

Excerpts from STUDY REGULATIONS WSB University

WSB UNIVERSITY STUDY REGULATIONS of 23 April 2024 in force as of 1 October 2024

CHAPTER 1 GENERAL PROVISIONS

§ 1

1. WSB University, hereinafter referred to as the "University" operates on the basis of the Act of 20 July 2018 – Law on Higher Education and Science/ (Journal of Laws of 2018, No. 167, item 1242) as amended, hereinafter referred to as the "Act", the Statute of the University and the regulations issued pursuant thereto.
2. Students are admitted by:
 - a) recruitment;
 - b) confirmation of learning outcomes, excluding physiotherapy, nursing programmes in accordance with Art. 71 para. 3 of the Act;
 - c) transfer from another university, including a foreign university.
3. The University student's rights are acquired at the moment of taking the oath.
4. After matriculation and taking the oath, the student receives a student ID card.

This publication is an excerpt from the Study Regulations of WSB University dated April 23, 2024, effective from October 1, 2024.

The publication covers the following topics:

- Exams and credits
- Students' rights and obligations

**WSB UNIVERSITY
STUDY REGULATIONS
of 23 April 2024
in force as of 1 October 2024**

**CHAPTER 1
GENERAL PROVISIONS**

§ 1

1. WSB University, hereinafter referred to as the "University" operates on the basis of the Act of 20 July 2018 – Law on Higher Education and Science/ (Journal of Laws of 2018, No. 151, item 1139) as amended, hereinafter referred to as the "Act", the Statute of the University and the regulations issued pursuant thereto.
2. Students are admitted by:
 - a) recruitment;
 - b) confirmation of learning outcomes, excluding physiotherapy, nursing programmes in accordance with Art. 71 para. 3 of the Act;
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3. The University student's rights are acquired at the moment of taking the oath.
4. After matriculation and taking the oath, the student receives a student ID card.

§ 2

1. The student is entitled to:

- a) develop their own scientific interests and use, for this purpose, classrooms, facilities and resources of the University and the assistance of university teachers, use information systems made available to students by the University, including those aimed at supporting students in the process of learning,
- b) study according to an individual plan of study and curriculum, (...)
- i) leave from classes and leave from classes with the possibility of proceeding to the verification of the obtained learning outcomes specified in the curriculum,



