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Approved by the Resolution of the Senate  
of the Poznan University of Commerce and Services  
dated 30.09.2020 r.  
No 04/09/2020

# **STUDY REGULATIONS**

## **UNIVERSITY OF TRADE AND SERVICES**

### **IN POZNANIU**

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**POZNAŃ 2020**

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**Section 1**  
**GENERAL PROVISIONS**

**§ 1**

1. The Rules and Regulations of the Poznan University of Trade and Services, hereinafter referred to as the Regulations, specify the organization and course of studies as well as the student's rights and obligations related to them.
2. The provisions of the Regulations shall apply to first-cycle, second-cycle and long-cycle programmes provided as full-time or part-time programmes.

**§ 2**

1. The Poznan University of Trade and Services, hereinafter referred to as the University, is open to students:
  1. persons in possession of a secondary school leaving certificate, and in the case of foreigners - persons in possession of a document identical to the secondary school leaving certificate, in case of applying for admission to first degree programmes and meeting the admission requirements set by the University;
  2. persons who hold a master's degree, bachelor's degree, engineer's degree or equivalent degree when applying for admission to second cycle studies and meet the admission conditions set by the University.
2. The rules, admission procedure and the limit of admissions and forms of study in the various fields and levels of study shall be determined annually for a given academic year by the University Senate in accordance with the Statutes of the University.

**§3**

1. The student is admitted to the University at the moment of matriculation and taking the oath, the content of which is determined by the Statutes of the University.
2. The rights and obligations of the student shall cease on the date of graduation or removal from the list of students.
3. Students receive a student ID card. The student card is a document certifying student status.
4. Upon completion of the studies, the graduate shall receive a higher education diploma, the specimen of which shall be determined by separate regulations.

**§4**

1. The Rector is the superior of all students of the University.
2. The Dean is the supervisor of the students in the faculty.

**§5**

1. The Rector exercises general supervision over the implementation of study plans and curricula and the proper conduct of the course of study.

2. The Dean directs the work of the faculty. He is responsible for the proper functioning of the faculty and makes decisions in all student matters related to the course of study.

A student may appeal against any decision of the dean to the rector within 14 days of receiving it.

## §6

1. If the *University* receives at least a positive assessment of the curriculum in a given field of study, at a given level and profile of education, or if it obtains the right to confer a doctoral degree in the area of education and in the field to which a given field of study is assigned, it is possible to admit students as a result of confirmation of learning outcomes, taking into account an individual study plan and academic supervision.
2. Learning outcomes are confirmed in the scope corresponding to learning outcomes included in the educational programme of a given field of study, level and profile of education according to the rules set by the *University* Senate.
3. Learning outcomes may be confirmed by:
  - 1) a person possessing a secondary school leaving certificate and at least five years of professional experience - in the case of an application for admission to first-cycle studies or single master's studies;
  - 2) a person holding a bachelor's degree or an equivalent degree and at least three years of professional experience after the completion of a first-cycle programme - in the case of applying for admission to a second-cycle programme;
  - 3) a person holding the degree of magister or an equivalent degree and at least two years of professional experience on completion of a second-cycle programme or a long-cycle programme, when applying for admission to a subsequent first-cycle or second-cycle programme or a long-cycle programme.
1. In the case of graduates of teacher training *University* s, teacher training *University* s, *University* s of foreign languages and *University* s of social services employees proceeding to the confirmation of learning outcomes it is not required to fulfil the condition of five years of professional experience.
2. As a result of the confirmation of learning outcomes, a student may be credited with no more than 50% of the ECTS credits allocated to the programme of study for a particular field of study, level and educational profile.
3. The number of students in a given field, level and profile of study who were admitted to degree programmes on the basis of the best results obtained as a result of the confirmation of learning outcomes cannot exceed 20% of the total number of students in that field, level and profile of study.

## §7

The student self-government bodies shall be the sole representative of the entire student body. The scope of activities of the student self-government and its bodies shall be laid down in the student self-government regulations.

