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W POZNANIU

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Approved by the resolution  
of the  
Senate of the University of Commerce and  
Services (WSHIU) in Poznań  
of 30 September 2019  
No. 40/2019

# **STUDY REGULATIONS**

## **OF THE UNIVERSITY OF COMMERCE AND SERVICES IN POZNAŃ**

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**POZNAŃ 2019**

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**Chapter 1**  
**GENERAL**  
**PROVISIONS**

**Art. 1**

1. The Study Regulations of the University of Commerce and Services, hereinafter referred to as Regulations, specify the organisation and course of studies and the corresponding rights and obligations of the student.
2. The provisions of the Regulations shall apply to full-time or part-time first-cycle studies, second-cycle studies and long-cycle Master studies.

**Art. 2**

1. The following persons may study at the University of Commerce and Services in Poznań, hereinafter referred to as the University:
  1. persons holding a secondary school leaving ('maturity') certificate and, in the case of foreign nationals, persons holding an equivalent of the secondary school leaving ('maturity') certificate, when applying for admission to first-cycle studies and meeting the entry requirements specified by the University;
  2. persons holding a Master /magister/, Bachelor /licencjat/, Engineer /inżynier/ or an equivalent degree, when applying for admission to second-cycle studies and meeting the entry requirements specified by the University.
2. The rules, procedure of admission and the limit of admissions, as well as the forms of studies in particular courses and levels of studies, shall be specified annually for a given academic year by the Senate of the University in accordance with the University Statutes.

**Art. 3**

1. Students shall be admitted to the University upon their matriculation and the taking of an oath, the contents of which shall be specified in the University Statutes.
2. The student's rights and obligations shall expire upon graduation day or following the removal from the register of students.
3. A student receives a student ID card. The student ID is a document which certifies the status of the student.
4. Upon completion of studies, a graduate shall obtain a Diploma of Higher Education, the form of which shall be specified in separate regulations.

**Art. 4**

1. The Rector shall be in charge of the entire student body of the University.
2. The Dean shall be in charge of students of a given faculty.

**Art. 5**

1. The Rector shall exercise general supervision over the implementation of study plans and curricula and the proper course of studies.

2. The functioning of the faculty shall be supervised by the Dean. The Dean shall be responsible for the proper functioning of the faculty and make decisions on all student matters related to the course of study.
3. Each decision of the Dean may be appealed against by the student to the Rector within two weeks from the date of receipt of the decision by the student.

#### **Art. 6**

1. In the event that the *University* receives at least a positive evaluation of the curriculum in a given course, level and educational profile or obtains the right to confer the academic degree of doctor /doktor/ in the area of education and the field of study to which the given University course is assigned, it is possible to admit persons to the studies as a result of confirmation of learning outcomes, taking into account an individual study plan and scientific guidance.
2. Learning outcomes shall be confirmed in the scope corresponding to learning outcomes contained in the curriculum of a specific University course, level and educational profile according to the rules specified by the Senate of the *University*.
3. The learning outcomes may be confirmed:
  - 1) for a person holding a secondary school leaving ('maturity') certificate and at least five years of professional experience - when applying for admission to first-cycle studies or long-cycle Master studies;
  - 2) for a person holding a professional title of a bachelor /licencjat/ (or equivalent) and at least three years of professional experience after the completion of first-cycle studies - when applying for admission to second-cycle studies;
  - 3) for a person holding a Master's Degree (or equivalent) and at least two years of professional experience after the completion of first-cycle studies or long-cycle Master studies - when applying for admission to another University course of first-cycle or second-cycle studies or long-cycle Master studies.
1. Graduates of teacher training colleges, teachers' colleges of foreign languages and social work colleges, undertaking the validation of learning outcomes are not required to have five years of professional experience.
2. As a result of the confirmation of learning outcomes, a student may be awarded no more than 50% of ECTS credits assigned to the given study programme of a given course, level and educational profile.
3. The number of students on a given course, level and educational profile who have been admitted to the studies on the basis of the best results obtained as a result of the confirmation of learning outcomes may not be greater than 20% of the total number of students on that course, level and educational profile.

#### **Art. 7**

The elected bodies of the Student Council shall be the only representative of the entire student body. The scope of activities of the Student Council and its bodies shall be specified in the Student Council Regulations.

