

**WSB University in Poznań**  
**Study Regulations**  
Poznań, 2020

**1. General Provisions**

**Article 1**

WSB University in Poznań, hereinafter referred to as the School, is a non-public higher education institution that operates under the provisions of the Act of 20 July 2018 on Higher Education and Science (Official Journal of Laws of 2018, item 1668), hereinafter referred to as the Act, entered to the Register of Non-Public Higher Education Institutions under No. 47.

**Article 2**

1. The Study Regulations at WSB University in Poznań, hereinafter referred to as the Regulations, define the rights and responsibilities of students in conformity with the provisions of the Act and the Bylaws of the School, hereinafter referred to as the Bylaws.

2. The Regulations also define the responsibilities of the School's staff as concerns the process of higher education.

**Article 3**

Degree programs at WSB University in Poznań are tuition-based, following the principles stipulated in the agreement on the provision of educational services and in the School's directives and decisions.

**Article 4**

1. The School is managed and represented by the Rector within the scope stipulated in provisions of law, the Bylaws and regulations applicable at WSB University in Poznań.

2. Education is provided at the Faculties.

3. Teaching at the Faculties is managed by the Dean.

4. The course of studies is documented in the grading sheets (*protokół*) and periodical student achievement cards (*karta okresowych osiągnięć studenta*).

**2. Acquisition of the Rights of a Student**

**Article 5**

1. A candidate becomes a student of the School provided that:

- a. the candidate has been entered on the admission list;
- b. the candidate has made the following oath in writing:

"I solemnly swear that as a student of WSB University in Poznań I will strive to acquire knowledge and develop skills worthy of a university graduate. I pledge that in the course of my



studies I will preserve the good name of the School, and follow its Regulations and customs.”

2. Upon making the oath, a person admitted to the School acquires the rights of a student and submits to the requirements following from the provisions of the Act, the Bylaws of the School, and these Regulations. The primary obligation of a student is henceforth to observe all standards and principles of student life protected by the provisions of the Act.

### **Article 6**

1. Upon making the oath, a student receives a student ID card (*legitymacja studencka*).
2. A student ID card should be handled with particular care.

## **3. Primary Rights and Responsibilities of a Student**

### **Article 7**

1. In particular, a student has the right to:
  - a. study in conformity with the curriculum subject to the principles established in the Regulations;
  - b. study more than one field of study or specialization subject to rules set out by the Dean;
  - c. submit to the School's governing bodies his/her recommendations regarding the study plans and curricula, course of study, organization of the teaching process, social and living conditions and any other academic matter;
  - d. receive awards and distinctions for outstanding academic results and achievements;
  - e. receive financial assistance granted in conformity with legal regulations in force;
  - f. participate in the decision-making of the School's collective governing bodies through students' representatives who are members of such bodies;
  - g. participate in social activities;
  - h. associate in special interest groups and to participate in academic research conducted at the School;
  - i. associate in student organizations;
  - j. join the self-governing students' union (*samorząd studencki*), in particular to exercise passive and active voting rights.
2. In order to exercise their right to education and other rights, students may make use of the facilities, equipment and other resources as well as obtain assistance from the School's staff and governing bodies as stipulated in the relevant regulations and agreements with the School's bodies.
3. Students establish a self-governing students' union operating on the basis of regulations which enter into force if approved by the Senate of the School and if compliant with the Act and the Bylaws.
4. Students of the School, including students with legal disability status, shall enjoy appropriate conditions during classes, final tests and exams.

### **Article 8**



1. A student is obliged to:

- a. observe School's regulations and directives;
- b. act in accordance with the standards and customs of the School;
- c. acquire skills which are necessary to graduate;
- d. protect the School's property;
- e. make timely payments for the educational services provided by the School.

2. Students are also obligated to monitor the announcements and notifications available via the internal Internet platform – Extranet and on the Moodle e-learning platform.

3. Students are additionally obligated to notify the School of any change of personal data submitted in the personal questionnaire in the course of enrolment procedure, in particular if said changes concern their marital status, surname, address of residence or e-mail address.