## Section 2 ORGANISATION OF STUDIES

### §8

1. The University offers first-cycle studies ending with a bachelor's degree, second-cycle studies ending with a master's or master's engineer's degree, as well as long-cycle studies ending with a master's degree. All of these are provided as full-time and part-time programmes, as well as postgraduate programmes and further education courses.
2. Courses at first-cycle and second-cycle programmes, as well as at long-cycle programmes, may be conducted using distance learning methods and techniques.
3. Part of the study programme may be completed outside the home university, including within the framework of *Erasmus+* or another international student exchange programme.
4. Classes, passes, examinations, preparation of diploma thesis may be conducted at the University in a foreign language, for foreigners, and also after meeting the following conditions:
  1. an application is submitted by a group of at least 50 students of a particular level, field and year of study;
  2. knowledge of a chosen foreign language by students listed in item 1. 1. at B2 level of the Common European Framework of Reference for Languages of the Council of Europe.
5. Decisions on matters referred to in paragraph 4 shall be taken by the Rector.
6. Tuition at the University shall be paid in accordance with the rules set out in the tuition contract and in the tuition fee regulations made available to students on the notice board at the University's headquarters and on the University's website.
7. The student is required to sign a study contract and submit it to the University no later than the date of matriculation.

### § 9

1. The academic year begins on 1 October and runs until 30 September of the following calendar year.
2. The academic year is divided into two semesters: winter and summer.
3. The framework organisation of the academic year, including the dates of commencement and completion of classes, examination sessions and breaks in classes, shall be laid down annually by the dean and shall be published no later than one month before the commencement of the academic year on the university's website.
4. The beginning of the academic year is at the same time the beginning of the winter semester. The provisions of section 3 shall apply to the determination of the date of the beginning of the summer semester.
5. During the academic year, the Rector may establish days off or hours off from teaching called Rector's days or hours.

## § 10

1. First-cycle studies are implemented as both full-time and part-time studies and last 6 semesters.
2. Second-cycle studies are implemented as both full-time and part-time studies and last 4 semesters.
3. Second-cycle studies leading to the degree of Master of Engineering shall be implemented as both full-time and part-time studies and shall last 5 semesters.
4. The single master's programme shall be implemented as both full-time and part-time studies and shall last for 10 semesters.
5. Studies shall be conducted in accordance with study plans and curricula adopted in accordance with the provisions of the Law on Higher Education and Science of 20 July 2018. (Journal of Laws of 2018, item 1668) and the Statutes of the University.
6. Studies are conducted in accordance with the European Credit Transfer System (ECTS) in which student achievements are expressed in credit points, hereinafter referred to as ECTS points.
7. Degree programmes are provided in a specific field, level and profile on the basis of a study programme which specifies:
  - 1) the learning outcomes referred to in the Act of 22 December 2015 on Integrated Qualification System (Dz.U. of 25.10.2018r. item 2153 as amended) taking into account the universal characteristics of the first degree defined in this Act and the characteristics of the second degree defined in the regulations issued on the basis of Article 7, paragraph 3 of this Act (also the Regulation of the Minister of Science and Higher Education of 14.11.2018r. on second-degree characteristics of learning outcomes for qualifications at levels 6-8 of the PRK);
  - 2) a description of the process leading to the achievement of the learning outcomes;
  - 3) the number of ECTS credits allocated to the course.
8. ECTS credits are a measure of the average student workload necessary to achieve learning outcomes. An ECTS credit corresponds to 25-30 hours of student work comprising courses organised by the institution and the student's individual work related to these courses.
9. If the specificity of education in a particular field of study allows it, a part of the learning outcomes covered by a degree programme may be achieved through courses delivered using distance education methods and techniques with the use of infrastructure and software ensuring synchronic and asynchronous interaction between students and instructors.
10. Study programmes shall specify the duration of studies, the list of subjects, their duration, forms of obtaining credit, the number of ECTS credits as well as the type and duration of obligatory student work placements in a given field of study and specialisation.
11. Study programmes and plans are generally available to students. Any changes shall be communicated to students before the beginning of the semester.
12. The detailed semester timetable shall be made available to students by posting it on the information board in the seat of the University and on the University's website no later than one week before the beginning of the semester.

13. The rules of organisation of postgraduate studies and further education courses are governed by separate regulations, including the Regulations for Postgraduate Studies.
14. The rules for the confirmation of learning outcomes organised or not organised institutionally outside the system of studies are regulated by the Regulations for the confirmation of learning outcomes organised or not organised institutionally outside higher education.

### **§ 11**

The curriculum of degree programmes with a practical profile shall provide for in-service training amounting to at least

- 1) 6 months (720 h) - in the case of first-cycle studies and uniform master's studies;
- 2) 3 months (360 h) in the case of second-cycle programmes.

