Study Regulations at Vistula School of Hospitality in Warsaw

Adopted by the Vistula School of Hospitality Senate

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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 competences ensuring their future success in life, as employees, employers and entrepreneurs. The purpose of the Study Regulations is to provide a legal framework setting out the principles of studying at the University in accordance with applicable law, the principles of social coexistence, and in an atmosphere of mutual goodwill, with a view to creating the best possible conditions for the successful completion of studies.

§ 2

1. Studies at the University are subject to tuition fees. Information on fees related to studies and the deadlines for their payment is made publicly available through the University's Public Information Bulletin.
2. The amounts of fees related to studies, including additional fees, are specified in the legal acts issued by the competent authorities indicated in the Statute and in the agreement concluded between the University and the student.

§ 3

1. A person admitted to studies acquires student rights upon taking the student oath, the wording of which is specified in the University Statute.
2. A student is admitted to a specific field and level of study.
3. A student is required to act in accordance with the student oath and the Study Regulations, comply with the regulations in force at the University, follow the orders of the University authorities and bodies, uphold the good name of the University, and respect its traditions and customs.

In particular, a student is required to:

1) systematically and actively acquire knowledge, develop skills and social competences, complete the study programme, and take examinations and course assessments in accordance with the schedule;
2) attend classes in accordance with the study schedule;
3) have a respectful attitude to other students and to the University staff;
4) observe the standards of conduct of the academic community, including the principles set out in the Student Code of Ethics;

5) obtain course credits and pass examinations ethically, and prepare semester papers and diploma theses in compliance with intellectual property law, including copyright and related rights;
6) uphold the dignity of a student and the good name of the University, both within and outside its premises;
7) take proper care of University property;
8) pay fees by the applicable deadlines;
9) inform the University of any studies pursued concurrently at another university or faculty and of any scholarships received there;
10) promptly notify the University in writing of any changes to personal or contact details, in particular the address of residence, or any other information affecting eligibility for financial aid;
11) promptly notify the Dean in writing of resignation from studies;
12) present a student ID card while on University premises at the request of University staff.

4. A student who breaches the applicable regulations is subject to disciplinary proceedings before the Disciplinary Committee, in accordance with the rules laid down in the Act – Law on Higher Education and Science, the University Statute, and the Study Regulations.

§ 4

1. A student has the right to:
   1) acquire knowledge, develop their own academic interests and, for these purposes, use the University's premises, facilities, resources and entire library collection in accordance with the applicable regulations, as well as receive assistance from academic teachers and University bodies;
   2) change the mode, field or specialisation of study no later than 14 days before the beginning of a semester;
   3) transfer and have ECTS credits recognised;
   4) attend classes and take examinations and course assessments provided for in the study programme, in accordance with the rules specified therein;
   5) justify absences from classes, take leave from classes, and take leave from classes with the possibility of undergoing assessment of the learning outcomes specified in the study programme;
   6) study under an Individual Organisation of Studies (IOS);
   7) attend consultation hours offered by academic teachers on matters related to the completion of the study programme;
   8) take a board examination in the presence of an observer designated by the student, in accordance with the rules set out in the Study Regulations;

9) repeat specific courses due to unsatisfactory academic performance, in accordance with the rules set out in the Study Regulations;
10) join existing student organisations and establish new ones in accordance with separate regulations;
11) receive awards and distinctions in accordance with the rules set out in the Study Regulations and separate regulations;
12) receive financial aid in accordance with separate regulations in force at the University;
13) transfer to another university after fulfilling all obligations towards the University;
14) participate, through student representatives, in decisions made by the University's collegial bodies;
15) submit proposals to the University authorities concerning study programmes and their implementation, as well as matters relating to students' social and living conditions;
16) participate in an incentive system supporting the development of knowledge, skills and social competences;
17) evaluate the teaching process;
18) participate in research and join student research clubs operating at the University;
19) pursue cultural, tourism, sports and artistic interests and, for these purposes, use the University's facilities and resources and receive assistance from its academic teachers and bodies;
20) have their dignity respected by all persons and organisations forming part of the academic community and participating, directly or indirectly, in the activities of the University.

§ 5

1. A student receives a student ID card, which is a document confirming student status.
2. The student ID card should be kept secure and protected by the student.
3. For students who have a PESEL number, the University makes available an mStudent ID (mLegitymacja studencka) in the mObywatel application, which constitutes a digital version of the student ID document. The mStudent ID confirms student status.
4. A student may apply for an Electronic Student ID Card (Elektroniczna Legitymacja Studencka – ELS) in the form of a plastic card by submitting an application through the USOS system and paying the required fee. The application should be submitted within 14 days of matriculation. The Electronic Student ID Card is issued without undue delay once the above requirements have been met, but no earlier than 1 March in the summer semester and 1 October in the winter semester.

5. Students who do not have a PESEL number receive an Electronic Student ID Card. In such cases, a student is required to submit an application through the USOS system and pay the applicable fee.
6. The Electronic Student ID Card (ELS) is issued after the beginning of the semester, in accordance with the organisation of the academic year. It may be issued no earlier than 1 October in the winter semester and 1 March in the summer semester.
7. A student has the right to receive a duplicate student ID card. The first duplicate is issued without the student being required to provide evidence of the reason for its loss. Subsequent duplicates are issued in exceptional cases upon presentation of evidence documenting the reason for the loss. The manner in which the loss of a student ID card is to be documented is specified in the Rector's Order.
8. Student ID cards remain valid no longer than until the date of completion of studies, suspension of student rights or removal from the student register and, in the case of graduates of first-cycle studies, until 31 October of the year in which they complete their studies.
9. A student's rights and obligations expire on the date of completion of studies or removal from the student register.
10. Upon graduation, a graduate receives a University diploma confirming completion of:
    1) first-cycle studies and the award of the professional title of "licencjat" or "inżynier";
    2) second-cycle studies and the award of the professional title of "magister" or "magister inżynier";
    3) long-cycle Master's studies and the award of the professional title of "magister".

§ 6

1. The Student Government represents the entire student body before the University authorities.
2. The relevant bodies of the Student Government are entitled to express their position on all matters concerning students.
3. The Regulations of the Student Government and any amendments thereto are adopted by the legislative body of the Student Government. The Regulations of the Student Government enter into force upon the Rector's confirmation of their compliance with the Act – Law on Higher Education and Science and the University Statute, within 30 days of their submission to the Rector.

& 7

1. The Rector is the superior of students at the University and exercises supervision over the University's teaching and research activities.
2. Decisions in individual student matters related to the course of study in a given field of study are made by the Dean under the authority granted by the Rector.

