***Appendix****to the Resolution by the University’s Senate
No. 45/2019 of 8 July 2019*

**STUDY REGULATIONS
OF THE CRACOW UNIVERSITY OF ECONOMICS**

**Chapter 1. General Provisions**

**§1**

1. Study Regulations of the Cracow University of Economics specify the organization of studies at the higher education level, as well as related student rights and obligations.

2. The Regulations apply to full-time and part-time students of the first and second level/cycle (undergraduate and graduate) and to uniform Master degree studies, as well as to persons studying at the University within the framework of student exchange programs.

3. The terms and regulations pertaining to charges for educational services (tuition fees) and to other fees are specified in separate regulations.

4. Whenever in these regulations, reference is made to:

1) The University – it should be understood as the Cracow University of Economics;

2) Studies – these should be understood as education conducted by the University in a specific field of study, level and profile;

3) Study program/curriculum – it should be understood as a description of learning outcomes and a description of the process leading to these learning outcomes, along with the number of ECTS points (credits) assigned to the respective subjects/courses;

4) Learning outcomes – these should be understood as knowledge, skills and social competences acquired during the learning process;

5) Confirmation of learning outcomes – this should be understood as a formal process of verification of the learning outcomes of the candidate obtained outside the study system, in the field corresponding to the learning outcomes specified in the study program/curriculum;

6) ECTS credits (ECTS points) – these should be understood as points which are a measure of the average student workload necessary to obtain the specified learning outcomes – one ECTS point corresponds to 25-30 hours of student work covering the courses organized by the University and individual student work related to these activities;

7) Profile of studies – this should be understood as either: studies conducted within a practical profile, where more than half of ECTS credits are assigned to classes shaping practical skills, or: studies conducted within a general academic profile, where more than half of ECTS credits are assigned to classes related to the University’s scientific activity;

8) The Regulations, not further specified – these should be understood as the present Study Regulations of the University;

9) The Act – this should be understood as the Act of July 20, 2018, that is the Law on Higher Education and Science (Journal of Laws, item 1668, as amended);

10) Obligatory classes – these are classes included in the study program.

**§2**

1. A person admitted to the study program begins his/her studies and acquires student rights upon making an oath.

2. University issues a student ID to the student. The issue of a student ID card is subject to a fee, in the amount stipulated in the law. The student receives the ID card after paying the fee, not later than within 30 days from the beginning of the classes.

3. The student ID card shall remain valid for no longer than until the day of graduation, or until suspension of student rights, or until the removal from the list of students; and in the case of first-cycle graduates – by October 31 of the year of graduation.

4. Documentation of the course of studies consists of the following: the students’ album, personal files of each student, and the book of diplomas, maintained in accordance with separate regulations.

5. The course of studies is also documented in the reports of completing the attendance of classes/passing individual subjects, developed by the staff member conducting the classes or holding the exam, in paper format; or in the form of electronic data printouts containing: name/title of the course to pass or exam to attend, student’s forename and surname, album number, grade obtained, date and signature of the staff member conducting the course or holding the exam – with the exception of reports produced in the format of printouts of electronic data.

6. All classes being held as a part of full-time studies – except for outdoor activities, exams, and consultations – are conducted from Monday to Friday.

**§3**

1. Student affairs, which are not reserved by the force of the Act or the Statute as the competences of other specific bodies, belong among the Rector’s competences.

2. The given Director of the Institute appoints and dismisses year tutors of particular classes (i.e. annual cohorts) from among academic teachers, after consultation with the appropriate student self-governing body. The basic duties of the year tutor include providing students with assistance in solving problems related to the course of studies, as well as to living and social issues.

3. During the first month from the beginning of the classes, the “starosta” (i.e. elected student representative) is obliged to contact the year tutor of the class in the given field of study.

4. All students of the University collectively form the students’ self-government.

5. The student self-government is the sole representative of all university students. The student self-government acts through its bodies: the chairman, the legislative body and other bodies, in accordance with separate regulations.

6. Students of the given field of study may be represented by “starosta”/elected representatives of the class, specialty/study major, or group. The “starosta” represents a group of students who elected him or her, before the bodies of student self-government, employees, and authorities of the University.

7. Administrative support for students is provided by Deans’ Offices and the specific administrative units of the University. Persons with a disability receive priority service, on the basis of a document issued by the Office for Persons with Disabilities or upon presentation of the ID of a person with a disability.

8. Care for students with a disability is provided by the Office for Persons with Disabilities, in accordance with the specified scope of activity thereof.

9. In all contacts with the University made via electronic means of communication, the student is required to use the e-mail address, which he or she had been assigned in the University domain.

**Chapter 2. Organisation of studies**

**§4**

1. The academic year lasts from October 1 to September 30 of the following calendar year.

2. The academic year consists of two semesters – the winter semester, and the summer semester.

3. The academic year includes:

1) Two examination sessions and two make-up (revision) sessions; Examination sessions last for two weeks each from the date of completion of classes in the winter semester and in the summer semester; winter make-up session lasts two weeks from the date of commencement of classes in the summer semester, whereas the summer make-up session takes place in September, it also lasts two weeks, and ends no later than September 21;

2) Work placements and internships, as set out in the study programs, as well as any student placements and work experience – for all their duration, these take place outside the periods when classes are held;

3) Periods free from taught classes, lasting for a total of not less than 10 weeks, including 1 week of inter-semester break;

4) Time where other classes are held, provided for in the study programs.

4. The detailed organization of the academic year, including the dates of the examination sessions, holiday breaks, semester breaks as well as additional days off from taught classes, shall be determined by the Rector in the Rector’s Decree at least three months before its commencement.

5. Schedules of taught courses/classes are announced to students no later than one week before the beginning of the semester, through their posting on the University’s website. The schedule of classes may be modified during the semester.

6. During the academic year, the Rector or the Dean of a college may announce additional days or hours, which are free from taught classes.

**§5**

1. Studies are conducted in accordance with the study programs (curricula) as passed by the Senate.

2. Study programs (curricula) are made available to the public by placing them in the Public Information Bulletin (BIP) in the University’s section, and on the University’s website (https://planystudiow.uek.krakow.pl/), within 14 days of their adoption. Changes in the study programs introduced during the education cycle are made available at the BIP in the University’s section at least one month before the beginning of the semester that they concern.

3. The student pursues his/her studies according to the program (curriculum) applicable in the academic year in which he/she began his/her education.

4. The provision of paragraph 3 does not apply to students repeating the semester of studies, continuing their studies after a leave, resuming their studies, taking part in studies outside the University, or transferred from another university.

5. The rules and special conditions for conducting studies in foreign languages are set out in Annex No. 1 to the present Regulations.

6. If the specific character of education in a given field of study (study major) permits it, part of the learning outcomes included in the curriculum may be obtained as part of classes conducted applying distance learning methods and techniques, using infrastructure and software to ensure synchronous and asynchronous interaction between students and lecturers who teach the classes, according to the principles set out in separate regulations. The maximum number of ECTS points that can be obtained as part of the education using the methods and techniques of distance learning, versus the number of ECTS points necessary to complete studies at a given level, according to the study program, is defined in separate regulations.

7. During the education cycle, the Senate may introduce only the following changes to the study programs:

1) changes to the selection of the educational content provided to students in the course of the classes, taking into account the latest scientific, artistic or professional achievements;

2) changes necessary to remove irregularities identified by the Polish Accreditation Committee,

3) changes necessary to adapt the curriculum to changes in generally applicable regulations.

**§6**

1. The grading period of one semester applies.

2. In the case of studies in the foreign languages, a grading period of one year applies. The grading period of one year means that the student can meet the requirements necessary to pass his/her courses during one whole academic year.

3. The Director of the Institute, upon the student’s written and substantiated application, may agree to activate a one-year (or another) grading period:

1) in justified, contingency cases, including in particular:

a) an accident resulting in a long-term exclusion from normal functioning,

b) severe or long-term illness,

c) the need to care for a chronically ill family member.

2) in connection with going abroad to study, following an international study program, or an internship abroad.

4. The application referred to in section 3 above should be accompanied by documentation issued by the institutions appropriate and authorized in the given case, along with the presentation of the originals, certifying the circumstances that justify the application of the one-year or another grading period in the case of the particular student.

