



**Study Regulations
WSB University in Poznań**

Poznań, 2021

1. General provisions

Article 1

WSB University in Poznań, hereinafter referred to as the University, is a non-public higher education institution that operates under the provisions of the Act on Higher Education and Science of 20 July 2018 (Official Journal of Laws of 2018, item 1668), hereinafter referred to as the Act, entered into the Register of Non-Public Higher Education Institutions under No 47.

Article 2

1. The Study Regulations at WSB University in Poznań, hereinafter referred to as the Regulations, define the rights and obligations of students that are in conformity with the provisions of the Act and the Statute of WSB University in Poznań.

2. The Regulations also define the obligations of the University in relation to the higher education process.

Article 3

Degree programs at WSB University in Poznań are tuition-based, following the provisions stipulated in the agreement for educational services well as in the orders and decisions issued by the University governing bodies.

Article 4

1. The University is managed and represented by the Rector within the scope defined by the provisions of law, the Statute and the regulations in force at WSB University in Poznań.

2. Education is provided at the Faculties.

3. Teaching and learning activities at the Faculties are managed by the Dean.

4. The course of studies is documented in course record sheets [*Polish: protokół*] and in the semester student achievement forms [*Polish: karta okresowych osiągnięć studenta*].

2. Acquisition of student rights

Article 5

1. To become the University student a candidate shall do the following:

- a) be entered on the admission list,
- b) take the following oath in writing:

"I solemnly swear that as a student of WSB University in Poznań I will strive to acquire knowledge and develop skills worthy of a university graduate. I also swear that during my



studies I will take care of the good reputation of the university, respect its regulations and customs.”

2. Upon making the oath, a person admitted to the University shall acquire student rights and submit themselves to the rules resulting from the provisions of the Act, the Statute and the Regulations.

Article 6

1. After taking the oath, a student shall receive a student ID card [*Polish: legitymacja studencka*].

2. The student ID card shall be subject of particular care.

3. Fundamental rights and obligations of students

Article 7

Each student shall be particularly entitled to the following:

- a) to study in accordance with the study curriculum under the rules laid down in the Regulations,
- b) to study more than one field of study or major under the rules laid down by the Dean,
- c) to submit to the University governing bodies suggestions concerning study plans and study curricula, the course of study, the organization of the teaching process, social and living conditions and other academic issues,
- d) to receive awards and distinctions for outstanding academic results and achievements,
- e) to receive financial assistance granted in conformity with the provisions of law in force,
- f) to participate in the decision-making process of the University collective bodies through students' representatives who are members of such bodies,
- g) to be involved in social activities,
- h) to become a member of academic clubs and to participate in research studies conducted at the University,
- i) to join student organizations,
- j) to become a member of the self-governing students' union [*Polish: samorząd studencki*], in particular to benefit from the right to vote and to be elected,
- k) to apply for the adaptation of the educational process to their needs resulting from a disability certificate.

Article 8

1. In order to pursue their rights, and in particular their right to education, students may, on the principles laid down by binding regulations and the agreements made with the University governing bodies, make use of:

- a) the premises of the University,
- b) the equipment and other resources on the University premises, including those indispensable for distance learning,
- c) the assistance from the University staff, in particular academic staff,
- d) the opportunities for training in the use of distance learning tools,



- e) the support of University bodies,
 - f) the assistance of the Rector's Representative for Students with Disabilities [Polish: Pełnomocnik Rektora ds. Studentów z Niepełnosprawnościami – PRSN] in accordance with the principles laid down in a separate order issued by the Rector and in accordance with the rules governing the activity of the Rector's Representative for Students with Disabilities,
 - g) the equipment rental for students with disabilities in accordance with the Rules of Rental Services constituting an annex to a separate order of the Rector.
2. Students shall establish a self-governing students' union operating on the basis of the rules of students' union regulations which become binding after the University Senate confirms their compliance with the Act and the Statute.
3. WSB University students, including students with confirmed disabilities, shall be provided with appropriate conditions during classes, assessments and examinations. Details shall be specified in a separate order issued by the Rector.

Article 9

1. Students are obligated to the following:
- a) to observe University regulations and orders;
 - b) to observe the academic standards and customs adopted by the University,
 - c) to acquire skills which are necessary to graduate,
 - d) to take care of the University's property,
 - e) to make timely payments for the educational services provided by the University.
2. Students are also obligated to monitor the announcements and notifications available via the internal Internet platform - Extranet and on the Moodle e-learning platform.
3. Students are obligated to notify the University of any changes concerning personal data submitted in the personal questionnaire in the course of enrolment procedure, in particular if said changes refer to their marital status, name, surname, address of residence or e-mail address as well as a change of gender confirmed by a court decision.

