

**REGULATIONS FOR PARTICIPANTS IN POSTGRADUATE  
PROGRAMMES RUN BY THE WROCLAW UNIVERSITY  
OF ECONOMICS AND BUSINESS**

**I. GENERAL PROVISIONS**

**§ 1**

1. The Wrocław University of Economics and Business offers postgraduate programmes pursuant to the Act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws 2023, item 742, as amended; hereinafter: referred to as the Act), as well as in accordance with the University's internal legislation.
2. The curriculum of a postgraduate programme of study shall specify the learning outcomes for partial qualifications considering the characteristics of the second level of the Polish Qualification Framework) at level 6, 7 or 8 of the Polish Qualification Framework (PRK), as defined in the regulations issued pursuant to the *Act of 22 December 2015 on the Integrated Qualification System* and shall allow for the acquisition of at least 30 ECTS credits.
3. 1 ECTS is assumed to correspond to the total workload of a postgraduate student of 25 to 30 hours, including hours during teaching and individual work.
4. The curriculum of a postgraduate programme preparing for professional qualifications meets the additional requirements set out in the relevant legislation.
5. In the context of postgraduate programmes, a student shall mean a Participant in a postgraduate programme of study.
6. In the context of postgraduate programmes, the head of a programme shall mean the head of a postgraduate programme.
7. Administrative support for postgraduate programmes at the Wrocław University of Economics and Business is provided by the Lifelong Education Centre (CKU).
8. Whenever these Regulations refer to:
  - 1) written form, this shall mean that a document must be signed in writing; whenever the Regulations require a written form, they do so under pain of nullity;
  - 2) electronic form, this shall mean that a document bears a secure electronic signature verified by a valid qualified certificate;
  - 3) documentary form, this shall mean the submission of a signature via a platform indicated by the IT Centre of the WUEB for the creation of electronic signatures, which are not qualified electronic

signatures (e-signatures), ensuring the integrity and authenticity of the document.

## §2

1. Postgraduate programmes, hereinafter also referred to as “programmes”, may be provided:
  - 1) in the following forms:
    - a) full-time studies (classes are held on weekdays);
    - b) part-time studies (classes are held on weekends)
    - c) evening studies (classes are held on weekdays, in the afternoon);
    - d) as a combination of the forms referred to in points (a) to (c).
  - 2) in the following modes:
    - a) traditional (classes held in classrooms);
    - b) remote (classes held on an online platform);
    - c) hybrid (classes held simultaneously in a classroom and on an online platform);
    - d) which is a combination of the modes specified in points a to c.
  - 3) in the following languages:
    - a) Polish;
    - b) English.
2. A fee is charged for postgraduate programmes. The date of payment is always deemed to be the date on which the funds are credited to the designated bank account of the University.
3. A prerequisite for a programme of study to be launched is that the number of persons interested in the programme who have confirmed their participation in the programme is sufficient to ensure that the costs of organising and operating the programme (including mark-ups for indirect costs) are fully covered. In the event of programmes of study co-financed by the European Union, grants and other external financing sources, account shall be taken of the financing rules stipulated by the financing institutions.
4. The terms and conditions of study are laid down in accordance with the requirements of the Act, and the detailed terms and conditions of study in the following term, including a list of courses with the number of teaching hours including their various form and a list of the names of instructors shall be communicated to the Participant by e-mail by the head of the programme of study, the administrative staff for the programme of study or the co-organiser of the programme.
5. Should, for reasons not attributable to the University, a class not be held on the scheduled date, a new date for holding the class shall be indicated (no refund of fees).

## II. RECRUITMENT CONDITIONS AND PROCEDURE

### 3.

1. A participant in a postgraduate programme can be a person who holds a full qualification at least at level 6 obtained in the higher education and science system, i.e. has completed at least a first

cycle programme.

