

University of Economy in Bydgoszcz



RULES OF STUDY

Bydgoszcz, 25 April 2023

TABLE OF CONTENTS

GENERAL PROVISIONS	3
RIGHTS AND OBLIGATIONS OF STUDENTS	5
ACADEMIC YEAR ORGANISATION	7
TEACHING.....	8
COMPLETION ASSESSMENTS AND EXAMINATIONS	9
SCALE OF MARKS AND ECTS CREDITS	10
AWARD OF CREDIT FOR A YEAR OF STUDIES	12
STUDENT TRAINING.....	13
INDIVIDUALISATION OF THE PROCESS OF STUDY	13
CONFIRMATION OF OUTCOMES	14
CHANGE OF UNIVERSITY.....	15
CHANGE OF FIELD, AREA, SPECIALITY, PROFILE, SPECIALISATION, FORM OR SYSTEM OF STUDY	15
LEAVES	15
PRIZES AND DISTINCTIONS	16
DISCIPLINARY COMMITTEE.....	17
REMOVAL FROM THE REGISTER OF STUDENTS AND RE-ADMISSION TO A PROGRAMME OF STUDY ...	17
THE PROCEDURE FOR COMPLETING STUDIES AND THE PROCESS OF AWARDING DEGREES.....	18
STUDENTS WITH DISABILITIES	22
SPECIAL PROGRAMMES.....	22
FINAL PROVISIONS	23

GENERAL PROVISIONS

§ 1

1. The Rules of Study apply to enrolled and unenrolled students of the University of Economy in Bydgoszcz, hereinafter referred to as the “University”. The Rules set out the principles of the course of studies and regulate the students’ rights and obligations and the University staff’s obligations related to the course of study.
2. The Rules apply to undergraduate and graduate studies as well as to integrated master programmes, all hereinafter referred to as studies. Studies at the University correspond to the 6th and 7th levels of the European Qualifications Framework.
3. The organisation of studies and the related rights and obligations of students can also be laid down in agreements concluded with other entities.

§ 2

1. The superior of all students shall be the Rector.
2. Decisions on affairs covered by the Rules may be appealed against to the Rector as the superior of the student body within 14 days of service of the decision.

§ 3

1. Enrolments for studies in a given academic year shall be made in the autumn or spring semester. Detailed rules for enrolment shall be set out by the University Senate.
2. Candidates shall become students of the University after they:
 - 1) have been put on the list of persons admitted to a program of study,
 - 2) have taken an oath in writing, reading as follows:

“In the presence of everyone here today, I solemnly pledge to diligently acquire knowledge and skills, to persistently search for the truth, to observe the rules of social intercourse, to care for student dignity and the good name of the University of Economy in Bydgoszcz”.
3. Candidates can also become students of the University as a result of:
 - 1) resuming their studies,
 - 2) moving from another university.
4. A candidate may be granted the status of an unenrolled student. Detailed rules for granting the status of an unenrolled student and the rights and obligations of such students are set out in separate internal regulations.
5. The renewal of the oath shall take place with the commencement of the procedure to complete the studies and with the submission of relevant documents for the final examination.

§ 4

1. The studies at the University shall be payable.

2. The University shall charge tuition and other fees related to the course of studies, not exceeding the incurred costs.
3. The University shall guarantee fixed tuition fees for each study cycle, with the provision that fees are valorised in accordance with the inflation rate.
4. The University may increase the amount of fees once in an academic year, not more than by the total consumer price index in the previous calendar year, as announced by the President of the Central Statistical Office pursuant to Article 94, paragraph 1, point 1(a) of the Act of 17 December 1998 on pensions and disability pensions from the Social Insurance Fund (Journal of Laws 2022, item 504, 1504 and 2461).
5. The University shall establish scholarship funds and discount programmes.
6. The tuition fees are determined in the Rules for Tuition Fees.

§ 5

1. Students shall have a right to file applications to adjust their studies to their individual interests, professional needs and organisational capabilities, on terms laid down in these Rules.
2. There shall be two forms of application: request and declaration.
3. A declaration is the student's unilateral declaration of will which involves the definite effects foreseen in the Rules of Study and the Rules for Tuition Fees.
4. A request is an application requiring a decision of a dean or the Rector.
5. The University shall accept two equivalent forms of filing applications: as paper and by electronic means.
6. Detailed rules for filing applications and maintaining the documentation are set out in separate internal regulations.

§ 6

1. The student shall receive a student card.
2. The rules for obtaining and losing the right to hold a student card are contained in separate internal regulations.

