

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 2018, item. 1668) 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 and medical rescue 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.
5. All students of the University form a student self-government whose elected bodies (representatives of the student government) have exclusive competence to represent all University students.
6. Representatives of the Student Government:
 - a) give opinions on the study regulations,
 - b) give opinions on curricula,
 - c) at the request of students, participate in exams before the examination board,
 - d) participate in the work of scholarship, disciplinary and other committees.
7. Decisions pertaining to student affairs not stipulated under the Act, statute and the agreement for the provision of educational services that are taken by other bodies of the University, to the extent and in the manner specified in the Study Regulations shall be taken by the Dean.

CHAPTER 2
STUDENT’S RIGHTS AND OBLIGATIONS

§ 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,
 - c) form political and social organisations on a basis of provisions set out in the Act,
 - d) take part in the work of the student government and other student organisations operating at the University,
 - e) expressing opinions on and evaluate the University classes and the teachers who conduct them.
 - f) participate in open classes of other specialisations,
 - g) receive awards and distinctions,
 - h) respect for individual dignity on the part of each member of the academic community,
 - 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,
 - j) freedom of expression while respecting the principles of fair and substantive discussion
 - k) exercise all student rights provided for by the Act
2. The student is obliged to:
- a) act in accordance with the content of the oath,
 - b) observe the study regulations,
 - c) observe other regulations in force at the University,
 - d) participate in classes, study visits and organisational activities in accordance with the curriculum,
 - 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;
 - f) acquire knowledge,
 - g) take examinations, undertake internships and fulfill other requirements provided for in the study programme,
 - h) participate in research into the quality of education in the manner and on the principles specified by separate regulations,
 - i) show respect to the University employees and observe the principles of coexistence,
 - j) care for the dignity of the student and the good name of the University,
 - k) take care of the property of the University and incur material liability for its destruction or loss,
 - 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,
 - m) observe the principles of university etiquette (relevant behaviour and clothing),
 - n) respect for the dignity and reputation of university teachers and administrative staff.
3. The student shall be liable for any conduct prejudicial to the student's dignity and the violation of the regulations in force at the University in accordance with the procedure laid down in the Act.

§ 3

1. The student may move to another university with the consent of the Dean, provided that he/she fulfils all the obligations arising from the regulations in force at the University.
2. The student from another university may be admitted to the University after completing at least one semester of studies

CHAPTER 3 ORGANISATION OF STUDIES

§ 4

1. Studies take place according to the curricula of the University, determined in the manner specified in the Act. The curriculum for a particular field of study and cycle of education and for a particular profile in this field includes a description of the assumed learning outcomes and a description of the learning process leading to the achievement of the outcomes. The curriculum determines the duration of studies, subjects and internships valid during the course of studies. The timetable for the implementation of the curriculum includes arrangements for:
 - a) the sequence of courses and number of hours per the course,
 - b) the method and forms of obtaining credit taking into account the principles of the European of Credit Transfer and Accumulation System.
2. The student studies according to the study plan and the curriculum in the academic year in which he / she starts the programme.
3. The provision of para. 2 does not apply to students who repeat a semester of study, continue studies after the leave, resume studies, study part-time outside the University or who have moved from another university.
4. Curricula are made available to students in the Public Information Bulletin (BIP) not later than 7 days before the beginning of the academic year
5. The language of instruction at the University is Polish. However, the Senate may decide that foreign languages are used during:
 - a) some classes (individual lectures or modules) within the framework of programmes conducted in the Polish language (e.g. elective lectures); in this case, the tests of knowledge or skills in the subject/classes are in the foreign language in which they were conducted.
 - b) classes within the framework of language programmes (Philology-English Studies); in this case, knowledge or skills tests, the thesis and the diploma exam are conducted in a foreign language (language of instruction).
6. Classes can be conducted and learning outcomes can be verified by means of distance learning methods and techniques, in accordance with applicable regulations.

§ 5

1. The academic year commences on 1 October and lasts until September 30 of the following calendar year.
2. The academic year includes:
 - 1) a period of classes divided into two semesters (winter and summer semesters) and education modules within each semester,
 - 2) examination sessions (periods of the verification of learning outcomes): winter and summer sessions, as well as mid-semester sessions in the case of programmes divided into education modules – in free time and re-sit sessions,
 - 3) internships according to the curriculum and study plan,
 - 4) winter, spring and summer holidays and an inter-semester breaks for full-time students.
3. The schedule of the academic year is determined by the Rector, who specifies:
 - 1) the duration of semesters,

- 2) the duration of examination sessions in each semester,
- 3) the duration of the resit session in each semester,
- 4) the duration of the inter-semester break,
- 5) duration of winter, spring and summer holidays.