Chapter II

Organisation of Studies

§ 8

Studies are conducted in the Polish language or in a foreign language.

§ 9

The conditions and procedure for admission, as well as the modes of study offered in individual fields of study, are specified in a resolution of the University Senate, which is made publicly available no later than 30 June of the year preceding the academic year to which the resolution applies.

§ 10

1. The academic year begins on 1 October and ends on 30 September of the following calendar year. It consists of a winter semester and a summer semester.
2. The organisation of the academic year, including its division into semesters and the dates of classes and examination sessions, is determined by the Rector, after consulting the Student Government, no later than 1 May of the preceding academic year.
3. Classes may begin no earlier than 14 days before the beginning of the academic year.
4. The Dean determines and announces the detailed class schedule no later than 14 days before the commencement of classes for the relevant semesters, in accordance with the Rector's Order specifying the organisation of the academic year.
5. Breaks from classes are scheduled during the academic year on the dates specified in the Rector's Order concerning the organisation of the academic year.
6. The Rector may designate additional days or hours during the academic year on which no classes are held, referred to as Rector's Days or Rector's Hours.

§ 11

1. First-cycle studies, second-cycle studies and long-cycle Master's studies may be offered in full-time or part-time mode.
2. Full-time studies last:
   1) at least 6 semesters in the case of first-cycle studies;
   2) at least 7 semesters in the case of first-cycle engineering studies;
   3) from 3 to 5 semesters in the case of second-cycle studies;
   4) from 9 to 12 semesters in the case of long-cycle Master's studies;
3. Part-time studies may be longer than the corresponding full-time studies.

4. In the event of repeating a year of study, taking leave from classes, or taking the diploma examination after the completion of the final year of study, the maximum period for completing the study programme is extended accordingly.

§ 12

1. Studies are conducted in a specific field, at a specific level and with a specific profile, on the basis of a study programme which includes:
   1) the learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualifications System, taking into account the first-level universal characteristics specified in that Act and the second-level characteristics specified in the regulations issued pursuant to Art. 7 section 3 of this Act;
   2) a description of the process leading to the achievement of the learning outcomes;
   3) the number of ECTS credits assigned to individual courses.
2. The study programme for a given field of study may provide for specialities or specialisations.
3. During the academic year, following the completion of classes in each semester, two examination sessions are scheduled: a regular examination session and a resit examination session.
4. A study programme conducted in the Polish language may provide for selected courses to be taught in a foreign language.
5. The Dean, in consultation with the teacher conducting the course, may allow specific examinations, including diploma examinations, to be taken and diploma theses to be submitted in a foreign language

§ 13

1. A study programme with a practical profile provides for professional internships of at least:
   1) 6 months - in the case of first degree and uniform Master's studies; in the case of first-cycle studies and long-cycle Master's studies;
   2) 3 months – in the case of second-cycle studies;
   3) in fields of study subject to education standards – as specified in the applicable education standard.
2. The study programme specifies a list of compulsory courses, the completion of which is required for the successful completion of a given year of study or completion of studies, a sequential system of courses and examinations, and the requirement to complete professional internships, subject to section 1, or other courses of a specific nature.
3. The study programme may provide for the possibility of taking University-wide courses and elective courses in another unit of the University or at another university, including a foreign university, on the basis of agreements concluded by the University.

4. The requirements for completing courses are specified in the study programme and course descriptions (syllabi). At the first class, the teacher conducting the course informs students of the requirements for completing the classes comprising the course.
5. A student is required to attend classes in accordance with the study schedule.
6. A student is required to take course assessments and examinations and to comply with the rules applicable during such assessments and examinations, including the requirement to complete assessment and examination tasks independently.
7. The teacher conducting the course specifies in the syllabus the requirements, rules, form and conditions for admission to an examination or course assessment, in accordance with the study programme, and makes this information available in the relevant University IT system and at the first class of the course.

§ 14

1. Some of the learning outcomes specified in the study programme may be achieved through classes conducted using distance learning methods and techniques, with the use of infrastructure and software that enable synchronous and asynchronous interaction between students and persons conducting classes.
2. The conduct of classes using distance learning methods and techniques is governed by separate regulations.

§ 15

1. During the course of study, students are required to complete professional internships or other courses of a specific nature if they form part of the study programme.
2. The general rules for completing and obtaining credit for the activities referred to in section 1 are specified in the relevant Rector's Order on the Regulations on Student Professional Internships.
3. The duration, rules and form of professional internships, as well as the number of ECTS credits that a student is required to obtain for completing them, are specified in the study programme.
4. Where the study programme provides for compulsory professional internships, the Dean or a person designated by the Dean may, upon a student's written application and in accordance with the Regulations on Student Professional Internships, recognise all or part of the internship as completed if the student has performed work, irrespective of the nature of the legal relationship under which it was performed, that ensures the achievement of the learning outcomes specified in the study programme, in accordance with the professional internship course description (syllabus).
5. Section 4 applies accordingly to other compulsory courses of a specific nature.
6. A student may complete a professional internship during the academic year or during the summer vacation period.

7. In order to obtain credit for a professional internship, a student must complete the tasks specified in the internship programme and achieve the learning outcomes specified in the study programme.

Chapter III

European Credit Transfer and Accumulation System (ECTS) and the Transfer and Recognition of Courses Completed by a Student

§ 16

1. The University uses a credit system consistent with the standards of the European Credit Transfer and Accumulation System (ECTS). ECTS credits measure the average student workload required to achieve the learning outcomes.
2. ECTS credits are allocated for:
   1) the total student workload required to achieve the intended learning outcomes in terms of knowledge, skills and social competences assigned to individual courses included in the study programme, whereby the number of ECTS credits allocated is independent of the grade obtained;
   2) the preparation and submission of a diploma thesis,
   3) professional internships or other courses of a specific nature, where they form part of the study programme.
3. One ECTS credit corresponds to 25–30 hours of student workload, including classes organised by the University and the student's individual work related to those classes.

