

**WSG University**



**ACADEMIC  
REGULATIONS**

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## GENERAL PROVISIONS

### § 1

1. The provisions of the Terms and Conditions of Study, hereinafter referred to as the Regulations, apply to students of the WSG University, hereinafter referred to as the “University”. They define the rules of studying in the various forms and systems of study, including the regulation of the rights and obligations of students and the obligations of the University's employees related to a given form of study.
2. The Regulations apply to first-cycle, second-cycle and unified master's degree programs, hereinafter referred to as “studies”, corresponding to the 6th and 7th levels of the European Qualifications Framework.
3. The organization of studies and the related rights and obligations of students may also be defined by agreements concluded with other entities.
4. Terms used in Academic Regulations have following meaning:
  - 1) Diplomatorium – a ceremony of awarding diplomas to graduates of the University, which may be accompanied, in some fields of study, by a symbolic admission to a group of professionals. Diplomatorium may be accompanied by graduation as a ceremony held after the student has passed the required examinations and credits, but before receiving the diploma, at which the student receives a congratulatory letter from the University Authorities,
  - 2) Learning outcomes – The body of knowledge, skills and social competences necessary for the completion of studies at a given level, field of study and educational profile obtained in the process of studying/outside the system of studies,
  - 3) Exam – one of the forms of verification of learning outcomes obtained in the forms of classes, subjects or learning module, implemented separately during the credit session, excluding the diploma exam,
  - 4) Diploma exam – a graduation exam to verify the learning outcomes achieved in the course of study,
  - 5) Examiner – the instructor of the subject/form of the course and/or who conducts an exam or passes the subject,
  - 6) Learning module – a group of subjects to which the assumed learning outcomes and the number of ECTS points are assigned,
  - 7) Field of study/specialization of studies – an element of the educational offer that includes a description of knowledge, skills and social competencies relating to the learning outcomes of the fields of study, forming a coherent silhouette of the graduate,
  - 8) Supervisor – a person under whose guidance the student prepares the thesis/engineering project,
  - 9) Opinion maker – the person who reviews the thesis/engineering project,
  - 10) Study plan – a list of all forms, subjects or learning module, including internships and other classes that a student pursues during the period of study, along with the number of hours allocated for their realization, the number of ECTS points, divided into stages in accordance with the organization of the academic year adopted at the University,

- 11) Confirmation of learning outcomes – the process of verification of learning outcomes in terms of knowledge, skills and social competencies, obtained outside the system of studies,
- 12) Recruitment process – a formalized process for the recruitment of candidates for study. It is accompanied by a qualification process culminating in an oath of office
- 13) Flexible Study Programme – a formula for the individualisation of the study process, comprising an Individual Organisation of Study (IOS), an Individual Study Path (ÍSS) and an Individual Plan and Programme of Study (IPP). Detailed information is contained in the University's internal regulations
- 14) The course programme – a description of the learning outcomes in terms of knowledge, skills and social competences, the content of teaching, the conditions for passing and the methods of verifying the outcomes, as well as a list of compulsory and supplementary literature,
- 15) Study programme – a description of the educational process leading to the achievement of the expected learning outcomes, including in particular the subjects/ learning module with the number of ECTS credits allocated to them and the educational content, the study plan and the method of verification of the outcomes,
- 16) Supervisor – a person who supervises a student preparing his/her diploma thesis (Bachelor's, Master's),
- 17) Subject – a teaching unit comprising one or more forms of courses, the learning outcomes assigned to them and the ECTS credits reflecting the student's workload,
- 18) Enrolment – the process of submitting documents to the University confirming one's willingness to undertake a course of study, ending with placement on the list of students.
- 19) ECTS points – points defined in the European Credit Transfer and Accumulation System as a measure of the average workload of a student necessary to achieve the expected learning outcomes,
- 20) Reviewer – a person who assesses a diploma thesis (bachelor's, master's),
- 21) Academic year - a unit of measurement of learning and teaching time, covering the period from 1 October to 30 September, which is divided into 2 semesters. The University Statute may provide for a detailed division of the academic year within semesters,
- 22) Student year – a unit of measurement of time, defining the status of study, acquisition of entitlements concerning studies, beginning with the signing of the study agreement and oath and continues until the end of the academic year.
- 23) Course timetable – the timetable of the organization of courses for each field of study, level and profile of study and year of study,
- 24) Assessment and examination session – a period of time set aside in the organization of the academic year for the completion of courses, including the submission of examinations in courses,
- 25) Statute – the Statute of the WSG University,

- 26) Degree programme – an area/specialisation of study and a profile of education in all fields, levels, forms and systems of study provided by the University,
- 27) Study system – the way in which courses are organised on a full-time and part-time basis,
- 28) Act – the Act of 20 July 2018. – Law on Higher Education and Science (Journal of Laws No. 2018, item 1668 as amended),
- 29) Recognition of learning outcomes – the process of verifying the learning outcomes in terms of knowledge, skills and social competences, obtained as part of education in the formal system,
- 30) Learning activities – lectures, exercises, workshops, laboratory classes, internships and other forms specified in the study plan, including classes using methods and techniques of distance education, conducted with the participation of the direct instructor,
- 31) course credit – a method of verifying the learning outcomes achieved by a student in a given form of study, conducted during a course or credit session.