5. When obtaining credit, the student receives ECTS points according to his/her program of studies (curriculum).

6. In order to pass the semester, the student is required to obtain the specific number of ECTS points (credits) as indicated in the study program.

**§7**

1. The student who completed the second semester of studies and has demonstrated an outstanding academic performance (that is, the average of the previous grades and credits obtained for all subjects, not including the subjects in the semester preceding the one, which is supposed to be covered by an individual educational path, amounted to at least 4.0) is eligible for study following an individual educational path, consisting in the modifications to the program of studies, enabling the student to follow particular study interests, provided that the essential learning outcomes in the given field are achieved, and including scientific tutelage (supervision). This option applies to all fields of study, including interdepartmental studies, and follows the principles and regulations set out in paragraphs 2 – 9 below.

2. The consent for the student to begin studies according to an individual educational path is issued by the Director of the Institute, who designates a tutor at the request of the student. The student’s application must contain a description of the course of his/her studies to date, including documented academic results in the studied field, and the consent of the particular employee to take up the role of a tutor.

3. The application, together with relevant documents, must be submitted within two weeks before the beginning of the semester for which the student submits the application.

4. The tutor verifies and issues an opinion on the study program proposed by the student, on the student’s responsibilities in terms of participation in lectures, practical classes, scientific research, internships, work experience, and other classes, as well as on the dates of their completion. Documentation in this respect is provided by the student to the Dean’s Office no later than two weeks after the approval and consent by the Director of the Institute, granting him or her the individual educational path of study. The proposed study program is approved by the Director of the Institute. The student negotiates the method of achieving the learning outcomes in the individual subjects that he or she follows, as well as the dates of their completion, directly with the university staff who teach the respective subjects implemented as part of the individual educational path.

5. The final deadline for completing the semester of study for the given student who follows an individual educational path shall end on the last day of the make-up (revision) examination session of the given grading period. Failure to complete the semester or the year of studies by the date indicated in the preceding sentence results in the automatic withdrawal of consent to follow an individual educational path.

6. In case of withdrawal of consent to follow an individual educational path, the student may apply for its restoration within 2 weeks from the end of the revision examination session. The decision in this regard is taken by the Director of the Institute, at the student’s request, whereas the student’s application must be accompanied by a justification, and based on a written opinion by the tutor.

7. The student following an individual educational path may complete the course without specifying a particular field of study (specialisation). The necessary condition for entering the specialisation in the diploma of studies is to complete all the learning outcomes provided for in the study program under this particular specialisation.

8. The student following an individual educational path may, with the consent of the relevant Directors of Institutes, include a part of the study program (selected subjects or semester program) completed at another faculty of the home University, at another university in Poland, or at a foreign university (with the consent of the relevant university) where the European Credit Transfer and Accumulation System (ECTS) is in operation – taking into account the current number of ECTS credits; whereas in the case of completing a part of the study program at a foreign university where the ECTS system is not in operation, the Director of the Institute makes the decision about the method of converting the grades into the system in force at the home University.

9. The student following the individual educational path has the right for his/her grades obtained from additional subjects to be entered in the study documents. The entry is made by the member of staff who teaches the given subject, or by the Director of the Institute, respectively.

**§8**

1. The student who has obtained the confirmation of his/her learning outcomes may study according to an individual plan of study, consisting in such changes to the current plan of study that allow the classes included therein to be moved ahead to the earlier semesters, provided that the correct order of obtaining detailed learning outcomes will be maintained, all that all the field-specific learning outcomes determined in the curriculum will be achieved, and provided that there is a possibility of joining and completing the given courses at an earlier date as results from the schedule of classes, according to the principles specified in sections 2 – 3.

2. The consent for the student to begin studies according to the individual study plan referred to in section 1 shall be given by the Director of the Institute, on the basis of the student’s written application, accompanied by a proposal of changes to the plan of study, which should be submitted at least two weeks before the beginning of the semester in which the commencement of the individual study plan is proposed.

3. Students who have obtained an average grade of at least 4.5 and completed their first year of studies, and who at the same time have demonstrated other significant achievements or who are simultaneously studying for another major, may also apply for an individual study plan.

4. The lack of timely completion of courses covered by an individual study plan results in the automatic withdrawal thereof, and in repeating of the failed classes or the failed semester or year of study, in accordance with paragraphs 25 and 26 of the Regulations.

**§9**

1. If specialisations are provided within the given major (field of study), the student chooses one of these as compulsory, by the date determined by the Director of the Institute. If the organizational considerations do not allow the admission of all the applicants to join a given specialisation, the rules of admission are determined by the Director of the Institute.

2. The specialisation is launched by the Director of the Institute according to the rules specified in the proper Rector’s Regulation. In the case of non-activation of the specialisation that a given student had chosen, that student has the right to choose a different specialisation, among those that had been launched. The student’s failure to choose the specialisation in due time results in him/her being assigned to the specialisation by the Director of the Institute.

3. The student may apply for the option of studying two specialisations simultaneously, if that student demonstrates the achievement of outstanding academic results, subject to the provision of section 4 below. Consent in this regard is given by the Director of the Institute, at the student’s request submitted at least one week before the beginning of the semester.

4. Studies in the second specialisation may be undertaken on such a date that would allow them to be completed by the date of completion of studies within the main specialisation (main study major).

5. If consent is granted for the student to study two specialisations in parallel, then:

1) The main specialisation is the first specialisation chosen by the student,

2) The arithmetic mean of all grades obtained in individual semesters is taken into account for the academic results-based stipend,

3) The student writes one dissertation for his/her diploma,

4) The student takes one final (diploma) exam,

5) For the determination of the final grade, the arithmetic mean of grades for all subjects included in the course of studies is taken into account, in accordance with paragraph 31 section 2 item 1) and sections 4 to 6,

6) The graduate receives one diploma for the two specialisations.

**§ 10**

1. An individual mode of following classes (ITZ) is allowed, which consists in the completion of the curriculum obligatory for the given student with the possibility of exemption from participation in part or in whole, of selected or all classes, and obtaining credits within the dates agreed with the teachers until the end of the grading period that is obligatory for the given student, on the terms set out in sections 2 – 6 below.

2. The following students may be eligible for the ITZ:

1) Students with disability,

2) Students affected by a chronic disease, preventing their systematic participation in classes,

3) Students who take care of the bedridden sick member of the immediate family,

4) Students qualified for a scholarship or an internship abroad in intra-university procedures,

5) Students who distinguished themselves with special activities undertaken for the benefit of the University,

6) Cases in which there exist other important reasons, including in particular a pregnant student or a student who is a parent.

3. A pregnant student and a student who is a parent, in the case of full-time studies, are eligible for the ITZ in a specific study major and level until the completion of studies therein, regardless of the specific conditions for applying and granting the ITZ set out in this paragraph. Persons referred to in the preceding sentence cannot be denied permission to study according to the ITZ.

4. A student may apply for the ITZ only after he/she has completed the first semester of studies. This does not apply to students with disabilities and other cases of particular importance.

5. Student’s application for obtaining permission for the ITZ should be properly documented:

1) In the case referred to in section 2 item 1) – with a disability certificate issued by a body authorized in this regard,

2) In the case referred to in section 2 item 2) – with an appropriate medical certificate,

3) In the case referred to in section 2 item 3) – with a medical certificate stating the illness of a member of the immediate family of the student, and the student’s declaration that he/she is taking direct care of that immediate family member, including the degree of kinship between them,

4) In the case referred to in section 2 item 4) – with an appropriate document issued by a competent body, department, or employee of the University, confirming the student’s qualification and enrolment to a scholarship or internship abroad within the framework of the University’s internal procedures,

5) In the cases referred to in section 2 item 6) – with relevant documents that confirm the circumstances in relation to which the student applies for the ITZ.

6. In the cases referred to in section 2 items 1) – 4) and item 6), the student submits his/her application for the ITZ for a given semester/year to the Director of the Institute within two weeks from the beginning of that semester/year, or immediately after the occurrence of the circumstances being the basis for obtaining the ITZ. After obtaining the ITZ approval from the Director of the Institute, the student is obliged to provide the Director, within two weeks, with the acceptance schedule agreed upon with the lecturers. Approval for the subjects that begin later than two weeks after the beginning of the given semester is completed by the student no later than within two weeks from the first classes in these subjects.

