

The text of the regulations approved by the resolution of the University Senate of 25 April 2018.

THE STUDY REGULATIONS OF KATOWICE SCHOOL OF ECONOMICS



In the case of any discrepancies between the Polish and English language versions of this document then the binding version shall be the Polish version.

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GENERAL PROVISIONS

Article 1

1. Katowice School of Economics with headquarters in Katowice is an academic private university operating on the basis of the provisions of the Act of 27 July 2005. - Law on Higher Education.
2. The university is managed by the Counsellor who is the superior of the students and employees of the University.
3. The Regulations apply to the University's academic community.
4. The Regulations shall also relatively apply to persons who are not university students who, on separate terms, complete at the University the courses covered by their didactic offer.
5. The Regulations do not apply to participants of the doctoral seminar, post-graduate students and participants of courses and trainings conducted by the University.
6. The student is obliged to comply with the provisions of the Statutes, the Study Regulations, orders of the Counsellor and other authorities of the University and the provisions of the Education Service Agreement along with regulations resulting from the Financial Regulations, which is an integral part of the agreement.
7. Student self-government authorities are the only representatives of all students.

Article 2

1. The basic organisational unit of the University is the Faculty managed by the Dean.
2. The Faculty carries on a programme of education at a given field of study and degree of studies, in accordance with the qualifications.

Article 3

1. The dean decides on student matters not reserved in the Act, the University Statutes or the Education Service Agreement to the competences of other University authorities, in the scope and mode specified in the Study Regulations.
2. The dean supervises the proper implementation of education programmes at the Faculty.
3. The Counsellor conducts general supervision over student recruitment, didactic process and other matters related to conducting studies by the University.

Article 4

1. The University educates students at full-time or part-time study.
2. The basic form of education at the University is part-time study.
3. Studies referred to in passage 1, are implemented as:
 - 1) first study cycle;
 - 2) second study cycle;
 - 3) on-tier study.

Article 5

1. The university provides education at the following levels of study:
 - 1) first-cycle study lasting from 6 to 8 semesters and ending with obtaining licencjat or inżynier degree, while the first cycle study lasts at least 6 semesters, and engineering study - at least 7 semesters,
 - 2) second cycle study lasting from 3 to 5 semesters and ending with obtaining a magister degree or a magister inżynier degree,
 - 3) one-tier study lasting from 9 to 12 semesters and ending with obtaining a magister degree or a magister inżynier degree.
2. The duration of studies is determined by the University Senate taking into account the existing training scheme in individual fields of study and the form of study, as well as additional requirements related to the degree of licencjat, inżynier, magister or magister inżynier and

professional qualifications, in particular the regulated profession.

Article 6

1. A student of the University is a person who was classified in the classification procedure, who signed with the University the Education Service Agreement, was matriculated and made an oath with the content determined by the University's Statutes.
2. A student of the University may also be a foreigner from the time of classifying him/her, in accordance with separate regulations, for studies at the University. The University organises classes in the Polish language for foreigners admitted to study at the University,
3. Extremely talented post-secondary school students can participate in classes provided for in the study programme relevant to their skills and interests, upon a written request, with the consent of the dean of the relevant faculty, after obtaining the school head's recommendation and in the case of underage students also the consent of the student's parents or legal guardians.
4. The students referred to in passage 3, are admitted to participate in didactic classes, as well as may participate in the activities of research interest groups.
5. The dean, admitting a talented student to the classes, indicates the name of an academic teacher who conducts the courses, to which the student is to attend.
6. Students complete classes according to the rules specified in the regulations.
7. Having completed the course, the dean grants a student a certificate, after receiving written information about the completed course, including the number of hours, educational results and, in if the course completed with examination, information on the examination.
8. In the case of admission of students referred to in passage 3 to study at the University, the lecturer may release from the obligation to attend or to pass the previously passed classes, if in the meantime there were no changes in the educational results obtained as part of their implementation.
9. The student, after matriculation, taking the oath and signing the Education Service Agreement, is provided with a student ID card and access to the Student's individual account in the University's IT system.
10. The document certifying the student's status is a student ID.
11. Students have the right to hold student ID until the date of graduation, suspension of student rights or removal from the list of students, and in the case of first-cycle graduates - by 31 October of the graduation year.
12. The student is obliged to notify the dean in writing if his or her student ID has been damaged or lost, specifying the circumstances of its damage or loss.
13. A person removed from the list of students shall return the student ID to the Centre for Organisation of Education.
14. The University may correspond with a Student in matters referred to in the Study Regulations via the Student's Individual Account in the University's IT system.

Article 7

1. The University collects fees for the educational services it provides.
2. The amount, rules and payment deadlines are set out in separate regulations, including in particular the University's Financial Regulations, being an integral part of the Education Service Agreement.
3. Detailed terms and conditions for providing financial support for students are specified in separate regulations.
4. The University's authorities undertake activities aimed at ensuring equal opportunities for the implementation of the education process by students with special needs, taking into account the degree and nature of disability and the nature of a given field of study by adapting classes

to their individual capacities.

ORGANISATION OF STUDIES

Article 8

1. The academic year begins on October 1 and lasts until 30 September of the next calendar year.
2. The academic year is divided into two semesters - winter semester (from 1 October to 28 or 29 February) and summer semester(from 1 March to 30 September).
3. The academic year includes: time of didactic classes, examination sessions, holiday breaks, holidays. internships, outdoor classes and didactic camps provided for in the study programme may be organised during the summer holidays.
4. The first semester of studies may be both the winter semester and the summer semester.
5. The Counsellor may establish a different form of organisation of the academic year in particular fields and degrees of study or in specific organisational units of the University.

Article 9

1. The Counsellor determines organisation of the academic year, taking into account the principle that during full-time study and part-time study, it is expected for a summer holiday to last not less than four weeks.
2. The Counsellor informs the academic community about the determined organisation of the academic year in a manner adopted at the University, at least one month before the beginning of the academic year.
3. The Counsellor may introduce changes to the announced organisation of the academic year.
4. The Counsellor may implement hours free from didactic classes, called "Counsellor hours".

Article 10

1. Studies at the university are conducted in accordance with educational programmes, i.e. in accordance with educational outcomes, to which study programmes are adjusted, including study plans and in accordance with the provisions of the Act on higher education and regulations of the minister responsible for higher education, as well as standards arising from the University Statutes and the Counsellor's orders issued on the basis of the Study Regulations or the Statute of the University.
2. The study programme includes a list of all subjects and vocational placement, their total time, forms of classes, as well as required examinations and credits as well as ECTS points given to them.
3. The student studies according to the study programme effective in the academic year in which he or she started education. This provision does not apply to a student transferred from another university or student, whose period of study has been prolonged due to the repetition of the semester, granted leave or other breaks in participation in studies.
4. Education programmes, including study plans for particular fields, the Dean informs students before the beginning of a given education cycle by announcing it in the University's IT system.
5. Schedules of didactic classes are made available to students no later than one week before the beginning of the semester, by posting on the relevant University website.
6. The course of study is documented in the University's IT system.
7. The university may conduct didactic classes during the studies using the methods and techniques of distance education, including the use of an e-learning platform.

