

## **Academic Rules and Regulations**

### **WSB Merito University Poznan**

#### **1. General provisions**

##### **Article 1**

The WSB Merito University Poznan, hereinafter referred to as the University, is a non-public higher education institution governed by the Act of July 20, 2018 Law on Higher Education and Science (2018 Journal of Laws, item 1668, as amended), hereinafter referred to as the Act, and entered into the Register of Non-Public Higher Education Institutions under No 47.

##### **Article 2**

1. These Academic Rules and Regulations of the WSB Merito University Poznan, later referred to as the Regulations, define all of the rights and obligations of WSB Merito University Poznan students, and do so in compliance with the Act and the WSB Merito University Poznan Statute.
2. The Regulations also lay down the obligations of the University in regard of the higher education process.

##### **Article 3**

Degree programs delivered by the WSB Merito University Poznan are tuition-based, as set out in the educational services contract as well as in directives and decisions of the University's governing bodies.

##### **Article 4**

1. The University is managed and represented by its Rector to the extent delineated by applicable laws, the University's Statute and by any bylaws and regulations that are in force at the WSB Merito University Poznan.
2. Educational services are provided to students via the University's specific Faculties and Departments.
3. The sole responsibility for educational processes taking place at each Faculty rests with its Dean.
4. Students' course of study is documented through course credit sheets [Polish: protokół] and individual student achievement records [Polish: karta okresowych osiągnięć studenta].

#### **2. Acquisition of student rights**

##### **Article 5**

1. An applicant shall become an enrolled student of the University upon:
  - a) entry into the University's student register,
  - b) having taken the following oath in writing:

*"I solemnly swear that, as a student of the WSB Merito University Poznan, I will exercise due diligence to acquire knowledge and develop skills commensurate with a higher education"*



*degree. I promise to, throughout the study period, pay heed to the University's reputation, follow its Regulations, and observe the cultural norms that it abides by."*

2. No sooner than upon making the oath, an applicant becomes fully vested in University's student rights and at the same time subject to the terms and conditions set out in the Act, in the University's Statute, and in these Regulations. It is the student's first and foremost obligation to abide by the Regulations and to follow the social standards and rules of conduct that the University upholds and that are protected by the Act.

#### **Article 6**

1. A student ID card [Polish: legitymacja studencka] shall be issued to each enrolled student who has taken the oath.
2. The student ID card is to be kept safe by the student at all times.

### **3. Fundamental rights and obligations of students**

#### **Article 7**

In particular, each student is entitled to:

- a) obtaining academic instruction in line with the relevant curriculum and on the terms and conditions laid down in the Regulations,
- b) studying more than a single academic field or degree program and pursuing more than one majoring/specialization option on the terms and conditions determined by the relevant Dean,
- c) submitting motions and suggestions to the University's governing bodies concerning study curricula, course of study, organization of the instruction process, facilities and living conditions, and other academic issues,
- d) recognition of outstanding academic performance and special merit through the award of prizes and distinctions,
- e) receiving financial assistance and grants awarded under applicable laws and regulations,
- f) being involved in the University's decision-making process through student representatives participating in the University's collective bodies,
- g) engaging in social activities,
- h) membership in student science societies and participation in research projects conducted at the University,
- i) membership in student organizations,
- j) membership in the student union [Polish: samorząd studencki], conceived as exercising both the right to vote and to be voted for,
- k) requesting adaptation of the educational process to their special needs resulting from a medical condition or disability.

#### **Article 8**

1. In exercising their rights, including but limited to the right to education, students may, on terms and conditions laid down in national laws and agreements with the University's governing bodies, use the following:
  - a) the University's premises,
  - b) equipment and other tangibles available on the University's premises, including devices and resources required for distance learning,
  - c) assistance from the University's staff, including in particular academic instructors,
  - d) opportunities for training in the use of distance learning tools,
  - e) support from the University's governing bodies,
  - f) assistance from the Rector's Representative for Students with Disabilities [Polish: Pełnomocnik Rektora ds. Studentów z Niepełnosprawnościami – PRSN] that is



- rendered under a relevant directive of the Rector and in conformity with the Rules Governing the Activity of the Rector's Representative for Students with Disabilities,
- g) assistive technology devices available to students with disabilities from the Rental Services Shop under the Rules of Rental Services appended to a relevant directive of the Rector.
2. Students shall form a self-government body referred to as the student union and operating under a relevant regulation that comes into force on the approval of the University's Senate attesting to its compliance with the Act and the Statute.
  3. The WSB Merito University shall ensure appropriate conditions and facilities during classes, testing and examinations to all of its students, including students with certified disabilities. Details are to be specified in a relevant directive of the Rector.

#### **Article 9**

1. Students are obligated to:
  - a) observe the University's regulations and bylaws,
  - b) conform to the academic standards and code of conduct adopted at the University,
  - c) make every effort to develop the requisite graduation competencies,
  - d) help protect the University's property from damage or excessive wear,
  - e) make timely payments for the educational services provided by the University.
2. In addition, students shall keep up to date with news and announcements posted in the University's Extranet service and via the Moodle e-learning platform, and they shall use the University-provided e-mail address to convey all written communications to the University.
3. Students shall notify the University of any changes concerning the personal data submitted during their enrolment procedure, including in particular their marital status, first and last name(s), residence address, e-mail address, and legal gender designation.

