

PROVIDING STUDENTS WITH SUPPORT FROM THE UNIVERSITY

§ 1 Purpose of the procedure

1. The procedure defines the forms and methods of supporting students by the university in the following areas: education, research, material aid, conflict resolution and the satisfaction of the special needs of students with disabilities.
2. The support is tailored to the needs of various groups of students (e.g. full-time and part-time, working and non-working, bringing up children, foreign students, etc.) and individual needs, including the needs of students with disabilities

§ 2 Educational support

1. In terms of educational support, the University:

- 1) provides students with the opportunity to supplement or broaden knowledge, skills and social competences acquired during their studies by organizing additional training, courses, scientific seminars, and open lectures;
 - 2) gives students the opportunity to supplement their knowledge by organizing remedial classes;
 - 3) provides support by organizing consultations with teachers;
 - 4) appoints Rector's Proxies for internships or internship specialists in order to coordinate and support students in the process of finding and taking internships;
 - 5) enables students to participate in the international exchange as part of the Erasmus program or other mobility programs offered by the university;
 - 6) enables students to use the Individual Plan of Study (IOS) or the Individual Plan of Study and Curriculum (IPSiK) after meeting the conditions set out in the regulations related to the above-mentioned forms of individualization of education;
 - 7) provides students with appropriate learning conditions by taking care of the teaching infrastructure
 - 8) takes care of the regular expansion of the resources of the Main Library and campus libraries;
 - 9) enables students to use the reading room equipped with computer stations with Internet access;
 - 10) enables students to help in the implementation of remote education by organizing training in the use of online learning tools, verification of learning outcomes in the online form, support for the administrators of the e-learning platform and remote examination systems, securing technical infrastructure (e.g. access to the Office 365)
2. Relevant documents related to the different types of educational support:
 - 1) the rules for applying for the IOS are specified in the Study Regulations;
 - 2) the principles of granting an individual plan of study and curriculum are specified in the Study Regulations and Study Regulations According to an Individual Plan of Study and Curriculum at WSB University;
 - 3) The rules for the implementation of the internship are specified in the Internship Regulations.

§ 3 Research support

1. As part of research support, the University:
 - 1) involves students in research conducted in individual departments;
 - 2) appoints tutors to support the scientific development of students who are particularly interested in scientific work and stand out through their scientific achievements;
 - 3) supports the formation of scientific clubs at University, appoints the supervisor of the scientific clubs from among research and teaching staff, provides funds for the activities of the scientific club;
 - 4) enables students to participate in conferences and seminars organized by WSB University and by other universities;
 - 5) enables students who are particularly distinguished in terms of their scientific performance to apply for the Individual Plan of Study (IOS) or the Individual Plan of Study and Curriculum (IPSiK) after meeting the conditions set out in the regulations relating to the above-mentioned forms of individualization of education;
 - 6) enables students with scientific achievements to receive a scholarship under the Special Scholarships Scheme granted from the university funds;
 - 7) enables the publication of articles prepared by students and doctoral students in university press and external publishing houses;
 - 8) grants the Rector's Award to students with the best academic performance and those who have prepared the best theses and doctoral dissertations;
 - 9) enables the development of knowledge and gaining scientific experience in scientific clubs;
3. Related documents for each type of research support:
 - 1) The rules for applying for the IOS are specified in the Study Regulations;
 - 2) The principles of granting an individual plan of study and curriculum are specified in the Study Regulations and Study Regulations According to the Individual Plan of Study and Curriculum at WSB University.
 - 3) The rules for granting scholarships under the Special Scholarship Scheme are specified in the WSB University Special Scholarship Scheme Regulations.

§ 4 Material support

1. In terms of material support, the University:
 - 1) grants the following scholarships and types of financial support paid out from the state budget subsidy: maintenance grant, scholarship for persons with disabilities, Rector's scholarships for the best students, and allowances;
 - 2) creates, from its own resources, a Special Scientific Scholarship Fund for the payment of scholarships for full-time students with scientific achievements;
 - 3) provides financial resources for the activities of the Student Government and scientific clubs;
 - 4) provides funds for the participation of students in scientific conferences and student workshops.
2. Relevant documents related to individual types of material support:
 - 1) The principles of granting scholarships from the state budget subsidies are specified in the Regulations on Granting Non-Refundable Material Aid to WSB University Students;
 - 2) The principles of granting scholarships from the university budget are specified in the WSB University Special Scholarship Scheme Regulations.