STUDENT'S RIGHTS

Article 11

1. The student has the right to:
 - 1) gain knowledge and develop own scientific, cultural and sport interests,
 - 2) associate in student organisations, in particular in research interest groups and participate in research carried out at the University,
 - 3) obtain awards and distinctions,
 - 4) receive material support on the terms set out in separate regulations,
 - 5) get health insurance on the terms set out in separate regulations,
 - 6) to organise student life,
 - 7) use under the supervision of teaching rooms, equipment and technical means of the University,
 - 8) use the help of academic teachers and competent University bodies in matters related to the implementation of the University's didactic and educational programme,
 - 9) to respect the reputation of personal and subjective treatment in all contacts with the authorities of the University, academic teachers and administrative employees.
2. A disabled student can apply for:
 - 1) changing the conditions of participation in classes and the forms of their passing,
 - 2) individual terms of using the library,
 - 3) permission of the teacher to record them, after submitting a declaration of copyright protection and use of registered materials solely for private use,
 - 4) help in acquiring teaching materials necessary for studying,
 - 5) changing the language group to better suitable for its capabilities,
 - 6) matching physical education classes to the type and degree of disability,
 - 7) possibility of using additional devices (e.g. enlarger, voice recorder) and inclusion of third persons in the didactic process (e.g. sign language interpreter, assistant).
3. A disabled student has the right to enter and park at the University area.
4. The solutions referred to in passage 2 are used as far as possible at the University.
5. The requirement for exercising the rights referred to in passage 2, is presenting a disability certificate issued by a competent authority.
6. The decision to grant the right to facilities and releases referred to in passage 2 is taken by the Dean.
7. The student's rights expire:
 - a. on the day when the decision to remove a Student from student list becomes final;
 - b. on the day the Disciplinary Commission's decision becomes final, punishing the Student with disciplinary punishment of expulsion from the University;
 - c. on the day of passing the diploma examination;
 - d. on the day of reaching the effect of termination by a Student the Education Service Agreement.

STUDENT RESPONSIBILITIES

Article 12

1. The student is required to systematically acquire knowledge, skills and social competences in accordance with the study programme and to maintain the right moral attitude and act in accordance with the oath, the Study Regulations and the regulations in force at the University.
2. In particular, the student is obliged to:
 - 1) complying with the regulations in force at the University,
 - 2) participate in obligatory didactic classes in accordance with the study plan,
 - 3) take tests and examinations,

- 4) observing the good manners of the academic community,
 - 5) taking care of the student's reputation and the reputation of the University,
 - 6) not to cause damage to the University, other students, graduates and other members of the University's academic community,
 - 7) complying with the financial education conditions set out in the Financial Regulations being an integral part of the Education Service Agreement,
 - 8) adjusting to the clothing standards so that his or her outfit would be in line with the University's nature as a workplace and study, and would reflect the student's attitude to the work performed, as well as his or her respect for the other members of the University's academic community.
3. A student who is under the influence of alcohol, drugs or other intoxicants is not allowed to stay at the University and participate in classes otherwise disciplinary penalties shall be applied.
 4. The student is obliged to immediately inform the Dean of the Faculty in writing about the change of marital status, name, registered address and correspondence address.
 5. A student who during didactic classes will or will be exposed to harmful, harmful or hazardous factors is obliged to undergo a medical examination and obtain an appropriate certificate confirming his/her ability to continue education. The form of the decision is determined by separate regulations.
 6. The Dean may specify classes for which admission is conditioned by the student taking appropriate preventive measures (e.g. insurance, preventive vaccinations).
 7. The student is financially liable for damage caused to the University's property.
 8. The Student bears disciplinary responsibility before the Disciplinary Commission for any acts inconsistent with the academic vow and regulations binding on the University and for offences of dignity.
 9. Disciplinary penalties are:
 - a. Reminder;
 - b. reprimand;
 - c. reprimand with a warning;
 - d. expulsion from the University.
 10. The rules and procedure of disciplinary proceedings are determined by the provisions of the Act and the regulations issued on its basis.

DIDACTIC CLASSES ARTICLE 13

1. Students with at least the academic degree of doctor are entitled to conduct lectures and conduct examinations.
2. In justified cases, the Faculty Council may adopt a resolution authorising an academic teacher to lecture and to examine who is employed as an assistant or lecturer and has significant professional experience in a given field.

Article 14

1. The teacher is obliged to inform the students of the course's programme and the conditions for obtaining the credit, including the number of ECTS points for the course, as well as the number of student absences and the conditions for justifying and cover absences. In the case of courses ending with an examination, the examiner informs the students about the scope and form of the examination.
2. Recording the content of classes and taking photos during their duration may take place only with the consent of the lecturer.

Article 15

1. The student is obliged to participate in all forms of didactic classes provided for in the study

programme, in particular in the form of practical classes, conversatorium, language courses, laboratories, seminars, camps and physical education classes, as well as for timely completion of courses and examinations, and fulfilment of other didactic duties covered by study programme.

2. In special cases, the Counsellor, at the request of the Dean, may determine separate conditions for the recognition of subjects and classes as completed, taking into account that:
 - 1) attendance at classes considered compulsory is a condition for admission of the student to the classification (test/examination),
 - 2) in the case of incomplete arrears due to too many absences from obligatory classes and the student's inability to pass the course, the student is not allowed to pass (test/examination) and the Dean may - at the student's request - refer the student to repeat the subject/semester/year.

Article 16

In the course of independent work on gaining and deepening the knowledge, the student is obliged to respect the copyrights due in particular to the authors of books, textbooks, scripts and other works, defined by separate regulations.

Article 17

1. A student, as part of studies at the University, with the consent of the Dean expressed in the form of an administrative decision, may:
 - 1) change the form of studies (full-time study / part-time study),
 - 2) change the Faculty,
 - 3) change the field or specialisation,
 - 4) change the degree of studies,
 - 5) study abroad as part of international programmes and obtain credit for this period of study at the home Faculty, in accordance with the rules set out in separate regulations.
2. When making decisions in matters referred to in passage 1, the current course of the Student's studies is taken into account.
3. The dean in the decision determines its detailed conditions in accordance with the rules of transfer and recognition of classes.
4. If the student fails to meet the conditions set out in the decision, the Dean may strike the student off the list of students.

Article 18

1. A University student who has completed all the duties related to the course of study at a basic level may, with the consent of the competent Deans, study at the University:
 - 1) additional specialisation in the same field of study, preparing two final theses (each in the scope of one specialisation);
 - 2) additional fields of study; rules and mode of taking up studies in an additional field determines the Dean of the relevant field;
 - 3) additional items in other directions - on terms specified by the Dean.
2. Conditions for passing courses studied in accordance with passage 1 item 1), 2), 3) are the same as in the case of compulsory subject, ECTS points obtained as a result of passing these courses are not taken into account when accounting for the course of study in the basic field.
3. Courses not covered by the study programme and ECTS points thus obtained are entered in the Diploma Supplement as courses and optional faculty ECTS points.
4. The Dean may withdraw his consent to study in another additional field or additional specialisation within the studied field, if the student fails to perform his/her duties related to basic studies.

5. The financial conditions of the courses carried out according to passage 1 item 1), 2), 3) the Dean shall specify in the relevant decision.

Article 19

A student from another university has the right to:

- 1) study an additional field of study at the University if it is admitted to study at the University as a result of the recruitment procedure, the rules of which are determined by the Counsellor,
- 2) study, if possible, the Faculty, selected subjects taught at the University, under conditions specified by the Dean.

