

# STUDY REGULATIONS

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## STUDY REGULATIONS OF WSHIU ACADEMY OF APPLIED SCIENCES IN POZNAŃ

### Chapter 1. General provisions

#### § 1. Scope of the Regulations

- 1. The Study Regulations of WSHIU Academy of Applied Sciences in Poznań, hereinafter referred to as the Regulations, define the organisation of studies, the course of studies, and the related rights and obligations of students.**
- 2. The Regulations apply to students of first-cycle studies, second-cycle studies, and long-cycle Master's studies conducted by the University in full-time and part-time forms.**
- 3. The provisions of the Regulations apply accordingly to persons completing part of their studies at the University under mobility programmes, unless legal provisions, inter-institutional agreements, or separate regulations provide otherwise.**
- 4. The Regulations take into account the practical profile of education conducted by the University and the need to provide students with conditions for achieving the learning outcomes specified in study programmes.**

#### § 2. Legal basis of the University's activity

- 1. Studies are conducted in accordance with generally applicable law, in particular the Law on Higher Education and Science, implementing acts to the Act, the Statute of the University, resolutions of the Senate, orders of the Rector, and other internal regulations in force at the University.**
- 2. The University provides education with respect for academic freedom, the ethics of academic life, equal treatment, accessibility of the teaching process, high quality of education, and cooperation with the socio-economic environment.**
- 3. In matters not regulated by the Regulations, generally applicable law, the Statute of the University, and separate internal regulations of the University shall apply.**

#### § 3. Definitions

##### 1. The terms used in the Regulations mean in particular

- University - WSHIU Academy of Applied Sciences in Poznań
- Rector - the body managing the activity of the University and representing it externally
- Dean - the person competent in matters concerning the organisation of the educational process at a faculty or another person designated in the Statute of the University to handle student affairs
- student - a person who has been admitted to studies and has taken the oath
- study programme - a description of learning outcomes, programme content, forms of classes, the number of ECTS credits, professional internships, methods of verifying learning outcomes, and diploma-awarding rules
- syllabus - a description of classes containing objectives, content, learning outcomes, teaching methods, conditions for completion, grading scale, and literature
- ECTS - the European Credit Transfer and Accumulation System, in which one credit corresponds on average to 25-30 hours of student workload
- University information system - a platform or a set of tools used to support the study process, communication, documentation of the course of studies, and the delivery of remote classes

#### **§ 4. Procedure for adoption and amendment of the Regulations**

- 1. The Regulations are adopted by the Senate of the University within a time limit allowing them to enter into force at the beginning of the academic year.**
- 2. The Regulations require agreement with the Student Government in accordance with the provisions of the Act.**
- 3. Amendments to the Regulations are made according to the procedure applicable to their adoption, unless generally applicable law provides otherwise.**
- 4. The adopted Regulations and amendments thereto are made available to students in the manner adopted at the University, in particular by publication in the Public Information Bulletin, on the University's website, or in the University's information system.**

#### **§ 5. Bodies competent in student affairs**

- 1. The Rector supervises the activity of the University, the educational process, and the education quality system.**
- 2. The Dean is responsible for the organisation of the educational process, the implementation of study programmes, and the handling of individual student matters within the scope specified by law, the Statute of the University, and these Regulations.**
- 3. In individual student matters, decisions are made by the Dean, unless legal provisions, the Statute of the University, or the Regulations reserve competence for another body.**
- 4. A student may appeal against a decision of the Dean issued in an individual student matter to the Rector within 14 days from the date of delivery of the decision, unless legal provisions provide for another time limit.**
- 5. The appeal shall be lodged through the Dean. The Dean may uphold the appeal in full or forward it to the Rector together with the Dean's position and the case files.**
- 6. The decision of the Rector is final in the course of internal University proceedings.**

#### **§ 6. Electronic handling of student affairs**

- 1. The University may keep documentation of the course of studies and handle the course of studies using information systems and electronic means of communication.**
- 2. The student is obliged to regularly monitor information provided through the University's information system, University e-mail, and other communication channels indicated by the University.**
- 3. Letters, applications, decisions, notices, and other information related to the course of studies may be provided in electronic form, if this is consistent with legal provisions and regulations in force at the University.**
- 4. The student is obliged to promptly update contact details in the University's information system or report any changes to the competent administrative unit.**

