

KRAKOW UNIVERSITY OF ECONOMICS STUDY REGULATIONS

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STUDY REGULATIONS AT THE KRAKOW UNIVERSITY OF ECONOMICS

Chapter 1. General provisions

§1. Subject matter of regulation

1. The regulations of studies at the Krakow University of Economics (KUE) define the organization of studies and the related rights and obligations of the student.
2. The Regulations of Studies at the Krakow University of Economics apply to full-time and part-time first- and second-cycle students and long-cycle master's degree students, 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 (KUE);
- 2) **studies** – it should be understood as education provided by the University in a specific field, level and profile;
- 3) **degree program** – it should be understood as 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 assigned to classes;
- 4) **learning outcomes** – it should be understood as knowledge, skills and social competences acquired in the learning process, 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 study system, to the extent corresponding to the learning outcomes specified in the study program;
- 6) **ECTS credits** – it should be understood as credits that are a measure of the average workload of a student necessary to achieve learning outcomes – 1 ECTS credit corresponds to 25-30 hours of work of the student including classes organized by the University and individual work of the student related to these classes;
- 7) **study profile** – it should be understood: studies conducted on a practical profile, in which more than half of ECTS credits are assigned to classes shaping practical skills, or studies conducted on a general academic profile, where more than half of ECTS credits are assigned to classes related to scientific activities conducted at the University;
- 8) **level of studies** – it should be understood as first-cycle studies, second-cycle studies or long-cycle master's studies;
- 9) **full-time studies** – it should be understood as a form of study in which at least half of the ECTS credits covered by the degree curriculum are obtained as part of classes with the direct participation of academic teachers or other persons conducting classes and students;

- 10) **part-time studies** – it should be understood as a form of study under which less than half of the ECTS credits covered by the degree curriculum may be obtained as part of classes with the direct participation of academic teachers or other lecturers and students;
- 11) **form of study** – it should be understood as full-time or part-time studies;
- 12) **Regulations** – it ought to be understood as the Study Regulations at the Krakow University of Economics;
- 13) **the Act** – it should be understood as the Act of 20 July 2018 – Law on Higher Education and Science (in Polish: “Prawo szkolnictwie wyższym i nauce”);
- 14) **CAP** – it should be understood as the Act of 14 June 1960 on the Code of Administrative Procedure (in Polish: “Kodeks Postępowania Administracyjnego” - KPA);
- 15) **Student Service Centre (SSC)** – it ought to be understood as an organizational unit of the University dealing with administrative services for students to the extent indicated in the Organizational Regulations of the University,
- 16) **home degree** – it should be understood as the degree conducted at the University;
- 17) **home university** – it should be understood as the University.

§3. Oath

A person admitted to a degree program begins studies and acquires student rights at the moment of taking the oath.

§4. Student ID

1. The University issues a student ID card. A student ID card is issued in the form of:
 - 1) a mobile document that is an electronic document handled through a service made available in the mObywatel application ("mStudent Card") or
 - 2) an electronic student ID card (in the form of a plastic card).
2. The issuance of a student ID card is recorded in the register of issued ID cards, in which the student's name and surname, album number, date of issue of the ID card and the form of this ID card are entered. The register may be kept in electronic form.
3. The issuance of an electronic student ID card, referred to in paragraph 1(2), is subject to a fee in the amount determined in separate regulations.
4. A student ID card remains valid no longer than until the day of graduation, suspension of student rights or removal from the list of students, and in the case of completion of first-cycle studies - until 31 October of the year of completion of these studies.

§5. Documentation of the course of studies

1. The documentation of the course of studies consists of: the student's album, the student's personal file and the book of diplomas, kept in accordance with separate regulations.
2. The course of studies is also documented in electronic protocols of completing subjects prepared by the person passing or conducting the exam, containing: the name of the subject to which the credit or exam relates, the name and surname of the student, the album number, the grade obtained, the date of preparation.

§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 take place 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, with the exception of seminars, which can also be held from Monday to Thursday. With the consent of students, exams in part-time studies can also be held from Monday to Thursday.

§7. Student Government

1. All students of the University form a student self-government.
2. The student self-government is the exclusive representative of all students of the University.
3. The student self-government operates through its bodies, in accordance with separate regulations.
4. Representatives of students of a degree may be starosts (seniors) of the year, specialty or group. They represent the group of students by whom they have been elected, before the student self-government bodies, employees and authorities of the University.

§8. Student affairs

1. Student matters not reserved by the Act or the KUE Statute to the competence of other bodies, fall within the competence of the Rector.
2. The Institute Director appoints and dismisses the degree caretaker from among the academic teachers, after agreement with the competent body of the student self-government.
3. The basic duties of the degree caretaker include providing students with assistance in solving problems related to the course of study. The degree caretaker is obliged to attend classes within 1 month from the date of their commencement in order to present their duties to students.
4. Within 2 weeks of the start of classes, the cohort representative (starost) is obliged to establish contact with the degree caretaker.
5. In all contacts with the University in matters made via electronic means of communication, the Student is obliged to use the received e-mail address in the University's domain. The University reserves the right not to respond to messages that will be sent from e-mail addresses other than those assigned to the Student.

§9. Student service

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 card.
3. Care for students with disabilities is provided by the Office for Persons with Disabilities.

Chapter 2. Organization of studies

§10. Academic year

1. The academic year runs from October 1 to September 30 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 a summer retake session may not last less than 2 weeks, and a winter retake session may not last less than 1 week;
 - 2) the duration of the internship specified in the degree curricula; the internship takes place during non-class time;
 - 3) non-class periods, lasting a total of not less than 10 weeks, including 1 week of inter-semester break;
 - 4) the time of other classes provided for in the degree curricula.
4. The detailed organization of the academic year, taking into account the dates of examination sessions, dates of retake sessions, Christmas 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 teaching classes.
6. Class schedules are made available to students no later than 1 week before the start of classes, by posting them on the University website. The class schedule may change during the semester.
7. The Rector may announce days or hours off classes during the academic year.

§11. Degree Programs

1. The studies are conducted in accordance with the degree programs adopted by the Senate.
2. Degree programs are made public by placing them in the Public Information Bulletin (BIP) on the University's website and on the University's website (<https://planystudiow.uek.krakow.pl/>), 2 weeks from the date of their adoption. Changes in degree curricula introduced during the education cycle are made available in the BIP on the University's website at least one month before the beginning of the semester to which they relate.
3. The student carries out education according to the degree program in force in the academic year in which he or she began his or her education.
4. The provision of paragraph 3 does not apply to students repeating a semester of studies, continuing studies after a suspension, resuming studies, pursuing part of their studies outside the University or transferred from another university.
5. The Senate, during the education cycle, may only introduce changes to degree programs:
 - 1) in the selection of educational 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 degree curriculum to changes in generally applicable regulations.