#### **Article 10**

1. Students may transfer to another higher education institution upon termination of their educational services contract and provided that they have settled all accounts with the University (including any outstanding financial debt) and fulfilled all of their obligations toward the University arising from its internal regulations. The performance of their obligations is to be confirmed in an individual student clearance form [Polish: karta obiegowa].
2. Admissions of students enrolled in other higher education institutions are conditional on the Dean's approval. Specific requirements for such admissions shall be set out by the relevant Dean.

### **4. Organization of academic activities**

#### **Article 11**

1. The University provides education at the following levels and in the following forms:
  - a) first-cycle degree program (Bachelor's program),
  - b) second-cycle degree program (Master's program),
  - c) long-cycle degree program (Master's program).
2. Course credits are earned on a term/semester basis.
3. Degree programs are delivered in full-time and part-time mode.

#### **Article 12**

1. The academic year starts no later than on October 1 and ends no sooner than on September 30 the following calendar year.
2. The academic year is divided into winter and summer terms (semesters).



3. By June 30 each year, the Rector shall publish the schedule for the upcoming academic year. As part of the academic year schedule, the time frame for the regular and re-sit examination periods is also determined.
4. The Rector may, at any time, schedule additional holidays that were not included in the original academic year schedule.
5. The Dean may temporarily suspend academic activities by setting up students' off-hours during the academic year.

#### **Article 13**

1. The teaching process in a given field of study is based on a curriculum that includes:
  - a) a description of the learning outcomes for a given field of study,
  - b) a study plan that allocates ETCS points referred to in Article 16 of these Regulations,
  - c) methods for assessing the learning outcomes.
2. The study plan defines the following types of courses:
  - a) mandatory courses,
  - b) elective courses,
  - c) extracurricular courses, i.e. extensions to the basic curriculum,
  - d) optional courses.

#### **Article 14**

Extracurricular courses are open to students on the Dean's approval. Additional fees may be charged for attending these courses.

#### **Article 15**

1. The courses included in the curriculum may be delivered in the following forms:
  - a) lectures,
  - b) classes,
  - c) seminars,
  - d) proseminars,
  - e) practical classes,
  - f) laboratory classes,
  - g) foreign language classes,
  - h) workshops,
  - i) project-based classes,
  - j) studio classes,
  - k) work placements,
  - l) fieldwork classes,
  - m) sports camps,
  - n) experiential classes,
  - o) internships – in dual degree programs only.
2. The educational process at the University may involve the use of distance learning methods and techniques, and may be conducted in synchronous or asynchronous mode or via a combination of these.
3. Synchronous learning takes place when the course instructor and the students communicate in real time.
4. Asynchronous learning occurs where there is no real-time communication between the course instructor and the students, and interactions are distributed over time.
5. A more detailed framework for the delivery of distance learning may be defined by the University's 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. A directive of the Rector shall specify policies for adapting the educational process to the needs of students with disabilities.

#### **Article 16**

The University uses a credit system to record student achievements and make them comparable across institutions of higher learning. To this end, a specific number of ECTS (European Credit Transfer System) points is allocated to each course or module by the relevant Dean.

#### **Article 17**

The teaching process is supervised by the Dean.

### **5. Procedure for course and term completion**

#### **A. General provisions**

#### **Article 18**

1. Students earn credits for all courses, including those listed in Article 13(2)(b)-(d), that are prescribed by the study curriculum.
2. Attendance at lectures is not compulsory.

#### **Article 19**

1. Attendance and completion requirements for course shall be detailed in the Course Description [Polish: Karta przedmiotu].
2. The Course Description shall be available on Moodle no later than two weeks after a course starts.
3. Absences shall be excused upon presentation of a medical certificate or other document attesting to a student's inability to participate in a given class. Course instructors shall decide on the approval of an excuse on their sole discretion. As a rule, class absences, whether excused or not, shall not waive a student's obligation to perform any coursework, tasks or activities that are prescribed in the relevant Course Description as required for course completion.

#### **Article 20**

1. In exceptional and duly justified cases the Dean may allow a student to pursue an Individualized Course of Study [Polish: Indywidualny Tok Studiów – ITS]. As a result, the student shall be, on request in writing, exempted from the obligation to attend classes in person.
2. Under Individualized Course of Study (ITS) arrangements, the Dean may, in consultation with and subject to approval of the course instructor, give consent to adopting individual completion requirements and scheduling individual examination dates during the regular as well as the re-sit examination period. If this is the case, the student shall contact the course instructor and make specific arrangements as soon as possible.
3. A student who has been authorized for an Individualized Course of Study (ITS) shall consult each course instructor to arrange for specific course assessment criteria and completion requirements within the first 2 weeks of course duration.