Article 10

1. Students may transfer to another higher education institution after the termination of the agreement for educational services, provided that they have fulfilled all obligations (including financial ones) resulting from the internal regulations of the University. Their fulfilment shall be confirmed by appropriate entries in the circulation card [*Polish: karta obiegową*].
2. Students of another higher education institution may be admitted to the University with the consent of the Dean. Requirements for admission shall be specified by the Dean.

4. Organization of degree programs

Article 11

1. The University provides education at the following levels:
- a) first-cycle degree program (Bachelor's program),
 - b) second-cycle degree Program (Master's program),



- c) uniform long-cycle degree program (Master's program).
- 2. Credits are obtained on a semester basis.
- 3. The University provides full-time and part-time studies.

Article 12

- 1. The academic year commences no later than on 1 October and lasts until 30 September of the following calendar year.
- 2. The academic year is divided into winter and summer semesters.
- 3. By 30 June, the Rector shall announce the schedule for the upcoming academic year. The academic year schedule specifies, among others, dates of the main and re-sit examination sessions.
- 4. The Rector is authorised to establish days off in the course of an academic year that are not provided for in the academic year schedule.
- 5. The dean is authorised to establish hours free of classes during the academic year.

Article 13

- 1. The teaching process in a given field of study is based on the study curriculum which includes:
 - a) description of learning outcomes for a given field of study,
 - b) study plan with allocated ETCS points referred to in Article 16 of these Regulations,
 - c) student learning outcomes evaluation methods.
- 2. The study plan provides for the following types of courses:
 - a) mandatory,
 - b) complementary,
 - c) optional – extending the basic curriculum,
 - d) elective.

Article 14

Optional courses are open to students who have obtained the Dean's approval. These classes may be subject to additional fees.

Article 15

- 1. The courses included in the curriculum may be delivered in the following forms:
 - a) lectures,
 - b) conversation classes,
 - c) seminars,
 - d) proseminars,
 - e) practical classes,
 - f) laboratories,



- g) foreign language classes,
 - h) workshops,
 - i) project classes,
 - j) teaching studio,
 - k) work placement,
 - l) field practice,
 - m) sports camps,
 - n) classes run in real conditions,
 - o) internships - in the case of dual degree programs.
2. The educational process at the University may be carried out using distance learning methods and techniques, which may take the form of synchronous or asynchronous education or a combination of both.
3. Synchronous learning is when the communication between the course teacher and learners takes place in real time.
4. Asynchronous learning occurs when communication between the course teacher and learners does not take place in real time, and the interactions between them are spread over a longer period of time.
5. Detailed rules for distance learning may be laid down in orders issued by relevant University governing bodies.
6. With the consent of the Dean courses may be taught in a foreign language by academic staff with relevant linguistic competencies.
7. Detailed information on adapting the education process to the needs of students with disabilities shall be given in a separate order issued by the Rector.

Article 16

In order to record and to compare student achievements the University uses a system of credits. Each module or course of study is assigned a specific number of ECTS points (European Credit Transfer System) determined by the Dean.

Article 17

The teaching process shall be supervised by the Dean.

5. Procedure for course and semester completion

A. General provisions

Article 18

1. Students are required to obtain credits for all courses including those stipulated in Article 13(2)(b)-(d), if included in the study curriculum.
2. Lectures at the University are not mandatory.

Article 19

1. The rules for class participation (including those for obtaining credits) shall be specified in the Course Description [*Polish: Karta przedmiotu*].
2. The Course Description shall be posted on Moodle no later than two weeks after a particular course starts.
3. Absences shall be excused upon presentation of a doctor's certificate or other document confirming the student's inability to participate in classes. The course teacher shall decide on the approval of the excuse for absence. Absences - even if excused - do not exempt students from completing the tasks required to complete the course, as specified in the Course Description.

Article 20

1. In particularly justified cases the Dean may allow a student to pursue an Individualised Course of Study [*Polish: Indywidualny tok studiów, abbreviation: ITS*]. In such a case the Dean shall exempt the student - at student's written request - from the obligation to attend classes.
2. Within the Individualised Course of Study the Dean may - in agreement with and subject to the approval of the course teacher – give consent to individually set dates of obtaining course credits and taking examinations during the main and re-sit examination session. In this case, the student shall contact the course teacher without undue delay.
3. A student who has received permission for the Individualised Course of Study [*Polish: ITS*] is obligated to determine the form of obtaining credits in the course with the course teacher within the first 2 weeks of the course.

