

# **STUDY REGULATIONS**

**for**

## **THE UNIVERSITY OF BUSINESS IN WROCLAW**

Adopted by the Senate of the WSH in Wrocław  
(Resolution 1 of Senate of the WSH in Wrocław of 25 April 2019)

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## **CHAPTER I GENERAL PROVISIONS**

### **§ 1**

The goal of the University of Business in Wrocław, hereinafter referred to as "the University" is to equip its graduates with the knowledge, skills and competences necessary to succeed in their professional life, both as employees and company owners. The task of the Study Regulations is to create a legal framework for studying at the University, which allows achieving this goal to the greatest possible extent.

### **§ 2**

1. Studies at the University are chargeable. Information on study-related fees and their due dates are made public by posting them on the university's notice boards and website.
2. The amount of fees related to the studies, including additional fees, is settled in legal acts issued by relevant bodies, indicated in the frame of a statute and the study agreement concluded between the University and the student.

### **§ 3**

1. A person admitted to studies acquires the rights of a student upon taking an oath, the content of which is determined in the University Statute.
2. The student is enrolled a specific field and level of study.
3. The student is obliged to act in accordance with the oath and its content as well as the regulations of studies, comply with the provisions in force at the University, carry out the orders of its authorities and bodies, take care of the good reputation of the University and respect its traditions and customs. Student is obliged to:
  - 1) acquisition of knowledge and skills as well as social competences, implementation of the study program, taking on exams and credits as scheduled
  - 2) be respectful of other students and employees of the University
  - 3) comply with the customs and habits of the academic community
  - 4) obtain credits and pass the exams, as well as preparing semester and diploma theses, respecting copyright
  - 5) concern for the student's dignity and good reputation of the University
  - 6) taking care of the University's property
  - 7) timely payment of fees
  - 8) inform the University about studies at another university and about scholarships received there in the same time
  - 9) immediately inform the University of any change in personal data and contact details or other data affecting obtaining financial assistance
  - 10) immediately inform the Dean of resignation from studies
  - 11) show student ID at the University at the request of the University's employees.
4. For violation of applicable provisions, the student will face the disciplinary committee - on the principles decreed in the Act - Law on Higher Education and Science and the University Statute.

#### § 4

The student has the right to:

- 1) acquire knowledge, develop own scientific interests, use the equipment and resources as well as the entire University library collections in accordance with applicable regulations, as well as with the help of academic teachers and university bodies, everything for learning purposes
- 2) study in one or several fields of study and one or more specialties and develop their own interests
- 3) change the form, field of study as well as specialization
- 4) transfer and acknowledge ECTS credits
- 5) participate in didactic classes and take exams assumed in the study program and on the principles settled therein
- 6) justify absences from classes, leaves from classes as well as leaves from classes with the possibility of proceeding to verify the learning outcomes specified in the study program
- 7) study according to the individual organization of studies (IOS)
- 8) participate in consultations given by academic teachers related to matters connected to the implementation of the study program
- 9) take an exam before a committee with the participation of an observer he indicates
- 10) repeat the unsuccessful periods of study, excluding the first year
- 11) repeat specific classes due to unsatisfactory learning outcomes
- 12) associate in already existing student organizations and establish new ones
- 13) receive awards and accolades on the principles determined in the Regulations and in separate regulations
- 14) receive financial help in accordance with separate regulations in force at the University
- 15) move to another university, after fulfilling all obligations towards the University
- 16) participate in decision making process taken by collegiate bodies through the agency of student representatives
- 17) submit postulates regarding study programs and matters related to social and living conditions to University's authorities
- 18) participate in an incentive system, supporting the development of knowledge, skills and social competences
- 19) assessment of the didactic process
- 20) participate in scientific research and associate in scientific clubs run by the University
- 21) develop cultural, tourist, sport and artistic interests, using the University's facilities and resources for this particular purpose, as well as assistance from its academic teachers and bodies
- 22) respect for their own dignity by all people and organizations forming the academic community, taking active or passive participation in the University's activity.

#### § 5

1. The student receives a student ID, a document confirming the status of a student.
2. Students have the right to have a student ID until the day of graduation, removal from the register of students, and in the case of first-cycle graduates - until October 31 of the year of graduation.
3. Student rights and obligations expire on the day of graduation or striking off the list of students.
4. Upon graduation, a graduate shall receive a university diploma:
  - a. first degree confirming obtaining the professional title of a bachelor or engineer
  - b. second degree confirming obtaining a master's degree.

#### § 6

1. The student government is the representative of all students towards the University authorities.
2. The relevant bodies of student government shall be entitled to express a position on all matters concerning students.
3. Regulations of the student government and its amendments are adopted by the Student Government. The Regulations come into force after the Rector has confirmed its compliance with the Law on Higher Education and the University statute.

#### § 7

The Rector acts as the head of the students at the University whereas the Dean is their direct superior.

## **CHAPTER II**

### **Organization of studies**

#### § 8

Studies are conducted in Polish or in a foreign language.

#### § 9

The conditions and procedure of the recruitment process and forms of study in individual fields are specified in the resolution of the University Senate published no later than by June 30th of the year preceding the academic year to which the resolution relates..