CHAPTER 2 - STUDENT'S RIGHTS AND OBLIGATIONS

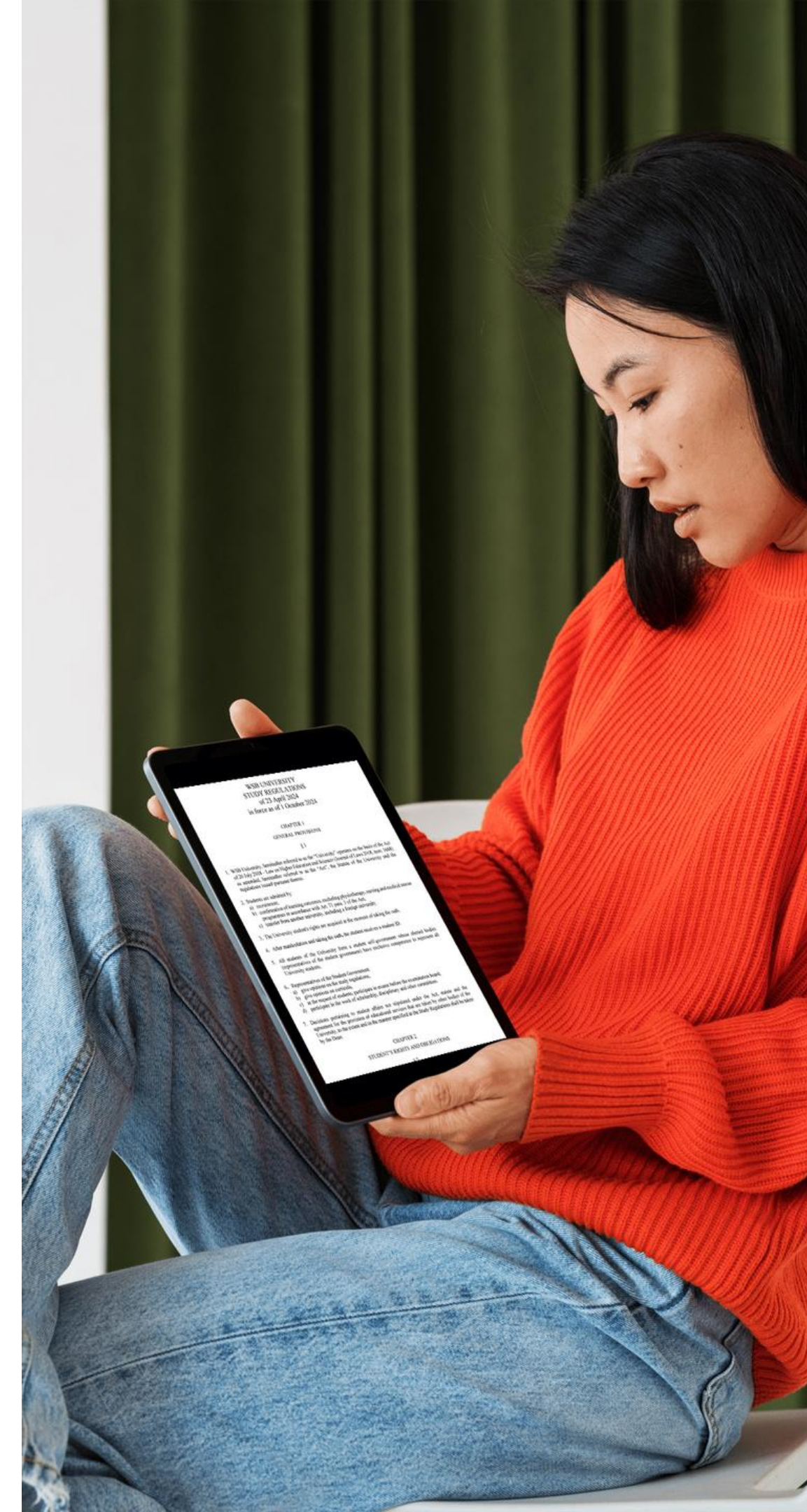
§ 2

2. The student is obliged to:

- a) act in accordance with the content of the oath, (...)

- e) use an individual university e-mail account and IT systems at the University and use their own electronic devices which meet the technical requirements specified by the university during classes; (...)

- g) take examinations, undertake internships and fulfill other requirements provided for in the study programme.



CHAPTER 2 - STUDENT'S RIGHTS AND OBLIGATIONS

§ 2

- l) observe copyright, defined by separate regulations, of the authors of books, textbooks, course books and other scientific aids, prepare end-of-term papers in an ethical way and obtain credit and pass exams from all classes, (...)
- n) respect for the dignity and reputation of university teachers and administrative staff.



Akademia WSB

Dąbrowa Górnicza, Kraków, Cieszyń, Żywiec, Olkusz, Gliwice, Tychy

WSB University

CHAPTER 3 - ORGANIZATION OF STUDIES

§ 4

Remote exams

6. Classes can be conducted and learning outcomes can be verified by means of distance learning methods and techniques, in accordance with applicable regulations.

§ 2

Exam sessions

2. The schedule of classes and the duration of examination and resit sessions developed after consulting the Student Government are announced before the beginning of each semester in the electronic study system.