#### **Article 9**

1. Upon the termination of the agreement on the provision of educational services, a student may apply to be transferred to another higher education institution, on condition that the student has complied with all responsibilities (including financial responsibilities) following from the internal provisions of the School. The fulfillment of said responsibilities is confirmed on a clearance slip (*karta obiegowa*).

2. A student of another higher education institution, upon the Dean's approval, may be admitted to the School. The admissions requirements are established by the Dean.

### **4. Organization of Degree Programs**

#### **Article 10**

1. The School provides:

- a. first cycle programs (BA degree);
- b. second cycle programs (MA degree);
- c. long cycle programs (MA degree);

2. Credits are obtained on a semester basis.

3. The School provides education in full-time and part-time programs.

#### **Article 11**

1. The academic year commences not later than on October 1 and ends on September 30 of the following calendar year.

2. The academic year is divided into fall and spring semesters.

3. By June 30, the Rector announces the schedule for the upcoming academic year. The academic year schedule defines dates of ordinary and re-sit exam sessions.

4. Throughout the academic year, the Rector may announce days off not provided for in the schedule.



5. Throughout the academic year, the Dean may announce hours free from classes.

### **Article 12**

1. The teaching process in a given field of study is based on the curriculum which includes:

- a. description of learning outcomes for a given field of study,
- b. study plan with allocated ETCS credits referred to in Article 15 herein,
- c. assessment methods for student learning outcomes.

2. The study plan provides for the following types of courses:

- a. mandatory,
- b. additional,
- c. optional – which expand the basic curriculum,
- d. elective.

### **Article 13**

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

### **Article 14**

1. The courses included in the curriculum may assume the following forms:

- a. lectures,
- b. practical classes,
- c. seminars,
- d. proseminars,
- e. classes,
- f. laboratory classes,
- g. foreign language classes,
- h. workshops,
- i. project classes,
- j. studio classes,
- k. professional practice / work placement,
- l. field practice,
- m. sports camps,
- n. classes run in real conditions,
- o. internships – in the case of dual degree programs.

2. The School may teach some courses by means of distance learning methods and technology.

3. Upon the Dean's approval the courses may be taught in a foreign language by academic staff with adequate linguistic competence.

### **Article 15**

To register and compare student's achievements the School uses a credit-based system. Each module or course is assigned a certain number of ETCS credits (European Credit Transfer System) established by the Dean.

## **Article 16**

The teaching process is supervised by the Dean.

## **5. The Procedure for Course and Semester Completion**

### **A. General Provisions**

#### **Article 17**

1. Students are required to obtain credits for all the courses including those stipulated in Article 12(2)(b)-(d), if included in the study plan.
2. Lectures at the School are not mandatory.

#### **Article 18**

1. The principles of class participation (including credits) are specified in the Course Description.
2. The Course Description is posted on Moodle not later than two weeks before a particular course starts.
3. An absence is deemed excused upon the presentation of a medical certificate or another relevant document confirming the student's inability to participate. Whether the absence shall be excused or not is decided by the person teaching the course. An absence – also if excused – does not release the student from the obligation to complete the tasks as described in the Course Description, which are necessary to pass the course.

#### **Article 19**

1. In particularly justified circumstances the Dean may allow a student to pursue an Individualized Educational Plan (IEP). In such case the Dean exempts the student – at his/her own written request – from the obligation to attend classes.
2. Within the IEP the Dean may – in agreement with and subject to the approval of the person teaching a particular course – agree to individually set dates of final tests and exams during the ordinary and re-sit exam session. In this case, the student is obliged to contact the person teaching the course without undue delay.
3. A student who has received permission for the IEP is obliged to agree on the form of passing the course with the person teaching the course within the first 2 weeks of the course.

#### **Article 20**

The School applies the following grading scale:

2	fail ( <i>niedostateczny</i> )	No credit/fail
3	satisfactory ( <i>dostateczny</i> )	Credit/Pass
3+	more than satisfactory ( <i>dostateczny plus</i> )	
4	good ( <i>dobry</i> )	



4+	very good ( <i>dobry plus</i> )	
5	excellent ( <i>bardzo dobry</i> )	

### **Article 21**

Should a student fail a course at the first attempt, then the student shall have the right to retake the final test or take the exam during re-sit exam session.

