

Study Regulations of WSB Merito University in Poznań

Chapter 1 General Provisions

§ 1

Uniwersytet WSB Merito w Poznaniu, hereinafter referred to as the University, is a non-public university that operates under the provisions of the Act of 20 July 2018 Law on Higher Education and Science (i.e. Polish Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the Act, entered to the register of non-public higher education under no. 47.

§ 2

1. The Study Regulations of WSB Merito University in Poznań, hereinafter referred to as the Regulations, set forth students' rights and responsibilities in conformity with the provisions of the Act and of the Charter of WSB Merito University in Poznań, hereinafter referred to as the Charter.
2. The Regulations also define the responsibilities of the University regarding the process of higher education.

§ 3

Studying at WSB Merito University in Poznań is tuition-based, following the principles stipulated in the agreement on the provision of education services and in directives and decisions passed by University governing bodies.

§ 4

1. The University is governed and represented by the Rector to the extent defined by the provisions of the law, the Charter, as well as University regulations.
2. Students are taught at Faculties.
3. A Dean is in charge of teaching activities at a Faculty.
4. The course of studies is documented in grading sheets (*protokół*) and periodical student achievement cards (*karta okresowych osiągnięć studenta*), which can also be issued in the form of electronic data printouts.
5. Specific student matters can be settled on behalf of appropriate governing bodies by people authorized on the basis of and to the extent set out in a written authorization.

Chapter 2 Acquisition of the Rights of a Student

§ 5

1. A candidate qualifies as a student at the University provided that:
 - 1) the candidate has been entered on the admittance list;
 - 2) the candidate has taken the following oath in writing:
I solemnly swear that as a student of WSB Merito University in Poznań I will diligently acquire knowledge and develop skills worthy of a university graduate. I pledge that in the course of my studies I will look after the good name of the University and follow its Regulations and customs.
2. Upon taking the oath, the person admitted to study in a given semester acquires all the rights of a student and undertakes to follow the provisions of the Act, the Charter and these Regulations. The primary obligation of a student is to observe all regulations in place at the University, as well as

standards and principles of student life protected by the provisions of the Act. The rights and obligations related to the status of a student shall be acquired no earlier than on the start date of the semester to which the student was admitted, determined in accordance with the directives in force at WSB Merito University in Poznań.

§ 6

1. Upon taking the oath a student is issued with a student ID card (*legitymacja studencka*).
2. The student shall exercise special care over the student ID card.
3. Student ID cards are valid no longer than until the date of graduation, suspension or removal from the list of students, and in the case of first-cycle studies / undergraduate studies – until October 31 of the year of completion of these studies.

Chapter 3

Primary Rights and Responsibilities of a Student

§ 7

A student has, without limitation, the following rights:

- 1) to study in conformity with study curricula subject to the principles set out herein,
- 2) to study more than one field of study or specialty subject to principles set out by the Dean,
- 3) to submit requests to the University's governing bodies regarding the study programs and curricula, course of study, organization of the teaching process, social and living conditions and other academic matters,
- 4) to receive awards and distinctions for exceptional academic results and achievements,
- 5) to receive financial assistance granted in conformity with legal regulations,
- 6) to participate in the decision-making of University's collegiate bodies through students' representatives who are members of such bodies,
- 7) to carry out social activities,
- 8) to associate in student research groups and to participate in University academic research activities,
- 9) to associate in student organizations,
- 10) to act in the students' union (*samorząd studencki*), in particular to exercise their passive and active voting rights,
- 11) to submit a request to adapt the organization of the teaching process to their needs based on a certified disability.

§ 8

1. In order to exercise their rights, in particular education rights, students may use, as stipulated by the relevant regulations and agreements with University's bodies, the following:
 - 1) University facilities,
 - 2) equipment and other material resources at the University premises, including those needed for distance education,
 - 3) assistance from University staff, especially academic teachers,
 - 4) opportunity to receive training on the use of tools for distance education,
 - 5) assistance of University governing bodies,
 - 6) assistance of the Rector's Representative for Students with Disabilities (RRSD) in accordance with the principles set forth in a separate directive of the Rector and in accordance with the Regulations of RRSD activities,
 - 7) rental equipment for students with disabilities under the terms and conditions set forth in the Regulations of the Rental Unit, forming an annex to a separate Rector's directive.

2. Students form the Students' Union acting through its body on the basis of the Students' Union Regulations, which shall enter into force after the Rector has determined their compliance with the Act and the Charter.
3. University students, including those with legal disability status, shall be ensured appropriate conditions during classes, finals tests and exams. Details are set forth in a separate directive of the Rector.

§ 9

1. A student has the following responsibilities:
 - 1) to observe University regulations and directives,
 - 2) to observe University standards and customs,
 - 3) to learn competencies required to graduate,
 - 4) to protect University property,
 - 5) to pay tuition fees on time to the University for provided educational services,
 - 6) to respect the intellectual property rights and personal rights of third parties, in particular, author's economic and moral rights, and comply with the University's regulations on intellectual property rights,
 - 7) to reliably, timely and independently carry out any tasks requested by instructors, which tasks result from the implemented study curriculum and the decisions of the governing bodies and persons acting on behalf of the University in the field of the organization of studies,
 - 8) to comply with the principles of protection of personal data and other legally protected information, in particular, to keep the above confidential and use only for the purposes of studying,
 - 9) to observe the ban on bringing, using and distributing intoxicants and other dangerous substances and items on the University's premises.
2. The student shall monitor on an ongoing basis any information and messages available on the internal Extranet website and the Moodle platform, and use an e-mail address with the University domain when communicating with the University.
3. Students are obliged to notify the University of any change of personal data submitted earlier in the personal questionnaire during the enrollment process, in particular if said changes concern their marital status, first name, surname, address of residence, e-mail address or change of gender made by a court.
4. A foreign student must ensure the student's stay in Poland is legal throughout the duration of the studies.