#### § 10

1. The academic year begins on October 1 and lasts until September 30 of the following calendar year and is divided into two semesters.
2. Principles of organization of the academic year, divided into semesters with isolated ]deadlines for holding classes and examination sessions, are determined by the Rector, after consulting the student government, at the latest by May 1 of the previous academic year.
3. The dean establishes and announces a detailed schedule of classes not later than 2 weeks before the beginning of the semester.
4. During the academic year, regardless of the holidays, two breaks are planned related to Christmas and Easter.
5. The Rector may establish additional days or hours free from classes during the academic year, so-called rector's days or hours.

#### § 11

1. First and second cycle studies may be conducted as full-time or part-time studies.
2. Full-time studies last:
  - 1) for first cycle studies - at least 6 semesters,
  - 2) in the case of engineering studies - at least 7 semesters,
  - 3) in the case of second-cycle studies - from 3 to 5 semesters,
3. Part-time studies may last longer than the corresponding full-time studies.
4. If the year is repeated, the maximum period of study leave is extended accordingly.

#### § 12

1. Studies are conducted at a specific field, level and profile based on the study program, which specifies:
  - 1) learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualifications System, taking into account the universal characteristics of the first degree specified in this Act and the characteristics of the second degree specified in the provisions issued on the basis of art. 7 clause 3 of this Act;
  - 2) a description of the process leading to learning outcomes;
  - 3) the number of ECTS credits assigned to classes.

2. During the academic year, after the end of each semester, exam sessions are planned: basic and re-sit.
3. The study program in Polish may allow for conducting selected subjects in a foreign language,
4. The dean, in consultation with the lecturer responsible for running a particular subject, may authorize submitting of certain examinations, including diploma examinations, and the submitting of diploma theses in a foreign language.

#### § 13

1. The study program specifies a list of subjects which implementation conditions the completion of a given year of study or completion of studies, the sequential system of classes and exams, the obligation to complete internships or other special activities.
2. The study program may assume the possibility of conducting university-wide classes and optional subjects at another University unit, as well as another university, including a foreign university, on the basis of contracts concluded by the University.
3. The lecturer conducting the course determines the rules of participation in the classes included in the subject and announces them at the first classes in the given subject. Participation in them may be dependent on meeting additional criteria specified by the lecturer.

#### § 14

1. Part of the learning outcomes covered by the study program may be obtained as part of classes conducted with the usage long-distance learning methods and techniques using infrastructure and software ensuring synchronous and asynchronous interaction between students and lecturers conducting the classes.
2. Conducting classes with the usage of long-distance learning methods and techniques are governed by separate provisions.

#### § 15

1. During studies, compulsory apprenticeships or other activities of a special nature will take place if they are part of the study program.
2. General rules for completing the classes mentioned in para. 1. are defined by the appropriate ordinance of the University Rector.
3. Detailed rules for completing the classes mentioned in para. 1 are determine by the study programs.
4. If the study program requires a mandatory internship, the Rector's Plenipotentiary for professional internships may credit them in full or in part to the student who has performed or is performing work that guarantees the achievement of learning outcomes specified in the study program for professional internship.

**CHAPTER III**  
**EUROPEAN CREDITS TRANSFER AND ACCUMULATION SYSTEM (ECTS), TRANSFER AND**  
**ACKNOWLEDGEMENT OF CLASSES CREDITED BY A STUDENT**

§ 16

1. The University uses a credit system in accordance with the standards of the European Credit Transfer and Accumulation System (ECTS). ECTS credits are a measure of the average student input of labor necessary to achieve learning outcomes.
2. ECTS credits are assigned for:
  - 1) student's total input of labor related to achieving the assumed learning outcomes in the field of knowledge, skills and social competences assigned to individual classes covered by the study program, while the number of ECTS credits does not depend on the grade obtained,
  - 2) preparation and submitting the diploma thesis,
  - 3) apprenticeships or other special activities if they are part of the study program.
3. The ECTS credits corresponds to 25-30 hours of student work covering classes organized by the University and his individual work related to these classes.
4. With regard to apprenticeships, the study program may specify an increased number of hours of student input of labor per ECTS credit.

§ 17

1. The condition for obtaining ECTS credits is to pass the subject in accordance with the requirements specified for that matter, and in the case of an exam or a credit resulting with the issue of a grade, obtaining at least a satisfactory level.
2. The condition of completing first-cycle studies is to obtain at least 180 ECTS credits, and in the case of engineering studies, at least 210 ECTS credits.
3. The condition for completing second-cycle studies is to obtain at least: 90 ECTS credits for studies lasting three semesters, 120 ECTS credits - for studies lasting four semesters, 150 ECTS credits - for studies lasting five semesters.
4. If the total duration of part-time studies is longer than the duration of the corresponding full-time studies, then::
  - 1) the total number of points assumed for the part-time study program is equal to the number of points provided for the relevant full-time study program;
  - 2) the number of points assumed for the program of studies for the semester and the academic year of extramural studies is reduced accordingly.

§ 18

1. A student may apply for the transfer and acknowledgement of ECTS credits obtained from subjects and internships completed outside the University, including at foreign universities or at the University while studying in another field.



2. The decision to transfer and acknowledge subjects and internships is taken by the Dean, after getting acquainted with the student's documentation of the course of studies, completed outside the University or during studies at the University.
3. A condition for the transfer and acknowledgement of the subjects and internships requested by the student is the confirmation of the concurrence of the obtained learning outcomes with the learning outcomes binding at the University for the relevant study program.
4. In the case of a positive decision, the student receives the number of ECTS credits that is assigned to the learning outcomes obtained as a result of the implementation of relevant subjects and internships at the host university and determined in the study program for the field of study for which the student was admitted.