## **Chapter 2**

### **ORGANISATION OF THE STUDIES**

#### **Art. 8**

1. The University runs first-cycle studies ending with a Bachelor /licencjat/ degree, second-cycle studies ending with a Master's /magister/ or M.Sc.Eng. /magister inżynier/ degree, as well as uniform Master studies ending with a Master degree. They are all realised as full-time and part-time studies, as well as post-graduate studies and further education courses.
2. Classes at the first-cycle and second-cycle studies may be conducted using distance learning methods and techniques.
3. A part of the curriculum may be realised outside the home university, including under the *Erasmus+* programme or another international student mobility scheme.
4. Classes, assessment, examinations and preparation of the diploma thesis in a foreign language for foreign nationals may be conducted at the University after meeting the following requirements:
  1. the submission of an application by a group of at least 50 students of a specific level, course and year of study;
  2. the knowledge of the selected foreign language by the students listed in point 1 at proficiency level B2 in accordance with the Common European Framework of Reference for Languages established by the Council of Europe.
5. Decisions in matters referred to in section 4 shall be made by the Rector.
6. Tuition at the University shall be paid in accordance with the rules specified in the course contract and in the Tuition Fee Regulations announced to students on the information board at the headquarters of the University and on the University's website.
7. The student is obliged to sign a course contract and submit it to the University at the latest on the day of matriculation.

#### **Art. 9**

1. The academic year begins on 1 October and lasts until 30 September of the following calendar year.
2. The academic year consists of two semesters: the spring and the autumn semester.
3. The established organisation of the academic year, including the commencement and end dates of classes, examination sessions and breaks in classes, is determined annually by the Dean and announced no later than one month before the commencement of the academic year, by publishing the information on the University's website.
4. The commencement of the academic year shall also be the commencement of the autumn semester. The provisions of section 3 shall apply to determining the commencement date of the spring semester.
5. Throughout the academic year the Rector may announce days off or hours free from classes referred to as Rector's days or hours.

**Art. 10**

1. First-cycle studies are conducted both as full-time and part-time studies and last 6 semesters.
2. Second-cycle studies are conducted both as full-time and part-time studies and last 4 semesters.
3. Second-cycle studies ending with a M.Sc.Eng. degree are conducted both as full-time and part-time studies and last 5 semesters.
4. Uniform Master studies are conducted both as full-time and part-time studies and last 10 semesters.
5. The studies shall be conducted in accordance with study plans and curricula adopted pursuant to the provisions of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668) and the University Statutes.
6. The studies shall be conducted taking into account the European Credit Transfer System (ECTS), in which the student's performance is expressed in terms of credits, hereinafter referred to as ECTS credits.
7. The studies shall be conducted at a specific course, level and profile on the basis of a curriculum that specifies:
  - 1) the outcomes of learning, referred to in the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 25 October 2018, item 2153, as amended) taking into account the universal characteristics of first-cycle studies specified in this Act and the characteristics of second-cycle studies specified in the regulations issued pursuant to Art. 7 sec. 3 of this Act (also Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of second level learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (PRK);
  - 2) the description of the process leading to acquisition of learning outcomes;
  - 3) the number of ECTS credits allocated per course .
8. ECTS credits are a measure of student's average workload necessary to obtain learning outcomes. An ECTS credit corresponds to 25-30 hours of student's work comprising courses organised by the University and their individual work related to these courses.
9. If the specificity of the studies on a particular course so allows, some of the learning outcomes included in the curriculum may be achieved through classes conducted with the use of distance learning methods and techniques and infrastructure and software ensuring synchronic and asynchronous interaction between students and lecturers conducting the classes.
10. The curricula specify the duration of studies, the list of modules, their time span, forms of assessment, the number of ECTS credits, and the type and duration of student work placements on the course and specialisation.
11. The curricula and study plans shall be generally available to students. Any changes shall be communicated to the students before the commencement of the semester.
12. A detailed semester timetable shall be announced to students on the information board at the headquarters of the University and on the University's website no later than one week before the commencement of the semester.

13. The rules for the organisation of post-graduate studies and further education courses shall be governed by separate regulations, including the Regulations for Post-graduate Courses.
14. The rules confirming organised or not institutionally organised learning outcomes outside the system of studies shall be regulated by the Rules for confirming organised or not institutionally organised learning outcomes outside higher education.

#### **Art. 11**

The curriculum of studies with a practical profile shall provide work placement of at least:

- 1) 6 months - in the case of first-cycle studies and long-cycle Master studies;
- 2) 3 months - in the case of second-cycle studies.