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CHAPTER 3 - ORGANIZATION OF STUDIES

§ 10

Rules for granting individual plan of study terms (IOS)

IOS and exams/assessments

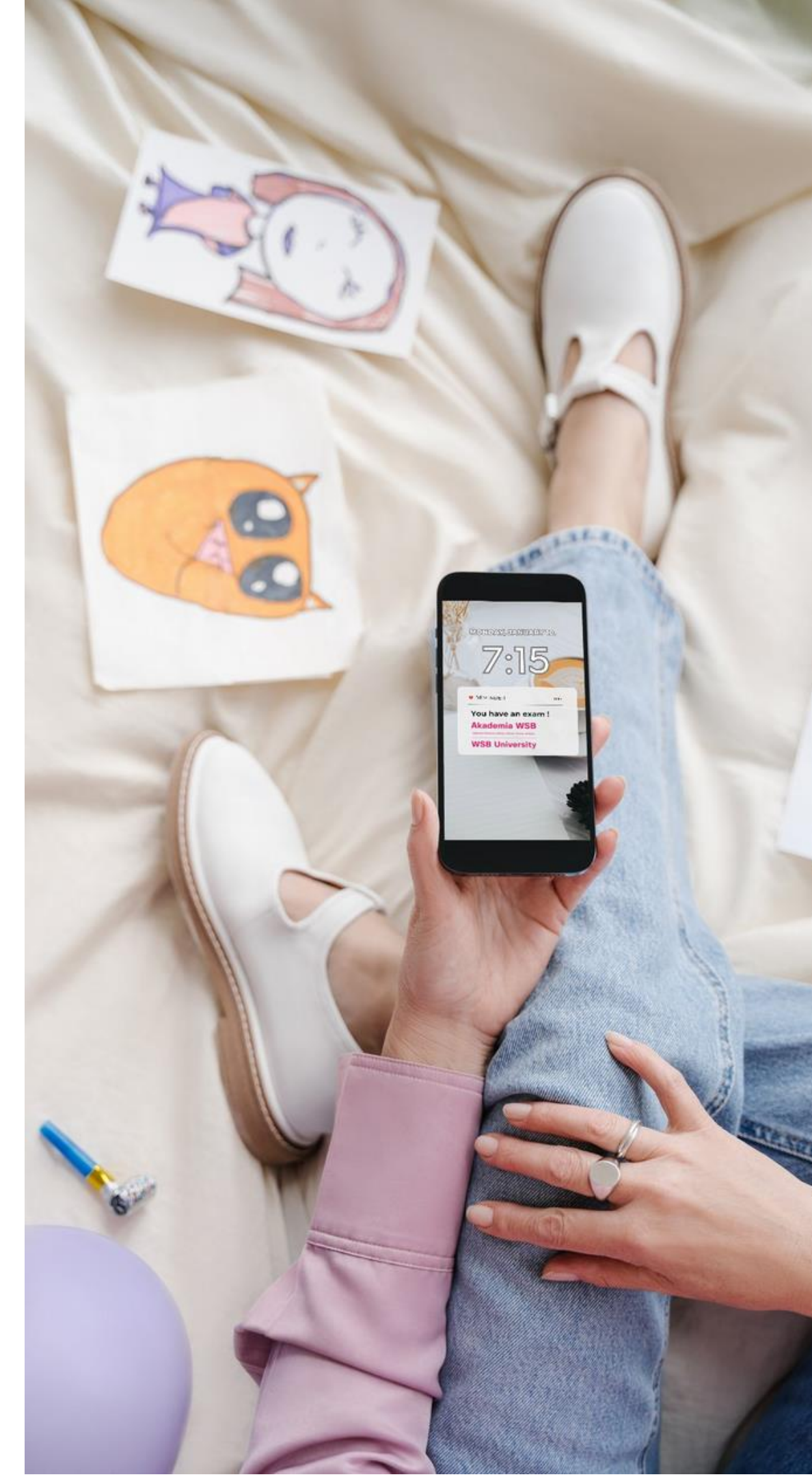
3. The individual plan of study /IOS/ consists of implementing the current curriculum and determining individual deadlines for fulfilling duties resulting from the plan of study.

An individual plan of study may consist in particular of:

- 1) modifying the way of achieving of objectives and learning outcomes described in the study programme, the sequential system of classes and examinations, and the modification of the form of end-of term tests and examinations, number of ECTS credits required to complete the year of studies, the order of the classes in the course of studies,
- 2) appointing an individual tutor,
- 3) passing the courses externally, in agreement with the teacher conducting the course,
- 4) changing the dates of exams and receiving credits for the courses.