7. In the case referred to in section 2 item 5), the student submits the ITZ application for the given semester/year to the Vice-Rector for Student Affairs within two weeks from the beginning of the semester/year in question. After obtaining the ITZ approval from the Vice-Rector for Student Affairs, within two weeks, the student must provide the Director of the Institute with the approval of the credit schedule agreed with the lecturers in respective subjects. Approval for the subjects that begin later than two weeks after the beginning of the given semester is completed by the student no later than within two weeks from the first classes in these subjects.

8. The deadline for obtaining credits for the given semester/year expires at the end of the makeup (revision) examination session. The lack of timely completion of the semester/year is the basis for refusal to obtain the approval for studying according to the ITZ in the next semester/year.

**Chapter 3. Student rights and obligations**

**§ 11**

1. Every student has the right:

1) For his/her dignity to be respected by each member of the academic community,

2) To acquire knowledge, skills and social competences, while participating in teaching activities and using the teaching space, facilities and equipment and technical resources of the University as well as obtaining guidance and profiting from the knowledge of academic teachers and administration staff of the University,

3) To participate in the work of student scientific groups and scientific teams,

4) To pursue cultural, tourist and sports interests in student clubs and student organizations, both already existing and newly created in accordance with the law, and to use the University’s equipment and resources for this purpose,

5) To participate in decision making by the collegiate bodies of the University through student representatives,

6) To participate in providing and improving the quality of education, including expressing opinions about study programs, and to evaluate classes,

7) To justify his/her absence from classes, work placements and internships, as well as tests and examinations, on the terms set out in the regulations,

8) To receive material help and to use accommodation in the University’s student dormitory, on the terms set out in separate regulations,

9) To participate in classes that are not included in the study program/curriculum, in accordance with his/her interests, after obtaining the consent of the Director of the Institute – whereas the rules of payment for those additional classes are specified by separate regulations,

10) To report failure to comply with the provisions of the rules by the lecturers.

2. A student may take a part of his/her studies at another university in Poland or abroad, on the terms set out in Annex No. 1 to the present Regulations.

**§ 12**

1. The student’s basic obligations include:

1) Acquisition of knowledge, skills and social competences,

2) Acting in accordance with the wording of the student’s oath,

3) Observing the provisions of the Regulations, the University Student’s Code of Ethics, and other regulations remaining in force at the University,

4) Concern with the student’s dignity as well as care of the good name and property of the University,

5) Observing the principles of social coexistence and community life, as well as showing respect to the University employees,

6) Participating in teaching activities, work placements and internships as well as fulfilling other requirements included in the study program,

7) Timely obtainment of credits, passing examinations, and completing successive stages of university studies,

8) Timely payment of financial obligations towards the University, including in particular timely payment of tuition fees charged by the University in accordance with separate regulations,

9) Immediate notification in writing to the University of the change of marital status, name, address and residence as well as contact telephone number and e-mail address, subject to paragraph 3 section 9.

10) Timely enrolment to elective courses, specialties and seminar groups.

2. The student bears disciplinary responsibility for violation of the regulations remaining in force at the University and for actions that constitute the infringement of the student’s dignity. The student may be punished with:

1) A warning,

2) A reprimand,

3) A reprimand with a warning,

4) The suspension of specific student rights for up to one year,

5) The expulsion from the University.

3. If the student is punished with a penalty referred to in section 2 item 5), he or she is struck off the list of students and thus loses the right to take up or resume studies at the University until the penalty is removed.

4. The rules of conduct regarding students’ disciplinary liability are governed by the provisions of the Act and of relevant regulations, the Statute, and the binding regulations of student self-government.

5. The student is financially liable for damage caused to the property of the University.

**§ 13**

1. A student may apply for transfer to another field of study (study major). The Directors of the relevant Institutes decide whether the transfer between the two study majors is possible.

2. A student may be admitted to study at the University in the transfer mode from another university, including a university abroad. The transfer may take place as far as there are openings available, provided that the qualification requirements and the condition of the completion of the first semester of study are met, and the equivalence or convergence is demonstrated between most of the learning outcomes obtained by the candidate in the university where he or she has studied so far, and the directional learning outcomes of the University.

3. The decision on the admission to studies by transfer from another university is taken by the Rector.

4. In the event of differences or gaps arising from the study programs, the Director of the Institute determines the conditions, manner and deadline for their supplementation and completion.

5. In the event of a student moving from another study major of the University, or from another university, the classes completed in the original field of study or the original university are not recognized on the basis of confirmation of learning outcomes. Instead, the student must pass the specific subjects within the category of “curriculum differences” within the deadline set by the Director of the Institute.

6. The student can transfer from the University to another university. The student transferring to another university has an obligation to notify the Director of the Institute about being admitted to study at another university in the transfer mode, and to fulfil all obligations to the University resulting from the University regulations.

**§ 14**

1. After obtaining the Rector’s approval, the student may change the form of studies from full-time to extramural. The decision in this matter is taken by the Director of the Institute.

2. Having completed and passed the first year of studies, the student may change the form of studies from extramural to full-time, provided that he or she has obtained an average grade of at least 4.5. The application in this matter should be submitted by the student not later than seven days before the beginning of the semester. The consent is given by the Vice-Rector responsible for Student Affairs, depending on the University’s capacity.

**§ 15**

1. A student who, after passing the first semester, interrupted his or her studies or was struck off the list of students, may apply for the resumption of studies in the same field (study major).

2. A particular student may get permission to resume studies only once. In special and documented cases, the student may get permission to resume studies more than once. Permission for resuming studies is issued by the Rector.

3. Resumption of studies takes place beginning from the semester immediately after the semester that the student had completed, in accordance with the current program of study. In the case of curriculum differences between the program of studies that the student had followed previously, and the program valid at the time of resumption, the Director of the Institute determines these differences, and sets a deadline for their completion. In the case of major curriculum differences, the Director of the Institute may direct the person who resumes his or her studies to a lower semester or a lower year of study.

4. Resumption of studies related to repeating the semester takes place when the student had been enrolled for a semester, which he or she did not complete, and that fact was confirmed by an entry in the record of studies, or in a situation where the student follows courses at a lower semester because of a high number of curriculum differences. Repeating the semester as a result of resuming the studies may be subject to a tuition fee, if separate regulations applicable to the student so provide.

5. Resumption of studies may take place only before the beginning of the semester, with the exclusion of the provision of section 6 below. The application for approval to resume studies should be submitted to the Dean’s Office at least one week before the beginning of the semester.

6. A student who has been removed from the student list due to non-payment of tuition fees related to his or her studies may apply for the resumption of studies and continuation of the current semester provided that he or she immediately settles the amounts due to the University and obtains a positive decision from the Director of the Institute.

7. Students removed from the student list due to failing the first semester of studies and students who resumed studies in accordance with section 1-2 above, can not resume studies, but they need to recommence them according to the current recruitment rules, defined in separate regulations.

**§ 16**

1. Following a substantiated, detailed, and properly documented application, the student may be granted a leave for one or two semesters, being either:

1) A leave from classes, or

2) A leave from classes with the possibility of attending the verification of the learning outcomes obtained, specified in the curriculum.

2. The Director of the Institute, following a substantiated request on the part of the student, and in particularly justified cases, may grant short-term leave from classes (short-term leave), of a duration shorter than one semester, in particular in connection with the family nature of holidays celebrated by the student.

3. The Director of the Institute determines the duration of the leave or the short-term leave, depending on the reasons for the given leave, and based on the student’s application. In exceptional cases, due to a prolonged cause, such as in particular a long-term illness confirmed by an appropriate medical certificate, the leave may be extended for another year.

4. The student should apply for the leave immediately after the occurrence of the cause being the basis for granting that leave. Getting unsatisfactory learning results may not constitute the reason for obtaining a leave. Leave cannot be granted retrospectively (that is, for the period of the previous/past semester).

5. Granting the leave is confirmed by a written decision of the Director of the Institute and recorded in the documentation of the course of study.

6. During the leave period, the student retains student rights. The right to use material support during the leave period is determined by separate regulations.

7. During the leave referred to in section 1 item 1) and item 2), the student may, with the consent of the Director of the Institute, participate in some classes, internships and work placements.