§ 17

1. In order to obtain ECTS credits, a student must successfully complete the relevant course in accordance with the requirements specified for that course and, where an examination or course assessment is graded, obtain at least a satisfactory grade.
2. In order to complete studies and obtain a diploma, a student must achieve the learning outcomes specified in the study programme to which at least the following number of ECTS credits have been assigned:
   1) 180 ECTS credits – in the case of first-cycle studies;
   2) 90 ECTS credits – in the case of second-cycle studies;
   3) 300 ECTS credits – in the case of long-cycle Master's studies lasting 9 or 10 semesters;
   4) 360 ECTS credits – in the case of long-cycle Master's studies lasting 11 or 12 semesters.
3. Where the total duration of part-time studies is longer than that of the corresponding full-time studies:

1) the total number of ECTS credits specified in the part-time study programme is equal to the number of ECTS credits specified in the corresponding full-time study programme;
2) the number of ECTS credits specified in the study programme for each semester and academic year of part-time studies is reduced accordingly.

§ 18

1. A student may apply for the transfer and recognition of ECTS credits obtained for courses and professional internships completed outside the University, including at foreign universities, or at the University while studying in another field of study.
2. The decision on the transfer and recognition of courses and professional internships is made by the Dean after reviewing the documentation submitted by the student concerning the course of studies completed outside the University or during studies at the University.
3. Courses and professional internships for which a student seeks transfer and recognition may be recognised provided that the learning outcomes achieved are found to correspond to the learning outcomes specified by the University for the relevant study programme.
4. If the decision is positive, the student is awarded the number of ECTS credits assigned to the learning outcomes achieved through the completion of the corresponding courses and professional internships at the receiving university, as specified in the study programme for the field of study to which the student has been admitted.

Chapter IV

Completion of Courses and Years of Study

§ 19

1. The basic unit of academic progression within the course of study is a year of study, with a semester serving as an auxiliary period. Successful completion of a year of study is confirmed by registration for the next year of study in the student's academic record.
2. In order to successfully complete a year of study and be registered for the next academic year, a student must pass all examinations and obtain credits for all courses required in the relevant assessment period.
3. In exceptional cases, the Dean may allow a student to complete a year of study outside the scheduled resit examination session, but no later than the end of the academic year for which the student has been registered.
4. Where the study programme for a given field of study provides for the completion of studies in the winter semester, a student is required to complete the final year of study no later than the end of the winter resit examination session (winter semester) in the relevant academic year.

§ 20

1. All classes conclude with either a course assessment or an examination on the dates specified in the examination session schedule, which is made available at least 14 days before the beginning of the session.
2. Irrespective of the mode of study, assessments and examinations are conducted in person.
3. The teacher conducting the course sets the dates of examinations and assessments during the examination session in accordance with the adopted organisation of the academic year and may, in consultation with the Dean, set additional examination dates outside the examination session, but no later than the end of the relevant academic year.
4. The teacher conducting the course specifies in the syllabus the requirements, rules, form and conditions for admission to an examination or assessment, in accordance with the study programme, and makes this information available in the relevant University IT system and at the first class of the course.
5. A student taking an examination or assessment is required to present a photographic identification document, in particular a student ID card. Failure to present such a document constitutes grounds for refusing the student permission to take the examination or assessment. Where a student is refused permission to take an examination or assessment, the person conducting the examination or assessment

records the student's absence in the student's academic record, and the absence is treated as unexcused.

6. One examination date referred to in section 1 should be scheduled during the regular examination session and one during the resit examination session. In the case of courses taught in the winter semester, the final examination or assessment date should be scheduled no later than by the end of the winter resit examination session, and in the case of courses taught in the summer semester, no later than the end of the summer resit examination session.

§ 21

1. The basis for successful completion of a course is the achievement of the intended learning outcomes, confirmed by a positive result in a test or another form of verification of the knowledge, skills and social competences acquired.
2. Examinations and assessments are conducted by the academic teacher conducting the course. In exceptional cases, examinations and assessments may be conducted by another academic teacher authorised by the Dean.

§ 22

1. A student who receives a failing grade during the regular examination session or, without a valid reason accepted by the Dean, fails to attend an assessment or examination may take the assessment or examination during the resit examination session.
2. Upon a student's application submitted within 7 days after the reason for the absence from an assessment or examination has ceased, the Dean may excuse the student's failure to attend the assessment or examination and, in consultation with the teacher conducting the course, set an additional assessment or examination date, but no later than the end of the relevant academic year. This also applies to a resit assessment or examination, subject to § 53 sections 5 and 6.
3. A passing grade obtained during the regular examination session may not be improved during the resit examination session.

§ 23

1. The teacher conducting the course may require students to register for individual assessment or examination dates. Registration lists may be closed no earlier than 3 days before the relevant assessment or examination date. Except in unforeseen circumstances, once registration has closed, a student may not register for or withdraw from a given date without the consent of the teacher conducting the course.
2. Assessments may be conducted during the final class of the course. Examinations are conducted during the examination session.

§ 24

1. A student's failure to meet the conditions for admission to an assessment or examination constitutes grounds for entering "NKL" (not classified) in the student's academic record. A student who has an "NKL" entry for at least one course is entitled to apply for conditional registration for the next year of study.
2. Failure to attend an assessment or examination on the first scheduled date without providing justification results in the loss of that attempt and constitutes grounds for entering "nb." (absent) in the student's academic record.
3. A student's absence from or failure to take an assessment or examination on the resit date results in the entry of "nb." (absent) in the student's academic record and requires the student to apply for conditional registration for the next year of study. If the student fails to submit an application for conditional registration, the Dean may decide to remove the student from the student register.
4. If a student has not provided justification for their absence on the first scheduled date, or the student's absence has not been accepted as justified by the Dean, and the student takes the assessment or examination for the first time on the resit date, the student is not entitled to another attempt.
5. Failure to take an assessment or examination is recorded in the student's academic record.

§ 25

1. The academic teacher informs students of the results of an assessment or examination within 7 days of the date on which the assessment or examination was conducted by entering the grades for the relevant course in the appropriate University IT system.
2. The teacher conducting the course is required to enter the grades in the relevant course assessment record available in the appropriate University IT system within 7 days of the assessment or examination date, but no later than the deadlines specified in the organisation of the relevant academic year.
3. In the case of written assessment and examination papers, a student has the right to review their work within 7 days of the date on which the assessment or examination results are announced.
4. Assessment and examination work is archived in accordance with separate regulations.

§ 26

1. Examinations and assessments in courses included in the study programme are graded, unless the study programme provides otherwise.
2. The following grading scale is used for examinations and assessments:
   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;

§ 27

1. The average grade for a given year of study or for the entire course of study is calculated as the arithmetic mean of all grades obtained by the student.
2. When calculating the arithmetic mean of grades, the grade obtained in the board examination is taken into account, while the grade subject to review under the procedure specified in § 33 of the Study Regulations is disregarded.
3. The result is rounded to two decimal places.
4. Courses completed with a pass without a grade are not taken into account when calculating the average grade.
5. For scholarship purposes, other methods of calculating the average grade may be used.
6. Where the average grade is calculated on the basis of grades obtained at another university using a grading scale from 2 to 6, the following conversion applies:

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

7. Where the arithmetic mean is calculated on the basis of grades awarded on a letter grading scale in another country, a transfer student is required to submit, together with the transcript, information on the descriptive or percentage interpretation assigned to each letter grade.