§ 7

1. The Student Government of the University of Economy in Bydgoszcz, hereinafter referred to as the "Student Government" shall be made up of all students.
2. Bodies of the Student Government shall be the only representative of the University's student body. The field of operation of the Student Government and its bodies is specified in the Rules of the Student Government of the University of Economy in Bydgoszcz.
3. The Student Government shall be consulted and requested for opinions wherever the following rules, programmes or procedures are to be prepared:
 - 1) Rules of Study,
 - 2) Rules for Student Benefits,
 - 3) Rules for Tuition Fees,

- 4) programmes of study,
- 5) appointment of a person to a management function whose responsibilities will include student affairs,
- 6) criteria for periodic evaluation of the particular staff groups and types of positions as well as the evaluation procedure and the evaluator.

§ 8

1. Studies shall take place according to the programmes of study and the procedures set out in national legislation.
2. A student who undertakes studies, the programme of which is co-financed from a project, shall become a beneficiary of the project.
3. Programmes of courses and modules contain descriptions of the expected learning outcomes, the content of education, information on the learning forms and methods, methods for verifying the expected learning outcomes, conditions for receiving credits for courses or modules, a list of compulsory and supplementary literature.
4. Programmes and plans of study shall be made available to students and teachers through the University's internal IT systems two weeks before the commencement of an academic year.

§ 9

1. Classes, completion assessments and examinations may be conducted in a foreign language.
2. If classes are conducted in a foreign language, completion assessments and examinations in them shall also be conducted in that foreign language.
3. The University may organise the verification of achieved learning outcomes specified in the study programme, particularly conducting final assessments and examinations for specific classes, outside the seat of the University or its branch, using electronic means of communication.
4. In justified cases, examinations on completion of specific classes may, with the Rector's consent, be held outside the University or its branch, with the use of computer technology that enables supervision and recording of the examination.

RIGHTS AND OBLIGATIONS OF STUDENTS

§ 10

1. Students shall have the right to:
 - 1) take classes at the University,
 - 2) have their studies organised individually,
 - 3) use the teaching and/or scientific infrastructure and the information resources of the University, access the library and other essential learning materials,

- 4) use the methods and techniques of distance learning, including the e-learning platforms used by the University,
 - 5) use the University's internal IT system called iSAPS,
 - 6) study more than one field of study, major or education profile,
 - 7) choose courses and modules according to the flexible education system applicable at the University,
 - 8) do parts of their studies in a partner Polish or foreign university,
 - 9) have their learning outcomes recognised based on the qualifications acquired outside a higher education institution or have their non-formal learning outcomes recognised based on the qualifications verified by the University,
 - 10) attend training in professional activation, personal development and research skills development,
 - 11) cultivate their interests and engage in the activities conducted by the student organisations that are active at the University, and in the activities conducted by the University's research and teaching units, become members of student organisations and put forward proposals to form a new organisation, receive credits for classes, sit examinations, including examinations conducted before an examination board, in cases where the student did not accept the result of the first examination,
 - 12) receive material support on the terms set out in the Rules for Student Benefits,
 - 13) receive prizes and distinctions,
 - 14) exercise other student rights foreseen in separate internal regulations,
 - 15) have their ECTS credits transferred and recognised,
 - 16) explain their absence from classes, special leaves of absence and special leaves of absence with the possibility of submitting themselves to verification of the achieved learning outcomes as set out in the programme of study,
 - 17) change their field and mode of study,
 - 18) retake specific classes due to unsatisfactory learning outcomes,
 - 19) receive training in student rights and obligations from the Student Government in cooperation with the Student Parliament of the Republic of Poland.
2. A person who has completed an undergraduate programme shall retain student rights until 31 October of the year in which he or she has completed this programme.
 3. Obligations of students include behaving in line with the Rules of Study and other regulations applicable at the University. In particular, students shall:
 - 1) care for student dignity and the good name of the University,
 - 2) take classes according to the plan of study and the teaching timetables,
 - 3) timely receive credits for courses and modules, including student training, sitting examinations, including the final examination,
 - 4) use the University's internal IT systems on a regular basis and receive the correspondence sent to the student by the University,
 - 5) comply with the University regulations and look after its property,

- 6) comply with health and safety regulations and abide by the rules for using the teaching and scientific infrastructure and the information resources of the University, in particular, for using the laboratories and libraries,
 - 7) inform the University of any change of name, marital status, address of residence, mailing address, telephone number, e-mail address or other personal data as required by the University,
 - 8) take part in questionnaire surveys conducted by the University to obtain information necessary to raise the quality of education,
 - 9) fulfil the student contract and abide by the terms of payment of tuition fees contained in the Rules for Tuition Fees.
4. The rights and obligations of students shall expire with the completion of studies or with removal of the student from the Registry of Students, with the exception of Article. 10, para. 2.