§12. Distance learning

1. If the specificity of education in a specific degree allows it, part of the learning outcomes covered by the degree program may be obtained through classes conducted using distance learning methods and techniques using 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 studies at a given level, in accordance with the degree curriculum, is determined by separate regulations.

§13. Studies in foreign languages

Studies in foreign languages are conducted on the terms set out in the Regulations.

§14. Billing period

1. The settlement period is a semester, subject to paragraph 2.
2. The Institute Director, at the student's justified request, may introduce an annual or other settlement period:
 - 1) in justified random 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 student's departure as part of exchange programs;
 - 3) a student who is an active athlete who meets one of the following conditions:
 - a) is a medalist of the Olympic Games or the European Games or the Senior World Championships or the European Senior Championships in Olympic sports; and in the case of persons with disabilities – a medalist of the Paralympic Games or the World Championships or the European Championships in Paralympic sports; in the case of the hearing impaired – a medalist of the Deaf Games or the World Championships or the European Championships for the Deaf in sports covered by the program of the Deaf Games;
 - b) is in the Olympic training group A1 and A2;
 - c) is a medalist of the Universiade and the Academic World Championships – but until the age of 30;
 - d) has a current International Master Class (MM) – but up to the age of 30;
 - e) has a current master class (M) – but until the age of 30.
3. The application should be submitted within 2 weeks of the occurrence of the circumstance constituting the justification to change the settlement period. The student submits to the application documentation issued by an institution authorized in relation to a given case, certifying the circumstances justifying the application of a one-year or other settlement period in relation to the student.
4. Upon obtaining a subject credit, a student receives ECTS credits in the number indicated in the degree curriculum.
5. To pass the semester, it is required to obtain the number of ECTS credits indicated in the degree curriculum.

§15. Individual Learning Path (ILP)

1. A student who has completed the first semester of studies and has outstanding academic results (i.e. the average of previous subject credits, not taking into account subjects from the semester preceding the semester to which the individual educational path is to be subject, was at least 4.0) may study according to the Individual Educational Path (in Polish "Indywidualna ścieżka edukacyjna" - ISE) consisting in changing the study program,

enabling the student's interests to be pursued, provided that the specialization of learning outcomes will be achieved, including scientific supervision. This possibility applies to all fields of study, including interdisciplinary studies.

2. The consent for a student to start studies according to ILP is given by the Institute Director, appointing, at the student's request, a research Supervisor. The student's application must include a description of the degree to date with documented academic results in the field of study and the consent of the proposed employee to take up the position of a Supervisor.
3. The application, together with the relevant documents, must be submitted at least 2 weeks before the start of the semester for which the student submits the application. In the case of students taking classes as part of academic tutoring, the application must be submitted within 1 month from the date of the beginning of the semester.
4. The tutor verifies and gives an opinion on the study program proposed by the student, the student's obligations in the field of participation in lectures, exercises, scientific research, professional practice and other classes, and the deadlines for their completion. The student submits documentation in this regard to the Student Service Center (SSC) no later than 2 weeks after the Institute Director has given the consent to the ILP. The proposed study program is approved by the Institute Director. The method of achieving learning outcomes in individual subjects carried out by the student and the deadlines for their completion is agreed by the student with the staff teaching the subjects carried out within the ILP.
5. The deadline for passing a semester of studies for a student studying according to ISE expires on the day of the end of the retake session of the settlement period. Failure to pass a semester or year of studies within the deadline indicated in the preceding sentence results in the automatic withdrawal of consent to ILP and repetition of failed classes or semester or year of study.
6. In the event of withdrawal of consent to ILP, the student may apply for its restoration within 2 weeks of the end of the retake session. The decision in this regard is made by the Institute Director, at the student's request with justification and on the basis of the written opinion of the tutor.
7. A student studying within the ILP may complete the field of study without indicating a specialization. A prerequisite for entering a specialization in the diploma is the realization of all learning outcomes provided for in the study program within this specialty.
8. A student studying within the ILP may, with the consent of the relevant Directors of the institutes, complete a part of the study program (selected subjects or the program of the semester) at another institute of the University, at another university in the country or at a foreign university (with the consent of the relevant university) where the European Credit Transfer System (ECTS) operates – taking into account the applicable number of ECTS credits, and in the case of passing a part of the study program at a foreign university where the ECTS system does not operate, the method of converting grades into the system in force at the University is decided by the Institute Director.
9. A student studying within the ILP acquires 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 grade average.

§16. Individual Class Mode (ICM)

1. An individual mode of classes (in Polish: “Indywidualny tryb odbywania zajęć” - ITZ) is allowed, which consists in the implementation of the study program applicable to the student with the possibility of exemption, to the extent agreed with the lecturers, from

participation in part or all of the selected or all classes and from obtaining credits within the deadlines agreed with the lecturers until the end of the applicable student settlement period.

2. The ICM opportunities can be used by students:
 - 1) with disabilities;
 - 2) affected by a chronic illness that prevents systematic participation in classes;
 - 3) caring for a bedridden member of the immediate family;
 - 4) qualified for exchange programs and internships abroad;
 - 5) distinguished by special activities for the benefit of the University, i.e.:
 - a) members of the boards of student organizations and scientific clubs;
 - b) persons who are not members of the boards of student organizations or scientific clubs, performing key annual functions in these entities;
 - c) coordinators of university-wide projects;
 - d) Chairman of the Student Councils of the Institute;
 - e) University students associated in the Academic Sports Association, taking part in competitions at least at the national level.
 - 6) studying in two or more fields of study;
 - 7) for which there were 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 ICM.
4. A pregnant student and a student who is a parent shall have the right to use ICM in the course of their studies until their completion, regardless of the detailed conditions for applying for and awarding ICM specified in this paragraph. Students referred to in the preceding sentence may not be refused permission to study under ICM.
5. A student who has completed the first semester of studies can apply for ICM. This does not apply to students with disabilities, second-cycle students distinguished by special activities for the University and other particularly important cases.
6. A student's application for approval for ICM should be properly documented:
 - 1) in the case referred to in paragraph 2(1) – by a disability certificate issued by an authority authorized in this regard;
 - 2) in the case referred to in paragraph 2(2) – an appropriate medical certificate;
 - 3) in the case referred to in paragraph 2(3) – a medical certificate stating the illness of a member of the student's immediate family and a statement of the student on the direct care of the member of the immediate family and on the degree of kinship;
 - 4) in the case referred to in paragraph 2(4) – an appropriate document confirming the qualification;
 - 5) in the cases referred to in paragraph 2(6) – a certificate of the status of a student of another field of study conducted at another university;
 - 6) in the cases referred to in paragraph 2 point 7 – relevant documents confirming the circumstances in connection with which the student applies for ICM.
7. In the cases referred to in paragraph 2 points 1 – 4 and points 6 – 7, the student submits the application for ICM 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 ICM. After obtaining approval for ICM from the Institute Director, the student is obliged to provide the student with the credit schedule agreed with the lecturers for approval within 2 weeks. The student completes the acceptance of subjects that begin later than 2 weeks from the beginning of a given semester up to 2 weeks from the first classes in these subjects.

