

**UNIVERSITY OF BUSINESS
IN WROCLAW**

REGULATIONS OF STUDY

Wroclaw, 2018

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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 as business owners. The task of the Study Regulations is to create a legal framework for studying at the University, which makes it possible to achieve this goal to the greatest extent possible.

§ 2

1. Studies at the University are fee-paying. Information about fees related to studying and the dates of their payment are made public by posting on the notice boards and the University's website. The amount of fees related to studies, including additional fees, is

determined by an appropriate regulation regarding tuition fees and other fees for students, and a study contract between the University and the student.

§ 3

1. A person admitted to study acquires student rights upon matriculation and taking an oath, the content of which is specified in the University's Statute.
2. The student's admission takes place to a specific field of study.
3. The student is obliged to follow the oath and regulations of the studies, to comply with the regulations in force at the University, to comply with the regulations of its authorities and bodies, to take care of the University's good name and to respect its traditions and customs, and in particular he is obliged to:
 - a) the systematic and active acquisition of knowledge, skills acquisition and social competences, implementation of the curriculum, admission to examinations and credits in accordance with the schedule
 - b) refer respectfully to other students and University employees,
 - c) the adherence to the good manners of the academic community, including the rules of the Student Ethical Code
 - d) care for the dignity of the student and the good name of the University
 - e) take care of the University's property
 - f) timely payment of fees
 - g) immediately notify in writing the head of the relevant basic organizational unit about the change of personal and contact details or other data
 - h) immediately notify in writing the dean of the resignation from studies
 - i) display student ID on the University premises at the request of the University's employees.
4. For breaking the binding regulations, the student shall be liable to the disciplinary committee - under the terms of the Act - Higher Education Act and the University Statute.

§ 4

The student has the right to:

- 1) acquire knowledge, develop scientific interests and use for this purpose rooms, devices and resources as well as the whole library collections of universities in accordance with the applicable regulations, as well as the assistance of academic teachers and university bodies
- 2) study in one or several majors and one or several specialties and develop their own interests
- 3) change the form, field of study and specialty
- 4) participate in classes and take examinations provided for in the education program in accordance with the principles set out in them
- 5) study according to an individual education program (IPK) and an individual study program (IPS)
- 6) participate in consultations given by academic teachers in matters related to the implementation of the education program
- 7) repeating non-completed subjects and semesters of studies
- 8) associate in existing student organizations and set up new ones
- 9) receive awards and distinctions according to the rules specified in the Regulations

and in separate regulations

- 10) receive financial support in accordance with separate regulations in force at the University
- 11) transfer to another university, after fulfilling all obligations towards the University,
- 12) a leave granted by the dean of the faculty on the principles described in § 41-43
- 13) participation in decision making by the collegial bodies of the University through the representatives of students
- 14) to submit to the University authorities postulates regarding curricula and education programs and issues related to social welfare conditions
- 15) participate in an incentive system supporting the development of knowledge, skills and social competences
- 16) the evaluation of the didactic process
- 17) participate in scientific research and to associate in study groups run by the University
- 18) develop cultural, tourist, sports and artistic interests, using the University's facilities and resources for this purpose, and assistance from university teachers and bodies
- 19) respect for their dignity by all persons and organizations creating an academic community, taking active or passive participation in the university's activity.

§ 5

1. The student receives a student ID which is a document certifying the student's status.
2. Students have the right to hold student ID until the day of graduation, suspension of student rights or striking off the list of students, and in the case of first-cycle graduates - by October 31 of the year of graduation.
3. Student's rights and obligations shall expire on the day of graduation or striking off the list of students.
4. A graduate, upon graduation, receives a university diploma of higher education confirming the professional title of a bachelor's or master's degree.

§ 6

1. The student self-government is the representative of all students in relation to the University's authorities appointed to protect their interests.
2. The relevant student self-government bodies are entitled to express their views on all matters concerning students.
3. Students' self-government regulations and its changes are adopted by the Students' Self-Government Board. The Regulations come into force after the University Senate confirms its compliance with the law.

§ 7

The Rector is the head of students at the University, and the head of the faculty is their immediate superior.

Chapter II

Organization of studies

§ 8

The studies are conducted in Polish or in a foreign language

§ 9

The conditions and mode of the recruitment procedure as well as the forms of study in particular fields are determined by the resolution of the University Senate, made available to the public not later than on 31 May of the year preceding the academic year to which the resolution applies.

§ 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. The rules of organization of the academic year including setting the dates of classes and examination sessions are determined by the rector, after consulting the student government, no later than on June 1 of the previous academic year.
3. The dean prepares and announces a detailed schedule of classes no later than two weeks before the beginning of the semester.
4. During the academic year, regardless of the holidays, two breaks in classes are planned, combined with Christmas and Easter.
5. The Rector may decide on additional days or hours free from didactic classes during the academic year, so-called Rector's days or hours.