§ 28

The Dean confirms successful completion of a year of study on the basis of entries in the student's academic record confirming the achievement of the learning outcomes specified in the study programme and the number of ECTS credits required under the study programme for the relevant year of study.

§ 29

1. A student who has not passed all required assessments or examinations in the current academic year is conditionally registered for the next year of study. The student is required to submit an application to the Dean for conditional completion of the year by 15 July of the relevant academic year in order to be assigned to class groups, subject to § 31 section 2. Failure to submit the application by the specified deadline will result in removal from the student register.
2. A student who commenced studies as part of the winter admission process is required to submit the above application by the end of February.
3. The Dean grants permission for conditional registration for the next year of study if the student has obtained at least 50 ECTS credits by the deadline referred to in § 19 sections 3–4, provided that the ECTS credit deficit does not exceed 10 ECTS credits after each assessment period. Where a student repeats the first semester, they must obtain at least 15 ECTS credits.
4. Upon a student's application, the Dean may increase the permitted ECTS credit deficit on an individual basis, in particular where the deficit results in part from failure to complete a professional internship.
5. Repeating a course applies to the entire course and not to selected forms of classes.
6. The study programme may specify additional requirements for successful completion of a given year of study.
7. Successful completion of seminar classes or practical classes is a prerequisite for admission to the examination.
8. Successful completion of a course requires the student to obtain a passing grade in all forms of classes assigned to that course.

§ 30

1. A student who is conditionally registered for the next year of study is entitled to repeat the courses not successfully completed in the relevant year of study and to take the assessments and examinations for those courses the number of times provided for in the Study Regulations.
2. A student is required to attend the classes for which they have been conditionally registered. If the student is unable to attend these classes, they are required to contact the teacher conducting the course in the relevant semester by 15 October in the winter semester and by the end of February in the summer semester.
3. Formal completion of the year of study for which the student has been conditionally registered is possible only after the student has successfully completed all courses included in the study plan for the year of study not previously completed.

4. Failure to obtain the course credits referred to in section 2 within 14 days of the end of the resit examination session concluding the year of study results in a decision to remove the student from the student register. A year of study may be repeated upon the student's application, subject to § 31 section 2.

§ 31

1. Upon a student's application, the Dean grants permission to repeat a period of study not successfully completed where the student has failed to obtain the number of ECTS credits required for registration for the next year of study, has failed to meet the requirements referred to in § 19 section 2, or has failed to meet other requirements for successful completion of the relevant year of study as specified in the study programme.
2. A course may not be repeated during the same year of study, subject to section 3 below.
3. In particularly justified cases, the Dean may, once during the entire course of study, allow a student to repeat a course during the same year of study before the expiry of the deadlines referred to in § 19 sections 3–4.
4. In the cases referred to in section 1, the student is required to submit an application before the beginning of the academic year for which the student wishes to be registered.

§ 32

1. Where a student obtains more ECTS credits than required for successful completion of a given year of study, the surplus credits are counted towards the next year and subsequently towards further years of study at the same level of study, provided that they relate to courses included in the study programme.
2. In the event of repeating a year of study, resuming studies in the same field of study, or participating in a student exchange programme in which the University participates, a student is entitled to have a previously completed course and the ECTS credits obtained for it recognised within five years of the date on which the course was completed.
3. Upon a student's application, the Dean may approve the recognition of a previously completed course and the ECTS credits obtained for it within the period referred to in section 2, also where the student undertakes additional studies in another field of study or specialisation, changes the field of study or specialisation, completes courses in another field of study or specialisation or at another university, or is readmitted to studies.
4. In the case referred to in section 3, the Dean makes the decision in consultation with the Study Programme Director, after reviewing the student's academic record and taking into account the study programme applicable to the relevant field of study, even where it differs from the study programme applicable to the student's previous field of study or specialisation. Where study programme differences are identified, in particular those resulting from differences in learning outcomes, the Dean may determine a lower number of ECTS credits to be recognised or may decide not to recognise the course at all.

5. A course referred to in section 2 may count towards successful completion of a year of study provided that it is included in the study programme applicable in the relevant academic year.
6. The Dean may approve the recognition of a course and a specified number of ECTS credits even after the expiry of the period specified in section 2, in particular where the learning outcomes achieved are found to correspond to the applicable learning outcomes.

§ 33

1. The Dean may order a board examination where justified concerns have arisen regarding the procedure or form of the examination, the impartiality of the person conducting it, or the manner in which the assessment or examination was conducted.
2. An application for a board examination may be submitted by the student, a body of the Student Government, or the person conducting the examination within 5 days of the date on which the examination results are announced. The application must provide detailed grounds for the concerns raised.
3. A board examination is conducted within 2 to 14 days of the date on which it is ordered.
4. The Examination Board consists of a Chair and two members appointed by the Dean from among academic teachers representing a specialisation or speciality that is the same as or related to the subject of the board examination. In justified cases, the Dean may appoint additional members to the Examination Board.
5. At the student's request, the year tutor or specialisation tutor, a representative of the Student Government, or the Academic Ombudsman may also attend the board examination as an observer. The academic teacher who awarded the grade being reviewed under the board examination procedure may also attend as an observer.
6. The form and date of the board examination are determined by the Dean in consultation with the Chair of the Examination Board. A record of the board examination is drawn up.
7. The grade obtained by the student in the board examination is final.
8. A passing result in the board examination is taken into account as a basis for successful completion of the relevant year of study even where the examination is conducted after the expiry of the deadlines referred to in § 19 sections 3–4 of the Study Regulations.
9. Sections 1–8 apply accordingly to course assessments.