8. In the case referred to in paragraph 2 point 5, the student submits the application for ICM for a given semester/year to the Rector within 2 weeks of the beginning of that semester/year. After obtaining the consent for ICM from the Rector, the student is obliged to provide
The Institute Director is required to accept the credit schedule agreed with the lecturers. The student completes the acceptance of subjects that begin later than 2 weeks from the beginning of a given semester up to 2 weeks from the first classes in these subjects.
9. The deadline for passing a semester or year expires at the end of the retake session. In the case of obtaining a conditional enrolment, a student may apply for the opportunity to study under ICM in the next semester or year of study only in particularly justified cases and only when the conditional enrolment is related to the repetition of no more than one subject.
10. In particularly justified cases, it is possible to obtain ICM by persons distinguished by special activities for the benefit of the University, other than those indicated in paragraph 2 point 5, but in the case of scientific circles - after a positive opinion by the Head of the Department, and in the case of student organizations - after a positive opinion by the President of Student Self-Government.
11. If a student studies at the University in two or more fields of study, ICM can only be obtained in one field of study indicated by him/her.

§17. Individual Study Plan (ISP)

1. A student who has obtained a confirmation of learning outcomes may study according to an individual study plan (in Polish: "Indywidualny plan studiów" - IPS), which consists in changing the current study plan, in a way that allows the implementation of classes covered by the study to be postponed to earlier semesters, provided that the correct order of obtaining detailed learning outcomes will be maintained and all the learning outcomes specified in the degree curriculum will be achieved, and there is a possibility of earlier implementation of given classes resulting from the class schedules.
2. The consent for a student to start studies according to ISP is made by the Institute Director on the basis of the student's application together with an attached proposal for changes to the study plan, which should be submitted at least 2 weeks before the start of the ISP beginner semester.
3. Students who have obtained a grade point average (GPA) of at least 4.3 and completed the first semester of studies, and at the same time demonstrate other significant achievements or are studying in another field of study at the same time, can also apply for ISP.
4. Failure to pass the subjects covered by the ISP on time results in its automatic reversal and repetition of failed classes or semester or year of study.

§18. Choosing a specialty

1. If specialties are taught in the field of study, 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 specialty of all applicants, the admission rules are determined by the Institute Director.
2. Specialties are launched by the Institute Director on the terms specified in the relevant Rector's Ordinance. In the event of failure to activate the specialty selected by the student, the student has the right to choose another specialization from among the launched

specializations. Failure by the student to select the specialty on time results in the assignment to the specialization by the Institute Director.

3. Detailed rules for enrolment in specialties are determined by the Rector by means of a separate ordinance.

§19. Academic tutoring

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

Chapter 3. Student's Rights and Responsibilities

§20. Basic rights of the Student

1. The student has the right to:
 - 1) respect for their dignity by every member of the academic community,
 - 2) acquiring 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 assistance and knowledge of academic teachers and employees of the University administration;
 - 3) participate in the work of student scientific circles, 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 equipment and resources of the University for this purpose;
 - 5) participate in decision-making by the collegiate bodies of the University through their representatives, in accordance with the applicable regulations;
 - 6) participation in ensuring and improving the quality of education, including the reliable expression of opinions on degree curricula and the evaluation of classes;
 - 7) justifying absence from classes, internships, credits and exams on the terms set out in the Regulations;
 - 8) receive material assistance and use accommodation in the academic dormitory, on the terms set out in separate regulations;
 - 9) participation in classes not included in the degree curriculum, in accordance with his/her interests, after obtaining the consent of the Institute Director - the rules of payment are governed by separate regulations;
 - 10) reporting non-compliance with the provisions of the Regulations by the lecturers.
2. A student may pursue part of his/her studies at another university in the country or abroad, on the terms set out in Appendix No. 1 to the Regulations.

§21. Basic Responsibilities of the Student

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 of the University Student and other regulations in force at the University;
 - 4) taking care of the student's dignity and the good name of the University;
 - 5) respect for the property of the University;

- 6) observing the rules of social coexistence and showing respect to the employees of the University;
 - 7) participation in classes, internships and meeting other requirements provided for in the degree curriculum;
 - 8) complying with verbal or written instructions from the lecturer 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 settlement of financial obligations towards the University, including in particular timely payment of fees charged by the University in accordance with separate regulations;
 - 11) promptly, in writing to notify the University of any change in marital status, surname, address of residence and contact telephone number;
 - 12) timely registration for elective subjects, specializations and seminar groups.
2. For violation of the regulations in force at the University and for acts violating the student's dignity, the student is subject to disciplinary liability. A student may be punished with a:
 - 1) warning;
 - 2) reprimand;
 - 3) reprimand with warning;
 - 4) suspension of certain student rights for a period of up to one year;
 - 5) expulsion from the University.
 3. In the event of a student being punished with a penalty referred to in paragraph 2(5), the student is removed from the list of students and loses the right to take up or resume studies at the University until the penalty is erased.
 4. The rules of procedure for disciplinary liability of students are regulated by the provisions of the Act and relevant regulations, the Statute and the applicable regulations of the student self-government.
 5. The student is financially responsible for damage caused to the property of the University.

§22. Transfer between degrees

1. A student may apply for a transfer to another degree. The decision to transfer between degrees is made by Directors of the relevant Institutes. Consent to transfer to another degree may be given if the student meets the qualification requirements and completes all semesters preceding the submission of the application. The application for transfer to another degree is submitted to the Directors of relevant Institutes, no later than 2 weeks after the beginning of classes in the semester. In the event of differences resulting from the degree program, the Institute Director determines the conditions, manner and date of their completion.
2. In the event of a student's transfer from another degree at the University, classes passed in the home degree are not recognized on the basis of confirmation of learning outcomes. 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 study at the University in the transfer mode from another university, including a foreign one. The application for transfer is submitted to the Rector

within 2 weeks of the beginning of the semester. The transfer may take place subject to vacancies, provided that the qualification requirements are met and the first semester of studies is completed, as well as that most of the learning outcomes obtained by the candidate at the home university comply with the learning outcomes in force at the University. The decision on admission to studies in the transfer mode from another university is made by the Rector. In the event of differences resulting from the degree program, the Institute Director determines the conditions, manner and date of their completion.

2. In the event of a student transferring from another university, classes passed 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 may transfer from the University to another university. A student transferring to another university is obliged to notify the Institute Director about his/her admission to studies at another university in the transfer mode and to fulfil all obligations towards the University resulting from the regulations in force at the University.