§ 11

1. First-cycle and second-cycle studies may be conducted as full-time or part-time studies.
2. Studies are underway:
 - 1) in the case of first-cycle studies, - at least 6 semesters
 - 2) in the case of second-cycle studies - at least 4 semesters.
3. Part-time studies may last for one or two semesters longer than the corresponding full-time studies.
4. In the case of repeating the year, semester, and obtaining a leave, the period of the education program shall be extended accordingly.

§ 12

1. Studies take place according to the plan of study and the curriculum adopted by the faculty council at the request of the dean, after consulting the competent body of student government, in accordance with the guidelines established by the University senate.
2. Descriptions of learning outcomes for the field of study are adopted by the University senate.
3. The education program specifies in particular the method of implementation of the assumed learning outcomes in the form of the content of education in a given field or specialty, the form of implementation of individual subjects, the number of ECTS credits related to the implementation of subjects, conditions for graduation and obtaining a diploma and the number of points and other requirements for admission to the Bachelor's or Master's diploma exam.
4. In the academic year, after the end of each semester, examination sessions are planned: basic and retake.
5. Apart from the limit of ECTS credits, required in a specific education program of a given field of study, the student has the right (without paying an extra fee) to use classes at a given

level of study, for which he may receive additionally no more than 30 ECTS credits.

6. The program of education in Polish may allow to introduce selected subjects in a foreign language, whereas compulsory subjects may be conducted in a foreign language, if it results from the specifics of a given field or specialty of study.

7. The Dean, in agreement with the lecturer, may authorize the submission of specific examinations, including graduation exams, and the submission of diploma theses in a foreign language.

8. The faculty council adopts the education program 3 months before the beginning of the academic year and announces it on the University's website.

§ 13

1. The curriculum and the education program provide for a list of compulsory subjects whose implementation determines the completion of a given study year or completion of studies, a sequential system of classes and examinations, the obligation to complete work placements or other specific activities.

2. The curriculum may provide for the possibility of implementing university-wide and optional subjects at another university, including foreign ones, based on agreements concluded by the University.

3. The teacher of the subject defines the rules of participation in the classes included in the subject and announces them in the proper IT system and during the first class in a given subject. The participation in them may be subject to additional criteria defined by the person conducting the subject, except for compulsory subjects.

§ 14

1. Classes may be conducted using distance learning methods and techniques in the form of so-called synchronous e-learning.

2. Conducting classes using distance learning methods and techniques (in the form of so-called synchronous e-learning) is regulated by separate regulations.

§ 15

1. During studies, compulsory work placements or other classes of a special nature are held if they are part of the education program.

2. General rules for completing the classes listed in paragraph 1. are determined in the appropriate ordinance of the rector of the University.

3. Detailed rules for completing the classes listed in paragraph 1 are determined by programs adopted by the faculty council.

4. In the case when the curriculum includes obligatory work placements, the dean may include in whole or in part a job performed by a student if the job fulfills the effects of apprenticeship training, in accordance with the rules set out in the relevant Rector's order.

Chapter III

European Credit Transfer and Accumulation System (ECTS) and transfer and recognition of classes passed by the student

§ 16

1. The University applies a system of credit points in accordance with the standards of the European Credit Transfer and Accumulation System (ECTS).

2. ECTS credits are assigned for:

1) the total amount of a student's work associated with obtaining the assumed learning outcomes in terms of knowledge, skills and social competences assigned to particular occupations, covered by the study plan, the number of ECTS credits does not depend on the obtained grade,

2) preparing and submitting a diploma thesis,

3) work placements or other activities of a special nature, if they are part of the education program.

3. One ECTS credit corresponds to the learning outcomes which require from the student 25-30 hours of work on average both during the classes consistent with the education program in a given field of study, as well as related to the individual workload.

§ 17

1. A condition for obtaining ECTS credits is passing a given subject according to the requirements specified for it, and in the case of an exam or a graded credit - obtaining at least a satisfactory grade.

2. The condition for completing the first cycle education program is to obtain at least 180 ECTS credits.

3. The condition for completing the second cycle education program is to obtain at least 120 ECTS credits - for studies lasting four semesters.

4. If the total duration of part-time studies is longer than the duration of the relevant full-time studies, then:

1) the total number of credits estimated in the education program and the curriculum for part-time studies is equal to the number of credits estimated in the education program and the curriculum for the relevant full-time studies;

2) the number of credits estimated for part-time studies in the curriculum and the education program for the semester and the academic year is reduced accordingly.

