

STUDY REGULATIONS AT THE KRAKOW UNIVERSITY OF ECONOMICS

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Please note: this is a translation of the regulations approved and enacted in Polish. As the University operates primarily in Polish, in certain places of this translated text the Polish-lingual equivalencies were added, to facilitate communication with units/employees.

STUDY REGULATIONS AT THE KRAKOW UNIVERSITY OF ECONOMICS

Chapter 1. General

§1. Subject matter of the regulation

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 students of first- and second-cycle studies and long-cycle master degree 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 Terms and Conditions refer to:

- 1) University – it should be understood as the Krakow University of Economics;
- 2) studies – it should be understood as education provided by the University in a specific field of study, level and profile;
- 3) curriculum – a description of the learning outcomes and a description of the process leading to the achievement of learning outcomes, together with the number of ECTS credits allocated to subjects;
- 4) learning outcomes – it should be understood as knowledge, skills and social competences acquired in the learning process, as referred to in the Act of 22 December 2015 on the Integrated Qualifications System;
- 5) confirmation of learning outcomes – it should be understood as conducting a formal process of verification of the candidate's learning outcomes obtained outside the system of study, to the extent corresponding to the learning outcomes specified in the curriculum;
- 6) ECTS credits – credits are a measure of the average student workload necessary to achieve learning outcomes – one ECTS credit 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 as: studies conducted on a “practical profile”, in which more than half of the ECTS credits are allocated to classes developing practical skills, or studies conducted on a general “academic profile”, in which more than half of the ECTS credits are allocated to classes related to research activities conducted at the University;
- 8) level of study – it should be understood as first-cycle, second-cycle or long-cycle studies;

- 9) full-time programs: a form of study in which at least half of the ECTS credits covered by the curriculum are awarded as part of classes with the direct participation of academic staff or other persons conducting classes and students;
- 10) part-time programs: a form of study in which less than half of the ECTS credits covered by a curriculum may be obtained as part of classes with the direct participation of academic staff or other persons conducting classes and students;
- 11) form of study – 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 Act of 20 July 2018 – Law on Higher Education and Science (ustawa z dnia 20 lipca 2018 r. - Prawo o szkolnictwie wyższym i nauce);
- 14) CAP – it should be understood as the Act of 14 June 1960 – Code of Administrative Procedure (ustawa z dnia 14 czerwca 1960 r. Kodeks postępowania administracyjnego);
- 15) Student Service Centre (SSC) – it should be understood as an organizational unit of the University dealing with administrative services for students (Centrum Obsługi Studentów) to the extent indicated in the Organizational Regulations of the University.

§3. Oath

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

§4. Student ID

1. The University issues a student with an ID card. The issuance of a student ID card is subject to a fee in the amount determined in separate regulations. Collecting 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 of student rights or removal from the register of students, and in the case of graduates of first-cycle studies – until 31 October of the year of graduation from these studies.

§5. Documentation of the course of studies

1. The documentation of the course of studies consists of: a student's album, a file of student personal files and a book of diplomas, kept in accordance with separate regulations.
2. The course of studies is also documented in the transcripts of course credits drawn up by the person completing the course 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 course or exam relates, the student's first and last name, the album number, the grade obtained, the date and signature of the person grading or conducting the exam – excluding protocols prepared in the form of printouts of electronic data.

§6. Dates of classes

1. Classes in full-time studies are conducted from Monday to Friday, with the exception of field classes, consultations and exams, which can also be held on Saturdays and Sundays. The exam can be held on Saturday or Sunday with the consent of the students.
2. Classes in part-time studies are conducted from Friday to Sunday, except for seminars, which can also be held from Monday to Thursday. With the consent of students, exams in part-time studies can also be held from Monday to Thursday.

§7. Student Self-Government

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

§8. Student Affairs

1. Student matters not reserved by the Act or the Statute to the competence of other bodies fall within the competence of the Rector.
2. The Institute Director appoints and dismisses supervisors of degree programs from among academic teachers, after consultation with the relevant body of the student self-government.
3. The basic duties of the supervisor of the degree program include providing students with assistance in solving problems related to the course of study, living and social issues. The supervisor of the degree program is obliged to appear at classes within 1 month from the date of their start in order to present their duties to students.
4. Within 2 weeks of the start of classes, the group elder is obliged to contact the supervisor of the degree program.
5. In all contacts with the University in matters conducted 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 sent from e-mail addresses other than those assigned to the Student.

§9. Student Services

1. Administrative services for students are provided by the Student Service Center (SSC).
2. Students with disabilities are served out of turn on the basis of a document issued by the Office for Persons with Disabilities or a disability ID card.

3. Students with disabilities are cared for by the Office for Persons with Disabilities (Biuro ds. Osób z Niepełnosprawnościami), in accordance with the scope of its activities.

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, whereby examination sessions and the summer retake session may not last less than 2 weeks, and the winter retake session may not last less than 1 week;
 - 2) the duration of the internships specified in the study programs; apprenticeships take place in their free time;
 - 3) periods free from classes, lasting a total of not less than 10 weeks, including 1 week of inter-semester break;
 - 4) the time of taking other classes provided for in the study programs.
4. The detailed organization of the academic year, taking into account the dates of examination sessions, dates of retake sessions, holiday breaks, semester breaks, as well as additional days off from classes, is determined by the Rector by way of an ordinance, at least 3 months before its commencement.
5. The winter retake session should not coincide with the period of classes.
6. Schedules of classes are made known to students no later than 1 week before the start of classes, by posting on the University's website. The schedule of classes may change during the semester.
7. The Rector may, during the academic year, announce days or hours free from classes.

§11. Study Programs

1. The studies are conducted in accordance with the study programs (curricula) adopted by the Senate.
2. Study programs are made public by placing them in the Public Information Bulletin (Biuletyn Informacji Publicznej) on the University's website (<https://bip.uek.krakow.pl/uchwaly/234>) and on the University's 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 Public Information Bulletin on the University's website at least one month before the beginning of the semester to which they refer.
3. The student follows the study program in force in the academic year in which she/he began education.
4. The provision of paragraph 3 does not apply to students repeating a semester of studies, continuing studies after leave, resuming studies, doing part of their studies outside the University or who transferred from another university.

5. The Senate may only introduce changes to study programs during the education cycle:
 - 1) in the selection of learning content provided 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 curriculum to changes in generally applicable regulations.

§12. Remote learning

1. If the specific nature of education on a given degree program allows it, some of the learning outcomes covered by the curriculum may be obtained as part of classes conducted with the use of distance learning methods and techniques, with the use of infrastructure and software ensuring synchronous and asynchronous interaction between students and lecturers, on the terms set out in separate regulations.
2. The maximum number of ECTS credits that can be obtained as part of education using distance learning methods and techniques in relation to the number of ECTS credits necessary to complete a given level of study, in accordance with the curriculum, is laid out in separate regulations.

