

**Study Regulations
of WSB Merito University in Poznań**

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Chapter 1

General Provisions

Article 1

Uniwersytet WSB Merito w Poznaniu, hereinafter referred to as WSB Merito University in Poznań or 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 2024, item 1571, as amended), hereinafter referred to as the Act, entered to the register of non-public higher education institutions under no. 47.

Article 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.

Article 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.

Article 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. Teaching activities at a Faculty are governed by its Dean.
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. 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

Article 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 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.

Article 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

Article 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 following principles set out by the Dean,
- 3) to submit requests to the University's governing bodies regarding the study programs and curricula, the course of studies, the teaching and upbringing process, social and living conditions, and other matters related to the academic community,
- 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 or on special educational needs.

Article 8

1. In order to exercise their rights, in particular the right to education, students may use, as stipulated by the relevant regulations and agreements with the 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 on support,
 - 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 shall be ensured appropriate conditions during classes, finals tests, and exams. Details are set forth in a separate directive of the Rector.
4. Detailed conditions of adapting the tuition process to the needs of people with special educational needs, including with disabilities, are set out in a separate directive of the Rector.

Article 9

1. The student shall:
 - 1) observe University regulations and directives,
 - 2) observe University standards and customs,
 - 3) learn competencies required to graduate,
 - 4) protect University property,
 - 5) pay tuition fees on time to the University for provided educational services,
 - 6) 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) 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 with respect to the organization of studies,
 - 8) 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) 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 email address with the University domain when communicating with the University.
3. The student shall 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 the Republic of Poland is legal throughout the duration of the studies.

Article 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 a 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**

Article 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 of a curriculum, which in total is called the field of study.

4. The University provides education in full-time and part-time programs.

Article 12

1. The academic year commences no later than on 1 October and lasts until 30 September of the following calendar year.
2. The academic year is divided into fall and spring semesters.
3. By 30 June the Rector shall present an academic calendar 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 or Dean may declare additional non-instructional days or class-free hours, beyond those specified in the academic calendar.

Article 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 17 hereof,
 - 3) verification methods of planned learning outcomes achieved by a student.
2. The study program includes the following types of courses (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.

Article 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.

Article 15

1. The teaching process at the University can be conducted using distance teaching methods and techniques, which can have a synchronous or asynchronous form.
2. Synchronous teaching takes place when there is real time communication between the course instructor and participants.
3. 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.
4. Precise distance teaching conditions can be set out in directives passed by relevant University governing bodies.

Article 16

1. Upon the Dean's approval, courses may be conducted in a foreign language by academic staff with adequate linguistic competence.
2. 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.

Article 17

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, as per the study curriculum.

Article 18

The Dean supervises the teaching process.

Chapter 5

The Procedure for Course and Semester Completion

A. General Provisions

Article 19

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).
4. The credit for a course shall be obtained by the end of the semester, subject to the provisions of Article 24.

Article 20

The University uses the following pass and grading system:

1) Grading system:

2	Fail (Polish <i>niedostateczny</i>)	No credit/fail
2 nb (p.a.) (<i>in absentia</i>)	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>)	

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

2) 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

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

Article 21

1. The rules of participation in classes as well as rules of 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 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. An 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) required 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 ability, 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,
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.

Article 22

1. In particularly justified cases, at a student's written request, the Dean may allow the student to pursue an Individual Study Program (ISP), thereby exempting such a student from the requirement to attend classes.
2. The Individual Study Program covers a specific semester, from its start or from the date of the decision, if the latter was passed after the start of the semester.
3. Within the ISP the Dean may – in agreement with and with the approval of the course instructor – agree to individual dates of final tests and exams during ordinary and resit exam sessions, excluding semester examinations. In such a case, the student should contact the course instructor without undue delay.
4. A student who has been approved for ISP shall arrange with the course instructor the form of credit for the course within 2 weeks from the date of the ISP decision.