§ 18

1. A student may, with the dean's consent, pass subjects from other majors and specialties, as well as implement a part of the education program at other universities, including foreign ones.

2. A student of another university, including foreign ones, with the dean's consent, may complete courses taking place at the University.

3. Taking into consideration the transfer of classes, the dean takes into account the learning outcomes obtained in another University's organizational unit or in another university as a result of classes and work placements corresponding to the classes and internships specified in the education program appropriate for a given field of study.

Chapter IV

Completion of the subject, semester or year of study

§ 19

1. The semester is the concluding unit as part of the course of study. Passing the semester is confirmed by an entry in the documentation registering the course of studies.
2. In the cases justified and approved by the dean, the concluding unit may be the year of study.
3. The condition for passing the semester of studies and being accepted for the following semester is:
 - 1) passing all exams and getting all credits from classes valid during the assessment period,
 - 2) obtaining the required number of ECTS credits estimated in the education program and the curriculum.
4. The student is required to pass the winter semester by mid-February at the latest and the summer semester -by the end of September.

§ 20

1. All didactic classes end with a graded credit or exam on the dates specified in the exam session schedule, announced for information, at least 14 days before the beginning of the session.
2. In the first class the lecturer presents to the students the requirements, rules, form and conditions for admission to the exam or credit in accordance with the current curriculum and educational program
3. The teacher conducting the subject in agreement with the students sets the dates of examinations and may also, with the dean's consent, set other exam dates outside the examination session, no later than until the end of the given semester.
4. Detailed forms and rules for passing classes are defined in the syllabuses of subjects.
5. A student is required to have a document confirming his / her identity, in particular a student ID, when taking the exam. The lack of a document is the basis for refusing a student to take part in the exam.
6. At least one date of the exam should be set in the basic session and at least one in the retake session. In the case of subjects conducted in the winter semester, the last date of the exam or credit should be designated until the end of the winter retake session, while in the case of subjects conducted in the summer semester - until the end of the summer retake session.

§ 21

1. The basis for passing the course is to obtain the assumed learning outcomes confirmed by a positive exam result, final test or another form of verification of the acquired knowledge and acquired skills and social competences.

2. Examinations and credits are carried out by an academic teacher conducting classes. In exceptional cases, examinations and credits are conducted by another academic teacher authorized by the dean.

§ 22

At the request of the dean, the Rector appoints plenipotentiaries who deal with student work placements in particular fields of study. Monitoring and crediting student internships in particular fields of study is made by the plenipotentiary according to the rules specified in the relevant Rector's regulation.

§ 23

1. A student who received a failing grade in the basic session or did not sit the exam without valid reasons recognized by the dean may take part in the retake session.

2. At the student's request, submitted within 7 days from the date of the exam or graded credit, the dean may consider the student's absence as justified and, with the consent of the lecturer, set an additional date of the exam, no later than until the end of the given semester; this also applies to a graded credit or a resit examination, with the exception of § 53 (5) and (6).

§ 24

1. The failure by the student to meet the requirements for the exam admission or not taking the exam for other reasons does not constitute the basis for entering a failing grade in this exam. Failure to take the exam is recorded in the documentation (in the form of 2NB – i.e. insufficient dean's assessment).

2. A student who received a failing grade or did not sit the exam in a retake session without valid reasons deemed by the dean, submits an application for a conditional entry or a request to repeat the semester. The lack of the above-mentioned requests results in the deletion from the list of students in the mode specified respectively in § 30, § 31 and § 44.

§ 25

1. Academic teachers inform students about the results of their exam or graded credit no later than within 7 days from the date of the exam. The announcement of the grades in a given subject is recorded in the proper IT system.

2. The teacher conducting the subject is obliged to deliver to the Dean's office examination protocols within 14 days from the date of the exam, but no later than by 30 September, and in the case of grades issued in the winter semester no later than 7 days from the end of the winter retake session.

3. In the case of written assignments and examinations, the student has the right to inspect their work within 2 weeks from the date of announcing the results of the graded credit or exam.

4. The final and exam papers are archived according to the rules set out in separate regulations.

§ 26

1. Exams and credits for subjects covered by the curriculum plan and the education program end with the issuing of an assessment, unless the education program states otherwise.
2. The grades from examinations and tests 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) insufficient - 2.0.

