

Resolution No. 12/2024
of the Council of the Faculty of Chemistry of the University of Wrocław
of 26 November 2024
on the introduction of regulations resulting from the Rules and Regulations for
Studies at the University of Wrocław

Pursuant to § 8 para. 1 pt. 16, § 23 para. 4 and § 55 para. 5 of the Resolution No. 68/2024 of the Senate of the University of Wrocław of 24 April 2024 on the Rules and Regulations for Studies at the University of Wrocław, the Council of the Faculty of Chemistry decides:

I. Rules for excusing absences from classes

§ 1.1 A student justifies his/her absence directly to the course tutor by presenting confirmed circumstances preventing attendance at classes, examinations, or final course tests (e.g., medical certificate, other official documents).

2. It is the student's responsibility to inform the instructor of his/her absence:

- 1) before to the start of classes (e.g., via university email), or
- 2) as soon as the reason for the absence ceases, i.e., at the next teaching session or consultation, but no later than within three working days of the cessation of the reason.

Exceeding this deadline may result in the absence being deemed unexcused.

3. In the event of an excused absence, the course tutor shall indicate to the student how and when the missing learning outcomes are to be realized to allow the student to take an examination session.

4. A student shall inform the course tutor of his/her absence from an examination or credit before the examination or credit begins, but no later than three working days after the reason for the absence ceases to exist. Exceeding this deadline may result in the absence being considered unexcused.

5. The course tutor shall inform the student of the decision to excuse or not to excuse the absence and set a deadline for making up the shortfall, no later than within seven working days of receiving the notification of absence.

6. In the event of a class instructor's failure to provide an excuse, the student is entitled to appeal to the appropriate Vice-Dean for Student Affairs. The request and justification must be submitted to the dean's office within three working days of the instructor's decision.

II. Rules for studying according to an individual study plan

§ 2. 1. A student may apply for an Individual Study Plan:

- 1) in first-cycle studies, after the completion of the first year of study and achieving a grade point average of at least 4.5 or being involved in research work beyond the curriculum in the Research Team at the Faculty of Chemistry;
- 2) in second-cycle studies after obtaining a grade point average of at least 4.5 in the studies first degree, or to have passed all the subjects prescribed in the curriculum of the first semester of the second degree and to have obtained a grade point average of at least 4.5, or to have been involved in research work beyond the curriculum in the Research Team at the Faculty of Chemistry.

2. A request for approval of an Individual Study Plan, including a proposal for changes, the nomination of a supervisor and the supervisor's opinion, should be submitted to the

Dean no later than two weeks before the beginning of the academic year in which the plan is to take effect.

3. If the student is involved in research work, the student shall attach to the application a certificate from the Research Team Leader confirming the involvement in the research and specifying its nature.

4. The research supervisor may be an academic staff member holding the title of professor or the degree of habilitated doctor.

5. In justified cases (e.g., inability to start a subject), the Individual Study Plan may be modified during its implementation. Each modification requires the written consent of the academic supervisor and the Dean.

III. Admission to studies by transfer

§ 3. 1. Admission of a student by a transfer from another higher education institution, including a foreign institution, is possible when all the following conditions are met:

- 1) successful completion of at least the first year of study in a major where the leading discipline is chemical sciences, and achievement of learning outcomes enabling entry into the second year of study in the chosen major;
- 2) attainment of a grade point average of at least 4.0 in all credits to date;
- 3) fulfilment of the conditions and deadlines specified in §55 para. 1-4 of the Rules and Regulations of the University of Wrocław.

2. The dean, in making the decision to transfer:

- 1) confirms the student's performance to date and, if necessary, consults with the subject coordinator;
- 2) indicates the subjects to be completed and the deadlines for their completion. If it is not possible to complete the complements in one academic year, the Dean may refuse permission to transfer;
- 3) enter the appropriate year of study

3. The number of places for students transferring from another higher education institution may not exceed 2% of the enrolment limit for the course in question in an academic year.

§ 4 Resolutions are repealed:

- 1) Resolution No. 12/2012 of the Council of the Faculty of Chemistry of 27 September 2012.
- 2) Resolution No. 82/2013 of the Council of the Faculty of Chemistry of 10 December 2013 on the Individual Study Plan

§ 5 The resolution shall enter into force on the date of its signing.

Chairman of the Council of the UWr Faculty of Chemistry
Dean: **Dr Marcin Sobczyk, Prof. UWr**