§23. Change in the form of studies

1. A student may change the form of study from full-time to part-time. The decision in this matter is made by the Institute Director. If a compulsory foreign language is not passed in full-time studies, the student is obliged to pass this language during part-time studies, under the conditions indicated by the Institute Director. The application can be submitted no later than 1 week before the start of the semester.
2. After completing the first semester of studies, a 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 1 week before the beginning of the semester. Consent is given by the Rector, guided by the possibilities of the University.

§24. Resumption of studies

1. A student who, after completing the first semester, interrupted his/her studies or was removed from the list of students, may apply for resumption of studies in the same field of study. Resumption is admissible provided that the University continues to provide education in the same field of study, level and profile of studies.
2. A student may obtain permission to resume studies only once. In special and documented cases, a student may obtain permission to resume studies again.
3. The consent to resume studies is given by the Rector.
4. The resumption of studies may not take place after five years from the date of removal from the list of students.
5. Studies are resumed from the next semester, after the semester passed, in accordance with the current degree curriculum. In the event of program differences between the degree curriculum implemented so far and the one in force at the time of resumption, the Institute Director determines these differences and sets a date for their completion. In the

event of major differences in the curriculum, the Institute Director may refer the person resuming studies to a lower semester or year of studies.

6. Repeating a semester as a result of the resumption of studies may be subject to a fee, 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 Student Service Center (SSC) at least 1 week before the beginning of the semester.
8. A student who has been expelled due to non-payment of fees related to the study may apply for the resumption of studies and the continuation of the current semester on the condition that the financial arrears towards the University are immediately settled and a positive decision of the Institute Director is obtained.
9. Students who have been removed from the list of students due to failure to complete the first semester of studies and students who have resumed studies in accordance with paragraphs 1-2 may not resume their studies, but take them up again on the terms of admission, specified in separate regulations.

§25. Leave from studies

1. At the student's request in detail and properly documented, the student may be granted the following:
 - 1) annual leave from studies, or
 - 2) one-year leave from studies with the possibility of verifying the learning outcomes specified in the degree curriculum.
2. The Institute Director may grant a short-term leave from studies due to the family nature of the 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 absence before the end of classes in the semester in which the leave was granted.
3. Exceptionally, due to a prolonged cause, such as a long-term illness confirmed by an appropriate medical certificate, 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 studies after the student has completed the second semester of studies.
5. The student should apply for leave no later than 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 for granting it occurs. In such a case, the leave is granted for a period of less 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 leave.
6. The reason for the leave cannot be obtaining 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 period, the student retains student rights. The right to use material assistance during the leave period is determined by separate regulations.
10. During the annual leave, the student may, with the consent of the Institute Director, take part in certain classes and professional internships. During the leave referred to in paragraph 1 point 2, the student may take credits and exams provided for in the degree curriculum.
11. A student studying on more than one degree may apply for a leave of absence 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. Leave referred to in paragraph 1 point 1 and point 2 for:
 - 1) pregnant students is granted for the period up to the day of the child's birth;
 - 2) a student who is a parent is granted for a period of up to 1 year;
 - provided that 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 the commencement of studies and make an entry in the Student Service Center (SSC) for the next semester, within 1 week of the start of classes.
17. It is inadmissible 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 due to health, life or organizational reasons, may, with the consent of the Institute Director, change the seminar, laboratory, conversatory group, etc. An application for a change of class group should be submitted no later than within 1 week from the date of the start of classes.

§27. Entitlements of students with disabilities

1. A student with a disability may, in justified cases, apply for a change of seminar, laboratory or lecture room by submitting an application to the Office for Persons with Disabilities within a time limit allowing for a change in the timetable.
2. A student with a disability may, in justified cases - with the consent of the lecturer - take notes from classes for their own use in an alternative form, i.e. by recording classes, taking photos or receiving materials about classes from the teacher; they can also use other devices or the help of people taking notes.
3. Sign language interpreters as well as assistants of people with disabilities (e.g. physical, hearing or sight) can participate in the classes.
4. Sign language interpreters, as well as assistants of people with disabilities (e.g. physical, hearing or sight) and the blind can participate in control works, credits and exams.
5. Students with disabilities in justified cases, no later than 1 week before the start of the exam session, may apply for alternative forms of taking exams/credits.
6. The solutions referred to in paragraphs 1-5 require the presentation of a disability certificate issued by an authority authorized in this regard.

Chapter 4. Rules for obtaining credits for subjects and semesters

§28. Grading rules

1. When assessing the learning outcomes achieved by the student, the following assessments are used:

- 1) very good (5.0);
 - 2) good plus (4.5);
 - 3) good (4.0);
 - 4) sufficient plus (3.5);
 - 5) sufficient (3.0);
 - 6) insufficient (2.0).
2. Students repeating a subject obtain the grades specified in paragraph 1 on the same terms as students taking a subject for the first time.
 3. Educational progress related to the implementation of one subject is reflected by:
 - 1) grades from current achievements - assessment of credit;
 - 2) grade from exam - if the exam is provided for in the degree curriculum;
 - 3) final grade - entered into the documentation of the course of studies.
 4. The method of calculating the assessment 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 grade from the exam. A positive final grade may be issued provided that both of these grades are positive. The method of its calculation is specified in the subject card.
 6. If classes in a given subject are conducted by two or more academic teachers, the final grade is issued by an employee appointed by the head of the department as the person responsible for the subject before the start of classes in the subject. This person is made known to students during the first classes in the subject.
 7. Current achievement grades, exam grades, and final grades are communicated to students by album number, as follows:
 - 1) during classes or consultations, or
 - 2) via university e-mail or
 - 3) through other electronic communication messengers operating at the University.
 8. The lecturer provides information about the student's assessment within 10 days of conducting a given form of checking the student's current achievements.
 9. The examiner informs students about the grade from the exam within 10 days of its conduct. In the case of an oral exam, the examiner informs the student about the grade from the exam immediately after the end of the exam with the student.
 10. The final grade is communicated to the student using the electronic study service system immediately, no later than within 1 week of obtaining this grade by the student.
 11. After obtaining the grade, the student has the right to inspect his/her own works within 1 week of receiving the information about the grade, with the proviso that in the case of obtaining an insufficient grade on the first date, the inspection must be made available before the credit or the retake exam, but no later than 2 days before the retake exam.
 12. The group starost has the right to inform the Institute Director about any case of failure of the examiner or lecturer to comply with the obligation indicated in paragraphs 8 - 10.

§29. Credits / 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 set date (first exam date). A student who has not passed the exam on the first exam date is entitled to one retake of the exam (second exam date) in the retake session, subject to paragraph 1b.
- 1a. The assessment of current achievements is obtained before the beginning of the examination session, subject to paragraph 1b. Obtaining a positive assessment of current achievements is a condition for admission to the examination.