§ 27

1. The GPA from a given semester or the whole course of studies is calculated as the weighted average with the weights determined by the values of the relevant ECTS credits from all grades obtained in this period, including the failing grades.
2. When calculating the GPA, the grade of the examination board make-up is taken into account, omitting the grade from the exam questioned in the mode provided for in § 33 of the Rules of Study.
3. The weighted average is calculated as follows:
 - 1) the grade in each subject included in the basis for the calculation of the GPA expressed in numbers, 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 from all subjects constituting the basis for determining the GPA;
 - 4) the result is rounded to two decimal places.
4. In the case of determining the weighted average based on the results obtained at another university, the grades issued on a scale from 2 to 6 shall use the following conversion:

Grade issued on a scale from 2 to 6	Corresponding grade on a scale from 2 to 5
2	2
2,5	2
3	3
3,5	3
4	3,5
4,5	4
5	4
5,5	4,5
6	5

§ 28

1. Completion of the semester is made by the dean on the basis of entries in documents confirming the acquisition of the learning outcomes assumed in the program and obtaining the appropriate number of ECTS credits provided for in the education program and the curriculum in a given semester

.2. A student who was conditionally accepted for the next semester and did not fulfill the condition within the prescribed period, but obtained an acceptable number of ECTS credits can again submit to the dean an application for conditional passing the semester or repeating the semester. The failure to submit the abovementioned applications results in the deletion from the list of students.

§ 29

1. Student receiving a conditional entry for the next semester, obtains the right to repeat the failed classes and the statutory number of credits for these classes.

2. Formal passing of the semester, for which the student has obtained a conditional entry, is possible only after completing all subjects covered by the semester curriculum.

3. The lack of credits referred to in paragraph 2, within 14 days from the date of the end of the final session ending the semester results in the decision to strike off the list of students in the mode specified in § 44.

§ 30

1. The dean, at the request of the student, agrees to a conditional entry for the next semester in the case of obtaining at least 20 ECTS credits, and for the following year in the event of obtaining at least 40 ECTS credits within the period in mentioned in § 19 para. 3.

2. The application referred to in paragraph 1 must be submitted before the beginning of the next semester / year for which he wants to get a conditional entry. If it is necessary to repeat subjects, the student is obliged to indicate the subjects that will be repeated, with the exception of § 31 paragraph. 2.

3. The lack of the application referred to in paragraph 2 results in the decision to delete the student from the list.4.

The education program and the curriculum may provide additional requirements for passing the given semester of study.

§ 31

1. The dean, at the request of the student, agrees to the repetition of the semester / year in the case of not obtaining the number of ECTS credits, which is required for entry for the next semester / year of study or failing to meet the conditions referred to in § 19 par. 2 or other conditions for passing the given semester / year of studies in accordance with the education program.

2. Repeating the semester is not allowed if the first semester of study has not been passed.

§ 32

1. If the student gets a higher number of ECTS credits than required to pass the given semester in accordance with § 19 para. 3 points 2, the obtained surplus is counted towards the next, and then towards the following semesters of studies at a given level of studies, if it concerns subjects covered by the curriculum.
2. In the case of repeating the semester, resuming studies in the same field or specialty or participation in the student exchange program, which the University joined, the student has the right to include the subject already completed and obtained ECTS credits in the period of five years from the date of crediting the subject.
3. The dean, at the request of the student, may agree to include the already completed subject and obtained ECTS credits 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 specialization, passing courses in another field or specialty or another university, and in the event of re-admission to studies.
4. In the case referred to in paragraph 3 the dean makes a decision after possible consultations with the lecturer and after referring to the documentation of the course of study, guided by the curriculum in force in a given field or specialty, even if there were differences in this respect in relation to the education program in the previous field of study or specialization. In the case of differences in curriculum, in particular resulting from divergent learning outcomes, the dean may specify a lower number of ECTS credits to be included or not to include a given subject at all.
5. The subject referred to in paragraph 2 may be the basis for passing the semester, if it is covered by the curriculum in force in a given semester of study.
6. The dean may agree to pass the subject and take into account a certain number of ECTS points also after the expiry of the period provided for in paragraph 2, in particular in case of convergence of the obtained learning outcomes.

§ 33

1. The dean may order a board examination make-up if:
 - 1) during the examination there was an irregularity in its implementation
 - 2) the scope of the examination carried out goes beyond the scope specified in § 20 para. 3.
2. The application for the board examination make-up may be submitted by a student, a student government body or an examiner within 5 days from the date of announcement of the examination results, providing detailed justification of the charges.
3. The board examination make-up shall be carried out within 2 to 14 days from the date of ordering it.
4. The examination committee consists of the chairman and two members appointed by the dean from among academic teachers representing the same specialization or related to the subject of the examination. At least one committee member must hold an academic title or an academic degree of PhD with habilitation. In justified cases, the dean may appoint additional persons to the commission.