**CHAPTER IV**  
**Crediting of the course and year of study**

§ 19

1. The unit of credit in the course of study shall be the year of study, and the auxiliary period shall be a semester. The credit for a year shall be confirmed by the entry for the following year of study in the documentation recording the course of study.
2. The condition lies in passing the year of study and entering the next academic year on the list of students is passing all exams and obtaining all the credits from the classes, which are binding during the grading period.
3. The student is required to complete the year of study at the latest by the end of the academic year for which he has been enrolled.
4. If the program of studies in a given field of study requires the completion of studies in the winter semester, the student is required to complete the last year of studies at the latest by the end of the winter re-sit session (winter semester) in that academic year.
5. At the student's request, entry for the following year may take place before the end of the academic year. In this case, the deadline to complete ongoing year is the end of the academic year in which he obtained entry.

§ 20

1. All didactic classes end with credit or an exam on the dates specified in the schedule of the exam session, announced, at least 14 days before the start of the session.
2. The lecturer conducting the subject within the frame of adopted organization of the academic year sets the dates of examinations or credits during the examination session, and in addition may, in consultation with the Dean, set other examination dates also outside the examination session, no later than by the end of the given academic year.
3. During the first classes the lecturer conducting the subject determines the requirements, principles, form and conditions of admission for an exam or credit in accordance with the current study program for a given subject.
4. Detailed rules for passing didactic classes are specified in syllabuses / course cards.
5. A student taking an exam or credit is required to present a document confirming identity, in particular a student ID. Lack of document may result in refusing the student to take an exam or credit.
6. At least one exam date, referred to in para. 1 should be designated in the primary session and at least one in the re-sit session. In the case of subjects conducted in the winter semester, the last date of the exam or credit should be set by the end of the winter re-sit session, and in the case of subjects conducted in the summer semester - by the end of the summer re-sit session.
7. The student may take the exam and credit before the exam session. The conditions for taking the exam and getting credit before the exam session are determined by the lecturer conducting the particular classes.

§ 21

1. The basis for completing the course is obtain the assumed learning outcomes confirmed by a positive result of the exam or credit, corresponding to the methods of verification of acquired knowledge and acquired skills and social competences specified in the subject syllabus.
2. Exams and credits are conducted by the academic teacher running the classes. In exceptional cases, examinations and credits are carried out by another academic teacher authorized by the Dean.

#### § 22

1. A student is obliged to complete apprenticeships if they are included in the study program.
2. The student undertakes an internship at the organizer place by carrying out the tasks specified in the internship program.
3. The internship can be carried out by the student during the academic year, as well as during the holiday season.
4. The condition of passing the internship is that the student carries out specified tasks within the internship program and achieves learning outcomes specified in the study program.
5. At the student's written request, the Rector's plenipotentiary for apprenticeships may include, as an internship, the work performed (regardless of the nature of the legal relationship) by the student, if its scope meets the requirements of the internship program and allowed to achieve learning outcomes specified in the study program.
6. The conditions for completing and crediting apprenticeships are settled in the Apprenticeship Regulations are determined by the appropriate ordinance of the University Rector.

#### § 23

1. A student who received an unsatisfactory grade in the course of the basic session or who did not report without a valid reason recognized by the Dean may take a re-sit session.
2. At the student's request, submitted within 7 days of the cessation of the reason for absence, the Dean may consider not taking the exam or credit as justified, setting - in consultation with the lecturer - an additional date for credit or exam, not later than until the end of a given academic year; this also applies to credit or re-sit examination, subject to § 55 paragraphs 5 and 6.

#### § 24

1. Failing to meet the conditions of admission to the exam or failing to take the exam for other reasons shall not constitute grounds for entering an unsatisfactory grade for this exam. Failure to take the exam is recorded in the course documentation.
2. A student who has received an unsatisfactory grade or has not reported during the exam session without a valid reasons recognized by the Dean, submits an application for a conditional entry at the end of a given year of study, referral to repeat the academic year or is removed from the register of students.

1. An academic teacher shall inform students about the results of the final paper or exam no later than within 7 days from the date of the final paper or exam. Announcement of grades for a given subject takes place in the appropriate IT system.

2. The person conducting the subject is obliged to enter the grades in the report on passing the course, placed in the appropriate IT system, within 7 days from the date of the exam or credit, no later than till the dates specified in the organization of the given academic year.

3. In the case of written essays and examinations, students have the right to inspect their work within 2 weeks from the date of the announcement of the results concerning both the exam or credit.

4. All aforementioned exam and papers are archived in accordance with the rules specified in separate regulations

#### § 26

1. Exams and credits in the subjects covered by the study program shall end with the issue of a grade, unless the program of studies provides otherwise.