## § 2

1. The Rector is the superior authority of all students of the University.
2. A student has the right to appeal against decisions in matters covered by the Regulations to the Rector as the superior of all students, submitted no later than 14 days from the date of delivery of the decision.

## § 3

1. Recruitment for studies is conducted for a given academic year. Detailed rules of recruitment are laid down by the Senate of the University.
2. A student of the University becomes a person who:
  - 1) has been positively verified through the recruitment and qualification process,
  - 2) has been included in the list of candidates accepted for studies,
  - 3) has taken the following oath in writing:  
‘In the presence of all assembled, I solemnly swear: to conscientiously acquire knowledge and skills, to persistently pursue the truth, to observe the rules of social coexistence, to care for the dignity of the student and the good name of the WSG University.’
3. A student of the University may also become a student following:
  - 1) transfer from another Polish or foreign higher education institution,
  - 2) confirmation of learning outcomes.
4. It is permissible to grant the status of an auditor. The detailed rules for granting auditor status, as well as the rights and obligations associated with it, are specified in separate internal regulations.

## § 4

1. Studies at the University are subject to tuition fees.
2. The University charges tuition and other fees related to the course of study, not exceeding the actual costs incurred.

3. The University guarantees fixed tuition fees for individual study cycles, subject to fee indexation in accordance with the inflation rate.
4. The University may increase the amount of fees once per academic year, by no more than the general consumer price index for the previous calendar year, as announced by the President of the Central Statistical Office, pursuant to Article 94(1)(1)(a) of the Act of December 17, 1998, on Pensions and Disability Pensions from the Social Insurance Fund (Journal of Laws of 2022, items 504, 1504, and 2461).
5. The University establishes scholarship funds and discount programs.
6. Tuition fees are specified in the Tuition Fee Regulations.za studia.

#### § 5

1. A student has the right to submit applications regarding the adaptation of their studies to individual interests, professional needs, and organizational capabilities, in accordance with the provisions of these Regulations.
2. Two types of applications are distinguished: requests and declarations.
3. A declaration is a unilateral statement of intent made by the student, resulting in specific effects as provided in the Study Regulations and the Tuition Fee Regulations.
4. A request is an application requiring a decision from the Dean or the Rector.
5. The University accepts two equivalent forms of application submission: paper and electronic.
6. The detailed rules for submitting applications and maintaining related documentation are specified in separate internal.

#### § 6

1. Each student is assigned a unique student ID number within the University, which remains the same across all study programs and levels.
2. A student receives a student ID card.
3. The rules governing the eligibility for and revocation of a student ID card are specified in separate internal regulations.

#### § 7

1. The Student Government of the WSG University, hereinafter referred to as the “Student Government,” is composed of all students.
2. The sole representative body of all University students is the Student Government and its organs. The scope of the Student Government’s activities and its organizational structure are defined in the Regulations of the Student Government of the WSG University.
3. The following matters require consultation and opinion from the Student Government::
  - 1) the Study Regulations,,
  - 2) the Regulations on Student Benefits,
  - 3) Study Fees Regulations,
  - 4) study programmes,

- 5) the appointment of a person to a managerial position whose responsibilities include student affairs,
- 6) the criteria for periodic appraisal for particular groups of employees and types of positions, as well as the procedure and entity conducting periodic appraisal.

#### § 8

1. Studies are conducted in accordance with study programs, as specified in external legal acts.
2. A student enrolling at the University agrees to be a beneficiary of potential projects, which obligates them to participate in special project-based classes (understood as competency-based forms implemented within national, EU, and international programs) and to comply with the required documentation procedures.
3. The programme of subjects and learning modules shall include a description of the assumed learning outcomes, learning content, information on forms and methods of learning, methods of verification of the assumed learning outcomes, conditions for passing the subject or learning module, a list of compulsory and supplementary literature.
4. Study programs and curricula are made available to students and instructors through the University's internal IT systems at least two weeks before the start of the academic year.

#### § 9

1. Learning activities, course assessments, and examinations may be conducted in a foreign language.
2. If a course is conducted in a foreign language, assessments and examinations for that course are also conducted in the same language.
3. The University may organize the verification of achieved learning outcomes specified in the study program, including course assessments and final examinations, such as diploma exams, outside the University's main campus or its branch, including through the use of IT technologies ensuring control over the assessment or examination process and its recording.

### **STUDENTS' RIGHTS AND OBLIGATIONS**

#### § 10

1. The student has the right to:
  - 1) Participate in educational activities conducted at the University,
  - 2) Individual organisation of studies,
  - 3) To use the teaching and/or research infrastructure and information resources of the University, including access to the library and other necessary teaching aids,
  - 4) to use distance learning methods and techniques, including distance learning platforms at the disposal of the University,
  - 5) The right to study in more than one program, specialization, or educational profile.
  - 6) The right to select subjects and learning module in accordance with the University's flexible education system.
  - 7) The right to complete part of the studies at a partner university in Poland and/or abroad.