5. A dean or a member of the council's board authorized by him may participate in the exam. At the request of the student, the guardian of the year or specialty and the representative of the student government or the student's rights advocate may also participate in the exam. A member of the board exam, on the rights of an observer, may be an academic teacher who issued a grade verified in the committee procedure.
6. The form and date of the examination shall be determined by the dean in agreement with the chairman of the commission. A report shall be drawn up on the examination.
7. The grade obtained by the student on the examination make-up is final.
8. A positive result of this examination is taken into account as a basis for passing the given study year even if it was carried out after the deadlines referred to in § 19 para. 4.

Chapter V

The rules and conditions for studying according to an individual education program

§ 34

1. At the student's request, the dean may agree to study according to an individual education program (IPK) after passing the first year of study, if the student has a GPA of at least 4.5 and can document special scientific achievements, e.g. active participation in the scientific group, participation in scientific research, participation in projects implemented by the University for business purposes, scientific publications, etc. - on the general principles determined by the rector.
2. The dean assigns a tutor who, together with the student, develops a project of an individual education program, taking into account the assumed learning outcomes for a given field - in terms of acquired knowledge, skills and social competences.
3. The dean after approval of the individual education program by the faculty council approves a detailed schedule of didactic classes carried out as part of an individual education program.
4. In the event that the student does not show satisfactory progress in the implementation of the individual education program (IPK), the dean directs the student to the generally applicable education program. At the same time, the dean determines the scope and timing of completing program differences.
5. A student may resign from an individual education program (IPK) with the end of the completed semester and continue his studies according to the generally applicable course of study. In such a case, the dean determines the scope and deadline for completing program differences.
6. The individual education program (IPK) may consist in particular of modifying: the curriculum according to the student's interests and work, the system of classes and examinations and the forms of credit and exams, the number of ECTS credits required to pass the semester, the order of classes, the number of hours of teaching and the individual care of an academic teacher.

§ 35

1. At the student's request, the dean may specify an individual mode of passing the semester or completing the whole course of study and agree to implement an individual study program (IPS).
2. An individual study program is available, among others, for:
 - 1) people with disabilities,
 - 2) people who care for the closest member of the family,
 - 3) people affected by long-term illness,
 - 4) outstanding athletes and artists.
3. The individual study program may involve:
 - 1) extramural completion of classes, in agreement with the lecturer,
 - 2) changes in the dates of exams and credits
 - 3) modification of the order of the classes.
4. A student applying for an individual study program shall present to the dean for acceptance the terms of the credits agreed and approved by the academic teachers responsible for the implementation of individual subjects in a given semester.
5. An individual study program does not mean changing subjects covered by the education program or shortening the duration of studies.

Chapter VI

Change of form, field of study and specialties, parallel studies

§ 36

1. The student may change the form, field of study or specialty of studies with the dean's consent.
2. The change referred to in paragraph 1, requires a written application of a student submitted to the dean no later than 14 days before the beginning of the semester.
3. In the case of a dean's positive decision, the student is required to complete certain program differences resulting from the change of the field of study, specialty or form of education, determined and approved by the dean.

§ 37

A student may transfer to another university after fulfilling all obligations arising from these Regulations.

§ 38

1. A student of another university, including foreign ones, who passed the first semester of studies, may, with the dean's consent, be transferred to study at the University without recruitment, after determining any differences in learning outcomes.
2. In the case referred to in paragraph 1 student is required to submit to the Dean an application with justification, approved by the head of the organizational unit, from which he intends to transfer along with the documents confirming the previous course of studies.
3. Paragraphs. 1 and 2 shall apply accordingly in case of change of the field of study or specialty of studies within the University.

§ 39

1. A student may study in more than one field of study (parallel studies). The next field may be pursued as part of an individual study program according to the rules set by the dean. 2. A student of parallel studies prepares separate theses and submits separate diploma exams. 3. The payment (tuition) for studies in the next field is determined individually by the Rector or the Chancellor. The amount of tuition fee depends on the scope of the program implemented in the next field of study.

Chapter VII

Holidays from classes

§ 40

1. The student is entitled to a leave from classes at the University after passing the year of study, in special cases - the semester preceding the holiday period.
2. The student is entitled to leave in the case of:
 - 1) disability
 - 2) illness preventing participation in classes
 - 3) childbirth or care of a child
 - 4) departure for studies and foreign internships
 - 5) other important circumstances recognized by the dean.
3. The leave is granted by the dean at the student's request.
4. A student may apply for a leave immediately after the cause of the reason.
5. It is unacceptable to grant a leave for the past or during the examination session, unless the reason justifying the granting of the leave occurred earlier.
6. A leave may be granted for a period not longer than one year.
7. The granting of leave is confirmed by an entry in the documents registering the course of studies.