2. Grades for examinations and credits are issued according to the following scale:

- 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

3. Letter grades (A-F) shall be used only for the transfer of achievements obtained from the subjects realized within the framework of international student exchange. The following grading scale is then used:

- 1) very good (A) - 5,0;
- 2) good plus(B) - 4.5;
- 3) good(C) - 4.0;
- 4) satisfactory plus(D) - 3.5;
- 5) satisfactory(E)- 3.0;
- 6) unsatisfactory(F,FX)- 2.0

#### § 27

1. The average of grades for a given year of study or the entire course of studies is calculated as a weighted average of final grades, including unsatisfactory grades with weights, determined by the values of the relevant ECTS credits.

2. The weighted average shall be calculated as follows:

- 1) the grade for each subject included in the basis for calculating the average, expressed in fixed numerical values, is multiplied by the number of ECTS credits assigned to it
- 2) the obtained multiplication results are added
- 3) the sum specified in point 2 is divided by the sum of ECTS credits in all subjects constituting the basis for determining the average
- 4) the result is rounded to two decimal places.

3. In the case of determining the weighted average based on grades obtained at a different university on a scale of 2 to 6, the following commutation shall apply:

The grade is given on a scale of 2 to 6	The corresponding grade is on a scale of 2 to 5
2	2
2,5	2
3	3
3,5	3,5
4	4
4,5	4,5
5	5
5,5	5
6	5

#### § 28

1. Completion of the year of study is carried out by the Dean on the basis of entries in documents confirming the achievement of learning outcomes and achieving assumed number of ECTS credits for particular study program and for the given year of study

#### § 29

1. The dean, at the student's request, consents to conditional registration for the next year of study in case of obtaining at least 40 ECTS credits within the period referred to in § 19 paragraph 3-5.
2. The application referred to in section 1 shall be submitted by the student before the beginning of the year of study for which they wish to obtain a conditional entry. If it is necessary to repeat the courses, the student is obliged to indicate in the application which courses they will repeat, subject to § 32 para. 33.
3. The study program may provide for additional requirements to complete a given year of study.

#### § 30

1. By obtaining a conditional entry for the next year of study, a student shall be entitled to repeat unsuccessful classes in a given year of studies and to the regular number of credits for these classes.
2. Formal credit of the year of study, for which the student has obtained a conditional entry, is possible only after completing all subjects covered by the study plan of not-credited year of study.
3. Lack of credits referred to in para. 2, within 14 days from the date of completion of the re-sit session ending the year of study, results in the decision to strike off from the register of students. Repetition of the year of study is carried out at the student's request. subject to § 32 paragraph 3.

#### § 31

1. The Dean, at the student's request, agrees to grant the student the possibility to repeat the uncompleted period of study in the event of failure to obtain ECTS credits required to enter

the next year of study, failure to meet the conditions referred to in § 19 para. 2 or other conditions for crediting a given year of study in accordance with the study program.

2. Repetition of the year is not allowed if the first year of studies has not been completed. A student may commence studies on the basis of general recruitment

3. It is not allowed to repeat a subject during the same year of study.

4. In exceptional, particularly justified cases, the Dean may, once during the course of studies, agree to subject repetition during the same year of study before the dates referred to in § 19 para. 3-5.

5. In matters referred to in para. 1 student is required to submit an application before the beginning of the academic year for which he wants to get an enrollment.

#### § 32

1. If a student obtains more ECTS credits than required to complete a given year of study, the surplus obtained is counted and transferred towards the next, and then towards further years of study at the given level of education, as long as it concerns subjects covered by the study program.

2. In the case of repeating a year, resuming studies in the same field of study or participating in the student exchange program, which the University has previously joined, the student has the right to take into account a subject that has been already completed and the ECTS credits obtained in this regard within five years from the date of completing the subject.

3. The dean, at the student's request, may agree to take into account the aforementioned subject and the ECTS credits obtained in this regard in the period referred to in paragraph 2 also in the case of undertaking additional studies in another field or specialty, changing the field of study or specialty, or completing subjects in another field of study or specialization or university and in case of re-admission.

4. The subject referred to in par. 2 may constitute the basis for completing a year, as long as it is included in the study program in force in a given academic year.

5. The dean may agree to pass the subject and to include a specified number of ECTS credits also after the deadline referred to in para. 2, in particular in the case of concurrence of obtained learning outcomes.

#### § 33

1. The dean may order a committee examination if:

1) during the exam /credit irregularities occurred;

2) the scope of assessment concerning both the examination and credit exceeds the scope determined in accordance with § 20 para. 3 of the Study Regulations.

2. An application for a committee examination may be submitted by a student, student government or examiner within 5 days from the date of the announcement of the results of the exam / credit, providing detailed reasons for the allegations.

3. The committee examination is carried out within 2 to 14 days from the date of its ordering.

4. The examination committee shall consist of a chairman and two members appointed by the Dean and chosen among academic teachers, representing the same specialization or related ones to the subject of the committee examination. At least one member of the committee must have the academic title or academic degree of associate professor. In justified cases, the Dean may appoint additional persons to the committee.

5. At the student's request, a year tutor, a student government representative, a student ombudsman or another person indicated by the student may participate in the committee examination as an observer. It may also be an academic teacher who has issued a grade verified in committee mode.
6. The form and date of the exam are settled by the Dean in agreement with the chairman of the committee. A report is made on the committee exam.
7. The grade obtained by the student during the committee examination is final.
8. A positive result of the committee examination is taken into account as the basis for completing a given year of study if it was carried out after the deadlines referred to in § 19 para. 3-5 of the Study Regulations.
9. The provisions of para. 1-8 shall apply accordingly to credit for subjects.