## **Chapter 2. Organisation of studies**

#### **§ 7. Academic year**

- 1. The academic year begins on 1 October and lasts until 30 September of the following calendar year.**
- 2. The academic year includes the winter semester, the summer semester, examination sessions, retake sessions, professional internships, and periods free from teaching classes.**
- 3. The detailed organisation of the academic year is determined by the Rector in the form of an order or another internal act.**

4. The organisation of the academic year is published before the beginning of the academic year in a manner enabling students to become familiar with the dates of classes, examination sessions, breaks, and other important elements of the course of studies.

#### **§ 8. Study programme**

1. Studies are conducted on the basis of study programmes adopted in accordance with applicable legal provisions and the University's internal procedures.
2. The study programme specifies in particular the learning outcomes, the study plan, the number of semesters, the number of class hours, the number of ECTS credits, forms of classes, programme content, teaching methods, methods of verifying learning outcomes, rules for completing professional internships, and diploma-awarding rules.
3. The study programme should enable the student to achieve all learning outcomes provided for a given field, level, and profile of studies.
4. Study programmes are subject to periodic evaluation and improvement with the participation of academic teachers, students, graduates, and representatives of the socio-economic environment.

#### **§ 9. ECTS credits**

1. ECTS credits are assigned to classes, professional internships, the diploma thesis, and other elements of the study programme, if provided for by the study programme.
2. One ECTS credit corresponds to learning outcomes whose achievement requires on average from 25 to 30 hours of student workload.
3. The student workload includes participation in classes with an academic teacher or another person conducting classes, professional internships, preparation for classes, self-study, preparation of interim papers, projects, examinations, course completions, and the diploma thesis.
4. The number of ECTS credits required to complete a semester or year of studies follows from the study programme.

#### **§ 10. Forms of classes**

1. Teaching classes may be conducted in the form of lectures, practical classes, laboratories, seminars, discussion classes, workshops, projects, language classes, professional internships, consultations, and other forms provided for in the study programme.
2. The forms of classes, the number of hours, the assigned ECTS credits, and the methods of verifying learning outcomes are specified in the study programme and syllabi.
3. At the beginning of classes, the person conducting the classes presents to students the rules of participation, conditions for completion, the form of verification of learning outcomes, assessment criteria, deadlines, and rules for justifying absences, if they are relevant to passing the classes.
4. Classes may also be conducted by persons who have professional, expert, or industry experience corresponding to the scope of the classes conducted.

#### **§ 11. Education using distance learning methods and techniques**

1. Teaching classes may be conducted in a full-time form, using distance learning methods and techniques, or in a blended form, if the nature of the classes, the study programme, and applicable legal provisions allow it.
2. To conduct distance classes, the University uses approved information tools, including the Zoom platform and other systems ensuring synchronous or asynchronous communication.
3. The University provides students and persons conducting classes with the organisational and technical support necessary to participate in distance classes.

4. The rules for conducting distance classes, course completions, and examinations should ensure the possibility of reliable verification of learning outcomes, protection of personal data, communication security, and identification of participants to the extent necessary to conduct the classes or verification.

5. Detailed rules for the delivery of distance classes and remote verification of learning outcomes are specified in separate procedures in force at the University.

#### **§ 12. Practical profile and cooperation with the socio-economic environment**

1. The University provides practical-profile education oriented towards preparing students for professional work and developing competences expected on the labour market.

2. Practical-profile study programmes include classes developing practical skills, professional internships, and cooperation with entities from the socio-economic environment.

3. In constructing, implementing, and improving study programmes, the University may use the opinions of employers, external experts, graduates, public institutions, social organisations, and other external stakeholders.

4. The University undertakes activities aimed at ongoing assessment of the compliance of study programmes with labour market needs, the development of professions, and the results of monitoring graduates' careers.