Article 23

1. Should a student fail a course at first attempt, they have the right to retake the course final test or exam during the resit exam session, subject to paragraph 2.
2. The course sheet may stipulate that a resit to pass the course is not permitted if this is justified by the nature of the classes and available methods of verifying learning outcomes, in particular in cases where the course is passed based on activities carried out during classes, and the student did not attend such classes or did not complete the required activities.
3. A passing grade obtained during the first attempt cannot be changed during the resit exam session.

B. Extended session

Article 24

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 effective until the day specified 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

Article 25

1. The criteria students are required to meet in order to successfully complete a course, also in the resit session, are presented to the students at the beginning of each semester in which the course is offered.

2. Dates of in-semester tests (such as written and oral tests of knowledge and skills) during which credits can be obtained, as specified in the course sheet, should be communicated to students at least two weeks in advance.
3. The course instructor shall notify students about the 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. The student has the right to receive justification for the grade obtained in the final tests referred to in paragraphs 2 and 3, within 7 days of receiving the grade. After this deadline, the grade shall be considered final.

Article 26

1. A student who has complied with all course sheet requirements/conditions for passing a course, the student shall obtain a credit confirmed by an appropriate entry made by the course instructor in a grading sheet.
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 (subject to the provision of Article 37(3)) and confirmed by an appropriate entry in the grading sheet 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 a 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 a first-cycle studies is not allowed.
4. If the course instructor decides to copy the grade obtained at a home or other university, if the pass was obtained during a resit session, only the passing grade is copied.

Article 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, subject to the provisions of Article 22 and Article 24(1). The obtained credit 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

Article 28

1. Exams take place in session periods defined in the academic calendar and at dates declared 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 only in these courses for which the student obtained a passing final grade in practical classes, laboratory classes, projects, or other mandatory activities planned for the specific course. If a student fails to pass a mandatory form of activity, they shall not be allowed to take an exam at the specific date. Detailed rules for passing individual forms of activity are specified in the course sheet and course instructor. The only exception are courses for which the study program stipulates only exams.
4. A student who obtains a credit for a course ending with an exam in the second attempt shall automatically fail 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. An exam may cover more than one subject (semester exam). Taking the semester exam is not conditional on obtaining credits for courses covered by the semester exam.

Article 29

1. The results of an exam shall be communicated to the student within seven (7) days from the day of the exam, subject to paragraph 2 hereof. The date of entry in the grading sheet should be the date of the exam.
2. The results of the semester exam shall be communicated to the student within fourteen (14) days from the day of the exam. The date of entry in the grading sheet should be the date of the exam.
3. The student has the right to receive justification for the exam grade within 7 days of receiving the grade. After this deadline, the grade shall be considered final.

Article 30

Before taking the exam, the student must present their student ID card. The examiner has the right to refuse to examine a student who does not present their student ID card before the exam.

In justified cases the presentation of another ID with a picture may be allowed.

E. Course crediting and examination before an examination board

Article 31

1. In the event of objections to the justification for the grade received in a course or exam taken on the first or second attempt, the student may, within seven (7) days of the grade becoming final, 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, an expert in the field designated by the Dean, and a representative of self-governing students' union designated by a relevant body. At the student's request, also an observer designated by the student can participate in the final test or exam before an examination board. The date of the final test and exam before an examination board shall be specified by the Dean.
3. The grade obtained during the final test or exam before an examination board shall supersede the grade from the contested attempt.

Article 32

In particularly justified cases, the Dean may, within 7 days of the announcement of results, annul the grades obtained by the student during the final test or exam taken at first or second attempt, and schedule the date of a test or exam to be taken before an examination board.

Article 33

When calculating the grade point average, the grade that is taken into account is the one obtained at the final test and exam before an examination board.

F. Semester Completion

Article 34

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

Article 35

Semesters shall be completed in chronological order.