- 8) The right to have learning outcomes recognized based on qualifications obtained outside higher education institutions or verified by the University through informal and non-formal learning.
  - 9) The right to transfer ECTS credits and recognize learning outcomes achieved in formal education.
  - 10) The right to participate in training programs related to career activation, personal development, and research skills improvement.
  - 11) The right to develop interests and participate in student organizations operating within the University and its research and educational units, to join student organizations, and to propose the establishment of new organizations, as well as the right to obtain course credits, take examinations, including applying for a commission examination if the student disagrees with the results.
  - 12) The right to receive financial aid under the rules specified in the Student Benefits Regulations.
  - 13) The right to receive awards and distinctions.
  - 14) The right to benefit from other entitlements provided for students in separate internal regulations.
  - 15) The right to justify absences from classes, take academic leave, and take leave with the possibility of verifying the learning outcomes specified in the study program.
  - 16) The right to change location, study program, specialization, form, or system of study.
  - 17) The right to repeat courses due to failure to achieve the assigned learning outcomes, under the conditions specified in the Study Regulations.
  - 18) The right to undergo training on student rights and obligations conducted by the Student Government in cooperation with the Students' Parliament of the Republic of Poland.
2. Graduates of first degree programmes shall retain their student rights until 31 October of the year in which they graduate.
  3. It is the student's responsibility to act in accordance with the Academic Regulations and other regulations of the University. In particular, the student is obliged to:
    - 1) the duty to uphold student dignity and maintain the good reputation of the University.
    - 2) the duty to attend classes in accordance with the study plan and the schedule of learning activities.
    - 3) the duty to complete subject and learning module on time, including student internships, and to take examinations, including the final diploma examination.
    - 4) the duty to regularly use the University's internal IT systems, including iSAPS, and to check correspondence sent to the student by the University.
    - 5) secure the login and password to the iSAPS system against unauthorised access and report any unauthorised access,
    - 6) to comply with the rules of order of the University and to take care of its property.,
    - 7) to comply with health and safety regulations and the rules and regulations for the use of the University's teaching and research infrastructure and information resources, in particular laboratories and libraries,

- 8) inform the University of any change of name, marital status, residential address, correspondence address, telephone number, e-mail address and other personal data required by the University,
  - 9) to participate in research carried out by the University in order to obtain the information necessary to improve the quality of education,
  - 10) to comply with the provisions of the study contract and the conditions of payment for study as set out in the Study Fees Regulations,
  - 11) respect of copyright and related rights.
4. The student's rights and obligations expire on the date of graduation or expulsion from the register of students with the exception of §10, para. 2.

#### § 11

1. The University protects students' personal data.
2. The University shall not inform third parties about matters concerning the student unless required by applicable law or the student authorises the University in writing to provide information to a third party.

#### § 12

1. The student who has decided to withdraw from a course of study should immediately notify the Rector in writing of this fact.
2. The student is obliged to pay all financial obligations to the University in accordance with the Tuition Fee Regulations and the applicable schedule of.
3. The University shall retain the student's records until all obligations to the University have been fulfilled.

## **ORGANISATION OF THE ACADEMIC AND STUDENT YEAR**

#### § 13

1. The academic year lasts from 1 October to 30 September and is divided into 2 semesters: winter semester, summer semester. The Statutes of the University may provide for a detailed division of the academic year within a semester.
2. The academic year shall include:
  - 1) implementation of learning activities,
  - 2) examination and credit sessions and retakes.
3. Information regarding the start and end dates of the semester, examination and credit sessions, retake sessions, as well as holiday and festive breaks, is included in the academic year schedule.
4. The Rector, after consulting the Student Council, establishes the academic year schedule and announces it at least three months before its commencement.
5. The detailed academic year schedule is announced no later than one month before the planned start date of classes for the respective study system.
6. In exceptional cases, the Rector may introduce changes to the academic year schedule.

7. The Rector or the Dean may designate a day or hours free from classes, referred to as Rector's or Dean's days/hours, respectively, specifying the reasons or purpose for their announcement.
8. The student year begins with the signing of study agreement and oath and continues until the end of the academic year. This is the unit of time measurement that defines the status of study and the acquisition of study rights.
9. In the student year, the student has the possibility to benefit from:
  - 1) access to the academic system iSAPS,
  - 2) mCard and Electronic Student Card,
  - 3) distance learning platform ONTE,
  - 4) student engagement programs – Students` Activity Groups, social entrepreneurship, professional activation of students, micro-credentials, student union and volunteering , trainings, workshops,
  - 5) course offerings (including language preliminary courses).
  - 6) International program – Erasmus+, non-European mobility, international internships, dual degree program, European volunteering,
  - 7) Sports Program,
  - 8) Accessibility Program,
  - 9) Graduate Program,
  - 10) Financial Support Program,
  - 11) Rewital Fitness and Dietetics Center offers,
  - 12) career counseling.

#### § 14

1. Study programs are made available in the Public Information Bulletin on the University's website.
2. Study programs and plans serve as the basis for developing annual, semester, or quarterly schedules of classes for individual fields, levels, and profiles of education, as well as years of study.
3. The annual, semester, or quarterly schedule of classes specifies the name of the course, its format, as well as the time and location of the classes.
4. The class schedule is made available to students through the University's internal IT system 'SAPS' or in another customary manner.
5. Classes that did not take place on the scheduled date should be conducted at another time. Remote delivery of classes is permitted, provided that the same learning outcomes are achieved.

### **LEARNING ACTIVITIES**

#### § 15

1. Lectures at the University are open.

2. During learning activities, with the exception of lectures, records of student attendance shall be kept. However, the lecturer may order the drawing up of a list of named participants in a lecture.
3. At the first teaching session of a given form within a learning module, the student shall be provided with basic information concerning the assumed learning outcomes, methods of their verification, a list of literature and other necessary teaching aids, and shall become familiar with the requirements for obtaining credit.