### **Chapter 3. Student rights**

#### **§ 13. Acquisition of student rights**

1. A person admitted to studies acquires student rights upon taking the oath.

2. The wording of the oath is specified in the Statute of the University.

3. The student receives a student ID card in accordance with applicable legal provisions.

4. The student has the right to information concerning the organisation of studies, the study programme, syllabi, rules for completing classes, the academic year schedule, and applicable procedures.

#### **§ 14. Catalogue of student rights**

1. The student has the right in particular to

- acquire knowledge and develop scientific, social, and professional interests
- participate in teaching classes and use consultations with persons conducting classes
- use the teaching, information technology, and library infrastructure of the University under the rules specified in internal regulations
- respect for personal dignity, equal treatment, and protection against discrimination, violence, mobbing, and exclusion
- transfer and recognition of ECTS credits under the rules specified in the Regulations and separate procedures
- study according to an individual organisation of studies, if the student meets the conditions specified in the Regulations
- justify absences from classes and apply for leave from classes
- change the field of studies or form of studies, if allowed by the study programme, organisational conditions, and the decision of the competent body
- take a committee examination with the participation of an observer indicated by the student
- repeat specified classes due to unsatisfactory academic results under the rules specified by the University
- participate in national and international mobility programmes
- participate in the Student Government, student research groups, student organisations, and scientific, social, and professional projects
- submit comments, complaints, applications, and requests concerning the educational process and administrative services

- apply for student benefits, if the student meets the conditions specified in legal provisions and University regulations
2. **The exercise of student rights must not infringe the rights of other members of the academic community, safety rules, legal provisions, or internal regulations in force at the University.**

#### **§ 15. Training in student rights and obligations**

1. **The student has the right to receive training in the rights and obligations of students.**
2. **The training is conducted with the participation of the Student Government and may be delivered in a full-time, remote, or blended form.**
3. **The University provides organisational support for information activities concerning student rights and obligations, in particular for students beginning their studies.**

#### **§ 16. Student support**

1. **The University provides students with organisational, teaching, administrative, technical, informational, career, and psychological support within the scope determined by the University's organisational capacities and applicable regulations.**
2. **Support includes in particular teaching consultations, assistance from the Dean's office, access to information on the course of studies, support in using information systems, adaptation activities for first-semester students, and activities supporting entry into the labour market.**
3. **The University undertakes activities supporting students who are in a special health, family, financial, professional, or life situation.**
4. **Forms of student support are subject to periodic evaluation with the participation of students, and the results of this evaluation are used in improvement activities.**
5. **The University provides students with access to library resources, electronic databases, teaching materials, and information tools supporting the educational process and the development of academic and professional competences.**
6. **The University provides students with access to information technology infrastructure supporting the educational process, including computer laboratories, specialist software, and tools used in practical education and classes delivered using distance learning methods and techniques.**

#### **§ 17. Accessibility and equal treatment**

1. **The University ensures equal treatment of students and counteracts discrimination on the grounds of any legally protected characteristic.**
2. **A student with a disability or special needs may apply for adjustments to the organisation of the teaching process, forms of course completion, examinations, teaching materials, or conditions for participation in classes, if this is justified by the student's needs and does not infringe the requirements concerning the achievement of learning outcomes.**
3. **Reports concerning discrimination, violence, mobbing, violation of dignity, or safety are examined in accordance with the procedures in force at the University.**
4. **The University protects persons reporting violations against retaliatory actions, if the report was made in good faith.**

## **Chapter 4. Student obligations**

#### **§ 18. Basic obligations of the student**

1. **The student is obliged to act in accordance with the wording of the oath, legal provisions, the Statute of the University, these Regulations, and other regulations in force at the University.**

## **2. The obligations of the student include in particular**

- participating in classes in accordance with the study programme and the rules specified in syllabi
- obtaining course completions on time, taking examinations, completing professional internships, and fulfilling other requirements provided for in the study programme
- observing the principles of academic ethics and independent work
- paying fees related to studies on time, if the obligation to pay them results from an agreement, decision, or University regulations
- caring for the good name of the University and respecting the rights of other members of the academic community
- using the University's infrastructure in accordance with its intended purpose and applicable safety rules
- regularly receiving information provided by the University and updating data necessary to handle the course of studies