§ 11

1. The University shall protect students' personal data.
2. The University shall not inform third parties about matters pertaining to the student, unless relevant laws so require or the student authorises the University in writing to provide information to a third party.

§ 12

1. A student who has decided to withdraw from his or her studies shall immediately inform the Rector in writing.
2. The student who withdraws from his or her studies shall fulfil all his or her financial obligations to the University by the end of the month in which the written withdrawal has been submitted.
3. The University shall store the student's dossier until he or she has fulfilled all his or her obligations to the University.

ACADEMIC YEAR ORGANISATION

§ 13

1. An academic year shall last from 1 October to 30 September and shall be divided into 2 semesters: the autumn semester and the spring semester. The Statute of the University may provide for a detailed division of an academic year within a semester.
2. An academic year shall be comprised of:
 - 1) teaching dates,
 - 2) examination and completion assessment sessions and resit examination sessions.
3. Information on the start and end dates of a semester, on dates of examination, examination and completion assessment sessions, resit examination sessions and on

holiday, Christmas and Easter breaks are contained in the document on the organisation of the academic year.

4. The organisation of the academic year shall be determined by the Rector after consulting the Student Government and shall be announced at least three months before the starting of the academic year.
5. A detailed academic year timetable shall be announced one month before the beginning of teaching in the particular study system at the latest.
6. In exceptional cases the Rector can make changes to the organisation of the academic year.
7. The Rector or a dean can announce a day or hours off teaching, hereinafter called the Rector's or the dean's days/hours off, respectively, specifying the reason or aim of such announcement.

§ 14

1. Programmes and plans of study shall be made available in BIP (Public Information Bulletin) at the University's website.
2. Programmes and plans of study form the basis for development of yearly, semester or quarter teaching timetables for the particular fields of study, education levels and profiles and the particular years of study.
3. A yearly, semester or quarter teaching timetable specifies the name, time and place of a course.
4. The teaching timetable shall be announced to students in the University's internal IT system called iSAPS or as is customary.
5. The classes that have not been held as planned shall be held at a different date. Holding classes in a distance form shall be allowed provided that the same learning outcomes can be achieved.

TEACHING

§ 15

1. Lectures at the University shall be open.
2. During classes, except for lectures, the presence of students shall be recorded. However, the lecturer can request students to make a list of names of those present at the lecture.
3. In the first classes within a given form of study, a course or a module, the student shall receive basic information on the expected learning outcomes, methods of their verification, a list of literature and other essential teaching aids, and shall be informed about the conditions for receiving credits.

§ 16

1. A student's short absence from classes shall only be accepted if he or she immediately presents a document to the teacher which unequivocally shows that the student could not take classes on a specific date.
2. A student absent from classes shall achieve the expected learning outcomes in a manner to be determined by the teacher, no later than by the end of the completion assessment session.
3. The conditions for excusing students from compulsory physical education classes are laid down in separate internal regulations.

§ 17

1. Students shall choose their classes from among the courses/modules of a programme of study.
2. Students who have not chosen any courses/modules, as referred to in paragraph 1, shall be assigned them by administrators.
3. Students who have achieved the expected learning outcomes may be excused from classes on the principles specified in separate internal regulations.

COMPLETION ASSESSMENTS AND EXAMINATIONS

§ 18

1. The condition for the award of credit for a course shall be to pass an examination or a completion assessment.
2. Each student shall be entitled to not more than two opportunities to sit the examinations planned in the completion assessment sessions (one opportunity in the primary session and one in the resit session), or, in justified cases, outside the sessions.
3. The examiner may, in consultation with students, set an additional (pre-scheduled) examination period or date, prior to the primary completion assessment session.
4. Specific periods or dates for completion assessments/examinations shall not be announced later than 2 weeks before the planned date of completion assessment/examination.
5. In the other completion assessment periods, the examiner shall set at least two dates for a completion assessment or an examination.
6. In particularly justified cases a dean may agree that completion assessments/examinations may be held in another form than that determined by the examiner.
7. The announcement of the results of a completion assessment/an examination shall be made not later than within 7 days of the deadline for satisfying the requirements for receiving credit or holding an examination.
8. Credits awarded for courses shall be confirmed by making an appropriate entry in the report in the University's internal IT system by the end the particular settlement period at the latest.

9. Student's Periodic Achievement Sheets shall be prepared based on the completion assessment/examination reports and signed by the Rector or authenticated by the Rector in the ICT system.