IOS and exam/assessment deadlines

7. Upon receiving the Dean's consent, the student must arrange the schedule of tests/obtaining credits and examinations with teachers within 14 days, and then submit it to the Dean for approval. Teachers decide about the manner and date of receiving credits and examinations, which cannot be later than the final date of the re-sit session.



§ 12

Scope of topics for the exam

5. At the beginning of the semester, the teacher is obliged to inform the students of the learning outcomes included in the curriculum and the conditions for passing a course. If the course ends with an examination, the examiner shall present the basic requirements for the examination to students.

The examination is a test of the knowledge, skills and competences acquired by the student in the scope defined by the curriculum. (...)



CHAPTER 5 – PROCEDURE AND RULES FOR OBTAINING CREDITS

Conditions for passing the semester

7. In order to complete a semester it is necessary to achieve learning outcomes provided for in the curriculum, which is confirmed by obtaining credits and passing examinations within the time frame specified in the study schedule and completing the internship provided for by the plan of study and obtaining the required number of ECTS credits.

Examiner

15. The examination is conducted by the course teacher.

In particularly justified cases, the Rector-at the request of the Dean-may appoint the second examiner of the subject.

Theoretical and practical exams

16. In the case of medical studies, the exam may consist of practical and theoretical parts.

In order to pass the exam, at least satisfactory grade is required for each part of the examination.

The course syllabus may contain the reservation that admission to the second part of the examination is conditional upon passing the first part.



CHAPTER 5 – PROCEDURE AND RULES FOR OBTAINING CREDITS

Conditions for passing courses

17. The achievement of the learning outcomes by the student, as assumed in the course syllabus, is reflected by positive grades from classes and examination(s) provided for in the curriculum. Passing the course is based on the student's positive grades from current tests, end-of-term test, exercises and projects or other forms proving learning progress. The decision on this matter is taken by the course teacher, giving the requirements at the beginning of the semester.

Exam dates

18. When the condition set out in par. 17 is fulfilled, the student is entitled to an early exam date (the examiner does not enter unsatisfactory grades, the student's attendance is not obligatory). If a student does not take an early exam or fails it, he or she has to take the scheduled exam or resit it (in the case of failure to take the scheduled examination). A student who has received a positive grade is entitled to resign from the grade and take the scheduled exam. In this case, the grade from the scheduled exam applies.



CHAPTER 5 – PROCEDURE AND RULES FOR OBTAINING CREDITS

Exam schedules

19. It is the Student's duty to take each examination, subject to par.18, within the time limit specified in the exam session schedule. The examiner may conduct an exam, in agreement with the students, also before the examination session, provided all the classes/lectures have taken place.

Individual exam dates

20. In exceptional cases (long-term illness, random event, etc.), the Dean may agree that the Student takes the examination on an individual basis.



CHAPTER 5 – PROCEDURE AND RULES FOR OBTAINING CREDITS

Absence from the exam

21. Failure to take the graded end-of-term test or exam (including the part of the exam referred to in para. 16) is tantamount to losing the date. In order to excuse absences, the student is obliged to submit documents excusing the absence to the examiner within 7 days.

Otherwise the examiner enters an unsatisfactory grade. In the case of an excused absence at any scheduled exam date, the teacher shall set another examination date for the student on an individual basis.

One approach in amendment session

22. A student who has received an unsatisfactory grade from the scheduled exam may take the resit exam only once, after receiving the credit for the course in the resit session.



CHAPTER 5 – PROCEDURE AND RULES FOR OBTAINING CREDITS

Conditional and conditional entry

23. If the student fails to receive a positive exam grade in the resit session, he/she may submit an application to the Dean within seven days to repeat the semester or for a conditional permit to continue his/her studies in the subsequent semester, under pain of passing the exam (receiving credit for the course) and completing the point differential remain in from the previous semester, within a duration of classes in a semester or within a period of assessment before the board. In justified cases, the Dean may allow the extension of the time limit for the examination that forms the basis of the conditional exam. A conditional entry entitles the student to take the exam once. Conditional continuation of studies in the subsequent semester is not allowed if the student does not receive a credit in the Bachelor or Master seminar.