### **§ 19. Academic ethics and independent work**

- 1. The student is obliged to independently prepare coursework, projects, examination papers, and diploma theses, unless the person conducting the classes expressly permits teamwork.**
- 2. It is unacceptable to claim authorship of other persons' works, work results, data, studies, text fragments, codes, projects, or other materials.**
- 3. The student is obliged to identify the sources, data, studies, and tools used in accordance with the rules indicated by the person conducting the classes and the regulations in force at the University.**
- 4. The use of information tools supporting learning, including tools based on artificial intelligence, is permitted only to the extent consistent with the rules specified by the person conducting the classes, the syllabus, the diploma-awarding regulations, and other University procedures.**
- 5. Violation of the principles of independent work, in particular plagiarism, self-plagiarism, unauthorised use of other persons' materials, falsification of data, or unauthorised use of assistance during an examination or course completion, may result in consequences provided for by law, the Regulations, and University regulations.**

## **Chapter 5. Course of studies, course completions, and examinations**

### **§ 20. Completion period**

- 1. The basic completion period is a semester.**
- 2. Completion of a semester requires obtaining the required course completions, taking the examinations provided for in the study programme, completing the required internships or parts thereof, if they fall within a given semester, and obtaining the required number of ECTS credits.**
- 3. Detailed conditions for completing classes are specified in the syllabus.**
- 4. A student who has not completed a semester in full may apply for conditional enrolment in the next semester, repeat classes, repeat the semester, or use another form of continuing studies provided for in the Regulations and University regulations.**

### **§ 21. Grading scale**

- 1. The following grading scale is used at the University**

- very good - 5.0
- good plus - 4.5
- good - 4.0
- satisfactory plus - 3.5
- satisfactory - 3.0
- unsatisfactory - 2.0

2. Positive grades are grades from 3.0 to 5.0. The grade 2.0 is a negative grade.
3. If justified by the nature of the classes, the syllabus may provide for completion without a grade, marked as passed or not passed.
4. The final grade for classes should result from the criteria presented to students at the beginning of the classes.

#### **§ 22. Course completions and examinations**

1. Course completions and examinations serve to verify whether the student has achieved the learning outcomes specified in the study programme and syllabus.
2. Forms of verification of learning outcomes may include in particular an oral examination, written examination, test, written quiz, project, presentation, interim paper, practical task, portfolio, observation of activity, practical skills test, or another method indicated in the syllabus.
3. Dates of course completions and examinations are announced to students with appropriate advance notice in the manner adopted at the University.
4. The student has the right to at least one retake date for a failed examination or a course completion not obtained, unless legal provisions or the specific nature of the classes provide for other rules.
5. Failure to attend a course completion or examination on the appointed date without justification may result in the loss of that date.
6. The student submits a justification for absence from a course completion or examination promptly, no later than within the time limit specified by the Dean or the person conducting the classes, together with documents justifying the absence, if required.

#### **§ 23. Committee examination**

1. The student may submit an application for a committee examination if the student questions the correctness of the course of the examination, the method of assessment, or if other significant circumstances occurred that could affect the examination result.
2. The application for a committee examination shall be submitted to the Dean within 7 days from the date of announcement of the examination result, unless separate University regulations provide for a time limit more favourable to the student.
3. The decision to admit the student to a committee examination is made by the Dean.
4. The committee examination is conducted by a committee appointed by the Dean. The committee consists of at least a chairperson, the examiner, and a second academic teacher representing the same or a related discipline.
5. The student has the right to indicate an observer participating in the committee examination without the right to ask questions or influence the assessment.
6. The grade obtained in the committee examination replaces the contested grade and is final within the scope of the given examination date.

#### **§ 24. Conditional completion and repeating classes**

1. A student who has not obtained completion of all classes provided for in a semester may apply for conditional enrolment in the next semester, if the scope of deficiencies does not prevent the continuation of studies and the achievement of subsequent learning outcomes.
2. The decision on conditional enrolment is made by the Dean upon the student's application.
3. The decision on conditional enrolment specifies the classes that the student is obliged to complete, the deadline for completion, and any consequences of failure to make up the deficiencies.

