

## **STUDY REGULATIONS AT THE KRAKOW UNIVERSITY OF ECONOMICS**

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*NOTE: in this translation, certain Polish terms were added, to enhance clarity and understanding of the Polish-lingual system and culture operating in the University, and generally used by students and staff.*

# STUDY REGULATIONS

## AT THE KRAKOW UNIVERSITY OF ECONOMICS

### Chapter 1. General provisions

#### §1. Subject matter of the regulations

1. The study regulations at the Krakow University of Economics define the organization of studies and the related rights and obligations of the student.
2. The study regulations at the Krakow University of Economics apply to full-time and part-time, first- and second-cycle students and students of long-cycle studies, as well as to persons studying at the University as part of student exchange programs.
3. The conditions for charging fees for educational services are specified in separate regulations.

#### §2. Definitions

Whenever the Regulations refer to:

1. University – it should be understood as the Krakow University of Economics;
2. studies – it ought to be understood as education provided by the University on a specific degree, level and profile;
3. study program – it should be understood as a description of learning outcomes and a description of the process leading to the achievement of learning outcomes, together with the number of ECTS credits assigned to subjects;
4. learning outcomes – it should be understood as knowledge, skills and social competences acquired in the learning process, referred to in the Polish Act of 22 December 2015 on the Integrated Qualifications System;
5. validation of learning outcomes – it should be understood as conducting a formal process of verification of the candidate's learning outcomes obtained outside the study system, to the extent corresponding to the learning outcomes specified in the study program;
6. ECTS credits – it should be understood as credits that are a measure of the average student workload necessary to achieve learning outcomes – one ECTS point corresponds to 25-30 hours of student work including classes organized by the University and individual student work related to these classes;
7. profile of studies – it should be understood: studies conducted on a practical profile, in which more than half of ECTS credits are assigned to classes shaping practical skills; or studies conducted on a general academic profile, where more than half of ECTS credits are assigned to classes related to scientific activities conducted at the University;
8. level of studies – it should be understood as first-cycle, second-cycle or long-cycle programs;
9. full-time studies – it should be understood as a form of study in which at least half of the ECTS credits covered by the study program are obtained as part of classes with the direct participation of academic teachers or other persons conducting classes and students;
10. part-time studies – it should be understood as a form of study in which less than half of the ECTS credits covered by the study program may be obtained as part of classes with

the direct participation of academic teachers or other persons conducting classes and students;

11. form of studies – it should be understood as full-time or part-time studies;
12. Regulations – it should be understood as the Study Regulations at the Krakow University of Economics;
13. Act – it should be understood as the Polish Act of 20 July 2018 – Law on Higher Education and Science;
14. KPA – it should be understood as the Polish Act of 14 June 1960 – Code of Administrative Procedure;
15. Student Service Centre (in Polish: Centrum Obsługi Studentów - COS) – it should be understood as an organizational unit of the University dealing with administrative services for students to the extent indicated in the Organizational Regulations of the University.

### **§3. Student oath**

A person admitted to studies begins their studies and acquires student rights upon taking the oath.

### **§4. Student ID**

1. The University issues a student ID card to the student. The issuance of a student ID card is subject to a fee in the amount determined in separate regulations. Collection of the student ID card takes place after paying the fee, no later than within 30 days from the start of classes.
2. The student ID card is valid no longer than until the date of graduation, suspension from the student's rights or removal from the list of students, and in the case of graduates of first-cycle studies - until 31 October of the year of graduation.

### **§5. Documentation of the course of studies**

1. The documentation of the course of studies consists of: a student's album, a portfolio of the student's personal files and a book of diplomas, kept in accordance with separate regulations.
2. The progress of studies is also documented in the protocols of course examinations, prepared by the person assessing courses or conducting the exam, in paper form or in the form of printouts of electronic data containing: the name of the subject to which the credit or exam relates, names and surnames of the student, album number, grade obtained, date and signature of the person assessing or conducting the exam - with the exception of protocols prepared in the form of printouts of electronic data.

### **§6. Scheduling of classes**

1. Full-time classes are conducted from Monday to Friday, with the exception of field classes, consultations and exams, which can also take place on Saturdays and Sundays. Conducting an exam on Saturday or Sunday is possible with the consent of the students.
2. Part-time classes are held from Friday to Sunday, with the exception of seminars, which can also be held from Monday to Thursday. With the consent of students, exams in part-time studies can also take place from Monday to Thursday.

## **§7. Student Government**

1. All students of the University form a student government.
2. The student government is the sole representative of all students of the University.
3. The student government acts through its bodies, in accordance with separate regulations.
4. Representatives of students of a degree program may be the elder (in Polish: starosta) of the year, specialty or group. They represent the group of students, by whom they were elected, before the student self-government bodies, employees and authorities of the University.

## **§8. Student affairs**

1. Student matters not reserved by the national Act or the university Statute to the competence of other bodies are within the competence of the Rector.
2. The Director of the Institute appoints and dismisses tutors from among academic teachers, after consultation with the competent student self-government body.
3. The basic duties of the course supervisor include providing students with assistance in solving problems related to the course of study, living and social matters. The tutor is obliged to appear in classes within 1 month from the date of their commencement, to present their duties to students.
4. Within 2 weeks from class commencement, the elder is obliged to establish contact with the guardian of the course.
5. In all contacts with the University in matters made via electronic means of communication, the Student is obliged to use the received e-mail address in the University's domain. The University reserves the right not to respond to messages that will be sent from e-mail addresses other than those assigned to the Student.

## **§9. Student services**

1. Administrative services for students are provided by Student Service Centre (in Polish: Centrum Obsługi Studentów - COS).
2. Students with disabilities are served out of turn on the basis of a document issued by the Office for Persons with Disabilities (in Polish: Biuro ds. Osób z Niepełnosprawnościami - BON) or a person with disabilities card.
3. Care for students with disabilities is provided by the Office for Persons with Disabilities, in accordance with the scope of activity.

## **Chapter 2. Organization of studies**

### **§10. Academic year**

1. The academic year runs from 1 October to 30 September of the following calendar year.
2. The academic year consists of two semesters – winter and summer.
3. The academic year includes:
  - 1) two examination sessions and two retake sessions, where the examination sessions and the summer retake session may not be shorter than 2 weeks and the winter retake session may not last less than 1 week;
  - 2) the duration of the professional practice (internship) specified in the study programs; internships take place in time outside of classes;

- 3) non-teaching periods, lasting in total not less than 10 weeks, including 1 week of inter-semester break;
- 4) time for other activities provided for in the study programs.
4. The detailed organization of the academic year, including the dates of examination sessions, dates of retake sessions, holiday breaks, semester break, as well as additional days off from classes, shall be determined by the Rector by way of an regulation, at least 3 months before its commencement.
5. The winter retake session should not coincide with the period of teaching activities.
6. Timetables of classes are communicated to students no later than 1 week before the start of classes, by posting on the University's website. The schedule may change during the semester.
7. The Rector may announce days or hours free from classes during the academic year.

### **§11. Study programs**

1. Studies are conducted in accordance with study programs adopted by the Senate.
2. Study programs are made public by placing them in the Public Information Bulletin (in Polish: Biuletyn Informacji Publicznej - BIP) on the University's BIP website and on the University's study program website (<https://planystudiow.uek.krakow.pl/>), within 2 weeks from the date of their adoption. Changes in study programs introduced during the education cycle are made available in the BIP on the University's website at least one month before the beginning of the semester to which they relate.
3. The student undertakes education according to the study program in force in the academic year in which he/she started studying.
4. The provision of paragraph 3 shall not apply to students repeating a semester of studies, continuing their studies after leave, resuming their studies, taking part of their studies outside the University or who transferred from another university.
5. The Senate, during the education cycle, may only introduce changes to study programs:
  - 1) in the selection of educational content taught to students as part of classes, taking into account the latest scientific, artistic or professional achievements;
  - 2) necessary to remove irregularities identified by the Polish Accreditation Committee;
  - 3) necessary to adapt the study program to changes in generally applicable regulations.

### **§12. Distance learning**

1. If the specificity of education of a given study program allows, part of the learning outcomes covered by the study program may be achieved in part through classes conducted using distance learning methods and techniques using infrastructure and software ensuring synchronous and asynchronous interaction between students and persons conducting classes, on the terms set out in separate regulations.
2. The maximum number of ECTS credits that can be obtained as part of distance learning methods and techniques in relation to the number of ECTS credits necessary to complete studies at a given level, in accordance with the study program, is specified in separate regulations.