The rules and procedure for crediting student work placements resulting from study plans are specified in the Rules and Regulations for Work Placements.

## **Section 3**

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

#### **§ 12**

1. It is permissible for a student to follow an individual study plan.
2. The decision to admit a student to a course of study according to an individual study plan is made by the Dean at the student's request.

#### **§ 13**

1. The individual study plan and curriculum may be applied for by a particularly gifted student who:
  - 1) passed the first year of studies unconditionally,
  - 2) passed the previous examination session on time.
2. The individual study plan and curriculum shall ensure special didactic and scientific care and individual selection of contents and forms of education.
3. The individual selection of contents and forms of education referred to in para. 2 consists in the expansion of the scope of knowledge within the studied major or specialisation, or in the combination of two or more specialisations within one or more majors, as well as in the student's participation in research work.
4. In order to provide didactic and scientific supervision, the Dean shall appoint a supervisor from among the teachers of the University.
5. Detailed rules for studying according to an individual study plan are set by the Senate at the request of the Dean.

## **Section 4**

### **INDIVIDUAL STUDY ARRANGEMENTS**

#### **§ 14**

1. It is possible to apply for an individual study organisation in the case of a student who is in a situation recognised by the dean as justifying the undertaking of such studies. Consent for an individual study organisation is given by the dean based on a petition submitted by the student.
2. The Dean may give permission for students to study according to an individual study organisation in particular in relation to students who:
  - 1) study in more than one field of study,
  - 2) study selected subjects in other fields of study or specialisations,
  - 3) are pursuing a part of their studies in another national or foreign university,
  - 4) raise their children independently,
  - 5) are disabled;
  - 6) are in a difficult life situation.
3. The individual organisation of studies consists in the arrangement of individual deadlines for the fulfilment of teaching duties resulting from study plans.
4. The dean sets the rules and procedure for individual organisation of studies for a period not longer than an academic year.

## **Section 5**

### **STUDENT RIGHTS AND OBLIGATIONS**

#### **§ 15**

The student has the right to:

- 1) acquire knowledge in the chosen field and specialization of study, develop their own scientific interests and for this purpose take advantage of consultations with academic staff, as well as make use of the University's premises, equipment and teaching aids,
- 2) the transferability and recognition of ECTS credits,
- 3) participate in the decision-making process of the collegiate bodies of the University through student representatives and submit proposals to the University authorities concerning study plans, curricula, the course of studies, matters related to the teaching process and social and living conditions,
- 4) receive awards and distinctions,
- 5) participate in student exchange programmes under rules laid down in separate legislation,
- 6) obtain leave from teaching at the University in accordance with the procedure and rules laid down in § 42-45,



- 7) pursue studies in accordance with an individual study plan and curriculum or according to an individual organisation of studies pursuant to the rules laid down in § 11-13
- 8) change of field of study and transfer to full-time or part-time study
- 9) repetition of periods of study not completed and conditional continuation of studies,
- 10) associate with student organisations active at the University,
- 11) associate in student research clubs and participate in research conducted by the University,
- 12) to develop their cultural, tourist and sporting interests, to make use of the facilities and resources of the University for this purpose, and to receive assistance from academic staff and University bodies,
- 13) participate in open classes in other fields of study or specialisations and in other classes with the consent of the academic staff conducting them,
- 14) material assistance pursuant to the rules laid down in the Rules for Awarding Material Assistance to Students of the University,
- 15) to be assisted in obtaining information on jobs, internship and apprenticeship opportunities.

## **§ 16**

The student's primary responsibilities include:

- 1) to act in accordance with the oath,
- 2) choose a specialization, optional subjects and diploma seminars from among those listed in the University's educational offer and study plans,
- 3) the systematic and active acquisition of knowledge and professional skills in accordance with the study plan and the curriculum,
- 4) participation in obligatory classes, student work placements included in the study plan and the curriculum,
- 5) to obtain credit on time and to take examinations in accordance with the study plan and the curriculum,
- 6) strict compliance with the regulations in force at the University,
- 7) to respect student rights and customs and to take care of the good name of the University,
- 8) to respect the property of the University,
- 9) to pay tuition fees resulting from the course of study and other fees related to the course of study within the prescribed deadlines,
- 10) to notify the University immediately of changes of name, marital status and address, as well as of withdrawal from studies.