2. In special cases, only persons with a full qualification at least at level 7 obtained in the higher education and science system or persons who meet additional requirements specified by the Head of a programme of study, such as, for example, specialist education, certificates or documented work experience, may be admitted to the postgraduate programme.
3. The provisions of generally applicable law shall apply to diplomas issued by foreign universities.
4. The recruitment for postgraduate programmes open, except for programmes commissioned by a specific legal entity.
5. Candidates are required to register their postgraduate programme application by electronic means on the online platform at: <https://www.podyplomowe.ue.wroc.pl>. It is possible to fill in the application form, according to the template attached as Appendix No. 1 to the Regulations, only after registering on the platform.
6. After completing the application form, the applicant shall download the document from the system, shall sign it and then shall submit it along with the required attachments (indicated on the form) in writing (in person or by post).
7. Should the applicant not be admitted to the programme or the postgraduate programme not be launched due to the lack of a sufficient number of candidates, the original documents shall be returned to the applicant.
8. Documents may be submitted by electronic means (by uploading an electronically signed file and scans of the required attachments to the applicant panel on the platform). In this case, the applicant shall deliver the originals of the required attachments to the Lifelong Education Centre office no later than the date of the second session as part of the programme that the Participant has started. Failure to do so shall result in removal from the list of participants.
9. The decision on admission / non-admission to a postgraduate programme shall be made and communicated to the Applicants by the Head of the postgraduate programme in accordance with the conditions of recruitment.
10. The condition for being admitted to a programme is to conclude an agreement on the terms and conditions of payment for the postgraduate programme, where:
  - a. where the service is wholly purchased by the Participant, the agreement is concluded by the Participant submitting a statement according to the template attached as Appendix No. 2 to the Regulations (in documentary form),
  - b. where the service is purchased in whole or in part by a third party, the agreement shall be concluded in accordance with the template attached as Appendix No. 3 to the Regulations (in documentary form),
  - c. upon the conclusion of the agreement, the Participant shall submit their voluntary consent to the publication of their image, according to the template constituting Appendix No. 4 to the Regulations (expressed in documentary, written or electronic form),

- d. statements made by the University that result in the termination of the agreement before the expiry of the period for which it was concluded, as well as electronic decisions on removal from the list of postgraduate programme participants shall be sent to the Participant at the email address created for them in the ue.wroc.pl domain, with the effect of delivery (the Participant shall be allowed to use the created address during the course of the postgraduate programme and for at least 6 months after its completion).
11. In special cases where required by the specific nature of the postgraduate programme recruitment process (e.g. interview as a requirement for admission), the applicant is required to pay a recruitment fee. Its amount shall be set by the Vice-Rector in charge of education upon the proposal of the Head of the postgraduate programme. The recruitment fee is non-refundable and, upon admission to the postgraduate programme, is not included in the tuition fee. The recruitment fee shall be paid to the individual account generated at the time of enrolment, with the name of the postgraduate programme and the first and last name of the postgraduate applicant in the title of the transfer.

### **III. STUDY DOCUMENTATION**

#### **§ 4**

1. The Lifelong Learning Centre maintains records of postgraduate studies for each Participant.
2. The records referred to in section 1 above shall be kept at the Lifelong Learning Centre and archived two years after completing studies in accordance with the University's general archiving policy.
3. Unless otherwise provided in these Regulations, correspondence addressed to a Participant (including decisions and notifications from the University) shall be delivered to the Participant by email to the address specified by the Participant in the recruitment process on the postgraduate programme platform.

### **IV. RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN POSTGRADUATE PROGRAMMES**

#### **§ 5**

1. A participant in a postgraduate programme has the right to:
  - 1) acquire knowledge, skills and social competences as part of the chosen postgraduate programme of study,
  - 2) attend classes and take examinations, final tests or other forms of verification of the expected learning outcomes in the courses required as part of a given postgraduate programme,
  - 3) use the teaching facilities, equipment and resources provided by the University required for the postgraduate programme,