§ 41

1. In special cases, the student may, with the dean's consent, take advantage of a short-term leave of less than one semester.
2. The Dean's Office confirms the granting of a short-term leave with a certificate to justify the student's absence from obligatory classes.
3. In other cases, the student justifies a shorter absence from compulsory classes in a manner agreed with the academic teacher conducting the classes.

§ 42

1. During the leave period, the student retains his / her student rights, except for the right to benefit from material support, unless the provisions regarding this assistance state otherwise.
2. In justified cases, the dean may authorize the partial implementation of the education program during the leave, including participation in classes and getting credits, according to the payment rules determined individually by the Rector or Chancellor, taking into account the number of subjects completed by the student.

3. During the leave, except in the case referred to in paragraph 2 and in § 41, the student does not pay tuition fees.

§ 43

Student's failure to register for the next year of study after finishing the leave within 14 days from the commencement of classes in a given semester is considered as a discontinuation of study and forms the basis for deletion from the list of students.

Chapter VIII

Deletion from the list of students, re-admission and resumption of studies

§ 44

1. The dean of the faculty deletes a student from the list of students in the case of:

- 1) failure to study
- 2) written resignation from studies
- 3) failure to submit a diploma thesis or a diploma examination within the deadline
- 4) disciplinary penalty of expulsion from the University.

2. The dean may strike a student off the list of students in the case of:

- 1) finding no progress in learning
- 2) failure to obtain the semester's credit within a specified period
- 3) failure to pay fees related to studies.

3. The decision referred to in para. 1 and 2 may appeal to the rector within 14 days from the delivery of the decision. The Rector's decision is final.

§ 45

1. The re-admission of a person who was removed from the list of students of the first semester takes place on the general rules applicable to the recruitment process.

2. The Dean may agree to resume studies in a given field or specialty at the request of a person removed from the list of second or higher semester students from the next semester, unless the deletion from the list of students took place due to the disciplinary penalty of expulsion from the university.

3. Resumption of studies is allowed from the beginning of the semester.

4. In the case referred to in paragraph 2 the Dean determines the number of ECTS credits to be taken into account and determines the semester for which the student who resumes studies is entered, taking into account the program differences identified.

5. Determining the number of ECTS points, the dean is guided by the curriculum in force in a given academic year in a given field or specialty of study. In case of finding program differences, the dean may specify a lower number of ECTS points to be taken into account or not to include the credit for the given subject at all.

Chapter IX

Diploma work, exams and graduation

§ 46

1. The condition for the completion of studies is the preparation and submission of a thesis (bachelor's or master's thesis) and passing the diploma exam (bachelor's or master's).
2. The condition specified in paragraph 1 is fulfilled when the diploma thesis has been positively verified by the anti-plagiarism system in force at the University and assessed with a positive grade.

§ 47

1. The student's bachelor's work is prepared under the supervision of an academic teacher who has at least the academic degree of PhD and employed at least as an assistant professor or senior lecturer.
2. The faculty council may authorize a person employed outside the University to hold a BA thesis having at least a PhD degree.
3. In special cases, the supervisor of the Bachelor's thesis may be a person with a master's degree if he can demonstrate a significant practical experience in the field of specialty (specialization), in the framework of which the diploma thesis is prepared.
4. The faculty council, at the request of the dean, authorizes persons with a professional master's or engineer's degree fulfilling the condition specified in para. 3 to conduct a diploma seminar.
5. The master's thesis is prepared by the student under the supervision of an academic teacher holding at least the academic title of PhD.
6. At the duly justified request of the student, the dean may change the person conducting the diploma thesis.
7. The supervisors of the diploma theses are approved by the faculty council on the dean's motion.

§ 48

1. The student has the right to choose a seminar within the specialization
2. In special cases, including a small number of applications for a given seminar, the diploma thesis may be implemented in the mode of individual supervisor's care.
3. A diploma thesis may be prepared by more than one student, if it can be separated into parts prepared independently by individual students and on this basis determine the effort and substantive value of each of them.
4. The dean determines the form in which the diploma thesis is submitted.

§ 49

1. The student is required to submit the final version of the diploma thesis positively verified by the anti-plagiarism system in force at the University and accepted by the supervisor in a paper version, according to the dates specified in the relevant ordinance for the given academic year.

2. Submission of a thesis a prerequisite for completing a diploma seminar or other classes leading to the submission of a diploma thesis.
3. The diploma exam should take place within a period not exceeding one month from the date of submission of the diploma thesis. For justified reasons, the dean may extend this term by another month.