8. During the leave referred to in section 1 item 2), the student may take credits and exams provided for in the study program.

9. A person studying in more than one field of study (more than one study major) may apply for a leave from classes in each of the study major at the same time, or only in one of them.

10. A pregnant student and a student who is a parent cannot be refused permission for a leave referred to in section 1 item 1) or item 2) of this paragraph.

11. A student who is a parent submits the application for the leave referred to in section 1 item 1) or item 2) of this paragraph, within 1 year from the day of birth of the child.

12. The leave referred to in section 1 item 1) and item 2), for:

1) a pregnant student is granted a leave until the day of the child’s birth,

2) a student who is a parent is granted a leave for a period of up to one year

- except that if the end of the leave falls during a semester, the leave may be extended until the end of that semester.

13. At the end of the leave granted for health reasons, the student must submit a medical certificate to the Dean’s Office stating that there are no medical contraindications to the continuation of his or her studies.

14. After completing the annual leave, the student must re-enrol at the Dean’s Office for the next semester within seven days from the beginning of the classes.

**§ 17**

1. In justified cases for health or organizational reasons, a student, and in particular a student with a disability, may, with the consent of the Director of the Institute, change the course group, laboratory group, tutorial group, etc.

2. A student with a disability may, in justified cases, apply for a change of the classroom, laboratory or lecture room, by submitting an application to the Office for Persons with Disabilities at a time that enables making the change in the schedule of classes.

3. In a justified case, a student with a disability may – with the consent of the teacher – take notes for his or her own use in an alternative form, i.e. by recording the lectures, taking photographs, or receiving course materials from the teacher; he or she can also use other devices or assistance of third persons who take notes for him or her.

4. The classes may be attended by sign language interpreters, as well as assistants of persons with a disability (such as for instance, impairment of mobility, hearing or sight).

5. Sign language interpreters as well as assistants of persons with a disability (for instance, impairment of mobility, hearing or sight) and blind persons may participate in control and credit tests as well as examinations.

6. In justified cases, a student with a disability may apply for alternative forms of passing exams / credits, and the application needs to be made seven days at the latest before the start of the exam session.

7. The solutions referred to in sections 2 to 6 require a disability certificate issued by a body authorized in this respect.

8. Detailed rules and organization of support for students with disabilities are defined by the Rector in the form of a regulation, published on the University’s website.

**Chapter 4.**

**Principles of obtaining credit for particular subjects and completing the semesters of study**

**§ 18**

1. In assessing the learning outcomes achieved by the student, the following grades are used:

1) excellent (5.5), subject to section 2,

2) very good (5.0),

3) above good (4.5),

4) good (4.0),

5) above sufficient (3.5),

6) sufficient (3,0),

7) insufficient/fail (2.0)

2. The “excellent” grade (5.5) can only be used for a particularly outstanding level of knowledge or skills that goes beyond the subject curriculum and exceeds the instructor’s requirements for the “very good” grade (5.0).

3. Students repeating the course obtain the marks specified in section 1 under the same conditions as students pursuing the particular course for the first time.

4. Progress in education related to the implementation of one particular subject/course is reflected by:

1) the evaluation of current achievements – course completion grade,

2) the exam grade – if the exam is provided for in the study program,

3) the final grade – entered into the documents confirming the course of education.

5. The method for calculating the assessment of current performance is determined by the subject syllabus.

6. The final grade of the course includes the evaluation of the current achievements and the grade from the exam. A positive final grade may be issued on the condition that both these grades are positive (pass grades). The method of the final grade calculation is determined by the subject syllabus.

7. If classes in a given subject (course) are taught by two or more academic teachers, the final grade is issued by the staff member appointed before the commencement of the course by the head of the department as the person responsible for that subject.

8. Evaluation of current achievements, exam grades and final grades are made available to students according to their album numbers, by:

a) placing on the notice board of the educational unit that is conducting the classes, or

b) publishing on the University website, or

c) communicating during classes or consultations, or

d) communicating via e-mail.

9. Having obtained the grade, the student has the right to inspect his or her own work. Final grades are communicated to the student using the electronic student service system within 7 days of the end of the retake exam session.

10. The examiner informs the students about the examination grade within 7 days since the examination was held. The teacher informs the students about their course grades within 7 days of completing a given format of verifying the student’s achievements. In the case of an oral examination, the examiner informs the student about his or her exam grade immediately after completing the exam with the given student.

11. If an exam is to be provided as part of the subject, the student is required to pass it during the examination session, within the prescribed period (first date). The student who had not passed the exam on the first date is entitled to one retake (second date) during the retake session. A positive grade of the current achievements must be obtained at the latest by the end of the duration of classes in the given semester.

12. Unjustified absence of the student at the given date of the exam is equivalent to the forfeiture of the exam.

13. Failure to pass the examination on the first date is necessarily taken into account towards the final evaluation (final grade) of the subject, on the principles determined by the staff member responsible for the given course, and specified in the course syllabus. Getting a positive grade on the second (retake) date of the exam results in a positive pass.

14. The student must immediately inform the staff member conducting the course about his/her lack of participation in the exam, and the reasons for the absence on the set dates of tests and exams. In order to justify the absence, the student is required to present documents justifying the absence within seven days of the date when the given test or the exam has been held. The decision on excusing the absence is made by the staff member responsible for the given course. The student has the right to appeal to the Director of the Institute against that decision.

15. In the event of a justified absence from attending the test or the exam, the student retains the right to resit the test or the exam, counting as the first date. If the end of the resit session expires, the student must obtain the approval of the Director of the Institute for the extension of the grading period in order to obtain the final grade.

16. Diploma seminars, OHS training and library training, work placements and internships, as well as semesters of foreign language studying, other than those indicated in section 17 are passed without a grade (in the documents confirming the course of education this is noted respectively as “zal.” for “pass” in the case of achieving the expected learning outcomes or “nzal.” for “not-pass” in the case of failure to achieve a sufficient level of learning outcomes), unless the curriculum for a given field of study provides otherwise. “Zal.” and “nzal.” have no equivalent in the grading scale and are not included in the calculation of the average grade from the studies.

17. On the basis of annual achievements, the student receives a grade in a foreign language after the second, fourth and last semester of language learning, if the curriculum provides for a foreign language course in the given semester.

18. A student who has not achieved the learning outcomes provided for the given course receives an unsatisfactory grade.

19. The instructor presents detailed learning outcomes and the rules for obtaining a credit from the course during the first class in the semester, based on the subject syllabus.

20. At the end of the semester, the arithmetic mean is calculated for all the courses that the student had passed. In the case referred to in paragraph 25 section 1, only the average of all grades obtained as a part of the repetition of a given course counts towards the average grade.

**§ 18a**

1. A student participating in research or development activities may be exempted from participation in certain classes within the subject to which the work is thematically related. Approval in this regard is issued by the Director of the Institute according to the regulations of awarding the ITZ, based on the opinion of the person managing the research work and the staff member responsible for the given course/subject.

2. Students who have been admitted to the University on the basis of the best results obtained by the verification of the learning outcomes have the right to obtain the pass in the corresponding courses (subjects), translated into the grades obtained during the verification of learning outcomes. The consent for obtaining the credit in the given subject is issued by the Director of the Institute on the basis of the student’s written application submitted before the beginning of the first semester of study together with the certificate of confirmed learning outcomes. The student applying for the crediting of learning outcomes may be awarded no more than 50% of ECTS points assigned to the classes included in the study program of a particular field, level and profile of studies.

3. If the student is studying or had studied a different subject, the subject being credited may be considered towards passing the semester of study in exchange for the subject from the home field, along with the transfer of ECTS points – the number of ECTS credits is assigned that is attributed to the learning outcomes obtained as a result of following the relevant course in the student’s original (home) study major. The subject in question must, however, guarantee the implementation of the learning outcomes provided for in the study program (curriculum) of the home subject. At the same time, the courses must correspond to each other in terms of their subject content. The decision in this regard shall be taken by the Director of the Institute or the lecturer conducting the course, at the student’s request that he or she submits no later than two weeks after the beginning of the semester in which the course is taken. The student who is transferring credits included in a university other than his/her home University, including universities abroad, is assigned the number of ECTS points that is assigned to the learning outcomes obtained as a result of the implementation of relevant courses and internships in the home study major. The transfer does not cover subjects from different levels or profiles of studies.

