

**Terms and Conditions of Study
at Vistula School of Hospitality
with its registered office in Warsaw**

Consolidated text

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Chapter I General Provisions

§ 1

The aim of Vistula School of Hospitality, hereinafter referred to as the “University”, is to equip its graduates with the knowledge, skills and competencies ensuring their future success in life, both as employees and business owners. The purpose of the Terms and Conditions of Study is to provide a legal framework outlining the principles of completing studies at the University and enabling students to achieve this goal in the best possible manner.

§ 2

1. Studies at the University are paid. Information on the tuition fees for the study and the deadlines of their settlement shall be made available to the public in the Public Information Bulletin on the University website.
2. The tuition fees for study, including additional fees, are defined by the legal acts introduced by relevant bodies defined in the University Statutes and a study agreement concluded between the University and the student.

§ 3

1. Every person admitted to the University shall acquire the rights of the student upon taking the oath, the content of which is defined by the University Statutes.
2. The student shall be admitted to a specific field and level of study.
3. The student shall be obliged to act in accordance with the oath and the Terms and Conditions of Study, observe the regulations of the University, obey the orders passed by its authorities and bodies, take care of the good name of the University and respect its traditions and customs, and in particular s/he is obliged to:
 - 1) acquire knowledge in an active and systematic way, develop skills and social competencies, complete the study programme, take examinations and tests in accordance with the schedule,
 - 2) have a respectful attitude to other students and to the University staff,
 - 3) comply with the standards of public decency of the academic community, including the student Code of Ethics,
 - 4) obtain credits and pass exams in an ethical way as well as prepare semester papers and dissertations in compliance with copyrights,
 - 5) care about student dignity and good name of the University,
 - 6) take care of the property of the University,
 - 7) observe timely payment of fees,
 - 8) inform the University about parallel studies pursued at another university or faculty and about any received scholarships,
 - 9) promptly notify the University in writing about any changes of the personal and contact data or other data influencing the receipt of the financial support,
 - 10) promptly notify in writing the Dean of resignation from studies,

- 11) present a student ID at the University at the request of the University staff.
4. For any breach of the applicable regulations, the student shall be liable to the disciplinary committee – under the terms specified in the Higher Education Act and in the University Statutes.

§ 4

1. The student has the right to:

- 1) acquire knowledge, develop her/his own scientific interests, use for this purpose rooms, facilities and resources as well as all library collections of the University in accordance with the applicable regulations, as well as seek support from academic teachers and university authorities,
- 2) change the form, field of study and specialization,
- 3) transfer and recognition of ECTS credits
- 4) participate in classes and take examinations provided in the study programme under the terms set forth therein,
- 5) justify non-attendance in classes, leave from courses and leave from courses with the possibility of proceeding to the verification of the learning outcomes specified in the study programme.
- 6) study under an individual organisation of studies (IOS),
- 7) participate in consultations provided by academic teachers in matters relating to the completion of the curriculum,
- 8) taking an exam conducted before an examination board with the participation of an observer s/he indicates,
- 9) repeat failed periods of study, with the exception of the first year,
- 10) repeat selected courses due to unsatisfactory study results,
- 11) associate in the already existing student organizations and establish new ones, in line with separate regulations,
- 12) receive awards and prizes under the terms specified in the Terms and Conditions of Study and by separate regulations,
- 13) receive financial support in accordance with separate regulations applicable at the University,
- 14) transfer to another university, after fulfilling all obligations to the University,
- 15) participate in the decision-making process of the University's collective bodies via student representatives,
- 16) submit requests and proposals to the University authorities regarding the study curricula and methods of their delivery as well as matters relating to the social and living conditions of students,

- 17) participate in the incentive system supporting the development of knowledge, skills and social competencies,
- 18) evaluate the teaching process,
- 19) participate in scientific research and associate in research clubs run by the University,
- 20) develop cultural, tourism, sports and artistic interests, and use for this purpose the equipment and resources of the University and seek support from its academic teachers and authorities,
- 21) expect their dignity to be respected by all persons and organizations forming the academic community and taking an active or passive part in the activities of the University.

§ 5

1. The student shall receive a student ID card, which is a document certifying the student status.
2. Students have the right to receive a duplicate of the ID card. The first duplicate is issued without documenting the reason for its loss. Subsequent duplicates of the ID card shall be issued in special cases after documenting the reason for its loss. The method of documenting the loss of the ID card is specified by the Rector's Order.
3. Students have the right to hold their student ID cards until graduation, suspension of student rights or deletion from the list of students, and in the case of first degree studies graduates – until 31 October of the year of completing those studies.
4. The student's rights and obligations shall cease on the date of graduation or deletion from the list of students.
5. After graduating, the graduate shall receive a university diploma:
 - 1) of the first level certifying that s/he obtained the Bachelor's or Engineer's degree,
 - 2) of the second level certifying that s/he obtained the Master's degree or Master's degree in Engineering

§ 6

1. All the University students shall be represented before its authorities by the student government.
2. Appropriate bodies of the student government are entitled to express their views in all matters regarding students.
3. Regulations of the student government and amendments thereto shall be adopted by the Student Council. The regulations come into force upon the confirmation by the University Rector of their compliance with the Act on Higher Education and the University Statutes.

§ 7

1. The Rector, who supervises the didactic and research activity of the University, shall be the immediate superior the University students.
2. Decisions regarding student matters for students of a given field are made by the Dean on the basis of the Rector's authorization.

Chapter II Organization of study

§ 8

Studies are conducted in Polish or in a foreign language.

§ 9

Terms and procedures of the recruitment process and forms of studies in particular fields of study are specified by the resolution of the University Senate made available to the public no later than on 31 June of the year preceding the academic year to which the resolution relates.