#### § 16

1. The condition for justifying a student's short-term absence from classes is the immediate submission to the instructor of a document that clearly demonstrates the student's inability to attend classes on that day.
2. A student absent from classes is required to achieve the intended learning outcomes in a manner determined by the instructor, no later than the end of the credit session.
3. The conditions for exempting a student from the obligation to participate in physical education classes are outlined in separate internal regulations.

#### § 17

1. The student selects teaching activities from among the elective subjects/learning modules provided for in the study programme
2. Students who have not selected the subjects/learning modules referred to in paragraph 1 will be allocated administratively.
3. A student who has achieved the intended learning outcomes may be exempted from the obligation to attend subject under the conditions specified in separate internal regulations.

### **CREDITS AND EXAMS**

#### § 18

1. The condition for passing a course is the achievement of learning outcomes, verified through an exam or credit.
2. Each student is entitled to no more than two attempts to take exams scheduled during credit sessions (one in the regular session and one in the retake session) or, in justified cases, outside these sessions.
3. The examiner, in consultation with students, may set an additional (preliminary) exam date before the regular exam session.
4. Detailed dates for credits/exams are announced no later than two weeks before the scheduled date of the credit/exam.
5. In other credit periods, the examiner is required to set two dates for the credit/exam.
6. In particularly justified cases, the Dean may approve the conduct of credits/exams in a form other than that specified by the examiner.
7. The results of the credit/exam are announced no later than seven days from the designated date of fulfilling the conditions required to obtain the credit or conduct the exam.

8. Passing a course is confirmed by an entry in the protocol in the University's internal IT system no later than the end of the respective accounting period.
9. The University, at the latest by the end of the relevant grading period.
10. The student's periodic report of achievements are drawn up on the basis of credit/examination records and authenticated by the Rector in the ICT system.

#### § 19

1. A student who, no later than 3 days from the date of the exam/credit, raises justified objections regarding the impartiality of the exam/credit process, or no later than 3 days from the announcement of the results, challenges the received grade, may submit a request to the Dean for a committee exam.
2. The committee exam is conducted by a commission consisting of the Dean as the chairperson, the course examiner, and a teacher representing the field of knowledge relevant to the intended learning outcomes assigned to the learning module.
3. At the student's request, a representative of the Student Council may participate in the committee exam.
4. A protocol is prepared for the committee exam, which, in the case of a failing grade, should include its justification.
5. the grade from the committee exam is final.

#### § 20

1. Failure to take the exam/credit on the scheduled date without justifying the absence is equivalent to receiving a failing grade. Exams taken after this date are treated as retake exams.
2. After receiving a failing grade on an exam, the student is entitled to take a retake exam.
3. If the student receives a failing grade on the retake exam, a committee exam is conducted at the student's request under the conditions specified in § 19.

### **GRADING SCALE AND ECTS POINTS**

#### § 21

1. The European Credit Transfer and Accumulation System (ECTS) is used at the University.
2. The condition for completing studies is obtaining the number of ECTS points specified in the study plans for the given study filed, level, and profile of education, with the following minimum requirements:
  - 1) For first-cycle studies leading to a bachelor's degree, at least 180 ECTS points;
  - 2) For first-cycle studies leading to an engineer's degree, at least 210 ECTS points;
  - 3) For second-cycle studies, at least 90 ECTS points;
  - 4) For uniform master's studies, at least 300 ECTS points.
  - 5) The University may increase the number of ECTS points required to complete studies in a given cycle.
3. A student may obtain additional ECTS points by:
  - 1) Completing elective courses for the given field of study,

- 2) Completing courses chosen by the student that are not part of the curriculum for the given field of study or specialization.
4. Two grading systems are used for crediting courses:
  - 1) With a grade,
  - 2) Without a grade.
5. In the case of the rigour of pass-fail, the following scale shall apply:

<b>Letter Grade (Abbreviation)</b>	<b>Numeric Grade/by ECTS</b>	<b>Description of Required Criteria</b>
Very Good (bdb)	5,0 A	Achievement of the intended learning outcomes covering all essential aspects.
Good Plus (db plus)	4,5 B	Achievement of the intended learning outcomes covering all essential aspects with minor errors or inaccuracies.
Good (db)	4,0 C	Achievement of the intended learning outcomes with the omission of some less significant aspects.
Satisfactory Plus (dst plus)	3,5 D	Achievement of the intended learning outcomes with the omission of some essential aspects or with significant inaccuracies.
Satisfactory (dst)	3,0 E	Achievement of the intended learning outcomes with the omission of some important aspects or with serious inaccuracies.
Fail (ndst)	2,0 F	Failure to achieve the intended learning outcomes.

6. Credit for learning activities which do not require a grade shall be confirmed by the notation 'zal'.
7. Failure to achieve the expected learning outcomes of the taught course or to fulfil other requirements specified in the learning module description shall result in a 'fail' grade or a 'nzal.' notation.
8. The average grade for a given semester, academic year or for the whole degree programme shall be calculated as the arithmetic mean, calculated to 2 decimal places, of all grades obtained in a given period of study, including failing grades.

## **PASSING THE YEAR**

### § 22

1. The credit period at the University is the academic year.
2. The requirements for successful completion of a given year of studies include passing examinations and obtaining credit for all subjects, including in-service training, included in the study program.