§ 19

1. A student who within 3 days of the date of examination/completion assessment expresses justified reservations about the impartiality of the course of the examination or completion assessment, or who within 3 days of announcement of the results questions the mark he or she received, may submit an application to the dean for an examination before an examination board.
2. An examination before an examination board shall be held by a board composed of the dean as the chair person, the examiner for the particular course and the teacher representing the area of knowledge to which the expected learning outcomes assigned to this course/module relate.
3. On application of the student, the examination board may include a representative of the Student Government.
4. For examinations conducted before an examination board, reports shall be prepared. If the examination result was 'fail', the report shall contain appropriate justification.
5. The mark received in an examination before an examination board shall be final.

§ 20

1. Failure to appear without reasonable excuse for an examination or completion assessment on the set date shall be tantamount to receiving a fail result. Examinations sat after that date shall be considered resit examinations.
2. If a student's result in an examination is 'fail', he or she shall have the right to resit the examination.
3. If a student's result in a resit examination is 'fail', an examination before an examination board shall be conducted on application of the student, on the terms set out in Article 19.

SCALE OF MARKS AND ECTS CREDITS

§ 21

1. The University shall use the European Credit Transfer and Accumulation System (ECTS).
2. Obtaining the number of ECTS credits determined in the plans of study for a given field of study and a given education level and profile shall be required for the completion of the studies, whereas, for undergraduate studies which are completed with a Bachelor's degree, the number shall be not less than 180 credits, for undergraduate studies completed with an Engineer's degree - not less than 210 credits, for graduate studies - not less than 90 credits, and for integrated master programmes - not less than 300 ECTS credits. In an

education cycle, the University may increase the number of ECTS credits required to complete the studies.

3. Students can receive additional ECTS credits by:
 - 1) receiving credits for classes that are not obligatory for the particular field of study,
 - 2) receiving credits for classes, chosen by the student, that are not intended for the particular area and field of study.
4. There shall be two types of completion assessment:
 - 1) with a mark,
 - 2) without a mark.
5. For completion assessments with a mark, the following scale of marks shall be used:

descriptive assessment (abbreviation)	numerical assessment/acc. to ECTS	required criteria
very good (bdb)	5.0 A	achievement of the expected learning outcomes covering all essential aspects
good plus (db plus)	4.5 B	achievement of the expected learning outcomes covering all essential aspects with certain errors or inaccuracies
good (db)	4.0 C	achievement of the expected learning outcomes with the omission of some less essential aspects
satisfactory plus (dst plus)	3.5 D	achievement of the expected learning outcomes with the omission of some essential aspects or with essential inaccuracies
satisfactory (dst)	3.0 E	achievement of the expected learning outcomes with the omission of some important aspects or with significant inaccuracies
unsatisfactory (ndst)	2.0 F	no achievement of the expected learning outcomes

6. Classes for which no marks are required shall be credited with the entry “zal.”.
7. Failure to achieve the expected learning outcomes assumed for specific classes or failure to meet the other requirements specified in the description of the education course/module shall result in receiving the “unsatisfactory” (fail) mark or the entry “nzal.”.
8. The average mark for a semester, an academic year or the whole studies shall be calculated, to an accuracy of 2 decimal places, as an arithmetic mean of all the marks, including the fail ones, received within a given period of study.

AWARD OF CREDIT FOR A YEAR OF STUDIES

§ 22

1. The crediting period at the University shall be an academic year.
2. Passed examinations and completion assessments in all courses, including the student training covered by the programme of study, shall be a prerequisite for credit for a year of studies.
3. Awarded credit for a year of studies shall be confirmed by a relevant entry by the Rector in the Student's Periodic Achievement Sheet made in the form of electronic data printouts.

§ 23

1. If a student fails to receive credit for his or her year of studies by the set deadline for reasons outside his or her control, the student shall submit an application to extend the deadline.
2. The extension of the deadline for earning credit for a year, which shall not be longer than 3 months, shall be decided by the dean.

§ 24

1. A student who has not received all the required credits for courses shall have the right to receive a conditional entry for his or her next year of studies.
2. The conditional entry for the next year of studies shall authorise the student to take classes, receive credits and sit the examinations provided for in the programmes and plans of study for that year.
3. A student who has received a conditional entry shall earn credits for the education courses/modules, sit the outstanding examinations and undergo the outstanding completion assessments by the end of the academic year.
4. A final year student may be granted consent for postponing the planned date of completion of studies prior to that planned date.
5. Detailed rules for conditional entries and postponing the planned date of completion of studies are laid down in separate internal regulations.
6. In relation to a student who has not complied with the conditional requirements of passing the year of study or postponing the planned date of graduation, the rector makes a decision to drop out from the list of students.
7. A student who has not complied with the requirements of passing the year of study or postponing the planned date of graduation may apply for repeating the year on the basis of a written application addressed to the dean.

§ 25

1. A year of studies may be repeated not more than three times. In particular cases, the student may repeat a year more times if the dean so agrees.