Repeating a semester

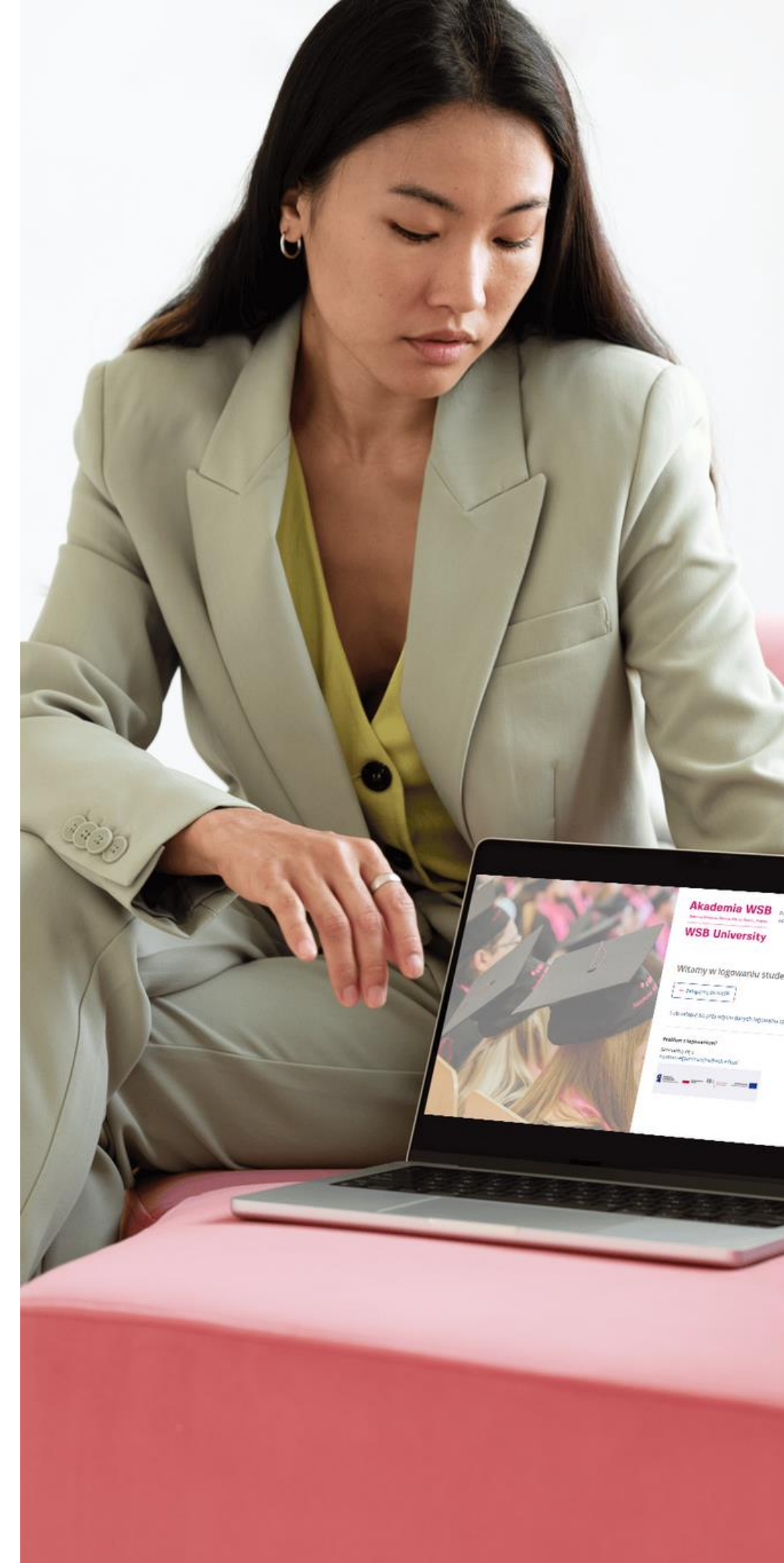
25. If the student fails to receive a satisfactory grade from the exam or conditional credit, he/she may file, within 7 days, an application to the Dean to repeat the semester, in which the deadline for passing the conditional resit exam has expired.