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- 4) use the resources of the Main Library of the Wrocław University of Economics and Business,
  - 5) report any comments and demands concerning the teaching process to the Head of the postgraduate programme,
  - 6) prepare a thesis in a foreign language, with the advisor's consent,
  - 7) decide to withdraw from the programme under the conditions specified in these Regulations and in the agreement concluded according to the rules described in § 3(10) points a-b.
2. It is the responsibility of a Participant in a postgraduate programme to:
- 1) read the Statutes of the University and the Regulations for Participants in Postgraduate Programmes, to comply with their provisions and to respect the University's property,
  - 2) attend the classes provided for as part of the programme (at least 80% attendance),
  - 3) refrain from taking any photographs or making recordings of classes without the consent of the instructor and other persons attending the classes,
  - 4) receive credit for the courses as part of the programme and obtain relevant entries in reports and transcripts of academic records of the Participant,
  - 5) submit a project (in the form specified by the Head of the postgraduate programmes) or thesis (where required by the programme) before the final examination,
  - 6) take the final examination,
  - 7) pay fees for the postgraduate programme on a timely basis,
  - 8) notify the Head of the postgraduate programmes or the administrative staff of the programme of a change in personal and contact details (failure to report a change of personal details, in particular the residence address and the address for correspondence, including e-mail address, shall mean that any correspondence sent using the details in the Participant's postgraduate programme records is deemed to have been effectively delivered, and the consequences of failure to report a change of details shall be borne by the participant in the postgraduate programme).
3. A Participant in a postgraduate programme shall be removed from the list of Participants if the Participant:
- 1) submits a statement on withdrawal from the programme according to the template constituting Appendix No. 5 to the Regulations and in accordance with the rules specified therein,
  - 2) fails to submit the original documents required for enrolment on time,
  - 3) fails to take the final examination within the specified time limit,
  - 4) is identified to be in breach of law, i.e. failure on the part of the Participant to prepare a thesis or final assignment on their own (plagiarism).
4. A Participant in a postgraduate programme may be removed from the list of Participants if the Participant:
- 1) is absent from more than 20% of classes without justification,
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- 2) fails to obtain credit for the courses as part of the programme of study,
  - 3) fails to pay tuition fees within the set time limits,
  - 4) fails to submit the application referred to in § 6 of the Regulations on time,
  - 5) fails to obtain the approval of the Head of the postgraduate programme for the extension of the programme of study.
5. The decision to remove a Participant from the list of Participants is taken by the Director of the Lifelong Education Centre. The decision and the statement of reasons shall be delivered to the person removed from the list of Participants. The date on which the decision becomes final (with the exception of the case referred to in section 3(1) above) shall remain the date on which the University submits a statement of termination of the Agreement with 30 days' notice unless the Participant waives the right to appeal in writing (in which case the date on which the University submits a statement of termination of the Agreement, from which the termination period begins to run, shall remain the date on which the Participant's statement waiving the right to appeal is received).
  6. The Head of the postgraduate programmes may make a request to remove a Participant in a postgraduate programme from the list of Participants in the event that the prerequisites specified in sections 3 or 4 are identified.
  7. A person removed from the list of Participants shall lose the rights specified herein, in particular the right to participate in classes.
  8. Decisions made by the Director of the Lifelong Learning Centre and the Head of a postgraduate programme are appealable to the Vice Rector in charge of education within 14 days of receipt.
  9. The decision of the Vice Rector in charge of education shall be final.
  10. Should the agreement with the University be terminated early (irrespective of the reason), the fee paid shall be refunded on a pro rata basis, and that the fee may be charged up to the date of termination, i.e. the date on which the notice period expires. Any overpayment shall be refunded upon request by the Participant in a postgraduate programme on the applicable template. The request for a refund of the overpayment referred to in the preceding sentence shall be submitted by a Participant in a postgraduate programme in the event of an overpayment made by mistake.
  11. The Participant has the right to request the Head of the postgraduate programme (in written, electronic, documentary form), on the template provided, inter alia, for:
    - 1) an extension of the payment term,
    - 2) an extension of the postgraduate programme, under the terms and conditions referred to in § 6.
  12. A Participant has the right to request the Director of the Lifelong Learning Centre (in written, electronic, documentary form), on the template provided, inter alia, for:
    - 1) resumption of their postgraduate programme, under the terms and conditions referred to in § 7 of the Regulations,
    - 2) a leave of absence as part of their postgraduate programme, under the terms and conditions

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referred to in § 8 of the Regulations,