§ 10

1. The academic year shall begin on 1 October and end on 30 September of the next calendar year and it shall be divided into two semesters.
2. The terms of organizing the academic year, including the division into semesters and defining the periods of conducting classes and exam sessions, shall be determined by the Rector upon consultation with the student government, no later than on 1 May of the preceding academic year.
3. The detailed organization of the academic year for all forms and fields of study conducted by the faculty/the School of Modern Languages and Cultures, shall be determined by the Dean, upon consultation with the student government and according to the terms specified by the Rector. It shall be announced no later than three months before the beginning of the academic year.
4. Didactic classes start no earlier than 14 days before the beginning of the academic year.
5. The Dean shall determine and announce the detailed schedule of classes no later than 2 weeks before the beginning of the semester.
6. During the academic year, regardless of the holiday break, two breaks are scheduled to be combined with Christmas and Easter Holidays.
7. During the academic year, the Rector may establish additional days or hours free from classes, the so-called Rector's days or hours.

§ 11

1. First degree, second degree and uniform Master's studies can be conducted in the full-time or part-time mode.
2. The duration of the full-time studies shall be as follows:
 - 1) in the case of first degree studies - at least 6 semesters,
 - 2) in the case of engineering studies - at least 7 semesters,
 - 3) in the case of second degree studies – from 3 to 5 semesters,
 - 4) in the case of uniform Master's studies - from 9 to 12 semesters.
3. Part-time studies may be longer than the corresponding full-time studies.

4. In the case of repeating a year, obtaining leave or taking the diploma examination upon completing the last year of studies of the course of study, the maximum duration of the programme of studies can be extended accordingly.

§ 12

1. Studies are conducted in a specific field, level and profile based on the curriculum specifying:
 - 1) the learning outcomes referred to in the Act of 22 December, 2015 on the Integrated Qualifications System, taking into account the universal characteristics of first degree studies as specified in this Act and the characteristics of second degree studies as specified in the provisions issued on the basis of Art. 7 section 3 of this Act;
 - 2) description of the process leading to the achievement of the learning outcomes;
 - 3) the number of ECTS points assigned to courses.
2. In the academic year, after the completion of all semester classes, the following examination sessions are scheduled: the proper session and the re-sit session.
3. The curriculum in the Polish language may allow conducting selected courses in a foreign language.
4. The Dean in consultation with the academic teacher conducting the course, may authorize the taking of selected examinations, including diploma examinations and submission of theses in a foreign language.

§ 13

1. The study programmes of a practical profile shall include at least one vocational internship of at least:
 - 1) 6 months - in the case of first degree and uniform Master's studies;
 - 2) 3 months - in the case of second degree studies.
2. The curriculum may include a list of compulsory courses the completion of which determines the completion of a particular year of study or of studies, a sequential system of classes and exams, the obligation to complete an internship, subject to section 1 above, or other activities of a special character.
3. The curriculum may include an option to complete all-university and optional courses in another unit of the University, as well as in other institutions, including foreign ones, on the basis of agreements concluded by the University.
4. The rules of participation in courses are defined in the study programme, syllabi. The academic teacher conducting the course announces the rules of participating in classes falling into the scope of a given course during the first class of that course. Participation therein may be subject to fulfilment of additional criteria determined by the academic teacher conducting the course with the exception of the compulsory courses.

§ 14

1. Part of the learning outcomes covered by the curriculum may be achieved during classes conducted on the basis of distance learning methods and techniques with the use of infrastructure and software providing synchronous and asynchronous interaction between students and tutors.
2. Conducting classes based on methods and techniques of distance learning shall be governed by separate rules.

§ 15

1. Studies include compulsory internships or other activities of a special character, if they are part of the curriculum.
2. General terms of participating in and obtaining credit for classes specified in section 1 shall be determined by an appropriate decision of the University Rector.
3. The number of hours, the principles and form of internships and the number of ECTS points that the student must obtain within those internships are specified in the curriculum.
4. If the curriculum includes obligatory internships, the Dean may grant the student a credit for the whole or part of the required internship based on the work performed by that student if it guarantees obtaining the learning outcomes as defined in the curriculum of the internship.
5. Section 4 shall apply *mutatis mutandis* in the case of other obligatory classes having a special form.

Chapter III European Credit Transfer System (ECTS), transfer and recognition of courses completed by students

§ 16

1. The University shall use a credit system in compliance with the standards of the European Credit Transfer and Accumulation System (ECTS). ECTS credits are a measure of the average student workload necessary to achieve the learning outcomes.
2. ECTS credits are assigned for:
 - 1) the total workload of a student related to achieving the expected learning outcomes in terms of knowledge, skills and social competencies assigned to particular classes, covered by the curriculum, while the number of credits shall not depend on the obtained grade.
 - 2) preparation and submission of the thesis,
 - 3) internships or other activities of a special character, if they are part of the curriculum.
3. One ECTS credit shall correspond to 25-30 hours of the student's workload and it includes both classroom work and individual work related to those classes.

§ 17

1. Obtaining ECTS credits shall be conditional upon completion of a particular course in accordance to its specific requirements, and in the case of graded examination or test, obtaining at least a satisfactory grade.
2. Completion of studies and obtaining a diploma shall be conditional upon obtaining the learning outcomes as defined in the curriculum that are associated with at least:
 - 1) 180 ECTS, in the case of first degree studies,
 - 2) 90 ECTS points, in the case of second degree studies,
 - 3) 300 ECTS points, in the case of uniform Master's degree studies, lasting 9 or 10 semesters.
3. If the total duration of part-time studies is longer than the duration of the corresponding full-time studies, then:
 - 1) the total number of credits specified in the part-time curriculum shall be equal to the number of credits specified in the corresponding full-time curriculum;
 - 2) the number of credits specified in the part-time curriculum for the semester and academic year of part-time studies shall be reduced accordingly.

§ 18

1. The student may apply for a transfer and recognition of ECTS credits obtained for courses and internships completed at other universities, including foreign ones, or obtained at the University during studies in other fields of study.

2. The decision on the transfer and recognition of courses or internships rests with the Dean, based on the documentation regarding the course of studies outside of the University or at the University, presented by the student.
3. Transfer and recognition of completed courses and internships as applied by the student is conditional upon confirming the concurrence of the achieved learning outcomes with the learning outcomes adopted at the University for a given study programme.
4. In the case of a positive decision, the student receives ECTS credits in the number that is assigned to the learning outcomes obtained as a result of completing corresponding courses and internships at the university that the student is admitted to and defined in the curriculum of a given field of study.