#### **Article 21**

The following grading scheme is applied throughout the University:

2	unsatisfactory [ <i>Polish: niedostateczny</i> ]	not credited / failed
3	satisfactory [ <i>dostateczny</i> ]	credited / passed
3+	more than satisfactory [ <i>dostateczny plus</i> ]	
4	good [ <i>dobry</i> ]	
4+	very good [ <i>plus dobry</i> ]	
5	excellent [ <i>bardzo dobry</i> ]	



### **Article 22**

A student who has failed to earn credit for a course in the regular examination period may attempt to obtain credit or take an examination in the re-sit examination period.

## **B. Extension of examination period**

### **Article 23**

1. In exceptional and duly justified cases, where a student has failed to earn credit for a course or take an examination in regular and re-sit examination periods for reasons beyond the student's control, the Dean may, on request in writing, permit an extension of the examination period.
2. In the event that the Dean permits an extension of an examination period and, as a result, a student is allowed to try for a course credit or take an examination outside the scheduled time span of an examination period, the student is at the same time conditionally enrolled for the following term. The conditional enrollment remains in effect until the date indicated in the Dean's decision as the deadline for obtaining the course credit(s) or taking the examination(s).
3. Students who fail to complete a course or pass an examination in the extended period may file an application requesting the Dean for a course or term repeat.

## **C. Course credit award**

### **Article 24**

Course credits shall be earned by the end date of a term (under the regular schedule – on first attempt). Where a course is concluded with an examination only, the examination must alike be taken by the end of the term.

### **Article 25**

1. The assessment criteria and course completion requirements, in the regular as well as re-sit examination period, shall be specified in the Course Description and communicated to students at the beginning of each term.
2. Dates of final tests and assessments conducted during term-time, corresponding in form and content to the assessment methods (i.e. written and oral measures used to evaluate the learning outcomes in terms of knowledge and skills) and completion requirements specified in the Course Description, shall be communicated to students at least two weeks in advance.
3. The course instructor shall announce final test scores to students within seven [7] days following the test date. The completion date recorded in the course credit sheet [Polish: protokół] should match that of the final test.
4. Students may request justification of their course assessment based on the assessment methods referred to in sections 2 and 3 above within seven [7] days following the day the assessment results were announced. If a student does not timely exercise this right, the assessment (grade) becomes final and may not be further challenged.

### **Article 26**

1. Students who have fulfilled the completion requirements set out in the Course Description by the end date of a term, shall earn a course credit that is to be confirmed by the course instructor with an appropriate record in the course credit sheet.
2. A course credit may be based on a credit awarded by a student's home institution or another institution, provided that the expected learning outcomes and the number of ECTS points awarded are fully compatible. Relevant decisions shall be made by course instructors (except in cases falling under Article 37(3)).





3. If a course instructor chooses to award a course credit based on a previous credit or grade earned at another institution and the relevant credit or grade was awarded on second attempt, i.e. in a re-sit period, any failed attempts are ignored and the passing grade is transferred only.

#### **Article 27**

Students who fail to earn course credits during the regular period may make another attempt in the re-sit examination period at the latest (under the re-sit schedule – on second attempt). In exceptional cases, the Dean may determine a different deadline, except as provided for in Article 20 and Article 23(1). Course credits awarded on second attempt, i.e. under the re-sit schedule, are recorded in the course credit sheet by the course instructor. In duly justified cases records in the course credit sheet may be made by the Dean.

### **D. Examinations**

#### **Article 28**

1. Examinations shall be held within the time frame of the examination periods specified in the academic year schedule as well as on dates determined by the Dean. Regular schedule examinations may be held no later than by the close of the regular examination period. Re-sit schedule examinations must be taken before the close of the re-sit examination period.
2. On an examiner's approval, an examination may be rescheduled but may not be taken later than the closing date of the re-sit examination period.
3. Where an examination is required for course completion, students may not take the examination unless they have obtained credit for the course prior to the examination period. This provision, however, shall not apply to courses concluded with an examination only.
4. Where an examination is required for course completion and a student fails to earn credit for the course under the regular schedule, such a student is given a fail grade for the regular schedule examination and may take the examination in the re-sit period only (re-sit schedule – on second attempt), subject to section 6 of this Article.
5. Regular schedule examinations are also available to students who have successfully applied for a course assessment review and have been awarded course credit by the assessment review board.
6. Where an examination is required for completion of more than a single course (the so called end-of-term examination), such an examination is available to all students whether or not they have obtained credits for all of the relevant courses.

#### **Article 29**

1. Examination results shall be communicated to students within seven [7] days following the date of the examination. The grade entry date appearing on the exam record sheet [Polish: protokół] should match that of the examination.
2. End-of-term examination results shall be communicated within twenty one [21] days from the date of the examination.
3. Students may request justification of their examination grades (as well as access to their exam papers) within seven [7] days following the day the results were announced. If a student does not timely exercise this right, the grade becomes final and may not be further contested.

#### **Article 30**

Students must be able to present their student ID cards at all examinations. Students who are unable to produce valid student ID cards may be refused access to the examination by the examiner.