§13. Studies in foreign languages

The rules for studying in foreign languages are specified in Appendix 1 to these Regulations.

§14. Settlement period

1. The settlement period is a semester, subject to paragraph 2.
2. In the case of foreign languages, the student has a one-year settlement period. For the annual settlement period, it is considered possible to meet the requirements necessary to pass the course during one academic year.
3. At the student's justified request, the Institute Director may introduce an annual or other settlement period:
 - 1) in justified fortuitous cases, including in particular:
 - a) an accident resulting in a long-term inability to function normally;
 - b) severe or long-term illness;
 - c) the need to care for a chronically ill family member.
 - 2) in connection with the departure for studies, programs, apprenticeships or internships abroad.
4. The application should be submitted within 2 weeks of the occurrence of the circumstance constituting the basis for the change of the settlement period. The student submits for inspection the documentation issued by the institution authorized in relation to the given case, certifying the circumstances justifying the application in relation to the student of the year or another settlement period.
5. By obtaining credit for a course, the student receives ECTS points 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 (curriculum).

§15. Individual Education Path – IEP

(Indywidualna ścieżka edukacyjna)

1. A student who has completed the second semester of studies and has outstanding learning results (i.e. the average of the course credits to date, not including courses from the semester preceding the semester to which the individual educational path is to relate, was at least 4.0) may study according to the Individual Education Path (IEP) consisting in a change in the curriculum enabling the student's interests to be pursued, provided that the degree learning outcomes are achieved taking into account scientific supervision. This option applies to all degree programs, including interdisciplinary studies.
2. Consent for the student to start studies according to IEP is given by the Institute Director, appointing, at the student's request, an academic supervisor. The student's application must include a description of the course of studies to date with documented learning results in the field of study and the consent of the proposed employee to take up the function of a supervisor.
3. The application, together with the relevant documents, must be submitted within 2 weeks before the beginning of the semester for which the student submits the application.
4. The tutor verifies and gives opinions on the study program proposed by the student, the student's obligations in terms of participation in lectures, classes, scientific research, professional internships and other classes, and deadlines for completing them. The student submits documentation in this regard to the SSC no later than 2 weeks after the Institute Director issues the consent to IEP. The proposed study program is approved by the Institute Director. The method of achieving the learning outcomes in individual courses carried out by the student and the deadlines for their completion are determined by the student with the staff conducting the courses carried out as part of IEP.
5. The deadline for crediting a semester of studies for a student studying according to IEP expires on the day of the end of the retake session of the settlement period. Failure to complete a semester or year of study within the deadline indicated in the preceding sentence results in automatic withdrawal of consent to IEP and repetition of failed classes or semester or year of study.
6. If the consent for IEP is withdrawn, the student may apply for its reinstatement within 2 weeks of the end of the retake session. The decision in this regard is made by the Institute Director, at the request of the student with justification and on the basis of a written opinion of the tutor.
7. A student studying under the IEP may complete a field of study without indicating a specialization. A prerequisite for entering a specialization into the diploma is the achievement of all learning outcomes provided for in the curriculum of this specialization.
8. A student studying under IEP may, with the consent of the relevant Directors of institutes, complete a part of the study program (selected courses or a semester program) at another institute of the University, at another university in the country or

at a foreign university (with the consent of the relevant 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 completing a part of the study program at a foreign university, in which the ECTS system does not function, the Institute Director decides on the method of converting grades to the system applicable at the University.

9. A student studying under IEP obtains the right to enter the grades obtained in additional subjects in the documents. The entry is made by the Institute Director. The grade in additional subjects is not included in the average grade.

§16. Individualized Class Attendance – ICA

(Indywidualny tryb odbywania zajęć)

1. An individualized mode of class attendance (ICA) is allowed, which consists in the implementation of the student's study program with the possibility of exemption, to the extent agreed with the lecturers, from participation in part or all of the classes and from obtaining credits on the dates agreed with the lecturers until the end of the student's settlement period.
2. The ICA is available to students:
 - 1) with disabilities;
 - 2) suffering from a chronic illness 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 internal university procedures;
 - 5) distinguished by special activities for the University;
 - 6) for which there are other important reasons, including in particular a pregnant student and a student who is a parent.
3. Professional work cannot be the basis for granting consent to ICA.
4. A pregnant student and a student who is a parent, in the case of full-time studies, has the right to use ICA in the course of studies until their completion, regardless of the detailed conditions for applying for and granting ICA specified in this paragraph. Students referred to in the preceding sentence cannot be refused permission to study according to ICA.
5. A student who has completed the first semester of studies can apply for ICA. This does not apply to students with disabilities, second-cycle students who stand out for their special activities for the benefit of the University and other particularly important cases.
6. A student's application for a permit for ICA should be properly documented:
 - 1) in the case referred to in section 2 point 1 – a disability certificate issued by an authority authorized in this respect;
 - 2) in the case referred to in section 2 point 2 – an appropriate medical certificate;
 - 3) in the case referred to in section 2 point 3 – a medical certificate confirming the illness of a member of the student's immediate family and a declaration of the student on exercising direct care over a member of the immediate family and on the degree of kinship;

- 4) in the case referred to in paragraph 2 point 4 – an appropriate document issued by a competent unit, body or employee of the University, confirming qualification for scholarship mobility or internships abroad in the University's internal procedures;
- 5) in the cases referred to in section 2 point 6 – with appropriate documents that confirm the circumstances in connection with which the student applies for ICA.
7. In the cases referred to in section 2 points 1 – 4 and point 6, the student submits an application for ICA for a given semester/year to the Institute Director within 2 weeks from the beginning of this semester/year or immediately after the occurrence of the reason constituting the basis for obtaining ICA. After obtaining the consent for ICA from the Institute Director, the student is obliged to provide the Director within 2 weeks with the schedule of assessments agreed with the lecturers for approval. Acceptance of subjects that start later than 2 weeks from the beginning of a given semester is completed by the student up to 2 weeks after the first class in these subjects.
8. In the case referred to in section 2 point 5, the student submits an application for ICA for a given semester/year to the Rector within 2 weeks from the beginning of this semester/year. After obtaining the consent for ICA from the Rector, the student is obliged to provide the Institute Director within 2 weeks with the schedule of assessments agreed with the lecturers for approval. Acceptance of courses that start later than 2 weeks from the beginning of a given semester is completed by the student up to 2 weeks after the first class in these subjects.
9. The deadline for completing a semester or a year is at the end of the retake session. In the case of obtaining conditional enrolment, the student may apply for the possibility of studying according to ICA in the next semester or year of study only in particularly justified cases and only if conditional enrolment is related to the repetition of no more than one subject.