§ 5 Support for students with disabilities

1. In terms of supporting people with disabilities, the University:
 - 1) adjusts the education infrastructure to the needs of students with disabilities;
 - 2) systematically modernizes the equipment in classrooms and libraries with equipment adapted to the needs of people with disabilities;
 - 3) grants scholarships for people with disabilities, in accordance with the regulations in force at the University;
 - 4) enables a change in the method of participation in classes, if the student's illness or disability does not allow him/her to participate in classes in the standard mode. Changes in the way of participation in classes may consist in particular of the following: increased absenteeism, changing the mode of classes to extramural, changing the forms of checking knowledge during classes, proposing solutions involving the inclusion of third parties in classes, in particular sign language interpreters, readers, stenographers, and laboratory assistants who help students with hand disabilities;
 - 5) at the student's request, the University adjusts the mode of taking exams or obtaining credits for a given class depending on the type of student's disability. As part of changing the form of the end-of-term test or examination, it is possible to extend the duration of an end-of-term test or examination, use additional technical devices, such as computers, and screen reader software, Braille devices, and alternative keyboards, use an alternative form of recording, replace the written exam with an oral exam, including third parties in the exam, e.g. sign language interpreters, stenographers and readers;
 - 6) appoints a coordinator for people with disabilities, who supervises the process of supporting students with disabilities
2. Relevant documents related to support for people with disabilities:
 - 1) the rules for granting scholarships to people with disabilities from the state budget subsidy are specified in Regulations on Granting Non-Refundable Material Aid to WSB University Students;
 - 2) the conditions for adapting the organization and proper conduct of the education process to the special needs of students with disabilities are specified in Study Regulations.

§ 6 Support in resolving conflicts

1. The University provides students with the opportunity to file complaints and report conflict situations.
2. Students are entitled to file complaints, among others in connection with the violation of their rights and interests, improper performance of duties by university employees, as well as to report conflict situations arising in the course of the education process.
3. Complaints or information on conflict situations may be submitted in any form: written, oral or electronic.
4. Students may file complaints or report conflict situations to the Deputy Deans competent for the student's field of study, in person, through the group representative, a representative of the Student Government, and the semester supervisor at the Dean's Office.
5. Postgraduate students file complaints or report conflict situations to the Head of Postgraduate Studies, through the postgraduate program supervisor or in person.

6. Complaints or conflict situations should be described in detail. In the case of doubts as to their content, applicants may be requested to clarify them. The Deputy Deans and the Head of Postgraduate Studies are obliged to conduct exhaustive explanatory proceedings.
7. The complaint or information on the conflict situation should be resolved within 14 days, and in particularly complex situations - up to 30 days, which the student who has filed the complaint should be informed about in oral, written or electronic form.
8. In the event of non-consideration or unsatisfactory resolution of complaints or any reports of conflict situations by Deputy Deans, students are entitled to file a written appeal to the Dean, and in the case of postgraduate students to the Director of Postgraduate Studies.
9. Detailed rules for filing complaints and applications are specified in the procedure for examining complaints and applications.

§ 7 Other types of support

1. In order to support students in the process of planning their professional career and entering the job market, the University:
 - 1) runs the Academic Careers Office, which provides consulting services in the field of broadly understood preparation for operation on the job market, organizes training courses improving competences useful on the job market, and presents job and internship offers;
 - 2) organizes classes conducted by teachers with professional experience gained outside the University;
 - 3) organizes meetings with practitioners, study visits, and additional training to expand knowledge and specialist skills.
2. Support in terms of security:
 - 1) the University organizes information and education activities in the field of student safety and counteracting all forms of discrimination and violence, as well as rules of conduct and response in the event of a threat or breach of security, discrimination and violence against students, as well as assistance to victims.
3. In order to provide psychological support, the University offers psychological consultations in accordance with the agreed schedule.
4. In order to help students to solve legal matters, the University provides students with legal consultations on the University premises in accordance with the agreed schedule.
5. The University supports all manifestations of student's scientific, cultural, social, local government and sports activity.
6. Administrative staff provide information and organizational support.

§ 8 Improving the process of supporting students at WSB University

In order to verify the degree of satisfaction with the support, the University conducts quantitative or qualitative research among students and then takes steps to improve this process.

§ 8 Responsibility in the process of providing support to students

1. The Rector:
 - 1) initiates and supervises all activities focused on providing support to University students in the field of educational, scientific, material and organizational support as well as in the field of support for people with disabilities;
 - 2) appoints scholarship committees and scholarship appeals committees.

2. The Dean supervises the implementation of all forms and methods of supporting students within the faculty.
3. The Vice-Rector for Development and Student Affairs supervises and coordinates matters related to student scientific activities, in particular scientific clubs, and supervises and coordinates matters related to cultural and sports activities.
4. The scholarship committees carry out the procedure of granting financial aid to students in accordance with the principles set out in the relevant regulations in force at the University.
5. The Deputy Deans and the Head of Postgraduate Studies deal with complaints and reports regarding conflict situations reported by students.
6. The Rector's Proxy for Internships and internship specialists are responsible for coordinating the implementation of the internship process within a given field of study.
7. The Head of the Academic Careers Office is responsible for coordinating the services provided to students in terms of preparation for coping on the job market and planning their career.
8. The Coordinator for People with Disabilities is responsible for helping to solve problems of people with disabilities, reporting the needs of people with disabilities related to organizational, education and infrastructure solutions to university authorities.
9. The Head of the Scholarship Department is responsible for coordinating the process of granting scholarships at the University, including, in particular, informing students about the possibilities of obtaining financial support.
10. University teachers provide students with scientific and educational support in the implementation of the education process.
11. Administrative staff support students in terms of organization and information.