The rules and procedure for the completion of student work placement resulting from study plans shall be specified in the Student Work Placement Regulations.

### **Chapter 3**

#### **INDIVIDUAL STUDY PLAN AND CURRICULUM**

##### **Art. 12**

1. It is allowed for the student to carry out an individual study plan.
2. The decision to study according to an individual study plan shall be made by the Dean at the student's request.

##### **Art. 13**

1. A particularly talented student can apply for an individual study plan and curriculum if:
  - 1) he/she has passed the first year of studies unconditionally,
  - 2) he/she passed the previous examination session on time,
2. The individual study plan and curriculum provide a specific teaching and scientific guidance, as well as an individual choice of content and forms of education.
3. Individual choice of content and forms of education referred to in section 2, are aimed at expanding knowledge within the studied course or specialisation or combining two or more specialisations within one or more courses, as well as involving the student in research work.
4. In order to provide teaching and scientific guidance, the Dean shall appoint a tutor from amongst the University's teachers.
5. Detailed rules of studying according to the individual study plan shall be established by the Senate at the Dean's request.

## **Chapter 2**

### **INDIVIDUAL ORGANISATION OF STUDIES**

#### **Art. 14**

1. It is possible to apply for individual organisation of studies in the case of a situation recognised by the Dean as justified for undertaking such form of studies by the student. The consent to individual organisation of studies shall be made by the Dean at the student's request.
2. The Dean may give his/her consent to individual organisation of studies, particularly with regard to students who are:
  - 1) studying on more than one University course,
  - 2) studying selected modules on other University courses or specialties,
  - 3) carrying out a part of their studies at another national or foreign university,
  - 4) a single parent,
  - 5) disabled;
  - 6) in a difficult life situation.
3. The individual organisation of studies consists in setting individual dates for the completion of learning obligations resulting from study plans.
4. The Dean shall establish the rules and procedure for the individual organisation of studies for a period not longer than one academic year.

## **Chapter 5**

### **RIGHTS AND OBLIGATIONS OF STUDENTS**

#### **Art. 15**

The student has the right to:

- 1) acquire knowledge in the chosen course and specialisation, develop one's own scientific interests and make use of consultations with academic teachers to this end, as well as to use the premises, equipment and teaching resources of the University,
- 2) transfer and recognise ECTS credits,
- 3) participate in decision-making by the University's collegial bodies through student representatives and submit postulates to the University's authorities concerning study plans, curricula, the course of studies, matters related to the teaching process and social and living conditions,
- 4) receive awards and merits,
- 5) participate in student exchange programmes in accordance with the principles specified in separate regulations,
- 6) obtain leave from classes at the University pursuant to the rules and procedure specified in Art. 42-45,

- 7) undertake studies based on an individual study plan and curriculum, and based on an individual organisation of studies pursuant to the rules stipulated in Art. 11-13,
- 8) change the University course and transfer to full-time or part-time studies,
- 9) repeat failed study periods and conditional continuation of studies,
- 10) become members of student organisations operating at the University,
- 11) become members of student scientific circles and participate in research conducted by the University,
- 12) develop cultural, tourist and sporting interests, make use of the University's facilities and resources to this end, and obtain assistance from academic teachers and the University's bodies,
- 13) participate in open classes of different faculties or specialisations and other classes with the consent of the academic teacher conducting them,
- 14) financial assistance pursuant to the principles laid down in the Regulations for granting financial assistance to students of the University,
- 15) use help to obtain information about job offers, apprenticeship opportunities and work placements.

#### **Art. 16**

The student's obligations include:

- 1) proceeding in accordance with the contents of the oath,
- 2) selecting specialisation, optional modules and diploma seminars, from amongst those listed in the educational offer of the University and study plans,
- 3) systematic and active acquisition of knowledge and professional skills in accordance with the study plan and curriculum,
- 4) participating in compulsory classes, student work placement included in the study plan and curriculum,
- 5) obtaining credits and taking examinations within the prescribed period, according to the study plan and curriculum,
- 6) strict adherence to the regulations applicable at the University,
- 7) taking care of the University's reputation and respecting student rights and customs,
- 8) respect for the University's property,
- 9) payment of tuition fees resulting from the course of study and other fees related to the course of study within the prescribed period,
- 10) notifying the University immediately of any change of name, marital status and address, as well as of withdrawal from studies.

#### **Art. 17**

1. The student shall be subject to disciplinary liability for any conduct demeaning student's dignity and for any breach of the regulations applicable at the University in accordance with the rules and procedure

specified in the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2018, item 1668).