§17. Individual Study Plan – ISP (Indywidualny plan studiów)

1. A student who has obtained confirmation of learning outcomes may study according to an individualized study plan (ISP), which consists in changing the current study plan in a way that allows the completion of classes covered by the program to be moved to earlier semesters, provided that the correct order of obtaining detailed learning outcomes is maintained and that all major learning outcomes specified in the curriculum are achieved, and there is a possibility of earlier the implementation of given classes resulting from the class schedules.
2. Consent for the student to start studies according to ISP is given by the Institute Director on the basis of the student's application with an attached proposal for changes to the study plan, which should be submitted at least 2 weeks before the beginning of the ISP semester.
3. Students who have obtained an average grade of at least 4.3 and have completed the first year of studies, and at the same time demonstrate other significant achievements or are studying on a different degree program at the same time, can also apply for ISP.
4. Failure to timely complete the classes covered by the ISP results in its automatic withdrawal and repetition of failed classes or semester or year of study.

§18. Choosing a specialization

1. If specializations are offered in the degree program, the student chooses one of them as compulsory, within the deadline set by the Institute Director. If organizational reasons do not allow for admission to the specialization of all applicants, the admission rules are determined by the Institute Director.
2. Specializations are launched by the Institute Director in accordance with the rules set out in the relevant Rector's ordinance. If the specialization selected by the student is not launched, the student has the right to choose another specialization from among the specializations launched. Failure to choose a specialization by the student on time results in assigning her/him to the specialization by the Institute Director.
3. Detailed rules for enrolment in the specialization are determined by the Rector by way of a separate ordinance.

§19. Academic Tutoring

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

Chapter 3. Student's rights and responsibilities

§20. Basic rights of a student

1. A student has the right to:
 - 1) respect for one's dignity by each 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 employees of the University administration;
 - 3) participate in the work of student research clubs, student organizations and scientific teams;
 - 4) developing cultural, tourist and sports interests in existing or created student clubs and organizations in accordance with the Act and to use the University's equipment and resources 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) participate in ensuring and improving the quality of education, including the right to give reliable opinions on curricula and to evaluate classes;
 - 7) justify absences from classes, apprenticeships, subject completion and exams on the terms set out in the Regulations;
 - 8) receive financial support and use accommodation in a dormitory, on the terms specified in separate regulations;
 - 9) participation in classes not included in the study program, in accordance with her/his interests, after obtaining the consent of the Institute Director - the rules of payment are regulated by separate regulations;

- 10) report non-compliance with the provisions of the Regulations by the lecturers.
2. A student may pursue part of her/his studies at another university in the country or abroad, on the terms set out in Appendix 1 to the Regulations.

§21. Basic Student Responsibilities

1. The basic duties of a student include:
 - 1) acquiring 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 Code of Ethics for Students of the University and other regulations in force at the University;
 - 4) caring for the dignity of the student, the good name of the University;
 - 5) respect for the property of the University;
 - 6) observing the principles of social coexistence and showing respect to the University employees;
 - 7) participate in classes, internships and meet other requirements provided for in the study program;
 - 8) comply with oral or written instructions of the lecturers regarding the rules of participation in classes and taking credits and exams (e.g. in the use of teaching aids, use of electronic devices, etc.);
 - 9) timely obtaining credits and passing exams and settling accounts for subsequent stages of studies;
 - 10) timely payment of financial liabilities 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 changes in marital status, surname, address of residence and residence and contact telephone number;
 - 12) timely enrolment for elective courses, specializations and seminar groups.
2. For violating the regulations in force at the University and for acts violating the dignity of the student, the student bears disciplinary responsibility. A student may be punished with:
 - 1) a warning;
 - 2) reprimand;
 - 3) a warning reprimand;
 - 4) suspension of the student's certain rights for a period of up to one year;
 - 5) expulsion from the University.
3. In the case of punishing a student with a penalty referred to in paragraph 2 point 5, the student is removed from the list of students and until the penalty is erased, she/he loses the right to take up or resume studies at the University.
4. The rules of procedure for disciplinary liability of students are regulated by the provisions of the Act and relevant regulations, the Statutes and the applicable regulations of the student government.
5. The student is financially responsible for any damage caused to the property of the University.

§22. Transfer between degree programs

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 may be expressed if the student meets the qualification requirements and completes all semesters preceding the submission of the application. An application for transfer to another degree is submitted to the Directors of the relevant institutes, no later than 2 weeks after the beginning of the semester. In the event of differences resulting from the study program (curriculum), the Institute Director determines the conditions, manner and deadline for their completion.
2. In the case of a transfer of a student from another degree program of the University, classes completed on the original degree on the basis of confirmation of learning outcomes are not recognized. The student must pass them as part of the curriculum differences within the deadline set by the Institute Director.

§22a Transfer from another university

1. A student may be admitted to studies at the University by transfer from another university, including a foreign one. The application for transfer is submitted to the Rector within 2 weeks from the beginning of the semester. The transfer may take place subject to group vacancies, provided that the qualification requirements are met and the first semester of studies is completed and most of the learning outcomes obtained by the candidate at the university where he or she has studied so far are consistent or consistent with the major learning outcomes in force at the University. The decision on admission to studies by transfer from another university is made by the Rector. In the event of differences resulting from the study program, the Institute Director determines the conditions, manner and deadline for their completion.
2. If a student transfers from another university, courses completed at that university on the basis of confirmation of learning outcomes are not recognized. The student must pass them as part of the curriculum differences within the deadline set by the Institute Director.

§22b Transfer to another university

A student can transfer from the University to another university. A student transferring to another university is obliged to notify the Institute Director about her/his admission to studies at another university by way of transfer and to fulfil all obligations towards the University, resulting from the regulations in force at the University.

§23. Change of the form of studies

1. A student can change the form of study from full-time to part-time. The decision in this matter is made by the Institute Director. The application may be submitted no later than 7 days before the beginning of the semester.
2. After completing the first semester of studies, the student may change the form of study from part-time to full-time, provided that the student achieves an average grade of at least 4.5 and meets the qualification requirements. The application in this matter

should be submitted by the student no later than 7 days before the beginning of the semester. The consent is issued by the Rector, guided by the University's capabilities.

§24. Resumption of studies

1. A student who, after completing the first semester, interrupted their studies or was struck off the list of students may apply for the resumption of studies in the same field of study. Resumption is admissible provided that the University continues to provide education in the same degree program, level and profile of studies.
2. A student may be allowed to resume studies only once. In special and documented cases, the student may be allowed to resume again.
3. Consent to resume studies is issued by the Rector.
4. Studies may not be resumed after five years from the date of the student's removal from the register of students.
5. Studies are resumed from the next semester, after the completed semester, in accordance with the current study program. In the event of curriculum differences between the current curriculum and the one in force at the time of resumption, the Institute Director determines these differences and sets the deadline for their supplementation. In the case of large curriculum differences, the Institute Director may refer the person resuming studies to a lower semester or year of study.
6. Repeating a semester as a result of resumption of studies may be payable 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 resumption of studies must be submitted to the SSC at least 1 week before the start of the semester.
8. A student expelled due to failure to pay the fees related to the studies may apply for the resumption of studies and continuation of the current semester, provided that the financial arrears to the University are immediately settled and a positive decision of the Institute Director is obtained.
9. Students removed from the register of students due to failure to complete the first semester of studies and students who resumed their studies in accordance with sections 1-2 may not resume their studies, but resume them on the basis of recruitment rules specified in separate regulations.