VOCATIONAL PLACEMENT

Article 20

1. The education programme may provide for the student to complete a vocational placement.
2. The programme of vocational placement, its duration and the manner of conducting are defined in the education programme, taking into account applicable law.
3. Completion of compulsory professional practice should take place no later than the end of the last semester of study, however, other practice provisions may provide for a different date of completing the vocational placement.
4. The condition for passing the vocational placement is to complete it in a specific number of hours, term and place and to demonstrate the achievement of the assumed education results for which the placement was organised by submitting the required documents at the University.
5. Completion of the vocational placement is made on the basis of a vocational placement log or a vocational placement report, approved by the head of the organisational unit in which the student has taken vocational placement or an employee of that unit appointed to supervise the student. Completion the practice is approved by means of an appropriate entry of Dean in the vocational placement log.
6. Vocational placement also covers:
 - 1) employing a student during holidays in his or her country or abroad, if the nature of the work meets the requirements of the vocational placement programme,
 - 2) student's participation in a research camp in accordance with the vocational placement programme,
 - 3) other vocational placement in student's country or abroad
7. Failure to complete the obligatory vocational placement is the same as the failure to pass another compulsory course.
8. A student who did not complete the provided training programme of the vocational programme or part of it in a designated place, place and time, was disciplinary removed from the vocational placement as a result of breach of health and safety regulations or for other reasons attributable to the student, interrupted the vocational placement due to his or her own fault or failed to submit a vocational placement report or a log with certifying of the vocational placement by the head of the organisational unit in which he or she completed vocational placement, is obliged to repeat the vocational placement.
9. The detailed rules and procedure for passing the professional practice and recognising it as completed are set out in the Syllabus and the Vocational placement regulations.
10. Vocational placement not implemented during studies may delay the planned term of graduation.
11. A student who has not completed all the vocational placement required in the study programme may not be admitted to the final exam.

Article 21

The financial rules of taking vocational placement, field classes, etc. are set out in the Financial Regulations which form an integral part of the Education Service Agreement.

SPECIALISATIONS

Article 22

1. Students study in the given field.
2. The Dean classifies the students into fields according to the submitted applications, and then classifies them into specialities as part of the field, taking into account the faculty's possibilities and the number of students enrolled.
3. If the completion of the specialisation is required to complete the studies, according to the study plan and study programme, the student shall choose the specialisation in the semester preceding the beginning of the given specialisation.
4. The terms and conditions, rules and dates for selecting a specialisation are determined by the Counsellor.
5. A student who does not fulfil the obligation to choose a specialisation on specified dates will be included in the list of specialisation which will choose most students.
6. If the completion of the study requires completion of the specialisation, the University will open only one specialisation, chosen by the majority of students of the field of study in the case when the dean group will be up to 25 students. In accordance with the rules set out in the Financial Regulations, the University may open an additional specialisation.
7. The launch of specialisations declared by the Students is determined by the Counsellor of the Regulation.

MARKS' SCALE

Article 23

1. The following marks' scale applies to tests and examination:

MARK In words	MARK Number	EQUIVALENT LETTER
very good	(5.0)	A
good plus	(4.5)	B
good	(4.0)	C
satisfactory plus	(3.5)	D
satisfactory	(3.0)	E
Unsatisfactory	(2.0)	F

2. The average mark from the course of studies is calculated taking into account the semesters completed (verified) and taking into account all marks from tests and examinations - in accordance with the study programme - including all received unsatisfactory marks.
3. The average mark from the course of studies is calculated as follows:

$$\text{Average mark} = \frac{\sum \text{mark in all forms of classes}}{\text{number of marks}} \text{ (arithmetic mean)}$$

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

Article 24

1. The University applies methods of expressing student's achievements in accordance with the European Credit Transfer and Accumulation System (ECTS) on the principles set out in the

'Regulations for the award of ECTS points at Katowice School of Economics .'

2. The courses appearing in the study plan are assigned points (ECTS).
3. ECTS points - are numerical values corresponding to the contribution of work, which should be done by the student in order to receive credits for individual courses. Each value reflects the amount of work necessary to pass a single course in the field of knowledge, skills and social competences. The workload includes both the Student's work during the classes organised at the university in the presence of the teacher, as well as his or her own work.
4. When determining the number of points assigned to a given course, all forms of learning are taken into account, in particular: lectures, practical classes, conversatorium, laboratory classes, seminars, semester work, as well as examinations, other forms of tests and student's own work. 60 ECTS points reflect the contribution of the work required to complete the full academic year; 30 ECTS for the semester.

Article 25

1. The minimum number of ECTS points required for completing studies at the University is following:
 - 1) for first cycle study programme: 180 ECTS,
 - 2) for second cycle study programme - engineering: 210 ECTS,
 - 3) for second cycle programme: 120 ECTS,
 - 4) for on-tier study programme: 300 ECTS.
2. Satisfactory completion of a semester requires obtaining 30 ECTS points and meeting the requirements specified in the study programme.

Article 26

1. Obtaining points by the student is related to the fact that the course has been passed, that is, all forms of classes have been satisfactorily completed.
2. The subsequent semesters are ranked according to the principle of accumulation of ECTS points.

REQUIREMENTS TO GET CREDITS AND TO PASS EXAMINATIONS

Article 27

1. The basic evaluation period for the student's achievements is a semester. In justified cases, the Dean may specify other evaluation periods, to which the provisions concerning semesters shall apply.
2. The condition for satisfactory completion of a semester is obtaining positive marks from all tests and examinations provided for in the study plan of this semester and obtaining the required number of ECTS points.
3. At the University, the course of studies is documented in the Student's electronic periodic achievement card.
4. Immediately after the completion of the examination session, the Centre for Organisation of Education shall submit to the Dean of the competent Faculty for signature, an electronically filled card of the student's periodic achievements.
5. The examination session is divided into a session and a re-take examination session, according to the schedule of the examination session.
6. The student is required to satisfactorily complete the semester by the end of the re-take examination session.
7. The mode of obtaining credit and passing exams is determined by the syllabus and the teacher that conducts the classes.
8. In the case when two or more academic teachers conduct classes in one course, the credit is given by a person appointed by the Dean from among those, who conduct the classes.
9. While taking examination session, the student is obliged to have a valid ID with a photo.

10. Tests and examinations are carried out taking into account the principle that the student should be responsible in the presence of the teacher / examiner and at least one other person (eg. another student).
11. During examination session, the student has the right to two terms for tests and examinations. Failure to obtain a satisfactory mark for a test / examination in the second term results in failure to satisfactory complete the course in the examination session.

INDIVIDUAL EXAMINATION SCHEDULE (IES)

Article 28

1. In justified cases, the Dean may, acting on a documented student's application, submitted prior to the first passing/exam date determined in examination session schedule, grant a consent for the student for an date/dates, individually agreed with the person conducting passing/examination, binding for the student, during the examination session.
2. In the case of granting IES, the provisions regarding credits and examinations shall apply accordingly.