§ 10

1. A student may move to another university if he/she terminates the agreement on the provision of education services, on condition that the student has complied with all obligations (including financial ones) following from the internal provisions of the University. The above compliance is confirmed with appropriate entries on the clearance slip.
2. If the student moves to another university, the documents related to the course of the studies shall be sent to the university to which the student moved, at the request of such university.
3. A student from another university, upon the Dean's approval, may be admitted to the University. The Dean determines the conditions for the transfer.

Chapter 4 Organization of Studies

§ 11

1. The School provides education in the following programs:
 - 1) first-cycle studies / undergraduate studies,
 - 2) second-cycle studies / postgraduate studies,
 - 3) long cycle programs.

2. Credits are obtained on a semester basis.
3. Studies are conducted in a specific field of study, level and profile on the basis a curriculum, which in total is called field of study.
4. The University provides education in full-time and part-time programs.

§ 12

1. The academic year commences no later than on 1 October and lasts until 30 September of the following calendar year.
2. The academic year is divided into fall and spring semesters.
3. By 30 June, the Rector shall present a schedule of the academic year for the following academic year. The academic year schedule defines, without limitation, dates of ordinary and resit exam sessions.
4. Throughout the academic year, the Rector may announce days off not provided for earlier in the academic year schedule.
5. Throughout the academic year, the Dean may announce hours free from classes.

§ 13

1. The teaching process in a given field of study is organized based on the study curriculum which includes:
 - 1) description of learning outcomes for a field of study,
 - 2) study program with allocated ETCS points referred to in Article 16 hereof,
 - 3) verification methods of planned learning outcomes achieved by a student.
2. The study program includes the following types of subjects:
 - 1) mandatory,
 - 2) supplementary,
 - 3) optional – which expand the basic study curriculum,
 - 4) elective,
 - 5) at choice.
3. A study curriculum for a given field of study may provide specialties, specializations and paths.

§ 14

Classes in optional courses may be attended by the students who have been granted approval by the Dean. Participation in such classes may be for an additional fee.

§ 15

1. Classes set out in the study program can have the form of:
 - 1) lectures,
 - 2) tutorials,
 - 3) seminars,
 - 4) proseminars,
 - 5) practicals,
 - 6) laboratory classes,
 - 7) language classes,
 - 8) workshops,
 - 9) project classes,
 - 10) workroom classes,
 - 11) work placement,
 - 12) field practice,
 - 13) sport camps,
 - 14) classes conducted in real-life conditions,
 - 15) internships – in the case of dual studies.
2. The teaching process at the University can be conducted using distance teaching methods and techniques, which can be synchronous or asynchronous in form, or a combination of both.

3. Synchronous teaching takes place when there is real time communication between the course instructor and participants.
4. Asynchronous teaching takes place when communication between the course instructor and participants does not take place in real time, with the interactions between them spread over a longer period.
5. Precise distance teaching conditions can be set out in directives passed by relevant University governing bodies.
6. Upon the Dean's approval, courses may be conducted in a foreign language by academic staff with adequate linguistic competence.
7. On the basis of a separate resolution of the Senate, the University can offer studies where a foreign language is the main medium of instruction, examination and final test language, and the language used to write diploma theses and hold diploma examinations.
8. Detailed conditions of adapting the tuition process the needs of people with disabilities are set out in a separate directive passed by the Rector.

§ 16

The University uses a score-based system to record and compare student's achievements. Each module and education course are allocated a certain number of ETCS (European Credit Transfer System) credits, agreed upon by the Dean.

§ 17

The Dean supervises the teaching process.

Chapter 5

The Procedure for Course and Semester Completion

A. General Provisions

§ 18

1. Participation in the courses set out in the study curriculum, apart from lectures, is mandatory. The absence of a student in lectures of a given course cannot be the basis to reduce the grade or score one can obtain for a given course.
2. Students are obliged to pass all courses set out in the study curriculum, including those set out in Article 13(2)(2-5) if they form part of the study program.
3. A course shall be passed when confirmed by a grade or the entry *zal.* (pass without grade).

§ 19

1. The following grade and pass scale, depending on the study curriculum, is used at the University:

- 1) Grade scale:

2	Fail (Polish <i>niedostateczny</i>)	No credit/fail
2 nb (p.a.)	Fail (Polish <i>niedostateczny</i>)	No credit/fail
3	Satisfactory (Polish <i>dostateczny</i>)	Credit/Pass
3+	Satisfactory plus (Polish <i>dostateczny plus</i>)	
4	Good (Polish <i>dobry</i>)	
4+	Good plus (Polish <i>dobry plus</i>)	

5	Very good (Polish <i>bardzo dobry</i>)
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2. In a course credit report the grade 2 nb.(p.a.) (absence / per absentiam) or 2 nb (2 absence) shall be given to a student who does not attend a final test or examination.
3. Credit/pass scale:

No credit/Fail (Polish <i>nzal.</i>)	No credit/no pass	No credit/fail
No credit/Fail p.a. (Polish <i>nzal nb (p.a.)</i>)	No credit/no pass	No credit/fail
Pass (Polish <i>zal.</i>)	Credit/pass	Credit/Pass

4. In a course credit report the grade *nzal. nb. (p.a.)* (absence / per absentiam) or 2 nb (2 absence) shall be given to a student who does not attend a final test.