§ 50

1. Detailed rules for submitting works are specified by the dean in an appropriate order.
2. The diploma thesis is evaluated by the reviewer and the supervisor on the appropriate form.
3. The review of the work is prepared by the academic teacher indicated by the Dean. In the case of a diploma thesis written on behalf of the so-called business practice, the opinion on the practical merits of the work is also formulated by its principal. This opinion is taken into account in the final assessment of the diploma thesis.
4. The reviewer must have at least PhD degree.
5. The assessment of the work is determined according to the scale specified in § 26 para. 2 based on the arithmetic average of the grades issued by the diploma thesis supervisor and the reviewer.
6. In the case when one of the issued assessments is insufficient, the dean appoints an additional reviewer.
7. In the case referred to in paragraph 6, the work receives a positive grade, if the additional reviewer rated the work, at least with a satisfactory grade.

§ 51

The condition for admission of a student to the diploma exam is:

- 1) obtaining positive grades from the subjects covered by the study program and the education program, confirming the achievement of the assumed learning outcomes and obtaining the appropriate number of ECTS credits specified in § 17
- 2) completing student internships or other activities of a special nature, if they are included in the study program
- 3) submission of the diploma thesis positively verified by the anti-plagiarism system in force at the University
- 4) obtaining a positive assessment of the BA or MA thesis from the supervisor and reviewer, and possibly a positive opinion from the entity commissioning the subject of practical work
- 5) settlement of all liabilities towards the University (financial liabilities, liabilities towards the University Library, etc.) and submission of the clearance slip and other required documents to the dean's office.

§ 52

1. The diploma exam is carried out by a commission appointed by the dean, which includes the chairman and two members, including the supervisor.
2. In justified cases, the dean may appoint additional persons to the commission.
3. In the event that a member of the committee cannot participate in the diploma examination, the dean shall appoint another person as substitute.

4. It is advisable that the members of the examining committee be a person holding the academic title or the academic degree of PhD with habilitation.

§ 53

1. The diploma exam is an oral exam.
2. Questions formulated by the members of the commission concern the problems of the diploma thesis and the curriculum.
3. The grade for the diploma examination is determined by the chairman specifying the arithmetic average of the grades for individual questions, after consulting the committee members, according to the scale specified in § 26 para. 2.
4. A report shall be prepared from the course of the diploma examination.
5. In the case of obtaining a failing grade in the diploma examination or unjustified failure to take the exam, the dean sets the second, final date of the exam.
6. The second exam may be carried out not earlier than after one month from the first date of the exam and no later than within 3 months from the first date of the diploma exam.

§ 54

1. The dean may agree to conduct an open diploma exam on a student or supervisor's written request. The exam is conducted in the same manner as in the case of closed exams.
2. The application should be submitted by the student to the dean's office upon the submission of the diploma work. The application should indicate persons who, according to the will of the student or supervisor, may participate in the diploma examination.
3. Information on the open diploma exam is placed on the notice board, at least one week before the exam date.
4. Participants of an open diploma examination are not entitled to ask questions to the graduate.

§ 55

1. Completion of studies takes place after passing the diploma examination with the final result of studies, at least sufficient.
2. The date of graduation is the day of submitting the diploma exam.

§ 56

The final result of the studies consists of:

- 1) the weighted average of all grades from examinations and credits received during all periods of study, determined in accordance with § 27 paragraph 1. taking into account negative grades, calculated with a coefficient of 0.60
- 2) the arithmetic average of grades from the diploma thesis (i.e. grades from the supervisor's and reviewer's review) calculated with a coefficient of 0.2
- 3) the arithmetic mean of the grade from the diploma examination, calculated with the coefficient 0.20.

§ 57

1. Student - after completing the full education program, obtains a professional title appropriate for a given level, specialization and field of study, and becomes a graduate of the University.

2. A graduate receives a diploma of study with a professional title provided for a given level of study, within 30 days from the date of the diploma examination.
3. With the award of the diploma, the student receives a supplement containing a list of completed subjects as part of the course of study and obtained grades.
4. At the request of the graduate, the university issues additional copies of the diploma translated into one of the following foreign languages: English, French, Spanish, German or Russian. At the request of the graduate, the university issues no more than three copies of the diploma supplement translated into English. Documents are issued within 30 days from the date of submitting the application, after the graduate has paid the fee and provided the current photograph.

§ 58

1. The final result of studies, aligned with the following scale and rules, shall be included in the diploma of completion of studies:
 - 1) up to 3.25 - sufficient (3.0);
 - 2) 3.26 - 3.75 - sufficient plus (3.5);
 - 3) 3.76 - 4.25 - good (4.0);
 - 4) 4.26 - 4.50 - a good plus (4.5);
 - 5) 4.51 - 5.00 - very good (5.0).
2. In other documents, the general result of studies is given with two decimal places.