### **B. Extended session**

#### **Article 22**

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

### **C. Credits**

#### **Article 23**

The credit for a course shall be obtained by the end of the semester (first attempt). For the courses which end only with an exam, said exam shall also be taken by the end of the semester.

#### **Article 24**

1. The criteria students are required to meet in order to successfully complete a course in the re-sit session are determined by the Course Description, and announced to the students at the beginning of each semester.
2. Deadlines for passing courses in the form specified in Course Descriptions (written and oral knowledge and skills tests) should be announced to students with at least two weeks' notice.
3. The person teaching the course shall announce results to the students within 7 days from the day students have submitted credit work. The date of entry in the grading sheet should be the same as the date of the submission.
4. Students have the right to be informed of the reasons for the grade referred to in Article 24(2) and (3) within 7 days from the date of announcement of the results. After this date the grade shall become final.

#### **Article 25**



1. A student who has complied with all the course requirements specified in the Course Description before the end of the semester shall pass the course. The credit shall be confirmed by an appropriate entry made in the grading sheet.
2. A student may pass a course on the basis of a grade awarded by his/her home university or another higher education institution on condition the student's learning outcomes and ECTS credits required by the School are congruent. In such case the decision is made by the person teaching the course (subject to Article 36(3)).
3. In the event that the person teaching the course takes a decision to transfer a student's grade and the credit obtained in the previous university was awarded at the second attempt, only a passing grade will be transferred.

#### **Article 26**

A student who failed a course in the first attempt may obtain credit for this course at the latest during the re-sit exam session solely as the second attempt. In special circumstances the Dean may set another day for obtaining credit subject to Article 19 and Article 22(1). If a student obtains credit it shall be confirmed by an appropriate entry made in the grading sheet by the person teaching the course. In justified circumstances the entry may be made by the Dean.

#### **D. Exams**

#### **Article 27**

1. Exams take place in session periods provided for in the academic year schedule and on days defined by the Dean. Exams to be taken as the first attempt shall be held by the end of the exam session. Exams to be taken as re-sit exams shall be held by the end of the re-sit exam session.
2. If an examiner agrees, an exam may be taken on another date before the re-sit session ends.
3. During the exam session, a student may take an exam if he/she has obtained credit for a particular course with the exception of courses which end only with an exam.
4. A student who passed a course which ends with an exam in the re-sit session, fails the exam at the first attempt and can only re-sit said exam, subject to Article 27(6) below.
5. A student who has qualified for a re-sit test before a board of examiners and obtained credit shall also have the right to take the exam at the first attempt.
6. The exam may cover more than one course (end-of-semester exam). Taking an end-of-semester exam does not depend on obtaining credit for courses covered by the end-of-semester exam.

#### **Article 28**

1. Exam results shall be announced within seven (7) days from the day of the exam. The date of entry in the grade sheet should be the same as the day of the exam.
2. The results of the end-of-semester exam shall be announced within twenty one (21) days from the day of the exam.



3. Students have the right to be informed of the reasons for the grade obtained (as well as view their written work) within 7 days from the date of announcement of the results. After this date the grade shall become final.

#### **Article 29**

In order to take an exam, a student must present his/her student ID. The examiner shall have the right to refuse to examine a student who does not have such document during the exam.

### **E. Re-sit before a Board of Examiners**

#### **Article 30**

1. In case of reservations as to the reasons for the grade from the course or exam taken at the first or second attempt, the student, within seven (7) days from results announcement regarding the course or exam, may submit a request to the Dean to retake the final test or exam before a board of examiners.

2. The re-sit exam shall take place before the person teaching a particular course, the Dean, an expert in the field appointed by the Dean and a representative of the self-governing students' union designated by a competent body of the students' union. The student's designated observer may also take part in the final test/exam before a board of examiners. The date shall be established by the Dean.