Chapter V

Terms and Conditions of Study under Individual Organisation of Studies

§ 34

1. A student may study under an Individual Organisation of Studies (IOS). An Individual Organisation of Studies does not shorten the duration of studies.
2. An individual mode of study may not result in lower academic requirements and must ensure the achievement of the learning outcomes specified in the study programme.
3. Upon a student's application, the Dean may grant permission to study according to an Individual Organisation of Studies and determine the detailed rules applicable to it.
4. An Individual Organisation of Studies includes:
   1) an individual study programme pursued in cooperation with an academic supervisor; or
   2) an individual study plan; or
   3) an individual mode and schedule for completing courses; or
   4) an individual mode of study intended for students with disabilities or chronic illnesses.
5. An Individual Organisation of Studies is granted in particular to:
   1) students with outstanding academic performance;
   2) students undertaking a period of study at another university in Poland or abroad;
   3) students with disabilities or chronic illnesses;
   4) pregnant students and students who are parents;
   5) students admitted to studies on the basis of recognition of prior learning outcomes;
   6) students in other circumstances considered by the Dean to be of particular importance to the student.
6. Students demonstrating outstanding academic performance, i.e. achieving an average grade of at least 4.5, may, after successfully completing the first year of study, study according to the Individual Organisation of Studies referred to in section 4 point 1.
7. An application for the Individual Organisation of Studies referred to in section 4 point 1, containing a proposed individual study programme, is reviewed by an academic supervisor designated by the Dean. The individual study programme must meet the requirements arising from the learning outcomes specified for the relevant field of study.
8. When granting permission for the Individual Organisation of Studies referred to in section 4 point 1, the Dean approves the individual study programme and appoints an academic supervisor for the student.
9. Pregnant students and students who are parents have the right to study according to an Individual Organisation of Studies until the completion of their studies.
10. Persons granted the Individual Organisation of Studies referred to in section 5 point 5 are admitted to studies following a formal process of verification of learning outcomes

achieved outside the higher education system, enabling them to undertake studies at the University in accordance with the rules adopted by the University Senate.

11. Where a student fails to comply with the established rules for studying according to an Individual Organisation of Studies or fails to make satisfactory academic progress, the Dean may withdraw permission for the Individual Organisation of Studies, either on the Dean's own initiative or upon the application of the academic supervisor.
12. A student studying under an Individual Organisation of Studies completes assessments and takes examinations on dates individually agreed with the teachers conducting the courses, within the relevant semester. In justified cases, upon the student's application, the Dean may allow the assessments and examinations to be postponed to the following semester or exempt the student from the obligation to attend classes. Courses from subsequent years of study may be completed only after the student has successfully completed the year of study in which they are currently enrolled.

Chapter VI

Change of Mode, Field and Specialisation of Study and Concurrent Studies

§ 35

1. A student may change the mode, field or specialisation of study with the consent of the Dean.
2. The change referred to in section 1 requires a written application to be submitted by the student to the Dean no later than 14 days before the beginning of the academic year or, in exceptional cases, before the beginning of the semester.
3. Where the Dean grants permission for the change, the student is required to make up any study programme differences specified by the Dean resulting from the change of field, specialisation or mode of study.

§ 36

A student may transfer to another university after fulfilling all obligations arising from these Study Regulations.

§ 37

1. A student of another university, including a foreign university, may, with the consent of the Dean, transfer to the University without undergoing 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 together with documents confirming the course of their studies to date and a description of the learning outcomes achieved.
3. Sections 1 and 2 apply accordingly to a change of field of study or specialisation within the University.

§ 38

1. After completing the first year of study, a student may study in more than one field of study (concurrent studies). The additional field of study may be pursued under an Individual Organisation of Studies, in accordance with the rules determined by the Dean.
2. A student pursuing concurrent studies prepares a separate diploma thesis and takes a separate diploma examination for each field of study.
3. The tuition fee for an additional field of study is determined individually by the Financial Director. The amount of the tuition fee depends on the scope of the study programme pursued in the additional field of study. The amount of the tuition fee depends on the scope of the study programme pursued in the additional field of study.

Chapter VII

Studies Based on the Recognition of Prior Learning Outcomes

§ 39

1. For a student admitted to studies on the basis of recognition of prior learning outcomes, the Dean determines an individual study plan covering the entire remaining period of study, which is pursued under an Individual Organisation of Studies.
2. In the decision granting an individual study plan, the Dean specifies:
   1) the courses or parts thereof included in the study programme that are recognised as completed on the basis of recognition of prior learning outcomes, together with the corresponding number of ECTS credits;
   2) the detailed study plan, including the semester and academic year in which the student commences studies;
   3) the academic supervisor,
   4) the organisation of studies.
3. The grading scale specified in § 26 section 2 applies to the courses referred to in section 2 point 1. These grades are included in the calculation of the average grade for the entire course of study.
4. The academic supervisor provides the student with assistance and guidance in completing the study programme.
5. The detailed procedure for the recognition of prior learning outcomes is specified in a separate resolution of the University Senate.

Chapter VIII

Leave from Classes

§ 40

1. A student is entitled to leave from classes in the event of:
   1) a disability;
   2) an illness preventing the student from attending classes;
   3) the birth of a child or the need to care for a child;
   4) departure for studies or internships abroad;
   5) other important circumstances recognised by the Dean.
2. Leave from classes is granted by the Dean upon the student's application.
3. A student may apply for leave from classes immediately after the circumstances giving rise to the leave occur.
4. Leave from classes may not be granted retrospectively or during an examination session, unless the circumstances justifying the leave arose before or during the examination session.
5. Leave from classes may be granted for a period not exceeding one year.
6. The granting of leave from classes is confirmed by an entry in the student's academic record.
7. Pregnant students and students who are parents are entitled to leave from classes, including leave from classes with the possibility of undergoing verification of the learning outcomes specified in the study programme.
8. The verification of learning outcomes referred to in section 7 consists in determining, in the manner specified in the course description (syllabus), whether the student has achieved the learning outcomes specified in the study programme for the relevant course.
9. Students who are parents must submit an application for the leave referred to in section 7 within one year of the child's birth.
10. The leave referred to in section 7 is granted:
    1) to pregnant students – for a period ending on the date of the child's birth;
    2) to students who are parents – for a period of up to one year.
11. If the leave referred to in section 8 ends during a semester, the Dean, upon the application of the student, extends the leave until the end of that semester.

§ 41

1. In exceptional cases, a student may, with the consent of the Dean, take short-term leave from classes for a period of less than one semester.

2. The Dean's Office confirms the granting of short-term leave from classes by issuing a certificate enabling the student to justify their absence from compulsory classes.
3. In other cases, a student must justify a shorter absence from compulsory classes in a manner agreed with the academic teacher conducting the classes.