Chapter X

Classes, tests, diploma exams in a foreign language

§ 59

1. The decision to conduct studies in a foreign language is made by the faculty council in consultation with the rector.
2. The consequence of starting studies in a foreign language is participating in all forms of classes, credits and exams in a foreign language. A diploma thesis and a diploma examination are also carried out in a foreign language.
3. The foreign language version of the curriculum is compliant with the educational program implemented in Polish.

§ 60

1. As part of the Polish-language study program, the University may pursue general, specialty and specialty subjects in a foreign language.
2. In the situation referred to in paragraph 1, all forms of conducting classes, credits and examinations are implemented in a relevant foreign language.

Chapter XI

Principles and conditions for the implementation of studies by students with disabilities

§ 61

The University's authorities are obliged to undertake activities aimed at ensuring equal chances for the implementation of the study program and the education program by students with

disability, taking into account the degree and nature of disability and the specificity of a given field of study and specialization.

§ 62

1. Students with disabilities can apply for adjusting the organization and proper implementation of the didactic process, including the conditions of studying for the type of disability.
2. The students referred to in para. 1 are:
 - 1) with disability having a current disability certificate or equivalent document,
 - 2) chronically ill people who do not have a disability degree, whose health situation is confirmed by the submitted medical documentation,
 - 3) people who due to a sudden illness or accident results are temporarily unable to fully participate in classes, and these circumstances are confirmed by the submitted specialist documentation.

§ 63

1. All alternative solutions used in the course of studies for students with disabilities are aimed at equalizing the chances of completing a given field of study and the level of studies while maintaining the principle of not reducing the substantive requirements for these students.
2. In the case when a student's disability prevents his direct participation in classes, the dean may, at the request of the student:
 - 1) allow to increase admissible absenteeism,
 - 2) set an individual study program,
 - 3) agree to change the form of checking knowledge.
3. If it results from the type of disability, the dean may, at the request of the student, agree to the use of solutions involving the inclusion of third parties in the classroom, in particular an assistant of a disabled person.
4. In the event that due to a student's disability it is impossible to prepare notes during classes, the dean may grant permission for a disabled student to use additional technical devices enabling him to participate fully in classes and use audiovisual devices to register classes.
5. In the case of using sound recording devices or sound and video devices during classes, the student is obliged to submit a written declaration of non-infringement of copyrights to works created during these classes and the use of registered materials exclusively for private use.

§ 64

1. In order to change the way the exam is submitted, the dean may agree on:
 - 1) prolonging the duration of the exam,
 - 2) the application of additional didactic resources,
 - 3) using an alternative form of the exam ,
 - 4) exchanging the form of the written test for oral or vice versa,

- 5) the participation in the examination of third parties, and in particular the assistant of a person with disability,
 - 6) changing the place of the examination.
2. The provisions referred to in paragraph 1 shall apply accordingly to the credits of the subject.

Chapter XII

Awards, distinctions and disciplinary responsibility

§ 65

1. Students distinguished by special academic results and exemplary fulfillment of duties may be awarded prizes and distinctions of the Rector of the University, dean and non-university institutions at the University's request.
2. Information about awarding a prize or distinction is included in the student's personal file.

§ 66

1. Graduation with honors is awarded to graduates who:
 - 1) have completed studies within the time limit referred to in § 49 - 50, in accordance with the education program;
 - 2) have submitted a 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. The distinction to a graduate who does not meet the conditions set out in paragraph 1 is granted by the rector at the request of the commission conducting the diploma examination.

Chapter XIII

Transitional and final provisions

§ 67

1. The course of study is documented in:
 - 1) periodical cards of student's achievements prepared in the form of printouts of data from the university's IT system;
 - 2) reports of passing the subject in the form of printouts of electronic data;
 - 3) in the university's electronic system.
2. The dean's consent for a conditional entry, an individual education program and an individual study program is recorded in the documentation of the course of study.

§68

1. In individual cases of students in the first instance, the decision is taken by the Dean, unless the Regulations or separate regulations provide otherwise.

2. The dean may authorize a deputy dean, head of the department or head of another organizational unit of the faculty to make decisions in matters provided for in these Regulations. The dean is obliged to immediately inform the rector about the authorizations granted.

3. The decision of the dean or a person authorized by him / her in individual student cases, only on the basis of these Regulations or other internal regulations of the University, may be appealed by the rector only. The rector's decision is final and no further appeal is admitted.

4. An appeal shall be lodged in writing through the authority which issued the disputed decision within 14 days from the date of delivery.

5. In matters concerning the rules and mode of studies not covered by the provisions of the Regulations, the Rector undertakes the decision.

§ 69

The Regulations enter into force on October 1, 2018

§ 70

In matters not covered by these regulations, the provisions of the Act of 27 July 2005 - Law on Higher Education (Journal of Laws of 2012, item 572, as amended) shall apply.