CREDIT

Article 29

1. Passing classes is conducted by the academic teacher.
2. The academic teacher is obliged to verify the Student's identity and the characteristics qualifying him/her to pass the course.
3. The student is required to confirm with his/her own signature the participation in the attendance list.
4. The condition for passing the course is receiving a positive grade from the final test or evaluation of the work resulting from the curriculum (e.g. projects, presentations, reports, inspection works, etc.) and active participation of the student in classes.
5. For a given field of study, specific requirements may be set for attendance at classes, the failure of the student to fulfil results in not admitting the student to complete the classes or not to classify the course.
6. In the case of fields: Physiotherapy and Nursing, participation in all types of didactic classes provided for in the study plan and the curriculum is compulsory. The academic teacher conducting classes (e.g. lecture/seminars/exercises) in consultation with the Deputy Dean for Physiotherapy and Nursing - define the rules, method and time of complete by the Student all the resulting from absence from classes. Financial issues related to fees related to non-classification of the course are set out in Appendix 1 to the Financial Regulations.
7. A student of Physiotherapy and Nursing who, regardless of the reason, did not participate in didactic classes, is obliged - depending on the type of classes and the number of absences - to pass a curriculum on which he/she was absent based on the following:
 - a) lectures at the University:
 - in the case of absence of more than 25% of lectures from a given subject in a given semester - the student completes the absence himself/herself and is admitted to the exam with the lecture content;
 - in the case of absence of more than 25% of lectures in a given subject in a given semester - the student makes up the absences from consultations free of charge, which is a prerequisite for admitting to the exam from lecture contents.
 - b) classes at the University, other than the lectures:
 - in the case of absence of no more than 25% of lectures in a given subject in a given semester - the student makes up the absences from consultations (free of charge),

which is a prerequisite for admitting to pass the practical classes.

- in the case of absence of more than 25% of lectures in a given subject in a given semester - the student is non-classified, and the provisions of Article 10 of Financial Regulation apply.
- c) so-called "external" classes, regardless of the form of classes, carried out outside the University, e.g. in hospitals, clinics, health institutions:
- in the case of absence of no more than 25% of external classes in a given subject in a given semester - the student makes up the absences from consultations (free of charge), which is a prerequisite for admitting to pass the practical classes;
 - in the case of absence of more than 25% of external in a given subject in a given semester - the student is non-classified, and the provisions of Article 10 of Financial Regulation apply.
8. It is allowed to pass the classes completed by a student at another university only with the consent of the academic teacher conducting the given subject at the University.]
 9. The student is required to get a pass from the given form of classes at the last meeting of this form of classes. If the student fails to get credit during this period, he/she is entitled to only one date to retake the test for the given classes in the examination session.
 10. Before commencing the repeat in crediting period, the student may take, subject to the provisions of the Financial Regulations, for an additional fee, additional session consultations with an academic teacher conducting classes, on which he/she can retake the test, during the scheduled time of the examination session. In the case of obtaining a positive pass mark during the session consultations, this grade is treated as a credit mark obtained at the date of test retake. In the case of failure to obtain a positive pass mark during the session consultations, the student has the right to retake the test in the date specified in the scheduled examination session.
 11. Lack of credit for a given subject in a given examination session results in the unsatisfactory mark and results in the loss of the right to take the examination in this subject in a given credit and examination session.
 12. Completion of the course is documented with a mark. Completion of practices (field camps, workshops, etc.), physical education and informative classes do not have to be documented with a mark, if it is in accordance with the resolution of the Senate. Entry with the word "passed" (abbreviation: "pass") is not taken into account when calculating the average grade from the course of study, unless the resolution of the Senate provides otherwise.
 13. The credit for the classes is made by an academic teacher conducting classes or, in exceptional cases, another person authorized by the Dean.
 14. An unjustified absence at the completion of the course causes the loss of one deadline.
 15. Completion of didactic classes is confirmed by an academic teacher by entering an entry in the electronic card of the student's periodic achievements as well as in examination protocols

"EARLY EXAM DATE"

Article 30

The examiner may - with the consent of the Dean, in agreement with the students - conduct the exam before the examination session (the so-called "early exam date"), provided that all classes in the subject covered by the exam have been held and the student has passed them. So agreed date is counted as the first exam for those students who will take it. This does not exempt the examiner from the obligation to set the date of the first exam in the session.

EXAM

Article 31

1. The exam is a test of the degree of learning by the student of the education outcomes specified in the course card.

2. The condition to take the exam is to pass all other forms of classes within the given subject beforehand. Taking the exam by the student, despite the lack of this credit, results in the same as the unjustified absence of the student within the prescribed period.
3. The academic teacher is obliged to verify the Student's identity and the characteristics qualifying him/her to take the exam.
4. The student is required to confirm taking exam with his/her own signature the participation in the attendance list.
5. Tests or exams provided for in the examination session for a given semester of study may take place on the last classes for a given subject or at a later date, announced no later than one week before the planned date of test or exam.
6. In each semester, the student has the right to take two exam dates: first and retake exam.
7. The first date of the exam is determined during the examination session. The first date of the retake exam is determined during the retake examination session. The retake exam may be scheduled not earlier than after 10 days from the date of the announcement of the first exam result.
8. The examiner gives students the duration of the exam. In justified cases, this time may be extended.
9. Before taking the retake exam, the student may take, subject to the provisions of the Financial Regulations, for an additional fee, additional session consultations with an academic teacher conducting classes, on which he/she can retake the test, during the scheduled time of the examination session. In the case of obtaining a positive pass mark for the exam, this mark is treated as a mark obtained at the retake exam. In the case of failure to obtain a positive pass mark for the exam, the student has the right to retake the exam in the date specified in the scheduled examination session.
10. A student who has received an unsatisfactory grade from the first exam has the right to retake exam within the time limit set by the retake examination session.
11. Student's delay exceeding 15 minutes is treated as an unjustified absence from the exam.
12. The unjustified absence of a student within the prescribed period of time on the exam, both first and retake exam, is treated as a loss of the right to take the exam on that date.
13. Unjustified absence of a student on the exam (loss of the right to the exam) is recorded with the graphic mark "X" and treated as a zero value and is not included in the average grade of the course of study.
14. Mobile phones must be turned off during the exam. Failure to fulfil the obligation results in the student breaking the examination, which is tantamount to failure to pass the examination.
15. The possibility of using materials and auxiliary devices is determined by the person conducting the exam.
16. During the examination, the examiners are not allowed to leave the room. In exceptional situations, the student, with the consent of the examiner, may leave the room, with the proviso that before leaving the room, the Student is required to deposit the exam sheet at the examiner.
17. In the case of student's non-dependent exam work or interference with the proper conduct of the exam, the teacher stops the exam for a given student, which is tantamount to failure to pass the exam.

ANNOUNCEMENT OF RESULTS
ARTICLE 32

1. The results of tests and exams are made available to students by placing them on the individual student's online account in the University's IT system, within 10 days from the date of passing the test or exam.
2. After announcing the result of passing the written final test or the written examination, the Student has the right to inspect the final test or exam work and obtain justification of the received assessment up to two weeks from the date of the announcement of the result.

3. The marks from exams and credits are entered into the electronic periodic card of the student's achievements and the course passing protocol.

ASSESSMENT OF THE EXAMINATION SESSION

Article 33

1. Passing the semester takes place on the date of the decision of the Dean and after the Student settles financial obligations towards the University resulting from the signed Agreement for the provision of educational services and the Financial Regulations. Passing the semester should take place no later than one month after the end of the retake session for a given semester.
2. Failure to pay financial obligations by the Student results in the lack of entry for the next semester until they are settled.
3. The student's fulfilment of the requirements set out in the study plan is recorded by the relevant Dean in the electronic periodical tabs of the student's achievements in the form of passing the semester.