§ 20

1. The rules of participation in classes (including obtaining credit for a course) are set out in the course sheet applicable for a given academic year.
2. The course sheet is made available to students on the Moodle platform not later than within two weeks from the start of classes for a course.
3. An absence shall be excused upon presentation to the course instructor of a medical certificate or other document certifying the inability to participate in the class. The course instructor shall excuse the absence at his/her discretion. Absence, including excused absence, does not release the student from the obligation to complete tasks described in the course sheet.
4. The student is obliged to take the final tests and examinations and comply with the rules governing the examination and final tests regarding in particular:
 - 1) independent work when completing tasks during the final test and examination,
 - 2) option to use own materials during the final test and exam, or the lack of such option, in each case in accordance with the rules set for a given final test or exam, and both as related to final tests and exams taking place in an examination room or outside the examination room,
 - 3) ability to use final test and exam materials outside the examination room or lack of such ability.
5. Any breach of the rules applying during a final test or exam shall result in failing to obtain a pass or in a fail in the given form of passing the course.

§ 21

1. In particularly justified cases the Dean may allow the student to pursue an Individualized Educational Plan (IEP). In such case the Dean exempts the student – at the student’s written request – from the duty to attend classes.
2. Within the IEP the Dean may – in agreement with and with the approval of the course instructor – agree to individual exam dates of final tests and exams during ordinary and resit exam sessions. In such a case, the student should contact the course instructor without undue delay.
3. A student who has been approved for IEP shall arrange with the course instructor the form of credit for the course within 2 weeks from the date of the IEP decision.

§ 22

1. Should a student fail a course at first attempt, they can retake the course final test or exam during the resit exam session.
2. A passing grade obtained during the first attempt cannot be changed during the resit exam session.

B. Extended session

§ 23

1. In particularly justified circumstances, when the student has been prevented from taking a final test and/or exams in the first or second attempt due to ill-fated reasons, at the student's written request the Dean may agree for the student to take a final test or exam during an extended session.
2. Permission of the Dean to take the final test or an exam outside the exam session will result in the student being conditionally registered in the following semester until the day indicated in the Dean's decision as the final day for passing the final test or an exam in a given course.
3. A student who fails a final test and/or exam during an extended session may apply in writing to the Dean to repeat a course or semester.

C. Credits

§ 24

The credit for a course shall be obtained by the end of the semester. For courses graded exclusively by means of an exam, said exam shall be taken by the end of the semester.

§ 25

1. The criteria students are required to meet in order to successfully complete a course, also in the resit session, are set out in the course sheet and presented to the students at the beginning of each semester.
2. Dates of tests on which credits can be obtained during the semester in ways set out in the course sheet (written and oral tests of knowledge and competencies) should be announced to students with at least two weeks' notice.
3. The course instructor shall notify students about final test results within 7 days from the day students have submitted the test. The date of entry in the grading sheet should be the same as the date of its submission.
4. Within 7 days from being notified about the final test results, as referred to in paragraphs 2 and 3, the student has the right to obtain information on what basis the specific grade was given. After this date the grade shall become final.

§ 26

1. A student who before the end of the semester has complied with all course sheet requirements/conditions of passing a course shall obtain a credit for the course confirmed with a relevant entry from the course instructor in the grading sheet in the Extranet made as at the end of the respective semester of study.
2. A course may be passed on the basis of a grade obtained at the home university or at another university, provided that the learning outcomes achieved are identical and provided that the student obtains the number of ECTS credits required for the course by the passing university. Decisions on this matter shall be made by the course instructor (with the exception of the provision of Article 37(3)) and confirmed by an appropriate entry in the grading sheet in the Extranet made at the end of the respective semester of study.
3. A pass for a course on the basis of a grade obtained at the home or other university is possible only if the grade obtained at the home or other university applies to the same or higher degree program. Giving a pass of the learning outcomes of second-cycle studies or long-cycle studies (unified master's degree program) on the basis of the passed learning outcomes of first-cycle studies is not allowed.
4. If the course instructor decides to copy the grade, and the pass at another university was obtained during a resit session, only the passing grade is copied.

§ 27

A student who failed a course in the first attempt can obtain credit for this course at the latest during the resit exam session solely as the second attempt. In special circumstances the Dean may appoint another date for obtaining credit, subject to Article 21 and Article 23(1). If a student obtains a credit for a course, this shall be confirmed by an appropriate entry made in the grading sheet. In justified cases the entry can be made by the Dean.

D. Examinations

§ 28

1. Exams take place in session periods defined in the academic year schedule and at dates defined by the Dean. Exams to be taken as the first attempt shall be organized by the end of the exam session. Exams to be taken as resit exams shall be organized by the end of the resit exam session.
2. If the examiner agrees, the exam can be held at another date by the end of the resit session.
3. During the exam session, a student may take an exam if he/she has obtained a pass/credit for the specific course. The only exception are courses for which the study program stipulates only exams.
4. A student who obtains a credit for a course in the second attempt, fails the exam in the first attempt and can only resit the said exam, subject to paragraph 6 below.
5. A student who has qualified for a credit for a course before a board of examiners and passes, shall have the right to take the exam in the first attempt.
6. The exam may cover more than one course (semester exam). Taking the semester exam is not conditional on obtaining credit for courses covered by the semester exam.

§ 29

1. The results of the exam shall be announced within seven (7) days from the day of the exam. The date of entry in the grading sheet should be the date of the exam.
2. The results of the semester exam shall be announced within fourteen (14) days from the day of the exam.
3. Students have the right to obtain a justification for the grade obtained (as well as view his/her written work) within 7 days from the date of announcement of the results. After this date the grade shall become final.

§ 30

Students shall take their exams carrying their student ID card. The examiner has the right to refuse to examine a student who does not carry his/her student ID card during the exam.