4. At the student’s request, the Dean’s Office issues a confirmed printout from the documentation of the course of study.

**§ 19**

1. A student who disagrees with the final grade obtained and raises substantiated objections as to the impartiality of the teacher who evaluated him/her, or as to the form and/or the course of the examination or a test, or as to the manner of determining the final grade, has the right to retake the exam before a board, after submitting a written request to the Director of the Institute within seven days from the date of receiving the final grade.

2. The board examination shall take place before a board composed of the Director of the Institute or his deputy, as the chairman of the board appointed by the Director of the Institute of the examiner conducting the board examination, the examiner conducting the examination to which objections have been raised, or the staff member responsible for the given course/subject.

3. At the student’s request, a representative of student self-government, the year tutor, or another observer indicated by the student may participate in the exam, with the right to express opinions on the course of the board examination.

4. The form of conducting the examination before a board is determined by the chairman of the board.

5. The examination before a board should take place no earlier than 3 days and no later than 7 days from the date of issuing the decision on the application.

6. In the event of a discrepancy in the opinions of members of the board conducting the board examination, the final grade shall be determined by the chairman of the board.

7. A report is drawn up from the board examination, which the chairman of the board delivers immediately to the Dean’s Office.

**§ 20**

1. The professional work placements, work traineeships, and internships provided for in the curriculum should correspond to the field of studies/study major pursued by the student, and are subject to obtaining credit.

2. The program of studies (the curriculum) specifies the date of completion and the duration of work placements and internships as well as the number of ECTS points ascribed to the attendance and completion thereof.

3. The purpose of work placements and internships is:

1) To expand the knowledge gained during university studies and to develop the skills to use that knowledge in practice,

2) To prepare the student for working in the given professional field, including independence and responsibility for the tasks entrusted to him/her,

3) To shape the skills necessary for future professional work,

4) To deepen the knowledge about particular sectors of the economy,

5) To learn about the principles of organization and mechanisms guiding the functioning of business entities and other institutions, government administration agencies, local government, etc.

4. Detailed objectives of work placements and internships are defined in the corresponding course syllabus.

5. In general academic studies, the internship or work placement takes place in a business entity chosen by the student, or in another entity, at home or abroad, whose profile of activity allows the student to achieve the assumed learning outcomes. In practically oriented studies, the location of work placement or internship is indicated by the University. In justified cases, the student may apply to the supervisor of internships and training to change the location of the placement, indicating the proposed business entity or institution in which he/she would like to pursue the internship or work placement.

6. In order to choose the location for work placement or internship, the student can take advantage of the student placement offer presented in the online database, available on the University website.

7. Content supervision over internships and traineeships carried out by students in the given field is held by tutors/supervisors of work placements and internships (who are academic teachers appointed by the Director of the Institute) and representatives of entities in which the internships and work placements are implemented on the basis of an agreement with the University. Information on the appointed tutors/supervisors of work placements and internships for the given academic year is announced at the beginning of that academic year.

8. The internship or work placement assessment towards the credit is made by the supervisor/tutor of work placements or internships on the basis of a written report of the process thereof, approved by the entity that is receiving the student for his/her work placement or internship.

9. The duties of a work placement or internship supervisor/tutor include:

1) Approval of the business entity or another institution chosen by the student as the location of work placement or internship, and in the case of students of practically-oriented studies, an indication of the location of work placement or internship,

2) Approval of the internship or work placement program, agreed between the parties to the contract for the organization of the placement,

3) Clearance/approval of the student’s implementation of the internship or placement program and making the decision on whether or not to grant credit for it,

4) Making an appropriate entry in the online student support system,

5) Creating a protocol with the credit granted, using the online studies support system and transferring that protocol to the Dean’s Office.

10. The student is obliged to complete the internship or work placement in accordance with the established program, and in addition, he/she must:

1) Comply with the rules of work placements or internships defined by the University,

2) Comply with the order and discipline of work set by the organizer of the internship,

3) Comply with health and safety and fire protection regulations,

4) Comply with the rules of professional and public secrecy and protection of confidentiality of data in the scope determined by the organizer of the internship or work placement.

11. Internships or work placements should take place by the deadlines specified in study program (curriculum). Participation in an internship does not constitute a justification for the non-performance of other obligations resulting from the study regulations and study program, which apply to the student. Work placements (traineeships) or internships take place in the time that is free from other educational activities covered by the curriculum that the student is following.

12. At the request of the student, the work of the student may be treated on par with the internship or work placement. Work in this context might mean employment on the basis of an employment contract, a civil law contract, as well as running one’s own business, doing a residency (work experience) or volunteer work, consistent with the profile of work placements or internships specified in the study program/curriculum.

13. The internship tutor/supervisor makes the decision about passing or failing the traineeship or internship. It is possible to appeal to the Director of the Institute from the decision of the supervisor.

14. Failing to complete the work placement or internship due to the fault of a student is tantamount to failing the given subject.

15. At a written, substantiated request from a student who, due to the fault of his/her own, failed to complete the work placement or internship, it is possible to obtain the Director of the Institute’s consent to carry out an internship at a different date, which does not interfere with the activities resulting from the study program.

**§ 21**

1. Within one month of the commencement of classes in a given subject, the “starosta” – student representative of a year or group, in agreement with the examiner, prepares the examination schedule. In this schedule, for each course/subject that concludes with an examination, two dates of the exam are given: the first date (the first date in the examination session), and the retake date (the second date, in the retake session).

2. In a situation where the dates of examinations are not set in the statutory time specified in the section 1 above, the student representative of the group or year has the right to request the appointment of such dates by the Director of the Institute.

3. The examiner, in agreement with the students, may change the date of the exam determined earlier in accordance with section 1, provided that the date must fall within the duration of the examination session. The examiner may not change the date set in the mode specified in section 2.

4. The examiner may also – in agreement with the students – conduct an examination before the examination session, provided that all classes in the subject/course covered by the exam have been completed (this condition does not apply to students studying according to the individual educational path referred to in paragraph 7 or the ITZ), and that the students have completed the requirements allowing them to take the exam.

**§ 22**

1. The condition for a pass/completion of the semester or the year of studies is meeting all the requirements included in the study program/curriculum for the given grading period, and timely completion/pass obtained in all subjects, i.e. until the end of the retake examination session, determined in accordance with paragraph 4.

2. Passing/completing the semester, and promotion to the next semester is handled by the Director of the Institute.

**§ 23**

1. The condition for excusing a student’s absence during classes is to submit to the lecturer, within 7 days from the first day of absence, a medical certificate or another reliable document, which clearly indicates that the student was unable to attend on the given day. This obligation does not apply to students who have obtained the permission to follow the ITZ.

2. The lecturer defines the manner and date of the student’s catching up on the learning material that he or she had missed due to the absence.

3. The student needs to justify his/her absences during work placements or traineeships at the latest when submitting documents confirming the implementation of work placements or internships, by submitting, to the internship tutor/supervisor, a medical certificate or other reliable document, from which it is clear that the student was not able to participate in the work placement or internship on the given day.

**§ 24**

1. In relation to a student who failed a semester or a year, the Director of the Institute issues the decision regarding:

1) Conditional promotion to the next semester, with one course/subject being retaken, or

2) Permission to repeat the whole semester or the whole year of study, or

3) Removal from the list of students.

2. A student is struck off (removed from) the list of students in the following cases:

1) When he or she fails to report to the classes/undertake the studies,

2) When he or she resigns from the studies,

3) When the student is punished with a disciplinary penalty of expulsion from the University,

4) When the student fails to submit his/her diploma thesis or take a diploma examination within the appropriate deadlines.

3. A student may be struck off the list of students also in cases of:

1) Confirmed lack of participation in obligatory classes,

2) Confirmed lack of progress in learning,

3) Failure to obtain credit for the given semester or year within the appropriate deadlines,

4) Failure to pay tuition fees related to the studies on time.

4. Resignation from studies should be submitted by the student in the form of a written statement addressed to the Dean’s Office. The date of resignation is the date of submitting the letter to the appropriate Dean’s Office, unless another, later date is specified in the said letter.