§25. Taking leave from classes

1. Upon a detailed justified and properly documented request of the student, the following may be granted:
 - 1) a year's leave from classes, or
 - 2) a one-year leave from classes with the possibility of taking a review of the learning outcomes specified in the curriculum.
2. The Institute Director may grant a 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 make up for the arrears caused by the absence before the end of classes in the semester in which the leave was granted.

3. Exceptionally, due to a prolonged reason, such as in particular a long-term illness confirmed by an appropriate medical certificate, the annual leave may be extended for another year.
4. A student may apply for a one-year leave without giving a reason – granted once during the studies after the student has been enrolled for the third semester.
5. The student should apply for leave at least 2 weeks before the beginning of the semester. If the reason for applying for leave occurs during the semester, the student should apply for leave immediately after the reason constituting the basis for granting it occurs. In such a case, the leave is granted for a period shorter than one year, i.e. until the date of the beginning of the semester in the next academic year corresponding to the semester in which the student applied for the leave.
6. The reason for the leave cannot be unsatisfactory academic results.
7. Leave cannot be granted retroactively.
8. The granting of leave is confirmed by the decision of the Institute Director and recorded in the documentation of the course of studies.
9. During the leave, the student retains student rights. The right to use material assistance during the holiday period is determined by separate regulations.
10. During the one-year leave, the student may, with the consent of the Institute Director, take part in some classes and apprenticeships. During the leave referred to in paragraph 1 point 2, the student may take credits and exams provided for in the curriculum.
11. A student studying on more than one degree program may apply for a leave from classes in each degree at the same time or only in one of them.
12. A pregnant student and a student who is a parent cannot be denied permission to take leave.
13. A student who is a parent submits an application for leave within 1 year from the date of birth of the child.
14. The leave referred to in section 1 point 1 and point 2 for:
 - 1) pregnant students are granted for the period until the date of the child's birth;
 - 2) a student who is a parent is granted for a period of up to 1 year;
 - however, if the end of the leave falls during the semester, the leave may be extended until the end of that semester.
15. After the end of the leave granted for health reasons, the student is obliged to submit a medical certificate to the Student Service Center (SSC) 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 Institute Director about taking up studies and make an entry in the SSC for the next semester, within 7 days from the start of classes.
17. It is not allowed to grant leave after completing the last semester of studies or after completing classes in the last semester of studies.

§26. Change of class 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 Institute Director, change the

exercise, laboratory, seminar group, etc. An application for a change of class group should be submitted no later than within 1 week from the start of classes.

§27. Rights of students with disabilities

1. In justified cases, a student with a disability may apply for a change of a practice, laboratory or lecture room by submitting an application to the Office for Persons with Disabilities within a period enabling the change in the timetable to be made.
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 related to classes from the teacher; She/he can also use other devices or the help of note-takers.
3. The classes are open to sign language interpreters, as well as assistants of people with disabilities (e.g. motor, hearing or sight).
4. Sign language interpreters, as well as assistants of people with disabilities (e.g. motor, hearing or vision) and blind people can participate in control work, tests and exams.
5. Students with disabilities in justified cases, no later than 7 days before the start of the examination session, may apply for alternative forms of taking exams/completing subjects.
6. The solutions referred to in sections 1-5 require the presentation of a disability certificate issued by an authority authorized in this respect.

Chapter 4. Rules for obtaining credits for subjects and semesters

§28. Grading rules

1. The following assessments are used to assess the learning outcomes achieved by the student:
 - 1) very good (5.0);
 - 2) good plus (4.5);
 - 3) good (4.0);
 - 4) satisfactory plus (3.5); 5) satisfactory (3.0);
 - 6) unsatisfactory (2.0).
2. Students repeating a course receive the grades specified in paragraph 1 on the same terms as students completing the course for the first time.
3. Progress in education related to the implementation of one subject is reflected by:
 - 1) assessment of current achievements – assessment of credits;
 - 2) exam grades – if the exam is provided for in the curriculum;
 - 3) final grade – entered in the documentation of the course of study.
4. The method of calculating the grade of current achievements is specified in the subject card (syllabus).
5. The final grade in the subject takes into account the assessment of current achievements and the exam grade. A positive final grade may be given provided that both of these grades are positive. The method of calculating it is specified in the item card.

6. If classes in a given subject are conducted by two or more academic teachers, the final grade is given by an employee appointed by the head of the department as the person responsible for the course before the start of classes. This person is made known to students during the first class of the subject.
7. Grades for current achievements, exam grades and final grades are communicated to students by album number, as follows:
 - 1) during classes or consultations, or
 - 2) via the university's e-mail or
 - 3) through other electronic communication communicators operating at the University.
8. After obtaining the grade, the student has the right to inspect her/his own papers within 7 days of receiving information about the grade, with the proviso that in the case of obtaining an unsatisfactory grade on the first date, the inspection must be allowed before passing or retaking the exam. The final grade is communicated to the student using the electronic student service system immediately, no later than within 7 days of the student obtaining this grade.
9. The examiner informs students about the exam grade within 10 days of the exam. The teacher informs about the student's grades within 10 days from the date of conducting a given form of checking the student's achievements. In the case of an oral exam, the examiner informs the student about the exam grade immediately after the end of the exam with the student in question. The head of the group has the right to inform the Institute Director of any failure of the examiner or the lecturer to comply with the above obligation.

§29. Completion of subjects / exams

1. If an exam is provided for as part of the subject, the student is obliged to pass it in the examination session, on the appointed date (first term). A student who has not passed the exam in the first term is entitled to one retake date of the exam (second term) in the retake session, subject to paragraph 1b.
 - 1a. The assessment of current achievements is obtained before the start of the examination session, subject to paragraph 1b. Obtaining a positive assessment of current achievements is a condition for admission to the exam.
 - 1b. A student who has been classified and who has not received a positive assessment of current achievements before the start of the examination session is entitled to one retake date in the examination session, instead of the first date of the exam. In such a case, the second term of the exam (re-sit) becomes the first date of the exam for the student, and the student loses the right to take the re-sit exam.
2. An unexcused absence of a student on a specific exam date is equivalent to a missed exam.
3. The fact of failing the exam in the first term is obligatorily taken into account in the final grade in the subject on the terms established by the employee responsible for the course and specified in the course card. Obtaining a positive grade in the second term of the exam results in its positive pass.
4. The student is obliged to immediately inform the employee conducting the course about the lack of participation and its reasons within the scheduled dates of subject completion and exams. In order to justify the absence, the student is required to

present documents justifying the absence within seven days from the date of the final exam or exam. The decision to excuse the absence is made by the employee responsible for the item. The student has the right to appeal against this decision to the Institute Director.