Course crediting and examination before an examination board

§ 31

1. In case of objections as to the justification for the grade from the course or exam taken at first or second attempt, the student, within seven (7) days from results announcement regarding the course or exam, may submit a request to the Dean to retake the final test or exam before a board of examiners.
2. The resit exam shall take place before the course instructor, the Dean, and an expert in the field appointed by the Dean and a representative of the students' union designated by a relevant body. Also, an observer designated by the student can participate in the final test or exam before an examination board. The date of the resit test shall be specified by the Dean.
3. The grade obtained during the resit exam before a board of examiners shall nullify the grade obtained during the contested attempt.

§ 32

In particularly justified circumstances the Dean may – within 7 days from results announcement – nullify the grades obtained by the student during the final test or exam taken at first or second attempt, and appoint the date of the test or exam to be taken before a board of examiners.

§ 33

The grade obtained at the final test and resit exam before a board of examiners is taken into account when calculating the cumulative grade point average.

F. Semester Completion

§ 34

A student obtains credit for a semester when they obtain all credits and pass all exams planned in a given semester in the study curriculum.

§ 35

Semesters shall be completed in chronological order.

G. Retaking a course

§ 36

1. If a student fails to obtain credit for no more than two courses during a semester of studies, the Dean shall designate the student to repeat the failed subjects.
2. The repetition of a course may take place:
 - 1) while continuing tuition and with a conditional qualification of the student for a successive semester,
 - 2) without continuing tuition, on an individual basis.
3. The Dean may specify the list of courses and the form of how to repeat them.
4. The Dean shall set forth conditions for repeating a course, including the semester in which the repetition should take place. The Dean shall set a date to pass the course according to the exam session timetable. If within 14 days from the issue of the Dean's decision the student does not object to it in writing, then this shall be deemed as consent to repeat the course on the terms set forth by the Dean.
5. The repetition of a course may take place using remote teaching methods and techniques (on-line) or by way of individual consultations with the course instructor. The form of repetition shall be determined by the Dean.
6. The repetition of a course on an individual basis can take place if the student fails to pass:
 - 1) the diploma seminar course in the last semester of studies. The student shall take the course in the semester that immediately follows the last semester of studies. The course is taken on dates individually agreed to with the course instructor,
 - 2) a subject other than a seminar not taken in the following semester.
7. A student repeating a course, before starting a semester, shall report to the Faculty Office in order to learn the terms and conditions of repeating the course set forth by the Dean.
8. A course may be repeated only once. In particularly justified circumstances the Dean may approve a second repetition of a course.
9. A student who fails a repeated course may apply to the Dean with a written request to repeat the semester in which the repeated course was listed.
10. The Dean shall set forth the rules of repeating the semester exam.

H. Repetition of a semester

§ 37

1. Should the student fail to meet conditions to complete a semester, the Dean, upon the request of the student, may have the student repeat the semester.
2. A student who repeats a semester has to obtain credits for all courses included in the study program.
3. In especially justified cases the Dean, at the student's request, may give credits with his/her signature for passing grades obtained by the student for courses planned in the curriculum for the semester the student is repeating.
4. A semester can be repeated only once. In particularly justified circumstances the Dean may approve the second repetition of a semester.
5. At the beginning of the semester a student who repeats the semester shall approach the Faculty Office in order to familiarize himself/herself with the study curriculum and other conditions of study set out by the Dean. If the curriculum has changed the student shall be obligated to make up for the curriculum differences that have emerged.

Conditional qualification for a semester

§ 38

1. Conditional qualification for the successive semester is a result of the Dean's decision based on:
 - 1) directing the student to repeat a course or courses with continuation of tuition in the successive semester – in such case conditional qualification shall be prolonged until the student passes the outstanding course,
 - 2) extending the exam session – in such a case the student qualifies conditionally for a successive semester until the day which forms the deadline for obtaining credit for the course in question.

Chapter 6

Individual study program and study curriculum

§ 39

1. Students who have the right to study within an individual study program and curriculum are students:
 - 1) with particular talents and grade average determined by the Dean,
 - 2) who commenced studies abroad by appointment by the University,
 - 3) whom the Dean assigned a particular number of ECTS credits to confirm their educational results,
 - 4) with legal disability status if the disability impedes participation in regular classes.
2. A student applying for an individual study program and curriculum shall apply to the Dean a written request specifying the following:
 - 1) period in which the student will be covered by the individual study program and curriculum;
 - 2) individual program of classes.
3. The right to study under an individual study program and curriculum is granted by the Dean who also determines the individual study program issued for a given academic year.

§ 40

The individual study program and study curriculum can be based on the basic study program and study curriculum, with the determination of changes concerning:

- 1) period of study,
- 2) sequence of obtaining credits and passing exams;
- 3) structure of courses, which means replacing, in agreement with the Dean, the courses from the basic study program and curriculum with others.

§ 41

1. Upon obtaining the Dean's approval a student shall receive an individual study program and curriculum card.
2. A student shall have the right to participate in all classes in the courses provided for in his/her program.

§ 42

1. A student studying under an individual study program and curriculum shall take all final tests and exams on the dates agreed to with course instructors. If the course is taught by several persons, the Dean shall designate the course instructor and the examiner. The student shall have the right to resit every final test and exam under the provisions of Articles Article 24-35 hereof.
2. The provisions of Articles Article 36-38 shall apply as appropriate.

§ 43

If a student fails to complete the individual study program, then:

- 1) if there are insubstantial and justified discrepancies – the Dean may approve a revised study program for the following semester,

- 2) if there are significant discrepancies – the Dean may refuse the option to continue the individual study program and curriculum and refer the student to a semester appropriate to the program completed by the student; the student’s admission to a given semester may be – as decided by the Dean – on a conditional basis in accordance with Article 38.