- 1b. A student who has been classified and who has not received a positive assessment of current achievements before the beginning of the examination session is entitled to one retake date in the examination session, instead of the first exam date. In such a case, the second exam date (retake) becomes the first exam date for the student, and the student loses the right to a retake exam.
2. An unexcused absence of a student from a specific exam date is equivalent to a loss of a date.
3. The fact that the exam is not passed on the first date is obligatorily taken into account in the final grade in the subject on the terms established by the employee responsible for the subject and specified in the subject card (syllabus). Obtaining a positive grade on the second date of the exam results in its positive passing.
4. The student is obliged to immediately inform the employee conducting the subject about the absence of participation and its reasons within the set deadlines for credits and exams. In order to justify the absence, the student is obliged to submit documents justifying the absence within seven days of the date of the credit or exam. The decision to justify the absence is made by the employee responsible for the subject. The student has the right to appeal against this decision to the Institute Director.
5. In the event of an excused absence from the credit or exam, the student retains the right to retake the credit or exam, subject to the deadline. In the event of the expiry of the deadline for the completion of the retake session, in order to obtain the final grade, the student must obtain the consent of the Institute Director to extend the settlement period.
6. Diploma seminars, Health & Safety training and library training, as well as professional internships, are credited without a grade (which is noted in the documents confirming the course of education with the entries "zal." (in English: pass) in the case of achieving the assumed learning outcomes or "nzal." (in English: failure) to achieve a sufficient level of learning outcomes), unless the curriculum for a given degree states otherwise. "Zal." and "nzal." have no equivalent in the grade scale and are not taken into account in the calculation of the average grade from studies.
7. A student who has not achieved the learning outcomes provided for in the subject receives an unsatisfactory grade.
8. Detailed learning outcomes and the rules for obtaining credit in the subject are presented by the subject teacher in the first classes of the semester, based on the subject card (syllabus).
9. 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 grade average.

§30. Recognition of subjects

1. If a student studies or has studied another degree, the subject passed in it may be considered for the credit of a semester of study in exchange for a subject from the home degree, along with the transfer of ECTS credits - the number of ECTS credits is assigned as is assigned to the learning outcomes obtained as a result of the implementation of the relevant subject in the home degree. However, this subject must ensure the implementation of the learning outcomes provided for in the degree program for the parent subject. At the same time, the subjects must correspond to each other in terms of content.
2. Subjects from different levels of study are not eligible for credit.

3. 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 after the beginning of the semester in which the subject is implemented.
4. A student transferring subjects completed at a university other than his/her home university, including a foreign one, is credited with the number of ECTS credits assigned to the learning outcomes obtained as a result of the implementation of relevant classes and internships in the home field. Subjects from different levels of study are not subject to transfer.
5. Students who have been admitted to studies on the basis of the best results obtained through the confirmation of learning outcomes have the right to credit the subjects corresponding to these outcomes for the grades obtained during the confirmation of learning outcomes. The consent to pass the subject is given by the Institute Director on the basis of the student's application for confirmed learning outcomes submitted before the beginning of the first semester of studies together with a certificate. A student applying for credit for learning outcomes may have credited no more than 50% of ECTS credits assigned to classes covered by the degree curriculum.
6. A student participating in research or implementation work may be exempt from participating in some classes in the subject to which the work is thematically related. The consent in this regard is given by the Institute Director on the basis of the ICM, based on the opinion of the person in charge of the research work and the employee responsible for the subject.
7. At the student's request, the Student Service Center (SSC) issues a certified printout from the documentation of the course of studies.

§31. Board exam

1. A student who does not agree with the final grade obtained in a subject and raises justified objections to the impartiality of the teacher who assessed him/her or to the form, conduct of the exam or assessment, or to the method of determining the final grade in a subject, has the right to take the board exam by submitting within 1 week from the date of obtaining the final grade, an application to the Institute Director.
2. The board examination takes place before a committee composed of the Institute Director or his/her deputy, as the Chairperson of the Committee, the examiner appointed by the Institute Director conducting the board exam and the degree caretaker or the subject supervisor. The teacher against whom objections have been raised or the employee responsible for the subject participate as an observer in the board examination.
3. At the student's request, a representative of the student self-government 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 examination is determined by the Chairperson of the Committee.
5. The board exam should take place no earlier than 3 days and no later than 1 week from the date of consideration of the application.
6. In the event of a discrepancy in the opinions of the members of the Committee conducting the board examination, the final grade is determined by the Chairperson.
7. A report of the board examination is drawn up, which the Chairperson of the Committee immediately submits to the Student Service Center (SSC).

8. If the student receives an unsatisfactory grade from the board exam, he or she has the right to submit an application for conditional enrolment for the next semester of studies, with the exception of the last semester of studies.

§32. Internships

1. The internships provided for in the degree program should correspond to the student's degree and are subject to credit.
2. The degree program determines the date and duration of the internship and the number of ECTS credits associated with their completion and credit.
3. Internships are used to:
 - 1) expanding the knowledge gained during studies and developing the ability to use it;
 - 2) preparing the student for professional work, including independence and responsibility for the tasks entrusted to him/her;
 - 3) shaping the skills necessary for future professional work;
 - 4) deepening knowledge about specific sectors of the economy;
 - 5) learning about the organization and mechanisms of functioning of business entities and other institutions, government and local government administration, etc.
4. The specific objectives of the internships are specified in the subject cards (syllabi).
5. In degrees with a general academic profile, professional internships take place in a business entity or other entity of the student's choice, in the country or abroad, whose activity profile enables the student to achieve the assumed learning outcomes.
6. In a justified case, the student may apply to the internship Supervisor to change its location, indicating his/her proposal of the business entity or institution in which he/she will complete the internship.
7. In order to choose the place of professional internship, the student can use the internship offers presented in the database available on the website of the Academic Career Center.
8. Substantive supervision over the internships carried out by students within a given degree 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 on the appointed internship Supervisors for a given academic year is made available at the beginning of each academic year, on the Student Service Center (SSC) website.
9. The internship is credited by the internship Supervisor on the basis of a conduct report approved by the entity hosting the student for the internship.
10. The duties of the internship Supervisor include:
 - 1) organization of an information meeting for students;
 - 2) acceptance of the business entity or institution chosen by the student as a place of professional practice;
 - 3) approval of the internship program agreed between the parties to the agreement on their organization, with the exception of the situation referred to in paragraph 13;
 - 4) assessing the student's implementation of the internship program and making a decision on whether or not to pass it;
 - 5) creating a protocol with credit using an electronic system for handling studies;
 - 6) if necessary, providing assistance in choosing a place of professional internship covered by the University's offer.
11. The student is obliged to complete the internship in accordance with the established program, and in addition, to:
 - 1) compliance with the rules for internships set out in the University;