3. The grade obtained during the re-sit final test or exam before a board of examiners shall nullify the grade obtained during the questioned attempt.

#### **Article 31**

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

#### **Article 32**

The grade in the final test or exam before a board of examiners is taken into account when calculating the cumulative grade point average.

### **F. Semester Completion**

#### **Article 33**

A student who has obtained all credits and passed the exams provided for in the curriculum for a given semester shall be deemed to have successfully completed the semester.

#### **Article 34**

Semesters shall be completed in the chronological order.

### **G. Repetition of Course**

#### **Article 35**





1. If a student fails to obtain credit for no more than two courses during a semester, the Dean shall require the student to repeat the failed courses.
2. The repetition of a course may take place:
  - a. while continuing tuition and with a conditional qualification of the student for the next semester,
  - b. without continuing tuition, only at the student's request,
  - c. without continuing tuition, on an individual basis.
3. The Dean may define the list of courses and the form of repeating them.
4. The Dean shall set forth conditions for repeating a course, including the semester in which the repetition should take place. The Dean shall set a date to pass the course according to the exam session timetable. If within 14 days from the issue of the Dean's decision the student does not object to it in writing, then this shall be deemed as granting consent to repeat the course on the terms set forth by the Dean.
5. A course may be repeated using remote teaching methods and techniques (on-line) or in the course of individual consultations with the person teaching the course. The form of repetition shall be determined by the Dean.
6. The repetition of a course on an individual basis can take place only if the student fails to pass the diploma seminar course in the last semester. The student shall take the course in the semester that immediately follows the last semester. The course is taken on dates individually agreed to with the teacher.
7. A student repeating a course, before starting a semester, shall report to the Registrar's Office in order to learn the terms and conditions of repeating the course set forth by the Dean.
8. If a course is repeated without continuing tuition and there is a change of the year in which the student is to graduate, the Dean shall specify curriculum differences resulting from potential changes in the curriculum.
9. A course may be repeated only once. In particularly justified circumstances the Dean may approve a second repetition of a course.
10. A student who fails a repeated course may apply to the Dean with a written request to repeat the semester whose curriculum featured the failed course.
11. The Dean shall set forth the rules of repeating the end-of-semester exam.

## **H. Repeating a Semester**

### **Article 36**

1. Should the student fail to meet conditions to complete a semester, the Dean, at the student's request, may have the student repeat the semester.
2. Student who repeats the semester has to obtain credits for all courses included in the study plan.



3. In particularly justified cases the Dean, at the student's request, may give credits with his signature for passing grades obtained by the student for courses in the semester the student is repeating.

4. A semester can be repeated only once. In particularly justified circumstances the Dean may approve the second repetition of a semester.

5. At the beginning of a semester a student who repeats the semester shall approach the Registrar's Office in order to read the curriculum and other conditions of studying. If the curriculum has changed the student shall be obligated to make up for the curriculum differences that have emerged.

### **I. Conditional Qualification for the Successive Semester**

#### **Article 37**

1. Conditional qualification for the successive semester is a result of the Dean's decision to:

- a. have the student to repeat a course or courses while continuing education in the successive semester – in such case conditional qualification shall be prolonged until the student passes the course in question;
- b. extend exam session – in such case the student qualifies conditionally for successive semester until the final date for obtaining credit for the course in question.

### **6. Individual Study Plan and Curriculum**

#### **Article 38**

1. Students who have the right to study within an individual study plan and curriculum are students:

- a. with particular talents and a grade point average determined by the Dean,
- b. who were sent by the School to study abroad,
- c. who were assigned a particular number of ECTS credits by the Dean to confirm their learning outcomes,
- d. with a legal disability status, if the disability impedes participation in regular classes.

2. A student applying for an individual study plan and curriculum shall provide the Dean with a written request specifying the following:

- a. period to encompass the individual study plan and curriculum;
- b. individual plan of classes

3. The right to study within an individual study plan and curriculum is granted by the Dean, who also determines the individual study plan for a given academic year.