§ 44

An individual study program and study curriculum can also be implemented within individual interdisciplinary studies. Provisions of Articles 39-43 hereof shall apply as appropriate.

§ 45

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

Chapter 7

Specialties and specializations of studies

§ 46

1. Students shall choose a specialty or specialization from the offered ones to the students commencing education in a given academic year.
2. The launching of a given specialty or specialization depends on the number of interested students. The minimum number of applicants necessary to launch a specialty or specialization in a faculty is determined by the Dean.
3. Detailed rules regarding the choice of specialty or specialization and studying thereof are determined by the Dean.

Chapter 8

Work placement

§ 47

1. Work placement required by the curriculum is mandatory for first- and second-cycle programs and on long-cycle programs, and particulars of such work placement are stipulated in the educational program for given field of study with appropriate laws and implementing legislation.
2. Each student shall complete placement in line with his/her field of study and placement regulations.
3. Precise conditions regarding the participation in and completion of placements are defined by the Dean.
4. Other issues concerning participation in work placement are governed by Work Placement Regulations of WSB Merito University in Poznań.

§ 48

Crediting work experience instead of work placement

1. A student who has performed or is performing activities in the course of employment, internship or volunteer work that enable the student to achieve the learning outcomes specified in the study curriculum, may apply for credit for such activities as work placement (hereinafter referred to as work experience).
2. In order for work experience to be counted as work placement, it is necessary to perform activities that enable the achievement of the planned learning outcomes envisaged for work placement as defined in the curriculum of a given field of study.
3. Students may apply for partial or full recognition of work experience instead of work placement.
4. Work placement credit, on the basis of performed work experience, may be requested by a student who:
 - 1) performs or has performed, in particular, as part of employment, internship or volunteer work, activities that enable the achievement of the learning outcomes specified in the study curriculum;

- 2) is working or has worked in the course of self-employment and has performed activities that make it possible to achieve the learning outcomes specified in the study curriculum.
5. The Dean, by way of a directive, may set forth detailed rules for crediting work experience for work placement for individual fields of study, if a particular field of study requires that.
6. Decisions on the recognition of work experience for work placement are made by the Dean or another authorized person, based on the documentation submitted by the student.
7. Work placement is a compulsory part of education and is subject to the credit rules set forth in these Study Regulations and in Work Placement Regulations.
8. If the student is given partial credit of work experience for work placement, the student must complete the remaining part of the placement in accordance with the placement program for a given field of study.
9. Detailed rules of crediting work placement are set forth in Work Placement Regulations.

Chapter 9

Field practice

§ 49

1. Field practice required by the curriculum is mandatory for first- and second-cycle programs and particulars of such practice are stipulated in the given field of study curriculum.
2. Conditions of performing and crediting field practice are defined in Field Practice Regulations.
3. Specific conditions regarding participation in and crediting field practice are defined by the Dean.

Chapter 10

Student internship

§ 50

1. Internships required by the curriculum are mandatory for first- and second-cycle programs and particulars of internships are stipulated in the given field of study curriculum.
2. The conditions of performing and crediting internships are defined by Student Internship Regulations and an agreement with a partner company.
3. Specific conditions of performing and crediting internships are defined by the Dean.

Chapter 11

Change of the form, field and specialization of studies

§ 51

1. A student may apply for a change of the form of studies.
2. The Dean shall give the student permission to change the form of study, if such a possibility exists at the University.
3. If the change of the form of studies results in curriculum differences, the student must make up for said differences by the date established by the Dean. The obtaining of credits in such a case takes place as stipulated by the provisions of Articles 24-30.

§ 52

1. At the request of a student made not later than before the start of the second semester of studies the Dean may agree to a change in the field of studies, taking into account the alignment of learning outcomes and the number of ECTS credits obtained.
2. In especially justified cases, at the request of a student, the Dean may agree to a change in the field of studies also during later semesters, taking into account the alignment of learning outcomes and the number of ECTS credits obtained.

3. A student may change the specialization by the end of the semester following the semester when the student has made his/her choice. The decision to this effect shall be made by the Dean on the basis of a substantiated request.
4. A student shall be required to obtain credits for any curriculum differences that are a consequence of the change of the form of study, field of study or specialization by the date established by the Dean. The obtaining of credits in such a case takes place as stipulated by the provisions of Articles 24-30.

§ 53

A change in the form, field and specialty of studies in a given academic year is possible at the student's request submitted by 31 October in the winter semester and by 31 March in the summer semester of a given academic year. In exceptional cases justified by the circumstances of the case, it is possible to consider a student's application submitted also after the above deadlines.

§ 54

If there is a change of specialty connected with the change of the field of study, the provisions of Article 46(2) and (3) shall apply as appropriate.

Chapter 12

Leaves

§ 55

1. A student may be granted a long term leave not shorter than one semester and not longer than two semesters during the whole course of studies, in the following cases:
 - 1) taking up studies, internships and work placements abroad,
 - 2) long-term illness confirmed by a medical opinion indicating the duration of the leave,
 - 3) giving birth to a child or necessity to take care of the child,
 - 4) important circumstances. The decision shall be made by the Dean at the student's request.
2. A student may apply for a short-term leave in the following cases:
 - 1) trips organized by the University or the students' union in Poland or abroad,
 - 2) occurrence of other compelling reasons, justified in writing.
2. The leave is granted by the Dean. The leaves are entered in the records of the course of studies.
3. The leave cannot apply to the previous semester or academic year.
4. Leaves are granted after completing the semester.
5. In particularly justified circumstances the Dean may agree for the student to take a leave after a failed semester, on the condition that the student completes all formalities related to the failed semester.
6. A pregnant student and a student who is a parent cannot be denied leave.
7. A student who is a parent may apply for the leave referred to in the preceding sentence within 1 year from the date of birth of the child. Leave for a pregnant student is granted for the period until the date of birth of the child, and for a student who is a parent is granted for up to 1 year, except that if the end of the leave falls during a semester, the leave may be extended until the end of that semester.
8. During the leave the student retains student rights.