Article 34

1. After passing the semester and verification and settling financial obligations. The student is automatically registered for the following semester.
2. A student who fails to pass the first semester of studies shall be struck off the list of students, unless he/she submits the application referred to in Article 36 passage 1 item 1) or item 2).
3. In the case of failing a semester other than the first, the student is directed to repeating the semester, unless in an appropriate time, before completing the semester verification, he/she submits a written application for a conditional entry under the rules specified in Article 36 or for deletion from the student register. Repeal of the decision to repeat the semester is made by the Dean. The adoption of the application for repealing the decision on repeating the semester is payable in accordance with the provisions of the Financial Regulations.
4. A student may be directed to repeat the same semester no more than twice.
5. In the case of obtaining the Dean's consent to repeat the semester on the basis of an application submitted by the Student, the number of curriculum differences per one semester may not exceed 5. If it is exceeded, the Student is directed to repeat the lower semester in relation to the last passed semester, or may apply for extending the period of study by one semester, by submitting an appropriate statement. Extending the period of studies by one semester affects the planned date of graduation.
6. On the basis of the Student's consent, included in the application for repeating the semester, it is allowed to transfer the results of exams and credits obtained in the semester failed, which the Student repeats. The described situation is allowed only when the continuity of studies is not interrupted.
7. Students of the last semesters who, after reaching the deadline for extending the period of study, did not keep the deadline for crediting the curriculum differences, are removed from the Students' list due to failing semester or failing to submit documents for the diploma exam.
8. Students who were directed by the Dean's decision to repeat the semester in accordance with the provisions of Article 34 passage 3, in the case when the number of curriculum differences does not provide the opportunity to pass them to the end of the planned date of graduation, may apply for one semester extension by submitting an appropriate statement, or are removed from the Students list on the day of assessment of the examination session.

RESTORING THE RIGHT TO THE EXAM

Article 35

1. The Dean may, acting on a student's application documented on the basis of a certificate or other document, consider his/her absence on the given examination as justified, and restore

- the right to take the given examination within the time specified in the decision.
2. The application for restoration of the right to a given exam should be submitted within 7 days of the end of the obstacle which prevented the student from taking the given exam, but not later than one month after the end of the retake examination session, under pain of leaving the application without consideration, which is tantamount to loss of the right to take the given exam.
 3. In the case when the right to the first exam has been restored to the student before the date of the retake exam, the student is obliged to take the exam on the date of the retake exam on the rights of the first exam.
 4. In the case when the student has been granted the right to a given exam for reasons related to the student, and the exam period has expired, the student is conditionally enrolled for the next semester with the right to take the exam within 2 months from the end of the retake examination session on the basis of the so-called short-term conditional entry (SCE), referred to in Article 36 of these Regulations.
 5. At the request of the student of the last semester applying for restoring the retake date or exam because of justified absence, in accordance with passage 1, the Dean may agree to restore the retake date no later than one month after the end of the retake examination session.
 6. The examiner is obliged to comply with the deadlines set by the Dean.
 7. Absence of the examiner within the prescribed examination time cannot be interpreted to the disadvantage of the student. In the event of the examiner's prolonged absence, the Dean shall appoint another examiner.

CONDITION

Article 36

1. At the written request of a student who did not pass the semester in the examination session, submitted before the semester verification was completed, the Dean may issue a decision on:
 - 1) restoration of session dates as part of the conditional short-term entry (CSE) for the next semester, for a period of up to 2 months from the date of termination of the retake session,
 - 2) direct the student to repeat the course in the next semester as part of the long-term conditional entry (LCE), subject to passage 2.
2. The decision referred to in passage 1 item 2), may be issued if the failure to pass the semester was due to failing (i.e. obtaining unsatisfactory grades) from a maximum of three subjects.
3. The conditions that must be met by a student who has been granted a short-term conditional entry or a conditional entry, as well as the date of their completion, are specified by the Dean.
4. In the event of non-compliance with the conditions referred to in passage 3, the dean decides to remove from the list of students.

FINAL RESIT EXAMINATION

ARTICLE 37

1. A student who has objection concerning the course or the result of the exam, from which he/she received an unsatisfactory grade, may apply to be admitted to the final resit examination.
2. The application for the appointment of an examination board should be submitted by the student within 7 days after getting the opportunity to view the examination work. An application submitted after the deadline referred to in the preceding sentence is left without consideration.
3. The decision on the examination of the final resit exam is made by the Dean after listening to the Student and seeking the opinion of the examiner. The exam should take place within 14 days from the date of submitting the application.
4. The examination of the learning outcomes obtained by the student in the course of the final resit examination takes place in front of the examination board, the composition of which is determined by the Dean. The examination board consists of the Dean or Deputy Dean as the

chairman of the commission, examiner who carried out the last exam or lecturer in a given subject and a second academic teacher representing the same specialisation or specialisation related to the subject of the final resit examination and, at the student's request, a representative of the student self-government as an observer, who does not participate in the content-related assessment. The grade obtained during the final resit examination is treated as the grade obtained in the second exam.

5. If the examination commission does not decide otherwise, the final resit exam is an oral examination.
6. During one examination session, the Student is entitled to submit one application for a committee exam in a given subject.
7. Provisions of passage 1 - 6 shall apply accordingly to subjects ending in the test.
8. The grade obtained during the final resit examination is entered in the electronic card of the student's achievements and in the test and examination protocols as the second-term mark.

LAST SEMESTER OF STUDY

ARTICLE 38

The student of the last semester of studies who failed to pass this semester on 31 March or 30 September due to the lack of all positive exams and examinations (including obligatory vocational placement) resulting from the study program is directed to repeating the last semester of studies.

Article 39

1. A student of the last semester of studies who (up to March 31 or September 30) did not pass this semester solely because of failing to complete the diploma seminar, i.e. who did not submit the diploma thesis accepted by the Supervisor, and who has all the remaining exams and examinations of studies, is deleted from the list of students on the last day of the examination and final session of this semester, unless he submits to the Dean a written, motivated application for extending the deadline for submitting the diploma thesis.
2. The deadline for submitting the diploma thesis, referred to in passage 1 may be extended by one semester, and after the expiry of this period, the student is crossed out from the list of students on the last day of the set date.
3. A student who has passed all the tests and examinations provided for in the plan of studies and has obtained a diploma seminar, and has not completed a student's vocational placement, may apply to repeat the placement along with the extension of studies by one semester. This deadline is not extended, and after the expiry of this deadline, the student is removed from the list of students on the last day of the set date.
4. Student, deleted from the list of students in the mode referred to in passage 2 and passage 3, may submit a application for resumption within one year from the date on which the decision to remove off the list of students became final, without the need to supplement any program differences and change the supervisor and the thesis subject. In this case, the person removed may, once, with a request to resume:
 - a) submit a diploma thesis with the signature of the Supervisor and take the diploma exam or
 - b) apply for a 6-month deadline for preparing and submitting a thesis and taking the exam. This deadline is not extended, and after its ineffective expiry, the student is removed from the list of students on the last day of the set date. The application should be accompanied by the opinion of the Supervisor about the degree of preparation of the diploma thesis.
5. In the case of submitting the application referred to in passage 4 letter b), the set of defence documents cannot be submitted within 3 months from the day of resumption.
6. After the deadline referred to in passage 4 letter b) of this article, upon a justified student's application, the Dean may extend the term by a maximum of three months.

7. The condition for the Student Affairs Office to accept the diploma thesis and all documents related to the diploma exam and to set the date of the diploma exam is to settle all financial obligations towards the University.

