achieved learning outcomes (referring to the field of study, speciality, specialisation). For this purpose, the student files a petition to the practice coordinator with relevant justification and documentation confirming the achievement of relevant learning outcomes.

#### **IV. The principles of reactivation, change of study mode, change of the field of study (speciality, specialisation) by the students of the Faculty of Letters and the change of the field of study by the students of the University of Wrocław as well as transfers from other higher schools**

##### **1. Study reactivation**

- 1.1. The individual who passed at least the first year of studies and has been deleted from the list of students can apply for the reactivation of student rights. No more than five years may pass from the date of removing the student from the list of students. A longer period is not subject to reactivation.
- 1.2. The reactivation, referred to in point IV.1.1., shall not concern the renewal of studies in order to submit a diploma thesis and to take the diploma examination within two years from removing the student from the list of students.
- 1.3. After analysing the achievement of the person applying for reactivation and consulting the director of the institute/chair, the appropriate vice-dean makes the decision concerning the reactivation and in the case of a positive decision, the said vice-dean specifies the semester/year of re-taking up the studies as well as determines the programme differences which the student has to make up as well as the manner and period of making up those differences so that the student could achieve the learning outcomes for a given programme.
- 1.4. In the case of regular full-time studies, in the first reactivation, the student pays no fee for repeating the courses taught at the Faculty of Letters. However, the courses taught at other faculties and units of the University of Wrocław (Foreign Language Centre, Teacher Education Centre, Physical Education and Sport Centre, Industrial Safety and Fire Protection Unit) are paid (in the amount resulting from the regulation of the Rector of the University of Wrocław on the amounts of fees in a given academic year). In the case of another reactivation, the student pays the fee for repeating all courses and the courses specified in order to make up the programme differences (in the amount resulting from the regulation of the Rector of the University of Wrocław on the amounts of fees in a given academic year).
- 1.5. In the case of part-time studies, reactivation is paid.
- 1.6. The vice-dean may deny reactivation if:
  - the level, field of study or speciality (in the field of study *philology*) in which the individual applying for reactivation studied was closed down;
  - the individual applying for reactivation did not cover the previous financial liabilities towards the University of Wrocław;
  - the individual applying for reactivation was previously reactivated for the studies at the University of Wrocław but grossly neglected the student's duties and/or did not fulfil the obligations resulting from the oath.

##### **2. The change of study mode**

- 2.1. Within the studies at the Faculty of Letters of the University of Wrocław, the student can change the mode of studies from regular full-time studies into part-time studies and *vice versa*. What conditions obtaining the consent for the change of study mode is:
  - passing at least two semesters of the studies in a given field of study;
  - filing a petition on this matter to the secretariat of the appropriate institute/chair a month before the beginning of a new semester, at the latest;
  - fulfilling the requirements (regulations) provided for by the appropriate institute/chair offering the field of study/speciality (*e.g.* having a required grade average in the period preceding the transfer; the director of the institute/chair, in cooperation with the dean, also determines the number of individuals who can change the mode of studies in a given semester) which are published on the websites of the units.
- 2.2. The decision concerning the change of study mode is made by appropriate vice-deans.

##### **3. The change of the field of study**

- 3.1. Within the studies at the Faculty of Letters of the University of Wrocław, the student can change the field of study. What conditions obtaining the consent for the change of the field of study is:
  - passing at least two semesters of studies;
  - filing a petition on this matter to the secretariat of the appropriate institute/chair a month before the beginning of a new semester, at the latest;

- fulfilling the requirements (regulations) provided for by the appropriate institute/chair offering the field of study/speciality (e.g. having a required grade average in the period preceding the transfer; the director of the institute/chair, in cooperation with the dean, also determines the number of individuals who can change the field of study in a given semester) which are published on the websites of the units.
- 3.2. The decision concerning the change of the field of study is made by the appropriate vice-dean who, after consulting the director of the institute/chair, specifies the programme differences with reference to the learning outcomes for a given programme and the period of making up those differences.
- 3.3. In the case of part-time studies, making up the programme differences resulting from the need to supplement the learning outcomes for a given field of study, referred to in point IV.3.2. is paid.

#### **4. The change of speciality and specialisation**

- 4.1. The prerequisite for obtaining the consent to the change of speciality is passing the semester and filing a written petition with the opinion of the appropriate vice-director for teaching until the end of the second week of the semester, at the latest.
- 4.2. The decision concerning the change of speciality is made by the appropriate vice-dean who, after consulting the director of the institute/chair, specifies the programme differences with reference to the learning outcomes for a given programme and the period of making up those differences.
- 4.3. In the case of part-time studies, making up the programme differences resulting from the need to supplement the learning outcomes for a given field of study, referred to in point IV.4.2., is paid.

#### **5. Transfer from another higher school and the change of the field of study**

- 5.1. The principles of transferring from other higher schools are defined in the Regulations of Studies at the University of Wrocław. What conditions considering the application for the transfer to studies at the University of Wrocław is:
- filing a petition on this matter, along with the documentation of the course of studies, to the appropriate vice-dean a month before the beginning of a new semester, at the latest;
  - a significant degree of similarity between the learning outcomes for the field of study from which the student wishes to transfer and the learning outcomes for the field of study, to which the student wishes to transfer;
  - passing at least two semesters of studies in the higher school from which the student wishes to transfer;
  - obtaining the consent of the dean of the appropriate faculty of the higher school at which the student presently studies;
  - fulfilling all obligations, in particular, the financial ones, towards the higher school, from which the student transfers.
- 5.2. The appropriate vice-dean makes a decision about the transfer from another higher school to the Faculty of Letters of the University of Wrocław who, after consulting the director of the institute/chair, specifies the programme differences with reference to the learning outcomes for a given programme and the period of making up those differences.
- 5.3. In the case of part-time studies, making up the programme differences resulting from the need to supplement the learning outcomes for a given field of study, referred to in point IV.5.2., is paid.

#### **V. The principles of participation in classes taught at the Faculty of Letters and obtaining credits for these classes by primary school and secondary school students**

1. With the dean's consent, the students of primary and secondary schools may participate in classes taught at the Faculty of Letters.
2. The principles according to which primary and secondary school students may participate in classes and the manner of obtaining credits for those classes are regulated in the agreement between the school principal and the dean of the Faculty of Letters.
3. The dean can transfer the decision-making rights referred to in points 1 and 2 with reference to the studies offered in a given institute/chair to the director of the institute/head of the chair or their deputies.

Resolution no. 259/2017 of the Council of the Faculty of Letters of the University of Wrocław of 21 November 2017 on the form, mode and organisation of the course of first-cycle and second-cycle studies at the Faculty of Letters of the University of Wrocław expires.

This resolution becomes effective on the day of its adoption.

**Chairman of the Council  
Dean of the Faculty of Letters  
prof. dr hab. Marcin Cieński**