5. In the event of an excused absence from the subject completion or exam, the student retains the right to retake the test or exam, subject to the deadline. If the deadline for the end of the retake session has expired, the student must obtain the consent of the Institute Director to extend the settlement period in order to obtain the final grade.
6. Diploma seminars, health and safety training, library training and apprenticeships, as well as semesters of foreign language learning, other than those indicated in paragraph 7 are completed without a grade (which in the documents confirming the course of education is noted with the entries "appendix" in the case of achieving the assumed learning outcomes or "nzal" (failed) – failure to achieve a sufficient level of learning outcomes), unless the curriculum for a given field of study provides otherwise. "Zal." (pass) and "nzal." (failed) do not have an equivalent in the grading scale and are not taken into account in the calculation of the average grade from studies.
7. On the basis of one-year achievements, the student receives a grade from a foreign language after the second, fourth and last semester of language learning, if the curriculum provides for learning a foreign language in a given semester.
8. A student who has not achieved the learning outcomes provided for in the subject receives a failing grade.
9. Detailed learning outcomes and the rules for obtaining course completion in the subject are presented by the subject teacher during the first class of the semester, based on the subject card (syllabus).
10. At the end of the semester, the arithmetic mean of the final grades in the completed subjects is calculated. In the case referred to in §38 section 1, only the average of all grades obtained as part of the repetition of a given subject is included in the average grade.

§30. Subject recognition

1. If a student is studying or has studied another degree program, a subject completed in that field may be considered for credit for a semester of study in exchange for a subject in the home degree program, 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 field of study 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, the objects must correspond to each other in terms of content. Subjects from different levels and profiles of study are not subject to credit.
2. The decision in the scope referred to in paragraph 1 is made by the Institute Director at the student's request submitted no later than 2 weeks from the beginning of the semester in which the subject is conducted.
3. A student transferring subjects completed at a higher education institution other than her/his home institution, including a foreign one, is assigned the number of ECTS credits assigned to the learning outcomes achieved as a result of the relevant classes

and practical placements in the home field of study. Subjects from different levels and profiles of study 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 pass the corresponding subjects towards the marks obtained during the confirmation of learning outcomes. Consent to complete the subject is given by the Institute Director on the basis of the student's application submitted before the beginning 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 the ECTS credits assigned to subjects included in the study program.
5. A student participating in research or implementation work may be exempt from participation in some classes in the subject to which the work is thematically related. Consent in this respect is given by the Institute Director on the terms of granting Individualized Class Attendance (Indywidualny tryb odbywania zajęć), 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, the Student Service Center issues a certified printout of the documentation of the course of study.

§31. Board exam

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

§32. Apprenticeships

1. The internships provided for in the study program should correspond to the field of study pursued by the student and are subject to credit.

2. The curriculum specifies the date and duration of the internship and the number of ECTS credits related to their completion and credit.
3. Apprenticeships are used to:
 - 1) expanding the knowledge gained during studies and developing the ability to use it,
 - 2) preparing students for professional work, including independence and responsibility for the tasks entrusted to them;
 - 3) developing the 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. Detailed objectives of the apprenticeship are specified in the subject cards (syllabi).
5. In general-academic programs, the traineeship takes place in a business entity or other entity selected by the student, in the country or abroad, whose profile of activity enables the student to achieve the assumed learning outcomes. In the case of 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 its proposal of the business entity or institution where the internship will take place.
7. In order to choose the place of professional practice, the student can take advantage of the internship offers presented in the database available on the website of the Academic Career Center (Akademickie Centrum Kariery).
8. Substantive supervision over internships undertaken by students within a given field of study is exercised by internship supervisors (i.e. academic teachers appointed by the Institute Director) and representatives of entities in which internships are carried out on the basis of an agreement with the University. Information about the appointed supervisors of professional internships for a given academic year is made available at the beginning of each academic year, on the SSC website.
9. The internship is credited by the internship supervisor on the basis of a progress report approved by the entity accepting the student for the internship.
10. The duties of the internship supervisor include:
 - 1) acceptance of the business entity or institution selected by the student as the place of professional practice, and in the case of students of studies with a practical profile – indication of the place of professional practice;
 - 2) approval of the apprenticeship program agreed between the parties to the agreement on their organization, except for the situation referred to in paragraph 13;
 - 3) settling the student's account for the implementation of the internship program and making a decision on whether or not to pass it;
 - 4) making an appropriate entry in the electronic system for handling studies;
 - 5) creating a report with the credit using the electronic system of study management and transferring it to the SSC;
 - 6) if necessary, assistance in choosing a place of professional internship covered by the University's offer.
11. The student is obliged to complete the professional internship in accordance with the established program, and also to:
 - 1) compliance with the rules for apprenticeships laid down 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 principles of maintaining professional and state secrecy and protection of confidentiality of data to the extent specified by the organizer of the professional practice.
12. Internships should take place no later than on the dates set out in the study program. Internship is not a circumstance justifying failure to perform other obligations resulting from the Regulations and the study program applicable to the student. Internships take place in the free time from other classes included in the student's curriculum.
 13. At the student's request, the internship supervisor may credit the activities performed by the student as part of employment, internship or volunteering, in accordance with the profile of the internship specified in the curriculum, if they enabled the achievement of the learning outcomes specified in the internship program. Employment is understood as performing activities on the basis of an employment contract, civil law contract, as well as running one's own business.
 14. The internship supervisor decides whether or not to pass the apprenticeship. The guardian's decision may be appealed to the Institute Director.
 15. Failure to complete the professional internship due to the student's fault is tantamount to failing the subject.
 16. At the justified request of a student who, for reasons not attributable to him, did not complete the professional internship, it is possible to obtain the consent of the Institute Director to complete the professional internship at a different date, not interfering with the classes resulting from the study program.
 17. Detailed rules for the implementation of professional internships are laid down by the Rector by way of a separate ordinance.

§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 the exam schedule. In this schedule, for each subject ending with an exam, two dates of the exam are given: the first date (the first term in the examination session), the retake date (the second term in the retake session).
2. In a situation where the dates of the exams are not set within the time limit indicated in paragraph 1, the head of the group or year has the right to apply to the Institute Director for these dates.
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 principle that this date must fall within the session. The examiner may not change the date set in accordance with the procedure specified in 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 the Individual Study Plan or Individualized Class Attendance) and the students have met the requirements for admission to the exam.

§34. Conditions for passing the semester and the year

1. The condition for passing a semester or year of study is to meet all the requirements included in 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. Completion of the semester and year and enrolment for the next semester and year is made by the Institute Director.