## **CHAPTER V**

### **TERMS AND CONDITIONS FOR STUDYING ACCORDING TO INDIVIDUAL STUDY ORGANIZATION**

1. A student may study in the individual organization of studies.
2. At the student's request, the Dean may grant student the possibility to study under the individual organization of studies, specifying its detailed rules.
3. Individual organization of studies includes:
  - 1) individual study program implemented in cooperation with the academic supervisor, or
  - 2) individual study plan, or
  - 3) individual course and date of passing the subjects, or
  - 4) individual study mode designed for students with disabilities or chronically ill students
4. Individual organization of studies is granted to:
  - 1) outstanding students,
  - 2) students referred to study at another domestic or foreign university,
  - 3) students with disabilities or chronically ill ones,
  - 4) pregnant students and students who are parents,
  - 5) students admitted to studies as a result of confirmation of learning outcomes,
  - 6) outstanding athletes and artists
  - 7) and for other justified reasons

**CHAPTER VI**  
**CHANGE OF FORMS, SUBJECTS, SPECIALTIES AND PARALLEL STUDIES**

§ 36

1. A student may change the field of study, specialization or its form with the consent of the Dean.
2. The change referred to in para. 1, requires students to submit a written application from to the Dean no later than 14 days before the beginning of the academic year, in special cases - a semester.
3. In the case of a positive decision of the Dean, the student is required to complete the program differences, specified by the Dean and resulting from a change in the field, specialization or form of study

§ 37

Students may transfer themselves to another university after fulfilling all the obligations arising from these Regulations

§ 38

1. A student from another university, including a foreign university, may, with the Dean's consent, be transferred to studies at the University bypassing recruitment procedure.
2. In the case referred to in para. 1 student is required to submit an application with specific reasons as well as documents confirming the current course of study.
3. The provisions of para. 1 and 2 shall apply accordingly in the event of a change of the field of study or specialty within the University

§ 39

1. A student, after the first year of studies, may proceed more than one study program (parallel studies). Another field of study may be implemented as part of the individual organization of studies on the principles determined by the Dean.
2. A student of parallel studies prepares separate diploma theses and submits separate diploma exams.
3. The payment (tuition) for studies in the next major is determined by the Rector individually. The amount of tuition fee depends on the scope of the program implemented in the next field of study



**CHAPTER VII**  
**STUDIES RESULTING FROM CONFIRMATION OF LEARNING OUTCOMES**

1. The Dean establishes an individual study plan, for a student, who has been admitted to studies on the basis of confirmation of learning outcomes, lasting until the end of the study period, which is implemented as part of the individual organization of studies.
2. Within the frame of that decision, the Dean shall specify:
  - 1) subjects or parts of them, resulting from the curriculum, that he considers as completed on the basis of learning outcomes confirmation, along with the appropriate number of ECTS credits,
  - 2) a detailed study plan, including the semester and year of commencing studies,
  - 3) scientific supervisor,
  - 4) organization of studies.
3. In relation to the matters referred to in para. 2 point 1, the particular grading scale is to be used, specified in § 27 para. 2. These grades are included in the average grade of studies.
4. The supervisor provides assistance and advice to the student in the implementation of the study program.
5. The detailed organization of learning outcomes confirmation is specified in a separate resolution of the Senate

## **CHAPTER VIII TAKING A LEAVE**

### **§ 41**

1. The student is entitled to take a leave from classes at the University after completing the year of study, in special cases - the semester preceding the period of leave.
2. The student has the right to leave in case of:
  - 1) disability
  - 2) illness preventing participation in classes,
  - 3) child's birth or care,
  - 4) studies and internships abroad,
  - 5) other important circumstances recognized by the Dean.
3. The leave itself is granted by the Dean at the student's request.
4. A student may apply for immediate leave after the particular cause arises
5. It is unacceptable to grant leave for the past period or during the examination session, unless the reason justifying granting the leave had emerged earlier.
6. The leave may be granted for a period not exceeding one year.
7. Granting leave is confirmed by an entry in documents regarding the course of studies.
8. Pregnant students and students who are parents have the right to leave from classes, also with the possibility of proceeding to the verification of learning outcomes specified in the study program.
9. Verification of learning outcomes referred to in para. 1, is based verification, as indicated in the syllabus of the subject, whether the student has achieved the learning outcomes specified in the study program for the given subject.
10. Students who are parents submit an application for the leave referred to in para. 1, within a year since the date of child's birth.
11. The leave referred to in para. 8 is granted to:
  - 1) pregnant students for the period up to the day when the child is born,
  - 2) parents for up to a year.

### **§ 42**

1. During the leave, the student shall retain all student rights, except the one regarding material assistance, unless regulations regarding such assistance provide otherwise.
2. In justified cases, the Dean may authorize the partial implementation of the study program during the leave, including participation in classes and crediting the subjects, according to the rules of payment determined individually by the university authorities, taking into account the number of subjects pursued by the student.
3. During the leave, the student shall not pay the tuition fee, except in the case specified in para. 2 and in case of a student who has received a leave from classes with the option of proceeding to the verification of learning outcomes specified in the study program.

### **§ 43**

Failure to submit students for enrollment in the following year of study after the end of the leave within 14 days from the commencing of classes in a given semester, it is considered as failure to study and constitutes the basis for removal from the register of student.