G. Retaking a course

Article 36

1. If a student fails to obtain credit for up to two courses during a semester of studies, the Dean shall designate the student to repeat the failed courses, without the need for the student to file an application, subject to paragraph 2 point 2.
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, only at a written application of the student.
3. The form of repetition shall be determined by the Dean.
4. The Dean shall set forth conditions for repeating a course, including the semester in which the repetition should take place, and shall specify a date to obtain credit for the course based on the exam session plan. If within 14 days of the issue of the decision the student does not object to it in writing, then this shall be deemed as the student's consent to repeat the course on the terms set forth by the Dean.
5. The repetition of a course may also take place using remote teaching methods and techniques or by way of consultations with the course instructor. The manner of repeating a course 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, at dates individually agreed with the course instructor,
 - 2) a course other than the diploma seminar, taken in the last semester of studies.
7. A course may be repeated only once. In exceptional cases, at the student's request, the Dean may approve a second repetition of a course.
8. 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.
9. The Dean shall set forth the rules of repeating the semester exam.

H. Repetition of a semester

Article 37

1. Should the student fail to meet conditions to complete a semester, the Dean, upon the request of the student, shall have the student repeat the semester.
2. A student repeating a semester is required to pass all courses planned in a given semester in the study curriculum.
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 cases the Dean may grant permission for a second repetition of a semester.
5. The conditions for repeating a semester, including the obligation to complete any curriculum differences due to changes in the curriculum, shall be determined by the Dean. A student repeating a semester must contact the Faculty Office before the semester begins to review the specified terms of study.

I. Conditional qualification for a semester

Article 38

A conditional qualification for the next semester is a result of the Dean's decision based on:

- 1) directing the student to repeat a course or courses while continuing tuition in the next semester – in which case, the conditional qualification shall be extended until the student passes the outstanding course,
- 2) extending the exam session for the student – in which case, the student qualifies conditionally for the next semester until the day which forms the deadline for obtaining credit for the course.

J. Curriculum differences

Article 39

1. In every case, the Dean shall specify the courses constituting curriculum differences the student must pass in the way set out in Article 25-30.
2. The deadline and conditions for making up for curriculum differences are determined by the Dean.

Chapter 6

Individual study program and study curriculum

Article 40

1. Students who have the right to study within an individual study program or 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 learning outcomes,
 - 4) with a legal disability status, if the disability impedes participation in regular classes.
2. A student applying for an individual study program or curriculum shall submit a written request to the Dean, proposing:
 - 1) the period in which they wish to follow the individual study program or curriculum;
 - 2) a proposed schedule for individual classes.
3. The right to study under an individual study program or curriculum is granted by the Dean who also determines the individual study program issued for a given academic year.

Article 41

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

Article 42

1. A student who obtained the Dean's permission to follow an individual study program or curriculum, shall receive an individual study program or curriculum card.
2. Such a student shall have the right to participate in all classes in the courses provided for in their program.

Article 43

1. A student studying under an individual study program or 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 as specified in Articles 25-35 hereof.
2. The provisions of Articles 36-38 shall apply as appropriate.

Article 44

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

- 1) if there are insubstantial and justified discrepancies – the Dean may approve a revised study program or curriculum for the following semester,
- 2) if there are significant discrepancies – the Dean may refuse the option to continue the individual study program or 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.

Article 45

An individual study program and study curriculum can also be implemented within individual interdisciplinary studies. Provisions of Articles 40-44 hereof shall apply as appropriate.

Article 46

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

Chapter 7

Specialties and specializations of studies

Article 47

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

Chapter 8

Work placement

Article 48

1. Work placement required by the curriculum is mandatory for first-cycle, second-cycle, and 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. Work placement is a compulsory part of education and is subject to the rules set forth in these Study Regulations and in Work Placement Regulations of WSB Merito University in Poznań.
4. The detailed conditions of undertaking and completing practical placements are determined by the Dean.

Article 49

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 (hereinafter referred to as work experience), may apply for credit for such activities as work placement.
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. 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.

Chapter 9

Field practice

Article 50

1. Field practice required by the curriculum is mandatory for first-cycle, second-cycle, and long-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. The detailed rules of undertaking and completing field practice are determined by the Dean.

Chapter 10

Student internship

Article 51

1. Internships required by the curriculum of dual studies are mandatory, and particulars of internships are stipulated in the given field of study curriculum.
2. The conditions of undertaking and completing internships are defined by Student Internship Regulations and an agreement with a partner company.
3. The detailed rules of undertaking and completing internships are determined by the Dean.