Chapter IV Completion of courses and years of study

§ 19

1. A completion unit within the course of study shall be a year of study, and a secondary period shall be the semester. The completion of a year of study is confirmed by admission to the next year of study in the records of the course of study.
2. Completing a year of study and admission to the next year of study shall be conditional upon passing all the exams and obtaining credits for all classes to be attended during the completion period.
3. The student is required to complete a year of study no later than by the end of the academic year, to which s/he was admitted.
4. If the curriculum study at a given field of study set the end of the study in the winter semester, the student is required to obtain credit for the final year of study no later than by the end of the winter examination session (winter semester) in that academic year.
5. At the request of the student, admission to the next year may be done before the end of the academic year. In this case, the deadline for the completion of this year shall be the end of the academic year, to which s/he was admitted.

§ 20

1. All teaching classes are completed based on credit or exam on dates specified in the schedule of the examination session announced at least 14 days before the beginning of the session.
2. The academic teacher conducting a particular course shall set the dates of exams and tests within the exam session, and with the consent of the Dean, s/he can also set other examination dates beyond the examination session, no later than until the end of the academic year.
3. The academic teacher conducting a particular course shall specify the requirements, terms, form and conditions for admission to the examination or test in accordance with the applicable curriculum of study, announcing them in the appropriate IT system and during the first class of that course.
4. Detailed forms and terms of obtaining credit for classes shall be specified in course syllabi.
5. The student who takes the exam or test is required to present an identity document with a photograph. Failure to provide such a document shall be the basis for denying the student to participate in the exam or test.
6. At least one exam date, referred to in section 1, should be set in the regular session and at least one in the re-sit session. In the case of courses conducted in the winter semester, the last date of the exam or test should be set before the end of the winter session of the re-sit session, and in the case of courses conducted in the summer semester - before the end of the summer re-sit session.

§ 21

1. Completion of the course shall be conditional upon achieving the learning outcomes confirmed by a positive result of a test or another form of verification of acquired knowledge, skills and social competencies.
2. Exams and tests shall be carried out by the academic teacher conducting the classes. Exceptionally, exams and tests shall be carried out by another university teacher approved.

§ 22

1. The student is obliged to participate in internships if such internships are included in the curriculum.
2. The student completes the internship with the internship organizer by carrying out the tasks specified in the internship programme.
3. The internship can be carried out by the student during the academic year, as well as during the holiday break.
4. Obtaining a credit for the internship is conditional upon completing the tasks specified in the internship programme and achieving the learning outcomes specified in the curriculum.
5. The Dean may, at the student's written request, grant the student a credit for the internship based on the work performed by that student (irrespective of the nature of the legal relationship), if its scope complies with the requirements of the internship programmes and guarantees obtaining the learning outcomes defined in the curriculum.
6. Conditions for completing and obtaining credits for the internship are set out in the Regulations of internships.

§ 23

1. The student who received a failing grade in the regular session or did not attend without valid reasons recognized by the Dean test or exam, may participate in the re-sit session.
2. At the student's request, submitted within 7 days from the date of the set test or exam, the Dean, may deem justified the failure to participate in this test or exam and set, upon consultation with the academic teacher conducting the course, another date for the test or exam, no later than before the end of the academic year; this also applies to a test or exam, subject to § 55 sections 5 and 6.

§ 24

The academic teacher conducting a particular course may order preparation of lists of participants for particular dates of tests or exams. The lists shall be closed no earlier than 3 days before the exam date. After the lists are closed, students may not be entered on the list or deleted from it without the consent of the academic teacher conducting a particular course.

§ 25

1. Failure to comply with the terms of admission to an exam or failure to take an exam for other reasons shall not be a basis for awarding the student with an unsatisfactory grade

for that exam. Failure to take an exam shall be recorded in the documentation of the course of study.

2. The student who received a failing grade or failed to participate without a legitimate reason approved by the Dean in a test or exam during the re-sit session, shall submit at the end of a given academic year a request for conditional credit or shall be directed to repeat the academic year or deleted from the list of students at the end of the academic year.

§ 26

1. The academic teacher shall inform students about the results of a test or exam no later than within 7 days from the date of the test or exam. The grades for particular courses shall be announced to students in the appropriate IT system.
2. The academic teacher conducting a particular course is obliged to record them in the relevant course completion protocol, provided in the appropriate IT system within 7 days of the date of the exam or test, but no later than it is defined for a particular academic year.
3. In the case of written final and exam assignments, the student has the right to see their assignment within 2 weeks from the date of announcing the results of a test or exam.
4. Final and exam assignments shall be archived on the terms specified in separate regulations.

§ 27

1. Exams and tests in courses included in the study curriculum shall end with awarding a grade, unless the study curriculum provides otherwise.
2. Exams and test grades are awarded according to the following scale:
 - 1) very good – 5,0;
 - 2) good plus – 4,5;
 - 3) good – 4,0;
 - 4) satisfactory plus – 3,5;
 - 5) satisfactory – 3,0;
 - 6) unsatisfactory – 2,0;

§ 28

1. The average grade for a given year of study or for the overall course of study shall be calculated as a weighted mean of the final grades, with weights determined by the values of particular ECTS credits of all grades awarded in this period, including unsatisfactory grades.
2. The weighted mean shall be calculated as follows:
 - 1) grade of each course being part of the basis for calculating the average expressed numerically is multiplied by the number of credits assigned to it;

- a) in the case of obtaining more than one grade for a given course, the grade taken into account for calculating the weighted mean is the arithmetic mean of all grades.
 - b) the average grade is calculated taking into account the grade awarded by the examination board, excluding the grade received by the student during the questioned exam under the procedure defined in §34 of the Terms and Conditions of Study.
- 2) the results of multiplication are added;
 - 3) the sum defined to in section 2 is divided by the total number of credits of all the courses included in the basis for determining the average;
 - 4) the result is rounded off to two decimal places.
3. Courses completed based on a credit awarded without a grade are not included in the calculation of the average grade.
 4. In the case of calculating the weighted mean based on grades obtained at another university on a scale of 2 to 6, the following conversion shall be used:

Grade on a scale from 2 to 6	Corresponding grade on a scale from 2 to 5
2	2
2,5	2
3	3
3,5	3
4	3,5
4,5	4
5	4
5,5	4,5
6	5

5. In the case of determining the weighted mean based on grades obtained in another country according to a letter scale, the transferred student should provide, together with the transcript, information on the descriptive or percentage interpretation assigned to individual letters.