## CHAPTER IX

### REMOVAL FROM THE REGISTER OF STUDENTS, RE-ADMISSION TO STUDIES

1. A student shall be removed from the register of students in the case of:
  - 1) not undertaking studies;
  - 2) resignation from studies;
  - 3) failure to submit a diploma thesis or diploma exam on time;
  - 4) facing the disciplinary penalty of expulsion from the University.
2. A student may be removed from the register of students in the case of:
  - 1) showing lack of progress in learning;
  - 2) failure to obtain credit for a semester or year by the specified date;
  - 3) unregulated fees matters related to studies
3. Failure to undertake studies referred to in par. 1 point 1, is stated by the Dean, in the event of not taking the vow and in the case referred to in § 43.
4. Lack of progress in learning is stated when the degree of implementation of the study program excludes the possibility of completing the year of study, unless the student obtains the right to repeat the year of study.
5. Removal from the register of students is implemented by way of an administrative decision. Decisions on the removal from the register of students is taken by the Dean acting under the authority and on the behalf of the Rector.
6. The student is entitled to submit a petition of rehearing to the Rector within 14 days from the date of receiving of the decision on removal from the register of students. The Rector's decision is final.

#### § 45

1. The re-admission to the university of a person, who has been removed from the register of students in the first year of studies, shall follow the general rules in force, regarding the recruitment for studies.
2. The Dean may allow to resume studies in a given field or specialty at the request of a person removed from the register of students of the second or higher year, unless the student was removed from the list of students due to disciplinary penalty of expulsion.
3. In the case referred to in para. 2 The Dean specifies the number of ECTS credits to be taken into account and determines the semester for which the resuming student is to be enrolled, taking into account the differences in the curriculum.
4. Determining the number of ECTS credits, the Dean is governed by the study program in force in a given academic year and in a given field or specialization. In case of program differences, the Dean may specify a lower number of ECTS credits to be taken into account or not to credit the particular subject at all.
5. Resumption takes place at the field of study run by the University from which the student was previously removed. If this field of study is no longer conducted, at the student's request, resumption may take place in another field of study run by the University.
6. A person who has obtained certificate of completion, i.e. has met all the requirements specified in the study program, except for passing the diploma seminar due to failure to submit the diploma thesis assumed in the study program, may, for a period not exceeding two years from the date of removal from the register of students, apply for resumption of studies without the obligation to supplement the curriculum differences. Dean, in consultation with the thesis advisor may decide on conditions for

passing the diploma seminar. If one is removed from the list of students again, further resumption is possible as soon as curriculum differences are completed.

7. The provisions of para. 6 shall apply accordingly to students who have been struck off due to failure to complete the diploma examination within the prescribed period and submit an application for resumption of studies within a period not exceeding two years from the date of removal.

8. A person resuming studies may be required to complete their personal files to adapt the documentation to the requirements in force on the date of resumption of studies.

## **CHAPTER X**

### **DIPLOMA AND DIPLOMA EXAMINATION AND COMPLETION OF THE STUDIES**

#### **§ 46**

1. The condition of graduation :

1) achieving learning outcomes specified in the study program:

a) 180 ECTS credits - in the case of first cycle studies, 210 ECTS credits - in the case of engineering studies

b) 90 ECTS credits - in the case of second-cycle studies,

2) passing the diploma examination

3) positive assessment of the diploma thesis - in the case of second-cycle studies, and in the case of first-cycle studies, if the study program states so.

2. The implementation of the project constitutes preferred form of the thesis for the needs of the private sector, public administration, non-governmental organization or local community.

#### **§ 47**

1. The student prepares a bachelor's / engineering thesis under the supervision of a person with at least a doctoral degree.

2. In special cases, in accordance with the Dean's authorization, a person with a master's degree may become the promoter of a bachelor's or engineering thesis if they can demonstrate significant practical experience in the particular field (specialization) under which the diploma thesis is prepared.

3. The student prepares the master's thesis under the supervision of a person with at least a doctoral degree.

4. At the student's request, the Dean may change the thesis advisor of the diploma thesis.

#### **§ 48**

1. The student has the right to choose a thesis advisor to conduct a given seminar.

2. In special cases, including a small number of applications for a given seminar, the diploma thesis may be carried out under the individual supervision.

3. The diploma dissertation may be prepared by more than one student, if it will be possible to distinguish separate parts prepared by individual students and on this basis determine the input and substantive value of each one of them.

#### § 49

1. The student is obliged to submit the final version of the diploma thesis accepted by the thesis advisor in accordance with the deadlines specified in the Rector's ordinance for the given academic year.
2. Submitting of work constitutes the necessary condition for passing the diploma seminar or other classes leading to the submitting of the diploma thesis.
3. In the situation referred to in § 19 para. 4, the student is required to submit the final version of the diploma thesis, accepted by the thesis advisor, at the latest by the end of the winter re-sit session (winter semester) in the last academic year as part of their studies. Submitting of such work is a necessary condition for passing the diploma seminar or other classes leading to the submitting of such thesis.
4. The diploma exam should take place within a period not exceeding one month from the date of submitting of the diploma thesis. For justified reasons, the Dean may extend this deadline by another month.
5. At the student's request, who completed all subjects included in the study plan but the diploma seminar, the Dean may allow for the extension of the deadline in order to submit the diploma thesis in accordance with the conditions specified in the Regulations of the diploma process.