Chapter 11

Change of the form, field, and specialty of studies

Article 52

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.
3. If the change of the form of studies results in curriculum differences, the student must make up for said differences by the date specified by the Dean.

Article 53

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 especial 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 specialty of studies by the end of the semester following the semester when the student made their 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 specialty by the deadline specified by the Dean.

Article 54

A change in the form, field, or 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 and justified cases, the Dean may consider a student's application submitted also after the above deadlines, taking into account the circumstances of a particular case.

Article 55

If there is a change of specialty connected with the change of the field of study, the provisions of Article 47(2) and (3) shall apply as appropriate.

Chapter 12

Leaves

Article 56

1. A student may be granted 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) other important circumstances.
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.
3. The leave is granted by the Dean at the student's request. The leaves are entered in the records of the course of studies.
4. The leave cannot apply to the previous semester or academic year.
5. Long-term leaves are granted after completing a semester. In particularly justified cases, 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. A student who is a parent may apply for a leave 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.

Article 57

During the leave the student retains student rights, and their student ID card remains valid.

Article 58

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. To do that, the student should contact the Faculty Office at the beginning of the semester to review the study curriculum and the conditions of study specified by the Dean.
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

Article 59

1. A diploma thesis shall be deemed to mean a Bachelor's thesis, engineer's thesis, or Master's thesis.
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 approved 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. 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.
5. 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.
6. Detailed rules of the diploma procedure are determined by the Dean.

Article 60

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

Article 61

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.

Article 62

1. The diploma thesis shall be prepared in the medium of instruction of the field of study.
2. For studies conducted in the Polish language, at the request of the student, with the positive opinion of the thesis supervisor, and with the approval of the Dean, the thesis can be prepared in a foreign language.

Article 63

1. Every diploma thesis before its defense shall be checked by the supervisor in the Uniform Anti-Plagiarism System (Polish: *Jednolity System Antyplagiatowy*), 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 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 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, independently, by a reviewer appointed by the Dean. The student has the right to receive information about their thesis evaluation and the content of the review at least three (3) days before the diploma examination.

Article 64

1. If a diploma dissertation 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, subject to Article 36(6)(1).

Chapter 14

Diploma Exam

Article 65

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.
3. Detailed rules of organizing the diploma exam can be determined by legal regulations passed by relevant governing bodies of the University.
4. A student is eligible for a diploma exam under the following conditions:
 - 1) he/she has obtained credits for all courses/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.

Article 66

1. The diploma exam is conducted in the medium of instruction of the field of study.
2. In the case specified in Article 62(2), at a student's request, the Dean may agree to conduct the examination in the language in which the diploma thesis was prepared. The Dean's consent is contingent upon the examination board members having the appropriate language competence.

Article 67

1. If in a given study curriculum a diploma thesis has to be prepared, the Dean shall set the date of the diploma exam no later than 3 months from the date the thesis is submitted.
2. If a given study curriculum does not require a diploma thesis, the Dean shall set the date of the diploma exam no later than 3 months from the date the student meets the obligations set out in Article 65(4) hereof.
3. The date of the diploma exam shall be announced at least seven days in advance.
4. The examination board is appointed by the Dean.
5. The Dean or the person appointed by the Dean acts as a board chairperson.
6. If in a given study curriculum a diploma thesis has to be prepared, the examination board consists of:
 - 1) chairperson,
 - 2) supervisor,
 - 3) reviewer.

In exceptional cases, the Dean may appoint a different examination board that includes academic teachers specializing in the subject matter covered by the scope of the diploma exam.

7. If in a given study curriculum a diploma thesis does not have to be prepared, the examination board consists of:
 - 1) chairperson,
 - 2) two academic teachers specializing in the subject matter covered by the scope of the diploma exam.