Article 21

The University applies the following grading scale:

2	unsatisfactory [<i>Polish: niedostateczny</i>]	Not credited/ fail
3	satisfactory [<i>Polish: dostateczny</i>]	Credited/ pass
3+	above satisfactory [<i>Polish: dostateczny plus</i>]	
4	good [<i>Polish: dobry</i>]	
4+	above good [<i>Polish: dobry plus</i>]	
5	very good [<i>Polish: bardzo dobry</i>]	

Article 22

If a student fails to complete a course in the main examination session, they may obtain credits or take examinations in this course in a re-sit examination session.



B. Extensions

Article 23

1. In particularly justified cases, when a student has not been able to obtain credits or take an examination in the main or re-sit examination session for reasons beyond student's control, the Dean may, at the student's written request, give permission for the extension.
2. Dean's consent to the student obtaining credits or taking an examination beyond the examination session shall result in the student's conditional registration for the next semester until the date indicated in the Dean's decision as the deadline for obtaining credits for the course or taking the examination in this course.

C. Awarding credits

Article 24

Credits for a course shall be obtained by the end of the semester (in the regular mode). In the case of courses ending only with an examination, this examination shall also be taken by the end of the semester.

Article 25

1. The criteria students are required to meet in order to successfully complete a course, also in the re-sit examination session shall be specified in the Course Description, and announced to students at the beginning of each semester.
2. The dates of evaluation tests conducted during the semester in the forms specified in the Course Description (written and oral tests of knowledge and skills) shall be announced to students at least two weeks in advance.
3. The course teacher is obligated to announce evaluation test results to students within seven [7] days following the date students took them. The date of entry in the record sheet [*Polish: protokół*] should be the same as the date of the evaluation test.
4. Students shall have the right to obtain justification for the grade obtained for the course completion referred to in sections 2 and 3 within seven [7] days following the date of the results announcement. After this date the grade shall become final.

Article 26

1. If a student has fulfilled the conditions set out in the Course Description before the end of the semester, they shall obtain credits for the course, confirmed by an appropriate entry in the record sheet made by the course teacher.
2. The course may be credited on the basis of the grade obtained at the student's home institution or at another institution provided that the learning outcomes achieved and the number of ECTS points required at the institution coincide. Decisions on this matter shall be made by the course teacher (except for the provision of Article 37(3)).
3. If the course teacher decides to transfer a grade and the student was awarded credits at the previous institution during the re-sit session, only the passing grade will be transferred.



Article 27

Students who failed to obtain course credits during the main session may do it at the latest during the re-sit examination session and only in the re-sit mode. In specific cases, the Dean is entitled to set a different date for obtaining course credits, except as provided for in Article 20 and Article 23(1). If a student is awarded course credits, this shall be confirmed by an appropriate entry in the course record sheet made by the course teacher. In justified cases the Dean is authorized to make an entry in the course record sheet.

D. Examinations

Article 28

1. Examinations shall be held during the session periods specified in the academic year schedule and on dates set by the Dean. Regular mode examinations shall be over until the end of the main examination session. Re-sit examinations shall take place until the end of the re-sit examination session.

2. If an examiner agrees, an examination may be taken on a different date before the end of the re-sit examination session.

3. During the examination session students are allowed to take an examination after they have obtained credits for a particular course with the exception of courses ending only with an examination.

4. If the student obtained credits for a course ending with an examination in the re-sit mode, this student shall be awarded a fail grade for the examination in the regular mode and is only allowed to take this examination in the re-sit examination session (re-sit mode), subject to section 6 of this Article.

5. Examinations in the regular mode [*during the main examination session*] shall also be taken by students who were allowed to complete the course before the specialised commission and as a result were awarded a positive grade.

6. There may be more than one course covered by the examination (end-of-semester examination). In order to take the end-of-semester examination, it is not necessary to obtain credits for the courses covered by this end-of-semester examination.

Article 29

1. The results of an examination shall be announced to students within seven [7] days following the date of the examination. The date of entering the grade into the course record sheet shall be the date of the examination.

2. The results of the end-of-semester examination shall be announced within twenty one [21] days following the date of the examination.

3. Students shall obtain a justification of the grade received (including access to their written work) within seven [7] days following the date of announcement of the results. After this date the grade shall become final.

Article 30

In order to take an examination students are required to present the student ID card. The examiner has the right to refuse to examine the student who is not in possession of the student



ID card during the examination.