## **§ 17**

1. For conduct that offends the dignity of the student and for violation of the regulations in force at the University, the student shall be liable to disciplinary action in accordance with the procedure and rules set out in the Act of 20 July 2018. Law on Higher Education and Science (Dz.U. of 2018, item 1668).

2. The disciplinary penalties that may be given to a student are:
  - 1) a warning,
  - 2) reprimand,
  - 3) reprimand with a warning,
  - 4) suspension from certain student rights for a period of up to one year,
  - 5) expulsion from the University.

### **§ 18**

A student may take up gainful employment. Performing work does not release the student from fulfilling his/her obligations towards the University.

### **§ 19**

1. All students at the Academy shall be represented by their representatives in the student self-government bodies. Student representatives in the Senate and Faculty Council shall be entitled to express their position on all matters concerning students.
2. The Dean may appoint year supervisors from among the academic staff and, if necessary, student group supervisors.

### **§ 20**

1. During any period of study, a student may resign from studying at the University in accordance with the procedure and rules set out in the study contract concluded with the University.
2. A student's termination of the study contract is deemed to be the submission of a signed written statement of withdrawal from the study contract to the faculty dean's office.

### **§ 21**

1. Student rights expire:
  - 1) on the date on which the decision to expel the student becomes final,
  - 2) following graduation, i.e. on the day of taking the diploma examination.
2. The decision referred to in para. 1 pt. 1 is issued by the dean in the case of:
  - 1) not taking up studies,
  - 2) the student's withdrawal from the course,
  - 3) failure to submit the diploma paper or the diploma examination on time,
  - 4) being punished with the disciplinary penalty of expulsion from the higher education institution.
3. The decision referred to in para. 1 pt. 1 may be issued by the dean in the case of:
  - 1) being found not to have attended compulsory classes,
  - 2) finding a lack of progress in learning,
  - 3) failure to complete a semester or a year within the specified time limit,
  - 4) failure to pay tuition fees.

4. Failure to study is considered as:
  - 1) unjustified failure to take the oath and collect student identity cards within one month of commencing studies,
5. A lack of progress in learning is considered to be:
  - 1) repeated failure to pass the same subject in the case of its repetition or in the case where it was the basis for conditional entry into the next semester,
  - 2) failure to pass a semester if it is repeated.
6. Removal from the list of students is done by an administrative decision.
7. A decision taken by the dean to strike a student from the register of students shall be communicated immediately in writing to the student (directly handed in or sent by post).
8. A student has the right to appeal the decision of the dean, as referred to in para. 2 and 3, to the rector within 14 days of its delivery. The decision of the Rector is final.

## **Section 6**

### **TRANSFERS, RENEWALS AND PARALLEL STUDIES**

#### **§ 22**

A student may transfer to another higher education institution as long as they have fulfilled all their obligations to the University.

#### **§ 23**

1. A student may transfer to the University from another higher education institution.
2. The decision to admit a student transferring from another higher education institution is made by the Dean.
3. The dean shall specify the conditions, time limit and method for the transferring or resuming student to make up any arrears resulting from differences in study plans and curricula, as well as the semester into which the student shall be registered.

#### **§ 24**

The provisions of § 22 and § 23 shall apply respectively in cases where students transfer from a course or specialisation to another course or specialisation within the University.

#### **§ 25**

1. The Dean may agree to a change:
  - 1) the field or specialisation of study,
  - 2) the forms of study for the course.
2. When changing the field of study, specialization, or form of study, the dean shall identify curricular differences and set a deadline for the completion of these differences.

#### **§ 26**

1. A student who has been struck from the register of students may resume studies with the permission of the Dean.
2. Reinstatement shall not be possible where a course of study is no longer offered at the institution.

3. Changes in the curriculum oblige the student to make up curriculum differences, regardless of the number of semesters previously completed. The completion of these differences aims at the realization by the student of all learning outcomes resulting from the current study programme. A person resuming studies may complete them if he/she achieves the same learning outcomes as the remaining students in a given year.
4. A person who has been expelled from the register of students during the first semester of studies may be re-admitted to the studies according to the general rules of student recruitment.

### **§ 27**

With the approval of the dean, a student may study outside his/her major or specialization in any number of majors or specializations and in any number of subjects, also in different Universities, as long as he/she fulfils all the obligations related to the course of study.