## **E. Course assessment review and examination review**

### **Article 31**

1. Should any doubts arise on the part of a student as to the validity of a final course assessment or examination result awarded in the regular or re-sit examination period, a student may, within seven [7] days from the date of the assessment award or the announcement of the examination result, file an application with the Dean for an assessment or examination review [Polish: egzamin komisyjny].
2. The review assessment or review examination shall be conducted by an assessment/examination review board composed of: the course instructor, the Dean, a domain expert appointed by the Dean, and a representative of the student community designated by the student union. In addition, an external observer appointed by the student may participate in the review assessment or examination. The date of the review assessment/examination is determined by the Dean.
3. The grade awarded by the assessment/examination review board shall override the grade being contested.

### **Article 32**

In exceptional and duly justified cases the Dean may, within seven [7] days from the announcement of course assessment or examination results, cancel any grade awarded to a student on a final course assessment or in an examination, under the regular as well as the re-sit schedule, and arrange for an assessment/examination review by a review board.

### **Article 33**

For the purpose of a student's grade point average calculation, grades awarded by an assessment/examination review board shall replace previous grades earned in the course.

## **F. Term completion**

### **Article 34**

Students who have earned all credits and passed all examinations prescribed for a given term in the relevant curriculum shall be deemed to have successfully completed the term.

### **Article 35**

Terms (semesters) shall be completed in chronological order.

## **G. Repeating a course**

### **Article 36**

1. Students who fail to complete up to two courses in a single term shall be obligated by the Dean to repeat the course(s) failed.
2. A course may be repeated in any one of the following ways:
  - a) with term-to-term progression, where the student proceeds to the next term of study under the conditional enrollment instrument,
  - b) without term-to-term progression – on a student's request only,
  - c) without term-to-term progression – under an individual arrangement.
3. The dean may compile a list of repeat courses and indicate how the courses are to be repeated.
4. The Dean shall decide in each instance upon the course repeat requirements and timing, i.e. both the term (semester) in which the repeat shall take place and the completion deadline aligned with the schedule of the relevant the examination period. The student's





- failure to file an objection in writing within fourteen [14] days following the Dean's decision shall be considered acceptance of the course repeat decision and all of its terms.
5. A course may be repeated via distance (online) learning methods and techniques or through individual tutoring provided by a course instructor. The course repeat method is determined by the Dean.
  6. An individual course repeat arrangement is only possible in the event that the course to be repeated is a thesis-writing seminar and that it is failed in the last term (semester) of study. The course repeat shall be completed in the semester that immediately follows the last semester of study. The specific course repeat terms and requirements are to be agreed with the course instructor (thesis advisor).
  7. Prior to the start of a subsequent semester, each student repeating a course shall report to the Registrar's Office to collect a notice from the Dean detailing the course repeat terms and requirements.
  8. In case a course is repeated without term-to-term progression and, in effect, a student's year of graduation is altered, the Dean shall investigate curriculum compatibility issues that may have arisen and inform the student of any differences to be made up.
  9. A course may only be repeated once. In duly justified cases the Dean may authorize a second course repeat.
  10. Students who fail to complete a repeat course may request a term (semester) repeat. The request is to be filed with the Dean and shall apply to the term (semester) for which the failed course was originally scheduled.
  11. The terms on which a student may repeat an end-of-term examination shall be specified by the Dean.

## **H. Repeating a term**

### **Article 37**

1. A student who fails to meet the term completion requirements shall be, on written request, mandated by the Dean to repeat the term.
2. Repeating a term is to be construed as an obligation to complete all of the courses scheduled for that term in the relevant study plan.
3. In exceptional and duly justified cases the Dean may, on request, carry forward a student's course credits earned in the term that is to be repeated. The transfer of such credits into the term being repeated shall be attested by the Dean's signature.
4. Each term (semester) of study may only be repeated once. In exceptional and duly justified cases the Dean may approve a second repeat.
5. Prior to the start of a new semester, each student repeating a term shall report to the Registrar's Office to collect a notice from the Dean detailing the curriculum prescribed as well as any other terms and conditions. In the event that curriculum compatibility issues arise, the student shall make up any resulting differences.

## **I. Conditional enrollment instrument**

### **Article 38**

1. Conditional enrollment for a subsequent term of study is implied by the Dean's decision to:
  - a) mandate a student to repeat a course or courses while maintaining term-to-term progression – conditional enrollment is in effect until the student has completed the course(s) outstanding,
  - b) extend a student's examination period – whereby the student remains conditionally enrolled for a subsequent term until the deadline for completing the course(s).



## **6. Individual study plan and curriculum**

### **Article 39**

1. An individual study plan and/or curriculum may be offered to students who:
  - a) demonstrate exceptional ability and excellent academic standing as evidenced by a grade point average equaling or exceeding the threshold value determined by the Dean,
  - b) participate in international student exchange under an agreement with the University,
  - c) have been awarded a stated number of ECTS points through the Dean's decision to recognize previous learning outcomes,
  - d) have a certified disability that prevents them from attending classes under the standard curriculum or study plan.
2. When applying for an individual study plan and/or curriculum, a student shall file a request to the Dean including:
  - a) the requested time frame for the individual study plan and/or curriculum,
  - b) an individual class schedule proposal.
3. An individual study plan and/or curriculum shall be detailed and authorized by the Dean for each academic year.

