

## **MAIN INFORMATION**

**Exam session: 21.06.2023 - 04.07.2023**

**Retake exam session: 01.09.2023 – 12.09.2023**

**or**

**Exam session: 01.05.2023 – 15.05.2023**

**Retake exam session: 16.05.2023 – 31.05.2023**

**for students of BBA 3<sup>rd</sup> year, AiO 2<sup>nd</sup> year, MME 2<sup>nd</sup> year, LLM 2<sup>nd</sup> year  
and CJ 3<sup>rd</sup> year**

According with the Dean's decision the summer exam session (including retakes) in the academic year of 2022/23 as a principle will be held in stationary way.

Remote exams are only acceptable on the 1<sup>st</sup> year of all English programmes.

The teacher has to inform students about the remote form of exam, as well as send an e-mail with such information to Mr Tymoteusz Jędrysek until **28.04.2023**.

The reference period on all programmes is one academic year.

The basis of passing a year of studies is passing all the subjects required during the time period or gaining 60 ECTS points.

The rules of passing the academic year of 2022/23 are based on the Rules and Regulations of the University of Wrocław.

## **PASSING THE CLASSES**

1. Subjects that do not end with an exam must be passed before the exam session. In an exceptional case the Student may ask the Chair of the Institute responsible for the subject for a longer passing period.
2. All required payments need to be made in order to be able to get the grades.
3. Any Student that failed to get a grade from the class before the exam term loses the term. In an exceptional case the Student may ask the Chair of the Institute responsible for the subject for another exam term. It is recommended that the Professors gives student at least one possibility to correct the grade before uploading it to the USOS System.
4. If a Student questions the validity of a received grade they have a right to appeal to the Chair of the Institute in the time period of 3 working days after receiving the grade. The decision made by the Chair of the Institute is final.

5. If the Chair of the Institute recognizes the validity of the appeal a Board should verify the grade before the 7 days after submitting the appeal and no earlier than 3 days after informing the Student that the appeal is valid. The Board includes the Chair of the Institute, the Professor responsible for grading the subject, and one more Specialist from the subject. Based on a request the Student can point out one more Professor or a member of the Student Council.
6. A grade received from the Board overrides the first grade. The decision of the Board is final.

## **PASSING THE EXAMS**

1. The main requirement of participating in an exam is passing all other forms of the subject established in the study programme and making all the required payments.
2. Student takes the exam accordingly with the exam schedule with the group they're listed in.
3. Student has a right to participate in the first exam term and the retake term from the subject.
4. In case of an absence of the Student on the exam term the Examiner or the Chair of the Institute can justify the absence but only if the Student's request was submitted no later than 7 days after the date of the exam, in special cases 7 days after the cause of the absence ceases.
5. In the case of not excusing the absence the Student doesn't get a grade and loses the exam term.
6. In case of excusing the absence the Student gains a right to one extra exam term in the duration of the exam session. The date is set by the Examiner. After the exam session is done, in exceptional cases, the Dean may allow the additional term of the exam no later than 10 days after the official date of the end of the exam session.
7. Student has a right to look into their exam paper in the time and place stated by the Examiner. The written exams are kept for one year after the date of the exam.
8. Student questioning the correctness of the exam should write a request for a board exam to the Dean regarding the issue no longer than 3 days after the exam term.
9. An absence on the exam or not passing it is considered as not passing the subject in the academic year of 2022/23.

The USOS protocols from forms of the subjects that don't end with an exam close on:

**20<sup>th</sup> June 2023 r., 15<sup>th</sup> September 2023 r. (Bachelor and Master seminars)**

**or**

**1<sup>st</sup> May 2023 r., 15<sup>th</sup> September 2023 r. (Bachelor and Master seminars)**

**for students of BBA 3<sup>rd</sup> year, AiO 2<sup>nd</sup> year, MME 2<sup>nd</sup> year, LLM 2<sup>nd</sup> year and CJ 3<sup>rd</sup> year**

The USOS protocols from subjects that end with an exam close on

**15<sup>th</sup> September 2023 r.**

**or**

**9<sup>th</sup> June 2023 r.**

**for students of BBA 3<sup>rd</sup> year, AiO 2<sup>nd</sup> year, MME 2<sup>nd</sup> year and LLM 2<sup>nd</sup> year, CJ 3<sup>rd</sup> year**

Student has a duty to check every grade in the USOSWeb with no undue delay.

Any remarks and objections from the Student should be noted directly to the Professor responsible for the subject no later than 3 days after the USOS protocols close. The Professor makes their decision no later than one day after the submission of the request.

Not making any remarks and objections is understood as accepting all the rules and consequences of the received grades.

*Prodziekan ds. studenckich i ogólnych*

*dr hab. Wioletta Jedlecka, prof. UW*