§ 42

1. During leave from classes, a student retains student rights, with the exception of the right to receive financial aid, unless the regulations governing such aid provide otherwise.
2. In justified cases, the Dean may allow a student to complete part of the study programme during leave from classes, including attending classes and completing courses, subject to payment terms determined individually by the Financial Director, taking into account the number of courses taken by the student
3. During leave from classes, a student is not required to pay the tuition fee, except in the case referred to in section 2 and in the case of a student who has been granted leave from classes with the possibility of undergoing verification of the learning outcomes specified in the study programme.

§ 43

A student is required to report to the Dean's Office no later than 14 days before the end of the leave period in order to register for the next year of study. Failure to report within this period is deemed to constitute failure to resume studies and results in removal from the student register.

Chapter IX

Removal from the Student Register, Readmission to Studies and Resumption of Studies

§ 44

1. A student shall be removed from the student register in the event of:
   1) failure to commence or resume studies
   2) resignation from studies;
   3) failure to submit the diploma thesis or take the diploma examination within the specified time limit;
   4) imposition of the disciplinary penalty of expulsion from the University.
2. A student may be removed from the student register in the event of:
   1) failure to attend compulsory classes;
   2) lack of satisfactory academic progress;
   3) failure to successfully complete a semester or year of study within the specified time limit;
   4) failure to pay fees related to studies.
3. Failure to commence or resume studies, as referred to in section 1 point 1, is established by the Dean where the student has failed to take the student oath or in the case referred to in § 43.
4. Lack of satisfactory academic progress is established where the extent to which the study programme has been completed precludes successful completion of the year of study, unless the student is entitled to repeat the year of study.
5. Removal from the student register is effected by way of an administrative decision. A decision on removal from the student register is made by the Dean acting under the authority granted by the Rector.
6. A student may submit an application to the Rector for reconsideration of a decision made by the Dean under the authority granted by the Rector within 14 days of the date of service of the decision on removal from the student register. The Rector's decision is final.

§ 45

1. A student who has been removed from the student register during the first year of study may be readmitted to studies under the general admission rules, provided that all financial obligations towards the University have been settled.
2. A person who has been removed from the student register after successfully completing at least the first year of first-cycle studies, second-cycle studies or long-cycle Master's

studies may apply to resume studies in the year following the last successfully completed year of study.

3. A student who has been removed from the student register and has fulfilled all previous obligations towards the University may apply to resume studies within five (5) years of the date of removal from the student register.
4. A person resuming studies must meet all requirements applicable to admission to studies, as well as any additional conditions for resumption of studies specified by the Dean.
5. A student must submit their resignation from studies in writing; otherwise, the resignation is invalid.
6. Upon the application of a person removed from the student register during the second or a subsequent year of study, the Dean may grant permission to resume studies in the relevant field of study or specialisation, unless the person was removed from the student register as a result of the disciplinary penalty of expulsion from the University.
7. In the case referred to in section 6, the Dean determines the number of ECTS credits to be recognised and the semester for which the person resuming studies is registered, taking into account any identified study programme differences.
8. In determining the number of ECTS credits, the Dean takes into account the study programme applicable in the relevant academic year to the relevant field of study or specialisation. Where study programme differences are identified, the Dean may determine a lower number of ECTS credits to be recognised or may decide not to recognise the completion of a given course at all.
9. Studies may be resumed in the field of study from which the person was previously removed from the student register, provided that the field of study is still offered by the University. If that field of study is no longer offered, studies may, upon the person's application, be resumed in another field of study offered by the University.
10. A person who has fulfilled all the requirements specified in the study programme, with the exception of successful completion of the diploma seminar due to failure to submit the diploma thesis required by the study programme, may, within two years of the date of removal from the student register, apply to resume studies without being required to make up study programme differences. The Dean, in consultation with the thesis supervisor, may determine individual requirements for successful completion of the diploma seminar. In the event of subsequent removal from the student register, studies may be resumed again provided that the person makes up any study programme differences.
11. Section 10 applies accordingly to students who have been removed from the student register due to failure to take the diploma examination within the specified time limit and who submit an application to resume studies within two (2) years of the date of removal from the student register.

12. A person resuming studies may be required to supplement their personal file in order to bring the documentation into compliance with the requirements applicable on the date of resumption of studies.

Chapter X

Diploma Theses, Diploma Examinations and Completion of Studies

§ 46

1. The requirements for completion of studies are passing the diploma examination and obtaining a passing grade for the diploma thesis in second-cycle studies and long-cycle Master's studies and, where required by the study programme, in first-cycle studies.
2. The requirements for completion of studies in fields of study subject to education standards are specified in separate regulations.
3. A diploma thesis is an independently prepared study of an academic, artistic or practical issue, or an independent technical or artistic achievement, demonstrating the student's general knowledge and skills related to studies in the relevant field, at the relevant level and profile, as well as the ability to analyse and draw conclusions independently.
4. A diploma thesis may take the form of a project carried out for the needs of the private sector, public administration, a non-governmental organisation or a local community.

§ 47

1. A student prepares a Bachelor's/Engineering diploma thesis under the supervision of a thesis supervisor.
2. In fields of study with a practical profile, the supervisor of a Bachelor's or Engineering diploma thesis may hold a Master's degree (or Master of Engineering degree), provided that they have significant practical experience in the field relevant to the diploma thesis.
3. A student prepares a Master's thesis under the supervision of a person holding at least a doctoral degree.
4. Thesis supervisors are appointed by the Dean.
5. Upon a student's application, the Dean may appoint a different thesis supervisor.

§ 48

1. A student has the right to choose a diploma seminar.
2. In exceptional cases, including where the number of students registered for a particular diploma seminar is low, the diploma thesis may be prepared under the individual supervision of a thesis supervisor.
3. A diploma thesis may be prepared by more than one student, provided that the parts prepared independently by each student can be clearly identified, allowing the contribution and substantive merit of each student's work to be assessed.

§ 49

1. A student is required to submit the final version of the diploma thesis, approved by the thesis supervisor, in electronic form by the deadlines specified in the Rector's Order for the relevant academic year. The student submits the diploma thesis by uploading it to the Diploma Thesis Archive (APD module), the electronic system for the submission and archiving of diploma theses.
2. Submission of the diploma thesis is a prerequisite for successful completion of the diploma seminar or other courses leading to the submission of the diploma thesis.
3. In the case referred to in § 19 section 4, a student is required to submit the final version of the diploma thesis, approved by the thesis supervisor, in electronic form by the deadlines specified in the Rector's Order for the relevant academic year. Submission of the diploma thesis is a prerequisite for successful completion of the diploma seminar or other courses leading to the submission of the diploma thesis.
4. The diploma examination should be held within the time limit specified in the Rector's Order concerning the organisation of the relevant academic year. In justified cases, the Dean may extend this deadline.
5. Upon the application of a student who has successfully completed all courses included in the study programme, with the exception of the diploma seminar, the Dean may, in exceptional cases, extend the deadline for submission of the diploma thesis.
6. Detailed rules governing the diploma process are set out in the Terms and Conditions of Awarding Diplomas.