2. The disciplinary penalties that may be imposed on a student include:

- 1) admonition,
- 2) reprimand,
- 3) reprimand with warning,
- 4) suspension of certain student rights for up to one year,
- 5) expulsion from the University.

#### **Art. 18**

A student may pursue gainful employment. However, the performance of work does not exempt the student from fulfilling his/her obligations towards the University.

#### **Art. 19**

1. The bodies of the Student Council shall be the representative of the entire student body of the University. Student representatives in the Senate and Faculty Board are entitled to express their views on all matters concerning students.
2. The Dean may appoint year tutors and, if necessary, tutors for student groups from amongst academic teachers.

#### **Art. 20**

1. In each period of study, a student may resign from studying at the University in accordance with the rules and procedure stipulated in the course contract concluded with the University.
2. A student is deemed to have terminated his/her course contract by submitting a signed written statement of resignation to the Faculty Dean's Office.

#### **Art. 21**

1. Student rights shall expire:
  - 0) upon the date on which the decision to remove a student from the list becomes binding,
  - 1) upon the completion of studies, i.e. on the day of taking the diploma examination.
2. The decision referred to in section 1 point 1 shall be issued by the Dean if the student:
  - 0) fails to commence studies,
  - 1) resigns from the studies,
  - 2) fails to submit a diploma thesis within the deadline or pass the diploma examination,
  - 3) is subject to the disciplinary penalty of expulsion from the university.
3. The decision referred to in section 1 point 1 may be issued by the Dean if the student:
  - 0) fails to participate in compulsory classes,
  - 1) has no progress in learning,
  - 2) fails to pass the semester or year within a prescribed period,
  - 3) fails to pay fees related to studying.

4. The following actions by the student are considered failure to commence the studies:
  - 1) unjustified failure to take an oath and failure to collect a student ID card within the period of one month from the commencement of studies,
  - 2) failure to pay the first and second instalment of the tuition fee within the prescribed period.
5. The following conduct of the student is regarded as lack of progress in learning:
  - 1) repeated failure to pass the same module if it was repeated or if it was the basis for a conditional permission to undertake studies in the next semester,
  - 2) repeated failure to pass the semester (if it was repeated).
6. Removal from the register of students is effected by way of an administrative decision.
7. The decision issued by the Dean about the removal of a student from the register is immediately communicated to the student in writing (directly handed over or sent by post).
8. The student has the right to appeal the decision of the Dean referred to in section 2 and 3 within 14 days from the date of its delivery. The Rector's decision is final.

## **Chapter 6**

### **TRANSFERS, READMISSIONS AND PARALLEL STUDIES**

#### **Art. 22**

A student may transfer to another university, so long as he/she has fulfilled all obligations towards the University.

#### **Art. 23**

1. A student may transfer to the University from another university.
2. The decision on accepting a student transferring from another higher education institution is made by the Dean.
3. The Dean shall specify the conditions, date, and manner in which the transferred or resuming student shall make up for the differences resulting from study plans and curricula, and the semester for which the student shall be enrolled.

#### **Art. 24**

The provisions of Art. 22 and Art. 23 shall apply accordingly in cases where students transfer from one course or specialisation to another course or specialisation within the University.

#### **Art. 25**

1. The Dean may agree to the change of:
  - 1) course or specialisation,
  - 2) form of study on a given course.
2. When changing a course, specialisation or form of study, the Dean determines the differences in the curriculum and sets a deadline for making up for such differences.

#### **Art. 26**

1. A student who has been removed from the register of students may resume studies with the consent of the Dean.

2. The student cannot resume studies if a given university course is no longer taught at the university.
3. Curriculum changes shall oblige the student to make up for the differences in curriculum, regardless of the number of previously completed semesters. The aim of completing these differences is to achieve all learning outcomes by the student, resulting from the current curriculum. A person resuming studies can graduate if he/she achieves the same learning outcomes as other students in a given year.
4. The readmission of a person who has been removed from the register of students in the first semester of studies shall take place according to the general rules of recruitment.

#### **Art. 27**

With the consent of the Dean, a student may study outside of his/her course or specialisation in any number of courses or specialisations and modules of his/her choice, in various higher education institutions, so long as he/she fulfils all of the obligations associated with the course of study.