§35. Excuse of absence

1. The condition for justifying the student's absence from classes is to submit to the lecturer for inspection, within 7 days from the first day of absence, a medical certificate or other reliable document which clearly shows that the student could not participate in classes on a given day. This obligation does not apply to students with approval for Individualized Class Attendance (Indywidualny tryb odbywania zajęć).
2. The teacher determines the manner and date of replenishment of arrears caused by absence.
3. Absences during the internship are justified by the student at the latest at the time of submitting documents confirming the completion of these internships, by submitting a medical certificate or other reliable document to the internship supervisor for inspection, which clearly shows that the student could not participate in the internship on a given day.
4. Taking into account the need to achieve all the expected learning outcomes, the subject teacher defines in the subject card (syllabus) the rules concerning the required attendance of students in classes, including absences due to which the student is not subject to classification. If the student is not classified, "NK" is entered in the electronic system used for student service.
5. By the end of the month following the month in which classes begin, the teacher of a given subject is obliged to inform the SSC about the existence of a prerequisite for removing a student from the list of students due to the lack of a section in compulsory classes.

§36. Removal from the list of students

1. A student is removed from the register of students in the following cases:
 - 1) failure to take up studies;
 - 2) resignation from studies;
 - 3) punish the student with a disciplinary penalty of expulsion from the University;
 - 4) failure to submit the diploma thesis or diploma exam on time.
2. Failure to undertake studies is determined 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 Institute Director about taking up classes or failure to apply for enrolment for the next year of studies after the leave from classes.
3. Resignation from studies should be submitted by the student in the form of a written statement. The date of resignation is considered to be the date of submission of the letter to the SSC, unless the content of the letter indicates a later date.
4. A student may be removed from the register of students in the following cases:

- 1) statement of non-participation in compulsory classes;
 - 2) a lack of progress in learning;
 - 3) failure to obtain credit for a semester or year within the specified period;
 - 4) failure to pay the fees related to the study on time.
5. Failure to participate in compulsory classes is a prerequisite for the removal of a student from the register of students in a situation where the student's absence has not been justified in the manner specified in the Regulations.
 6. Lack of progress in learning is considered in particular:
 - 1) failure of a semester due to failure to pass at least one subject;
 - 2) failing the same subject again, if it is repeated;
 - 3) failing to complete a semester again, in the case of repeating it.
 7. Removal from the register 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 year of study, at the student's request, the Institute Director decides on:
 - 1) conditional enrolment for the next semester, with the repetition of a 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 results in the deletion of the student from the register of students.

§38. Conditional entry (progression)

1. A student who has not obtained a positive final grade in a subject covered by the curriculum in a given course of study (including professional practice) may apply for conditional enrolment for the next semester with simultaneous repetition of the subject or subjects.
2. An application for conditional entry should be submitted no later than within 1 week from the end of the retake session.
3. During the first-cycle studies, the student may repeat a maximum of 3 subjects, during the second-cycle studies a maximum of 2 subjects, and during the 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 is not taken into account.
4. The Institute Director determines the conditions, manner and deadline for completing the learning outcomes.
5. Repeating a subject does not apply to classes carried out as part of the last semester. In such a situation, the Institute Director, at the student's request, may decide to repeat a semester or a year.
6. In the event of failure to complete a repeated subject, the student may only apply for a repeat of the semester or year in which the subject is included in the curriculum.

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 cycle, also taking into account the situation of a change of field of study or specialization.

§39. Repeating a semester or year

1. During the course of studies, the student may repeat a maximum of once a semester or a year of study.
2. The application 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 studies is obliged to complete the subjects provided for in the study program applicable to a given cycle of education, and if there are differences in the subjects completed by the student in previous semesters, in relation to the current curriculum – also in subjects in which he/she has not achieved learning outcomes. The Institute Director determines the conditions, manner and deadline for their completion.
4. A student repeating a semester or a year of study is credited by the Institute Director for all previously completed subjects, subject to sections 5-6.
5. If a student repeating a semester or year of study repeated the same subject due to a change in her/his learning outcomes, the final grade obtained during the subject repetition is taken into account when calculating the average grade.
6. In the case of resumption of studies, the number of possible repetitions of semesters does not change as part of studies on a given cycle, also taking into account the situation of a change of field of study or specialization.
7. A student repeating a semester retains student rights.
8. It is not possible to repeat the last semester of studies. In such a 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 for studies at another university and qualified for a one-year or semester study program in a foreign language implemented at the University

§40

1. A student may complete part of their studies at a domestic or foreign university as part of direct agreements or educational projects, or as part of a program in a foreign language implemented at the University, or at another university on their own.
2. A student qualified for studies at another university (delegated by the University or student organizations operating there) or for a program in a foreign language applies to the Institute Director within 14 days of qualification for consent to participate in them, consent to Individual Education Path (Indywidualna ścieżka edukacyjna) and, in a justified case, consent to change the settlement period, and also presents in the Learning Agreement the proposed study program for a given semester or year enrolled. A student who plans to study at another university on their own is additionally required to present a document

- stating that the university where they will study has the rights of a university within the meaning of the Act.
3. In the case of a coordinator for foreign mobility at the University, the Learning Agreement is consulted with him and reviewed by him before presenting the document to the Institute Director for approval.
 4. In the event of curriculum differences, the Institute Director specifies them in the Learning Agreement along with the date of supplementation.
 5. The student is obliged to present documents obtained during studies abroad or in Poland, confirming the completion of specific subjects, with grades obtained, and a detailed description of each subject with learning outcomes, prepared in Polish and the language of study abroad. The student delivers these documents to the SSC together with the conversion of grades to the scale used at the University.
 6. If the documents referred to in paragraph 5 do not contain an indication of the number of ECTS credits, they must indicate the number of teaching hours for each of the subjects completed.
 7. The recalculation of grades is carried out by the organizational unit of the University competent for foreign student exchange. In the situation referred to in paragraph 6, the calculation of ECTS credits from completed hours of classes is made by the Institute Director. The consent to the transfer of the completed learning outcomes, along with ECTS credits, and the recognition of grades is given by the Institute Director.
 8. If, after starting studies at another university, the study program differs from the one approved in the Learning Agreement, the student is obliged to immediately inform the entity acting as the coordinator of the foreign mobility in order to make and approve changes and determine the curriculum differences and the deadline for their implementation. Changes to the Learning Agreement, are approved by the Institute Director.
 9. If, after returning from another university, in subsequent semesters – in accordance with the curriculum applicable to a given degree program – there is a subject completed by the student previously and recognized by the Institute Director for the completion of the previous semester, the student is obliged to complete another subject, designated by the Institute Director, in order to obtain the number of ECTS points necessary to complete the semester or year. A student may apply for a subject in line with her/his interests.
 10. A student who has not completed the requirements specified in the Learning Agreement necessary to complete a semester or year of study at another university during the period of study at another university or as part of a study program in a foreign language at the University, is 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 of enrolment for diploma seminars and the lists of persons authorized to conduct these seminars are determined by the Institute Director after receiving an opinion from 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 a given seminar will be conducted.
3. The student has the right to choose the supervisor of the diploma thesis, taking into account paragraph 1. The student selects the supervisor within 1 month from the date of publication of the lists of persons authorized to conduct seminars.