#### § 50

1. The student submits the diploma thesis to the dean's office, after receiving a positive opinion from the thesis advisor about its admission. Detailed rules for submitting the diploma theses are settled by the Rector.
2. The thesis is subject to evaluation by the reviewer and thesis advisor on the appropriate form.
3. The review of the thesis is prepared by the academic teacher indicated by the Dean. In the case of the diploma thesis commissioned by the so-called business practice, the party commissioning the task also formulates practical values of the work. It is included in the final evaluation of the diploma thesis.
4. The reviewer of the diploma thesis must have at least a doctoral degree.
5. The thesis advisor and a reviewer assess the diploma thesis according to the scale specified in § 26 para. 2 of the Study Regulations. The final grade, taken into account when calculating the overall result of studies, is the arithmetic average of these grades.
6. If the reviewer's grade is unsatisfactory, the Dean may appoint an additional reviewer.
7. In the case referred to in para. 6, the thesis receives a positive grade if the additional reviewer has rated the thesis at least on the satisfactory grade. The final grade of the diploma thesis is the arithmetic average of positive grades: thesis adviser and reviewer.

#### § 51

The condition for the admission to the diploma exam :

- 1) obtaining positive grades in subjects covered by the study program, confirming the achievement of assumed learning outcomes and obtaining the appropriate number of ECTS credits specified in § 17,
- 2) passing student internships or other special activities if they are included in the study program,

- 3) obtaining a positive assessment of the bachelor / engineering thesis if the study program requires it or the master's thesis from the thesis supervisor and reviewer, and possibly a positive opinion of the entity commissioning the subject matter of the internship,
- 4) settling liabilities towards the University (e.g. liabilities towards the University Library, etc.) and submitting a circular card and other required documents to the dean's office.

#### § 52

1. The diploma examination is carried out by a committee appointed by the Dean, which consists of a chairman and two members.
2. In the case of studies in which a diploma thesis is required, the committee consists of the thesis advisor and the reviewer.
3. In justified cases, the Dean may appoint additional persons to the committee.
4. In the case when a committee member cannot attend the diploma examination, the Dean shall appoint another person for their replacement.

#### § 53

1. The diploma exam is an oral exam.
2. Questions formulated by committee members are related to the issues concerning the study program and the thesis if the study program requires it.
3. The condition for obtaining a positive grade from the diploma examination is to obtain a minimum satisfactory grade for each of the questions asked by the committee members. The grade from the diploma examination is determined by the chairman who specifies the arithmetic average of grades for individual questions, after consulting the committee members, according to the scale specified in § 58 para. 1
4. Minutes shall be drawn up on the course of the diploma examination in accordance with the principles determined within separate regulations.
5. In the case of obtaining an unsatisfactory grade from the diploma examination or unjustified failure to take this exam, the Dean sets the second, final date of the exam.
6. The second examination may be carried out not earlier than one month from the first exam date and not later than 3 months from the first diploma exam date.

#### § 54

1. The dean may consent to an open diploma examination upon a justified request of a student or thesis advisor. This exam is carried out in the same manner and on the same principles as for closed exams.
2. The application should be submitted by the student at the moment of submitting work at the dean's office. The application should indicate persons who, at the will of the graduate or thesis advisor, may participate in the diploma examination.
3. Information on the open diploma examination shall be placed on the notice board at least one week before the exam date.
4. Students of the open diploma examination are not allowed to ask the graduate any questions.

#### § 55

1. Graduation takes place after passing the diploma examination with the final result of studies, on at least satisfactory level.
2. The day of passing the diploma exam is considered as the day of graduation.

#### § 56

The final result of studies consists of the sum of:

- 1) the weighted average consisted of all exam grades and credits, obtained during all periods of study, determined in accordance with § 27 including negative grades, converted by a coefficient 0.60,
- 2) the arithmetic average of the grades for the diploma thesis (thesis advisor and reviewer, and possibly the party commissioning the subject matter of internship) converted by a coefficient 0.20 (if the study program states it),
- 3) the grade from the diploma examination, converted by a rate of 0.20, and in the case when the study program does not assume the diploma thesis, calculated by the coefficient 0.40.

#### § 57

1. After completing the full program of study, the student obtains the professional title appropriate for the given level, field of study and specialization and becomes a graduate of the University.
2. Within 30 days of graduation, the University shall issue the graduate a diploma with a diploma supplement and 2 duplicates, and at the request of the graduate - a copy in a foreign language.

#### § 58

1. The final diploma shall include the final result of the studies, adjusted for assessment according to the following scale and principles:
  - 1) up to 3.25 - satisfactory (3.0);
  - 2) 3.26 - 3.75 - satisfactory plus (3.5);
  - 3) 3.76 - 4.25 - good (4.0);
  - 4) 4.26 - 4.50 - good plus (4.5);
  - 5) 4.51 - 5.00 - very good (5.0).
2. In other documents, the overall result of studies shall be given up to two decimal places.

**CHAPTER XI**  
**CLASSES, TESTS, DIPLOMA EXAMS IN FOREIGN LANGUAGE**

§ 59

1. Detailed rules for conducting didactic classes, tests of knowledge and skills, preparation of diploma theses and conducting diploma examinations, carried out in a language other than Polish, are defined in separate internal regulations of the University.
2. Students who learn in a foreign language are subject to the provisions of these Study Regulations.
3. University organizes Polish language classes for foreigners enrolled to study in foreign language as well as compensatory foreign language classes.