### **§13. Studies in foreign languages**

The rules for studying in foreign languages are set out in Appendix No. 1 to the Regulations.

#### **§14. Settlement period**

1. The settlement period is a semester, subject to paragraph 2.
2. In the case of foreign languages, the student is subject to a one-year settlement period. For a one-year settlement period, the possibility of meeting the requirements necessary to pass a course during one academic year is recognized.
3. The Director of the institute, at the justified request of the student, may introduce an annual or other settlement period:
  - 1) in justified random cases, including in particular:
    - a) an accident resulting in prolonged inability to function normally;
    - b) severe or prolonged illness;
    - c) the need to care for a chronically ill family member.
  - 2) in connection with going to studies, programs, internships or internships abroad.
4. The application should be submitted within 2 weeks from the occurrence of the circumstance constituting the basis for changing the settlement period. To the application, the student submits for inspection documentation issued by an institution authorized in relation to the case, certifying the circumstances justifying the application to the student of one year or other settlement period.
5. By obtaining credit for the course, the student receives ECTS credits in the number indicated in the study program.
6. To complete the semester, it is required to obtain the number of ECTS credits indicated in the study program.

#### **§15. Individual Learning Path (ILP)**

1. A student who has completed the second semester of studies and has outstanding academic results (i.e. the average of previous courses credits, not including subjects from the semester preceding the semester to which the individual educational path is to apply, was at least 4.0) may study according to an individual educational path (in Polish: indywidualna ścieżka edukacyjna - ISE), which consists of changing the curriculum, enabling the student's interests to be achieved, provided that directional learning outcomes are achieved taking into account scientific care. This possibility applies to all fields of study, including cross-disciplinary studies.
2. Consent for a student to start studies according to the individual learning path is given by the Director of the Institute, appointing, at the student's request, a scientific supervisor. The student's application must contain a description of the previous course of study with documented learning results in the degree program and the consent of the proposed employee to take up the function of a guardian.
3. The application, together with the relevant documents, must be submitted within 2 weeks before the start of the semester for which the student applies for.
4. The tutor verifies and gives opinions on the study program proposed by the student, the student's obligations in the scope of participation in lectures, exercises, scientific research, professional internships and other classes, deadlines for their completion. The student shall submit documentation in this respect to Student Service Center no later than 2 weeks after the Director of the Institute has given its consent to the individual learning path. The proposed study program is approved by the Director of the Institute. The manner of

achieving learning outcomes within individual subjects implemented by the student and the deadlines for their completion are agreed by the student with the staff conducting subjects implemented as part of the ILP.

5. The deadline for completing a semester of studies for a student studying according to ILP expires on the day of the end of the retake session of the settlement period. Failure to complete a semester or year of studies on the date indicated in the preceding sentence results in automatic withdrawal of consent to the ILP and repetition of failed classes or semester or year of study.
6. In the event of withdrawal of consent to ILP, the student may apply for its restoration within 2 weeks from the end of the retake session. The decision in this respect is made by the Director of the Institute, at the student's request with justification and on the basis of a written opinion of the tutor.
7. A student studying under ILP may complete the degree program without indicating a specialty. A prerequisite for entering a specialty in the diploma is the completion of all learning outcomes provided for in the study program within this specialty.
8. A student studying within the framework of the ILP may, with the consent of the relevant Directors of institutes, complete part of the study program (selected subjects or semester program) at another institute of the University, at another university in the country or at a foreign university (with the consent of the competent university) in which the European Credit Transfer and Accumulation System (ECTS) operates – taking into account the applicable number of ECTS credits, and in the case of passing part of the study program at a foreign university, in which the ECTS system does not operate, the method of converting grades into the system in force at the University is decided by the Director of the Institute.
9. A student studying within the ILP obtains the right to enter grades obtained in additional subjects in the documents. The entry shall be made by the Director of the Institute. Grade in additional subjects is not included in the grade average.

### **§16. Individual conduct of study (ICS)**

1. An individual mode of conducting studies (in Polish: indywidualny tryb odbywania zajęć - ITZ), is allowed. It consists in the implementation of the study program applicable to the student with the possibility of exemption, to the extent agreed with the lecturers, from participation in part or in whole from selected or all classes and obtaining credits on dates agreed with the lecturers until the end of the settlement period applicable to the student.
2. The ICS opportunities can be used by students:
  - 1) with disability;
  - 2) affected by a chronic disease that prevents systematic participation in classes;
  - 3) caring for a bedridden member of the immediate family;
  - 4) qualified for scholarship trips and internships abroad in intra-university procedures;
  - 5) distinguished by special activities for the benefit of the University;
  - 6) for which there were other important reasons, including in particular a pregnant student and a parent student.
3. Professional work cannot be the basis for granting consent to ICS.
4. Parallel study in two fields of study at the University is not the sole basis for applying for ICS; the student has the opportunity to apply for ICS in two fields of study at the University in the event of the reasons indicated in paragraph 2.

5. A pregnant student and a student who is a parent, in the case of full-time studies, are entitled to use ICS in the course of studies until their completion, regardless of the detailed conditions for applying for and granting ICS specified in this paragraph. The students referred to in the preceding sentence may not be refused permission to study according to ICS.
6. A student who has completed the first semester of studies can apply for ICS. This does not apply to students with disabilities, second-cycle students distinguished by special activities for the University and other particularly important cases.
7. The student's application for permission to ICS should be properly documented:
  - 1) in the case referred to in paragraph 2 point 1 – a disability certificate issued by an authority authorized in this respect;
  - 2) in the case referred to in paragraph 2 point 2 – an appropriate medical certificate;
  - 3) in the case referred to in paragraph 2 point 3 – a medical certificate confirming the illness of a member of the student's immediate family and a student's statement on direct care of the immediate family member and the degree of kinship;
  - 4) in the case referred to in paragraph 2 point 4 – an appropriate document issued by the competent unit, body or employee of the University, confirming qualification for scholarship trips or internships abroad within the University's intra-university procedures;
  - 5) in the cases referred to in paragraph 2 point 6 – relevant documents that confirm the circumstances in connection with which the student applies for ICS.
8. In the cases referred to in paragraph 2 points 1 – 4 and point 6, the student shall submit an application for ICS for a given semester/year to the Director of the Institute within 2 weeks from the beginning of this semester/year or immediately after the occurrence of the reason constituting the basis for obtaining ICS. After obtaining consent for ICS from the Director of the Institute, the student is obliged to provide him with a schedule of credits agreed with the lecturers within 2 weeks. Acceptance of subjects that start later than 2 weeks from the beginning of a given semester is supplemented by the student up to 2 weeks from the first classes in these subjects.
9. In the case referred to in paragraph 2 point 5, the student shall submit an application for ICS for a given semester/year to the Rector within 2 weeks from the beginning of this semester/year. After obtaining consent for ICS from the Rector, the student is obliged to provide for approval to the Director of the Institute the schedule of credits agreed with the lecturers. Acceptance of subjects that start later than 2 weeks from the beginning of a given semester is supplemented by the student up to 2 weeks from the first classes in these subjects.
10. The deadline for passing a semester or year expires at the end of the retake session. In the case of obtaining a conditional entry, the student may apply for the opportunity to study according to ICS in the next semester or year of study only in particularly justified cases and only if the conditional entry is related to the repetition of no more than one subject.

### **§17. Individual study plan (ISP)**

1. A student who has obtained confirmation of learning outcomes may study according to an individual study plan (in Polish: indywidualny plan studiów - IPS), consisting in changing the current study plan, in a way that allows shifting the implementation of the classes covered to earlier semesters, provided that the correct order of obtaining detailed learning



outcomes is maintained and all directional learning outcomes specified in the study program are achieved and there is a possibility of earlier implementation of given classes resulting from class schedules.

2. The consent for the student to start studies according to ISP is made by the Director of the Institute on the basis of the student's application together with the attached proposal for changes in the study plan, which should be submitted at least 2 weeks before the beginning of the semester initiating the ISP.
3. ISP can also be applied for by students who have obtained an average grade of at least 4.5 and have completed the first year of studies, and at the same time demonstrate other significant achievements or are simultaneously studying in another field.
4. Lack of timely completion of classes covered by ISP results in its automatic withdrawal and repetition of failed classes or semester or year of study.