§42. Diploma thesis (Praca dyplomowa)

1. A diploma thesis is an independent study of a specific scientific or practical issue, or a technical achievement, presenting the student's general knowledge and skills related to studies in a given field of study, level and profile, as well as the ability to independently analyze and draw conclusions. A diploma thesis is a written work, a published article or a design work, including the design and implementation of a computer program or system, as well as a construction or technological work.
2. The diploma thesis may take one of the following forms:
 - 1) a written essay containing a presentation of the results of the research work carried out (this type of study should include an indication of the research gap, a presentation of the research objective, 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) an independently prepared scientific article published in a nationally recognized scientific journal (provided that the date of publication of the thesis may not precede the date of the planned completion of the academic year in which the student is required 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. In studies conducted in Polish, at the student's request, with the consent of the Institute Director and the supervisor, the diploma thesis may be prepared in a foreign language.
4. With the consent of the Institute Director, the diploma thesis may be prepared jointly by two students, if it is possible to determine the effort and substantive value of the work of each of them. The students' application requires the approval of the supervisor and a detailed justification. The proposal should indicate, in particular, information about the parts of the thesis that will be prepared independently by individual students and precisely specify the contribution of each co-author to its preparation. The application may be submitted no later than by the end of the semester in which the seminar was launched.

§43. Supervisors (Promotorzy)

1. According to the curriculum, the student performs the diploma thesis under the supervision of an academic teacher holding at least a doctoral degree (the supervisor).
2. In exceptional cases, the Institute Director may authorize a specialist from outside the University, holding at least a doctoral degree, to manage the diploma thesis.

3. At the student's justified request, the Institute Director may agree to change the supervisor. The student attaches to the application the consent of the current supervisor and the person indicated in the application for a change of supervisor.
4. In the event of a longer absence of the supervisor, which may affect the delay in the deadline for submitting the diploma thesis by the student, the Institute Director is obliged to appoint a person who will take over the duties of the supervisor or extend the settlement period for the student.

§44. Submission of the diploma thesis

1. A student graduating from studies is obliged to submit a diploma thesis no later than by the end of the retake session of the last semester. 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 leader agrees to enter the diploma thesis into the Archive of Diploma Theses system (Archiwum Prac Dyplomowych).
4. The diploma thesis is considered submitted by the deadline after meeting all of the following conditions:
 - 1) completing all classes included in the study program, including the diploma seminar;
 - 2) entering a written thesis into the ADT system by the student;
 - 3) verification of the written diploma thesis by the supervisor using the Uniform Anti-Plagiarism System, confirmed in the ADT system with the annotation "accepted", constituting the acceptance of the final version of the diploma thesis.
5. Completion of the diploma seminar takes place after the final acceptance of the diploma thesis, in accordance with section 4 point 3).

§45. Reviewers (Recenzenci)

1. A reviewer of the diploma thesis may be an employee with at least a doctoral degree.
2. The reviewer of the diploma thesis cannot be an employee of the same department, unless only there are specialists in the area of knowledge to which the thesis relates.
3. The reviewer of the diploma thesis may be an employee of another university.

§46. Evaluation of the diploma thesis

1. The assessment of the diploma thesis is carried out, in the form of a written review, by the thesis supervisor and a reviewer appointed by the Institute Director.
2. The supervisor and the reviewer are required to submit a review within 2 weeks from the date of receipt of the thesis for review.
3. The diploma thesis is evaluated by the supervisor and the reviewer according to the scale specified in §28 section 1. The final grade of the diploma thesis is the arithmetic average of the grades given by the supervisor and reviewer.

4. If the reviewer evaluates the diploma thesis negatively, the Institute Director appoints a second reviewer. In the case of the second negative review, the student should present a corrected version of the thesis within 2 weeks.
5. Reviews of the diploma thesis are public, subject to exceptions resulting from the provisions of law.
6. In the event of a justified suspicion that a student has committed an act consisting in attributing authorship to himself or herself a significant fragment or other elements of someone else's work, the Rector orders an investigation to be conducted in accordance with the provisions on student disciplinary liability.
7. If, as a result of the explanatory procedure, the collected material confirms the commission of the act referred to in paragraph 6, the Rector suspends the proceedings for awarding the title until the disciplinary committee issues a decision and submits a notification of the crime.

§47. Diploma exam

1. The condition for taking the diploma exam is:
 - 1) obtaining positive final grades in all subjects, credits for professional internships and seminars provided for in the study program, subject to differences resulting from studies conducted under the Individual Education Path (Indywidualna ścieżka edukacyjna);
 - 2) submission of a 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 read the content of the review in the Archive of Diploma Thesis system (Archiwum Prac Dyplomowych).
3. The diploma examination should take place within 3 months from the date of submission of the diploma thesis.
4. The diploma examination is an oral exam held before a committee appointed by the Institute Director. The committee consists of: the Institute Director or another researcher indicated by the Institute Director – as the Chairperson, and the supervisor and reviewer of the thesis – 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 Institute Director and the supervisor, the diploma examination 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 major and specialization subjects.
7. At the request of the student or supervisor, after obtaining the consent of the Institute Director, 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 exam is set by the Institute Director. Information about the open diploma exam is posted on the University's website 1 week before its planned date.
8. When grading the answers to questions as part of the diploma examination, the grading scale specified in §28 section 1 is used. The final grade in the exam is determined by

calculating the arithmetic mean, up to two decimal places, from the grades given from the answers to each question. If the average grade obtained in the diploma exam is lower than 3.0, the final grade in the exam is a failing grade.

9. In the event of obtaining an unsatisfactory grade in the diploma examination or unjustified failure to take the exam on the agreed date, the Institute Director sets the second date of the examination as final. The re-examination may not take place earlier than one month and must take place no later than three months from the date of the first examination.
10. Failure to pass the diploma exam on the second date will result in deletion from the list of students.
11. The conduct of the diploma examination is recorded in the protocol. The diploma examination protocol includes: the date of the examination, the student's name(s) and surname, album number, names and surnames, signatures and titles, degrees 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 grade 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 result of graduation

1. The basis for calculating the final result of graduation is:
 - 1) arithmetic mean of all final grades in subjects completed throughout the entire period of study, including unsatisfactory grades, calculated to two decimal places, subject to §39 section 5 and §29 paragraph 10;
 - 2) arithmetic mean of the marks given by the supervisor and the 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 his/her studies, when calculating the average grade for the period of study, both the grades obtained during the period of studies before and after the resumption of studies are taken into account, taking into account section 2 point 1.
4. In the case of a student transferring to another field of study (within the University or from another university) during the course of study, the average grade for the entire period of study is taken into account, taking into account section 2 point 1 and subject to section 6, the grades obtained in the following subjects:
 - 1) completed by the student as part of the field of study in which he or she previously studied, if these subjects were included in the credit of the semester(s);
 - 2) recommended to the student to be supplemented (due to curriculum differences);
 - 3) other fields of study included in the curriculum of the field to which the student has transferred;
 - 4) classes transferred and completed during the implementation of Individual Study Plan (Indywidualny plan studiów).