- 2) compliance with the work order and discipline established by the organizer of the professional internship, observing the rules of health and safety and fire protection;
 - 3) compliance with the principles of professional and state secrecy and data confidentiality protection to the extent specified by the organizer of the professional internship.
12. Internships should take place no later than on the dates set by the degree program. Completing an internship is not a circumstance justifying the failure to perform other obligations resulting from the Regulations and the degree program applicable to the student. Professional internships take place in free time from other classes covered by the student's degree program.
 13. At the student's request, the internship Supervisor may credit the activities performed by the student as part of employment, practice or volunteering, in accordance with the profile of the internship specified in the degree program, if they enabled the achievement of the learning outcomes specified in the internship program. Employment means the performance of activities on the basis of an employment contract, a civil law contract, as well as running one's own business.
 14. The decision on whether or not to credit the internship is made by the internship Supervisor. The Supervisor's decision is appealed to the Institute Director.
 15. Failure to pass the internship due to the student's fault is tantamount to failing the subject.
 16. At the justified request of a student who, for reasons through no fault of his own, has failed the internship, it is possible to obtain the consent of the Institute Director to complete the internship on a different date, which does not interfere with the classes resulting from the degree curriculum.
 17. Detailed rules for the implementation of professional internships are determined by the Rector by means of a separate ordinance.

§33. Exam Schedule

1. Within 1 month of the beginning of classes in a given subject, the starost of the year or group, in consultation with the examiner, prepares the exam schedule. In this schedule, two exam dates are given for each subject ending with the exam: the first exam date (the first term in the exam session), the second exam date (the second term in the retake session).
2. In a situation where the dates of the examinations are not set within the period indicated in paragraph 1, the starost of the group or year has the right to request the appointment of these dates to the Institute Director.
3. The examiner may, in consultation with the students, change the date of the exam previously set in accordance with paragraph 1, subject to the rule that this date must fall in the session. The examiner may not change the date set in the procedure specified in paragraph 2.
4. The examiner may also, in consultation with the students, conduct the exam before the start of the exam session, provided that all classes in the subject covered by the exam have been completed (this condition does not apply to students studying according to ISP or ICM) and the students have met the requirements for admission to the exam.

§34. Conditions for passing the semester and year

1. The condition for passing a semester or year of studies is to meet all the requirements covered by the degree curriculum for a given settlement period and to pass all subjects on time, i.e. by the end of the retake session.
2. Credit for the semester and year and enrolment for the next semester and year is made by the Institute Director.

§35. Excuse for absence

1. The condition for justifying the student's absence from classes is to submit to the lecturer for inspection, within 1 week from the first day of absence, a medical certificate or other reliable document from which it clearly shows that the student could not participate in classes on a given day. This obligation does not apply to students who have a consent to ICM.
2. The lecturer determines the method and date of supplementing the arrears caused by absence.
3. The student justifies absences during the internship at the latest at the moment of submitting documents confirming the implementation 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. The lecturer, bearing in mind the need to achieve all the assumed learning outcomes, specifies 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 grading, which means that an unsatisfactory grade is not entered in the electronic student service system.
5. Up to 2 weeks following one month from the start of a given class, the teacher of a given subject is obliged to inform the Student Service Center (SSC) about the existence of a prerequisite for removing a student from the list of students due to the lack of participation in compulsory classes.

§36. Removal from the list of students

1. A student is removed from the list of students in the following cases:
 - 1) failure to undertake studies;
 - 2) dropping out of studies;
 - 3) punishing the student with a disciplinary penalty of expulsion from the University;
 - 4) failure to submit a diploma thesis or diploma exam on time.
2. Failure to undertake studies is stated in the case of:
 - 1) failure to take the oath within 1 month of the beginning of the semester;
 - 2) failure to attend classes within 1 month from the date of commencement of classes;
 - 3) failure to notify the Institute Director about taking classes or failure to apply for enrolment in the next year of studies after a leave of absence.
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 Student Service Center (SSC), unless the content of the letter indicates a later date.
4. A student may be removed from the list of students in the following cases:
 - 1) non-participation in compulsory classes;
 - 2) lack of progress in learning;
 - 3) failure to obtain credit for a semester or year within the specified deadline;
 - 4) failure to pay fees related to studies on time.

5. Failure to participate in compulsory classes is grounds for removing a student from the list of students in a situation where the student's absence has not been justified in the manner specified in the Regulations.
6. In particular, the following are considered to be a lack of progress in learning:
 - 1) failing a semester due to failing at least one subject;
 - 2) failure to pass the same subject again, in the case of its repetition;
 - 3) failing the semester again, in case of its repetition.
7. Removal from the list of students takes place by 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 studies, at the student's request, the Institute Director makes a decision on:
 - 1) conditional entry for the next semester, with the repetition of the subject or subjects, or
 - 2) permission to repeat a semester or year of study.
2. Failure to obtain the consent referred to in paragraph 1 results in the student being removed from the list of students.

§38. Conditional Entry

1. A student who has not obtained a positive final grade in a subject covered by the degree program in a given degree (including professional internship) may apply for conditional enrolment for the next semester with simultaneous repetition of the subject or subjects.
2. The application for conditional entry should be submitted no later than within 10 days from the date of the end of the retake session.
3. During first-cycle studies, a student may repeat a maximum of 3 subjects, during second-cycle studies a maximum of 2 subjects, and during long-cycle Master's studies 5 subjects. A student may repeat more than 1 subject in a given semester, but in the case of long-cycle Master's studies, a student may not repeat more than 3 subjects in a given semester. Subject repetition is not taken into account in the situation referred to in §39 section 5.
4. The Institute Director determines the conditions, manner and date of completing the learning outcomes.
5. Repeating the subject does not apply to classes carried out as part of the last semester of studies.
6. If the student fails to pass a repeated subject, he or she may apply only for a repetition of the semester or year in which the subject is included in the degree curriculum.
7. In the event of resumption of studies, the number of possible repetitions of subjects does not change within the study at a given level, also taking into account the situation of a change of field of study or specialization.

§39. Repeating a semester or year

1. During the studies, the student may repeat a semester or a year of studies at most.
2. A request for a semester repetition should be submitted within 10 days from the end of the retake session.
3. A student who repeats a semester or a year of studies is obliged to pass the subjects provided for in the degree curriculum in force for a given cycle of education, and if there are differences in the subjects completed by the student in the previous semesters, in

relation to the current degree curriculum - also from subjects in which he/she has not achieved learning outcomes. The Institute Director determines the conditions, manner and date of their completion.

4. For a student repeating a semester or a year of study, the Institute Director shall credit all previously completed subjects, subject to paragraphs 5-6.
5. In a situation where a student repeating a semester or year of studies repeated the same subject due to a change in his/her learning outcomes, the final grade obtained during the repetition of the subject is taken into account when calculating the grade point average (GPA).
6. In the event of resumption of studies, the number of possible repetitions of semesters does not change within the studies at a given level, also taking into account the situation of a change of field of study or specialization.
7. A student repeating a semester retains student entitlements.
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 specified in the Regulations.