### **§18. Selection of specialties**

1. If specialties are conducted within the degree program, the student chooses one of them as compulsory, on the date set by the Director of the Institute. If organizational reasons do not allow admission to the specialty of all interested applicants, the rules of admission are determined by the Director of the Institute.
2. Specialties are launched by the Director of the Institute on the principles specified in the relevant regulation of the Rector. In the event of failure to start the specialty applied for by the student, the student has the right to choose another specialty from among the specialties that have launched. Failure by the student to choose a specialty on time results in assigning to a specialty by the Director of the Institute.
3. Detailed rules for enrollment in the specialty are determined by the Rector by way of a separate regulation.

### **§19. Academic tutoring**

Academic tutoring may be carried out at the University, on the principles specified in a separate regulation of the Rector.

## **Chapter 3. Rights and responsibilities of the student**

### **§20. Basic student rights**

1. The student has the right to:
  - 1) respect for their dignity by every member of the academic community;
  - 2) acquire knowledge, skills and social competences by participating in classes and using the teaching rooms, equipment and technical means of the University, as well as the help and knowledge of academic teachers and university administration staff;
  - 3) participate in the work of student scientific circles, student organizations and scientific teams;
  - 4) develop cultural, tourist and sports interests in existing or created, in accordance with the law, student circles and organizations and use the equipment and means of the University for this purpose;
  - 5) participate in decision-making by the collegiate bodies of the University through their representatives, in accordance with the applicable regulations;

- 6) participation in ensuring and improving the quality of education, including reliable expression of opinions on study programs and evaluation of courses;
  - 7) excuse absences from classes, apprenticeships, credits and examinations on the terms set out in the Regulations;
  - 8) receive financial assistance and use accommodation in an academic house, on the terms set out in separate regulations;
  - 9) participation in classes not included in the study program, in accordance with their interests, after obtaining the consent of the Director of the Institute - the rules of payment are regulated by separate regulations;
  - 10) report non-compliance with the provisions of the Regulations by lecturers.
2. A student may take part of his/her studies at another university in Poland or abroad, on the terms set out in Appendix 1 to the Regulations.

### **§21. Basic duties of the student**

1. The basic duties of the student include:
  - 1) acquisition of knowledge, skills and social competences;
  - 2) acting in accordance with the content of the oath;
  - 3) compliance with the provisions of the Regulations and the University Student Code of Ethics and other regulations in force at the University;
  - 4) taking care of the dignity of the student, the good name of the University;
  - 5) respect for the property of the University;
  - 6) observance of the rules of social coexistence and showing respect to the employees of the University;
  - 7) participation in classes, apprenticeships and other requirements provided for in the study program;
  - 8) to comply with oral or written instructions of the instructors regarding the rules of participation in classes and taking credits and examinations (e.g. regarding the use of teaching aids, the use of electronic devices, etc.);
  - 9) timely obtaining credits and submitting exams and settling accounts for subsequent stages of studies;
  - 10) timely settlement of financial obligations towards the University, including in particular timely payment of fees charged by the University in accordance with separate regulations;
  - 11) prompt, written notification of the University of a change in marital status, name, registered address and residence and contact telephone number;
  - 12) timely registration for elective courses, specialties and seminar groups.
2. For violation of the regulations in force at the University and for acts violating the dignity of the student, the student bears disciplinary responsibility. The student may be punished with:
  - 1) admonition;
  - 2) reprimand;
  - 3) a warning reprimand;
  - 4) suspension of certain student rights for up to one year;
  - 5) expulsion from the University.
3. In the case of punishing a student with the penalty referred to in paragraph 2 point 5, the student is deleted from the list of students and until the penalty is erased, he/she loses the right to take up or resume studies at the University.

4. The rules of conduct regarding the disciplinary responsibility of students are regulated by the provisions of the national Polish Acts and relevant regulations, the University Statute and the applicable regulations of the student self-government.
5. For damage caused to the property of the University, the student bears financial responsibility.

### **§22. Transfer between degree programs / universities**

1. A student may apply for a transfer to another degree program. The decision to transfer between degree programs is made by the Directors of the relevant institutes. Consent to transfer to another degree program may be expressed if the student meets the qualification requirements. An application for transfer to another degree program is submitted to the Directors of the relevant Institutes, no later than 2 weeks from the beginning of the semester. In the event of differences resulting from the study program, the Director of the Institute shall determine the conditions, manner and deadline for supplementing them.
2. A student may be admitted to study at the University in the transfer mode from another university, including a foreign one. The transfer application is submitted to the Rector within 2 weeks from the beginning of the semester. The transfer may take place as far as vacancies are available, provided that the qualification requirements are met and the first semester of studies is completed and that the majority of learning outcomes obtained by the candidate at the HEI where he/she has studied so far are consistent or convergent with the directional learning outcomes in force at the University. The decision on admission to studies in the mode of transfer from another university is made by the Rector. In the event of differences resulting from the study program, the Director of the Institute shall determine the conditions, manner and deadline for supplementing them.
3. In the case of a student's transfer from another degree program of the University or another university, classes completed in the home field or university on the basis of confirmation of learning outcomes are not recognized. The student must pass them as part of the program differences within the deadline set by the Director of the institute.
4. A student can transfer from the University to another university. A student transferring to another university is obliged to notify the Director of the Institute about his/her admission to study at another university in the transfer mode and to fulfill all obligations towards the University resulting from the regulations in force at the University.

### **§23. Change of the form of studies**

1. The student can change the form of study from full-time to part-time. The decision in this regard shall be taken by the Director of the Institute. The application may be submitted no later than 7 days before the start of the semester.
2. After completing the first semester of studies, the student may change the form of studies from part-time to full-time, provided that the average grade is at least 4.5 and the student meets the qualification requirements. The application in this matter should be submitted by the student no later than 7 days before the start of the semester. The consent is given by the Rector, guided by the capabilities of the University.

### **§24. Resumption of studies**

1. A student who, after passing the first semester, interrupted his/her studies or was crossed off the list of students may apply for the resumption of studies on the same degree program. Resumption is permissible provided that the University continues to provide education in the same field, level and profile of study.
2. A student may be allowed to resume studies only once. In special and documented cases, the student may obtain permission to resume again.
3. Permission to resume studies is given by the Rector.
4. The resumption of studies may not take place after five years from the date of removal of the student from the list of students.
5. The resumption of studies takes place from the next semester, after a completed semester, in accordance with the current study program. If there are differences in the curriculum between the study program implemented so far and the one in force at the time of renewal, the Director of the Institute determines these differences and sets a deadline for their completion. In the case of large program differences, the Director of the Institute may refer the person resuming studies to a lower semester or year of study.
6. Repetition of a semester as a result of the resumption of studies may be paid if separate regulations applicable to the student so provide.
7. The resumption of studies may take place only before the beginning of the semester, subject to paragraph 8. The application for the resumption of studies must be submitted to Student Service Center (SSC) at least 1 week before the start of the semester.
8. A student deleted due to non-payment of fees related to studies may apply for the resumption of studies and continuation of the current semester, provided that the financial arrears towards the University are immediately settled and a positive decision of the Director of the Institute is obtained.
9. Students removed from the list of students due to failure to complete the first semester of studies and students who resumed studies in accordance with paragraphs 1-2 may not resume their studies, but resume them on the basis of recruitment regulations, specified in separate regulations.