#### **Article 39**

An individual study plan and curriculum may be based on a basic study plan and curriculum that provides for the following changes:

- a) different period of education;
- b) different sequence of credits to be obtained and exams to be taken;

c) different structure of courses, which shall mean that upon the Dean's approval some courses may be replaced by others.

#### **Article 40**

1. Upon obtaining the Dean's approval a student shall receive an individual study plan and curriculum sheet.

2. A student shall have the right to participate in all classes in the courses provided for in his/her plan.

#### **Article 41**

1. A student under the individual study plan and curriculum shall attempt to obtain all credits and take exams on the dates established with respective lecturers. If a course is taught by more than one lecturer, the Dean shall designate the one in charge and the examiner. The student shall have the right to re-sit every final test and exam under the provisions of Articles 23-34.

2. The provisions of Articles 35-37 shall apply accordingly.

#### **Article 42**

If a student fails to complete his/her individual study plan:

a) the Dean may approve a revised plan for the following semester provided that the discrepancies are insignificant and justified;

b) the Dean may refuse to grant consent for the individual study plan and curriculum to be continued in the case of serious discrepancies, and have the student complete a semester appropriate in view of the curriculum completed so far. The Dean may qualify the student for a given semester conditionally, as provided for in Article 37.

#### **Article 43**

An Individual study plan and curriculum can also be implemented within individual interdisciplinary studies. Provisions of Articles 38-42 shall apply accordingly.

#### **Article 44**

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

### **7. Specializations of studies**

#### **Article 45**

Students shall choose a specialization from a number of specializations offered to the students commencing education in a given academic year.

#### **Article 46**

Detailed rules regarding the choice of specialization and studying thereof are determined by the Dean.

### **Article 47**

Launching a specialization depends on the number of interested students. A minimum required number of applications at a faculty shall be set forth by the Dean.

## **8. Professional Practice**

### **Article 48**

1. Professional practice required by the curriculum are mandatory for first and second cycle programs, and long cycle programs; the number of hours is stipulated in the curriculum for a given field of study in accordance with applicable laws and executive acts.
2. Each student shall complete professional practice in line with his/her field of study and professional practice regulations.
3. Specific conditions regarding participation in and completion of professional practice are defined by the Dean.
4. Other issues concerning partaking in professional practice are regulated in the Professional Practice Regulations of WSB University in Poznań.

## **9 Field Practice**

### **Article 49**

1. Field practice required by the curriculum is mandatory for first and second cycle programs and the required number of hours is stipulated in the curriculum for a given field of study.
2. Conditions regarding partaking in and completion of field practice are defined in the Field Practice Regulations.
3. Specific conditions regarding participation in and completion of field practice are defined by the Dean.

## **10. Apprenticeship**

### **Article 50**

1. Apprenticeship provided for in the curriculum of dual degree programs is mandatory and the required number of hours is stipulated in the curriculum for a given field of study.
2. Conditions regarding partaking in and completion of apprenticeship are defined in the Apprenticeship Regulations and agreement with the partner company.
3. Specific conditions regarding participation in and completion of apprenticeship are defined by the Dean.

## **11. Change of the Form, Field of Study and Specialization**

### **Article 51**

1. A student may apply for a change of the form of studies.

2. The Dean shall grant approval provided that the School provides such possibility.
3. If the change results in curriculum differences, the student shall be required to make up for said differences by the date established by the Dean. Obtaining credits in such a case is regulated by the provisions in Articles 24–29.

#### **Article 52**

1. At the request of a student made not later than before the start of the second semester of studies the Dean may agree to a change in the field of study, taking into account the similarity of learning outcomes and the number of ECTS credits obtained.
2. In especially justified cases, at the request of a student, the Dean may agree to a change in the field of study also during later semesters, taking into account the similarity of learning outcomes and the number of ECTS credits obtained.
3. A student may change the specialization by the end of the semester following the semester when the student made his/her choice. The decision to this effect shall be made by the Dean on the basis of a substantiated request.
4. A student shall be required to make up for any curriculum differences that are a consequence of the change of the form of study, field of study or specialization by the date established by the Dean in accordance with the provisions in Articles 24-29.