Chapter 5. Domestic and foreign mobility

§40. General rules of mobility

1. A student can complete part of their studies at a domestic or foreign university as part of exchange programs or on their own.
2. A student can take part in:
 - 1) long-term mobility - lasting at least one semester,
 - 2) short-term mixed mobility (physical mobility combined with remote mobility), where the student's physical stay at another university lasts from 5 to 30 calendar days,
 - 3) internship or practice abroad.
3. Detailed conditions for the implementation of student mobility are specified in the rules of exchange programs, internships and internships abroad, as well as internal procedures published on the websites of the relevant organizational units of the University.

§40a. Long-term mobility

1. A student qualified for studies at another university determines the content of the Learning Agreement in consultation with the KUE coordinator for foreign trips and a person authorized at the host university.
2. The student applies to the Institute Director for consent to ICM and, if justified, consent to change the settlement period. In the event of program differences, the Institute Director determines the deadline for their completion by issuing consent to ICM.
3. The approved Learning Agreement on the degree curriculum is submitted for approval by the Institute Director and a person authorized at the host university.
4. A student planning to study at another university on their own is obliged to additionally submit a document stating that the university in which they will study has the rights of an HEI within the meaning of the Act.
5. The student is obliged to immediately notify the KUE coordinator for foreign trips and a person authorized at the host university of the need for changes in the Learning Agreement. The Learning Agreement is updated in accordance with the procedure indicated in the above paragraphs.

6. Upon returning from another university, the student is obliged to submit to the Institute Director, through the Student Service Center (SSC), documents approved by the coordinator for foreign trips of the KUE and a person authorized at the host university, confirming the completion of specific subjects with the grades obtained (*Transcript of Records* and a detailed description of each subject with learning outcomes, prepared in the language of study) together with the conversion of grades to the scale used in the KUE, made by the KUE organizational unit competent for international student exchange.
7. If the documents referred to in paragraph 6 do not contain an indication of the number of ECTS credits, they must contain an indication of the number of teaching hours of each of the subjects completed. In such a case, the conversion to the grade scale used in the KUE is made by the Institute Director.
8. If, after returning from another university, in the following semesters – in accordance with the study program applicable to a given field of study – there is a subject previously completed by the student and recognized by the Institute Director for the credit of the previous semester, the student is obliged to pass another subject, designated by the Institute Director, in order to obtain the number of ECTS credits necessary to pass the semester or year. The student may apply for the designation of a subject in accordance with his/her interests.
9. A student who has not fulfilled the requirements set out in the Learning Agreement necessary to complete a semester or year of studies will be subject to the procedure specified in §36-§39, respectively.

§40b. Short-term mixed mobility

1. A student qualified for a mobility as part of short-term mixed mobility determines the content of the Learning Agreement together with the KUE coordinator for foreign trips and a person authorized at the host university. The subject indicated in the Learning Agreement may not be present in the home field of study.
2. The approved Learning Agreement on the study program is submitted for approval by the Institute Director and a person authorized at the host university.
3. The student is obliged to submit to the Institute Director, through the Student Service Center (SSC), documents approved by the coordinator for foreign trips of the KUE and a person authorized at the host university, confirming the completion of a specific subject with the grade obtained and a detailed description of the subject with learning outcomes, prepared in the language of study, together with the conversion of grades on the scale used in the KUE, made by the KUE organizational unit competent international student exchange.
4. A student who has not fulfilled the requirements set out in the Learning Agreement will be subject to the procedure specified in §36-§39, respectively.

§40c. Internships and practice abroad

1. During the studies, the student can carry out internships or practice abroad as part of mobility programs.
2. An internship or practice abroad may be credited towards professional internships covered by the study program, on the terms specified in §32 and the relevant Rector's order.
3. Completing an internship or practice abroad is outlined in the diploma supplement.

§40d. Host student exchange programs

1. At the University, some of their studies can be pursued by students whose home university is another Polish or foreign university (hereinafter: host students).
2. Detailed conditions for the implementation of mobility of host students are specified in the rules of exchange programs and internal procedures published on the websites of the relevant organizational units.
3. At the end of the exchange, the host student receives documents confirming the completion of specific subjects with the grades obtained (*Transcript of Records* and a detailed description of each subject with learning outcomes, prepared in the language of study).

§40e. Dual Degree Programs

The rules for the implementation of double degree programs at the Krakow University of Economics are specified in a separate Rector's Ordinance.

Chapter 6. Thesis and Diploma Exam

§41. Diploma seminars

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

§42. Diploma thesis

1. A diploma thesis is an independent development 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, 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 project work, including the design and execution of a computer program or system, as well as construction or technological work.
2. The diploma thesis, after agreement with the Supervisor, may take one of the following forms:
 - 1) a written study containing a presentation of the results of the research work carried out (this type of study should include, in particular, a presentation of the purpose of the research, a description of the research methodology and a discussion of the results obtained);
 - 2) achievement of an implementation nature presenting the assumptions of the created solution, its design, implementation process and evaluation of the results obtained;
 - 3) an individually prepared scientific article or a chapter in a scientific monograph, published in a scientific journal or in a scientific publication included in the list

published by the minister responsible for higher education and science (the date of publication may not precede the date of the planned completion of the academic year in which the student is obliged to submit a diploma thesis by more than 24 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.

§43. Supervisors

1. The diploma thesis provided for in the degree program is carried out by the student under the supervision of an academic teacher holding at least a doctoral degree (Supervisor).
2. In exceptional cases, the Institute Director may authorize a specialist from outside the University who holds at least a doctoral degree to supervise the diploma thesis.
3. At the student's justified request, the Institute Director may agree to a change of Supervisor. The student attaches to the application the consent of the current Supervisor as well as the person indicated in the application for a change of Supervisor.
4. In the event of a longer absence of the Supervisor, which may impact 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 student's settlement period.

§44. Submission of a diploma thesis

1. A student completing his/her studies is obliged to submit his/her 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 request of the student, submitted before the expiry of 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 (in Polish: "Archiwum Prac Dyplomowych" – APD).
4. The diploma thesis is considered to have been submitted on time after the following conditions are met:
 - 1) passing all classes covered by the degree program, including the diploma seminar;
 - 2) entering the written diploma thesis into the ADT system by the student;
 - 3) verification of the written diploma thesis by the Supervisor using Uniform Anti-Plagiarism System (in Polish: "Jednolity System Antyplagiacyjny" – JSA), confirmed in the ADT system with the annotation "I accept", constituting the acceptance of the final version of the diploma thesis.
5. The diploma seminar is credited after the final acceptance of the diploma thesis, in accordance with section 4 point 3).