2. A student repeating a semester shall retain all his or her ECTS credits and pass marks received in the semester, unless the learning outcomes or the content of education have been changed.
3. A student repeating a year shall make up the expected learning outcomes resulting from changes to the programmes and plans of study.

STUDENT TRAINING

§ 26

1. Students shall attend student training as specified in the plan of study.
2. Students who work as trainees in Poland and abroad shall abide by the Rules of Student Training.
3. The University shall allow for the introduction of separate rules of student training for the particular fields/areas of study.
4. The University may recognise the student's professional work, completed internship or own business activity as part of student training, provided that the scope of responsibilities in a given position allows for achieving the outcomes specified in the training programme.
5. Students who work abroad as trainees under the ERASMUS+ programme shall also abide by the separate rules contained in the ERASMUS+ programme.

INDIVIDUALISATION OF THE PROCESS OF STUDY

§ 27

1. The University shall offer individualisation of studies, including:
 - 1) individualised programme and plan of study (IPPS),
 - 2) individualised path of study (IŚS),
 - 3) individually organised studies (IOS).
2. Detailed rules for individualisation of studies are set out in separate internal regulations.

§ 28

1. Students who distinguish themselves in their learning outcomes and demonstrating scientific talents in a specific scientific or artistic discipline may study according to an individualised programme and plan of study after obtaining the consent of the dean.
2. A request for consent for an individualised programme and plan of study may be submitted after receiving credit for the first year of study at the earliest.
3. An individualised programme and plan of study assumes that the student will achieve additional learning outcomes, beyond those planned for the particular field, level, education profile and speciality or area of study.
4. After granting consent for studying according to IPPS, the dean shall assign the student a research supervisor.

5. The research supervisor referred to in para. 4 shall organise the student's studies in consultation with teachers and if the student fails to achieve satisfactory results, the research supervisor may request the dean to withdraw the consent.

§ 29

1. The individualised path of study (I^{SS}) involves the individualisation of the execution of plans of studies, including the methods for achieving, verifying and confirming the learning outcomes.
2. The individualised path of study may be assigned to the student from the beginning of his or her studies.
3. Detailed rules for using I^{SS} are laid down in separate internal regulations.

§ 30

1. The individually organised studies (IOS) shall enable the student to individually determine the methods of achieving and verifying the learning outcomes.
2. The individually organised studies shall in each case be granted to the student for a period of one semester of study.
3. Before starting the IOS programme, the student shall fill in a declaration form and get the examination/completion assessment timetable.
4. The student shall agree with the teacher, directly or by electronic means, on the methods of achieving the learning outcomes, earning credits and sitting examinations, and shall enter them in the timetable.
5. In the case of agreements reached by electronic means, the student shall substantiate them.
6. Detailed rules for using IOS are laid down in separate internal regulations.

§ 31

1. The University shall allow highly talented students to take the classes planned in the particular course in fields of study corresponding to their talents.
2. The rules for taking classes and earning credits for them are laid down in separate internal regulations.

CONFIRMATION OF OUTCOMES

§ 32

1. The University shall allow for the confirmation of the learning outcomes to the extent corresponding to the learning outcomes included in the programme of study for the specific field of study and the education level and profile in accordance with national legislation.

2. The rules, conditions and procedure for confirming the learning outcomes as well as the method for appointing commissions to verify the learning outcomes and their mode of operation are laid down in separate internal regulations.

CHANGE OF UNIVERSITY

§ 33

1. Students may move to another university after all the following conditions are met:
 - 1) written notice to the dean, posted not later than 14 days before the planned date of move, specifying the name of the university to which the student intends to move,
 - 2) written notice of termination of the Student Contract,
 - 3) submission of the Clearance Sheet,
 - 4) return of the student card.
2. Students may move from another university, even a foreign one, after the following conditions are met:
 - 1) submission of an application to the Rector for admission to studies,
 - 2) submission of a list of courses with numbers of class hours and ECTS credits assigned to them, authenticated by the university,
 - 3) presentation of the student record book (if any),
 - 4) Additional requirements are laid down in separate internal regulations for moves from foreign universities
3. The conditions, dates and methods for making up the expected learning outcomes by the student in the case of differences between programmes and plans of study are laid down in separate internal regulations.

CHANGE OF FIELD, AREA, SPECIALITY, PROFILE, SPECIALISATION, FORM OR SYSTEM OF STUDY

§ 34

1. Students may change their fields, areas, specialities, profiles, specialisations, forms or systems of study on the basis of their declarations. Following such a change, the student shall achieve the expected learning outcomes even if there are differences between the programmes and plans of study. Detailed rules and dates for such changes are determined in separate internal regulations.