§ 60

1. The decision to conduct studies in a foreign language is taken by the Dean with the consent and on the behalf of the Rector.
2. In consequence all subjects and classes in this field as well as credits and exams are conducted in foreign language. A diploma thesis and diploma exam are also carried out in a foreign language.
3. The study program in a foreign language version is concurrent to the program of studies implemented in Polish.



**CHAPTER XII**  
**Principles and conditions for students with disabilities**

§ 61

University authorities are obliged to take actions aimed at ensuring equal opportunities for students with disabilities, taking into account the level and nature of disability, and the character of a given field of study and specialty.

§ 62

1. Students with disabilities may apply to adapt their organization and proper implementation of the didactic process, including study conditions, to the type of their disability.
2. Students referred to in par. 1 are:
  - 1) students with disabilities who have a valid disability certificate or equivalent document,
  - 2) chronically ill students who do not have a disability certificate but whose health situation is confirmed by the submitted medical documentation,
  - 3) Students whose sudden illness or accident results in temporary inability to fully participate in the classes, and these circumstances are confirmed by the submitted specialist documentation.

§ 63

1. All alternatives used throughout the course of studies for students with disabilities are intended to equalize the chances of completing a given course and the level of studies while maintaining the principle of not reducing substantive requirements for these students.
2. In the event that the student's disability prevents them from participating directly in the classes, the Dean, at the student's request, may:
  - 1) allow the increase of permissible absence,
  - 2) determine the individual organization of studies,
  - 3) agree to change the form of verifying knowledge.
3. If it results from the type of disability, the Dean, at the student's request, may agree for using solutions involving the participation of third parties during the classes, in particular the assistant of the disabled person.
4. In the case of inability (due to disability level) to take notes during classes independently, the Dean may grant a permission for the disabled student to use additional technical devices

enabling him to fully participate in classes and to use audiovisual devices allowing to register didactic classes.

5. In the case of using sound or video recorders during classes, the student is obliged to submit a written declaration of non-infringement of copyrights and the use of registered materials solely for private purposes.

#### § 64

1. In order to change the way the exam is taken by the student with disability, the Dean may agree to:
  - 1) extension of the duration of the given exam,
  - 2) use of additional teaching aids,
  - 3) use an alternative form of enrollment during the exam,
  - 4) change the form of the exam from written to oral or from oral to written,
  - 5) participation of third parties during exam, in particular an assistant of the disabled person,
  - 6) changing the location of the examination.
2. The provisions settled in paragraph 1 shall apply accordingly to course credit.

**CHAPTER XIII**  
**Participation of high school students in the classes**

§ 65

1. Highly gifted high school students may participate in the classes consistent and relatable with their talents
2. The condition for participation in the classes of the students referred to in para. 1, is constituted by an agreement between the Rector and the headmaster of the relevant school. The agreement specifies in particular the types of classes in which students will participate and how to document their achievements, as well as the mode and conditions for using these achievements.

**CHAPTER XIV**  
**Awards, accolades and disciplinary liability**

§ 66

1. Students with outstanding academic performance and exemplary attitude to their duties may be awarded by the Rector of the University, the Dean and non-university institutions at the request of the University.
2. Information about the award or distinction shall be placed in the student's personal file.

§ 67

1. A diploma with distinction is awarded to graduates who:
  - 1) completed their studies within the period referred to in § 51, in accordance with the study program;
  - 2) have passed the diploma exam for a very good grade;
  - 3) obtained a very good grade from the diploma thesis;
  - 4) obtained the final result of studies at the level of at least 4.76.
2. Honorable mention for a graduate who does not meet the conditions determined in para. 1 is granted by the Rector at the request of the committee conducting the diploma examination.

§ 68

Disciplinary liability of students is specified and regulated by separate provisions.

**CHAPTER XV**  
**Interim and final provisions**

§ 69

1. The course of studies is documented in:
  - 1) periodic student achievement cards prepared in the form of printouts of data from the university's IT system;
  - 2) reports on the completion of the course prepared in the form of printouts of electronic data;
  - 3) in the University's electronic system.
2. The Dean's agreement to conditional entry and individual organization of studies is recorded in the documentation of the course of studies.

§70

1. The Dean takes decisions concerning individual cases of students in the first instance , unless the Study Regulations or separate provisions state otherwise.
2. The Dean may authorize the vice-dean, director of the study program or a head of another faculty to run a decision making process concerning matters settled in these Regulations. The dean is obliged to immediately inform the Rector of the authorizations granted.
3. Student has the possibility to appeal to the Rector from the decision, based on aforementioned Regulations, taken by the Dean or people authorized by him, acting on his behalf, concerning individual cases of students. The Rector's decision, however, is final is not to be questioned.
4. The appeal must be lodged in writing through the authority which issued the contested decision within 14 days from the date of delivery.
5. In matters regarding the rules and procedure of studying not covered by the provisions of the Regulations, all the decisions shall be made by Rector.

§ 71

These regulations shall enter into force on October 1, 2019.

§ 72

In matters not covered by these regulations, the provisions of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) shall apply.