§ 29

1. Year of study shall be deemed completed by the Dean on the basis of entries in the documents certifying the achievement of the expected learning outcomes and obtaining ECTS credits as outlined in the curriculum for the particular year of study.
2. If the student fails to complete a year of study, the Dean may allow the classes to be completed during the summer break (“summer school”).

§ 30

1. The Dean, at the request of the student, shall agree to the conditional admission for the next year of study in the case of obtaining at least 40 ECTS credits within the period referred to in § 19 section 3-5.
2. The student is required to submit the application referred to in section 1 before the beginning of the year of study for which he wishes to obtain a conditional admission. If any courses need to be repeated, the student is required to indicate in the application the courses that s/he is going to repeat, subject to § 32 section 3.
3. A given course may be submitted only once as the basis for conditional admission for the next year with the course of study.
4. The curriculum, including the plan of studies, may provide for additional credit requirements of a particular year of study.

§ 31

1. Through obtaining a conditional admission to the next year of study, the student is entitled to repeat the failed courses of a given year of study and to take the exams or tests in the number envisaged for those courses.
2. The formal completion of the year of study for which the student was conditionally admitted is possible only after s/he completes all courses included in the curriculum of the failed year of study.
3. Failure to obtain credits referred to in section 2, within 14 days after the end of the re-sit session ending the year of study results in the decision to delete the student from the student's list. The student repeats the year of study at her/his request subject to § 32 section 3.

§ 32

1. The Dean, at the request of the student, shall agree to the repeating of a non-credited period of studies if the student fails to obtain the number of ECTS credits required for the admission to the next year of study, to comply with the conditions referred to in § 19 section 2 or other terms of obtaining credit for a particular year of study in accordance with the curriculum.
2. It is not permissible to repeat the first year of studies.
3. It is not permissible to repeat any course during the same year of study.
4. In exceptional, well justified cases, the Dean may once in the overall course of studies consent to repeating the course by the student during the same year of study before the expiry of the deadlines referred to in § 19 sections 3-5.
5. In the cases referred to in sections 1 and 4, the student is required to submit the request before the beginning of the academic year for which he wishes to obtain the admission.

§ 33

1. If the student obtains more ECTS credits than required for the completion of a particular year of study, the resulting surplus is credited under the next, and then under the following years of study at a particular level of education, if it relates to courses included in the course of study.
2. In the case of repeating a year, resuming studies in the same field or participating in the student exchange programme commenced by the University, the student is entitled to include the credited course and ECTS credits obtained accordingly within five years from the date of completing the course.
3. At the request of the student, the Dean may consent to the inclusion of a previously credited course and of ECTS credits obtained accordingly in the period referred to in section 2, also in the event of beginning additional studies in a different field or specialization, changing the field of study or specialization, completing courses within a different field or specialization, changing the field of study or specialization or at another university and in the event of re-admission.
4. In the case referred to in section 3, the Dean shall decide in consultation with the Director of the Programme of Study conducting the course, upon consulting documentation of the course of study and taking into account the curriculum for a particular field of study or specialization, even in the event of differences in relation to the curriculum applicable in the previous field of study or specialization. In case of differences in curriculum, in particular those arising from divergent learning outcomes, the Dean may determine a lower number of ECTS credits to be taken into consideration or not to take that course into account at all.
5. The course referred to in section 2 may be the basis for completing the year, provided that it is included in the curriculum for a particular academic year.
6. The Dean may agree to credit the course and take into account a specified number of ECTS credits even after the expiry of the deadline specified in section 2, and in particular in the event of convergence of the achieved learning outcomes.

§ 34

1. The Dean may order the exam to be conducted before an examination board in case of:
 - 1) any irregularities occurred in the course of the exam;
 - 2) the scope of the exam exceeding the scope defined pursuant to §20 section 3 of the Terms and Conditions of Study.
2. The request to conduct the exam before an examination board may be submitted by the student, a student government body or an examiner within 5 days from the date of announcing the results of the exam together with the detailed grounds for objections.
3. The exam conducted before an examination board shall be carried out within 2 to 14 days from the date of ordering it.
4. The examination board shall be composed of a chair and two members appointed by the Dean from among academics representing the same or a related specialization as the subject of the exam to be conducted before the examination board. At least one member

of the examination board must have a title or degree of “doktor habilitowany” (habilitated doctor). In justified cases, the Dean may appoint additional persons to the examination board.

5. A year of study or specialization supervisor, a representative of the student government, the student ombudsman or any other person named by the student may also participate as an observer in the exam conducted before an examination board at the request of the student. The academic teacher who awarded the grade to be reviewed may participate as an observer in the exam conducted before an examination board.
6. The form and the date of the exam shall be determined by the Dean in consultation with the chair of the examination board. A report shall be made of the exam conducted before an examination board.
7. The grade obtained by the student in the exam conducted before an examination board shall be definitive.
8. A positive result of the exam conducted before an examination board shall be taken into account as the basis for a year of study completion also when it was conducted after expiry of the deadlines referred to in § 19 sections 3-5 of the Terms and Conditions of Study.
9. The provisions of sections 1-8 shall apply to the completion of courses accordingly.