### **§25. Suspension of studies (leave)**

1. At a specifically justified and properly documented request of the student, he may be granted:
  - 1) annual leave from classes, or
  - 2) one-year leave from classes with the possibility of starting the assessment of the achieved learning outcomes specified in the study program.
2. The Director of the institute may grant short-term leave from classes due to the family nature of holidays celebrated by the student, for a period not longer than 2 weeks. The student is obliged to complete the arrears caused by the absence before the end of classes in the semester in which the leave was granted.
3. Exceptionally, for prolonged reasons, such as in particular long-term illness confirmed by an appropriate medical certificate, annual leave may be extended for another year.
4. A student may apply for annual leave without giving a reason – granted once during studies after the student has been enrolled in the third semester.
5. The student should apply for leave at least 2 weeks before the start of the semester. If the reason for applying for leave occurs during the semester, the student should apply for leave immediately after the occurrence of the reason constituting the basis for granting it. In this case, the leave is granted for a period shorter than one year, i.e. until the date of

- commencement of the semester in the next academic year corresponding to the semester in which the student applied for leave.
6. The reason for leave must not be unsatisfactory academic results.
  7. Leave may not be granted retroactively.
  8. The granting of leave is confirmed by the decision of the Director of the Institute and recorded in the documentation of the course of studies.
  9. During the leave period, the student retains student entitlements. The right to benefit from financial assistance during the holiday period is specified in separate regulations.
  10. During the annual leave, the student may, with the consent of the Director of the Institute, take part in certain classes and apprenticeships. During the leave referred to in paragraph 1 point 2, the student may take credits and exams provided for in the study program.
  11. A student studying in more than one degree program may apply for leave from classes in each field at the same time or only in one of them.
  12. A pregnant student and a parent student cannot be denied leave.
  13. A student who is a parent submits a request for leave within 1 year from the date of birth of the child.
  14. Leave referred to in paragraph 1 point 1 and point 2 for:
    - 1) pregnant students are granted for the period up to the day of birth of the child;
    - 2) a student who is a parent is granted for a period of up to 1 year;- except that if the end of the leave falls during the semester, the leave may be extended until the end of this semester.
  15. After the end of the leave granted for health reasons, the student is obliged to submit a medical certificate to Student Service Center, stating that there are no health contraindications to continue studies.
  16. After the end of the annual leave, the student is obliged to inform the Director of the Institute about starting studies and in the Student Service Center about entering for the next semester, within 7 days from the start of classes.
  17. It is unacceptable to grant leave after completing the last semester of studies or after completing classes in the last semester of studies.

## **§26. Changing the course group**

A student, and in particular a student with a disability, in justified cases for health, life or organizational reasons may, with the consent of the Director of the institute, change the exercise, laboratory, conversatory group, etc.

## **§27. Entitlements of students with disabilities**

1. In justified cases, a student with a disability may apply for a change in the seminar (exercise), laboratory or lecture room by submitting an application to the Office for Persons with Disabilities in time to change the timetable.
2. In justified cases, a student with a disability may - with the consent of the lecturer - take notes from classes in an alternative form for their own use, i.e. by recording classes, taking photos or receiving materials regarding classes from the lecturer; and can also use other devices or the help of people taking notes.
3. The classes may be attended by sign language interpreters, as well as assistants of people with disabilities (e.g. of motor, hearing or vision).
4. Sign language interpreters, as well as assistants of people with disabilities (e.g. motor, hearing or vision) and blind people may participate in assessments, tests and exams.

5. Students with disabilities in justified cases, no later than 7 days before the beginning of the examination session, may apply for alternative forms of taking tests/exams.
6. The solutions referred to in paragraphs 1-5 require the presentation of a disability certificate issued by an entity authorized in this respect.

#### **Chapter 4. Rules for passing courses and semesters**

##### **§28. Grading rules**

1. When assessing the learning outcomes achieved by the student, the following assessments are used:
  - 1) very good (5,0);
  - 2) good plus (4.5);
  - 3) good (4.0);
  - 4) sufficient plus (3,5);
  - 5) sufficient (3,0);
  - 6) insufficient (2.0).
2. Students repeating a subject shall receive the marks referred to in paragraph 1 on the same basis as students pursuing a subject for the first time.
3. Learning progress in one subject is reflected through:
  - 1) evaluation of current achievements - assessment of credit;
  - 2) grades from the exam - if the exam is provided for in the study program;
  - 3) final grade – entered in the documentation of the course of studies.
4. How the current achievements score is calculated is determined by the subject card (syllabus).
5. The final grade in the subject includes the assessment of current achievements and the assessment of the exam. A positive final grade may be awarded provided that both of these marks are positive. How it is calculated is determined by the subject card (syllabus).
6. If classes in a given subject are conducted by two or more academic teachers, the final grade is issued by an employee designated before the start of classes in the subject by the Head of the Department as the person responsible for the subject. This person is communicated to students in the first class of the subject.
7. Evaluations of current achievements, exam grades and final grades are communicated to students by album number, as follows:
  - 1) during classes or consultations, or
  - 2) via university e-mail or
  - 3) through other electronic communicators operating at the University.
8. After obtaining the grade, the student has the right to inspect their own works. Final grades are notified to the student using the electronic student service system within 7 days from the end of the retake session.
9. The examiner informs students about the exam grade within 7 days of its conduct. The lecturer informs about the grades from the student's assessments within 7 days of conducting a given form of checking the student's achievements. In the case of an oral exam, the examiner informs the student of the grade of the exam immediately after the end of the exam with the student in question. The head of the group (in Polish: starosta) has the right to inform the Director of the Institute about any failure of the examiner or the teacher to comply with the above obligation.

##### **§29. Exams**

1. If an exam is provided as part of the subject, the student is obliged to pass it in the examination session, on the appointed date (first approach). A student who has not passed the exam in the first approach, is entitled to one retake date of the exam (second approach) in the retake session. A positive assessment of current achievements must be obtained by the end of classes in the semester at the latest.
2. An unexcused absence of a student from a specific exam date is equivalent to loss of that date/approach.
3. The fact of failing the exam in the first approach is obligatorily taken into account in the final grade in the subject on the terms set by the employee responsible for the subject and specified in the subject card (syllabus). Obtaining a positive grade in the second term of the exam results in its positive passing.
4. The student is obliged to immediately inform the employee conducting the subject about the lack of participation and its reasons within the prescribed dates of credits and exams. In order to justify the absence, the student is required to present documents justifying the absence within seven days of the passing or exam date. The decision to excuse the absence is taken by the employee responsible for the object. The student has the right to appeal against this decision to the Director of the institute.
5. In the case of an excused absence from the credit or exam, the student retains the right to retake the credit or exam, subject to the deadline. If the deadline for the end of the retake session expires, the student must obtain the consent of the Director of the Institute to extend the settlement period in order to obtain the final grade.
6. Diploma seminars, Health & Safety and library training and apprenticeships, as well as semesters of foreign language learning, other than those indicated in paragraph 7, are credited without assessment (which in the documents confirming the course of education is recorded with the entries "zal." in the case of achieving the assumed learning outcomes or "nzal." - failure to achieve a sufficient level of learning outcomes), unless the study program for a given degree program provides otherwise. "Zal." and "nzal." have no equivalent in the grading scale and are not taken into account when calculating the average grade from studies (the GPA).
7. The student, on the basis of one-year settlements, receives a grade in a foreign language after the second, fourth and last semester of language learning, if the study program provides for foreign language learning in a given semester.
8. A student who has not achieved the learning outcomes provided for in the subject receives an unsatisfactory grade.
9. Detailed learning outcomes and rules for obtaining credit in the subject are presented by the subject teacher during the first class in the semester, based on the course card.
10. At the end of the semester, the arithmetic mean of the final grades in the subjects passed is calculated (the GPA). In the case referred to in §38(1), only the average of all grades obtained as part of the repetition of a given subject shall be included in the average grade.

### **§30. Recognition of subjects**

1. If a student studies or has studied another degree program, the subject credited on it may be considered for credit for a semester of studies in exchange for a subject from the home field, along with the transfer of ECTS credits - the number of ECTS credits assigned to the learning outcomes obtained as a result of the relevant subject in the home degree is assigned. However, this subject must ensure the achievement of the learning outcomes provided for in the curriculum for the home subject. At the same time, items must

- correspond to each other with the content they contain. Credits for credit are not subject to subjects from different levels and profiles of studies.
2. The decision in the scope referred to in paragraph 1 shall be made by the Director of the Institute at the student's request submitted no later than 2 weeks from the beginning of the semester in which the subject is delivered.
  3. A student transferring classes completed in an HEI other than his/her home HEI, including a foreign one, is assigned the same number of ECTS credits as is assigned to the learning outcomes obtained as a result of relevant classes and traineeships in the home degree. Subjects from different levels and study profiles are not transferable.
  4. Students who have been admitted to studies on the basis of the best results obtained through the confirmation of learning outcomes have the right to credit the corresponding subjects for the grades obtained during the confirmation of learning outcomes. Consent to credit the course is given by the Director of the Institute on the basis of the student's application submitted before the start of the first semester of studies together with a certificate of confirmed learning outcomes. A student applying for credit for learning outcomes may have completed no more than 50% of ECTS credits assigned to classes included in the study program.
  5. A student participating in research or implementation work may be exempt from participation in certain classes in the subject to which the work is thematically related. Consent in this respect is given by the Director of the Institute on the terms of granting ICS, on the basis of the opinion of the person in charge of the research work and the employee responsible for the subject.
  6. At the student's request, SSC issues a certified printout from the documentation of the course of study.