E. Course completion and additional re-sit examination

Article 31

1. In the case of reservations concerning the validity of the course final grade or the examination grade awarded in the main or re-sit examination session, students are entitled to request the Dean, within seven [7] days following the date of the course final grade or the examination grade announcement, to take an additional final test or additional re-sit examination before an examination commission [*Polish: egzamin komisyjny*].
2. The additional final test or re-sit examination shall take place before the person teaching a particular course, the Dean, an expert in the field appointed by the Dean and a representative of the self-governing students' union designated by a competent body of the students' union. An observer appointed by the student may also take part in the additional final test or examination before a commission. The date of the additional final test or the additional re-sit examination shall be set by the Dean.
3. The grade obtained during the additional final test or additional re-sit examination before a commission shall nullify the questioned grade.

Article 32

In particularly justified cases the Dean may - within seven [7] days following the announcement of the results - nullify the grades obtained by the student during the final test or examination taken during the main and re-sit examination session and set the date of the additional test or re-sit examination to be taken before a commission.

Article 33

For the calculation of the grade point average, the grades obtained before the examination commission for the additional final test or re-sit examination are taken into account.

F. Semester completion

Article 34

Students who have obtained all credits and passed the examinations provided for in the curriculum for a given semester shall be deemed to have successfully completed the semester.

Article 35

Semesters shall be completed in the chronological order.

G. Course repetition

Article 36

1. If a student fails to obtain credits for no more than two courses during a semester, the Dean shall require the student to repeat the failed courses.



2. The repetition of a course may take the following forms:
 - a) with continuation of studies and conditional registration of the student for the next semester,
 - b) without continuation of studies, only at the student's request,
 - c) without continuation of studies, in an individual mode.
3. The dean may specify a list of courses to be repeated and the form in which they are to be repeated.
4. The Dean shall decide on the criteria for repeating a given course, including the semester in which the repetition shall take place. The Dean shall indicate the date for obtaining credits resulting from the examination session schedule. No written objection within fourteen [14] days following the Dean's decision is considered as acceptance of the course repetition on terms set by the Dean.
5. The course may also be repeated using distance learning methods and techniques (on-line) or through individual consultations with the course teacher. The form of the repeated course shall be determined by the Dean.
6. The repetition of a course on an individual basis may only occur in the case of failing a diploma seminar course in the last semester of studies. A student shall complete the course in the semester immediately following the last semester of their studies. The course shall be completed on dates individually agreed with the course teacher.
7. A student who repeats a course is obligated to report to the Registrar's Office in order to obtain information on the conditions for repeating the course specified by the Dean before the beginning of a semester.
8. If a course is repeated without the continuation of studies and without the change of the year of study with which the student is to graduate, the Dean shall specify curriculum differences resulting from potential changes in the study plan.
9. A course may be repeated only once. In particularly justified cases the Dean may approve a second repetition of a course.
10. Students who fail to obtain credits for the repeated course may apply to the Dean with a written request to repeat the semester in which the failed course was included.
11. Rules for repeating the end-of-semester examination shall be set forth by the Dean.

H. Semester repetition

Article 37

1. If a student fails to meet the requirements for the completion of a semester, the Dean, at the student's request, shall make the student repeat the semester.
2. Students who repeat a semester shall obtain credits for all courses included in the study plan.
3. In particularly justified cases the Dean, at the student's request, may give credits with his signature for positive grades obtained by the student for courses in the semester the student is repeating.



4. A semester may be repeated only once. In particularly justified cases the Dean may approve the second repetition of a semester.
5. A student who repeats a semester is obligated to report to the Registrar's Office before the beginning of the semester in order to obtain information regarding the study plan and get familiar with other study conditions specified by the Dean. If the study curriculum has changed the student is obligated to make up for the curriculum differences that have emerged.

I. Conditional registration for the semester

Article 38

1. Conditional registration for a semester results from the Dean's decision to:
 - a) make a student repeat a course or courses while continuing education in a subsequent semester - conditional registration lasts until the student obtains credits for the outstanding course,
 - b) extend the examination session - the student is then conditionally registered for the next semester until the set deadline for the completion of the course.

6. Individual study plan and curriculum

Article 39

1. The right to study under an individual study plan and curriculum is granted to the students who:
 - a) have exceptional abilities and their grade point average is not lower than that set by the Dean,
 - b) have taken up studies abroad on the basis of a referral from the University,
 - c) were awarded a specified number of ECTS points by the Dean as the confirmation of the achievement of learning outcomes,
 - d) have a confirmed disability, if the degree of disability makes it difficult to attend classes in a regular mode.
2. A student applying for an individual study plan and curriculum shall provide the Dean with a written request specifying the following:
 - a) the period during which the individual study plan and curriculum are to be adopted,
 - b) the individual study plan
3. Permission to study under an individual study plan and curriculum shall be granted by the Dean by specifying the individual study plan for a given academic year.