Chapter V Terms and conditions of study under individual organisation of studies

§ 35

1. The student may study under an individual organization of studies (IOS). Individual organization of studies does not mean shortening the duration of studies.
2. At the student's request, the Dean may approve the study under the individual organization of studies, specifying its detailed rules.
3. Individual organization of studies includes:
 - 1) individual study programme implemented in cooperation with the academic supervisor, or
 - 2) individual study plan, or
 - 3) individual mode and dates of completing the courses, or
 - 4) individual mode of study designed for students with disabilities or for the chronically ill.
4. Individual organization of studies is awarded in particular to:
 - 1) students with outstanding academic performance,
 - 2) students referred to study at another domestic or foreign university,
 - 3) students with disabilities or for the chronically ill,
 - 4) pregnant students and parents,
 - 5) students admitted to studies based on the recognized learning outcomes,
 - 6) in other circumstances relevant for the student and recognized as such by the Dean.
5. Students with outstanding academic performance, i.e. achieving an average grade of at least 4.5 may, after completing the first year of study, study under an individual organization of studies referred to in section 3 point 1.
6. The request for an individual organization of studies, referred to in section 3 point 1 containing the proposal of an individual study programme is reviewed by the academic supervisor appointed by the Dean. An individual study programme must meet the requirements ensuing from the learning outcomes specified for the field of study.
7. The Dean, by approving an individual organization of studies, referred to in section 3 point 1, confirms the individual study programme and appoints a supervisor for the student.
8. Pregnant students and parents have the right to study under an individual organization of studies until their completion.
9. Admission to studies of persons who are awarded an individual organization of studies referred to in section 4 point 5 takes place as a result of a formal process of verifying the learning outcomes achieved outside the study system, enabling the commencement of studies at the University in accordance with the rules adopted by the Senate.
10. In the event of the student's violation of the adopted rules for the completion of studies under an individual organization of studies or lack of progress in learning, the Dean may withdraw the consent to the individual organization of studies awarded to the student, on their own initiative or at the request of the academic supervisor.

11. The student pursuing studies under an individual organization of studies receives credits and passes the exams on dates individually agreed with the academic teachers conducting the courses in a given semester. In justified cases, at the student's request, the Dean may consent to postpone those dates to the next semester or exempt the student from the obligation to attend classes. Completion of courses in the later years of study is possible after completing the year that the student is currently pursuing.

§ 36

1. If a student's disability or illness limits the possibility of her/his full participation in classes conducted in the standard mode, including the possibility of passing examinations and obtaining credits, the student may apply for the individual organization of studies referred to in §35 section 3 point 4.
2. Students referred to in section 1 include:
 - 1) persons with disabilities having a valid disability certificate or an equivalent document,
 - 2) persons who suffer from temporary inability to fully participate in the classes due to a sudden illness or accident, and those circumstances are confirmed by the submitted medical certificate.
3. An individual mode of study designed for students with disabilities or for the chronically ill must not lead to the lowering of substantive requirements and must ensure the achievement of the learning outcomes specified in the study programme.
4. Forms of support provided as part of the individual study mode for students with disabilities or for the chronically ill are determined by the Rector's separate orders.

Chapter VI Change of form, field of study and specialization and parallel studies

§ 37

1. The student may change the form, faculty or specialization of study with the consent of the Dean.
2. The change referred to in section 1 requires a written request submitted to the Dean by the student no later than 14 days before the beginning of the academic year, and in particular cases - of the semester.
3. In the case of a positive decision of the Dean, the student is required to complement the programme differences resulting from the changes of faculty, specialization or form of study as specified by the Dean.

§ 38

The student may transfer to another university after completing all obligations under these Terms and Conditions of Study.

§ 39

1. The student of another university, including foreign ones, with the consent of the Dean, can be transferred to study at the University without the admission procedure.
2. In the case referred to in section 1, the student is required to submit to the Dean an application including justification and documents certifying the previous course of study together with the description of the achieved learning outcomes.
3. Sections 1 and 2 shall apply respectively in the case of change of the field of study or specialization within the University.

§ 40

1. The student who has completed the first year of study, may commence studies in more than one field of study (parallel studies). Another field of study may be pursued under an individual organization of studies as specified by the Dean.
2. The student pursuing parallel studies shall prepare separate theses and take separate diploma exams.
3. The tuition fee for studies for the other field of study shall be determined individually by the Financial Director. The amount of the tuition fee shall be dependent on the scope of the curriculum of studies to be completed under the other field of study.

Chapter VII Studies based on the recognition of the learning outcomes

§ 41

1. In the case of students who have been accepted for studies based on the recognition of the learning outcomes, the Dean defines an individual study plan lasting until the end of the period of study to be pursued under an individual organization of studies.
2. In the decision to grant an individual study plan, the Dean defines:
 - 1) courses or parts of courses included in the curriculum, which are considered as completed by the recognition of the learning outcomes, together with the appropriate number of ECTS credits,
 - 2) a detailed study plan, including the semester and year of commencing the studies,
 - 3) academic supervisor,
 - 4) organization of studies.
3. With regard to the courses referred to in section 2 point 1, the grading scale set out in § 27 section 2 is applied. These grades are included in the average of the course of study.
4. The academic supervisor provides the student with assistance and advice in the scope of realization of the study programme.
5. Detailed organization concerning the confirmation of the learning outcomes is defined by a separate resolution of the Senate.

Chapter VIII Study leaves

§ 42

1. The student is entitled to take a leave from studies at the University including the leave from classes with the possibility of proceeding to the verification of the learning outcomes obtained after completing the year of study and in particular cases - the semester preceding the leave.
2. The student is entitled to take a leave in case of:
 - 1) disability,
 - 2) illness preventing attendance in classes,
 - 3) the birth of a child or taking care of a child,
 - 4) going abroad to study and for internships,
 - 5) other relevant circumstances approved by the Dean.
3. The leave shall be granted at the request of the student by the Dean.
4. The student may apply for a leave immediately after the occurrence of its cause.
5. The leave may not be granted for any past period or during the examination session, unless the reason justifying the approval of the leave arose earlier or during the session.
6. The leave may be granted for a period not longer than one year.
7. The leave shall be confirmed by an entry in the records of the course of study.
8. Pregnant students and parents have the right to take a leave from classes, including leave from classes with the possibility of proceeding to the verification of the learning outcomes specified in the study programme.
9. Verification of the learning outcomes referred to in section 1, consists in checking whether the student has achieved the learning outcomes specified in the study programme for a given course in the manner defined in the course syllabus.
10. Students who are parents submit an application for the leave referred to in section 8, within a year of the child's birth.
11. The leave referred to in section 8 for:
 - 1) pregnant students, is granted for the period up to the day the child's birth,
 - 2) students who are parents, is granted for a period of up to 1 year.
12. If the end of the leave referred to in section 8, falls during the semester, the Dean, at the request of the student extends the leave until the end of that semester.