5. The following are considered to constitute lack of progress in learning:

1) Failing the semester, due to failing at least one subject,

2) Failing of the same course/subject again while repeating it,

3) Failing of the semester again while repeating it,

6. Lack of participation in obligatory classes my be grounds for removing the student from the list of students in a situation where the student’s absence was not justified in the manner specified in the present regulations.

7. The student is removed from the list of students by way of an administrative decision.

8. The decisions referred to in section 1 items 1) and 2), are taken by the Director of the Institute upon the student’s application.

9. The decisions referred to in section 1 item 3), and sections 2-3, are taken by the Rector.

**§ 25**

1. A student who has not obtained a positive final grade in the subject covered by the curriculum in a given course of study (including mandatory work placements or internships) may apply for a conditional promotion to the next semester referred to in paragraph 24 section 1 item 1), with the simultaneous repetition of the subject or subjects, while in the course of first level studies, the student may repeat a maximum of 3 subjects; during the second level studies, he/she may repeat 2 subjects; and during uniform Master degree courses, a maximum of 5 courses; whereas in the case of uniform Master studies, the student may not repeat more than 3 subjects in one semester. However, the repetition of the subject/course in the situation referred to in paragraph 26 section 4 is exempt. The Director of the Institute specifies the conditions, manner and date of supplementing the required learning outcomes.

2. Repeating the course on a particular subject, the work placement or the internship does not apply to classes carried out within the last semester of studies. If such situation occurs, the Director of the Institute, upon the student’s written request, may decide on the repetition of the semester or the year.

3. If the student fails the repeated subject/course, then he or she may apply only for the repetition of the semester or the year in which the subject features in the study curriculum.

4. In the case of removal from the list of students, and subsequent re-enrolment, the number of possible repetitions of subjects/courses does not change for the given level of studies, also taking into account the possible change of study major or specialisation. This also applies to the situation of simultaneous studies in two specialisations/study majors.

**§ 26**

1. During his/her studies, the student may repeat a maximum of one semester or one year of study.

2. The student who repeats a semester or a year of studies is required to complete the courses (get credits) provided for in the curriculum for the given study cycle; and if there are differences in the courses completed by the student in previous semesters in relation to the current curriculum – also to complete also the courses for which he or she did not previously complete the learning outcomes. The Director of the Institute determines the conditions, manner and deadline for the supplementing these differences.

3. The Director of the Institute approves all subjects previously completed by the student who repeats a semester or a year of study, subject to sections 4-5.

4. In a situation where the student who is repeating a semester or a year of study repeats the same subject due to a change in the learning outcomes of that subject course, the final grade obtained during the repetition of the subject is taken into account in calculating the average grade from the studies.

5. The possibility to honour the courses referred to in section 3 applies only to the grades obtained since the entry into force of the Polish Qualifications Framework. With regard to the previously obtained course credits, the Director of the Institute decides on the method of taking into account and the possible honouring of these courses.

6. In the event of removal from the student list and subsequent re-enrolment, the number of possible repetitions of semesters does not change within the framework of studies at a given level, also taking into account the change of study major or specialisation. This also applies to the situation of studying in two specialisations simultaneously.

7. The student who is repeating a semester retains his/her student rights.

**Chapter 5.
Study regulations for students qualified to study at another university, and those qualified for an annual or semester-long study program in a foreign language implemented at the University**

**§ 27**

1. A student may take a part of his/her studies at another (domestic or foreign) university within the framework of bilateral contracts or educational projects; or within the framework of a program in a foreign language implemented at the home University, or at another university (by his/her own arrangements).

2. The student qualified for studies at another university (delegated by the University or by student organizations operating within it) or accepted to the program in a foreign language, needs to apply within 14 days of being qualified to the Director of the Institute with a request for consent to participate in such studies as well as for consent for the individual study path referred to in paragraph 7 section 1 and – in justified cases – also for consent to changing the grading period; and he/she must submit the proposed study curriculum for the given semester or year, described in the document titled “Learning Agreement” to the Director of the Institute for approval. The student who plans to study at another university by his/her own arrangements must additionally present a document stating that the establishment in which he/she will be studying has the university status within the meaning of the Act.

3. If there is a coordinator for international placements available at the University, then the “Learning Agreement” is consulted with and reviewed by the said coordinator before submitting the document for approval to the Director of the Institute.

4. If there are curriculum differences to be completed, the Director of the Institute specifies them in the “Learning Agreement” along with the deadline of their completion.

5. The student is required to present the documents obtained during the international or domestic studies, confirming the completion of specific subjects/courses, obtained grades, and a detailed description of each subject with its learning outcomes, whereas these documents must be presented in Polish and in the language in which the study abroad took place. The student delivers these documents to the Dean’s Office along with the conversion of grades to the scale used at the University.

6. Where the documents referred to in section 5 do not contain an indication of the number of ECTS points, they must include an indication of the number of teaching hours of each completed subject.

7. The conversion of grades is performed by the University’s organizational unit competent for the international exchange of students. The conversion into ECTS points from the completed hours of classes – in the situation referred to in section 6 – is made by the Director of the Institute. Approval for the transfer of the completed learning outcomes, together with ECTS points and recognition of the grades, is issued by the Director of the Institute.

8. If, after starting the studies at another university, the completed study program departs from the curriculum approved in the “Learning Agreement”, the student must immediately inform the entity acting as the international exchange coordinator in order to introduce and approve the changes, and to determine the curriculum differences and the deadline for their completion. Changes to the “Learning Agreement” are approved by the Director of the Institute.

9. If, after returning from another university, in the following semesters – in accordance with the curriculum for a given field of study – there is a course already completed by the student and previously approved by the Director of the Institute for the credit towards the completion of the previous semester, then the student is required to take and pass another subject, designated by the Director of the Institute, in order to obtain the number of ECTS points necessary to complete that semester or year. The student can apply for the designation of a subject that is consistent with his or her interests.

10. The student who, during his/her studies at another university or within the framework of the program of study in a foreign language at the University, failed to complete the requirements specified in the “Learning Agreement” as necessary to pass the semester or the year of study, is subject to procedures specified in paragraphs 24, 25 and 26.

11. Detailed rules for the implementation of students’ international placements are defined in separate regulations that result from the implementation of exchange programs.

**Chapter 6.
Diploma dissertation (thesis) and final exam**

**§ 28**

1. The rules regarding the enrolment for dissertation seminars and lists of persons entitled to conduct these seminars (prospective thesis supervisors) are determined by the Director of the Institute, following the initial approval by the Institute’s Council.

2. Lists of the persons entitled to conduct the seminars should be published no later than 3 months before the end of the classes during the semester preceding the semester in which the seminar will be held.

3. The student has the right to choose his/her thesis supervisor, taking into account section 1. The student chooses the supervisor within one month from the date of publication of the lists referred to in section 2.

4. The diploma dissertation (thesis) in the first level studies, the second level studies, and the uniform Master’s studies, provided for under the curriculum, is developed by the student under the supervision of an academic teacher holding at least a doctoral degree (the thesis supervisor).

5. As an exception, the Director of the Institute may authorize a non-University expert who has at least a doctoral degree to supervise the particular diploma dissertation.

6. A graduating student is required to submit his/her diploma dissertation no later than by the end of the retake examination session in the last semester of studies. At the request of the competent body of student government, the Rector may extend that deadline by a maximum of two weeks.

7. At the student’s written and substantiated request, the Director of the Institute may agree to the change of the thesis supervisor.

8. In the event of a prolonged absence of the given supervisor, such as may affect and delay of the date of submission of the diploma dissertation by the student, the Director of the Institute is obliged to appoint another person who will take over the supervisor’s duties, or to extend the grading period for the student.

9. A pass grade in the seminar in the last semester of study is tantamount to expressing consent for the submission of the diploma dissertation to the Dean’s Office.

**§ 29**

1. The diploma dissertation (thesis) is an independent discussion of a specific scientific or practical problem, or a technical achievement, presenting the student’s general knowledge and skills related to studies in the given field, at the given level and profile, as well as his/her ability to independently analyse and draw conclusions. A diploma thesis is a written work, a published article, or a project work, including design and execution of a software program or a computer system, a structure, or a technological project.

2. The assessment of the diploma thesis is made in the form of a written review, by the thesis supervisor and the reviewer appointed by the Director of the Institute. Reviews of the diploma thesis are public, subject to the exceptions resulting from the law.