§ 56

During the leave the student retains a valid student ID card.

§ 57

1. Upon the completion of a long-term leave the student resumes the studies at the beginning of the semester during which the leave was granted. Therefore, the student should report to the Faculty Office at the beginning of the semester to inform himself/herself with the study curriculum and the conditions of study.

2. Upon the completion of a short-term leave the Dean may permit the student to make up for the missing credits and exams on an individual basis and resume studies as of the following semester.
3. If the curriculum has changed, upon returning from the leave the student is required to make up for the curriculum differences. The date and conditions for making up for curriculum differences are determined by the Dean.

Chapter 13

Diploma thesis

§ 58

1. A diploma thesis shall be deemed to mean a Bachelor's thesis, engineer's thesis, Master's thesis or diploma project.
2. A diploma thesis shall be developed under the supervision of a supervisor who is a holder of an academic degree or title. The list of supervisors is made by the Dean.
3. If the diploma thesis is a diploma project it should include a solution or a concept of solving a practical or theoretical problem within the scope of the field of study.
4. A diploma project shall be developed by teams of students under the supervision of a supervisor. The allowed number of teams is defined by the Dean. In justified cases, a diploma project may be prepared by an individual. The supervisor shall determine the work methods on the project.
5. In particularly justified cases, at the request of the student, after consultation with the supervisor, the Dean may agree to an interdisciplinary diploma project written by students from different fields of study. Detailed rules for writing an interdisciplinary thesis are set forth by the Dean in a separate directive.
6. In the case of dual studies, in addition to the supervisor referred to in paragraph 2 above, the thesis may be supervised by an assistant supervisor. Detailed conditions and scope of cooperation with an assistant supervisor are determined by the Dean.
7. Specific conditions concerning the form of diploma thesis and assessment rules are defined by the Dean.

§ 59

The subject of a diploma thesis shall be approved by the supervisor, after obtaining a positive opinion from the Faculty Thesis Quality Committee, taking into account the field of study, student's individual interests, research topics conducted at the University and the needs of socioeconomic practice.

§ 60

1. A research paper completed as part of work performed in the student research association may be deemed equivalent to a diploma thesis.
2. In justified cases a thesis prepared by a student as part of their studies at other universities in Poland and abroad may be deemed equivalent to a diploma thesis.
3. If a student studies two related specializations in a single field of study, he/she has the right to submit a written request to the Dean to write a single diploma thesis. In this case the Dean shall make the decision on the basis of the opinion of supervisors.
4. The diploma thesis shall be prepared in the medium of instruction of the field of study.
5. At the request of the student, with the positive opinion of the thesis supervisor and with the approval of the Dean, the thesis may be prepared in a foreign language. In studies conducted in a foreign language, this approval is not required if the thesis will be written in the language of study.
6. The diploma exam is conducted in the language in which the diploma thesis was prepared.

§ 61

1. Every diploma thesis before its defense shall be checked by the supervisor in the Uniform Anti-Plagiarism System (Polish: *Jednolity System Antyplagiatowy*, JSA), for unauthorized borrowings.

2. If during the evaluation of the thesis or after the awarding of the professional title, it is revealed that the student has credited the authorship of a significant passage, other elements or otherwise violated the anti-plagiarism rules, the University shall be entitled to take the necessary actions in accordance with the applicable law and University rules, including, without limitation, the relevant directives of the Rector.
3. The student shall submit the diploma thesis to the Faculty Office by the deadline and in accordance with the manner prescribed by the Dean. This is a condition to obtain a credit for the seminar in the last semester of studies.
4. A diploma thesis shall be evaluated and reviewed by the supervisor and an independent reviewer appointed by the Dean. The student has the right to learn how his/her thesis was evaluated and about the wording of the review at least three (3) days prior to the diploma examination.

§ 62

1. A student who has obtained credits for all the courses provided for in the study curriculum except for the seminar, or has failed to submit the thesis on time, may obtain a credit during the resit exam session.
2. A student who fails in the resit exam session, can apply to repeat the seminar course from the last semester.

§ 63

1. If a diploma thesis is failed by the reviewer, the Dean designates another reviewer. The second review is deemed to be final.
2. If there are two negative reviews of the thesis, the student must obtain again a passing grade in the diploma seminar of the last semester of study.
3. If the thesis is failed for a second time by a reviewer, the student may request to repeat the diploma seminar course.

Chapter 14 Diploma Exam

§ 64

1. A diploma exam shall be deemed to mean a Bachelor's exam, engineer's exam or Master's exam.
2. The diploma exam can be conducted using methods and techniques for distance education only in synchronous form. Detailed rules of organizing the diploma exam can be determined by legal regulations passed by relevant governing bodies of the University.
3. A student is eligible for a diploma exam under the following conditions:
 - 1) he/she has obtained credits for all subjects and passed all exams required by the study curriculum,
 - 2) he/she has obtained a positive grade for the diploma thesis, if it is required by the study curriculum,
 - 3) he/she has settled all obligations towards the University,
 - 4) he/she has completed work placement, if it is required by the curriculum,
 - 5) he/she has completed field work, if it is required by the curriculum,
 - 6) in the case of dual studies – he/she has completed internships required by the study curriculum.

§ 65

1. The date of the diploma examination is established by the Dean to take place not later than three months from the submission of the thesis. The date of the diploma exam shall be announced at least seven days in advance.
2. The examination board is appointed by the Dean.
3. The Dean or the person appointed by the Dean acts as a chairperson.