### **§31. Commission examination**

1. A student who does not agree with the final grade in the subject and raises justified objections to the impartiality of the teacher who assessed him/her or to the form, course of the exam or credit, or as to the method of determining the final grade in the subject, has the right to take the commission exam by submitting an application to the Director of the Institute within 1 week from the date of obtaining the final grade.
2. The commission examination takes place before a board composed of the Director of the Institute or his/her Deputy, as chairman of the commission, the examiner conducting the commission examination appointed by the Director of the institute, the examiner conducting the examination against whom the objections have been raised, or the employee responsible for the subject.
3. At the student's request, a representative of the student self-government, a tutor of the year or another observer indicated by the student may participate in the commission exam, with the right to express an opinion on the course of the commission exam.
4. The form of conducting the commission examination is determined by the Chairman of the board.
5. The commission examination should take place no earlier than 3 days and no later than within 1 week from the date of consideration of the application.
6. In the event of a difference of opinion between the members of the board conducting the commission examination, the final assessment is determined by the Chairman.
7. A report is drawn up of the conduct of the commission examination, which the Chairman of the commission shall immediately submit to the SSC.



### **§32. Professional practice (internships)**

1. The traineeships provided for in the study program should correspond to the student's degree program and must be credited.
2. The study program specifies the date and duration of professional traineeships and the number of ECTS credits related to their completion and credit.
3. Apprenticeships are aimed at:
  - 1) broadening the knowledge gained during studies and developing the ability to use it,
  - 2) preparing the student for professional work, including independence and responsibility for the tasks entrusted to him;
  - 3) shaping skills necessary for future professional work;
  - 4) deepening knowledge about individual sectors of the economy;
  - 5) getting to know the organization and mechanisms of functioning of business entities and other institutions, government and local government administration, etc.
4. The detailed objectives of the apprenticeship are set out in the subject cards (syllabi).
5. In general academic studies, professional practice takes place in a business entity or other entity chosen by the student, in Poland or abroad, whose activity profile enables the student to achieve the assumed learning outcomes. In practical studies, the place of professional practice is indicated by the University.
6. In a justified case, the student may apply to the internship supervisor to change its place, indicating the proposed business entity or institution in which he/she will undergo professional practice.
7. In order to choose the place of professional practice, the student may take advantage of the internship offers presented in the database available on the website of the Academic Career Center.
8. Substantive supervision over student apprenticeships in a given degree is exercised by internship supervisors (i.e. academic teachers appointed by the Director of the Institute) and representatives of entities in which professional internships are carried out on the basis of an agreement with the University. Information on designated supervisors of traineeships for a given academic year is announced at the beginning of each academic year, on the SSC website.
9. Completion of the professional internship is made by the internship supervisor on the basis of a mileage report approved by the student's host entity for professional practice.
10. The duties of the professional practice supervisor include:
  - 1) acceptance of the business entity or institution chosen by the student as a place of professional practice, and in the case of students of practical studies – indication of the place of professional practice;
  - 2) approval of the traineeship program agreed between the parties to the contract for their organization, except in the situation referred to in paragraph 13;
  - 3) settling the student's account for the implementation of the professional practice program and making a decision on passing or not passing it;
  - 4) making an appropriate entry in the electronic system of study service;
  - 5) creation of a credit protocol using the electronic study system and transfer it to the SSC;
  - 6) if necessary, assistance in choosing the place of professional practice covered by the University's offer.

11. The student is obliged to complete professional practice in accordance with the established program, and also to:
  - 1) comply with the rules of professional internships set by the University;
  - 2) compliance with the order and discipline of work established by the organizer of professional practice, compliance with health and safety and fire protection rules;
  - 3) compliance with the rules of maintaining professional and state secrecy and protection of confidentiality of data to the extent specified by the organizer of professional practice.
12. Internships should take place at the latest on the dates set by the study program. Completing an internship does not constitute a circumstance justifying non-performance of other obligations resulting from the Regulations and the study program applicable to the student. Internships take place in free time from other activities included in the student's study program.
13. At the student's request, the internship supervisor may count towards the professional practice activities performed by the student as part of employment, internship or volunteering, consistent with the profile of professional internships specified in the study program, if they enabled the achievement of learning outcomes specified in the program for internships. Employment is understood as performing activities on the basis of an employment contract, a civil law contract, as well as running your own business.
14. The completion or failure of the internship is decided by the internship supervisor. The decision of the supervisor may be appealed to the Director of the institute.
15. Failure to pass professional practice due to the fault of the student is tantamount to failure to pass the subject.
16. At the justified request of a student who, for reasons not attributable to him, has not completed professional practice, it is possible to obtain the consent of the Director of the Institute to complete professional practice at another time, not interfering with classes resulting from the study program.
17. Detailed rules for the implementation of apprenticeships are determined by the Rector by way of a separate regulation.

### **§33. Exam schedule**

1. Within 1 month from the start of classes in a given subject, the head of the year or group, in consultation with the examiner, prepares a schedule of exams. In this schedule, for each subject ending with an exam, two exam dates are given: the first approach (the first exam date in the examination session), the retake date (the second term in the retake session).
2. In a situation where the dates of the examinations are not set within the time limit indicated in paragraph 1, the head of the group or year shall have the right to apply for these dates to the Director of the Institute.
3. The examiner may, in consultation with the students, change the date of the examination previously set in accordance with paragraph 1, subject to the rule that this date must fall within the session. The examiner shall not be able to change the time limit set in accordance with paragraph 2.
4. The examiner may also – in consultation with the students – conduct the exam before the start of the examination session, provided that all classes in the subject covered by the exam have taken place (this condition does not apply to students studying according to ISP or ICS) and the students have fulfilled the requirements for admission to the exam.

### **§34. Conditions for passing the semester and year**

1. The condition for passing a semester or year of study is to meet all the requirements covered by the study program for a given settlement period and to complete all subjects on time, i.e. by the end of the retake session.
2. Credit for the semester and year as well as entry for the next semester and year is made by the Director of the Institute.

### **§35. Justifications of absence**

1. The condition for justifying the student's absence from classes is to submit to the lecturer, within 7 days from the first day of absence, a medical certificate or other reliable document in which it is clearly shown that the student could not participate in classes on a given day. This obligation does not apply to students with ICS approval.
2. The lecturer determines the manner and date of completing the arrears caused by an absence.
3. Absences during professional internships are justified by the student at the latest upon submission of documents confirming the implementation of these internships, by submitting to the internship supervisor for inspection a medical certificate or other reliable document from which it is clearly shown that the student could not participate in the internship on a given day.
4. The lecturer, bearing in mind the need to achieve all the assumed learning outcomes, specifies in the course card the rules regarding the required presence of students in classes, including absences due to which the student is not subject to classification.

### **§36. Removal from the list of students**

1. A student is removed from the list of students in the following cases:
  - 1) failure to study;
  - 2) dropping out of studies;
  - 3) punish the student with a disciplinary penalty of expulsion from the University;
  - 4) failure to submit a diploma thesis or diploma exam on time.
2. Failure to initiate study is understood in the case of:
  - 1) failure to take the oath within 1 month from the beginning of the semester;
  - 2) failure to start classes within 1 month from the date of commencement of classes;
  - 3) failure to notify the Director of the Institute about taking up classes or not applying for enrolment for the next year of studies after leave from classes.
3. Resigning from studies should be submitted by the student in the form of a written statement. The date of resignation is the date of submission of the letter to SSC, unless a later date is indicated from the content of the letter.
4. A student may be removed from the list of students in the following cases:
  - 1) finding that there is no participation in compulsory classes;
  - 2) the finding of a lack of progress in learning;
  - 3) failure to obtain credit for a semester or year within a specified period;
  - 4) failure to pay fees related to studies on time.
5. Lack of participation in compulsory classes is a prerequisite for deleting a student from the list of students in a situation where the student's absence has not been justified in the manner specified in the Regulations.