### **Article 40**

An individual study plan and/or curriculum may be based on the standard study plan and/or curriculum, with modifications involving:

- a) the overall duration of the program,
- b) the succession of courses and examinations prescribed by the original study plan,
- c) the curriculum structure, where some of the courses found in the standard curriculum are, on the Dean's consent, replaced with other courses.

### **Article 41**

1. An individual study plan and/or curriculum card is issued to each student whose application for an individual study plan and/or curriculum has been approved by the Dean.
2. Students are entitled to attend all courses included in their individual study plan.

### **Article 42**

1. Students following an individual study plan and/or curriculum shall earn course credits and take examinations on terms and dates agreed with course instructors. Where a course is taught by multiple instructors, the Dean shall indicate the instructor and the examiner. During term-time the student may have two attempts at each course assessment or examination under Articles 24-35 of these Regulations.
2. Articles 36-38 shall apply accordingly.

### **Article 43**

If a student fails to complete an individual study plan:

- a) where the discrepancies are insignificant and excusable, the Dean may approve a revised plan for the subsequent term,
- b) where the discrepancies are significant, the Dean may withdraw consent to the individual study plan and/or curriculum and reassign the student to the standard curriculum, beginning with the term following the term that the student would have hitherto successfully completed; the reassignment takes effect on Dean's decision and may be subject to the conditional enrollment provisions set out in Article 38.

### **Article 44**

An individual study plan and/or curriculum is also available to students pursuing interdisciplinary study programs. Articles 39-43 of these Regulations apply accordingly.



#### **Article 45**

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

### **7. Academic majors/specializations**

#### **Article 46**

Students shall decide on an academic major/specialization, choosing from major/specialization options offered to students commencing a degree program in a given academic year.

#### **Article 47**

Specific policies regarding the choice and pursuit of an academic major/specialization shall be determined by the Dean.

#### **Article 48**

An academic major/specialization shall be available if elected by a specified minimum number of students. The number is to be specified by the Dean.

### **8. Work placement**

#### **Article 49**

1. Where prescribed by the curriculum, work placement is mandatory for all students in first- and second-cycle degree programs and long-cycle degree programs. Its duration shall be determined by the relevant curriculum and compliant with applicable national laws and regulations.
2. Students shall complete work placement relevant to their field of study and consistent with the Work Placement Regulations.
3. Specific terms and conditions for work placement and work placement completion shall be specified by the Dean.
4. Other issues related to work placement completion are governed by the Work Placement Regulations of the WSB Merito University Poznan.

#### **Article 50**

##### **Work placement credit based on prior professional experience**

1. A student who performed or has been performing work under an employment, internship or voluntary service contract may request that such work (hereinafter referred to as prior professional experience) be recognized as meeting the requirements of the curriculum-prescribed work placement and apply for an award of commensurate work placement credit.
2. Prior professional experience may only be recognized toward curriculum-prescribed work experience if it is relevant to the field of study and hence is deemed to help achieve the curriculum-prescribed learning outcomes.
3. A student applying for recognition of prior professional experience toward curriculum-prescribed work experience may apply for partial or full credit.
4. Applications for recognition of prior professional experience toward curriculum-prescribed work experience may be filed by students who:
  - 1) performed or have been performing work under an employment, internship or voluntary service contract, if the kind of work performed has made it possible to achieve the curriculum-prescribed learning outcomes;



- 2) performed or have been performing business activity under their own name and thereby have achieved the curriculum-prescribed learning outcomes.
5. A regulation may be issued by the Dean clarifying policies and practices for recognition of prior professional experience toward curriculum-prescribed work experience for specific degree programs, where warranted by a particular program.
6. Decisions on recognition of prior professional experience toward curriculum-prescribed work experience shall be made by the Dean or by another individual authorized by the Dean and based on documentation supplied by the student.
7. Work placement represents a compulsory component of the curriculum and as such is subject to completion requirements set out in the Academic Rules and Regulations and the Work Placement Regulations.
8. In case partial credit is awarded for curriculum-prescribed work experience based on prior professional experience, the student must earn the remaining credit in line with the curriculum for the relevant degree program.
9. The terms and conditions for the award of work placement credit are detailed by the Work Placement Regulations.

## **9. Field practice**

### **Article 51**

1. Where prescribed by the curriculum, field practice is mandatory for all students in first- and second-cycle degree programs and must meet the hourly load requirements determined by the relevant degree program curriculum.
2. Students shall complete field practice relevant to their field of study and consistent with the Field Practice Regulations.
3. Specific terms and conditions for field practice and field practice completion shall be determined by the Dean.

## **10. Internships**

### **Article 52**

1. Where prescribed by the curriculum, internship is mandatory for all students in dual degree programs and must meet the hourly load requirements determined by the relevant curriculum.
2. Students shall complete internships relevant to their field of study, in compliance with the Student Internship Regulations and under an agreement with a specific partner company.
3. Policies for internship and internship completion shall be detailed by the Dean.

## **11. Change of program, major/specialization option, and mode of study**

### **Article 53**

1. A student may apply to be transferred to a different mode of study.
2. The Dean shall approve a student's transfer to a different mode of study if such a possibility exists at the University.
3. Should the transfer result in curriculum incompatibilities, the student shall make up for any arising differences by the date determined by the Dean. Course completion requirements laid down in Articles 25-30 shall apply accordingly.