LEAVES

§ 35

1. Students shall be entitled to short-term leaves and long-term leaves.
2. Short-term leaves may be granted not earlier than after completion of the second semester of studies for a maximum of one semester, excluding the completion assessment session.

3. Long-term leaves may be granted for a maximum of two semesters. Students may apply for long-term leaves at any time of their educational process.
4. Leaves shall be granted by the dean on the written application of the student.
5. The decision on granting a leave shall be placed in the student's records of study.
6. A long-term leave shall postpone the date of the planned completion of studies and shall impose an obligation on the student to make up the learning outcomes in the case of differences between the plans of study.
7. During the leave, the student shall pay the tuition fees determined in the Rules for Tuition Fees.
8. During the leave, the student shall retain all his or her rights.
9. Not later than 7 days prior to the end of the leave, the student shall submit to the dean's office a declaration to continue the studies. Failure to submit the declaration by the latest possible date shall be tantamount to withdrawal from studies and shall result in removing the student's name from the Register of Students.
10. No leave shall be granted after the regular completion of studies.

§ 36

1. During a leave, the student may, with the dean's consent, on terms prescribed by the dean, take classes, undergo completion assessments and sit examinations.

PRIZES AND DISTINCTIONS

§ 37

1. Prizes and distinctions may be granted to students who demonstrated special learning outcomes, participated in scientific research, contributed to the work of scientific circles or student activity groups, actively worked for the University, actively contributed to the work of the Student Government bodies or were active in other student organisations.
2. Granting one of the following titles in an academic year shall be a special form of distinction:
 - 1) The Best Student of the University,
 - 2) The Best Alumnus of the University.
3. The Rules and procedure for granting the titles referred to in para. 2 shall be formulated by the Rector.
4. Students who distinguish themselves in research, scientific, social, sports, artistic or administrative activity and achieve very good learning outcomes may be covered by the University of Leaders programme or the Creative University programme.

DISCIPLINARY COMMITTEE

§ 38

1. For violation of the oath, the University regulations, for behaviour being below the student's dignity, breaking the rules of co-existence of the academic community, ruining the image of the University, the student shall be responsible before a Disciplinary Committee in accordance with the principles set out in separate internal regulations.
2. The Rector may suspend the student's rights and obligations until the conclusion of disciplinary action, for not more than 3 months.
3. The disciplinary action procedure is set out in national legislation.
4. After consulting the Student Government and the Disciplinary Ombudsman for Students, the Rector shall transmit the case to the Disciplinary Committee.
5. Disciplinary sanctions include: admonition, reprimand, reprimand with warning, suspending specific rights of the students for a period of up to one year, expelling from the University.
6. The Disciplinary Committee and the Appeal Disciplinary Committee, composed of selected teachers and students of the University, decide on students' disciplinary matters according to the procedures set out in the Statute of the University and separate internal regulations.

REMOVAL FROM THE REGISTER OF STUDENTS AND RE-ADMISSION TO A PROGRAMME OF STUDY

§ 39

1. A student's name shall be removed from the Register of Students in the case where the student:
 - 1) has not undertaken her or his studies, which is to be determined within 30 days of the planned date of the beginning of teaching in the first semester, on the basis of failure to take the oath,
 - 2) has given up his or her studies by terminating the study contact in writing,
 - 3) has failed to submit his or her thesis or to sit the final examination on the dates due,
 - 4) has not declared in writing his or her return to studies after a leave,
 - 5) has been punished with the disciplinary sanction of expelling from the University.
2. A student's name may be removed from the Register of Students in the case where:
 - 1) it has been found out that the student do not take compulsory classes,
 - 2) it has been found out that the student makes no progress in learning,
 - 3) the student has not been awarded credit for a semester or a year by the prescribed date,
 - 4) the student has not paid the study fees.
 - 5) fail to match with formalities.

3. The student may appeal against the decision on striking off within the period of 14 days from the date of delivery of the decision to the rector for re-examination of the case. The rector's decision is final.
4. In the event of a student's resignation from studies, a written application to the rector for termination of the study contract is required.
5. The student whose name has been removed from the Register of Students should fulfil all his or her obligations to the University and present his or her Clearance Sheet.

§ 40

1. A student who has been removed from the list of students by the final decision of the rector may apply to the rector for permission to resume studies.
2. The student whose name has been removed from the Register of Students for reasons referred to in Article 39, para. 2, item 4 may be re-admitted to his or her programme of study after fulfilling all his or her financial obligations to the University.
3. In justified cases, the student may be re-admitted to his or her programme of study according to other rules than the general rules for enrolment.
4. The director of the competent research and teaching unit shall approve the conditions, dates and methods for achieving the expected learning outcomes by the student in the case of differences between programmes and plans of study.
5. Persons who have been expelled from the University on disciplinary grounds shall have the right to be re-admitted to their programmes of study after expungement of the disciplinary sanction or after three years of the effective date of the decision.