3. Credit for a given year of studies is confirmed by the Rector with a note in the student's periodic report of achievements made in the form of electronic data printouts.

#### § 23

1. In the event that a student misses the passing deadline for a given year of study for reasons beyond the student's control, the student shall be obliged to submit a request for an extension of the passing deadline.
2. The dean shall decide on the extension of the deadline for completing a given year of study, but not by more than three months.

#### § 24

1. A student who has not obtained all the required course credits is entitled to obtain conditional entry to the next year of study.
2. Obtaining Conditional Entry for the following year of study entitles the student to attend classes, obtain passes and pass examinations provided for in the programmes and study plans for that year.
3. A student who has been granted conditional entry shall be required to complete all learning modules and pass any remaining examinations and credits by the end of a given academic year.
4. In the case of failure to pass the conditional entry, a student may apply for postponement of the date for its completion to the following academic year.
5. A student in his/her final year of study before the end of the intended graduation.
6. Detailed rules for conditional entry and postponement of the planned date of completion of a degree programme are laid down in separate internal regulations.
7. A student who has not complied with the rigors of conditional entry into a year of study or postponement of a planned date of study completion is struck from the register of students by the Rector.
8. A student who has not complied with the requirements for conditional passing of a year of study or the postponement of a planned date of study may apply to repeat a year on the basis of a written application addressed to the dean.
9. Conditional entry is payable in accordance with the Rules and Regulations for Student Fees.

#### § 25

1. A given year of study may be repeated no more than three times; in exceptional cases, a student may repeat a year more times if authorized by the dean.
2. A student who repeats a given year retains all ECTS credits and positive grades obtained, unless learning outcomes or learning content have changed.
3. A student repeating a year is obliged to make up for differences in the assumed learning outcomes or conditions resulting from changes in study programmes and plans, if any.
4. Differences in learning outcomes and conditions are paid for in accordance with the Regulations on Fees for Studies.

## **PROFESSIONAL INTERNSHIPS**

### **§ 26**

1. The student completes a professional internship within the scope and duration specified in the study plan.
2. Students undertaking domestic and international internships are obliged to comply with the Regulations for Student Professional Internships.
3. The University allows for the introduction of separate internship regulations for specific fields of study/areas/specializations.
4. The University may recognize the student's professional work, completed internships, or the student's own business activities as counting toward the internship, provided that the scope of duties in the given position enables the achievement of the outcomes specified in the internship program.
5. Students undertaking international internships under the ERASMUS+ program are additionally obliged to comply with the separate regulations outlined in the ERASMUS+ Program.

## **INDIVIDUALIZATION OF THE STUDY PROCESS**

### **§ 27**

1. The University offers the possibility of individualizing the study process within the Flexible Study Programme, which includes:
  - 1) Individual Study Plan and Programme (IPPS),
  - 2) Individual Study Path (ÍSS),
  - 3) Individual Organization of Study (IOS).
2. The Flexible Study Programme addresses the special needs of various student groups. This program involves adapting the organization of the study process, teaching methods, achievement and verification of learning outcomes, and forms of support to the special needs of students.
3. Detailed rules for the individualization of studies are specified in separate internal regulations.

### **§ 28**

1. Students who excel academically and demonstrate scientific or artistic aptitude in a specific discipline may study under an Individual Study Plan and Programme (IPPS), subject to the dean's approval.
2. An application for approval to study under an Individual Study Plan and Programme may be submitted no earlier than after completing the first year of study.
3. The Individual Study Plan and Programme involves the student achieving additional learning outcomes that go beyond those specified for the given field, level, profile of education, and specialization or area of study.
4. Upon approval for studying under IPPS, the dean assigns the student a scientific supervisor.

5. The scientific supervisor, referred to in section 4, determines the organization of studies in consultation with the course instructors and, in the event of unsatisfactory results, may request the dean to revoke the approval.

#### § 29

1. The Individual Study Path (ISS) pertains to the individualization of study plans, including methods of achieving learning outcomes, their verification, and confirmation.
2. The Individual Study Path may be assigned to a student from the beginning of their studies.
3. Detailed rules for using ISS are governed by separate internal regulations.

#### § 30

1. The Individual Organization of Study (IOS) allows the student to individually determine methods of achieving learning outcomes and their verification.
2. The Individual Organization of Study is granted to the student for one semester at a time.
3. Before joining the IOS program, the student completes a declaration and collects the IOS schedule.
4. Immediately after joining the IOS program, the student agrees with the course instructor, either directly or electronically, on the methods of achieving learning outcomes, obtaining course credits, and taking exams, and records them in the schedule.
5. In the case of electronic agreements, the student is obliged to document them.
6. Detailed rules for using IOS are specified in separate internal regulations..

#### § 31

1. The University enables exceptionally talented pupils to participate in classes provided for specific fields of study.
2. The rules for participation and obtaining credits for courses are specified in separate internal regulations.

### **SPECIAL PROGRAMS**

#### § 32

1. The University implements special programs aimed at students particularly engaged in research, social, sports, or artistic activities, facilitating the study process and achieving goals related to higher education, including: the Flexible Study Programme; the Lifelong Learning Mobility Programme; the Student Activation Programme; the International Programme; the Sports Programme; the Material Support Programme; the Accessibility Programme; the Alumni Programme.
2. Students of all forms and systems of study offered by the University may participate in these programs after appropriate qualification.