§ 66

1. The diploma exam comprises two parts: the examination in the field of study and the defense of the thesis in the following manner:
 - 1) during the examination in the field of study the student answers random questions on the examination topics related to the field of study,
 - 2) during the defense of the diploma thesis the student answers the questions on the issues discussed in the thesis.
2. With regard to fields of study in which the study programs require passing a semester exam, the Dean may establish other rules for conducting the part of the diploma exam pertaining to the field of study.
3. The diploma exam grade is determined by the examination board.
4. The diploma exam grade which comprises 20% of final grade from the studies, is comprised of field of study exam grade and defense of diploma thesis grade.

§ 67

As regards diploma theses which are diploma projects, the diploma exam may differ in form to account for the nature of a team project. In such a case, the rules concerning the diploma exam shall be defined by the Dean.

§ 68

1. If a given field of study does not require a diploma thesis, the date of the diploma exam is established by the Dean to take place not later than three months from the date the student meets the obligations set out in Article 64(3) hereof. The date of the diploma exam shall be announced at least seven days in advance.
2. The examination board is appointed by the Dean.
3. The Dean or the person appointed by the Dean acts as a chairperson.
4. The examination board consists of:
 - 1) chairperson, and
 - 2) two academic teachers specializing in the subject matter covered by the scope of the diploma exam.
5. During the diploma exam the student answers random questions on selected topics related to the study curriculum.

§ 69

1. The final grade of the diploma exam is determined in accordance with the following scale:

up to 2.99	Fail (Polish <i>niedostateczny</i>)	2
3.00 – 3.24	Satisfactory (Polish <i>dostateczny</i>)	3
3.25 – 3.74	Satisfactory plus (Polish <i>dostateczny plus</i>)	3+
3.75 – 4.24	Good (Polish <i>dobry</i>)	4
4.25 – 4.74	Good plus (Polish <i>dobry plus</i>)	4+
above 4.75	Very good (Polish <i>bardzo dobry</i>)	5

2. The conditions regarding the diploma exam grade are defined by the Rector. In justified cases, specific conditions are defined by the Dean.

§ 70

Upon the request of the student or supervisor of the diploma thesis and with the permission of the student, the final exam can be open to the public.

§ 71

If a student fails the diploma exam, the Dean sets a second date for the exam, not earlier however than one month from the first exam and not later than three months after the first exam. This date shall be final.

§ 72

If a student is unable to take the exam due to health problems or other important reasons, they should notify the Dean of the reasons preventing them from taking the diploma exam, and then provide a written excuse within 14 days. If the Dean excuses the student's absence during the diploma exam, a new date for the diploma exam is set.

§ 73

In justified cases referred to in Article 72, the student may take the diploma exam no later than twelve months from the date of completion of the last semester of study. The decision shall be made by the Dean at the student's request. This date shall be final.

§ 74

A student who has failed to take the diploma examination and whose absence was not excused by the Dean is removed from the list of students.

§ 75

1. If the student fails the diploma examination in the second attempt, the Dean makes the decision to remove the student the list of students.
2. The student may apply for resumption of studies for the diploma exam, but no later than within 2 years of removal from the list of students.

§ 76

1. If the diploma thesis has been written in a foreign language the Dean may, at the student's request, express his consent to conduct the examination in the foreign language. The Dean's consent is conditioned on the relevant linguistic competence of the examination board members.
2. If the diploma exam grading sheet is prepared in electronic form, the signatures of the members of the examination board may be replaced by the authentication of these persons in the ICT system, in accordance with the rules of the system for maintaining records of the course of study in electronic form in place at the University.

§ 77

1. If the study curriculum requires the preparation of a diploma thesis, the final result of the studies is a sum total of the following:
 - 1) 60% of the arithmetic average of all exam grades and credits obtained in the course of studies, excluding the courses credited with the entry *zal.* (pass without grade), optional and supplementary courses,
 - 2) 20% of the arithmetic average of the grade for the diploma thesis;
 - 3) 20% of the diploma exam grade.
2. At the request of the chairperson, the examining board may change the final result of the studies, raising it by one grade, if a student obtains the final diploma exam grade of at least 5.0 (very good), and if the average grade in the two semesters of studies is not lower than 4.5 (good plus).

§ 78

1. In the case of first-cycle studies whose study curriculum does not require the preparation of a thesis, the final result of the studies is a sum total of the following:
 - 1) 70% of the arithmetic average of all exam grades and credits obtained in the course of studies, excluding the courses credited with the entry "zal." (pass without grade), optional and additional courses,
 - 2) 30% of the diploma exam grade.
2. At the request of the chairperson, the examining board may change the final result of the studies, raising it by one grade, if a student obtains the final diploma exam grade of at least 5.0 (very good), and if the average grade in the two semesters of studies is not lower than 4.5 (good plus).

§ 79

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

up to 3.25	Satisfactory (Polish <i>dostateczny</i>)
3.26 – 3.75	Satisfactory plus (Polish <i>dostateczny plus</i>)
3.76 – 4.25	Good (Polish <i>dobry</i>)
4.26 – 4.50	Good plus (Polish <i>dobry plus</i>)
above 4.51	Very good (Polish <i>bardzo dobry</i>)

Chapter 15

Completion of Studies

§ 80

1. A University graduate receives a higher education diploma upon passing the diploma exam.
2. The date of graduation is the date of passing the diploma exam.

§ 81

1. A University graduate receives a higher education diploma confirming they obtained the professional title of *licencjat* (Bachelor), *inżynier* (Engineer), or *magister* (Master).
2. At the graduate's written request made within 30 days from the diploma exam date, they may be issued a certified copy of the diploma translated into a foreign language.
3. The graduate receives a higher education diploma within thirty (30) days from the date of their diploma exam.