4. The student may repeat specified classes due to unsatisfactory academic results under the rules and fees specified in University regulations.
5. Repeating a semester or year of studies may take place with the consent of the Dean, if the organisation of studies and the study programme allow it.

#### **§ 25. Recognition of ECTS credits and learning outcomes**

1. The student has the right to apply for the transfer and recognition of ECTS credits and learning outcomes obtained at another domestic or foreign higher education institution.
2. The decision on recognition of ECTS credits and learning outcomes is made by the Dean after analysis of the compatibility of learning outcomes, programme content, number of hours, number of ECTS credits, and level of education.
3. Recognition of learning outcomes must not lower the quality of education or lead to the omission of learning outcomes required by the study programme.
4. Detailed rules for recognizing ECTS credits, periods of study, and qualifications obtained in higher education may be specified in separate University procedures.

#### **§ 26. Confirmation of learning outcomes obtained outside the study system**

1. The University may confirm learning outcomes obtained outside the study system, if the conditions specified in legal provisions and University regulations are met.
2. Confirmation of learning outcomes is carried out within the scope corresponding to the learning outcomes specified in the study programme.
3. As a result of confirmation of learning outcomes, classes or parts thereof may be credited within the limits permitted by law.
4. Detailed rules, procedure, required documents, and the method of assessment of learning outcomes obtained outside the study system are specified in a separate University procedure.

#### **§ 27. Remote verification of learning outcomes**

1. Course completions, examinations, and other forms of verification of learning outcomes may be conducted using electronic means of communication, if permitted by law, the nature of the learning outcomes, and the organisational capacities of the University.
2. Remote verification of learning outcomes should enable student identification, independent work, reliability of assessment, appropriate documentation of the verification process, and protection of personal data.
3. In the event of a connection interruption, system failure, or other technical disruptions, the person conducting the classes or the examination committee decides on the manner of continuing or repeating the verification, with respect for student rights and reliability of assessment.
4. The rules for remote verification of learning outcomes are made available to students in the manner adopted at the University.

## **Chapter 6. Individual organisation of studies and special student situations**

#### **§ 28. Individual organisation of studies**

1. The student may apply for an individual organisation of studies if the student's health, family, professional, sports, scientific, social, or other special situation justifies adjustment of the organisation of the course of studies.

2. Individual organisation of studies may consist in particular of setting individual deadlines for fulfilling teaching obligations, changing the class group, adjusting the form of participation in classes, agreeing an individual schedule of course completions, or another organisationally possible form of support.
3. The decision on individual organisation of studies is made by the Dean upon the student's application.
4. Granting individual organisation of studies does not release the student from the obligation to achieve the learning outcomes and complete the classes provided for in the study programme.

#### **§ 29. Individual study plan**

1. The student may apply for an individual study plan if this is justified by special achievements, participation in mobility programmes, the need to make up programme differences, or other circumstances accepted by the Dean.
2. The individual study plan specifies the classes, their dates, the number of ECTS credits, and the conditions for completion.
3. The individual study plan must ensure the achievement of all learning outcomes provided for a given field, level, and profile of studies.

#### **§ 30. Pregnant student and student who is a parent**

1. The University provides a pregnant student and a student who is a parent with the rights arising from legal provisions.
2. A pregnant student and a student who is a parent may not be refused consent to study according to an individual organisation of studies in full-time studies until completion of studies, if the statutory conditions for this right are met.
3. A pregnant student and a student who is a parent may not be refused leave from classes under the rules specified in legal provisions.
4. The University may provide a pregnant student or a student who is a parent with additional organisational support, if the conditions for implementing the study programme allow it.

## **Chapter 7. Professional internships**

#### **§ 31. Organisation of professional internships**

1. Practical-profile study programmes provide for professional internships in the dimension specified by law, the study programme, and the professional internship regulations.
2. Professional internships are completed in entities enabling the achievement of learning outcomes provided for internships.
3. The organisation of professional internships includes indicating the purpose of the internship, learning outcomes, place of internship, internship supervisor, method of documenting the course of the internship, and rules for completion.
4. Detailed rules for the organisation, course, supervision, and completion of internships are specified in the Professional Internship Regulations or another appropriate procedure in force at the University.