§ 50

1. A student submits the diploma thesis after obtaining the thesis supervisor's approval for its submission. Detailed rules for uploading the diploma thesis to the APD module are specified in the Regulations on the Diploma Process.
2. The diploma thesis is assessed by the reviewer and the thesis supervisor using the appropriate assessment form.
3. The review of the diploma thesis is prepared by an academic teacher appointed by the Dean. In the case of a diploma thesis prepared at the request of an external organisation as part of cooperation with the professional sector, the commissioning organisation additionally provides an opinion on the practical value of the thesis. This opinion is taken into account in the final assessment of the diploma thesis.
4. The reviewer of a diploma thesis must hold at least a doctoral degree. In fields of study with a practical profile, the reviewer of a Bachelor's or Engineering diploma thesis may hold a Master's degree (or Master of Engineering degree), provided that they have significant practical experience in the field relevant to the diploma thesis.
5. The thesis supervisor and the reviewer assess the diploma thesis according to the grading scale specified in § 26 section 2 of the Study Regulations. The final grade taken into account in calculating the overall result of studies is the arithmetic mean of these grades.

6. A student has the right to be informed of the grade awarded to the diploma thesis and to read the review at least 3 days before the diploma examination.
7. Where the reviewer awards a failing grade, the Dean appoints an additional reviewer. The second review is treated as final.
8. Two negative reviews of the diploma thesis require the student to obtain a passing grade for the diploma seminar in the final semester of study again.
9. Where a reviewer awards a second failing grade to the diploma thesis, the student may apply to repeat the diploma seminar course.
10. In the case referred to in section 7, the diploma thesis receives a passing grade if the additional reviewer awards it at least a satisfactory grade. The final grade for the diploma thesis is the arithmetic mean of the passing grades awarded by the thesis supervisor and the reviewer or reviewers.

§ 51

1. A student may be admitted to the diploma examination provided that they have:
   1) obtained passing grades in the courses included in the study programme, confirming the achievement of the intended learning outcomes, and obtained the required number of ECTS credits specified in § 17;
   2) successfully completed professional internships or other courses of a specific nature, where they are included in the study programme;
   3) where required by the study programme, obtained passing grades for the Bachelor's/Engineering diploma thesis or Master's thesis from the thesis supervisor and the reviewer and, where applicable, obtained a positive opinion from the entity that commissioned the practical diploma thesis;
   4) obtained a passing grade in the final practical examination, where such an examination is required by the study programme;
   5) settled all obligations towards the University, including financial obligations and obligations towards the University Library, and submitted a clearance form and other required documents to the Dean's Office.

§ 52

1. The diploma examination is conducted by an Examination Board appointed by the Dean, consisting of a Chair and two members.
2. Where the study programme requires the preparation of a diploma thesis, the Examination Board consists of the thesis supervisor and the reviewer as members of the Board, and the Chair of the Board.
3. In justified cases, the Dean may appoint additional members to the Examination Board.
4. Where a member of the Examination Board is unable to participate in the diploma examination, the Dean appoints another person as a replacement.

§ 53

1. The diploma examination is an oral examination.
2. The questions asked by the members of the Examination Board concern the subject matter of the diploma thesis, where the study programme requires its preparation, and the content of the study programme.
3. In order to obtain a passing grade in the diploma examination, a student must obtain at least a satisfactory grade for each question asked by the members of the Examination Board. The grade for the diploma examination is determined by the Chair as the arithmetic mean of the grades awarded for the individual questions, after consulting the members of the Examination Board, in accordance with the grading scale specified in § 56.
4. A record of the diploma examination is drawn up in accordance with the rules specified in separate regulations.
5. Where a student obtains a failing grade in the diploma examination or fails to take the examination without a justified reason, the Dean sets a second and final examination date.
6. The second examination may be conducted no earlier than 1 month and no later than 3 months after the first examination date. Where a student obtains a failing grade in the diploma examination conducted on the resit date, the student is removed from the student register.

§ 54

1. The Dean may approve an open diploma examination upon a written application stating the grounds for the request, submitted by the student or the thesis supervisor. An open diploma examination is conducted according to the same procedure and rules as a closed diploma examination.
2. The application must be submitted by the student when submitting the diploma thesis to the Dean's Office. The application must specify the persons who, at the request of the student or the thesis supervisor, may attend the diploma examination.
3. Information on an open diploma examination is posted on the notice board at least one week before the examination date.
4. Persons attending an open diploma examination are not entitled to ask the student taking the examination any questions.

§ 55

1. The requirements for completion of studies are passing the diploma examination and obtaining an overall result of studies of at least satisfactory.
2. The date of completion of studies is the date on which the diploma examination is passed.

§ 56

1. The overall result of studies is the sum of:
   1) the arithmetic mean of all grades obtained in examinations and assessments in accordance with the study programme, calculated in accordance with § 27 and multiplied by a coefficient of 0.60;
   2) the arithmetic mean of the grades awarded for the diploma thesis by the thesis supervisor and the reviewer and, where applicable, by the entity that commissioned the practical diploma thesis, multiplied by a coefficient of 0.20;
   3) the diploma examination grade multiplied by a coefficient of 0.20.
2. Where the study programme does not require the preparation of a diploma thesis, the overall result of studies is the sum of:
   1) the arithmetic mean of all grades obtained in examinations and assessments in accordance with the study programme, calculated in accordance with § 27 and multiplied by a coefficient of 0.60;
   2) the diploma examination grade multiplied by a coefficient of 0.40.
3. Where the study programme provides for a practical examination, the overall result of studies is the sum of:
   1) the arithmetic mean of all grades obtained in examinations and assessments in accordance with the study programme, calculated in accordance with § 27 and multiplied by a coefficient of 0.50;
   2) the arithmetic mean of the grades awarded for the diploma thesis by the thesis supervisor and the reviewer and, where applicable, by the entity that commissioned the practical diploma thesis, multiplied by a coefficient of 0.20;
   3) the practical examination grade multiplied by a coefficient of 0.20;
   4) the diploma examination grade multiplied by a coefficient of 0.10.