## **Section 7**

### **STUDENT MOBILITY**

### **§ 28**

1. With the consent of the Dean, a student may pursue part of their studies at another higher education institution in accordance with the rules set out in agreements and student exchange programmes to which the University is a signatory.
2. The Dean approves an individual study plan and curriculum to be followed at another tertiary-level institution and specifies the terms, deadlines, and manner in which the student will make up any arrears resulting from differences in study plans and curricula.
3. Credit for courses included in an individual study plan and curriculum as well as results obtained at another higher education institution shall be treated equally to credit and results obtained at the home institution.
4. Credit for courses taken during student exchange with other universities is given by the Dean.
5. When a student pursues a course of study at an institution where the grading period is different from that of the student's home institution, the dean may designate a different grading period from that outlined in §28.

## **Section 8**

### **CREDIT FOR THE SEMESTER AND YEAR OF STUDY**

### **§ 29**

1. The basic credit period at the University is the semester and year of study in the credit period indicated within the organisation of the academic year.
2. When taking examinations or passing examinations on a date set by the course tutor, students are required to show their current student ID card.
3. After each semester, the student is held accountable for all teaching duties.

4. A student of a semester not being the last semester of study as a result of the settlement shall be entered into a higher semester unconditionally or conditionally or shall repeat a non-scored period of study or shall be struck from the register of students.
5. The student of the last semester of studies as a result of the settlement obtains the right to take the diploma examination or repeats the unsatisfied period of studies.

### § 30

1. The Rector, by means of a regulation, determines the rules of conversion of marks obtained in the system of ERASMUS + and other student exchange programmes.
2. Detailed rules for the use of ECTS credits are laid down in separate regulations.

### § 31

1. The prerequisite for passing the semester is:
  - 1) obtaining all credits and passing all examinations specified in the study plan and the curriculum for that period of study in order to obtain a total of no less than 30 ECTS credits,
  - 2) obtaining positive entries in the student's periodic achievement form within the period specified in the academic year organisation framework.
2. If a student obtains a higher number of ECTS credits, these will count towards the next semester.
3. In the case of students with an individual study plan and curriculum, as well as students who have completed the studies referred to in §27, it is necessary to obtain credit for classes and examinations included in the individual study plan and curriculum in order to complete a semester.
4. A student pursuing a degree programme in another higher education institution under an agreement or exchange programme shall submit, together with the documents referred to in section 1, a transcript of records obtained in the other institution.

### § 32

1. The Senate defines within the study plan the classes in which the participation is obligatory. A student's absence from such classes must be excused. The method of making up for missed classes shall be determined by the academic teacher conducting the course.
2. The academic teacher responsible for the course shall, at the beginning of the course cycle, familiarise the students with the syllabus for the course.
3. A student has the right to take an examination on any date agreed with the examiner before the session, after obtaining the credit required to take this examination.
4. The examination may not take place as part of a teaching activity.

### § 33

1. The following grades are used for examinations and credits:

| Grade                                | Acronym  | Digit |
|--------------------------------------|----------|-------|
| Bardzo dobry (very good)             | bdb      | 5,0   |
| Dobry plus (good plus)               | db plus  | 4,5   |
| Dobry (good)                         | db       | 4,0   |
| Dostateczny plus (satisfactory plus) | dst plus | 3,5   |

|                            |     |     |
|----------------------------|-----|-----|
| Dostateczny (satisfactory) | dst | 3,0 |
| Niedostateczny (fail)      | nd  | 2,0 |

2. A failing grade is a negative grade, the other grades mentioned in paragraph 1 are positive grades.
3. Each mark for each examination, whether taken or not, and for each pass, whether achieved or not, shall be entered on the student's periodic achievement sheet and record.
4. Subjects continued for more than one semester are entered in the student's transcript of records as passed (zal.), and only the final exam or a passing grade is entered as the grade for the semester ending the subject.

#### § 34

1. Credit for a course not subject to examination is given on the basis of the student's activity in the course and the marks received for any projects, control papers or other types of work.
2. Passing grades will result in a passing grade.

#### § 35

1. An examination is a test of the level of mastery of the learning outcomes specified in the course syllabus. If the study plan stipulates that a student must pass diploma courses in the subject to be examined, an examination may only be taken after obtaining a pass.
2. Failure to pass the exercises both as a result of receiving a negative mark and unexcused non-attendance at the credit examination results in the student's inadmissibility to the examination.
3. Receiving a pass mark will result in the examination being deemed to have been passed.