## **CONFIRMATION OF LEARNING OUTCOMES**

### § 33

1. The University enables the confirmation of learning outcomes corresponding to the learning outcomes specified in the study program of a given field, level, and profile of education, in accordance with external legal acts.
2. The principles, conditions, and procedures for confirming learning outcomes, as well as the method of appointing and operating verification committees, are specified in separate internal regulations

## **CHANGE OF UNIVERSITY**

### § 34

1. A student may transfer to another university after fulfilling the following conditions:
  - 1) termination of the study agreement in writing,
  - 2) submission of a circulation card,
  - 3) return of the student ID card.
2. A student may transfer from another university, including a foreign one, after fulfilling the following conditions:
  - 1) submitting an application to the Rector for admission to studies,
  - 2) submitting a list of subjects with the number of hours and assigned ECTS points certified by the university,
  - 3) presenting an index (if applicable),
  - 4) in the case of admission from a foreign university, additional requirements are specified in separate internal regulations.
3. The conditions, deadlines, and methods for the student to supplement the assumed learning outcomes resulting from differences in study programs and plans are specified in separate internal regulations.

## **CHANGE OF PROFILE, LOCATION, FIELD OF STUDY, AREA/SPECIALIZATION, SPECIALIZATION, FORM, AND SYSTEM OF STUDY**

### § 35

1. Based on a declaration, a student may change the profile, location, field of study, area/specialization, specialization, form, or system of study. The change obliges the student to achieve the assumed learning outcomes resulting from differences in study programs and plans. Detailed rules and deadlines for changes are specified in separate internal regulations.
2. In the case where a student, by autonomously managing their study time, extends the duration of studies beyond the time specified in the study agreement, the University reserves the right to change the area/specialization/field of study/location and/or form of study.

3. A change in the area/specialization/field of study/location and/or form of study is permitted in the event of the University discontinuing the program or an administrative decision by the minister responsible for higher education.

## **LEAVE OF ABSENCE**

### § 36

1. The Dean may grant a student a leave of absence from classes or a leave of absence with the possibility of verifying the achieved learning outcomes specified in the study program for a period of:
  - a) short-term leave, granted no earlier than after completing the second semester of study, for a period not exceeding one semester, excluding the examination session period.
  - b) long-term leave, granted for a period not exceeding two semesters. A student may apply for long-term leave at any time during the study process.
2. The application for leave should be submitted immediately upon the occurrence of circumstances temporarily preventing the continuation of studies.
3. The granting of leave is confirmed by an appropriate entry in the student's academic records and the University's student information system.
4. The granting of leave extends the regulatory deadline for completing studies and obliges the student to supplement the learning outcomes resulting from the study plans.
5. During the leave period, the student is required to pay tuition fees as specified in the Tuition Fee Regulations.
6. During the leave period, the student retains student rights, with the provision that entitlements to benefits during this period are regulated by the relevant regulations.
7. The student is obliged to submit a declaration of continuation of studies to the Dean's office no later than 7 days before the end of the leave. Failure to meet this deadline is equivalent to resignation from studies and results in removal from the list of students.
8. Leave is not granted after completing the final semester of studies.

### § 37

1. A pregnant student and a student who is a parent have the right to a leave of absence from classes, including a leave of absence with the possibility of verifying the learning outcomes specified in the study program.
2. The Dean, upon the student's request, determines the method and form of verification of learning outcomes for those subjects carried out in the given semester of study, where the achievement of learning outcomes does not require direct participation in classes.
3. The verification of learning outcomes referred to in sections 1 and 2 involves checking whether the student has achieved the learning outcomes specified in the study program for the given subject in the given semester.
4. Students who are parents submit a documented application for the leave referred to in section 1 within one year from the date of the child's birth.

5. The leave referred to in section 1 is granted:
  - a) to pregnant students until the date of the child's birth.
  - b) to students who are parents for a period of up to one year.
6. If the end of the leave referred to in section 1 falls during a semester, the leave may be extended until the end of that semester.
7. A pregnant student and a student who is a parent cannot be denied the leave referred to in section 1.

## **AWARDS AND DISTINCTIONS**

### § 38

1. Awards and distinctions may be granted to a student who has demonstrated outstanding academic performance, participated in scientific research, scientific circles, or student activity groups, actively contributed to the University, actively participated in the activities of the Student Government or other student organizations.
2. A special form of distinction is the awarding of the following titles in a given academic year:
  - 1) the best student of the University,
  - 2) the best graduate of the University.
3. The principles and procedures for awarding the titles referred to in section 2 are determined by the Rector.
4. Students distinguished by their activity in research, social, sports, artistic, or administrative activities and achieving very good academic results may be covered by special programs dedicated to specific types of activity.

## **DISCIPLINARY COMMITTEE**

### § 39

1. For violating the oath, the regulations in force at the University, behavior unbecoming of a student, breaching the principles of coexistence of the academic community, or damaging the University's image, the student is held accountable before the Disciplinary Committee under the principles specified in separate internal regulations.
2. The Rector may suspend the student's rights and obligations until the conclusion of the disciplinary proceedings for a period not exceeding 3 months.
3. The disciplinary procedure is governed by external and internal legal acts.
4. The Rector, after consulting the Student Government and the Disciplinary Ombudsman for Students, refers the case to the Disciplinary Committee.
5. Disciplinary penalties include: reprimand, warning, warning with a caution, suspension of certain student rights for up to one year, expulsion from the University.
6. Disciplinary cases of students are adjudicated by the Disciplinary Committee and the Appeals Disciplinary Committee, appointed from among the University's academic staff and students, in accordance with the University's Statute and separate internal regulations.