Article 68

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 – 3.25	Satisfactory (Polish <i>dostateczny</i>)	3
3.26 – 3.75	Satisfactory plus (Polish <i>dostateczny plus</i>)	3+
3.76 – 4.25	Good (Polish <i>dobry</i>)	4
4.26 – 4.50	Good plus (Polish <i>dobry plus</i>)	4+
above 4.51	Very good (Polish <i>bardzo dobry</i>)	5

2. Detailed rules of grading the diploma exam can be determined by legal regulations passed by relevant governing bodies of the University.

Article 69

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.

Article 70

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.

Article 71

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.

Article 72

In justified cases referred to in Article 71, 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.

Article 73

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.

Article 74

1. If the student fails the diploma examination in the second attempt, the Dean makes the decision to remove the student from 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.

Article 75

1. A report is made from the diploma exam.

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.

Article 76

1. If in a study curriculum a diploma thesis has to be prepared, 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 'zał' (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. 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 'zał' (pass without grade), optional and supplementary courses,
 - 2) 30% of the grade in the diploma examination.
3. At the request of the chairperson, the examination 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).

Article 77

The higher education diploma includes the final grade for the studies, determined according to the following grading scale:

up to 2.99	Fail (Polish <i>niedostateczny</i>)
3.00 – 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 – Graduation

Article 78

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.

Article 79

1. A University graduate receives a higher education diploma confirming they obtained the professional title of *licencjat* (Bachelor), *inżynier* (Engineer), or *magister* (Master).
2. Within 30 days from the diploma exam date, a University graduate may make a written request to receive a certified copy of the diploma translated into a foreign language.

3. A University graduate receives a higher education diploma within thirty (30) days from the date of their diploma exam.

Chapter 16

Removal from the Student Register

Article 80

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 student register 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 student register 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 student register as of the day when the condition is true.
7. If the conditions set out in paragraph 4(4) are met, the Rector removes the student from the student register as of the day when the decision on the penalty becomes final.

Article 81

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 the requirements stipulated in Article 37(5) and Article 58(1).
2. The student's decision to discontinue studies requires the student to submit such a statement to the Faculty Office in writing (hard copy bearing the student's signature).

Article 82

1. Any matters related to studies shall be settled in the form of decisions:
 - 1) on the basis of administrative decisions passed in accordance with the Act of 14 June 1960 – 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 Act – Law on Higher Education and Science, but requiring a ruling.
2. In individual student matters requiring an administrative decision (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 has the right, within 14 days

of receiving the Rector's decision, to submit a request to the Rector for reconsideration of the case, or to file another appeal, in accordance with the instructions provided in the decision.

3. In the case of decisions issued by an authority other than the Rector, the student has the right, within 14 days of receiving a decision, to file an appeal with a higher authority, in accordance with the instructions provided in the decision.
4. 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. In the case of such decisions, the student has the right, within 14 days of receiving a decision, to file an appeal in accordance with the instructions provided in the decision.

Article 83

Upon being removed from the student register, the student must settle all obligations towards the University, including the payment of tuition fees up to the time of removal.

Chapter 17

Conditions to Resume Studies

Article 84

1. A student removed from the student register who fulfilled all the student's earlier obligations towards the University may apply to resume studies 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, subject to Article 74(2).
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 the student's earlier results, with the deadline for their completion,
 - 3) determines the date of delivering documents referred to in paragraph 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

Article 85

1. A student who breaches the regulations of the University or commits acts that violate student dignity, in accordance with the Act, shall face disciplinary liability before a faculty disciplinary board or a peer review panel of the students' union.
2. Acts that are considered to violate student dignity include, in particular:
 - 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 under the influence of alcohol or other intoxicating substances 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.

Article 86

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

Chapter 19 **Transitional and final provisions**

Article 87

1. Decisions made under the Study Regulations in force prior to the effective date of these Regulations, as well as under legal acts issued on their basis, shall remain in effect.
2. If a student submitted a request concerning their case while the previous Study Regulations were in force, the decision shall be made in accordance with the Study Regulations applicable on the date the request was submitted.
3. In all student related matters that are not governed by these Regulations, the Dean shall make decisions in the appropriate legal form. The student has the right to appeal the Dean's decision to the Rector within 14 days of receiving the decision.

Article 88

These Regulations enter into force at the beginning of the academic year 2025/2026.