#### § 36

1. Credit for teaching shall be given by the academic teacher conducting the course.
2. The examination shall be conducted by the academic teacher teaching the course in question. 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 adaptations of credits and examinations, depending on the degree and type of their disability, by: extending the time taken to write the examination or credit; changing the form; using a computer; preparing examination (credit) materials in enlarged font.

#### § 37

1. A student participating in research or implementation work may be exempt, with the consent of the relevant academic teacher, from attending certain classes in a subject that is thematically related to the work in progress.
2. The credits and exemptions referred to in paragraphs 1 and 2 shall be given in accordance with the rules laid down by the Dean of the Faculty.

### § 38

1. The number of examinations per academic year may not exceed eight, with no more than five per semester.
2. The dean decides on the organisation of examination sessions and resit examination sessions and announces it in the virtual dean's office and on websites one week before the start of the semester.
3. After receiving a failing grade in an examination, a student has the right to take two re-sit examinations in each subject in which he/she received a failing grade.
4. If a student does not obtain credit within the specified time, he/she has to take a resit examination. After obtaining credit for classes which are related to taking an examination, a student is entitled to one or two resit examinations depending on the date of obtaining credit and the session schedule. In exceptional situations, decisions are made by the Dean.
5. In the event of an unexcused absence from an examination or a credit period, the student will receive a failing grade.
6. Students are required to provide the Dean's Office with a written excuse for their absence from an examination or credit period within seven days of the examination or credit period. Otherwise, absence from the examination will not be excused.
7. In the event of illness or other excused absence of a student from an examination or assessment, the student is entitled to one additional examination or assessment period.
8. In justified cases, the dean of the faculty has the right to excuse a student's absence from a credit or examination.

### § 39

1. Within 7 days of failing to obtain credit, the student has the right to appeal to the Dean, who may order a commission to review the results obtained by the student.
2. Within seven days of the date of an examination, a student who raises justified objections to the impartiality, form, mode or conduct of the examination has the right to submit a request to the dean to conduct an examination before a board. The examination before the board is an oral examination and should take place within 14 days of the date the request is submitted.
3. The Dean may also order a board examination for any other reason, either on his/her own initiative or at the request of the student government. A three-person board consists of the dean as chairperson or a person authorised by him/her, and two specialists in the subject of the examination or a related subject.
4. At the request of the student, a representative of the student government may be included in the examination board as an observer.
5. If the examination contested by the student was conducted by a dean, the appeal is lodged with the rector, who appoints the members of the examination board and its chairperson, applying paragraph 3 accordingly.

### § 40

Unauthorised non-attendance at a resit or board examination on the specified date will result in a failing grade.

#### § 41

1. A student who has fulfilled the requirements laid down in § 31 para. 1 of these rules and regulations and has passed a semester that is not the last semester of his/her studies is entered in a higher semester.
2. In relation to a student who has not passed the semester the Dean:
  - 1) issues a decision to repeat a semester (year) of study,
  - 2) shall issue a decision on conditional entry for the following year or semester of study,
  - 3) remove from the list of students.
3. A long-term condition means repeating the subject. Failure to complete the condition within the specified time limit results in an obligation to repeat the semester or removal from the list of students.
4. In justified cases, the dean may extend the post-graduation examination session, summer session until 31.04 and winter session until 31.10. The dean makes his/her decision based on a written application of a student.
5. The decision for a student to repeat the same subject or semester shall be taken by the Dean.

#### § 42

1. A student who has not completed a semester (year) has the right to repeat it, except for first-year students.
2. A student who has been conditionally enrolled in a subsequent year of study is obliged to complete the repeated subjects by the deadline set in the dean's decision.
3. At the request of a student repeating a semester (year), academic staff conducting classes may recognise those credits and examinations obtained or submitted by the student and record them in the student's electronic transcript of records.
4. Students transferring from another Higher Education Institution shall be recognised by the Dean for those credits and examinations obtained or taken at the previous Higher Education Institution insofar as they correspond to the study plan and curriculum at the University and to the ECTS credits.
5. Students repeating a semester (year) may apply to the dean for permission to attend selected classes of a higher semester (year) and to be granted the right to pass these classes and to take examinations in the subjects taught during these classes. This provision shall not apply to the repetition of the final semester of a course of study.
6. The rules laid down in paragraphs 2 to 4 shall apply accordingly to students resuming their studies.