6. The lack of progress in learning shall be considered in particular:
  - 1) failure to pass a semester due to failure to pass at least one subject;
  - 2) repeated failure to pass the same subject, in the case of its repetition;
  - 3) repeated failure of the semester, in the case of its repetition.
7. Removal from the list of students takes place by way of an administrative decision of the Rector.

### **§37. Failing a semester or year**

1. In relation to a student who has not completed a semester or a year of study, at the student's request, the Director of the Institute decides to:
  - 1) conditional entry for the following semester, with repetition of the subject or subjects, or
  - 2) permission to repeat a semester or year of study.
2. Failure to obtain the consent referred to in paragraph 1 shall result in the student being removed from the list of students.

### **§38. Conditional entry**

1. A student who has not obtained a positive final grade in a subject covered by the study program in a given course of study (including professional practice) may apply for conditional entry for the next semester with simultaneous repetition of the subject or subjects.
2. The application for conditional entry should be submitted no later than within 1 week from the end of the amendment session.
3. During first-cycle studies, students may repeat a maximum of 3 subjects, during second-cycle studies a maximum of 2 subjects, and during long-cycle studies 5 subjects. A student may repeat more than one subject in a given semester, but in the case of long-cycle studies, the student may not repeat more than 3 subjects in a given semester. Repetition of the subject in the situation referred to in §39 section 5 shall not be taken into account.
4. The head of the institute determines the conditions, manner and deadline for completing the learning outcomes.
5. Repetition of the subject does not apply to classes carried out as part of the last semester. In such a situation, the Director of the Institute, at the student's request, may decide to repeat the semester or year.
6. If the repeated subject is not passed, the student may apply only for repetition of the semester or year in which this subject appears in the study program.
7. In the event of resumption of studies, the number of possible repetitions of subjects does not change within the framework of studies at a given degree, also taking into account the situation of change of degree program or specialty.

### **§39. Repeating a semester or year**

1. During the studies, the student may repeat only once a semester or year of study.
2. The request for repeating the semester should be submitted within 1 week from the end of the retake session.
3. A student who repeats a semester or year of study is obliged to complete the subjects provided for in the curriculum applicable to a given cycle of education, and if there are differences in the subjects completed by the student in the previous semesters, in relation

to the current study program – also in subjects in which he or she has not achieved learning outcomes. The Director of the Institute shall determine the conditions, manner and deadline for their completion.

4. A student repeating a semester or a year of studies shall be credited by the Director of the Institute with all previously completed courses, subject to paragraphs 5-6.
5. If a student, repeating a semester or year of study, repeated the same subject due to a change in its learning outcomes, the final grade obtained during the repetition of the subject is taken into account when calculating the average grade from studies.
6. In the event of resumption of studies, the number of possible repetitions of semesters does not change within the framework of studies at a given degree, also taking into account the situation of change of degree program or specialty.
7. A student repeating a semester retains student eligibility.
8. It is not possible to repeat the last semester of studies. In this case, the student may continue education only in the mode of resumption of studies, on the terms set out in the Regulations.

#### **Chapter 5. Rules for studying by students qualified to study at another university and qualified for a one- or one-semester study program in a foreign language carried out at the University**

##### **§40**

1. A student may complete part of his/her studies at a domestic or foreign university as part of inter-institutional contracts or educational projects, or as part of a foreign language program implemented at the University or at another university found on his/her own.
2. A student qualified for studies at another university (delegated by the University or student organizations operating in it) or for a program in a foreign language submits within 14 days of qualifying to the Director of the institute a request for consent to participate in them, consent to ILP and – in a justified case – consent to change the settlement period, and also presents to the Director of the Institute for approval the proposed study program for a given semester or year outlined in the Agreement on the Program of Studies ("Learning agreement"). A student who plans to study at another HEI on their own is additionally obliged to present a document stating that the HEI at which he/she will study has the rights of an HEI within the meaning of the Act.
3. In the case of a coordinator for foreign trips at the University, the Learning Agreement is consulted with him/her and reviewed by him/her before presenting the document for approval to the Director of the Institute.
4. If there are differences in the curriculum, the Director of the Institute specifies them in the Learning Agreement together with the deadline for supplementation.
5. The student is obliged to present documents obtained during foreign or domestic studies, confirming the completion of specific subjects, with obtained grades, and a detailed description of each subject with learning outcomes, prepared in Polish and the language of studying abroad. The student provides these documents to SSC along with the conversion of grades on the scale used at the University.
6. Where the documents referred to in paragraph 5 do not contain an indication of the number of ECTS credits, they must contain an indication of the number of teaching hours of each of the subjects completed.
7. The recalculation of grades is made by the organizational unit of the University competent for foreign exchange of students. The conversion of ECTS credits from completed hours

during classes – in the situation referred to in paragraph 6 – shall be made by the Director of the Institute. Consent to the transfer of completed learning outcomes, together with ECTS credits and recognition of grades, is given by the Director of the Institute.

8. If, after starting studies at another university, the study program deviates from the one approved in the Learning Agreement, the student is obliged to immediately inform the entity acting as the coordinator of the foreign trip in order to make and approve changes and determine the program differences and the date of their implementation. Amendments to the Learning Agreement are approved by the Director of the Institute.
9. If, after returning from another university, in subsequent semesters – in accordance with the study program in force for a given degree program – there is a subject previously completed by the student and recognized by the Director of the Institute to complete the previous semester, the student is obliged to complete another subject, designated by the Director of the Institute, in order to obtain the number of ECTS credits necessary to complete the semester or year. The student may apply for the designation of a subject consistent with his interests.
10. A student who has not fulfilled the requirements specified in the Learning Agreement necessary to complete the semester or year of study during the period of study at another university or as part of the study program at the University shall be subject to the procedure specified in §36-§39, respectively.
11. Detailed rules for the implementation of mobility of University students are specified in separate regulations resulting from the implementation of exchange programs.

## **Chapter 6. Thesis and diploma exam**

### **§41. Diploma Seminars**

1. The rules for enrolment in diploma seminars and the list of persons authorized to conduct these seminars are determined by the Director of the Institute after the opinion of the Council of the Institute.
2. Lists of persons authorized to conduct a diploma seminar should be published no later than 3 months before the end of classes during the semester preceding the semester in which the seminar will be conducted.
3. The student has the right to choose the supervisor of the diploma thesis, taking into account paragraph 1. The choice of the supervisor is made by the student within 1 month from the date of publication of the lists of persons authorized to conduct seminars.

### **§42. Diploma thesis**

1. The diploma thesis is an independent development of a specific scientific or practical issue, or a technical achievement, presenting the general knowledge and skills of the student related to studies in a given field, level and profile, as well as the ability to independently analyze and reason. The diploma thesis is a written work, a published article or a project work, including the design and implementation of a computer program or system and construction or technological work.
2. The diploma thesis may take one of the following forms:
  - 1) a written study containing the presentation of the results of the research work carried out (this type of study should contain an indication of the research gap, a presentation of the purpose of the research, a description of the research methodology and a discussion of the results obtained);

- 2) an implementation study presenting the assumptions of the created solution, its design, implementation process and evaluation of the results obtained;
  - 3) a self-prepared scientific article published in a nationally recognized scientific journal (however, the date of publication of the thesis may not precede the date of planned completion of the academic year in which the student is obliged to submit the diploma thesis by more than 10 months).
3. In studies conducted in a foreign language, the diploma thesis is prepared in the language in which the studies were conducted. During studies conducted in Polish, at the student's request, with the consent of the Director of the Institute and the supervisor, the diploma thesis may be prepared in a foreign language.

#### **§43. Supervisors**

1. The diploma thesis provided for in the study program is performed by the student under the guidance of an academic teacher holding at least a doctoral degree (the supervisor).
2. In exceptional cases, the Director of the Institute may authorize a specialist from outside the University holding at least a doctoral degree to supervise the diploma thesis.
3. At the justified request of the student, the Director of the Institute may agree to change the supervisor. The student attaches to the application the consent of the current supervisor as well as the person indicated in the application for changing the supervisor.
4. In the event of a longer absence of the supervisor, which may affect the delay of the deadline for submitting the diploma thesis by the student, the Director of the Institute is obliged to appoint a person who will take over the duties of the supervisor or extend the student's settlement period.