THE PROCEDURE FOR COMPLETING STUDIES AND THE PROCESS OF AWARDING DEGREES

§ 41

1. The fulfilment of the following requirements shall be a prerequisite for the completion of studies and being awarded a degree:
 - 1) achievement of the learning outcomes specified in the programme of study, to which at least the following numbers of ECTS credits were assigned:
 - a) 180 ECTS credits — for undergraduate studies
 - b) 90 ECTS credits — for graduate studies,
 - c) 300 ECTS credits — for integrated master programmes lasting 9 or 10 semesters,
 - d) 360 ECTS credits — for integrated master programmes lasting 11 or 12 semesters,
 - 2) a pass mark for:
 - a) the diploma thesis – in the case of graduate studies and integrated master programmes, and in the case of undergraduate studies where the study programme provides for a diploma thesis;

- b) a diploma/engineering project – in the case of undergraduate studies where no diploma thesis is provided for;
- 3) passed final examination.
2. The date of the completion of studies shall be the date of passing the final examination, and for studies in the field of physiotherapy — the date of receiving credit for the last training required by the programme of study.
 3. The thesis, if any, shall be written by the student under supervision of a thesis supervisor, a diploma/engineering project – under the guidance of a project supervisor.
 4. Application-related theses may be supervised by more than one thesis supervisor.
 5. The dean shall change a thesis supervisor or a project supervisor in the case of his or her long-lasting absence or in particularly justified cases.
 6. A student shall be awarded credit for the form of classes in which he or she was writing his or her thesis / diploma project in the last semester of studies, after submitting the thesis / project and receiving the supervisor's approval for it.
 7. Theses shall be verified using the Unified Anti-Plagiarism System (*Jednolity System Antyplagiatowy, JSA*).
 8. Students shall submit their theses together with their thesis supervisors' approvals and general anti-plagiarism test reports by the end of the planned date of completion of studies, specified in separate internal University regulations.
 9. A student who did not submit his or her thesis by the date specified in para. 5 shall have the right to request postponing of the planned date of completion of studies.
 10. A thesis may be written in a language other than the language of instruction, if a student so requests and the dean agrees, after receiving a positive opinion from the thesis supervisor.
 11. To a thesis written in a language other than the language of instruction, the student shall attach an abstract in the language of instruction.
 12. For students participating in a double-degree programme, detailed rules for completion of studies are laid down in the agreements made between the University and its partner.
 13. Detailed rules for writing theses are laid down in separate internal regulations.

§ 42

1. Theses shall be assessed by the thesis supervisor and a reviewer.
2. If the reviewer assesses a thesis with the 'unsatisfactory' mark, the dean shall appoint another reviewer.
3. If the other reviewer has also assessed the thesis with a fail mark, the thesis may not form the basis for completion of studies.
4. If the other reviewer has also assessed the thesis with a fail mark, the dean, on the student's application filed within 14 days of the notification of the next fail mark, may agree to the student submitting a new thesis, written under supervision of another thesis supervisor.

5. Failure to file the application or absence of consent of the dean shall result in removing the student's name from the Register of Students.
6. The student who is improving his or her thesis shall not be entitled to the postponing of the planned date of completion of studies by a year.
7. The new thesis may not be submitted before three months have elapsed since the dean's consent and later than six months after the dean's consent.
8. Students may be improving their theses only once.
9. The assessment of a thesis shall be a mark identified as:
 - 1) an arithmetic mean of the result presented by the thesis supervisor and the final review result — if all the results were pass marks,
 - 2) a fail mark — in all other casesrounded to two decimal places, according to the scale of marks applicable in the University.

§ 43

1. If a student receives a fail (unsatisfactory) mark in his or her final examination, or if a student's absence in the examination is unexplained, the dean shall, on the application of the student, set the date of a resit final examination. If the student fails to file the application within 14 days or to turn up for the resit final examination, his or her name shall be removed from the Register of Students.
2. The resit examination may be held not before one month has elapsed and not later than three months after the date of the first examination.
3. In the event that the student received a fail (unsatisfactory) mark in the resit final examination, the dean shall decide to remove the student's name from the Register of Students.
4. For final examination, a report shall be drawn up. It shall contain the composition of the examination board, the examination questions, the marks for the answers given, the assessment of the thesis, the final mark in the final examination and the final result of the studies.

§ 44

1. The decision to allow the student to sit his or her final examination shall be made by the dean after the student has met the following requirements:
 - 1) passing all the completion assessments and examinations provided for in the plan of study, and earning the required number of ECTS credits,
 - 2) receiving a pass mark for the thesis.
2. The final examination shall be held before an examination board appointed by the dean.
3. The examination board shall be composed of at least three persons. The chairperson of the examination board shall be the dean or a teacher authorised by the dean.
4. The final examination shall be an oral examination, unless the education standards provide for otherwise.