#### **Article 53**

If the change of specialization results in a change of the field of study, the provisions in Articles 46-47 shall apply accordingly.

### **12. Leaves**

#### **Article 54**

1. In the course of studies a student may be granted a long-term leave not shorter than one semester and not longer than two semesters in the following cases:
  - a. taking up studies, apprenticeships and professional practice abroad,
  - b. prolonged illness confirmed by a medical certificate indicating the duration of the leave,
  - c. giving birth to or taking care of a child,
  - d. important life circumstances. The decision is made by the Dean at the request of a student.
2. A student may apply for a short-term leave in the following cases:
  - a. domestic or foreign trips organized by the School or the self-governing student's union;
  - b. for important reasons duly justified by the student.
3. The leave is granted by the Dean. Leaves granted are entered in the records of the course of studies.
4. Leaves are not granted for the period of the previous semester or previous academic year.
5. Leaves may be granted after completing a semester.

6. In particularly justified circumstances the Dean may agree for the student to take a leave after a failed semester, on condition that the student completes all formalities related to the failed semester.

#### **Article 55**

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

#### **Article 56**

1. Upon the completion of a long-term leave, the student resumes the studies from the beginning of the semester during which the leave was granted. In order to read the curriculum and all other conditions of studies, the student is obligated to report to the Registrar's Office prior to the beginning of the semester.

2. Upon the completion of a short-term leave the Dean may permit the student to make up for the missing credits and exams on an individual basis and resume studies as of the following semester.

3. If the curriculum has changed, upon his/her return from the leave, the student is required to make up for the curriculum differences that have emerged over the period of his/her leave. The Dean determines the date by which said differences are to be made up for and the applicable conditions.

### **13. Diploma Dissertation**

#### **Article 57**

1. A diploma dissertation shall be deemed to mean a B.A., B. Sc. Eng. , M.A. thesis or a diploma project.

2. A diploma dissertation shall be developed under the supervision of an supervisor who is a holder of an academic degree or title. The list of advisors is made by the Dean.

3. If the diploma dissertation is a diploma project it should include a solution or a concept of solving a practical or theoretical problem within the scope of the field of study.

4. A diploma project shall be developed by teams of students under the supervision of an advisor. The maximum number of members in teams is defined by the Dean. In justified cases a diploma project may be prepared by one person. The project work method is defined by the dissertation supervisor.

5. In the case of dual degree programs, in addition to the supervisor referred to in Article 57(2) above, the dissertation may be supervised by an auxiliary supervisor. Detailed conditions and scope of cooperation with such auxiliary supervisor are defined by the Dean.

6. Specific conditions concerning the form of diploma dissertations and assessment rules are defined by the Dean.

#### **Article 58**

1. The subject of a diploma dissertation shall be approved by the dissertation supervisor taking into account the field of study, the student's academic interests, the subject matter of research conducted at the School and the practical business and social requirements..



2. The subject of the diploma dissertation should be specified and submitted for the opinion of the Diploma Dissertation Quality Committee by the date and according to the rules set forth by the Dean, which take into account the type of diploma dissertation, form of studies, and level of education.

#### **Article 59**

1. A paper created as part of work performed by a student research association may be deemed equivalent to a diploma dissertation.

2. In justified cases a paper prepared by a student when studying at other universities at home and abroad may be deemed equivalent to a diploma dissertation.

3. If a student studies two related specializations in a single field of study, he/she has the right to submit a request to the Dean to write a single diploma dissertation. In this case the Dean shall make the decision on the basis of the opinion of dissertation supervisors.

4. At a student's request and subject to the Dean's consent, a diploma dissertation may be written in a foreign language provided that the diploma seminar is conducted by an academic teacher with appropriate linguistic competence.

#### **Article 60**

1. Each dissertation is verified in the Uniform Antiplagiarism System before it is accepted by the supervisor.

2. A student shall submit to the Registrar's Office two hard copies and one electronic copy of the diploma dissertation, approved by the dissertation supervisor, by the date established by the Dean. This is a condition to obtain a credit for the seminar in the last semester of studies.