#### **§44. Submission of the diploma thesis**

1. A student graduating from university is obliged to submit a diploma thesis no later than by the end of the last semester retake session. At the request of the competent student self-government body, the Rector may extend this deadline by a maximum of 2 weeks.
2. In particularly justified cases, the Rector, at the student's request, submitted before the deadline referred to in paragraph 1, first sentence, may agree to extend the deadline for submitting the diploma thesis, but not longer than by 2 months.
3. The seminar supervisor agrees to enter the diploma thesis into the Archive of Diploma Works system (in Polish: Archiwum Prac Dyplomowych – APD).
4. The thesis is considered submitted within the deadline after meeting all of the following conditions:
  1. completion of all courses included in the study program, including the diploma seminar;
  2. entering a written diploma thesis into the APD system by the student;
  3. verification of the written diploma thesis by the supervisor using the Uniform Anti-plagiarism System, confirmed in the APD system with the annotation "I accept", constituting the acceptance of the final version of the diploma thesis.
  4. Completion of the diploma seminar takes place after the final acceptance of the diploma thesis, in accordance with paragraph 4 point 3).

#### **§45. Reviewers**

1. The reviewer of the diploma thesis may be an employee holding at least a doctoral degree, subject to paragraph 2.

2. If the supervisor of the diploma thesis is a person with a doctoral degree, the reviewer must be a person holding the degree of habilitated doctor.
3. The reviewer of the diploma thesis cannot be an employee of the same department, unless only specialists in the area of knowledge to which the work relates are employed there.
4. The reviewer of the diploma thesis may be an employee of another university.

#### **§46. Diploma thesis assessment**

1. The assessment of the diploma thesis is made, in the form of a written review, by the thesis supervisor and a reviewer appointed by the Director of the Institute.
2. The supervisor and reviewer are obliged to submit a review within 2 weeks from the date of receipt of the diploma thesis for review.
3. The diploma thesis is evaluated by the supervisor and reviewer according to the scale specified in §28 section 1. The final assessment of the diploma thesis is the arithmetic average of the grades issued by the supervisor and reviewer.
4. If the reviewer evaluates the diploma thesis negatively, the Director of the Institute appoints a second reviewer. In the case of the second negative review, the student should submit a revised version of the work within 2 weeks.
5. Reviews of the diploma thesis are public, subject to exceptions resulting from legal provisions.
6. In the event of a justified suspicion that a student has committed an act consisting in attributing authorship to a significant fragment or other elements of someone else's work, the Rector shall order an investigation in accordance with the provisions on disciplinary liability of students.
7. If, as a result of the investigation, the collected material confirms the commission of the act referred to in paragraph 6, the Rector shall suspend the proceedings for granting the professional title until the disciplinary committee issues a ruling and submits a report on the crime.

#### **§47. Diploma exam**

1. The condition for taking the diploma exam are:
  - 1) obtaining positive final grades in all subjects, credits of professional internships and seminars provided for in the study program, subject to differences resulting from studies carried out under the ISE mode;
  - 2) submission of the diploma thesis;
  - 3) obtaining positive grades of the diploma thesis – both from the supervisor and from the reviewer.
2. Before taking the diploma exam, the student has the right to familiarize himself with the content of the review in the APD system.
3. The diploma exam should take place within 3 months from the date of submission of the diploma thesis.
4. The diploma exam is an oral exam held before a committee appointed by the Director of the Institute. The committee consists of: the Director of the Institute or another researcher indicated by the director of the institute – as the chairman, and supervisor and reviewer of the work – as members. In justified cases, the reviewer may be replaced by another employee holding at least a doctoral degree.



5. In studies conducted in a foreign language, the diploma examination is conducted in the language in which the studies were conducted. In studies conducted in Polish, at the student's request, with the consent of the Director of the Institute and the supervisor, the diploma exam may be conducted in a foreign language.
6. The subject of the diploma exam is the defense of the diploma thesis and issues in the field of directional and specialty subjects.
7. At the request of the student or supervisor, after obtaining the consent of the Director of the institute, an open diploma examination is conducted, in which all interested parties can participate and ask additional questions. This application should be submitted when submitting the diploma thesis. The date of the examination is set by the Director of the Institute. Information about the open diploma exam is posted on the University's website 1 week before its planned date.
8. When assessing the answers to the questions as part of the diploma examination, it shall apply the grading scale specified in §28 section 1. The final grade of the exam is determined by calculating the arithmetic mean, to two decimal places, of the marks given from the answer to each question. If the average grade obtained from the diploma examination is less than 3.0, the final grade from the exam is unsatisfactory.
9. In the event of obtaining an unsatisfactory or unjustified failure to take the exam within the set date, the Director of the Institute sets the second date of the exam as final. The re-examination may not take place earlier than one month and must take place no later than three months after the date of the first examination.
10. Failure to pass the diploma exam in the second term results in deletion from the list of students.
11. The course of the diploma examination is recorded in the minutes. The diploma examination protocol includes: the date of the exam, names and surnames of the student, album number, names and surnames, signatures and titles, grades or professional titles of the members of the examination board, the content of the questions asked and the grades obtained, the average grade obtained during the period of study, the title and grade of the diploma thesis, the assessment of the diploma examination, the final result of studies and the professional title obtained. The diploma examination protocol records the completion of studies.
12. Graduation takes place on the day of passing the diploma exam with a positive result.

#### **§48. Determining the outcome of graduation**

1. The basis for calculating the final result of graduation are:
  - 1) the arithmetic mean of all final grades in subjects completed throughout the entire period of study, taking into account unsatisfactory grades, calculated to two decimal places, subject to §39(5) and §29(10);
  - 2) the arithmetic mean of the marks given by the supervisor and reviewer, determined in accordance with §46 section 3;
  - 3) grade from the diploma examination, determined in accordance with §47 section 8.
2. The result of studies is the sum of:
  - 1) 60% of the assessment referred to in paragraph 1(1);
  - 2) 20% of the assessment referred to in paragraph 1(2);
  - 3) 20% of the assessment referred to in paragraph 1 point 3.

3. If a student resumes studies, both grades obtained during the period of study and after the resumption of studies are taken into account when calculating the average grade for the period of study, taking into account paragraph 2 point 1.
4. In the case of a student's transfer during studies to another degree program (within a University or from another university), the grades obtained in the following subjects shall be taken into account when calculating the average grade for the entire period of study, taking into account paragraph 2 point 1 and subject to paragraph 6:
  - 1) passed by the student as part of the degree program at which he previously studied, if these subjects were included in the semester(s);
  - 2) recommended to the student to be supplemented (due to program differences);
  - 3) others, included in the curriculum of the degree program to which the student has transferred;
  - 4) classes transferred and credited during the implementation of IPS.
5. In the case of a student's transfer from another degree program, classes credited on the basis of validation of learning outcomes are not taken into account when calculating the grade for the entire period of study.
6. The graduation diploma includes the final grade according to the scale:
  - 1) up to 3.49 - sufficient;
  - 2) from 3.50 to 3.79 – plus sufficient;
  - 3) from 3.80 to 4.19 – good;
  - 4) from 4.20 to 4.49 – plus good;
  - 5) from 4.50 to 4.89 – very good;
  - 6) from 4.90 to 5.00 – very good with distinction.
7. The alignment to half of the grade concerns the entry in the diploma and the minutes of the diploma examination board. In all other documents, the actual result of the studies is determined, calculated to two decimal places.
8. The examination board may increase the grade referred to in paragraph 6 by 0.1 grade if all grades received by the student from the diploma thesis (supervisor's grade and reviewer's grade) and all marks obtained as part of the diploma examination are at least very good.
9. A student who has obtained an average grade below 3.0, regardless of the grades obtained from the diploma thesis and the diploma examination, receives a satisfactory grade on the diploma.

#### **§49. Graduation diploma**

Within 30 days from the date of graduation, the University shall prepare and issue to the graduate a diploma together with a diploma supplement and two copies thereof, including at the student's request submitted by the date of graduation a copy of the diploma or diploma supplement in a foreign language, in accordance with the principles set out in Article 77 paragraph 2 of the Act.