### **Chapter 7**

#### **STUDENT MOBILITY**

#### **Art. 28**

1. A student may, with the consent of the Dean, pursue part of his/her studies in another higher education institution in accordance with the rules stipulated in Learning Agreements for Studies and student exchange programmes to which the institution is a signatory.
2. The Dean approves an individual study plan and curriculum that will be taught at another university and specifies the conditions, dates, and manner in which the student will make up for the differences in study plans and curricula.
3. Credit for classes covered by an individual study plan and curriculum and results obtained at another higher education institution shall be treated equally to credit for classes and results obtained at the home university.
4. Credit for modules taught during student exchanges with other universities is awarded by the Dean.
5. If a student is enrolled at a university where a different crediting period applies than at his/her home university, the Dean may determine a crediting period different from that specified in Art. 28.

### **Chapter 8**

#### **PASSING THE SEMESTER AND YEAR OF STUDIES**

#### **Art. 29**

1. The basic crediting period at the University shall be a semester and a year of study in the crediting period indicated within the organisation of the academic year.
2. When taking an examination or credit, the student is obliged to present a valid student ID card within a period specified by the course teacher.
3. After each semester a student shall be assessed for the performance of all the required academic obligations.

4. A student of a semester other than the last semester of study shall be enrolled on a higher semester unconditionally or conditionally as a result of a settlement, or shall repeat a failed period of study or shall be removed from the register of students.
5. A student of the final semester of study shall be granted the right to take the diploma examination or to repeat a failed period of study, as a result of settlement.

#### **Art. 30**

1. Adopts the rules for the application of the European Credit Transfer System.
2. Detailed rules on the application of ECTS credits are stipulated in separate regulations.

#### **Art. 31**

1. The requirements for passing the semester are:
  - 1) to obtain all credits and pass all examinations set out in the study plan and curriculum for a given period of study so as to achieve a total of no less than 30 ECTS credits,
  - 2) to obtain positive entries in the student's periodic achievement record in the time established in the organisation of the academic year.
2. If a student obtains a higher number of ECTS credits, these shall be credited for the next semester.
3. In the case of students to whom an individual study plan and curriculum has been applied, and students who have completed their studies referred to in Art. 27, a condition for passing the semester is obtaining credit for classes and taking examinations included in the individual study plan and curriculum.
4. Students enrolled in the studies at another higher education institution under student exchange programmes or agreements, shall submit a transcript of records obtained at another higher education institution, including the documents referred to in Section 1.

#### **Art. 32**

1. As part of the study plan, the Senate shall determine the classes in which participation is compulsory. The absence of a student from compulsory classes must be excused. The method of completing the aforementioned differences is determined by the academic teacher conducting the classes.
2. The academic teacher responsible for the course is obliged, at the beginning of the course, to familiarise students with the syllabus for the course.
3. The student has the right to take the examination at any time before the session, as agreed with the examiner, after obtaining a credit, which is a condition for taking the examination.
4. The examination cannot take place during classes.

#### **Art. 33**

1. The following grading scale shall be used for examinations and credits:

<b>Grade</b>	<b>Abbreviation</b>	<b>Number</b>
Very good	A	5.0
Good plus	B+	4.5
Good	B	4.0
Satisfactory plus	C+	3.5

Satisfactory	D	3.0
Fail	F	2.0

2. Fail is a negative grade, while the remaining grades listed in section 1 are positive.
3. Each grade for each examination, both passed and not passed, and for each credit, both obtained and not obtained, shall be entered into the student's periodic achievement record and credit protocol.
4. Courses continued for more than one semester shall be entered into the student's periodic achievement record as passed (zal.), and only the final examination or grading score shall be entered into as a grade in the final semester of the course.

#### **Art. 34**

1. Credit for a course not included in the examination is based on the student's activity in the course, and the grades received for possible projects, test assignments and other types of assessment.
2. A positive assessment results in obtaining credit.

#### **Art. 35**

1. The examination is a test of the degree of mastering the learning outcomes specified in the module syllabus. If the study plan requires the student to obtain credit from classes of a module covered by the examination, admission to take the examination is possible only after obtaining the credit.
2. Failure to obtain credit for tutorials, both as a result of receiving a negative grade and unexcused absence resulting in the failure to pass the module, shall result in the lack of admission of the student to take the examination.
3. A positive grade results in the recognition of the examination as passed.