3. A diploma dissertation shall be evaluated by the dissertation supervisor and an independent reviewer appointed by the Dean. The student has the right to learn the grade awarded for his/her dissertation at least three days prior to the diploma examination.

#### **Article 61**

1. A student who has obtained credits for all the courses provided for in the curriculum except for the seminar or failed to submit the dissertation on time, may obtain a credit during the re-sit exam session.

2. A student who fails the seminar in the re-sit session may apply for permission to repeat the last semester's seminar .

#### **Article 62**

1. If a diploma dissertation is failed by the reviewer, the Dean designates another reviewer. The second review is deemed to be final.

2. In the case of a dissertation failed for the second time the student may request to repeat the seminar.

### **14. Diploma Examination**

#### **Article 63**



1. A diploma examination shall be deemed to mean a B.A., B. Sc. Eng. or an M.A. final exam.
2. A student is eligible for a diploma examination under the following conditions:
  - a. he/she has obtained credits for all courses and passed all exams provided for in the curriculum,
  - b. he/she has obtained a positive grade for the diploma dissertation,
  - c. he/she has cleared all his responsibilities towards the School,
  - d. he/she has completed professional practice if provided for in the curriculum,
  - e. he/she has completed field practice provided for in the curriculum,
  - f. he/she has completed apprenticeship provided for in the curriculum of dual degree programs.

#### **Article 64**

1. The date of the diploma examination is established by the Dean to take place not later than three months since the submission of the dissertation. The date of the exam is announced seven (7) days in advance at the latest.
2. The examination board is appointed by the Dean.
3. The Dean or the person appointed by the Dean acts as the chairperson.

#### **Article 65**

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

#### **Article 66**

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

#### **Article 67**

1. The final grade for the examination is determined in accordance with the following scale:

up to 2.99	fail ( <i>niedostateczny</i> )	2
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from 3.00 up to 3.24	satisfactory ( <i>dostateczny</i> )	3
from 3.25 up to 3.74	more than satisfactory ( <i>dostateczny plus</i> )	3+
from 3.75 up to 4.24	good ( <i>dobry</i> )	4
from 4.25 up to 4.74	very good ( <i>dobry plus</i> )	4+
up to 4.75	excellent ( <i>bardzo dobry</i> )	5

2. Conditions regarding evaluation rules for diploma exam are defined by the Rector. In justified cases specific conditions are defined by the Dean of the Faculty.

#### **Article 68**

Upon the request of the student or the supervisor of the dissertation and subject to permission of the student, the final exam can be open for audience.

#### **Article 69**

The Dean sets the second date for the diploma examination if a student has failed the exam. The second date is deemed to be final and should fall in the period ranging from one month since the first examination at the earliest up to three months after the first examination at the latest. Such date is final.

#### **Article 70**

If a student is unable to take the exam due to health problems or other important reasons, he/she should notify the Dean of the reasons preventing him/her from taking the exam on the day prior to the exam date at the latest; within fourteen (14) days since the date of the defense said student should submit a written excuse. If the Dean accepts the excuse, a new date for the diploma examination is set. .

#### **Article 71**

In justified cases stipulated in Article 69 a student may take a diploma examination no later than 12 months from the date of the final semester completion. The Dean shall take the decision at the request of the student. The date shall be final.

#### **Article 72**

A student who has failed to take the examination and excuse his/her absence is removed from the student roster.

#### **Article 73**

If a student fails the examination at the second attempt, the Dean shall remove him from the student roster.

#### **Article 74**

If the diploma dissertation has been written in a foreign language the Dean may, at the student's request, express consent to conduct the examination in the foreign language. The Dean's consent is conditioned on the relevant linguistic competence of the board members.



### **Article 75**

1. The final result of the studies is a sum total of the following:
  - a. 60% of the arithmetic average of all exam grades and credits obtained in the course of studies, excluding the courses credited with the entry *zal.* (pass without a grade), optional and additional courses;
  - b. 20% of the arithmetic average of the grade for the diploma dissertation;
  - c. 20% of the grade in the diploma examination.
2. At the request of the chairperson, the board may change the final result of the studies, raising it by one grade, if a student obtains the final exam grade of at least 5.0 (excellent), and if the average grade in the last two semesters of studies is not lower than 4.5 (very good).