### Section 9

#### HOLIDAYS

#### § 44

1. The right to leave from teaching at the University is acquired by the student upon entering the second semester of study.



2. Leave of absence is granted by the Dean of the Faculty at the justified request of the student.

#### **§ 45**

A student may be granted leave in the case of:

- 1) long-term illness,
- 2) important fortuitous circumstances,
- 3) to go on a study or training placement abroad.

#### **§ 46**

1. The Dean grants leave:
  - 1) short-term,
  - 2) long-term.
2. The granting of leave is confirmed by an entry in the student's transcript or electronic record of periodic performance.
3. Students retain their student entitlements while on leave.
4. The granting of long-term leave of absence automatically postpones the date of scheduled graduation.

#### **§ 47**

1. A short-term leave of absence of up to one month does not exempt the student from completing the period of study during which the leave was taken.
2. During a long-term leave of absence lasting a semester or two semesters, a student does not pay tuition fees if he/she does not attend any classes.
3. During a long-term leave of absence lasting one or two semesters, a student may, with the consent of the dean and upon payment of the appropriate fees, attend selected classes, pass them and take certain examinations.

### **Section 10**

#### **AWARDS AND DISTINCTIONS**

#### **§ 48**

1. Students who distinguish themselves positively may receive: a diploma of recognition, a letter of commendation or material prizes, as well as:
  - 1) prizes founded by state institutions, scientific societies, social organisations or other founders in accordance with the regulations applicable to these prizes,
  - 2) rector's awards.
2. Detailed rules and procedures for granting the awards referred to in section 1, subsection 2 shall be laid down by the rector.

## § 49

1. A diploma with distinction is awarded to graduates who have jointly fulfilled the following conditions:
  - 1) have completed their studies within the time limit specified in the study plan and curriculum,
  - 2) have obtained a grade point average of at least 4.5 in examinations and passes in subjects not leading to an examination,
  - 3) have achieved very good grades in their diploma thesis and diploma examination,
  - 4) have not violated the rules contained in the oath.
2. The diploma with distinction shall be awarded by the Rector.
3. The Diploma with Distinction is issued on special forms designed by the University.
4. The Rector may award a cash prize related to a student obtaining a diploma with distinction.

## Section 11

### DIPLOMA THESIS, DIPLOMA EXAMINATION, GRADUATION

## § 50

1. The student prepares the diploma thesis under the guidance of the Supervisor, and the engineering project under the guidance of the Supervisor.
2. The promoter may be a person having at least a PhD degree. The supervisor of the engineering project may be a person holding at least the degree of Master of Engineering if he/she has documented professional experience in the area in which the project will be conducted and implemented.
3. The Dean shall determine the project supervisors and mentors for the academic year.
4. A dissertation may be regarded as a thesis produced by a student's practical vocational training association.
5. Diploma thesis topics are approved by the Dean of the Faculty.
6. The dissertation is assessed by a supervisor and one reviewer. In the event of a negative evaluation of the diploma dissertation by the reviewer, the Dean, after consulting with the other reviewer, will decide whether or not the dissertation will be allowed to take the examination. The rules for reviewers are in accordance with para. 2.

## § 51

1. A student must submit his/her diploma paper not later than by the end of the last semester of his/her studies, and in the case of engineering studies - by the end of the fourth semester of his/her studies. A student of second-cycle engineering studies is obliged to submit an engineering project by the end of the last (fifth) semester of his/her studies.
2. In justified cases, at the request of the student or the supervisor, the Dean may extend the deadline for submission of the diploma dissertation, engineering project by three months, not longer than 12 months.
3. In the event of a promoter's/project supervisor's prolonged absence, which may affect the student's delay in submitting the dissertation, the dean is obliged to appoint an academic teacher who will take over the duties of supervising the dissertation. A change of supervisor in the last six months before the date of completion of the course

of study may constitute grounds for extending the time limit for the submission of the diploma dissertation pursuant to the rules set out in para. 2.

#### **§ 52**

1. In case of failure to submit the diploma thesis, engineering project (if any) by the deadline specified in §51, the student is struck off the list of students.
2. After the expulsion referred to in para. 1, resubmission of the diploma thesis, engineering project and defense is possible after the student is readmitted to the studies and repeats the diploma seminar and completes the curriculum differences.