3. The reviewer of the diploma thesis may be a staff member holding at least a doctoral degree, subject to section 4.

4. In the case when the thesis supervisor is a person with a doctoral degree, the reviewer must be a person holding the academic degree of habilitated doctor.

5. An employee of the same department may not be a reviewer of the work, unless this is the only department where specialists in the area of knowledge to which the given work pertains are found.

6. The reviewer of the diploma thesis may be an employee of another university.

7. The thesis supervisor and reviewer are required to submit their reviews within two weeks from the date of receipt of the thesis for review.

8. The diploma thesis is evaluated by the supervisor and the reviewer according to the scale specified in paragraph 18 section 1. The final grade given to the diploma thesis is the arithmetic mean of the grades issued by the supervisor and the reviewer, reduced to the scale referred to in paragraph 18 section 1, as follows:

1) from 3.00 to 3.24 – sufficient (3.0),

2) from 3.25 to 3.74 – above sufficient (3.5),

3) from 3.75 to 4.24 – good (4.0),

4) from 4.25 to 4.74 – above good (4.5),

5) from 4.75 to 5.24 – very good (5.0),

6) 5.25 and above – excellent (5.5).

9. If the reviewer issues a negative evaluation of the diploma dissertation, the Director of the Institute designates a second reviewer. In the case of the second negative review, the student should present a revised version of the work within two weeks.

10. In the event of a substantiated suspicion of a student committing an act of misrepresenting a significant passage or other elements of someone else’s work as him/her own, the Rector shall initiate an investigation to be conducted on the principles referred to in paragraph 12 sections 2-5.

11. If, as a result of the investigation, the collected material confirms committing the act referred to in paragraph 10, the Rector suspends the proceedings for granting the professional title until the judgment is issued by the disciplinary committee, and submits a notification of the offense committed.

**§ 30**

1. Conditions for admission to the final examination (diploma exam) include:

1)   Obtaining positive final grades in all subjects, credits for work placements and internships as well as seminars provided for in the curriculum for the given field of study, subject to differences resulting from studies carried out within an individual educational path (see paragraph 7),

2)   Submitting the diploma dissertation (thesis) in the Dean’s Office, after the thesis supervisor had approved it for further proceedings, having checked the written diploma dissertation using the Unified Anti-plagiarism System compatible with the repository of written diploma theses, acting on the basis of separate regulations, and after the Dean’s confirmation with the annotation “Approved” and the signature,

3)   Obtaining positive grades for the diploma dissertation – both from the thesis supervisor and from the reviewer.

2. Before taking the final (diploma) exam, the student has the right to read the contents of the review at the Dean’s Office.

3. The diploma exam should take place within three months from the date of submission of the diploma thesis.

4. The final (diploma) exam is an oral exam held before the examination board appointed by the Director of the Institute. The examination board consists of: the Director of the Institute or another member of academic staff indicated by the Director of the Institute – as the chairman of the examination board, the thesis supervisor, and the reviewer of the work – as members of the examination board. In justified cases, the reviewer may be replaced by another member of academic staff holding at least a doctoral degree.

5. The subject of the exam is the defense of the diploma thesis, and the issues in the field of study major and specialisation-related subjects.

6. At the request of the student or the supervisor, after obtaining the consent of the Director of the Institute, an open diploma examination is carried out, in which all interested persons may participate and ask additional questions. This application should be submitted at the time of submitting the diploma thesis. The date of the examination is determined by the Director of the Institute. Information about the open diploma exam is published on the University’s website one week before its planned date.

7. When assessing the answers to questions in the diploma examination, the scale of grades specified in paragraph 18 section 1 applies. The final grade of the exam is determined by calculating the arithmetic mean, rounded to two decimal places, from the grades issued for the answers to each question, using the grading scale specified in paragraph 29 section 8. If the average grade obtained from the diploma examination is lower than 3.0, then the final grade for the exam is insufficient (fail).

8. In the case of obtaining the insufficient (fail) grade in the diploma examination, or in the case of unjustified failure to attend the exam within the set time limit, the Director of the Institute shall set the second date of the exam as the final opportunity. At least one month must pass between the first and the second examination, and the second examination must take place no later than three months after the date of the first examination.

9. Failure to submit to the diploma examination on the second date shall result in the student being removed from the student list, pursuant to paragraph 24 section 2 item 4) of the Regulations.

10. The course of the diploma examination is recorded in the exam report (protocol). The diploma examination report includes: date of the exam, student’s forename and surname, album number, names and surnames, signatures and titles of the professor, academic degrees or professional titles of the examination board members, the content of questions asked and grades obtained, average grade obtained during the course of studies, title and grade awarded to the diploma thesis, grade obtained in the diploma examination, the final grade of studies, and the professional title obtained. The diploma examination report records the completion of studies.

**§ 31**

1. Graduation (completion of studies) takes place on the day of passing the diploma examination with a positive result.

2. The bases for calculating the final grade of studies are:

1)   The arithmetic mean of all final grades obtained from the completed subjects throughout the study period, including the unsatisfactory grades, rounded to two decimal places, subject to paragraph 26 section 4 and paragraph 18 section 20,

2)  The arithmetic mean of the grades issued by the thesis supervisor and the reviewer, determined in accordance with paragraph 29 section 8,

3)   The grade from the diploma examination, determined in accordance with paragraph 30 section 7.

3. The result of studies (final grade) is the sum of:

1) 60% of the grade referred to in section 2 item 1),

2) 20% of the grade referred to in section 2 item 2),

3) 20% of the grade referred to in section 2 item 3).

4. In the case when the student resumes studies, in the calculation of the average grade for the period of study, both the grades obtained during the period of studies before and after the resumption of studies are taken into account, in accordance to section 2 item 1).

5. In the case of the student moving to another field of study/study major (within the University or from another university), the calculation of the average grade for the entire study period is taken into account, in accordance with section 2 item 1) and subject to paragraph 6, that is grades obtained from the following subjects/courses:

1) Those subjects/courses completed by the student within the field of study he/she previously studied, if these subjects were included in the semester (semesters) credit,

2) Those subjects/courses recommended for the student to supplement (due to curriculum differences),

3) Other subjects/courses, included in curriculum of the study major to which the student transferred,

4) Those subjects/courses transferred with credit during the implementation of the individual educational path.

6. In the event of the student transferring from another study major, the subjects/courses included in the confirmation of learning outcomes shall not be taken into account when calculating the grade for the entire period of study.

7. On the graduation diploma, the final grade is entered according to the following scale:

1) up to 3.49 – sufficient,

2) from 3.50 to 3.79 – above sufficient,

3) from 3.80 to 4.19 – good,

4) from 4.20 to 4.49 – above good,

5) from 4.50 to 4.99 – very good,

6) 5.00 and above – very good with honours.

8. The rounding to half-grade concerns the entry in the diploma and the report by the diploma examination board. All other documents specify the actual grade of studies, rounded to two decimal places.

9. The examination board may increase the grade referred to in paragraph 7 by 0.1 grade, if all grades received by the student from the diploma thesis (the thesis supervisor’s assessment and the review by the reviewer) and all grades obtained in the diploma examination are at least very good.

10. The student who has obtained an average grade from studies below 3.0, regardless of the marks obtained from his/her thesis or the diploma exam, receives a satisfactory mark on the diploma.

**Chapter 7.**

**University graduates**

**§ 32**

1. The graduate receives a diploma confirming the completion of studies in a specific field and profile, certifying his/her higher education qualification and professional title:

1) A bachelor’s, engineer’s or equivalent degree confirming higher education at the same level – in the case of first level (first-cycle) studies;

2) A master’s degree, a master-engineer degree or equivalent confirming higher education at the same level – in the case of second level (second-cycle) studies and uniform master’s studies.

2. Within 30 days from the date of graduation, the University prepares and issues the graduate with a diploma confirming the completion of studies along with a diploma supplement and their 2 transcripts, including at the request of the graduate – a copy of the aforementioned documents in a foreign language. The student provides current photographs for the preparation of these documents, not later than on the day of the diploma exam.

3. A graduate of the first level studies retains student rights by 31 October of the year in which he/she graduated from these studies, excluding the right to financial assistance, referred to in article 86 section 1 item 1)-4) of the Act.