§ 43

1. In exceptional cases, the student may, with the approval of the Dean, take a short-term leave lasting less than one semester.
2. The Dean shall confirm the short-term leave granted by a certificate to justify the student's absence from obligatory classes.

3. In other cases, the student shall justify a shorter absence from obligatory classes in a manner agreed with the academic teacher conducting those classes.

§ 44

1. During the leave, the student retains the student rights except for the right to use the financial support, unless the provisions relating to this support provide otherwise.
2. In justified cases the, Dean may allow a partial completion of the study programme during the leave, including participation in classes and completion of courses, in accordance with the payment terms set out individually by the Financial Director, taking into account the number of courses completed by the student.
3. During the leave, except for the case referred to in section 2, or a student who has received leave from classes with the option of proceeding to the verification of the learning outcomes specified in the study program, the student shall not pay a tuition fee.

§ 45

If the student fails to apply to be admitted for the next year of study after the end of the leave within 14 days from the beginning of classes in a given semester, it shall be deemed a failure to begin studies and a basis for withdrawing her/him from the list of students.

Chapter IX Removal from the list of students, re-admission and resumption of study

§ 46

1. The student is removed from the list of students in the following events:
 - 1) failure to begin studies,
 - 2) written resignation from studies,
 - 3) failure to submit the thesis or to take the diploma exam within the specified deadline,
 - 4) disciplinary expulsion from the University.
2. The student may be removed from the list of students in the following events:
 - 1) failure to attend obligatory classes;
 - 2) failure to make learning progress,
 - 3) failure to complete the semester or the year within the specified deadline,
 - 4) non-payment of tuition fees.
3. Failure to begin studies referred to in section 1 point 1 shall be stated by the Dean, in the case of not taking up the oath and in the event referred to in § 45.
4. No learning progress is declared when the degree of completion of the programme of studies precludes the possibility that a year of study will be completed, unless the student is entitled to repeat the year of study.
5. Removal from the list of students takes place by means of an administrative decision. The decision on removal from the list of students is made by the Dean, acting on behalf of the Rector.
6. The decision of the Dean, may be appealed against, by submitting a request to the Rector to review the matter again, within 14 days of receiving the decision. The Rector's decision shall be final.

§ 47

1. Re-admission to studies of a person who has been removed from the list of students in the first year is made in accordance with the general rules governing the admissions.
2. The Dean may approve resuming the studies in a given field of study or specialization at the request of the person removed from the list of students of the second or later years or of studies, unless the removal from the list of students was caused by disciplinary expulsion from the University.
3. In the case referred to in section 2, the Dean shall define the number of ECTS credits to be taken into account and define the semester of study for which the student who resumes studies is registered taking into account any programme differences.
4. When defining the number of ECTS credits, the Dean consults the study programme for the current academic year in a given field of study or specialization. In case of differences in the curriculum the Dean may determine a lower number of ECTS credits to be taken

into consideration or to not take the completion of that course into account at all. Re-admission to studies may be made only once within the same field of study or specialization.

5. Resumption of studies takes place in the field of study conducted by the University from which the student was previously removed. If this field of study is no longer conducted, at the student's request the resumption may take place in another field of study conducted by the University.
6. A person who has met all the requirements set out in the study program, with the exception of passing the diploma seminar due to failure to submit the diploma thesis provided for in the study program, may, for a period not exceeding two years from the date of removal from the list of students, apply for resumption of studies without the obligation to complement the curriculum differences. The Dean, in consultation with the thesis supervisor, may decide on individual conditions for completing the diploma seminar. In case of subsequent removal from the list of students, further resumption is possible provided that the curriculum differences are completed.
7. The provisions of section 6 shall apply *mutatis mutandis* to students who have been deleted from the list of students because of failing to complete the diploma examination within the prescribed period and have applied for resumption of studies within a period not exceeding two years from the date of deletion.
8. A person resuming studies may be required to update their personal files in order to adapt the documentation to the requirements in force on the date of resuming studies.

Chapter X Theses, diploma exams and graduation

§ 48

1. Graduation shall be conditional upon passing a diploma exam and obtaining a positive grade for the thesis in the case of second degree studies and uniform Master's degree studies, and in the case of first degree studies, if it is required by the study programme.
2. The terms of graduation in the fields of study for which the educational standards apply, shall be specified in separate regulations.
3. The diploma thesis is understood as an independent elaboration of a scientific, artistic or practical issue as well as a technical or artistic achievement, reflecting the student's general knowledge and skills related to studies in a given field, level and profile as well as the ability to conduct an independent analysis and draw conclusions.
4. Completion of a project for the purposes of the private sector, public administration, non-governmental organization or local community is a preferred form of the diploma thesis.

§ 49

1. The Bachelors/Engineer's thesis shall be prepared by students under the supervision of a person holding at least a PhD degree.
2. In special cases, the supervisor of the Bachelors/Engineer's thesis, upon the Dean's authorisation, may be a person holding a Master's degree (or Master of Engineering), if s/he can demonstrate significant practical experience in the scope of specialization within which the thesis is prepared.
3. The Master's thesis shall be prepared by students under the supervision of an academic teacher holding the academic title or a degree of "doktor habilitowany" (habilitated doctor). The Dean may authorize an academic teacher holding at least a PhD to supervise such a thesis.
4. The Dean appoints persons to supervise the thesis.
5. At the request of the student, the Dean may change the supervisor of the thesis.