#### **Art. 36**

1. Credit for classes is granted by the academic teacher conducting the classes.
2. The examination is carried out by an academic teacher of a given module. In exceptional cases, due to the illness of the lecturer or for other important reasons, the Dean may appoint another examiner.
3. Students with disabilities may apply for adjustment of credits and examinations according to the degree and type of their disability through: extending the time of writing an examination or credit; changing its form; using a computer; preparing examination (credit) materials in an enlarged font.

#### **Art. 37**

1. A student participating in research or implementation work may be exempted, with the consent of the relevant academic teacher, from taking part in certain classes in a given module, which is thematically related to the work or research being carried out.
2. Credits and exemptions referred to in section 1 and 2 shall take place in accordance with the rules specified by the Faculty Dean.

**Art. 38**

1. The number of examinations in an academic year may not exceed eight, with a maximum of five per semester.
2. The Dean determines the organisation of the examination session and the re-sit of the examination session, and announces it in the Virtual Dean's Office and on the website one week prior to the commencement of the semester
3. After failing an examination, a student has the right to re-sit two exams in each module he/she fails.
4. If the student fails to complete the course within the prescribed period, he/she shall re-sit the assessment within the re-sit period. After obtaining credit for the classes associated with the admission to take the exam, the student is entitled to one or two re-sit examinations, depending on the date of obtaining credit and the session schedule. In exceptional situations, decisions are made by the Dean.
5. In the case of an unexcused absence from the examination or credit, the student receives a negative grade.
6. The student is obligated to provide the Dean's office with an excuse for his/her absence from the examination or credit in writing within 7 days from the date of the examination or the date of obtaining credit. Otherwise, absence from the examination will not be excused.
7. In the event of illness or other excused absence of the student from the examination or credit, the student is entitled to one additional date for the examination or credit.
8. The Faculty Dean has the right to excuse the absence of a student from an examination or credit in justified cases

**Art. 39**

1. Within 7 days from the date of failing to obtain credit, a student has the right to appeal to the Dean, who may order an examination board to verify the results obtained by the student.
2. Within 7 days from the date of the examination, a student who raises justified objections to the impartiality, form, procedure, or course of the examination has the right to submit an application to the Dean for an exam conducted before an examination board. The exam conducted before an examination board is an oral exam and should take place within 14 days from the date of submitting the application.
3. The Dean may also order an exam conducted before an examination board for another reason, either on his/her own initiative or at the request of the Student Council. The three-person examination board shall consist of the Dean as the chairperson or an authorised person whom he shall appoint, and two experts in the field covered by the exam or related fields.
4. At the student's request, the examination board may include a representative of the Student Council as an observer.
5. If the examination challenged by a student was conducted by the Dean, the appeal is brought before the Rector, who appoints the members of the examination board and its chairperson, applying the provisions of section 3 accordingly.

**Art. 40**

Unexcused failure to attend a re-sit exam or an exam conducted before an examination board at the scheduled time results in a negative grade.

#### **Art. 41**

1. A student who has fulfilled the requirements specified in Art. 31, section 1 of these Regulations and has passed the semester, shall be enrolled for the next semester (unless it was his/her last semester of studies).
2. In respect of a student who has not passed a semester, the Dean shall:
  - 1) issue a decision to repeat a semester (year) of study,
  - 2) issue a decision on conditional enrolment for the following year or semester of study,
  - 3) remove him/her from the register of students.
3. Long-term condition means repeating the module. Failure to comply with the condition within the prescribed period shall result in the obligation to repeat the semester or to be removed from the register of students.
4. In justified cases, the Dean may extend the spring and autumn re-sit examination sessions until 31 April and 31 October, respectively. The Dean shall make decisions based on a student's written request.
5. The decision on the repetition of the same module or semester by a student shall be made by the Dean.

#### **Art. 42**

1. A student who has not passed a semester (year) is entitled to repeat it.
2. A student who has been conditionally enrolled for a subsequent year of study is required to pass the repeated modules within the period prescribed in the decision by the Dean.
3. At the request of a student who repeats a semester (year), academic teachers conducting the classes may recognise the credits obtained and the examinations passed by the student and transcribe them into the student's electronic periodic achievement record and credit protocol.
4. The credits and examinations obtained or passed by the transferring student at the previous university shall be recognised by the Dean, provided that they correspond to the University's study plan and curriculum and ECTS credits.
5. A student who repeats a semester (year) may apply to the Dean for permission to participate in selected classes of the higher semester (year) and to be granted the right to obtain credit for these classes and to pass the modules taught during these classes. This provision shall not apply when repeating the final semester of studies.
6. The rules set out in sections 2-4 shall apply to students resuming their studies.