§ 57

1. Upon completion of the full study programme, a student is awarded the professional title appropriate to the relevant level, field and specialisation of study and becomes a graduate of the University.
2. Within 30 working days of the date of completion of studies, the University issues the graduate with a diploma confirming completion of studies and a Diploma Supplement, together with two copies of each.

§ 58

1. The final result of studies entered on the diploma confirming completion of studies is rounded to a grade in accordance with the following scale and rules:

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 result of studies is stated to two decimal places.

Chapter XI

Classes, Assessments and Diploma Examinations in a Foreign Language

§ 61

1. The decision to conduct studies in a foreign language is made by the Rector.
2. Where studies are conducted in a foreign language, all forms of classes, assessments and examinations are conducted in that language. The diploma thesis is also prepared and the diploma examination conducted in that language.
3. The study programme for studies conducted in a foreign language is identical to the study programme for studies conducted in Polish.

Chapter XII

Terms and Conditions for Pursuing Studies by Students with Disabilities or Special Educational Needs

§ 60

The University authorities take measures to ensure equal opportunities for students with disabilities or special educational needs to complete the study programme, taking into account the degree and nature of the disability or special educational needs and the specific characteristics of the relevant field of study and specialisation.

§ 61

1. The students referred to in § 60 include persons:
   1) with disabilities or special educational needs who hold a valid disability certificate or an equivalent document;
   2) with chronic illnesses who do not hold a disability certificate and whose health circumstances are confirmed by the documentation submitted;
   3) whose sudden illness or accident results in a temporary inability to participate fully in classes, where such circumstances are confirmed by the medical documentation submitted.

§ 62

1. All alternative arrangements applied during the course of study for students with disabilities or special educational needs are intended to ensure equal opportunities for the completion of studies in the relevant field and at the relevant level, while maintaining the principle that academic requirements for these students must not be reduced.
2. Where a student's disability or special educational needs prevent the student from participating directly in classes, the Dean may, upon the student's application:
   1) permit a higher number of absences from classes;
   2) grant an Individual Organisation of Studies;
   3) permit a change in the form of assessment.
3. Where justified by the nature of the disability or special educational needs, the Dean may, upon the student's application, allow arrangements involving the participation of third parties in classes, in particular a personal assistant for a student with a disability.
4. Where audio or audio-visual recording devices are used during classes, the student is required to submit a written declaration that they will not infringe copyright in works created during those classes and will use the recorded materials exclusively for personal use.

§ 63

1. In order to adapt the form or manner of an examination, the Dean may allow a student with a disability to:
   1) have the duration of the examination extended;
   2) use of additional teaching aids;
   3) use an alternative form of recording the examination;
   4) change the form of the examination from written to oral or from oral to written;
   5) have third parties present during the examination, in particular a personal assistant for a student with a disability;
   6) change the location of the examination.
2. Section 1 applies accordingly to course assessments.
3. Where a student's disability, special educational needs or illness limits their ability to participate fully in in-person classes, including their ability to take examinations and complete assessments, the student may apply for the Individual Organisation of Studies referred to in § 34 section 4 point 4.
4. The students referred to in section 1 include persons:
   1. holding a valid disability certificate or an equivalent document;
   2. whose sudden illness or accident results in a temporary inability to participate fully in classes, where such circumstances are confirmed by a medical certificate submitted by the student.
5. The forms of support provided under the Individual Organisation of Studies for students with disabilities, special educational needs or chronic illnesses are specified in separate Rector's Orders.

Chapter XIII

Cooperation with Secondary Schools

§ 64

1. Exceptionally gifted secondary school students may participate in classes provided for in the course of study in a field of study corresponding to their talents.
2. Participation in classes by the students referred to in section 1 is subject to the conclusion of an appropriate agreement governing cooperation between the Rector and the head of the relevant school.
3. The agreement specifies, in particular, the types of classes in which the students will participate, the manner in which their achievements will be documented, and the procedure and conditions for the use of those achievements.
4. The University may grant patronage to a school or class on the basis of a separate agreement.

Chapter XIV

Awards, Distinctions and Disciplinary Responsibility

§ 65

1. Students who demonstrate outstanding academic performance and exemplary fulfilment of their obligations may be granted awards and distinctions by the Rector of the University, the Dean, or external institutions at the University's request.
2. Information on an award or distinction granted to a student is included in the student's personal file.

§ 66

1. A diploma with distinction is awarded to graduates who:
   1) have completed their studies within the time limit referred to in § 49, in accordance with the study programme, with an average grade of at least 4.76;
   2) have passed the diploma examination with a very good grade;
   3) have obtained a very good grade for the diploma thesis, where the study programme requires the preparation of a diploma thesis.
2. The Rector may award a distinction to a graduate who does not meet the requirements specified in section 1, upon an application from the Examination Board conducting the diploma examination, submitted to the Rector with justification by the Chair of the Examination Board.

§ 67

The disciplinary responsibility of students is governed by separate regulations.

Chapter XV

Transitional and Final Provisions

§ 68

1. For students admitted from the 2025/2026 academic year onwards, the average grade for a given year of study or for the entire course of study is calculated as the arithmetic mean of all grades obtained by the student. For students admitted in earlier academic years, a weighted average applies.
2. The course of study is documented in the University's electronic system.
3. The Dean's consent to conditional registration and for an Individual Organisation of Studies is recorded in the student's academic record.

§69

1. In individual student matters, decisions at first instance are made by the Dean, unless the Study Regulations or separate regulations provide otherwise.
2. The Dean may authorise the Vice-Dean, the Director of the Study Programme, or the Head of another organisational unit to take decisions in matters provided for in these Study Regulations. The Dean is required to inform the Rector without undue delay of any authorisations granted.
3. A decision of the Dean or a person authorised by the Dean in an individual student matter, made exclusively on the basis of these Study Regulations or other internal regulations of the University, may be appealed against to the Rector. The Rector's decision is final and no further appeal may be made.
4. An appeal must be submitted in writing through the body that issued the contested decision within 14 days of the date of its service.
5. Administrative decisions on removal from the student register are made by the Dean under the authority and on behalf of the Rector.
6. In matters concerning the rules and procedure for pursuing studies that are not governed by these Study Regulations, decisions are made by the Rector.

§ 70

1. These Study Regulations enter into force on 1 October 2026.
2. On the date these Study Regulations enter into force, the Terms and Conditions of Study adopted by Resolution No. 1/29.04/2025 of the Senate of Vistula School of Hospitality of 29 April 2025 cease to have effect.

§ 71

In matters not governed by these Study Regulations, the provisions of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) shall apply.