DIPLOMA THESIS

ARTICLE 40

1. The diploma dissertation is a graduate's master's, bachelor's or engineer's thesis, confirming that the student has obtained the educational outcomes indicated in the relevant diploma seminar card.
2. The diploma thesis is an independent elaboration of a specific issue, presenting the student's general knowledge and skills related to a given field of study, the level and profile of education as well as the ability to independently analyse and reason.
3. The MA thesis should have a research character, consisting in particular in solving the problem in the scope of the studied field and specialisation.
4. MA thesis cannot be a repetition of a BA or an engineering thesis.
5. The diploma thesis is carried out by a student under the supervision of an academic teacher, hereinafter referred to as the "Supervisor".
6. The Supervisor may be an independent research and didactic employee of the University, an adjunct or a senior lecturer with a doctoral degree. In the case of high-class specialists - practitioners (experienced employees of companies operating on the domestic and/or international market), possessing a master's degree, they are allowed to participate in the supervising of bachelor and engineering theses, with the consent of the relevant Faculty Council or as an additional supervisor, with the relevant supervisor, i.e. doktor title or independent researcher.
7. Students completing their studies submit their diploma thesis at the latest by the end of the retake examination session of the last semester of study.

Article 41

1. The condition for obtaining the final credit of the diploma seminar is positive verification of the diploma thesis by the Supervisor.
2. The student submits a diploma dissertation in Polish. In justified cases, the Dean may agree to submit a work in another language with a translation into Polish or a summary in Polish.
3. Students who study two or more specialisations in a given field of study, carry out respectively two or more theses (each in the scope of a given specialisation) and take two diploma exams (each in the scope of a given specialisation). After completing their studies, they receive two diplomas specifying the completed specialization in a given field of study.
4. When assessing a diploma thesis, the marks' scale referred to in Article 48 passage 4.
5. The thesis is assessed by the Supervisor and Reviewer.
6. If the reviewer evaluates the dissertation negatively (unsatisfactory grade), the Dean appoints a second reviewer from among the academic teachers with the title of professor or the doktor habilitowany degree. In the case of the second negative review, the Dean deletes the student with the date of passing the last semester of studies. Then, the Student may apply for resumption of studies in accordance with Article 39 passage 4.
7. The evaluation of the diploma thesis is the arithmetic average of the marks of the Supervisor and Reviewer or the Supervisor and Reviewers.
8. The final assessment of the work is the arithmetic mean of all marks (supervisor and reviewer / reviewers), rounded in accordance with the rules for determining the final result of studies.
9. The detailed requirements and rules concerning the diploma thesis are defined in the Regulations of preparation and evaluation of promotional and diploma theses adopted by the Senate

Article 42

1. The change of the Supervisor managing the diploma thesis requires the consent of the Dean and the opinion of the current and transferring supervisors.
2. Change of the Supervisor, in the last 2 months before the date of graduation, may be the basis for extending the deadline for submission of the diploma thesis on the principles set by the Dean.
3. In the absence of the Supervisor heading the diploma thesis, if the absence could have an impact on the delay of the date of its submission by the student, the Dean appoints a person who will take over the duties related to managing the thesis.

DIPLOMA EXAMINATION

ARTICLE 43

1. The condition for admission to the diploma exam is:
 - 1) meeting all the requirements resulting from the education programme for a given field of study and specialisation;
 - 2) obtaining a positive grade from the diploma seminar, including the adoption by the Supervisor of the completed thesis prepared in accordance with the formal and technical requirements applicable at the University;
 - 3) obtaining positive grades from the Supervisor and the Reviewer of the diploma thesis;
 - 4) settling all liabilities towards the University, including financial ones, by submitting a confirmed student clearance check list;
2. Meeting the conditions allowing the admission of a student to the final exam is stated by the Dean.

Article 44

1. The schedule of diploma exams is defined by the Chancellor.
2. The diploma exam should take place within one to three months from the date on which the Dean ascertains the conditions allowing the student to take the diploma exam.
3. In justified cases, the Dean may set a different date for the diploma examination.
4. Information on the date of the diploma examination is published in the University's IT system.

Article 45

1. The diploma examination may take place in oral or written form, before the final examination board and it consists in answering examination questions by the student.
2. The oral exam consists of three main questions and possible additional questions.
3. A negative grade from any question means failing the diploma exam.
4. In the case of failing the diploma examination, the Dean, at the student's written request, sets the date of the retake exam, which may take place no earlier than one month and no later than three months from the date of the first exam.
5. In the event that the Student fails to repeat the diploma examination, the Dean makes a decision about repeating the last semester of study with a new diploma thesis subject. The Student may repeat the last semester with a new diploma thesis subject only once.
6. The committee consists of the chairman of the commission, which may be the Dean or other academic teacher under his authorization and at least two academic teachers, with the proviso that in the case of an oral examination the committee should include a supervisor and reviewer who, in this case, cannot perform at the same time the function of the chairman of this committee.
7. The diploma examination committee may, at the request of the chairman, in justified cases increase by half (to a very good grade) the final result of studies calculated in accordance with Article 48 passage 2.
8. If the student obtains very good grades from the diploma thesis and the diploma examination

and the final result of studies exceeding 4.80, the examination board, at the Supervisor's request, may apply to the Chancellor for graduation with honours.

Article 46

1. The oral diploma examination is a closed exam, which means that only the representatives of the committee and students who take the exam may be in the examination room.
2. Upon written request of the student or the Promoter, after obtaining the consent of the Dean, an open final examination is carried out, on the conditions set out in the Dean's consent.
3. The open character of the final examination applies only to the oral examination.
4. The application is submitted to the Dean on the date of submission of the set of documents for the final examination.

Article 47

1. After completing the final examination the commission sets the mark for the final exam, taking into account the student's answers to the exam questions and determines the final mark of the study.
2. The grading scale referred to in Article 48 passage 4 shall apply to marks for the final examination.
3. The condition for graduation is submission of the final exam with at least satisfactory result.

Article 48

1. The study result is calculated on the basis of:
A - average of marks from the course of study,
B - evaluation of the final thesis,
C - evaluation of the final exam.
2. The final result of study, subject to passage 3, is calculated according to the formula:
 $Mark = 0,6 \times A + 0,2 \times B + 0,2 \times C$
3. The final result of study for which the final examination takes place in a written form is calculated according to the following formula:
 $Mark = 0,6 \times A + 0,1 \times B + 0,3 \times C$
4. The final result of study shall be included in the diploma of completion of study, in accordance with the principle:

Calculated mark obtained from the formula referred to in passage 2 or 3	The final result of study
up to 3.25	3.0 (satisfactory)
from 3.26 to 3.65	3.5 (satisfactory plus)
from 3.66 to 4.25	4.0 (good)
from 4.26 to 4.60	4.5 (good plus)
above 4.60	5.0 (very good)

Article 49

1. The student is entitled to one basic date and one date of repeat of the final examination.
2. Unjustified absence from the final examination or fail to pass the final exam cause deletion from the list of students. Deletion takes place with the date of the exam. The person concerned may retake the final exam after resuming the student's rights under the conditions specified in Article 59 passage 7.
3. In particularly justified cases, the Dean may set an additional date for the final examination to a student who immediately after expiration of the reason for his/her absence, but not later than within 14 days, justified his/her absence at the final examination.

4. The detailed rules for the final examination are set out by the Senate, Regulations for the preparation and evaluation of promotional works and awarding diplomas.