§45. Reviewers

1. The Reviewer of the diploma thesis may be an employee holding at least a doctoral degree.

2. A Reviewer of a diploma thesis cannot be an employee of the same department, unless only there are specialists employed in the field 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 evaluation 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 obliged to submit a review within 2 weeks from the date of receipt of the diploma thesis for review.
3. The diploma thesis is evaluated by the Supervisor and the Reviewer according to the grading 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 the Reviewer.
4. If the Reviewer evaluates the diploma thesis negatively, the Institute Director appoints a second Reviewer. In the case of a second negative review, the student should submit 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 reasonable suspicion that a student has committed an act consisting in attributing to himself the authorship of a significant fragment or other elements of someone else's work, the Rector orders an investigation in accordance with the regulations on disciplinary liability of students.
7. If, as a result of the explanatory proceedings, the collected material confirms the commission of the act referred to in paragraph 6, the Rector shall suspend the proceedings for the award of the professional title until the disciplinary committee issues a decision and shall file a report on the commission 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 practice and seminars provided for in the study program, subject to differences resulting from studies conducted in the ILP mode;
 - 2) submission of a diploma thesis;
 - 3) obtaining positive evaluations of the diploma thesis - both from the Supervisor and the Reviewer.
2. Before taking the diploma exam, the student has the right to read the content of the review in the ADT system.
3. The diploma exam should take place within 3 months from the date of submission of the diploma thesis.
4. The diploma exam is an oral exam held before a committee appointed by the Institute Director. The committee consists of: the Institute Director or another researcher indicated by the Institute Director - as the Chairperson, as well as 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 exam 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 exam may be conducted in a foreign language.

6. The subject of the diploma exam are issues related to the subject of the diploma thesis and issues related to the specialty and specialty subjects.
7. At the request of the student or Supervisor, after obtaining the consent of the Institute Director, an open diploma exam 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 published on the website 1 week before its planned date.
8. When assessing the answers to the questions in the diploma exam, the appellant uses the grade scale specified in §28 section 1. The final grade from 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 from the diploma exam is lower than 3.0, the final grade from the exam is an unsatisfactory grade.
9. In the event of obtaining an unsatisfactory grade in the diploma exam or unjustified failure to take the exam within the set deadline, the Institute Director sets the second date of the exam as the final one. The second exam may not take place earlier than one month and must take place no later than three months after the date of the first exam.
10. Failure to pass the diploma exam on the second exam date results in removal from the list of students.
11. The conduct of the diploma examination is recorded in the protocol. The diploma examination protocol includes: the name of the university, the place and date of protocol preparation, the student's name(s) and surname, the student's date and place of birth, ID number, the name of degree, form of study, level of study, field of education, the period of study, the title of the diploma thesis, the composition of the Committee, the content of the questions asked and the assessment of their answers, the result of the diploma examination, the components for the calculation of the result of studies, in the case of a positive result of the diploma examination - the name of the professional title awarded and the final result of studies (to be entered on the diploma), the signatures of the Chairperson and members of the Committee.
12. Graduation takes place on the day of passing the diploma exam with a positive result.

§48. Determination of graduation results

1. The basis for calculating the final graduation results are the:
 - 1) arithmetic mean of all final grades in subjects completed throughout the study period, including unsatisfactory grades, calculated with an accuracy of two decimal places, subject to §39 section 5 and §29 paragraph 9;
 - 2) arithmetic mean of the grades awarded by the Supervisor and Reviewer, determined in accordance with §46 section 3;
 - 3) grade from the diploma examination, determined in accordance with §47 section 8.
2. The result of the studies is the sum of:
 - 1) 60% of the grade referred to in paragraph 1(1);
 - 2) 20% of the grade referred to in paragraph 1(2);
 - 3) 20% of the grade referred to in paragraph 1(3).
3. In the event that a student resumes studies, both grades obtained during the period of study before and after the resumption of studies are taken into account when calculating the grade point average (GPA) for the period of study, taking into account paragraph 2(1).
4. In the case of a student's transfer to another field of study during their studies (as part of the University or other university), when calculating the average grade for the entire period

of studies, the grades obtained in the following subjects are taken into account, taking into account paragraph 2 point 1 and subject to paragraph 6:

- 1) passed by the student in the field of study in which he or she previously studied, if these subjects were included in the semester(s);
 - 2) recommended to the student to be completed (due to curriculum differences);
 - 3) other studies included in the study program of the field to which the student has transferred;
 - 4) classes transferred and passed during the implementation of ISP.
5. In the case of a student's transfer from another field of study, the grades for the entire period of study do not take into account the classes passed on the basis of confirmation of learning outcomes.
 6. On the diploma of graduation, the final grade is entered according to the scale:
 - 1) to 3.49 – sufficient;
 - 2) from 3.50 to 3.79 – plus sufficient;
 - 3) from 3.80 to 4.19 – good;
 - 4) from 4.20 to 4.49 – plus good;
 - 5) from 4.50 to 4.89 – very good;
 - 6) from 4.90 to 5.00 – very good with distinction.
 7. Equalization to half of a grade applies to the entry in the diploma and the protocol of the diploma examination board. In all other documents, the actual result of studies, calculated with an accuracy of two decimal places, is specified.
 8. The examination committee may increase the grade referred to in paragraph 6 by 0.1 grade if all the marks received by the student in the diploma thesis (Supervisor's grade and Reviewer's grade) and all grades obtained as part of the diploma exam are very good.
 9. A student who has obtained an average grade from studies below 3.0, regardless of the grades obtained from the diploma thesis and the diploma exam, receives a satisfactory grade on the diploma.

§49. Diploma

Within 30 days from the date of graduation, the University prepares and issues to the graduate a diploma of completion of studies together with a diploma supplement and two copies thereof, including, at the student's request, a copy of the diploma or diploma supplement submitted by the date of graduation, in accordance with the rules set out in Article 77(2) of the Act.

Chapter 7. Transitional and final provisions

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

1. An application submitted by the student should be considered within 2 weeks from the date of its submission.
2. The student has the right to appeal against the decision(s) of the Institute Director to the Rector.
3. The Rector's decisions/rulings issued in the first instance may be subject to a request for reconsideration of the case.
4. An appeal or a request for reconsideration of the case is filed within 2 weeks from the date of receipt of the decision/decision.

5. The Rector's decision/ruling issued as a result of considering an appeal or a request for reconsideration of the case is final.
6. The appeal or the request for reconsideration of the case should be considered within 2 weeks from the date of its submission.
7. The Student Service Center (SSC) informs the student of all decisions/decisions made in his case.

§51. Administrative decisions / orders

1. Administrative decisions and decisions are issued on the basis of the provisions of the CAP.
2. Administrative decisions and decisions of the Rector issued in the first instance may be subject to a request for reconsideration of the case.
3. The administrative decision of the Rector issued as a result of considering the appeal is final.
4. The Rector may authorize the Vice-Rector responsible for student affairs, Directors of Institutes or other persons to issue administrative decisions and decisions on his/her 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.