4. The University monitors the careers of its graduates, based on separate regulations, including personal data protection regulations.

**Chapter 8.
Interim and final provisions**

**§ 36**

The decision of the Director of the Institute may be appealed to the Rector – and the Rector’s decision is final. The Rector’s decision issued in the first instance is served by the application for reconsideration of the case.

**§ 37**

Consideration of applications and appeals, for cases in which administrative decisions are not issued, and to which the provisions of the Act of 14 June 1960: The Code of Administrative Procedure (Journal of Laws of 2018, item 2096, as amended) apply, should take place within two weeks from the date on which the application is submitted or the appeal is made. The Dean’s Offices communicate all decisions taken in connection with the student’s situation.

**§ 38**

For students of the University who are studying in foreign languages, as well as international students studying at the University, the provisions of these Regulations and the specific provisions of Annex No. 1 apply.

**§ 39**

In the case of students studying at the Podhalański Ośrodek Nauk Ekonomicznych of the Cracow University of Economics and in the Podhalańska Wyższa Szkoła Zawodowa in Nowy Targ (hereinafter “PONE”), all the rights and responsibilities assigned in these regulations to the Director of the Institute are respectively held by the Director of the PONE.

**§ 40**

The Regulations enter into force on October 1, 2019.

***Appendix No. 1****to the Study Regulations of the Cracow University of Economics*

**PRINCIPLES AND SPECIAL REGULATIONS FOR STUDYING IN A FOREIGN LANGUAGE**

**Section 1.
First level and second level studies in a foreign language – the full program of studies followed at the University**

**I. Polish students and international students studying in a foreign language**

1. At the University, first and second level (first cycle and second cycle) studies are conducted in a foreign language.

2. The educational offer for candidates wishing to study in a foreign language is presented in the “Information for candidates” brochure and on the University’s website.

3. Recruitment for studies takes place in accordance with the relevant University Senate Resolution on recruitment regulations and application procedure for particular forms and fields of study, determined for the given academic year, and made available to the public by 30 June of the year preceding the academic year when the recruitment is held.

**II. International students pursuing a study program aimed at obtaining a diploma at the University**

1. Recruitment for studies at the University is carried out by the student’s home university.

2. The scope of documentation that the University requires from the student is determined by the University’s unit responsible for the administrative support of relevant exchange programs.

3. In order to obtain diploma at the University:

1) In the field of study other than the field of study followed at the home university, the student must:

- Complete (pass) two semesters at the University, during which he/she must obtain credit in the subjects representing curriculum differences,

- Write and defend his/her diploma dissertation (thesis),

- Obtain the minimum ECTS points set in the given study major/field of study at the University (this means that if a student has insufficient credit points, then in addition to compulsory subjects, he or she should choose additional courses which – in accordance with the University regulations – shall allow him or her to achieve the required number of credit points).

2) In the field of specialisation implemented on the basis of co-financing from international projects, in partnership with foreign universities, the student must:

- Complete (pass) one semester at the University,

- Complete (pass) all the subjects obligatory throughout the whole course of study at the home university and the partner universities,

- Write and defend his/her diploma dissertation (thesis),

- Complete the minimum of ECTS points set in the given study major/field of study at the University.

4. The average of grades included in the grade quoted on the diploma issued by the University is calculated from the grades in all subjects/courses completed by the student at the University, pursuant to the rules specified in paragraph 31 section 2 item 1) of the Regulations.

5. The diploma of the University is issued to the student after he/she completes his/her studies at the home university, and after he/she submits a certified copy of the home university’s diploma to the appropriate Dean’s Office.

**Section 2.
One-year and one-semester studies in the foreign language at the University**

**I. Students of the University**

1. The student who had been qualified by the appropriate unit of the University to join one-year or one-semester long studies in a foreign language submits an application for obtaining the consent of the Director of the Institute for an individual study path referred to in paragraph 7.

2. Students following the program in a foreign language in the given semester or the given year have only those courses recognized as part of their original study major, which will be recognized by the Director of the Institute as so-called “replacement courses” (these are subjects for which the learning outcomes are the same as for the study curriculum in the Polish language).

3. The remaining courses, other than those specified in section 2, which are completed as part of the program in a foreign language, are credited in subsequent semesters – after the student has obtained the written consent from the Director of the Institute for the recognition of the courses completed in a foreign language in exchange for an equivalent subject within the original study major.

4. Grades from the subjects referred to in section 3 are credited after the completion of the program, based on the examination reports and certificates.

**II. International students**

1. International students are accepted for one-semester or one-year long studies at the University, based on:

1) Inter-university contracts,

2) Government-funded scholarships,

3) International programs and projects,

4) At the individual request of the student.

2. In the case of programs referred to in section 1 items 1), 2), and 3), recruitment for the studies at the University is carried out by the student’s home university, unless international agreements provide otherwise.

3. In the cases referred to in section 1 item 4), the recruitment is carried out by the University.

4. After completing each semester of study at the University, the student receives a transcript, containing the list of: obtained grades, achieved learning outcomes, number of ECTS credits, number of teaching hours attended in particular courses/subjects and a description of the grading scale applicable at the University. In the case of obtaining at least 30 ECTS points, the student is additionally issued with a certificate of completion of the program at the University, signed by the Rector of the University.

**Section 3.**

**Studies carried out by students of the University at universities abroad**

**I. University students taking one-year or one-semester long studies at universities abroad**

1. After qualifying for his/her study abroad, the student may apply to the Director of the Institute for the ITZ to complete the current semester before travelling abroad.

2. In order to study abroad, the student applies for leave from the classes referred to in paragraph 16 section 1 or for granting an individual educational path, referred to in paragraph 7, for the semester or the year in which his/her period of study abroad is to be implemented.

3. When studying abroad, the student should choose subjects related to the home field of study (specialisation) that he/she follows at the University. Subjects other than those specified in the preceding sentence may be pursued by the student according to his/her own interests.

4. The student studying abroad should receive 30 ECTS credits in a semester, and if a seminar is provided for in his/her curriculum, then the number of ECTS points that needs to be obtained at the visited university is reduced by subtracting the number of ECTS points assigned to the seminar.

5. In the event of a large number of curricular differences pertaining to the obligation to complete study major-related or specialisation-related courses at the University, the Director of the Institute may give consent for the student to follow the courses at a partner university with a smaller number of ECTS credits, however not less than 20 ECTS. The remaining 10 ECTS points are to be obtained by the student at the University, within the deadline indicated by the Director of the Institute.

6. In the event of a surplus of credits for the courses completed during studies abroad, the Director of the Institute – on the basis of the student’s written request – may decide to recognize these courses in subsequent semesters. Such option is only possible within one cycle of studies.

7. Foreign language courses taught at a foreign university will be credited to a student who:

1) In accordance with the curriculum that is obligatory at the University, must complete language courses for the given year of study during the scholarship period – in this case, the student will be credited for a maximum of two language courses completed during his/her stay abroad, or:

2) Completed language courses at the University – in this case, the student will be credited with a maximum of one language course completed during his/her stay abroad (one that he/she did not study before at the University) or with the language course that was a continuation at a higher level than he/she had previously studied at the University.

8. Upon returning from abroad, the student applies to the Director of the Institute – according to the rules set out in the Regulations – for the transfer of completed courses to his/her curriculum/program of studies, and for the recognition of the grades that he/she obtained abroad.

**II. Students of the University following a study program aimed at obtaining the diploma of a partner university**

1. Recruitment for studies based on relevant student exchange agreements shall be conducted by the University.

2. The student joins the program abroad based on the consent from the Director of the Institute.

3. In order to monitor the student’s progress in studying the compulsory subjects, that are not offered by the partner university, as well as to monitor his/her progress in the work on his/her diploma thesis, the student is required to contact the appropriate staff members of the University (lecturers) and the thesis supervisor (tutor).

4. Elective courses, which the student takes at a partner university, should be treated in accordance with the regulations pertaining to the same category of subjects taken at the University.

5. After completing his/her studies at a partner university (including obligatory internships, depending on the particular curriculum), the student is required to submit to the Dean’s Office his/her diploma dissertation, in Polish or – with the prior consent of the thesis supervisor – in a foreign language.

6. The partner university diploma is issued to the student after graduating from the University, and after delivering a certified copy of the home University diploma, also to the partner university.