5. In the case of a student transferring from another field of study, the calculation of the grade for the entire period of study does not take into account the subjects completed on the basis of confirmation of learning outcomes.
6. The diploma of graduation includes the final grade according to the scale:
 - 1) up to 3.49 - satisfactory;
 - 2) from 3.50 to 3.79 – plus satisfactory;
 - 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. Compensation to the middle of the grade applies to the entry in the diploma and the protocol of the diploma examination board. All other documents specify the actual result of studies, calculated to two decimal places.
8. The examination board may increase the grade referred to in paragraph 6 by 0.1 grade if all the grades received by the student in the diploma thesis (the supervisor's grade and the reviewer's grade) and all the grades 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 in the diploma thesis and the diploma exam, receives a satisfactory grade on the diploma.

§49. Graduate Diploma

Within 30 days from the date of graduation, the University prepares and issues to the graduate a diploma of graduation 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 the diploma supplement in a foreign language, in accordance with the rules set out in Article 77 section 2 of the Act.

Chapter 7. Transitional and final provisions

§50. Decisions/rulings (not being administrative decisions within the meaning of the Code of Administrative Procedure)

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

§51. Administrative decisions / orders

1. Administrative decisions and decisions are issued on the basis of the provisions of the Code of Administrative Procedure (Kodeks postępowania administracyjnego – KPA).
2. Administrative decisions and decisions of the Rector issued in the first instance may be appealed against for reconsideration of the case.
3. The Rector's administrative decision issued as a result of considering the appeal is final.
4. The Rector may authorize the Vice-Rector in charge of student affairs, directors of Institutes or other persons to issue administrative decisions and decisions on her/his behalf, on the basis of separate powers of attorney.

§52. Joint Studies

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

RULES AND SPECIAL CONDITIONS FOR STUDYING IN FOREIGN LANGUAGES

Section 1.

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

I. Polish and foreign students pursuing studies 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 Senate of the University on the conditions and mode of recruitment for individual forms and fields of study, established for a given academic year and made public by 30 June of the year preceding the academic year to which the recruitment relates.

II. Foreign students pursuing a study program aimed at obtaining 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 the administrative service of the relevant exchange programs.
3. To receive a University degree:
 - 1) in a degree program other than the degree pursued at her/his home University, the student must:
 - complete two semesters at the University, during which she/he is required to complete curriculum differences,
 - write and defend a diploma thesis,
 - complete the minimum ECTS points set for a given field of study at the University (this means that if a student has obtained an insufficient number of credits, in addition to compulsory subjects, he/she should choose additional subjects which, in accordance with the University's rules, will enable her/him to obtain the required limit of points),
 - 2) In the scope of the specialization implemented on the basis of funding from international projects in partnership with foreign universities, the student must:
 - complete one semester at the University,
 - complete the subjects required for the specialization during the entire course of study at the University and at partner universities,
 - write and defend a diploma thesis,
 - achieve the total minimum ECTS points established for 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 in all subjects completed by the student at the University, in accordance with the rules set out in §48 section 1 point 1 of the Regulations.
5. The University diploma is issued to the student after graduation from the home university and after delivery to the University, to the Student Service Center, 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

III. University Students

1. A student qualified by the relevant unit of the University to complete one-year or semester-long studies in a foreign language submits an application for the consent of the Institute Director for the Individual Education Path (Indywidualna ścieżka edukacyjna).
2. Students who follow a program in a foreign language in a given semester or year have completed only those subjects within their home field of study that will be recognized by the Institute Director as so-called substitutes (these are subjects for which the learning outcomes are the same as in studies in Polish).
3. Other subjects, 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 consent from the Institute Director to recognize 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 are passed after the end of the program, on the basis of examination protocols and certificates.

IV. International Students

1. International 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 programs referred to in point 1 points 1, 2 and 3, recruitment for 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, recruitment is carried out by the University.
4. At the end of each semester of studies at the University, the student receives a transcript containing a list of: grades obtained, learning outcomes achieved, number of ECTS credits, number of teaching hours completed 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 carried out by University students at foreign universities

I. University students studying for a year or semester at foreign universities

1. After qualifying for studies abroad, the student may apply to the Institute Director for Individualized Class Attendance (Indywidualny tryb odbywania zajęć) in order to complete the semester before going abroad.
2. In order to study abroad, the student applies for a leave from classes or for an Individual Education Path (Indywidualna ścieżka edukacyjna) for the semester or year in which the study abroad is to be carried out.
3. When studying abroad, the student should choose subjects related to the degree (specialization) pursued at the University. Subjects other than those specified in the preceding sentence may be pursued by the student in accordance with her/his own interests.
4. A student studying abroad should obtain 30 ECTS credits per semester, and if her/his study program at the University includes a seminar, the number of ECTS credits necessary to be obtained at another university is reduced by the number of ECTS credits provided for the seminar.
5. In the event of a large number of curriculum differences related to the need to complete major or specialization subjects at the University, the Institute Director may give permission to carry out subjects at the partner university for a lower number of ECTS credits, but not less than 20 ECTS. The remaining 10 ECTS credits are required to be obtained at the University by the date indicated by the Institute Director.
6. In the event of a surplus of points for subjects completed during studies abroad, the Institute Director – on the basis of the student's request – may decide to recognize the subjects in subsequent semesters. Such a possibility exists only within one cycle of studies.
7. The subject matter of the subjects recognized in subsequent semesters and which are provided for at the University as elective subjects does not have to coincide with the subject matter of the subjects completed during studies abroad. Recognition may be granted if the number of ECTS credits awarded for a subject to be taken abroad is at least equal to the number of ECTS credits awarded for an elective subject to be taken by the student at the University.
8. Foreign languages taught at a foreign university will be credited to a student who:
 - 1) in accordance with the curriculum in force at the University, he/she is to complete language subjects 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 her/his stay abroad, or:
 - 2) has completed language subjects at the University – in such a situation, the student will be credited with a maximum of one language completed during her/his stay abroad (one that he/she has not previously taught at the University) or a language that is 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 Institute Director – on the terms set out in the Regulations – with a request to transfer the subjects completed abroad to the student's study program and to have the grades obtained abroad recognized.

II. University students pursuing a study program aimed at obtaining a diploma from a partner university

1. Admission to studies on the basis of appropriate student exchange agreements is carried out by University.
2. A student goes abroad with the consent of the Institute Director.
3. In order to monitor the student's progress in learning compulsory subjects that are not offered by the partner university, as well as progress in the implementation of the diploma thesis, the student is obliged to contact the relevant University lecturers and the supervisor.
4. Subjects of any choice carried out at the partner university should be treated in accordance with the regulations in force in the same group of subjects carried out at the University.
5. After completing studies at a partner university (including obligatory internships, depending on the program), the student is obliged to submit a diploma thesis 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, a certified copy of the University diploma.