§ 50

1. The student has the right to choose a seminar.
2. In special cases, including a small number of applications for a particular seminar, the thesis can be prepared under an individual supervision.
3. The thesis can be prepared by more than one student, provided that it is possible to delineate within it parts prepared independently by particular students and on this basis determine the effort and content-related value of work of each of them.

§ 51

1. The student is obliged to submit the final version of the diploma thesis, approved by the supervisor, in an electronic format in accordance with the deadlines specified in the

- Rector's order for a given academic year. The diploma thesis is submitted by the student entering the diploma thesis into the APD module.
2. Submission of the thesis is a prerequisite for completing the diploma seminar or other classes leading to the submission of the thesis.
 3. In the situation referred to in § 19 sec. 4, the student is obliged to submit the final version of the diploma thesis approved by the thesis supervisor in an electronic format, in accordance with the deadlines specified in the Rector's order for a given academic year. The submission of such a thesis is a prerequisite for completing a diploma seminar or other courses leading to the submission of a diploma thesis.
 4. The diploma exam shall be held not later than one month from the date of submitting the thesis. For legitimate reasons, the Dean may extend this deadline.
 5. At the request of the student who completed all subjects included in the study programme, with the exception of the diploma seminar, the Dean may authorize the extension of the deadline for submitting the diploma thesis in accordance with the conditions set out in the Regulations of the diploma process.

§ 52

1. The student shall submit the diploma thesis after obtaining a positive opinion of the supervisor regarding its acceptance. Detailed rules for entering the diploma thesis by the student into the APD module are set out in the terms and conditions of awarding diplomas.
2. The thesis shall be evaluated by the reviewer and supervisor using an appropriate form.
3. The thesis review shall be prepared by an academic teacher appointed by the Dean.
4. In the case of a thesis written at the request of the so-called business practice, an opinion about the practical qualities of the thesis shall be additionally formulated by the party commissioning the thesis. It shall be included in the final evaluation of the thesis.
5. The reviewer must hold at least a PhD degree. In special cases, a Bachelor's/ Engineering diploma thesis reviewer may be a person holding a Master's degree (or Master of Engineering), if he/she can demonstrate significant practical experience in the field within which the diploma thesis is prepared.
6. The supervisor and the reviewer, evaluate the thesis on the scale specified in § 27 section 2 of the Terms and Conditions of Study. The final grade used to calculate the general result of the studies is an arithmetic mean of those grades.
7. In the case where the grade awarded by the reviewer is unsatisfactory, the Dean shall appoint an additional reviewer.
8. In the case referred to in section 6, the thesis shall be awarded a positive grade, if the additional reviewer awarded it at least a satisfactory grade. The final grade of the diploma thesis is the arithmetic mean of positive grades awarded by the promoter and the reviewer(s).

§ 53

1. Admission of the student to the diploma exam shall be conditional upon the following:
 - 1) obtaining good grades for the courses included in the programme of studies that confirm the achievement of the expected learning outcomes and obtaining the necessary number of ECTS credits specified in § 17.
 - 2) completion of vocational student internships or other classes of a special character, if they are included in the study programme.
 - 3) obtaining a positive grade for the Bachelor's/Engineer's or Master's thesis from the supervisor and the reviewer, and, if applicable, a positive opinion of the party commissioning the subject of the thesis.
 - 4) fulfilling obligations to the University (financial obligations, obligations towards the University Library, etc.) and submitting the clearance slip and other required documents to the Dean's office.

§ 54

1. The diploma exam shall be conducted by a committee appointed by the Dean, composed of the chair and two members.
2. The committee members shall be the promoter and the reviewer.
3. In justified cases, the Dean may appoint additional persons to the examination board.
4. If a committee member cannot participate in the diploma exam, the Dean shall appoint another person to replace her/him.

§ 55

1. The diploma exam shall have an oral form.
2. The questions formulated by the committee members shall relate to the subject of the thesis and to the study programme.
3. Obtaining a positive grade for the diploma examination is conditional upon obtaining a minimum satisfactory grade for each of the questions asked by the committee members. The diploma exam grade shall be calculated by the chair by determining the arithmetic mean of the grades for each question, upon consulting the committee members, on a scale specified in § 60 section 1.
4. A report shall be made of the diploma exam in accordance with separate regulations.
5. In the event of obtaining an unsatisfactory grade for the diploma examination or unjustified failure to take the exam, the Dean shall set another, final exam date.
6. The next exam may be conducted no earlier than 1 month after the first exam date and no later than 3 months before the first diploma exam date. In the event that a student obtains an unsatisfactory mark during the retake diploma examination, the Rector shall issue a decision to remove the student from the list of students.

§ 56

1. The Dean may consent to an open diploma exam at a justified written request of the student or the supervisor. This exam shall be carried out in the manner and on the same terms as in the case of closed exams.
2. The application shall be submitted by the student upon submission of the thesis in the Dean's office. The application shall indicate the persons who, with the consent of the candidate or the supervisor may participate in the diploma exam.
3. Information on the open diploma exam shall be posted on the notice board at least one week before the exam date.
4. The audience of the open diploma exam are not entitled to ask the candidate any questions.

§ 57

1. Graduation shall be conditional upon passing the diploma exam and obtaining at least satisfactory final result of the studies.
2. The date of graduation shall be the date of passing the diploma exam.

§ 58

1. The final result of the studies shall be the sum of the following:
 - 1) the weighted mean of all grades for exams and tests obtained during all periods of study, as determined in accordance with § 28, taking into account the negative grades, calculated with the coefficient 0.60,
 - 2) the arithmetic mean of the grades for the thesis (of the supervisor and of the reviewer, and, if applicable, of the consultee - the party ordering the subject of the practical work) calculated with the coefficient 0.20,
 - 3) the grade for the diploma exam, calculated with the coefficient 0.20.
2. If the programme of studies does not provide for the preparation of the diploma thesis, the final result of studies shall be made up of the sum:
 - 1) the weighted mean of all exam grades and credits obtained during all periods of study, determined in accordance with § 28 including negative grades, calculated with the coefficient of 0.60,
 - 2) the grade from the diploma examination, calculated with the coefficient 0.40.