### **Article 54**

1. On a student's request made prior to the start of the second term (semester) of study, the Dean may grant consent to a student's transfer into a different program/field of study,



- provided that reasonable compatibility exists in learning outcomes and ECTS points earned.
2. In duly justified cases, on a student's request, the Dean may also approve a student's transfer into a different program/field of study beyond the second term (semester) of study, provided that reasonable compatibility exists in learning outcomes and ECTS points earned.
  3. Transfers between academic majors/specializations may occur until the end of the term (semester) following the term (semester) in which the choice of major/specialization was first made. The Dean's approval may be given against a student's substantiated request.
  4. Should any curriculum incompatibilities arise from a transfer to a different mode or field of study or to a different academic major/specialization, the student shall make up such differences by the date determined by the Dean. Make-up courses are to be completed under the procedure laid down in Articles 25-30.

#### **Article 55**

In the event that a transfer between academic majors/specializations occurs in connection with a transfer into another field of study, provisions of Articles 47-48 apply accordingly.

## **12. Suspension of studies and leave of absence**

#### **Article 56**

1. Throughout the duration of a degree program, a student may request a suspension of studies for a minimum of one term (semester) or a maximum of two terms (semesters) for the following reasons:
  - a) international academic mobility for the purpose of study, internship or work placement,
  - b) a long-lasting and certified health condition – for the period indicated in the medical certificate,
  - c) child birth and/or child care,
  - d) other important reasons that are approved by the Dean against a student's request.
2. A student may apply for a leave of absence on account of:
  - a) domestic or international trips organized by the University or an official student body (student union),
  - b) other significant reasons presented in writing.
3. Suspensions and leaves are granted by the Dean. All suspensions and leaves are recorded by the Registrar's Office.
4. Suspensions and leaves may not be granted for past terms (semesters) or academic years.
5. Suspensions and leaves may not be granted for a term (semester) that has not been completed.
6. In duly justified cases the Dean may approve a suspension or leave following an uncompleted term (semester), on condition that a student has fulfilled all formal obligations pertaining to the uncompleted term (semester).

#### **Article 57**

A student shall retain a valid student ID card throughout the suspension/leave period.

#### **Article 58**

1. On the elapse of a suspension of studies, the student shall resume study at the start of the term in which the suspension was granted. To resume study, the student shall report to the Registrar's Office at the beginning of the term to be updated on the curriculum and the terms and conditions.
2. On the elapse of a leave of absence, the Dean may permit a student to make up the outstanding course credits and examinations on an individual basis and resume studies in the following term.



3. Should changes occur to the curriculum during a suspension or leave, the student shall make up any curriculum differences that have arisen. The deadline as well as any other terms and conditions shall be determined by the Dean.

### **13. Final thesis**

#### **Article 59**

1. The term "final thesis" shall hereinafter refer to a thesis or graduation project leading to the award of a first- or second-cycle degree – Bachelor, Engineer or Master.
2. A final thesis shall be developed under the supervision of an advisor holding a degree or title in a relevant science. An up-to-date list of advisors is maintained and published by the Dean.
3. A final thesis that takes the form of a graduation project shall deliver a solution, or the concept of a solution, to a practical or theoretical problem related to the student's field of study.
4. A graduation project shall be developed by a team of students under the supervision of an advisor. The maximum number of project team members is determined by the Dean. In duly justified cases a graduation project may be developed by a single individual. The procedure for developing a graduation project is determined by the advisor.
5. In duly justified cases, on a student's request and in consultation with the advisor, the Dean may permit a graduation project of interdisciplinary nature developed by students from across different fields of study. The procedure for developing an interdisciplinary final thesis shall be detailed in a regulation by the Dean.
6. Under dual degree programs, in addition to the advisor referred to in section 2 above, a final thesis may be supervised by an assistant advisor. The terms and conditions for collaboration with an assistant advisor are determined by the Dean.
7. Detailed requirements regarding the final thesis as well as the criteria for its assessment shall be defined by the Dean.

#### **Article 60**

1. The topic of a final thesis shall be approved by the advisor based on a positive opinion from the Commission for the Quality of Final Theses as well as on an evaluation of its consistency with the student's field of study and individual interests, its alignment with the areas of research conducted at the University, and its relevance to the needs of the University's socio-economic environment.
2. The topic of a final thesis shall be submitted to the Commission for the Quality of Final Theses by the date and on terms and conditions that are determined by the Dean and correspond to the type of final thesis, mode of study and degree sought.

#### **Article 61**

1. A research paper developed as part of the activities of a student science society is admissible as a final thesis.
2. In duly justified cases, a paper developed when studying at another national or foreign university may also be recognized as a final thesis.
3. In case a student is pursuing two academic majors/specializations within the same field of study, the student may request the Dean in writing to be allowed to submit a single final thesis. The Dean shall decide based on opinions from the thesis advisors.
4. If the thesis-writing seminar is led by an academic teacher with adequate linguistic competence, the final thesis may be, upon a student's written request and the Dean's approval, written in a foreign language.