CHAPTER 5 – PROCEDURE AND RULES FOR OBTAINING CREDITS

Board exam

26. Following the application submitted by the student, filed within 7 days of the date of publication of the results of the resit exam, the Dean orders – in justified cases (reservation about the form, mode and course of the exam) a resit exam before an examination board, which should take place within 14 days of the date of submission of the application. The student's knowledge is evaluated before the examination board, the composition of which is determined by the Dean. The form of the exam is determined by the chairman of the examination board, who informs the student of the fact at least 7 days in advance of the scheduled examination date. The board consists of the Dean or Deputy Dean, as the chairman of the board, the examiner who conducted the previous exam or the course teacher and another university teacher representing the same specialization or related to the subject of the examination and at the student's request, the representative of the student government he/she chooses, who does not participate in the substantive assessment but acts as an observer who does not take part in the substantive assessment. The examination board cannot be chaired by a person who has previously examined the student. In justified cases, the Dean may exclude the person who has previously examined the student and appoint another teacher representing the same specialisation related to the subject of the examination.



CHAPTER 5 – PROCEDURE AND RULES FOR OBTAINING CREDITS

Documentation of assessments

27. Exam grades and credits are documented in the student's academic progress report and the examination transcripts.

Announcement of results

29. The results of end-of-term tests and examinations conducted in oral form are communicated to students immediately after the examination and documented in the examination transcript. The results of written end-of-term tests and examinations are communicated directly to students through individual electronic student accounts at the latest within 7 days from the date of the exam and may be published on the Internet subject to the requirements of the General Data Protection Regulation.

Insights into the work

30. Within two weeks of the publication of the results, the student is entitled to inspect the assessed work, if it is the basis for passing the course.



Important!

36. If the examiner finds that the student did not write his or her paper independently, plagiarized the paper or violated the applicable rules of end-of-term tests or examinations, in particular by using unauthorised materials and devices, the student receives an unsatisfactory grade from the end-of-term test or examination. If the end-of-term test or examination is held at an early or the scheduled date, the student receives an unsatisfactory grade from the classes and loses the right to take the end-of-term test or exam at the subsequent date (i.e. the scheduled date in the case of the end-of-term test/examination at the early date and the resit date in case of the end-of-term test/examination on the scheduled date).



§ 14

Repeating a semester

9. The student who repeats a semester is not required to receive credits for repeated courses (credits and exams), the syllabus of which has not changed, provided that the grades obtained are positive.
10. The student repeating the semester may, with the consent of the Dean and the teacher, receive credits for courses provided for by the study plan in the subsequent semester.



CONDITIONS FOR ADJUSTING THE ORGANISATION AND APPROPRIATE IMPLEMENTATION OF THE EDUCATIONAL PROCESS TO THE SPECIAL NEEDS OF STUDENTS WITH DISABILITIES

§ 25

8. In order to equalise the opportunities of a disabled student, the student may apply for a change to the examination modes or to the form of completing the course, and the Dean may decide to change the mode of taking examinations and obtaining credit depending on the student's disability.
9. As part of the change in the form of the verification of learning outcomes, obtaining a passing grade, credit with a grade or exam grade, it is possible to:
 - 1) extend the duration of the end-of-term test or examination,
 - 2) use additional technical devices such as computers, screen reading software, Braille devices, and alternative keyboards,
 - 3) use an alternative form of recording,
 - 4) replace a written examination with an oral one and vice versa,
 - 5) include third parties into an examination, such as sign language translators, stenographers and readers and assistants for people with disabilities.
10. If, in a given case, there is more than one alternative form of verification of learning outcomes and the end-of-term test or the examination, the student chooses the form.



ELECTRONIC EXAMINATION CENTER

The whole document can be found

[- HERE -](#)

Contact us if you have any questions:

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- website: [Electronic Examination Center](#)