#### **§ 32. Crediting professional activities towards an internship**

1. Upon the student's application, the University may credit towards a professional internship activities performed by the student as part of employment, traineeship, volunteering, business activity, or another professional activity, if these activities enabled the achievement of the learning outcomes specified for the internship.
2. The student submits an application together with documents confirming the nature, scope, and duration of the performed activities and the possibility of achieving the required learning outcomes.

3. The decision on crediting professional activities towards an internship is made by the Dean or a person indicated in the professional internship regulations.
4. Crediting professional activities towards an internship must not lead to lowering programme requirements or abandoning verification of the learning outcomes provided for the internship.

## **Chapter 8. Mobility, transfers, and change of form of studies**

### **§ 33. National and international mobility**

1. The student may participate in national and international academic mobility programmes implemented or recognised by the University.
2. Participation in mobility requires agreement on the programme to be implemented at the host institution and the rules for recognition of learning outcomes and ECTS credits after return.
3. Learning outcomes obtained under mobility are recognised in accordance with the learning agreement, the regulations of the mobility programme, and University procedures.
4. The University supports the development of students' international and intercultural competences within the scope resulting from organisational capacities and concluded agreements.

### **§ 34. Transfer from another higher education institution**

1. A student of another domestic or foreign higher education institution may apply for transfer to the University, if the student meets the conditions specified by law, the study programme, and University regulations.
2. The decision on admission by transfer is made by the Dean or another competent body in accordance with the Statute of the University.
3. The Dean specifies the programme differences, the deadline and manner for making them up, and the semester in which the student is enrolled.
4. Admission by transfer must not infringe the requirements concerning the achievement of learning outcomes provided for a given field, level, and profile of studies.

### **§ 35. Change of field or form of studies**

1. The student may apply for a change of field of studies or a change of the form of studies from full-time to part-time or from part-time to full-time.
2. The decision on changing the field or form of studies is made by the Dean, taking into account the study programme, the previous course of studies, the number of places, programme differences, and the organisational capacities of the University.
3. The student is obliged to make up programme differences within the time limit specified in the Dean's decision.

## **Chapter 9. Leaves**

### **§ 36. Types of leave**

1. The student may apply for leave from classes in particular for health, family, random, professional reasons, reasons related to travel abroad, maternity, paternity, or other important circumstances.
2. Leave may be short-term, semester-long, or annual, depending on the reason and the Dean's decision.
3. Leave is granted by the Dean upon the student's written or electronic application.
4. The application for leave should contain justification and documents confirming the circumstances justifying the granting of leave, if the Dean considers them necessary.

### **§ 37. Effects of leave**

1. During leave, the student retains student rights to the extent arising from legal provisions.
2. During leave, the student may, with the consent of the Dean, participate in selected classes, undergo verification of learning outcomes, or make up arrears, if this does not conflict with the purpose of the leave and the organisation of studies.
3. The leave period may affect the date of completion of studies, the schedule for implementing the study programme, and the obligation to make up programme differences resulting from changes to the study programme.
4. After the end of leave, the student continues studies under the rules specified by the Dean, taking into account the current study programme.

## **Chapter 10. Resignation, removal from the list of students, and resumption of studies**

### **§ 38. Resignation from studies**

1. The student may resign from studies by submitting a written or electronic declaration of resignation.
2. Resignation from studies constitutes the basis for removal from the list of students.
3. Submission of resignation does not release the student from the obligation to settle liabilities towards the University arising by the date of removal from the list of students, if such an obligation results from an agreement or University regulations.

### **§ 39. Removal from the list of students**

1. A student is removed from the list of students in the event of failure to commence studies, resignation from studies, failure to submit the diploma thesis or take the diploma examination within the deadline, and imposition of the disciplinary penalty of expulsion from the University.
2. A student may be removed from the list of students in the event of confirmed lack of participation in compulsory classes, confirmed lack of progress in learning, failure to complete a semester or year within the specified deadline, and failure to pay fees related to studies.
3. Before issuing a decision on removal from the list of students, in cases where this is required by legal provisions or rules of administrative proceedings, the student is given the opportunity to present a position on the matter.
4. Removal from the list of students takes place by way of an administrative decision.
5. A student may appeal against a decision on removal from the list of students to the Rector within 14 days from the date of delivery of the decision.