**Article 62**

1. Prior to acceptance by the advisor, each final thesis shall be examined for illegitimate borrowing via the Common Anti-Plagiarism System [Polish: Jednolity System Antyplagiatowy – JSA].
2. Once accepted by the advisor, the final thesis shall be, as a requirement for completion of the thesis-writing seminar in the final term (semester) of study, submitted to the Registrar's Office within the deadline determined by the Dean.
3. The final thesis shall be evaluated by the thesis advisor and, independently of the advisor, by a reviewer appointed by the Dean. The student shall be informed about the thesis evaluation result no later than three [3] days before the degree examination.

**Article 63**

1. A student who has successfully completed all of the courses prescribed in the curriculum except for the thesis-writing seminar or has failed to timely submit the final thesis may re-attempt in the re-sit examination period.
2. A student who has failed to successfully complete the thesis-writing seminar or submit the final thesis in the re-sit examination period may apply to repeat the final term (semester) of the thesis-writing seminar.

**Article 64**

1. In the event that a final thesis receives a negative evaluation from the reviewer, the Dean shall appoint a second reviewer. The second review is final and irrevocable.
2. In the event that the second review of a final thesis is negative, the student may apply to repeat the final term (semester) of the thesis-writing seminar.

**14. Degree examination**

**Article 65**

1. The term "degree examination" shall hereinafter refer to final examinations leading to an award of the degrees Bachelor, Engineer, or Master.
2. The degree examination may be conducted with the use of distance learning methods and techniques in synchronous mode only. The degree examination procedure may be detailed by appropriate governing bodies of the University.
3. To be eligible for a degree examination, a student shall:
  - a) have successfully completed all the courses and passed all the examinations prescribed by the relevant curriculum,
  - b) have received a positive evaluation of the final thesis from both the advisor and the reviewer,
  - c) have settled all accounts with, and met all liabilities toward, the University,
  - d) have completed work placement, if prescribed by the relevant curriculum,
  - e) have completed field practice where required by the relevant curriculum,
  - f) under dual degree programs, have completed the internships prescribed by the relevant curriculum.

**Article 66**

1. The degree examination date shall be determined by the Dean and may not be later than within three months following the submission of the final thesis. The degree examination date is announced seven [7] days in advance at the latest.
2. The degree examination board shall be appointed by the Dean.
3. The degree examination board shall be chaired by the Dean or a person appointed by the Dean.

**Article 67**

1. The degree examination consists of two parts: a field-specific examination and a final thesis defense, to the effect that:



- a) in the field-specific examination, students shall answer randomly selected pertaining to their field of study,
  - b) in the final thesis defense, students shall answer questions concerning issues addressed by their final thesis.
2. Where a degree program is concluded with an end-of-term examination, the Dean may determine specific rules for the field-specific part of the degree examination.
  3. The degree examination assessment is determined by the degree examination board.
  4. The degree examination assessment is composed of the field-specific examination assessment and the final thesis defense assessment, and contributes 20% toward the final degree program assessment (viz. overall classification of the qualification).

#### **Article 68**

Where the final thesis takes the form of a graduation project, the degree examination procedure may be altered to allow for the specific nature of groupwork. The degree examination procedure for graduation projects shall be determined by the Dean.

#### **Article 69**

1. The final assessment of a degree examination is computed and rounded as follows:

up to 2.99	unsatisfactory [ <i>Polish: niedostateczny</i> ]	2
3.00-3.24	satisfactory [ <i>dostateczny</i> ]	3
3.25-3.74	more than satisfactory [ <i>dostateczny plus</i> ]	3+
3.75-4.24	good [ <i>dobry</i> ]	4
4.25-4.74	very good [ <i>plus dobry</i> ]	4+
4.75 and above	excellent [ <i>bardzo dobry</i> ]	5

2. Assessment criteria for the degree examination are determined by the Rector. In duly justified cases more detailed rules and policies may be enacted by the Dean.

#### **Article 70**

On a student's or final thesis advisor's request, and on the student's consent, the degree examination may be open to an audience.

#### **Article 71**

If a student has failed a degree examination, the Dean shall determine a date for the second attempt at the examination. The second attempt shall be scheduled no sooner than one month after the first attempt at the examination and no later than three months following the first attempt. The re-sit is final and may not be repeated.

#### **Article 72**

Students who are unable to take the degree examination due to a health condition or other important reasons shall immediately notify the Dean of the reasons preventing them from taking the degree examination and submit an excuse in writing within the next fourteen [14] days. If the Dean accepts the excuse, the degree examination is rescheduled to a new date.

#### **Article 73**

In duly justified cases, such as those referred to in Article 72, a student may take the degree examination within up to twelve months from the completion of the final term of the degree program. The decision may be made by the Dean on a student's request. The date determined by the Dean is final and may not be appealed.

#### **Article 74**

A student who has failed to take the degree examination without an excuse shall be unenrolled.

#### **Article 75**

If a student has not passed the degree examination on second attempt, the Dean shall issue a decision to unenroll the student.



#### **Article 76**

In case the final thesis has been written in a foreign language, the Dean may, on the student's request, permit for the degree examination to be conducted in a foreign language. The permission shall be granted on condition that the degree examination board members have adequate linguistic competence.