#### **§ 53**

1. The date of the diploma examination is set by the Head of the Dean's Office in consultation with the Dean.
2. The diploma examination should take place within a period not exceeding two months from the date of submission of the thesis/engineering project.

#### **§ 54**

1. Admission to the diploma examination is conditional upon:
  - 1) obtaining all credits and passing all examinations specified in the study plan and the curriculum for the entire period of study, as well as obtaining a minimum of 180 ECTS credits - for first-cycle studies, 120 ECTS credits - for second-cycle studies, 150 ECTS credits for second-cycle studies leading to the degree of Master of Engineering, 300 ECTS credits for long-cycle studies.
  - 2) receiving a positive assessment of the thesis/engineering project.
  - 3) submitting the diploma paper to an anti-plagiarism procedure in accordance with the Uniform Anti-Plagiarism System in force at the university, where a positive result of this check is a condition for admitting the paper to defence.
2. The diploma examination is held before a commission appointed by the dean and composed of the dean as chairperson, the thesis supervisor and the thesis reviewer. In the case of the examination ending with the defence of an engineering project, it takes place before a commission appointed by the dean and composed of: the dean as chairperson, the project supervisor, and the thesis reviewer. The dean may entrust the chairmanship of the committee to an academic teacher holding at least a doctoral degree.
3. The diploma examination is a closed examination and has an oral form.
4. At the written request of the student or supervisor/project supervisor, the Dean may agree that the diploma examination be an open examination.
5. In the assessment of the diploma examination, the marks defined in § 32, item 1 of these regulations shall be applied.

#### **§ 55**

1. In the event of receiving an unsatisfactory grade in the diploma examination or an unexcused failure to take the diploma examination, the dean will designate a second date as the final date, which will be no earlier than one month after the first date and no later than three months after the first date.

2. In the event of failure to take the diploma examination on the second date, the dean will issue a decision to expel the student.
3. After the expulsion referred to in item 2, taking the diploma examination again is possible after the student has been re-admitted to the studies and repeats the diploma seminar/seminar and completes the curriculum differences.

#### § 56

1. Graduation shall take place upon completion of the diploma/engineering examination (if any).
2. A student receives a diploma of completion of a first- or second-cycle higher education course and a copy of the diploma within 30 days of taking the diploma examination.
3. The student must settle all obligations to the University before receiving the diploma.

#### § 57

1. The calculation of the final degree result is based on:
  - 1) the arithmetic mean of the grades for examinations and final course assessments in non-examinable subjects as foreseen in the study plan and the curriculum,
  - 2) evaluation of the thesis,
  - 3) evaluation of the engineering design if applicable,
  - 4) the grade for the diploma or engineering examination.
2. The final result of the study is the sum of 1/2 of the marks listed in point 1 and 1/4 each of the marks listed in points 2 and 3.
3. A higher education diploma shall record the final result of the studies on the basis of the value determined in accordance with paragraph 2, according to the rule:

|               |                 |        |
|---------------|-----------------|--------|
| to 3,30       | sufficient      | (3,0), |
| 3,31 - 3,70   | sufficient plus | (3,5), |
| 3,71 - 4,20   | good            | (4,0), |
| 4,21 – 4,50   | good plus       | (4,5), |
| 4,51 i więcej | very good       | (5,0). |
4. The adjustment of the final result of the studies to the above grade only applies to the entry in the diploma; all other certificates shall state the actual result of the studies calculated according to the rule in paragraph 2.
5. The examination commission may increase the grade referred to in item 3 by half a notch if the student has received very good grades in his/her diploma paper and diploma examination, and has obtained an average grade from examinations and final course tests of at least 4.0 during the last year of studies.
6. The detailed rules of graduation are defined in the Rules of Graduation of the University of Humanities and Economics.

**Section 12**  
**FINAL PROVISIONS**

**§ 58**

1. Decisions on student matters taken by the dean on the basis of these regulations may be appealed by a student, within 14 days of receiving the decision, to the rector, who may overrule the decision.
2. If the decision is overruled, the Rector decides on the merits of the case.

**§ 59**

The Rector decides on all matters concerning the order and course of studies that are not regulated by these regulations.

**§ 60**

The Regulations were passed at a meeting of the University Senate on 30.09.2020.

**§ 61**

The Regulations shall enter into force on 1 October 2020.