§ 59

1. The student, after completing the full programme of study, shall be awarded a professional title adequate for a particular level, field of study and specialization, and shall become a graduate of the University.
2. Within 30 days of graduation, the University shall issue the graduate a diploma with a diploma supplement and 2 copies thereof.

§ 60

1. The graduation University diploma shall contain the final result of studies rounded off to the grade according to the following scale and terms:
 - 1) up to 3,25 – satisfactory (3,0);
 - 2) 3,26 - 3,75 – satisfactory plus (3,5);
 - 3) 3,76 - 4,25 – good (4,0);
 - 4) 4,26 - 4,50 – good plus (4,5);
 - 5) 4,51 - 5,00 – very good (5,0);
2. In other documents, the overall study result is provided rounded off to two decimal places.

Chapter XI Classes, tests, diploma exams in a foreign language

§ 61

1. The decision to conduct studies in a foreign language shall be made by the Rector.
2. Launching studies in a foreign language shall result in conducting all forms of classes, tests and exams in a foreign language. The thesis and the diploma exam shall also be conducted in a foreign language.
3. The programme of study in a foreign language version shall be identical to the programme of study conducted in Polish.

Chapter XII Terms and conditions of pursuing studies for students with disabilities

§ 62

The authorities of the University are obliged to take action to ensure equal opportunities for the completion of the study programme by students with disabilities, taking into account the degree and nature of their disability and the specific characteristics of the particular field of study and specialization.

§ 63

1. Students referred to in § 62 include the following:
 - 1) persons with disabilities having a valid certificate of the degree of disability or an equivalent document,
 - 2) chronically ill persons not holding a certificate of the degree of disability, having their health situation confirmed by the submitted medical documentation,
 - 3) persons whose sudden illness or accident result in temporary incapacity to fully participate in classes, with such circumstances confirmed by the submitted expert medical documentation.

§ 64

1. All the alternative options applied in the course of study towards students with disabilities aim to ensure that they are provided with equal opportunities to complete a particular field and level of study while maintaining the principle of not reducing the substantive requirements for such students.
2. If the student's disability prevents him or her from direct participation in classes, the Dean may, at the request of the student:
 - 1) allow increasing allowable absences,
 - 2) implement an individual organization of studies,
 - 3) agree to change the form of testing knowledge.
3. If this results from the type of disability, the Dean, at the request of the student, may consent to the use of solutions involving participation in the classes of third parties, in particular an assistant of the person with disabilities.
4. In the case when student's disability prevents him or her to take notes individually during classes, the Dean may grant permission for the student with disability to use additional technical equipment enabling him or her to fully participate in classes and to use audio-visual equipment enabling the student to record the classes.
5. If sound or sound and image recording devices are used during classes, the student is required to submit a written declaration of non-infringement of copyright for works created in the course of these classes and of the use of the recorded material only for personal use.

§ 65

1. In order to change the modality of the exam, the Dean may give his or her consent for the student with disabilities for the following:
 - 1) extension of the exam duration,
 - 2) use of additional teaching aids,
 - 3) use of alternative forms of recording during the exam,
 - 4) replacement of a written exam for oral exam or the other way around,
 - 5) participation in the exam of third parties, in particular of an assistant of the disabled person.
 - 6) change of the exam venue.
2. The provisions of section 1 shall apply to obtaining credits for courses accordingly.

Chapter XIII Participation of high school students in classes

§ 66

1. Exceptionally gifted high school students may participate in classes included in the curriculum in fields corresponding with their talents.
2. Participation in classes of persons referred to in section 1, is conditional upon an agreement between the Rector and the headmaster of the relevant school. The agreement specifies in particular the types of classes which students will attend and the method of documenting their achievements, as well as the ways and conditions of using those achievements.

Chapter XIV Awards, distinctions and disciplinary liability

§ 67

1. Students with outstanding academic performance and fulfilling their duties in an exemplary manner may be granted awards and distinctions by the Rector of the University, the Dean and by other non-university institutions at the request of the University.
2. The information of granting an award or distinction shall be included in the student's personal file.

§ 68

1. A diploma with honours shall be awarded to students who:
 - 1) have graduated within the period referred to in § 51, in accordance with the course of study;
 - 2) obtained a very good grade for the diploma exam;
 - 3) obtained a very good grade for the thesis;
 - 4) their final study result was at least 4.76.
2. A distinction for a graduate who does not meet the conditions specified in section 1 shall be awarded by the Rector, at the request of the committee conducting the diploma exam.

§ 69

The disciplinary liability of students shall be regulated by separate provisions.

Chapter XV Final and transitional provisions

§ 70

1. The course of study shall be recorded in:
 - 1) sheets of periodic achievements of the student in the form of printouts of data from the university IT system;
 - 2) reports of course completion in the form of printouts of electronic data;
 - 3) the electronic system of the University.
2. The consent of the Dean for the conditional admission and individual organization of study shall be recorded in the documentation of the course of study.

§71

1. In individual students' cases, the first instance decision-making authority is the Dean, unless the Terms and Conditions of Study provide otherwise.
2. The Dean may authorize the vice-dean, head of the department or head of another organizational unit to take decisions in the cases provided for in these Terms and Conditions. The Dean is obliged to immediately inform the Rector of the authorizations granted.
3. Any decision of the Dean or of a person authorized by her/him concerning individual cases of students solely on the basis of these Terms and Conditions of Study or other internal regulations of the University, may be appealed against to the Rector. The Rector's decision shall be final and it may not be appealed against.
4. The appeal shall be made in writing, through the authority which issued the contested decision within 14 days of receipt.
5. Administrative decisions regarding deletion from the list of students are taken by the Dean under the authority and on behalf of the Rector.
6. Matters relating to terms and modality of studies not regulated by the provisions of the Terms and Conditions of Study shall be resolved by the Rector.

§ 73

1. These regulations come into force on 1 October, 2019

§ 74

In matters not regulated by these Terms and Conditions, provisions of the Higher Education Act of 20 July 2018 (Official Journal of Laws of 2018, item 1668 as amended) shall apply.