#### **Article 77**

1. The overall classification (assessment) of the qualification (degree) is an aggregate value composed of:
  - a) the arithmetic mean of all examination grades and, where an examination is not given on completion of a course, course assessments received throughout the studies, except for courses that are awarded a "pass" only and excluding optional and extracurricular courses: 60% of the final assessment,
  - b) the arithmetic mean of final thesis evaluations by the advisor and the reviewer: 20% of the final assessment,
  - c) the degree examination assessment: 20% of the final assessment.
2. On the chairperson's motion, the degree examination board may raise the final assessment (overall classification) by one grade, provided that the student has obtained an assessment of 5.0 (excellent) in the degree examination and a grade point average of 4.5 (very good) or above in the last two terms (semesters) of study.

#### **Article 78**

The overall classification (assessment) of the qualification shown on the degree certificate is determined as follows:

up to 3.25	satisfactory [ <i>Polish: dostateczny</i> ]
3.26-3.75	more than satisfactory [ <i>dostateczny plus</i> ]
3.76-4.25	good [ <i>dobry</i> ]
4.26-4.50	very good [ <i>plus dobry</i> ]
4.51 and above	excellent [ <i>bardzo dobry</i> ]

### **15. Graduation**

#### **Article 79**

On successfully passing the degree examination, commensurate with graduation from the University, a student is awarded a degree certificate.

#### **Article 80**

1. Each University graduate shall receive a degree certificate attesting to the award of the degree of Bachelor (Polish: Licencjat), Engineer (Polish: Inżynier) or Master (Polish: Magister).
2. On a graduate's request filed in writing within thirty [30] days following the date of the degree examination, a copy of the certificate translated into a foreign language may be issued.
3. A graduate shall receive the degree certificate within thirty [30] days following the date of the degree examination.

### **16. Unenrollment**

#### **Article 81**

1. A student may be unenrolled, i.e. removed from the student register, in the event of the student's:



- a) failure to commence study,
- b) withdrawal from studies,
- c) lack of academic progress,
- d) failure to complete an academic term (semester) or year within the specified time frame,
- e) failure to submit a final thesis within the specified time frame,
- f) failure to take the degree examination,
- g) failure to earn a positive assessment of the degree examination,
- h) having been found guilty of a disciplinary offence resulting in expulsion from the University,
- i) failure to make payments related to the educational services provided by the University,
- j) infringement of the provisions of the educational services contract.

#### **Article 82**

2. A student shall be deemed to not have commenced study if the following conditions are found to be true on the elapse of one month after the beginning of a term:
  - a) the student has not taken the oath referred to in Article 5(1)(b),
  - b) the student has failed to meet the requirements referred to in Article 37(5) and Article 54(4).
3. To effectively withdraw from the University, a student shall file a request to this effect (in writing, paper-based and signed) to the Dean.
4. The Dean shall ascertain a lack of academic progress if a student fails to meet the eligibility criteria for:
  - a) repeating a term,
  - b) repeating a course,
  - c) admission to the degree examination,
  - d) the conditional enrollment instrument allowing the student to proceed to a subsequent semester.

#### **Article 83**

The decision to remove a student from the student register is made by the Dean. On removal from the student register, a student shall perform all obligations toward the University, including the payment of tuition fees incurred and due until unenrollment.

### **17. Re-enrollment**

#### **Article 84**

1. A student who has been removed from the student register may apply for resumption of studies within two years following the date of unenrollment. The terms and condition of re-enrollment shall be determined by the Dean.
2. A student may only re-enroll once.

### **18. Disciplinary policy and procedure**

#### **Article 85**

1. In case a student is found in breach of the University's laws and regulations or has committed gross misconduct, the student shall be held accountable under the Act and appropriate disciplinary action shall be taken by the relevant Faculty's disciplinary board or student union's arbitration panel.
2. The following acts are, in particular, interpreted as gross misconduct:
  - a) providing false information or misrepresentation of facts to the University's governing bodies and its academic and administrative staff,
  - b) plagiarism,
  - c) forgery or falsification,



- d) being under the influence of alcohol, narcotics or other intoxicants while present on the University's premises,
  - e) battery offences, as well as any manifestations of discrimination and psychological violence toward other persons both on and outside of the University's premises,
  - f) damage to the University's property,
  - g) other dishonorable behaviors that are in breach of academic standards.
3. Investigative proceedings shall be handled by the disciplinary ombudsman appointed by the Rector from among the University's academic staff.

**Article 86**

The disciplinary procedure and sanctions are detailed in relevant laws and regulations.

**19. Final provisions**

**Article 87**

1. In principle, academic issues, whether addressed by these Regulations or not, as well as exceptional cases shall be resolved by the Dean.
2. All administrative decisions relating to academic issues arising while a student is enrolled with the University may be appealed by the student to the competent body within fourteen [14] days following the receipt of a decision.
3. The Dean's decisions relating to students' financial liabilities may be appealed and referred to the Vice-Chancellor for consideration, via the Dean and in writing, within fourteen [14] days.

**Article 88**

These Regulations come into force at the beginning of the academic year 2023-24.