### **§ 40. Resumption of studies**

1. A person removed from the list of students may apply for resumption of studies, if this is allowed by legal provisions, the study programme, and the organisational capacities of the University.
2. An application for resumption of studies shall be submitted to the Dean.
3. The decision on resumption of studies is made by the Dean, specifying the semester of resumption, programme differences, the deadline for making them up, and any additional conditions for continuing studies.
4. Resumption of studies may take place under the currently applicable study programme, which may involve the need to make up programme differences.

## **Chapter 11. Diploma thesis and completion of studies**

### **§ 41. Conditions for completion of studies**

- 1. The condition for completion of studies and obtaining a graduation diploma is the achievement of the learning outcomes specified in the study programme, obtaining the required number of ECTS credits, completing professional internships provided for in the study programme, obtaining a positive grade for the diploma thesis, if the study programme provides for its preparation, and passing the diploma examination or another final examination, if required.**
- 2. The minimum number of ECTS credits required to complete studies is respectively 180 ECTS credits for first-cycle studies, 90 ECTS credits for second-cycle studies, 300 ECTS credits for long-cycle Master's studies lasting 9 or 10 semesters, and 360 ECTS credits for long-cycle Master's studies lasting 11 or 12 semesters.**
- 3. In the case of fields preparing students to practise regulated professions, the conditions for completion of studies include additional requirements arising from educational standards and legal provisions.**

### **§ 42. Diploma thesis**

- 1. The student prepares a diploma thesis if the study programme provides for it.**
- 2. The diploma thesis is an independent study of a scientific, practical, project, or professional issue, presenting the student's knowledge, skills, and social competences related to studies in a given field, level, and profile.**
- 3. The diploma thesis is prepared under the supervision of a supervisor.**
- 4. In the case of second-cycle studies and long-cycle Master's studies, the supervisor of the diploma thesis is a person holding at least a doctoral degree, unless legal provisions provide for additional requirements.**
- 5. Detailed rules for selecting the supervisor, the topic of the diploma thesis, preparation of the thesis, submission of the thesis, review, and admission to the diploma examination are specified in the diploma-awarding regulations or another appropriate University procedure.**

### **§ 43. Anti-plagiarism procedure and openness of reviews**

- 1. A written diploma thesis is checked using the Uniform Anti-Plagiarism System before the student is admitted to the diploma examination.**
- 2. The result of the diploma thesis check is analysed in accordance with the procedure in force at the University and does not replace the substantive assessment of the thesis by the supervisor and reviewer.**
- 3. Reviews of the diploma thesis are open, unless the subject of the thesis is covered by legally protected secrecy.**
- 4. Violation of the principles of independent preparation of the diploma thesis may result in refusal of admission to the diploma examination and other consequences provided for by law and University regulations.**

### **§ 44. Diploma examination**

- 1. The diploma examination is held before a committee appointed in accordance with University regulations.**
- 2. Admission to the diploma examination is conditional upon meeting the requirements specified in the study programme and diploma-awarding regulations.**
- 3. The diploma examination may be conducted at the seat of the University, outside the seat of the University, or using electronic means of communication, if permitted by law and University procedures.**

4. A diploma examination conducted using electronic means of communication should ensure real-time transmission, multilateral communication of participants, student identification, security of the examination process, and the possibility of preparing the required documentation.

#### **§ 45. Date of completion of studies and diploma**

1. The date of completion of studies is the date of passing the diploma examination, unless legal provisions provide for another date for specified fields of studies.
2. The graduate receives a graduation diploma together with a diploma supplement and copies in accordance with applicable legal provisions.
3. The University keeps diploma-awarding documentation in accordance with legal provisions and internal procedures concerning documentation of the course of studies.