Article 40

The individual study plan and curriculum may be based on the main study plan and curriculum, with the specification of changes concerning:



- a) the period of study,
- b) the sequence of obtaining course credits and taking examinations,
- c) the structure of courses, which means that, in the agreement with the Dean, the courses established in the original study plan and curriculum may be replaced with other courses.

Article 41

1. The student who has obtained the Dean's approval shall receive an individual study plan and curriculum sheet.
2. The student is entitled to participate in all courses included in the study plan.

Article 42

1. Students following the individual study plan and curriculum are obligated to obtain course credits and take examinations on dates set by the course teachers. If the course is taught by more than one person, the Dean indicates the course teacher and the examiner. During the semester the student shall have the right to re-sit any course test or examination according to the rules specified in Articles 24-35 of these Regulations.
2. Provisions of Articles 36-38 shall apply accordingly.

Article 43

If a student fails to complete the individual study plan:

- a) the Dean may approve a revised plan for the following semester provided that the discrepancies are insignificant and excusable,
- b) the Dean may refuse to grant consent for the continuation of the individual study plan and curriculum in the case of serious discrepancies and may transfer the student to the semester appropriate for the curriculum the student has successfully completed so far. The student may be registered for a given semester by Dean's decision in a conditional mode, as provided for in Article 38.

Article 44

An individual study plan and curriculum may also be adopted in the case of interdisciplinary studies. Provisions of Articles 39-43 of these Regulations shall apply accordingly.

Article 45

In justified cases the Dean may appoint an individual tutor for a student.

7. Majors

Article 46

Students shall decide on a major from among those presented in the offer for students commencing the studies in a given academic year.



Article 47

Detailed rules regarding the choice of a major and studying it shall be determined by the Dean.

Article 48

Starting a given major depends on the number of interested students. The minimum number of students required to start a major at a given Faculty shall be set by the Dean.

8. Work placement

Article 49

1. Work placement, as stipulated in the study curriculum, shall be mandatory for first-cycle and second-cycle degree programs as well as for long-cycle degree programs, and its duration shall be determined by the curriculum of a given field of study in accordance with the applicable laws and executive acts.
2. Each student is obligated to complete the work placement which is consistent with the field of study and the Rules of Work Placement.
3. Detailed rules for completing the work placement shall be laid down by the Dean.
4. Other issues related to completing the work placement shall be regulated in the Rules of Work Placement at WSB University in Poznań.

9. Field practice

Article 50

1. Field practice required by the curriculum is mandatory for first and second cycle programs and the required number of hours shall be stipulated in the curriculum for a given field of study.
2. Conditions of the field practice and requirements for its completion shall be laid down in the Rules of Field Practice.
3. Detailed rules regarding the participation in and the completion of the field practice shall be defined by the Dean.

10. Internship

Article 51

1. Internships provided for in the curriculum of dual degree programs are mandatory and the required number of hours shall be stipulated in the curriculum for a given field of study.
2. The conditions of the internship training and requirements for the internship completion shall be specified in the Student Internship Rules and in the agreement with a partner company.
3. Detailed rules regarding the participation in and the completion of the internship shall be defined by the Dean.



11. Change of the form, field of study and major

Article 52

1. A student may apply for a change of the form of study.
2. The Dean shall give approval to the student to change the form of study if such a possibility exists at the University.
3. If the change results in curriculum differences, the student is obligated to make up for said differences by the date set by the Dean. Obtaining credits in such a case is regulated by the provisions in Articles 25-30.

Article 53

1. At the student's request made no later than before the start of the second semester of studies the Dean may agree to a change of the field of study, taking into account the similarity of learning outcomes and the number of ECTS points obtained.
2. In particularly justified cases, at the student's request, the Dean may agree to a change of the field of study also during later semesters, taking into account the similarity of learning outcomes and the number of ECTS points obtained.
3. The student may change the major before the end of the semester following the semester in which the student made the choice. Decisions in this matter shall be made by the Dean based on a justified request presented by the student.
4. The student is obligated to make up for any curriculum differences that are a consequence of the change of the form of study, the field of study or the major by the date set by the Dean in accordance with the provisions in Articles 25-30.