13. A Participant has the right to request the Lifelong Learning Centre (in written, electronic, documentary form), on the template provided, inter alia, for:
  - 1) a duplicate of the postgraduate diploma under the conditions referred to in § 13(2) of the Regulations,
  - 2) a duplicate of the postgraduate diploma translated into English under the conditions referred to in § 13(2) below,
14. A Participant in a postgraduate programme has the right to participate fully in the life of the academic community, in particular in the educational process. These conditions are ensured by, inter alia, granting the rights and forms of support referred to in the Rector's *Regulations for Support for Persons with Special Needs, including Disabilities, at the Wrocław University of Economics and Business*.
15. The entities in charge of coordinating activities for Participants with special needs, including disabilities, are the Section for Support of People with Disabilities and the Rector's Representative for Persons with Disabilities.
16. Participants in postgraduate programmes with special needs, including disabilities, if justified by special needs, are entitled to the additional services referred to in the Regulations specified in section 14.
17. Upon written request from a Participant, the Vice-Rector in charge of education shall issue a decision on the rights and forms of support granted, after consulting the Rector's Representatives for Persons with Disabilities and the Director of the Lifelong Learning Centre, in consultation with the Head of the given postgraduate programme.

**§ 6**

**EXTENSION OF A POSTGRADUATE PROGRAMME**

1. In justified cases, the Head of a postgraduate programme may agree to extend the time limit for taking the final examination (but not by more than 12 months from the date of the end of classes). An application for consent for an extension of the programme of study must be submitted no later than the date of the final examination of the respective study edition.
2. A person who has not submitted an application or has not obtained the Head's approval for an extension of the programme of study shall be removed from the list of Participants.
3. A person who fails to take the final examination on the scheduled date shall be removed from the list of Participants.
4. In the event of a failing grade, the Participant has the right to re-take the examination at a date set by the Head of the postgraduate programme (but no later than 12 months after the end of classes).

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5. The right to retake the final examination is based on a submitted application for an extension of the programme of study. This application shall be submitted immediately after receiving a failing grade at the examination.
6. A person who again receives a failing grade at the re-take shall be removed from the list of Participants.
7. A person who fails to retake the final examination on the scheduled date shall be removed from the list of Participants.

**§ 7**

RESUMPTION OF A POSTGRADUATE PROGRAMME

1. A person removed from the list of Participants may apply to the Director of the Lifelong Learning Centre for resumption of studies. The application shall be reviewed by the Head of the postgraduate programme.
2. A programme of study may be resumed once.
3. A programme of study may be resumed within a maximum of one year from the date of the Participant being removed from the list of Participants.
4. Resumption shall be subject to the continuation of the given postgraduate programme.
5. When resuming a programme of study, the Participant shall pay a resumption fee of PLN 700 and to pay all outstanding fees for the postgraduate programme, or else the Participant shall not be allowed to resume the programme.
6. The fees referred to in the above section shall not be split into instalments.
7. Fees shall be paid to the individual account of the Participant in the postgraduate programme as specified in the agreement on the conditions of payment for postgraduate programmes concluded in accordance with the rules described in § 3(10) points a-b. The date of payment shall be the date on which the funds are credited to the University's bank account.

**§ 8**

LEAVE

- (1). During the course of study, a Participant may apply for a leave of absence, where:
  - 1) the application must be submitted prior to the planned leave,
  - 2) the application shall be reviewed by the Head of the postgraduate programme,
  - 3) the programme may be continued in the following academic year, provided the next edition of the programme is launched,
  - 4) If the next edition of the programme is not launched, the Participant shall be removed from



the list of participants,

- 5) being granted a leave of absence shall not be equivalent to having the time limits for payment extended (the Participant shall pay all obligations to the University on time).
2. When applying for a leave of absence, the Participant may, in special cases, request an extension of the agreed payment terms. Where a request for an extension of the payment terms is accepted, this shall mean that the given due date under the agreement is changed.

## **V. CREDITS, EXAMINATIONS AND FINAL EXAM**

### **§ 9**

The prerequisite for completing a postgraduate programme is to:

- 1) receive credits and pass the examinations provided for as part of the programme of study, thereby achieving the learning outcomes specified as part of the postgraduate programme,
- 2) obtain a positive grade for the thesis (if provided for as part of the programme),
- 3) pay all tuition fees due and submit all required documents, including the statement attached as Appendix No. 6 to the Regulations (if applicable),
- 4) receive a passing grade for the final examination.