Chapter 16

Removal from the student list

§ 82

1. The rights and obligations of the student expire on the date of graduation, subject to paragraph 2, or on the date when the decision on removal from the list of students becomes final.
2. A person who has graduated from first-cycle studies shall retain the rights of a student until 31 October of the year in which they graduated, except for the right to the benefits specified in Article 86(1)(1–4) of the Act.
3. A person whose student rights expired is obliged to return the student ID card to the University and pay all dues payable to the University.
4. A student will be removed from the list of students when:
 - 1) the student fails to commence studies;

- 2) the student discontinues studies;
 - 3) the student fails to submit the diploma thesis on time or fails to take the diploma exam as a result of failing to attempt to take the diploma exam or fails to receive a passing grade on the diploma exam,
 - 4) the student receives a disciplinary penalty of expulsion from the University.
5. The Rector may remove a student from the list of students if:
- 1) it is determined that the student fails to attend obligatory classes;
 - 2) the student makes no academic progress;
 - 3) the student fails to obtain credits for a semester or year by the designated date;
 - 4) the student fails to pay the tuition fees for his/her studies.
6. If the conditions set out in paragraph 4(1-3) are met, the Rector removes the student from the list of students on the day following the date when the condition is true.
7. If the conditions set out in paragraph 4(4) are met, the Rector removes the student from the list of students on the day following the date when the decision on the penalty becomes final.

§ 83

1. The failure to commence studies occurs when within one month from the semester start date the student:
 - 1) fails to take an oath stipulated in Article 5(1)(2),
 - 2) does not meet requirements stipulated in Article 37(5) and Article 52(4).
2. The student's decision to discontinue studies requires the student to submit such a decision to the Dean in writing (hard copy bearing the student's signature).
3. The Dean shall determine that a student lacks progress in studies when a student fails to meet the conditions to:
 - 1) repeat a semester;
 - 2) retake a course;
 - 3) be eligible for a diploma exam;
 - 4) conditionally qualify for the next semester.

§ 84

Upon being removed from the list of students, the student must settle all his/her obligations towards the University, including the payment of tuition fees up to the time of removal.

Chapter 17 Conditions to Resume Studies

§ 85

1. A student who was removed from the student list and who fulfilled all the student's earlier obligations towards the University may apply to be reinstated, but not later than within a period of two (2) years from being removed. The Dean shall set forth the conditions to resume studies.
2. A student may resume studies only once.
3. By resuming studies, a student is enrolled with the year specified in the decision approving the resumption of studies, and is under the obligation to obtain the learning outcomes specified for that year, and to continue studies according to the study curriculum applicable to that year, on the terms and conditions applicable to that year.
4. In the decision with permission to resume studies the Dean:
 - 1) specifies the semester of the academic year and semester of studies from which the student resumes studies,
 - 2) defines curriculum differences, if any, taking into account study curriculum requirements and student's earlier results, with the deadline for their completion,
 - 3) determines the date of delivering documents referred to in section 5.

5. A student can resume studies if they deliver to the University two copies of a signed agreement on the payment of tuition fees for studies, together with the annexes.
6. The student shall pay a fee for the resumption of studies as specified in University regulations in the amount applicable at the date of submitting the application to resume studies.

Chapter 18

Students' Disciplinary Liability

§ 86

1. A student who breaches the regulations of the University or commits acts that offend student's dignity, under the provisions of the Act, shall face disciplinary liability before a faculty disciplinary board or a peer review panel of the students' union.
2. The acts that offend student's dignity are in particular the following:
 - 1) misleading the University's governing bodies and its academics and administrative staff by providing false information;
 - 2) plagiarism;
 - 3) forgery or falsification.
 - 4) being intoxicated on University premises;
 - 5) violating the bodily integrity as well as any manifestations of discrimination or emotional abuse against others on University premises and outside;
 - 6) destruction of University property;
 - 7) other behavior unworthy of a student.
3. The investigation shall be conducted by the Disciplinary Ombudsman appointed by the Rector from the University academic staff.

§ 87

The rules of students' disciplinary liability and the manner in which disciplinary proceedings shall be conducted are specified in separate provisions.

Chapter 19

Final Provisions

§ 88

1. Any matters related to studies shall be settled:
 - 1) on the basis of administrative decisions passed in accordance with the Code of Administrative Procedure, in cases specified by the Act – Law on Higher Education and Science;
 - 2) on the basis of decisions (rulings) that do not have the nature of administrative decisions, otherwise not requiring an administrative decision in accordance with the Law – Law on Higher Education and Science, but require a ruling.
2. In individual student matters requiring an administrative decision, the authority competent to make a decision in the first instance is the Rector, unless the Law – Act on Higher Education and Science provides otherwise. A student has the right to appeal against a Rector's decision, in the first instance to the Rector to reconsider the decision, which must be made within 14 days from being served the decision. A student has the right to appeal against a decision made by one governing body to a higher-level governing body, within 14 days from being served the decision, in accordance with appeal guidelines on the decision.
3. In individual student matters not requiring an administrative decision, the authority competent to consider a matter is the Dean, unless these Regulations or other laws provide otherwise. The student can appeal against such decisions within 14 days from the date of being served the decision, in accordance with appeal guidelines on the decision.

4. In individual student matters considered according to the methods and rules specified in the Code of Administrative Procedure, the authority competent to make a decision in the first instance is the Rector, unless the Act provides otherwise. The student can reapply to the Rector to reconsider the matter or can use other means of appeal, in accordance with the guidelines given on the decision.

§ 89

These Regulations enter into force at the beginning of the academic year 2024/2025.