Article 54

If the change of the major results in a change of the field of study, the provisions in Articles 47-48 shall apply accordingly.

12. Leaves

Article 55

1. During the entire course of study a student may be granted a long-term leave not shorter than one semester and not longer than two semesters in the following cases:
 - a) leaving for studies, internships and placements abroad,
 - b) long-lasting illness on the basis of a medical certificate for the period in the certificate,
 - c) birth of a child or the need to provide care for a child,
 - d) important circumstances.

The decision shall be made by the Dean at the student's request.

2. A student may apply for a short-term leave in the following cases:
 - a) domestic or foreign trips organized by the University or the self-governing student's



union,

b) other significant reasons justified by the student in writing.

3. The leave shall be granted by the Dean. Leaves granted are entered into the records of the course of studies.

4. Leaves shall not be granted for the period of the previous semester or the previous academic year.

5. Leaves shall be granted after the semester completion.

6. In particularly justified cases the Dean may agree for the student to take a leave after a failed semester, on condition that the student has successfully completed all formalities concerning the failed semester.

Article 56

During the leave the student shall retain a valid student ID card.

Article 57

1. Upon the completion of a long-term leave, the student shall resume the studies from the beginning of the semester during which the leave was granted. To do this, the student is obligated to report to the Registrar's Office at the beginning of the semester to find out about the study curriculum and requirements.

2. Upon the completion of a short-term leave the Dean may permit the student to make up for the missing credits and examinations on an individual basis and resume studies from the following semester.

3. If the curriculum has changed, the student returning from the leave is required to make up for the curriculum differences that have emerged over the period of student's leave. The date by which said differences are to be made up for and the applicable requirements shall be set by the Dean.

13. Diploma thesis

Article 58

1. A diploma thesis shall refer to a bachelor's, engineer's, master's thesis or a diploma project.

2. A diploma thesis shall be developed under the guidance of a supervisor who is a holder of an academic degree or title. The list of supervisors shall be made by the Dean.

3. If the diploma thesis is a diploma project it shall include a solution or a concept for solving a practical or theoretical issue related to the field of study.

4. A diploma project shall be developed by teams of students under the guidance of a supervisor. The maximum number of members in teams shall be specified by the Dean. In justified cases a diploma project may be prepared by one person. The project work method shall be defined by the supervisor.

5. In particularly justified cases, at the student's request and after consultation with the supervisor, the Dean may give permission for a diploma project of an interdisciplinary nature



to be written by students from different fields of study. Detailed rules for writing a thesis of an interdisciplinary nature shall be specified by the Dean in a separate order.

6. In the case of dual degree programs, in addition to the supervisor referred to in section 2 above, the thesis may also be supervised by an assistant supervisor. Detailed requirements and the scope of cooperation with such an assistant supervisor shall be defined by the Dean.

7. Detailed requirements concerning the form of a diploma thesis and rules of its evaluation shall be defined by the Dean.

Article 59

1. The subject of the diploma thesis shall be approved by the supervisor after receiving a positive opinion of the Commission for the Quality of Diploma Theses, taking into account the field of study, individual interests of the student, the subject of the research conducted at the University as well as social and economic needs.

2. The subject of the diploma thesis shall be established and submitted for an opinion to the Commission for the Quality of Diploma Theses by the date and under the rules established by the Dean, taking into account the type of the diploma thesis, the form of study and the level of education.

Article 60

1. A paper written within the framework of student society may be recognised as a diploma thesis.

2. In justified cases, a paper written during the studies at other national or foreign universities may also be considered as a diploma thesis.

3. If a student is studying on two related majors within one field of study, the student shall have the right to submit a written request to the Dean to write one diploma thesis. In such a case the Dean shall make the decision after receiving an opinion from thesis supervisors.

4. If the diploma seminar is conducted by an academic teacher with adequate linguistic competence, the diploma paper may be written in a foreign language upon written request of the student and the approval of the Dean.

Article 61

1. Before being accepted by the supervisor, each diploma thesis shall be checked for unauthorised borrowing in the Uniform Anti-Plagiarism System.

2. A student is obligated to submit to the Registrar's Office a diploma thesis accepted by the supervisor within a deadline set by the Dean. This is a requirement for obtaining credits for the seminar in the last semester of studies.

3. The diploma thesis shall be evaluated by the thesis supervisor and, independently of the supervisor, by a reviewer appointed by the Dean. The student shall be informed about the thesis evaluation result at least three [3] days before the diploma examination.

Article 62

1. A student who has obtained credits for all the courses provided for in the curriculum except for the seminar or failed to submit the diploma thesis on time, may be credited during the re-sit examination session.