### **Chapter 9**

#### **LEAVES**

#### **Art. 44**

1. The right to leave from classes at the University shall be acquired by the student after being enrolled for the second semester of studies.
2. The leave shall be granted by the Faculty Dean at the substantiated request of a student.

**Art. 45**

A student may be granted leave in the case of:

- 1) a long-term illness,
- 2) an important fortuitous event,
- 3) going to study or practice abroad.

**Art. 46**

1. The Dean may grant two types of leave:
  - 1) short-term leave,
  - 2) long-term leave.
2. The granting of a leave shall be confirmed by an entry in the student's study record book or the electronic periodic achievement record.
3. During the leave, the student shall retain student rights.
4. Granting the long-term leave automatically postpones the scheduled completion of studies.

**Art. 47**

1. The short-term leave of up to one month shall not release the student from the obligation to complete the period of study during which he/she was on leave.
2. During a long-term leave lasting one or two semesters, a student shall not pay tuition fees if he/she does not participate in any classes.
3. During a long-term leave lasting one or two semesters, a student may, with the consent of the Dean and upon payment of appropriate fees, attend and obtain credit for certain classes, and take certain exams.

**Chapter 10**

**AWARDS AND MERITS**

**Art. 48**

1. Students demonstrating outstanding achievements may receive: a certificate of appreciation, a letter of commendation or in-kind prizes, as well as:
  - 1) prizes funded by state institutions, scientific societies, social organisations or other funders in accordance with the regulations applicable to these prizes,
  - 2) the Rector's Award.
2. The detailed rules and procedure for awarding the prizes referred to in section 1 point 2 shall be determined by the Rector.

**Art. 49**

1. The diploma with honours shall be awarded to graduates who have met all of the following requirements:

- 1) they have completed their studies within the time period specified in the study plan and curriculum,
  - 2) they have obtained an average grade of no less than 4.5 both from exams and from credits granted for modules with no final exam,
  - 3) they have received very good grades for their diploma thesis and diploma examination,
  - 4) they have not violated the rules of the oath.
2. The diploma with honours shall be awarded by the Rector.
  3. The Diploma with honours shall be issued on special templates developed by the University.
  4. The Rector may award a financial prize associated with the receipt of a diploma with honours by a student.

## **Chapter 11**

### **DIPLOMA THESIS, DIPLOMA EXAMINATION, COMPLETING THE STUDIES**

#### **Art. 50**

1. The student shall prepare the diploma thesis under the supervision of the thesis supervisor, and the engineering project under the supervision of the project coordinator.
2. The thesis supervisor shall be a person holding at least an academic degree of Doctor. An engineering project may be coordinated by a person holding at least a M.Sc. Eng. degree if he/she has proven professional experience in the field, in which the project will be conducted and implemented.
3. The Dean shall appoint project coordinator for a given academic year.
4. The thesis created within student vocational training practices may be considered as a diploma thesis.
5. The topics of diploma theses shall be approved by the Faculty Dean.
6. The diploma thesis shall be assessed by the supervisor and one reviewer. In the case of a negative assessment of the thesis by the reviewer, the decision about the admission of the student to take the examination shall be made by the Dean, after consultation with the other reviewer. Section 2 shall apply to reviewers accordingly .

#### **Art. 51**

1. A student is required to submit his/her diploma thesis no later than by the end of the last semester of study, and in the case of engineering studies, by the end of the fourth semester of study. An engineering student of second-cycle studies is required to submit an engineering project by the end of the last (fifth) semester of study.
2. In justified cases, at the request of the student or the supervisor, the Dean may extend the deadline for submitting the diploma thesis or engineering project by three months, but not longer than 12 months.
3. In the case of a longer absence of the supervisor/coordinator of the project, which may delay the deadline for the submission of the thesis by the student, the Dean must appoint an academic teacher who will take over the responsibilities associated with supervising the thesis. A change of supervisor during the last six months before the date of completion of the studies may constitute the basis for extending the deadline for the submission of the final thesis, pursuant to the rules stipulated in section 2.

#### **Art. 52**

1. In the case of failure to submit the final thesis or the engineering project (if applicable ) by the deadline specified in Art. 51, the student shall be removed from the register of students.
2. After the removal referred to in section 1, re-submission of the diploma thesis, engineering project and diploma examination is possible after the student has been re-admitted to the studies, repeated the diploma seminar and completed curriculum differences.