Article 50

1. The date of graduation is the date of submitting the final exam.
2. The document confirming the completion of study is the diploma.
3. The condition for the award of the diploma is to obtain the educational outcomes specified in the education programme and the required number of ECTS credits, to complete the vocational placement provided for in the apprenticeship program, submit the final thesis and the final exam, unless the law does not require the submission of the final thesis.
4. The university monitors the professional careers of its graduates.

TRANSFER

Article 51

1. A student may be transferred to the University from another university, including foreign universities, from the faculty to the faculty within the University, from one field of study to the other one or from one specialisation to another one within the same field of study, with the consent of the Dean of the receiving faculty, expressed in a decision, issued at the request of the student, if he/she has fulfilled all obligations resulting from the regulations of the University or the Faculty he/she leaves.
2. Together with the application, the student attaches a certificate issued by the student's home university stating the student's status and confirming that there is no obstacle to moving the Student.
3. The decision on the qualification of a student transferring to the relevant semester and transfer and recognition of classes completed by the student is made by the appropriate Dean, in accordance with the provisions set out in Article 52.
4. Students referred to in passage 1 must supplement the programme differences, the principles thereof are set out in Article 53.
5. In the case of admission of the Student by the University for the higher semester of studies on the basis of recognition of completed subjects at the home university, failure to pass the semester results in deletion from the list of students on the day of ending the retake session.
6. A student admitted to the University from another university receives a new student ID.
7. The student's course of study from the University, from which the Student moves, remains in the student's personal files at the University.
8. A student transferring from the University to study at another university, decides to terminate the Education Service Agreement, based on which the Dean gives preliminary consent to the transfer specifying its terms. After the end of the period of notice and settlement of financial obligations arising from the Education Service Agreement and the Financial Regulations, the Dean will issue a decision on the transfer.

TRANSFERRING AND RECOGNITION OF CLASSES PASSED BY STUDENT

Article 52

1. Transferring classes passed by the student, hereinafter referred to as "transfer of classes", enables the continuation of education in the organizational unit of the university to which the student moves, hereinafter referred to as the "receiving unit".
2. In relation to the transferred activities, the principle of transfer of ECTS credits is applied.
3. When making the decision on the transfer, the Dean may consider educational subjects (modules) completed during study at another specialisation, field of study, faculty or university as passed or request a checking examination.
4. Transfer and entry into a given semester takes place with the following conditions:

- 1) the student has received no less than 30 ECTS credits for passing each semester;
- 2) the student receives at the receiving University the number of ECTS credits, which is assigned to the subjects (modules) of education implemented in this University.
5. The necessary condition for the transfer and recognition of classes passed by the student is the confirmation of the convergence of the learning outcomes obtained by the student with the learning outcomes defined in the education programme of a particular field of study.

PROGRAMME DIFFERENCES

Article 53

1. Program differences are subjects (modules) leading to obtaining, specified in the education programme for a given field of study, the learning outcomes of which the student has not obtained in the course of previous study.
2. The dean shall designate, by way of decision, programme differences in the case of:
 - 1) transfer
 - 2) resumption of study
 - 3) repeating the semester
 - 4) taking up study after the leave
3. The deadline for supplementing programme differences is specified in the Dean's decision.
4. Subjects implemented as programme differences and obtained in the course of their implementation
ECTS credits are assigned to the semesters in which they are implemented.

CONFIRMING LEARNING OUTCOMES

Article 54

1. The University has a system for confirming learning outcomes outside the system of study, in accordance with the provisions of the *Act on Higher Education Law*.
2. The Dean, at the request of the Candidate, confirms the learning outcomes in the scope corresponding to the learning outcomes included in the education programme of a particular field of study, level and profile of education.
3. For the confirmation of learning outcomes, fees are charged according to the rules set by the Senate, in the amount specified in the Chancellor's Order.
4. The detailed rules for confirming the learning outcomes are determined in the Regulations approved by the Senate confirming the learning outcomes of the study system.
5. The student admitted to study as a result of confirmation of learning outcomes, studies according to an individual study plan under the supervision of an academic teacher holding the function of a student's academic tutor.

STUDY ACCORDING TO INDIVIDUAL STUDY PROGRAMME

Article 55

1. A student may apply for the **right to study according to an individual study programme**.
2. Study according to an individual study programme consist in particular in:
 - a. expanding the programme of study applicable to a given field of study with additional subjects or a chosen specialisation, or
 - b. the adoption of a separate study programme for the specialisation, or
 - c. the possibility of pursuing a study plan applicable in a specific field of study or specialisation in a different chronological order than before, and the possibility of obtaining credits and taking examinations on dates individually agreed with the lecturer.
3. The decision on the student's commencement of study according to an individual study programme is made by the Dean upon a student's justified request specifying changes in the study programme proposed by the student, submitted at least three weeks before the

beginning of the semester, appointing a guardian from among employees with at least a doctorate degree.

4. When making the decision to grant the student the right to study according to an individual study programme, the Dean takes into account the arguments put forward by the student in the application, his previous academic performance and the opportunity for the student to achieve the learning outcomes determined by the proposed individual study programme.
5. Detailed rules for granting the right to study according to an individual study programme are regulated by the Regulations of Study according to Individual Study Programme approved by the Senate resolution.

STUDY ACCORDING TO INDIVIDUAL STUDY PLAN (ISP)

Article 56

1. **The right to study in accordance with the Individual Study Plan (ISP)** consists in defining individual ways and dates and forms of didactic duties resulting from the study programme, including: tests, examinations, vocational placement etc., thus the method of passing the compulsory classes, including participation in classes, test dates and passing exams - the student establishes the the lecturer of particular class within four weeks from the date of receipt of the decision of the Dean granting ISP.
2. Studies according to ISP can start with the beginning of each semester of study, including the first semester.
3. Study according to ISP must ensure obtaining all learning outcomes determined by the education programme for a given field of study and the level of education.
4. For ISP, in particular, the following students can apply:
 - 1) with disabilities,
 - 2) affected by the disease, preventing systematic participation in classes,
 - 3) exercising direct care over a member of the immediate family,
 - 4) qualified for study or internships in intra-university procedures,
 - 5) being members of the national sports team, reserves of the national team or the academic team, regardless of their club membership,
 - 6) due to a special situation - recognised by the Dean - who cannot pursue ordinary mode of study.
5. Student's request for obtaining consent for ISP should be properly documented:
 - 1) In the case referred to in passage 4 item 1) - a disability certificate issued by an authority authorised in this respect,
 - 2) In the case referred to in passage 4 item 2) - an appropriate medical certificate,
 - 3) In the case referred to in passage 4 item 3) - the student's statement on direct care of a family member and the degree of relationship,
 - 4) In the case referred to in passage 4 item 4) - an appropriate document issued by the competent University unit/authority,
 - 5) in other cases - other documents that confirm the circumstances in relation to which the student applies for ISP.
6. The decision on the implementation of study according to ISP is issued by the Dean for one semester.
7. The Dean may issue a decision on granting ISP for the entire period of studies, on the basis of the relevant application submitted by the student along with the documentation referred to in passage 5.
8. The final date of complete the semester of study for students studying according to ISP expires on the day of the end of the retake session.
9. Failure to complete the semester on time may be the basis for refusal to extend to the next semester to study according to ISP.