2. A student who fails in the re-sit session may apply for the repetition of the last semester's seminar.

Article 63

1. In the event of a negative review of the diploma thesis, the Dean shall appoint a second reviewer. The second review shall be treated as final.

2. In the event of an unfavourable review of the diploma thesis issued by the second reviewer, the student may apply for a repetition of the diploma seminar.

14. Diploma examination

Article 64

1. The diploma examination shall be understood as the bachelor's, engineer's or master's examination.

2. The diploma examination may be conducted with the use of methods and techniques of distance learning only in a synchronous form. Detailed rules for the organisation of the diploma examination may be laid down in legal acts issued by appropriate University governing bodies.

3. In order to be admitted to the diploma examination it is necessary for a student to:

- a) obtain credits in all courses and pass all examinations provided for in the study curriculum,
- b) obtain a positive evaluation of the diploma thesis,
- c) settle accounts with the University for all liabilities,
- d) complete the work placement, if provided for in the study curriculum,
- e) complete the field practice, if provided for in the study curriculum,
- f) in the case of dual degree programs, complete internships as stipulated in the study curriculum.

Article 65

1. The date of the diploma examination shall be set by the Dean for a date falling no later than three months after the submission of the diploma thesis. The date of the diploma examination is announced seven [7] days in advance at the latest.

2. The examination board shall be appointed by the Dean.

3. The Dean or the person appointed by the Dean shall act as the chairperson.

Article 66

1. The diploma examination shall consist of two parts: the examination in the field of study and the defence of the diploma thesis, in such a way that:



- a) during the examination in the field of study, the student shall answer randomly selected questions concerning the field of study issues,
 - b) during the defence of the diploma thesis, the student shall answer questions concerning the issues discussed in the diploma thesis.
2. In the case of fields of study for which the study plans provide for a semester examination, the Dean may set different rules for the part of the diploma examination dedicated to these fields of study.
3. Diploma examination grade shall be determined by the examination board.
4. The diploma examination grade, constituting 20% of the final grade for the studies, shall be composed of the grade for the examination in the field of study and the grade for the diploma thesis defence.

Article 67

In the case of diploma theses that are diploma projects, the diploma examination may take a different form taking into account the specificity of a group project. The rules for conducting the diploma examination in such a case shall be established by the Dean.

Article 68

1. The final grade for the examination shall be determined in accordance with the following scale:

up to 2.99	Unsatisfactory [<i>Polish: niedostateczny</i>]	2
from 3.00 up to 3.24	satisfactory [<i>Polish: dostateczny</i>]	3
from 3.25 up to 3.74	Above satisfactory [<i>Polish: dostateczny plus</i>]	3+
from 3.75 up to 4.24	good [<i>Polish: dobry</i>]	4
from 4.25 up to 4.74	above good [<i>Polish: dobry plus</i>]	4+
up to 4.75	Very good [<i>Polish: bardzo dobry</i>]	5

2. Evaluation rules for the diploma examination shall be defined by the Rector. In justified cases specific rules shall be defined by the Dean of the Faculty.

Article 69

At the request of the student or the supervisor of the diploma thesis and with student's consent, the diploma examination may be open for audience.

Article 70

If a student has failed the diploma examination, the Dean shall set the second date for this examination. The second date shall fall in the period ranging from one month after the first examination at the earliest up to three months after the first examination at the latest. The second date is deemed to be final.

Article 71

If a student is unable to take the diploma examination due to health problems or other important

reasons, that student shall notify the Dean of the reasons preventing them from taking the diploma examination and then within fourteen [14] days submit a signed absence excuse letter. If the Dean accepts the excuse, a new date for the diploma examination is set.

Article 72

In justified cases as referred to in Article 71, a student may take the diploma examination after no more than twelve months from the date of completing the last semester of studies. The decision shall be made by the Dean at the student's request. This deadline shall be final.

Article 73

A student who has failed to take the examination and has not excused their absence is removed from the register of students.

Article 74

If a student has not passed the diploma examination on the second date, the Dean shall make a decision to remove this student from the register of students.

Article 75

If the diploma thesis has been written in a foreign language the Dean may, at the student's request, give permission for the examination to be conducted in a foreign language. The Dean's permission shall be granted on condition that the members of the examination board have adequate linguistic competence.