5. In justified cases, the dean may decide to change the applicable form of the final examination.
6. If so requested by the student or his or her thesis supervisor, the final examination may be held in the form of an open examination consisting of a public part and a non-public part. The date and place of an open final examination shall be announced as is customary in the University, at least seven days before the planned examination. The public part of an open final examination may be attended by all people concerned on an observer status. The non-public part is a session of the board debating the result of the examination.
7. After completion of the final examination, a mark shall be given according to the scale of marks applicable in the University, and the general result of the studies shall be determined. The result shall be a sum of three components according to the following rules:
 - 1) On programmes of study on which the student is required to submit a thesis:
 - a) 0.5 of the mean of the examination and completion assessment marks received during the studies,
 - b) 0.3 of the mark for the thesis,
 - c) 0.2 of the mark for the final examination.
 - 2) On programmes of study on which the student is not required to submit a thesis:
 - a) 0.7 of the mean of the examination and completion assessment marks received during the studies,
 - b) 0.3 of the mark for the final examination.
8. The examination board shall draw up a report on the final examination.
9. The mark determined based on the result of studies, rounded to two decimal places according to the below rule, shall be entered in the higher education diploma issued to the student:

1) below 3.26	<i>dostateczny</i> (3.0), (satisfactory),
2) 3.26 - 3.75	<i>dostateczny plus</i> (3.5), (satisfactory plus),
3) 3.76 - 4.25	<i>dobry</i> (4.0), (good),
4) 4.26 - 4.75	<i>dobry plus</i> (4.5), (good plus),
5) above 4.75	<i>bardzo dobry</i> (5.0), (very good).
10. The examination board may raise a mark by a maximum of one grade, if all the following requirements are met:
 - 1) the thesis, if any, has been assessed as very good,
 - 2) in the final examination, the student has received a very good mark,
 - 3) for the past two years of study, the student has achieved the average mark not lower than 4.0,
 - 4) the student has received no unsatisfactory mark in the past two semesters of study.
11. Studies shall be deemed completed if the mark received in the final examination is at least the satisfactory mark.

1. In order to receive a higher education diploma, the graduate shall fulfil all his or her obligations to the University.
2. Types of diplomas, degrees and the diploma specimen are specified in separate external and internal regulations.

STUDENTS WITH DISABILITIES

§ 46

1. A student with a disability shall be one who has a relevant valid decision issued in accordance with the applicable laws.
2. Students with disabilities shall have the right to enjoy the protection of the information on the causes of their disabilities.

§ 47

1. Depending on the degree and type of disability, the student shall have the right to adequate conditions and forms of participation in the education process, adjusted to his or her special educational needs resulting from their disability, and in particular, the student with a disability shall have a right to:
 - 1) use the necessary technological equipment,
 - 2) record lectures,
 - 3) more absences than the acceptable standard,
 - 4) changed form of classes,
 - 5) in justified cases, to receive up to 50% extra time in examinations,
 - 6) changed form of examination,
 - 7) changed place of classes or examinations,
 - 8) include third parties in the examination.
2. In the University there is a plenipotentiary for persons with disabilities.
3. Detailed rules for supporting persons with disabilities are laid down in separate internal regulations, including, in a programme named *Program Niepełnosprawni - Pełnosprawni na studiach* (The Disabled — Fully Fit in the University).

SPECIAL PROGRAMMES

§ 48

1. To students who are particularly engaged in research, scientific, social, sports or artistic activity, the University offers special programmes, including the University of Leaders Programme (“*Uczelnia Liderów*”, UL) and the Creative University Programme (“*Uczelnia Kreatywna*”, UK).
2. The UL and UK programmes are open to full-time and part-time students of the University.

3. Students qualified for UL and UK programmes shall be in the charge of competent research and teaching units, through appointed staff members called tutors.

FINAL PROVISIONS

§ 49

1. The Student Government shall give its opinion on these Rules, and the Senate shall adopt them.

§ 50

1. In matters concerning the order and procedure for studies which are not covered by provisions of these Rules, the Rector shall decide.

§ 51

1. To students who have started the procedure for completing studies before the entry into force of these Rules, transitional provisions shall apply for six months.
2. In the cases where there are problems with the interpretation of the transitional provisions, the Rector shall decide.
3. The Rules being in force since 30 September 2023 shall be repealed.
4. These Rules shall enter into force on 1 October 2023.

CHAIRPERSON OF THE SENATE



Prof. WSG dr Marek Chamot