## **REMOVAL FROM THE LIST OF STUDENTS AND REINSTATEMENT OF STUDIES**

### § 40

1. A student is removed from the list of students in the following cases:
  - 1) failure to commence studies, which is determined within the first 30 days from the planned start date of classes in the first semester, based on the failure to take the oath,
  - 2) resignation from studies by terminating the study agreement in writing,
  - 3) failure to submit the diploma thesis/engineering project or take the diploma exam within the specified deadline,
  - 4) failure to declare in writing the return to studies after the end of the leave,
  - 5) being penalized with expulsion from the University.
2. A student may be removed from the list of students in the following cases:
  - 1) lack of participation in mandatory classes,
  - 2) lack of academic progress,
  - 3) failure to complete a semester or year within the specified deadline,
  - 4) failure to pay tuition fees,
  - 5) failure to complete formalities.
3. The student has the right to submit a request to the Rector for reconsideration of the decision within 14 days from the date of delivery of the decision. The Rector's decision is final.
4. In the case of a student's resignation from studies, a written application to the Rector for termination of the study agreement is required.
5. A student removed from the list of students must settle all obligations to the University and submit a circulation card.

### § 41

1. A student who has been removed from the list of students by a final decision of the Rector may apply to the Rector for permission to reinstate their studies.
2. A student who has been removed from the list of students for the reasons specified in § 39 section 2 point 4 may reinstate their studies after settling all financial obligations to the University.
3. The Director of the relevant research and teaching unit approves the conditions, deadlines, and methods for the student to achieve the assumed learning outcomes resulting from differences in study programs and plans.
4. Individuals expelled from the University for disciplinary reasons have the right to reapply for studies after the disciplinary penalty is expunged or after three years from the date the decision becomes final.

# PROCEDURE FOR COMPLETING STUDIES AND THE DIPLOMA PROCESS

## § 42

1. The conditions for completing studies and obtaining a diploma are:
  - 1) achieving the learning outcomes specified in the study program, to which at least:
    - a) 180 ECTS points are assigned for first-cycle studies,
    - b) 90 ECTS points are assigned for second-cycle studies,
    - c) 300 ECTS points are assigned for uniform master's studies lasting 9 or 10 semesters,
    - d) 360 ECTS points are assigned for uniform master's studies lasting 11 or 12 semesters;
  - 2) a positive assessment of:
    - a) the diploma thesis – for second-cycle and uniform master's studies, and for first-cycle studies if the study program requires a diploma thesis;
    - b) the diploma/engineering project – for first-cycle studies where a diploma thesis is not required;
  - 3) passing the diploma exam.
2. The date of completion of studies is the date of passing the diploma exam, and in the case of studies in physiotherapy – the date of completing the last required internship under the study program.
3. The diploma thesis, if required, is prepared by the student under the supervision of a supervisor, and the diploma/engineering project is prepared under the supervision of a project supervisor.
4. Due to the applied nature of projects in practical profiles, it is permissible to prepare the thesis under the supervision of more than one supervisor.
5. The Dean, upon the student's request, may approve a change of supervisor for diploma theses or project supervisor in particularly justified cases, including the long-term absence of the supervisor or project supervisor.
6. The student receives credit for the course in which the diploma thesis/project was prepared in the final semester of studies after its acceptance by the supervisor/project supervisor in the University's electronic system.
7. Diploma theses are verified using the Unified Anti-Plagiarism System (JSA).
8. The student is obliged to submit the diploma thesis approved by the supervisor, along with the general anti-plagiarism report, no later than the planned completion date of studies specified in the University's internal regulations.
9. A student who fails to submit the diploma thesis/project within the deadline specified in section 8 has the right to apply for an extension of the planned completion date of studies.
10. Upon the student's request, the diploma thesis/project may be prepared in a language other than the language of instruction, if approved by the Dean after a positive opinion from the supervisor.

11. For diploma theses/projects prepared in a language other than the language of instruction, the student must attach a summary in the language of instruction.
12. In the case of a student participating in a double degree program, the detailed rules for completing studies are specified in the agreements between the University and the partner institution.
13. The detailed rules for preparing diploma theses/projects are specified in separate internal regulations.

#### § 43

1. The diploma thesis is assessed by the supervisor and the reviewer.
2. If the reviewer's assessment is unsatisfactory, the Dean appoints an additional reviewer.
3. If the second reviewer also assesses the thesis negatively, the thesis cannot be the basis for completing studies.
4. If the second reviewer assesses the thesis negatively, the Dean, upon the student's request submitted within 14 days of receiving notification of the second negative assessment, may approve the submission of a new diploma thesis prepared under the supervision of another supervisor.
5. Failure to submit the request or lack of the Dean's approval results in removal from the list of students.
6. The submission of a new diploma thesis cannot occur earlier than three months and no later than six months from the date of the Dean's approval.
7. The diploma thesis/project may be revised only once.
8. The assessment of the diploma thesis is determined as:
  - 1) the arithmetic mean of the result presented by the supervisor and the final review result – if all results are positive,
  - 2) unsatisfactory – in all other cases, rounded to two decimal places, according to the grading scale in force at the University.