MODIFIED STUDY PLAN

Article 56¹

1. Students starting their study in the summer semester are admitted to study as part of the Modified Study Plan. In this case, the student carry out the study starting from the second semester, while the subjects implemented in accordance with the study plan in the first semester are implemented at a later date determined by the University.
2. The decision on the admission of a student to study as part of the Modified Study Plan is made by the Dean on the date of admission of the student to study at the University.

STUDY OR CLASSES IN FOREIGN LANGUAGE

Article 57

1. The language of teaching and the language in which the examinations are carried out and the diploma theses are prepared in the University is Polish, unless specific provisions provide otherwise.
2. The University can run both, studies in a foreign language, as well as didactic classes in a foreign language in specific courses.
3. With the exclusion of classes in a foreign language, tests or examinations in didactic classes in a foreign language in specific courses may be held in Polish or in a foreign language.
4. In studies or classes in particular courses taught in a foreign language, students may declare knowledge of this foreign language to the extent that they can understand the classes and pass them.
5. The scope and conditions of teaching and the completion of tests and examinations during studies and classes conducted in a foreign language, applicable to a given field of study, the level and profile of education, are the same as in the case of studies or classes carried out in Polish,
6. The decision about starting studies/didactic classes in particular courses conducted in a foreign language is made by the Chancellor.
7. In the case the entire education programme is conducted in a foreign language, the classes, credits, exams, diploma paper and diploma exam are also conducted in that language.

REMOVING FROM THE STUDENTS REGISTER ARTICLE 58

1. The Dean removes a student from the students register in the case of:
 - 1) failure to study; applies only to the student of the first semester, who received the Dean's decision on admission to studies and did not submit a written notice of the agreement for the provision of educational services and did not participate in the examination session (it does not concern the course: OHS and fire training); deletion takes place on the last day of the retake examination session,
 - 2) submission of a written notice of termination of the agreement for the provision of educational services, upon the end of the period of notice;
 - 3) failure to submit a diploma thesis or a diploma examination after conducting the explanatory procedure for disciplinary punishment of expulsion from the University on the day specified in the final decision of the competent authority
2. The Dean may remove a student from the students register in the case of:
 - 1) stating the lack of progress in learning after verifying the results achieved in the classes
 - 2) failure to obtain a credit for a semester or year within the time limit set out in these Regulations, or on the date indicated in the Dean's decision - as of the date of the decision on the removal,
 - 3) failure to pay fees related to studies, after the expiry of the deadline set for the payment of these fees,
3. From the decisions referred to in passage 1 and 2, the student may appeal to the Chancellor

within 14 days from the date of delivery of the decision. The Chancellor's decision is final.

4. The student may, at any time, resign from continuing studies at the University, with the reservation that resignation requires the student to terminate the Agreement in writing with the effect at the end of the calendar month. The notice period is 1 (one) month and expires on the last day of the calendar month of the month following the month in which the Student submitted the notice. Until the deadline of the notice period, the student has the status of a student of the University.
5. The removal procedure starts with informing the student about the expected deletion from the list of students and setting the date by which the student can explain the situation. In the absence of grounds for withdrawal from the intention to remove, the Dean of the Faculty decides to remove the student from the list of students and delivers it to the student with instructions on the right to appeal against this decision.

RESUMING THE STUDIES

Article 59

1. resuming the studies means to re-enter the list of students in the same field, level and form of studies (resuming the student's rights) after being removed from the student register; the condition is the completion of the first semester of study.
2. A student who has been removed from the register of University students may be re-admitted to university after a break of up to 5 years from the date on which the decision to delete was made final.
3. A student who has been removed from the register of University students in the mode of Article 39 passage 2 and 3, may be admitted to the university after a break not longer than 3 years from the date on which the decision on removal became final with the possibility of repeating the last semester of studies.
4. The decision to resume studies is made at the student's request by the Dean, specifying the conditions for resuming, taking into account the previous course of study of the person applying for the resumption.
5. The decision about re-admission to studies should specify the semester of studies for which the resumption takes place, and in the case of program differences, the need to supplement them, as well as the terms, time and manner of their supplementation.
6. If the didactic considerations do not stand in the way, the courses from which the student previously obtained a positive grade (he/she scored specific ECTS points), the academic teacher may consider completed.
7. Re-admission to studies may also take place only to enable the student to submit a diploma thesis or take a diploma examination, without the need to supplement any program differences and to change the supervisor and the diploma thesis subject, as set out in Article 39 passage 4 of these Regulations. Re-admission in this mode may take place only once.
8. A person who has been struck off the list of students as a result of a disciplinary penalty of expulsion from the University, may apply for re-admission only if the penalty has been erased. The Chancellor makes the decision in this matter.

HOLIDAYS

Article 60

1. Upon a justified student's application, the Dean may grant a leave from didactic classes:
 - a) short-term - not longer than two months;
 - b) long-term - not longer than two months;
2. The student staying on leave retains the status of a student and has the right to participate in

- lectures and use the University's infrastructure.
3. A leave may be granted after the student has completed at least one semester of study.
 4. A student staying on a short-term leave may, after obtaining the written consent of the Dean, apply for passing the courses and taking the exams in this consent mentioned. Granting a short-term leave to a Student does not extend the planned completion of studies and is not a basis for applying for the restoration of dates related to the course of study.
 5. In the case of leave granted for health reasons, the consent of the treating physician for the continuation of studies is required. A student with contraindications to continue studies has the right to apply for an extension of the leave. The application for extension includes a medical certificate or the opinion of the attending physician stating the contraindication to continue studies. The leave may be extended by a maximum of one semester. After the expiration of the period of extension and non-continuation of studies by the student, the student is removed from the student register with the date of ending the leave.
 6. Granting long-term leave changes accordingly the planned completion of study.
 7. A student who continues his studies after returning from long-term leave implements the study programme for the year he or she joined, taking into account possible programme differences.
 8. The right to financial support during holidays is determined by separate regulations.
 9. During the leave period, the student retains student rights.
 10. Having finished the leave, the student will automatically return to the relevant semester in accordance with the decision on granting leave.
 11. In the first and second cycle study, long-term leave may be granted no more than once during the entire period of study; while in on-tier study cycle programme - no more than twice in the whole period of study.

FINAL PROVISIONS

Article 61

1. The Counsellor is the appeal authority in all matters covered by the Regulations.
2. The student has the right to appeal to the Counsellor in matters decided by the Dean under the decision procedure.
3. The student's appeal should be submitted in writing, to the Dean, within 14 days of receipt of the decision.
4. If the Dean considers the appeal's arguments or new important circumstances for the resolution of the case are presented, he or she may, at the student's application or on his own initiative, change the decision

Article 62

In matters regarding the rules and mode of studies not covered by the Act, The University Statutes and the provisions of these Regulations are taken by the Counsellor.

Article 63

The Study Regulations are an integral part of the Education Service Agreement.

Article 64

1. These Regulations shall enter into force on the day of recruitment commencement for the winter semester of the academic year 2018/2019 for students concluding the Education Service Agreement during the recruitment period for this semester, and in relation to other University Students from 1 October, 2018.

INTERIM PROVISIONS

Article 65

1. It expires, approved by the University Senate, Study Regulations of 27 April 2017.
2. Decisions made on the basis of the Study Regulations referred to in passage 2 and on the

basis of legal acts issued on its basis shall remain in force, however not later than by 30 September 2018.

3. In the event that the student submitted an application in his/her case during the validity of the Study Regulations referred to in passage 2, and the decision in this matter is made or is to be made during the time of validity of the Regulations, the provisions for the Student shall be more favourable.



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