### **§ 10**

1. The dates for obtaining credits and passing examinations are determined by the timetable of classes.
2. The following grading scale is used for tests and examinations:
  - 1) very good – 5.0
  - 2) good plus – 4.5
  - 3) good – 4.0
  - 4) satisfactory plus – 3.5
  - 5) satisfactory – 3.0
  - 6) unsatisfactory – 2.0
  - 7) credit without grade – pass.
  - 8) no credit – fail
3. The Head of the postgraduate programme, Advisor or Instructor shall immediately inform the Director of the Lifelong Learning Centre upon identifying a breach of law, i.e. failure on the part of a Participant to prepare a thesis or final assignment on their own (plagiarism).
4. A Participant who has failed to obtain credit or has not taken an examination within the prescribed time limit may apply for a retake.
5. Specific dates for retakes shall be set by the Head of the postgraduate programme in consultation with the examiner and the Participant.

6. The result of the retake shall be final.

## § 11

1. A postgraduate programme shall conclude with the final examination.
2. The final examination is designed to verify the learning outcomes: knowledge, skills and social competences acquired by a Participant in the postgraduate programme.
3. A report shall be drawn up on the final examination, including, inter alia, the grade for the postgraduate programme. This grade shall be stated on the graduation certificate.
4. The form of the final examination shall be determined by the Head of the postgraduate programme.
5. The final examination shall be held before an examination board of three members of staff from the postgraduate programme. The panel must include the Head of the postgraduate programme or the Tutor and Thesis Advisor (if the study programme provided for a thesis).
6. The final examination shall take place at the end of the last term of study. The exact date of the examination shall be set by the Head of the postgraduate programme, who shall inform the Participants of the examination at least 30 days before the scheduled date.
7. The final examination cannot take place in the calendar year in which the given postgraduate programme of study is launched.
8. The final examination may take the form of verification of the learning outcomes specified in the curriculum based on partial examinations (without appointing a three-person examination board). In this case, the grade for the postgraduate programme shown on the report is the average of the partial grades. This grade shall be stated on the graduation certificate. The report shall be signed by the Head of the postgraduate programme.
9. The prerequisite for being admitted to the final examination is the fulfilment of the conditions referred to in § 9(1)-(3) of the Regulations.

## § 12

1. Once the conditions specified in §9 of the Regulations have been fulfilled and subject to section 2 below, the Participant shall receive a postgraduate diploma and a copy of the postgraduate diploma in translation into English according to the template adopted by the University.
2. The University may make the issue of a certificate conditional on information regarding whether or not obligations towards the Library have been settled.
3. The postgraduate diploma shall bear a grade according to the following grading scale: very good (5.0); good plus (4.5); good (4.0); sufficient plus (3.5); sufficient (3.0).
4. A person who has received credit for all the courses as part of the programme of study but has not obtained a diploma shall, at their request, receive a certificate of participation in the postgraduate programme.
5. Participants in postgraduate programmes may obtain certificates confirming the acquisition of

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competences specified in the curriculum. Certificates may be issued jointly with the institution acting as the co-organiser of a given postgraduate programme. The rules and procedure for awarding certificates are governed by the relevant agreement with the certification body.

**§ 13**

1. The postgraduate diploma must be collected in person or through a third party under a written authorisation to collect the documents, in accordance with the applicable template attached as Appendix No. 7 to the Regulations. Upon request from the Graduate submitted on the template provided (either in writing or by electronic means), the diploma, a copy thereof or the original documents attached to the application for admission to the postgraduate programme may be sent to the Graduate by post.
2. Duplicates and copies shall be issued under the terms of section 1 within 30 days from the date of application and payment of the fee to the University's account no. 23 1240 6814 1111 0000 4938 8642.
3. Fees for the issue of a duplicate postgraduate diploma and a duplicate copy thereof translated into English are regulated by the Rector's Ordinance. An application without the fee paid shall be left unexamined (the application must be accompanied by proof of payment of the fee or a statement that it has been paid to the bank account specified above),

**VI. FINAL PROVISIONS**

**§ 14**

1. In matters not regulated herein, the provisions of universally applicable law, in particular the provisions of the Act and its implementing acts, as well as the acts of internal law in force at the University, shall apply.
2. The Appendices to the Regulations form an integral part thereof.

**Appendices:**

1. Application for admission to a postgraduate programme.
2. Statement of the Participant.
3. Tripartite agreement.
4. Statement of consent to the publication of image.
5. Statement on withdrawal from a postgraduate programme
6. A statement on the self-preparation of the thesis.
7. Authorisation to collect documents.