#### § 44

1. In the case of receiving an unsatisfactory grade on the diploma exam or an unexcused absence from the exam, the Dean, upon the student's request, sets a date for a retake of the diploma exam. Failure to submit such a request within 14 days or failure to appear for the retake exam results in removal from the list of students.
2. The retake exam may take place no earlier than one month and no later than three months from the date of the first exam.
3. In the case of receiving a negative grade on the retake diploma exam, the Rector decides to remove the student from the list of students.
4. A protocol is prepared for the diploma exam, containing the composition of the examination committee, exam questions, grades for the answers, the assessment of the diploma thesis (if applicable), the final grade of the diploma exam, and the overall result of studies.

§ 45

1. The decision to admit a student to the diploma exam is made by the Dean after the student fulfills the following conditions:
  - 1) obtaining all credits and passing all exams specified in the study plan and achieving the required number of ECTS points,
  - 2) receiving a positive assessment of the diploma thesis.
2. The diploma exam is conducted before an examination committee appointed by the Dean.
3. The examination committee consists of at least three members. The chairperson of the examination committee is the Dean or a teacher authorized by the Dean.
4. The diploma exam is an oral exam, unless the education standards provide otherwise.
5. In justified cases, the Dean may decide to change the form of the diploma exam.
6. Upon the request of the student or supervisor, the diploma exam may be conducted as an open exam, consisting of a public and non-public part. The date and place of the open diploma exam are announced in the customary manner at the University at least seven days before the planned exam. In the public part of the open diploma exam, all interested parties may participate as observers. The non-public part is the committee's deliberation on the exam result.
7. If a student obtains a positive grade in the diploma examination, a grade is awarded according to the grading scale applicable at the University and the overall result of studies is determined as the sum of the following three components, according to the following principles:
  - 1) For studies requiring a diploma thesis:
    - a) 0.5 of the average grade from exams and credits obtained during studies,
    - b) 0.3 of the grade for the diploma thesis,
    - c) 0.2 of the grade for the diploma exam.
  - 2) For studies not requiring a diploma thesis:
    - a) 0.7 of the average grade from exams and credits obtained during studies,
    - b) 0.3 of the grade for the diploma exam.

In the event of an unsatisfactory grade in the diploma examination, the committee will set a new date for the diploma examination, which will take place no later than two weeks.
8. The examination committee prepares a protocol of the diploma exam.
9. The diploma of completion of studies includes the grade determined based on the study result, rounded to two decimal places, according to the following rules:
  - 1) below 3,26                      satisfactory (3,0),
  - 2) 3,26 - 3,75                      satisfactory plus (3,5),
  - 3) 3,76 - 4,25                      good (4,0),
  - 4) 4,26 - 4,75                      good plus (4,5),
  - 5) above 4,75                      very good (5,0).
10. The examination committee may increase the grade by a maximum of one level if the following conditions are met:

- 1) the diploma thesis, if applicable, was assessed as very good,
  - 2) the student received a very good grade on the diploma exam,
  - 3) during the last two years of study – for first-cycle or uniform master's studies, or the last year of study – for second-cycle studies, the student achieved an average grade of at least 4.0,
  - 4) the student did not receive any unsatisfactory grades during the last two semesters of studies.
11. Completion of studies occurs after obtaining at least a satisfactory grade on the diploma exam.

#### § 46

1. The condition for receiving a diploma by a graduate is the settlement of all their obligations to the University.
2. The types of diplomas and professional titles, as well as the diploma template, are specified in separate external and internal regulations.

### **STUDENTS WITH DISABILITIES AND SPECIAL NEEDS**

#### § 47

1. A student with a disability is deemed to be a student with a current disability certificate in accordance with the law.
2. 2. a student with a disability has the right to protection of information about the nature of the disability.

#### § 48

1. A student with disabilities and special needs, depending on the degree and type of disability or special needs, has the right to adapt the conditions and forms of participation in the educational process adequate to the specific educational needs resulting from the disability, and in particular to:
  - 1) use the necessary technical equipment,
  - 2) recording of lectures,
  - 3) increase the standard allowable absences,
  - 4) change the form of classes,
  - 5) extend, in justified cases, the duration of an examination by up to 50% in relation to the planned duration,
  - 6) change the form of the examination
  - 7) change the location of the teaching course or examination,
  - 8) involve third parties in the examination.
2. The University has a representative on behalf of students with disabilities.
3. Detailed principles of support for persons with disabilities and special needs are regulated by separate internal regulations.

## FINAL PROVISIONS

### § 49

1. The regulations shall be reviewed by the Student Council and adopted by the Senate.

### § 50

1. In matters concerning the order and course of study not covered by the provisions of these Regulations, decisions are made by the Rector.

### § 51

1. For students who started the graduation process before the entry into force of these Regulations, the following transitional provisions shall apply within six months.
2. In the event of problems with the interpretation of the transitional provisions, the Rector will decide.
3. The regulations in force until 30 September 2025 are repealed.
4. The regulations shall enter into force on 1 October 2025.

THE PRESIDENT OF THE SENATE



prof. at WSG University dr Marek Chamot