Article 76

1. The final grade for the studies shall be the total of:
 - a) 60% of the arithmetic mean of all examination grades and course completion grades obtained during the entire course of study, except for courses that were not graded as well as optional and complementary courses,
 - b) 20% of the arithmetic mean of the grade for the diploma thesis,
 - c) 20% of the grade for the diploma examination.
2. At the request of the chairperson, the examination board may change the final grade for the studies in such a way that if the student has obtained a grade of at least 5.0 (very good) in the diploma examination and if the arithmetic mean of grades awarded during the last two semesters of studies was not lower than 4.5 (above good), the final grade of the studies may be made higher by one degree.

Article 77

The higher education diploma features the final grades for the studies in accordance with the following scale:

up to 3.25	satisfactory [<i>Polish: dostateczny</i>]
from 3.26 up to 3.75	above satisfactory [<i>Polish: dostateczny plus</i>]
from 3.76 up to 4.25	good [<i>Polish: dobry</i>]
from 4.26 up to 4.50	above good [<i>Polish: dobry plus</i>]



15. Graduation

Article 78

A graduate of the University shall be awarded a higher education diploma after passing the diploma examination.

Article 79

1. The University graduate shall receive a higher education diploma as a confirmation of obtaining the professional title of *licencjat* (Bachelor), *inżynier* (Engineer) or *magister* (Master).
2. At the graduate's written request submitted within thirty [30] days following the date of the diploma examination, a certified copy of the diploma translated into a foreign language may also be issued.
3. The graduate receives the higher education diploma within thirty [30] days after the diploma examination.

16. Removal from the register of students

Article 80

1. A student shall be removed from the register of students in the following cases:
 - a) failure to take up the studies,
 - b) resignation from the studies,
 - c) a lack of progress in learning,
 - d) failure to obtain credits for a semester or a year within the specified time limit,
 - e) failure to submit the diploma thesis within the specified time limit,
 - f) failure to take the diploma examination,
 - g) failure to obtain a positive grade for the diploma examination,
 - h) disciplinary expulsion from the University,
 - i) failure to pay the tuition fees,
 - j) failure to comply with the provisions of the agreement for educational services.

Article 81

1. A student shall be deemed not to have enrolled if, within one month after the beginning of the semester the following requirements have not been satisfied:
 - a) the student has not taken the oath referred to in Article 5(1)(b),
 - b) the student does not fulfil the requirements referred to in Article 37(5) and Article 53(4).



2. In order to resign from the studies a student is obligated to submit a request to the Dean (in writing and with their signature).
3. The Dean shall confirm the lack of progress in the studies if a student does not satisfy the requirements for:
 - a) repeating a semester,
 - b) repeating a course,
 - c) being admitted to the diploma examination,
 - d) obtaining conditional registration for the next semester.

Article 82

The decision to remove a student from the register of students shall be made by the Dean. After being removed from the register of students, the student is obligated to account for all their liabilities with respect to the University, including the payment of tuition fees up to the time of removal from the register.

17. Resumption of studies

Article 83

1. A student removed from the register of students may request a reactivation two years after the date of the removal at the latest. The criteria for the reactivation shall be determined by the Dean.
2. Studies may be reactivated only once.

18. Student disciplinary procedures

Article 84

1. For breaching the Regulations in force at the University and for student actions that violate students' dignity, the student, in accordance with the Act, shall bear disciplinary responsibility before the Faculty disciplinary committee, or before the student disciplinary panel of the student self-government.
2. The following, in particular, shall be regarded as actions violating the dignity of the student:
 - a) misleading the bodies of the higher education institution and its academic and administrative staff by providing false information,
 - b) plagiarism,
 - c) any form of dishonest behaviour, fraud, forgery or falsification,
 - d) being under the influence of alcohol or other drugs on the premises of the University,
 - e) offences against bodily inviolability, as well as any manifestation of discrimination and psychological violence towards other persons both on the premises of the University and outside it,



- f) destruction of the University property,
- g) other forms of behaviour unworthy of a student.

3. The disciplinary ombudsman appointed by the Rector from among the academic staff of the University shall conduct the investigative proceedings.

Article 85

The manner in which disciplinary proceedings are conducted shall be specified in separate provisions.

19. Final provisions

Article 86

1. The right to decide on matters referring to the studies regardless of whether they are covered by these Regulations as well as special cases shall be vested in the Dean.
2. The student shall have the right to appeal against the administrative decisions issued in the course of study to the competent body within fourteen [14] days following the service of the decision.
3. The Dean's decision concerning students' financial liabilities may be appealed against in writing through the Dean to the Vice-Chancellor within fourteen [14] days.

Article 87

The Regulations shall come into force at the beginning of the academic year 2021/2022.