### **Chapter 7. Transitional and final provisions**

#### **§50. Decisions/Decisions**

**(which are not administrative decisions within the meaning of the Administrative Codex)**

1. Consideration of the application submitted by the student should take place within 2 weeks from the date of its submission.
2. The student's decisions/decisions of the Director of the Institute may be appealed to the Rector.
3. Decisions/decisions of the Rector issued in the first instance may be subject to a request for reconsideration of the case.
4. An appeal or a request for reconsideration of the case must be filed within 2 weeks from the date of receipt of the decision/decision.
5. The Rector's decision/decision issued as a result of the examination of an appeal or a request for reconsideration of the case is final.
6. Consideration of the appeal or application for reconsideration of the case should take place within 2 weeks from the date of its submission.
7. SSC informs the student of all decisions/decisions made in his/her case.

### **§51. Administrative decisions / orders**

1. Administrative decisions and orders are issued on the basis of the provisions of the Code of Administrative Procedure (Polish KPA).
2. Administrative decisions and decisions of the Rector issued in the first instance may be requested for reconsideration (appealed).
3. The Rector's administrative decision issued as a result of the examination of the appeal is final.
4. The Rector may authorize the Vice-Rector responsible for student affairs, Directors of Institutes or other persons to issue administrative decisions and decisions on his behalf, on the basis of separate powers of attorney.

### **§52. Joint studies**

In the case of joint studies with other entities, the Regulations will apply to the extent specified in the relevant agreement on cooperation between the parties.

**SPECIAL TERMS AND CONDITIONS  
STUDY IN FOREIGN LANGUAGES**

**Section 1.**

**First- and second-cycle studies in a foreign language – a full study program carried out at the University**

- 1. Polish students and foreign students studying in a foreign language**
  1. The University offers first- and second-cycle studies in a foreign language.
  2. The didactic offer for candidates for studies in foreign languages is presented in the form of a "Guide for candidates for studies" and on the University's website.
  3. Recruitment for studies takes place in accordance with the relevant Resolution of the University Senate on the conditions and procedure of recruitment for individual forms and fields of study, determined for a given academic year and made public no later than 30 June of the year preceding the academic year to which the recruitment relates.
  
- 2. International students pursuing a study program leading to a diploma at the University**
  1. Recruitment for studies at the University is carried out by the student's home university.
  2. The scope of documentation required from the student by the University is determined by the University unit responsible for administrative support of relevant exchange programs.
  3. To receive the University diploma:
    - 1) In a degree program other than that pursued at the home university, the student must:
      - complete two semesters at the University, during which he is obliged to pass the program differences,
      - write and defend a diploma thesis,
      - complete the minimum ECTS points set for a given degree program at the University (this means that in a situation where a student has obtained an insufficient number of credit points, in addition to compulsory subjects, he or she should choose additional subjects that – in accordance with the rules in force at the University – will enable him or her to obtain the required credit limit),
    - 2) In the field of specialization implemented on the basis of co-financing from international projects in partnership with foreign universities, the student must:
      - pass one semester at the University,
      - complete during the entire course of studies at the University and in partner universities the subjects applicable to the specialties,
      - write and defend a diploma thesis,
      - complete the minimum ECTS credits established in a given degree program at the University.
  4. The average grade taken into account in the grade on the diploma issued by the University includes grades from all subjects completed by the student at the University, on the principles set out in §48 section 1 point 1 of the Regulations.
  5. The University's diploma is issued to the student after graduation from the home university and upon delivery to the University, to the SSC, of a certified copy of the diploma of the home university.

## **Section 2.**

### **One-year and semester studies in a foreign language at the University**

#### **1. University students**

1. A student qualified by the relevant unit of the University to complete one-year or one-semester studies in a foreign language submits an application for the consent of the Director of the Institute for ISE.
2. Students pursuing a program in a foreign language in a specific semester or year have only those subjects credited as part of their home degree program which will be recognized by the Director of the Institute as so-called substitutes (these are subjects for which the learning outcomes are the same as in Polish language studies).
3. Other courses, other than those specified in point 2, completed as part of the program in a foreign language are settled in subsequent semesters – after the student obtains the consent of the Director of the Institute for the recognition of subjects completed in a foreign language in exchange for an equivalent subject in the home field.
4. Grades in the subjects referred to in point 3 shall be passed at the end of the program, on the basis of examination protocols and certificates.

#### **2. International students**

1. Foreign students are admitted to semester or one-year studies at the University, on the basis of:
  - 1) inter-university agreements,
  - 2) government scholarships,
  - 3) international programs and projects,
  - 4) at the individual request of the student.
2. In the case of the programs referred to in point 1 points 1,2,3, admission to studies at the University is carried out by the student's home university, unless international agreements provide otherwise.
3. In the cases referred to in point 1 point 4, the recruitment is carried out by the University.
4. After completing each semester of studies at the University, the student receives a transcript containing a list of: grades obtained, completed learning outcomes, number of ECTS credits, number of completed teaching hours in individual subjects and a description of the grading scale applicable at the University. In the case of obtaining at least 30 ECTS, the student is additionally issued a certificate of completion of the program at the University, signed by the Rector of the University.

## **Section 3.**

### **Studies undertaken by students of the University in foreign universities**

#### **1. Students of the University taking one- or one-semester studies at foreign universities**

1. After qualifying for studies abroad, the student may apply to the Director of the Institute for ICS in order to complete the semester before going abroad.
2. In order to study abroad, the student applies for leave from classes or for the granting of an ICS for the semester or year in which foreign studies are to be carried out.
3. When studying abroad, the student should choose subjects related to the degree program (specialty) pursued at the University. Subjects other than those specified in the preceding sentence may be pursued by the student in accordance with their own interests.

4. A student studying abroad should obtain 30 ECTS credits per semester, and if a seminar is provided for in his/her study program at the University, the number of ECTS credits necessary to be obtained at another HEI is reduced by the number of ECTS credits provided for the implementation of the seminar.
5. In the case of a large number of curricular differences related to the need to pursue major or specialty subjects at the University, the Director of the Institute may grant permission to pursue subjects at a partner university for a smaller number of ECTS credits, but not less than 20 ECTS. The student is obliged to obtain the remaining 10 ECTS credits at the University within the time limit indicated by the Director of the Institute.
6. In the event of a surplus of points for subjects completed in studies abroad, the Director of the Institute – on the basis of the student's application – may decide to recognize the subjects in subsequent semesters. This possibility exists only within one cycle of study.
7. The subject matter of the subjects recognized in subsequent semesters, which are provided at the University as elective courses, does not have to coincide with the subject of subjects completed during studies abroad. Recognition may take place if the number of ECTS credits awarded for a subject pursued in studies abroad is at least equal to the number of ECTS credits awarded for an elective course to be completed by a student at the University.
8. Foreign languages taught at a foreign university will be credited to a student who:
  - 1) in accordance with the study program in force at the University, is to complete language courses in a given year of study during the scholarship – in such a situation, the student will be credited with a maximum of two languages completed during the stay abroad, or:
  - 2) completed language courses at the University – in such a situation, the student will be credited with a maximum of one language completed during the stay abroad (one that he or she has not previously completed at the University) or a language constituting a continuation of the language at a higher level than the one studied at the University.
9. After returning from abroad, the student applies to the Director of the Institute – on the terms set out in the Regulations – with a request to transfer the subjects completed abroad to the student's study program and recognition of grades obtained abroad.

**1. Students of the University pursuing a study program leading to a diploma from a partner university**

1. Recruitment for studies on the basis of relevant student exchange agreements is carried out by the University.
2. The student goes abroad with the consent of the Director of the institute.
3. In order to monitor the student's progress in learning compulsory subjects that are not offered by the partner university, as well as the progress in the implementation of the diploma thesis, the student is obliged to contact the appropriate lecturers of the University and the supervisor.
4. Courses of any choice taught at a partner university should be treated in accordance with the regulations in force in the same group of subjects taught at the University.
5. After graduating from a partner university (including obligatory internships depending on the program), the student is obliged to submit a diploma thesis to SSC in Polish or – with the consent of the supervisor – in a foreign language.
6. The diploma of the partner university is issued to the student after graduation from the University and after delivery to the partner university of a certified copy of the University's diploma.