### **Article 76**

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

up to 3.25	satisfactory ( <i>dostateczny</i> )
from 3.26 up to 3.75	more than satisfactory ( <i>dostateczny plus</i> )
from 3.76 up to 4.25	good ( <i>dobry</i> )
from 4.26 up to 4.50	very good ( <i>dobry plus</i> )
from 4.51	excellent ( <i>bardzo dobry</i> )

## **15. Completion of Studies**

### **Article 77**

A graduate receives a higher education diploma upon passing the diploma examination.

### **Article 78**

1. A graduate of the School receives a higher education diploma confirming that he/she was awarded the professional title of *licencjat* (Bachelor), *inżynier* (Engineer) or *magister* (Master).
2. At the graduate's written request submitted within 30 days since the date of the final diploma examination, a certified copy of the diploma translated into a foreign language may also be issued.
3. The graduate receives a higher education diploma thirty (30) days since the date of his/her diploma examination.

## **16. Removal from the Student Roster**

### **Article 79**

1. A student shall be removed from the student roster in the following cases:
  - a. failure to commence studies;



- b. discontinuation of studies;
- c. no academic progress;
- d. failure to obtain credits for a semester or year by the designated date;
- e. failure to submit the diploma dissertation by the designated date;
- f. failure to take the diploma examination;
- g. failure to obtain positive grade on diploma exam;
- h. disciplinary expulsion from the School;
- i. failure to pay the tuition fees;
- j. failure to comply with the provisions of the agreement for providing educational services.

### **Article 80**

1. A student is prevented from commencing studies when he/she fails to do the following within one month from the date of the start of a semester:

- a. take the oath stipulated in Article 5(1)(b),
- b. does not meet the requirements stipulated in Article 36(5) and 52(4).

2. The student's decision to discontinue studies shall be submitted to the Dean in writing (hard copy bearing the student's handwritten signature).

3. Lack of academic progress is acknowledged by the Dean when the student fails to meet the conditions enabling him/her to:

- a. repeat the semester;
- b. repeat a course;
- c. take the diploma examination;
- d. be conditionally qualified for the next semester.

### **Article 81**

The decision to remove a student from the student roster shall rest with the Dean. Upon the removal the student is required to clear all his responsibilities towards the School, including the payment of tuition fees up to the time of such removal.

## **17. Conditions for Resuming Studies**

### **Article 82**

1. A student removed from the student roster may apply to be reinstated within a period of two years since his removal. The Dean determines the conditions for the reinstatement.

2. A student may be reinstated only once.

## **18. Students' Disciplinary Liability**

### **Article 83**

1. A student who breaches the regulations of the School or commits acts unbecoming to a student, under the provisions of the Act, shall face disciplinary liability before a faculty disciplinary board or a peer review panel of the self-governing student's union.

2. Behavior unbecoming to a student is in particular the following:



- a. misrepresentation to bodies of the School, academic staff and administrative staff;
- b. plagiarism;
- c. forgery;
- d. being intoxicated on School's premises;
- e. violation of the physical integrity of other persons inside and outside the premises of the School;
- f. destruction of the School's property;
- g. other types of behavior unbecoming to a student.

3. The investigation shall be conducted by the Disciplinary Ombudsman appointed by the Rector from the School's academic staff.

#### **Article 84**

The manner in which disciplinary proceedings shall be conducted is specified in separate provisions.

### **19. Final Provisions**

#### **Article 85**

1. Any matters that have not been regulated by these Regulations and specific cases shall be decided by the Dean.
2. The Dean's administrative decision may be appealed against to a competent body within fourteen (14) days from the date of receipt of the decision.
3. The Dean's decision concerning students' financial obligations may be appealed against in writing through the Dean to the Vice-Chancellor within fourteen (14) days.

#### **Article 86**

These Regulations enter into force as of the beginning of the academic year 2020/2021.