## **Chapter 12. Benefits, fees, and material liability**

#### **§ 46. Student benefits**

1. The student may apply for benefits provided for by law, in particular a social scholarship, scholarship for persons with disabilities, assistance grant, Rector's scholarship, and other benefits, if the student meets the conditions for their award.
2. Detailed rules for awarding benefits are specified by legal provisions and the student benefit regulations in force at the University.
3. Information on benefits, application deadlines, and required documents is made available to students in the manner adopted at the University.

#### **§ 47. Fees**

1. The rules for collecting fees related to studies are specified by legal provisions, the agreement concluded with the student, and regulations in force at the University.
2. The student is obliged to pay fees on time, if the obligation to pay them results from an agreement, decision, or University regulations.
3. Failure to pay fees related to studies may constitute grounds for removal from the list of students under the rules specified in the Regulations and legal provisions.
4. The student may apply for a fee reduction, payment in instalments, or a change of payment deadline, if provided for by University regulations.

## **Chapter 13. Disciplinary liability**

#### **§ 48. Student disciplinary liability**

1. The student bears disciplinary liability for violation of regulations in force at the University and for acts offending the dignity of a student.
2. Disciplinary liability is implemented in accordance with the Law on Higher Education and Science and implementing regulations.
3. Disciplinary proceedings are conducted with respect for the student's right of defence, impartiality of bodies, and the principles arising from legal provisions.
4. Irrespective of disciplinary liability, the student may bear other consequences provided for by law, an agreement, or University regulations, if the student's action caused damage or violation of obligations.

## **Chapter 14. Ensuring the quality of education**

### **§ 49. Education quality system**

- 1. The University conducts activities aimed at monitoring, assessing, and improving the quality of education.**
- 2. The process of improving the quality of education includes in particular analysis of learning outcomes, assessment of study programmes, class observations, student surveys, analysis of course completion and examination results, analysis of professional internships, cooperation with external stakeholders, and monitoring labour market needs.**
- 3. Students participate in improving the quality of education by taking part in surveys, consultations, the work of collegial bodies, the activity of the Student Government, and by submitting comments concerning the educational process.**
- 4. The results of quality-related activities are used to improve study programmes, teaching methods, methods of verifying learning outcomes, organisation of internships, student support, and public access to information.**

### **§ 50. Public access to information**

- 1. The University provides students, candidates, and other stakeholders with access to up-to-date, understandable, and reliable information concerning studies.**
- 2. Information includes in particular study programmes, conditions for admission to studies, rules for the course of studies, syllabi, qualifications awarded upon completion of studies, opportunities for further education, rules of student support, and information on the quality of education.**
- 3. The scope and quality of information about studies are subject to periodic assessment, in which students and other recipients of information may participate.**

### **§ 51. Monitoring graduates' careers**

- 1. The University conducts activities related to monitoring graduates' professional careers.**
- 2. The results of monitoring are used to improve study programmes, assess the compatibility of learning outcomes with labour market needs, and develop cooperation with the socio-economic environment.**
- 3. Monitoring graduates' careers is carried out with respect for personal data protection regulations.**

## **Chapter 15. Final provisions**

### **§ 52. Relation to other regulations**

- 1. Detailed rules concerning selected areas of the course of studies may be specified in separate regulations, procedures, resolutions, and orders in force at the University.**
- 2. Separate regulations must not infringe student rights arising from generally applicable law and these Regulations.**
- 3. In the event of discrepancies between the Regulations and generally applicable legal provisions, the legal provisions shall apply.**

### **§ 53. Transitional provisions**

- 1. Students who began their studies before the entry into force of these Regulations continue their studies under the rules specified in the study programme applicable to the given educational cycle, taking into account transitional provisions adopted by the University.**

2. Matters initiated and not completed before the entry into force of these Regulations are conducted in accordance with the rules specified by the relevant transitional provisions, and in their absence, in accordance with these Regulations, if this does not infringe the student's acquired rights.

#### § 54. Entry into force

1. The Regulations enter into force on the date specified in the resolution of the Senate of the University, not earlier than at the beginning of the academic year to which they apply.
2. On the date of entry into force of these Regulations, the previous Study Regulations of WSHIU Academy of Applied Sciences in Poznań cease to have effect, unless the resolution of the Senate provides otherwise.
3. The Regulations are subject to publication in the manner adopted at the University.



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