#### **Art. 53**

1. The date of the diploma examination shall be set by the Head of Dean's Office in consultation with the Dean.
2. The diploma examination should take place no later than within two months after the date of submission of the diploma thesis/engineering project.

#### **Art. 54**

1. The condition for admission to take the diploma examination is:
  - 1) obtaining all the credits and passing all the exams specified in the study plan and curriculum for the entire period of study, and obtaining a minimum of 180 ECTS credits by a student of first-cycle studies and 120 ECTS credits by a student of second-cycle studies, 150 ECTS credits by a student of second-cycle studies ending with the M.Sc.Eng degree, and 300 ECTS credits by a student of long-cycle Master studies.
  - 2) receiving a positive grade for the diploma thesis/engineering project from both the supervisor and the reviewer.
  - 3) submitting the thesis for an anti-plagiarism procedure, in accordance with the Uniform Anti-plagiarism System applicable at the University, where the positive result of this procedure is a condition for accepting the thesis and allowing the student to take the diploma examination.
2. The diploma examination shall take place before an examination board appointed by the Dean, consisting of the Dean as chairperson, thesis supervisor and reviewer. If the final examination ends with an engineering project examination, it shall take place before an examination board appointed by the Dean, consisting of the Dean as chairperson, project coordinator, reviewer. The Dean may entrust the chairmanship of the examination board to an academic teacher holding at least the academic degree of doctor.
3. The diploma examination shall be closed and oral.
4. At the written request of a student or a supervisor/ coordinator of the project, the Dean may consent to the diploma examination being an open one.
5. When assessing the diploma examination, the grades applied are the ones specified in Art. 32 sec. 1 of these Regulations.

#### **Art. 55**

1. In the case of failing the diploma examination or in the event of unexcused failure to take a diploma examination, the Dean shall set a second date of examination as the final date, but no earlier than one month after the date of the first examination, and no later than three months after the date of the first examination.

2. In the event of failure to take the diploma examination on the second exam date, the Dean shall issue a decision to remove a student from the register of students.
3. After the removal referred to in section 2, it is possible to re-sit the diploma examination after the student has been re-admitted to the studies, the diploma seminar/engineering seminar has been repeated and the curriculum differences have been completed.

#### **Art. 56**

1. The completion of the studies shall take place after passing the diploma/engineering examination (if applicable).
2. The second-cycle shall receive a diploma of completion of first-cycle or second-cycle university studies and copies of the diploma within 30 days from the date of passing the diploma examination.
3. Before receiving the diploma, the graduate shall fulfil all obligations towards the University.

#### **Art. 57**

1. The basis for calculating the final result of the studies shall be:
  - 1) arithmetic average of grades both from exams and from credits for modules with no final exam, as stipulated in the study plan and curriculum,
  - 2) assessment of the diploma thesis,
  - 3) assessment of the engineering project (if applicable),
  - 4) assessment of the diploma or engineering examination.
2. The final result of the studies shall be the sum of 1/2 of the grade specified in point 1 and 1/4 of the grades specified in points 2 and 3.
3. The final result of the studies shown on the Diploma of Higher Education shall be entered in accordance with section 2, and the following rule:

up to 3.30	satisfactory	(3.0),
3.31 - 3.70	satisfactory plus	(3.5),
3.71 - 4.20	good	(4.0),
4.21 – 4.50	good plus	(4.5),
4.51 and more	very good	(5.0).
4. Only the diploma includes the rounded final grade for the studies; all other certificates specify the actual result of the studies, calculated according to the principle provided in section 2.
5. The examination board may increase the grade referred to in section 1 by half a grade if the student received very good grades from both the diploma thesis and diploma examination and, during the last year of studies, he/she received an average grade of at least 4.0 from exams and credits.
6. Detailed rules of degree awarding are specified in the Rules of Degree Awarding at the WSHiU.

## **Chapter 12 FINAL PROVISIONS**

### **Art. 58**

1. Pursuant to these Regulations, a student may appeal against a decision on student matters made by the Dean within 14 days from receiving the decision, to the Rector, who may overrule the decision.
2. If the decision is overruled, the Rector shall decide on the merits of the case.

### **Art. 59**

The Rector shall decide on matters concerning the order and course of studies not regulated herein.

### **Art. 60**

These Regulations were adopted at the meeting of the Senate of the University on 30 September 2019.

### **Art. 61**

These Regulations shall come into force on 1 October 2019.