§ 6

1. The detailed organisation of the academic year is determined by the Dean, based on the study plans approved by the Senate.
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.
3. The Rector may establish additional days off from classes during the academic year.

§ 7

In order to improve the study process, the Dean, at the request of the Student Government or students of a given group, may appoint a year tutor.

§ 8

1. The rules, procedures and credits of internships within individual study programmes are defined by the relevant internship regulations which take into account the specificity of the internship in a given field of study.
2. Credits for the internship are given by the Student Internship Proxy or the Internship Supervisor responsible for the field of study on the basis of documents confirming the internship.
3. At the student's request, the University may credit activities performed by him or her, in particular as part of employment, job placement or volunteering, toward the requirements of their internship, if they have made it possible to achieve learning outcomes specified in the curriculum for the internship specific to a given field of study.
4. In order for the student to receive credit for the internship for performing activities as part of employment, job placement or volunteering, the student is obliged to submit an application to the Rector's Proxy for Student Internships with documentation confirming that the activities have enabled the achievement of learning outcomes in the field of knowledge, skills and social competences assigned to a given type of the internship, within a given field of study. The procedure for submitting the application together with the required documentation is governed by the Internship Regulations at WSB University.
5. A student may obtain credit for the internship completed abroad if the internship programme meets the requirements provided for in the study programme for the internship. The condition is to obtain the consent of the Rector's Proxy for Student Internships before its commencement.
6. A student who, for reasons that are not his/her fault, has failed to complete the internship, may obtain the Dean's consent to take the internship at a different time, which does not interfere with the course of study and study schedule.

7. When the student fails to obtain credit for the internship in a situation where the internship is the only failed subject in a given semester of study, the Dean may decide to postpone the internship to the next semester.

§ 9

1. Students moving from other universities to WSB University for the second and subsequent semesters of study are obliged to obtain credit for courses resulting from curriculum differences. The method of compensating for curriculum differences is determined by the Dean, in consultation with university teachers and then presented to the student.
2. Credits and ECTS credits obtained at another university may be recognised instead of the courses and credits assigned to them, included in the study plan if the learning outcomes of these courses at both universities coincide. The decision is taken by the Dean after reading the documentation of the course of studies taken at another university submitted by the student.
3. Courses with ECTS credits from another, foreign university as transferred by the student are recognised as achievements expressed in ECTS credits at the University
4. In addition to studying in his/her primary field of study, the student may, with the consent of the Dean, study in other fields and specialisations or study selected subjects if he/she fulfills all the obligations related to the course of study in the primary field.
5. The financial conditions of studying in the second field are determined by the Rector's ordinance.
6. A student of a given field and mode of study is obliged to choose a particular specialisation according to the study programme. The student selects a specialisation in the semester preceding the beginning of classes in a given specialisation or at another time defined in a separate Rector's ordinance. The Dean takes a decision on starting the specialisation, taking into account the University's possibilities. In the event that the specialisation he/she selects is not offered, the student is entitled to select another specialisation from among those that offered. A student who fails to meet the required dates of selecting a specialisation will be, according to the Dean's decision, put on the specialisation list, depending on the vacancy
7. The student may apply for studying in two specialisations. The decision is made by the Dean at the request of the student.
8. If consent to study two specialisations at the same time is given:
 - 1) the primary specialisation is the first specialisation selected by the student,
 - 2) the average of all grades received in particular semesters is taken into account in terms of the award of scholarships for academic performance,
 - 3) the student writes one thesis,
 - 4) the student takes one diploma exam,
 - 5) the basis for determining the final grade is the arithmetic of grades for all courses passed in the course of study,
 - 6) the graduate receives one diploma in his/her primary specialisation. Information about the second specialisation is included in the Diploma Supplement.
9. The Dean may agree to the change:
 - 1) A field of study,
 - 2) A mode of study,

- 3) A specialisation of study.
10. The Dean determines the conditions, date and manner of compensating for curriculum differences by the transferred student.
11. A student wishing to move from the long-cycle Master's degree programme to a two-cycle programme (within a specific field of study) may continue his/her studies at the University only in the first-cycle (Bachelor) programme. If the student continues the studies at the second cycle (Master's) programme after completing the first-cycle programme, the courses he/she passed during the long-cycle Master's programme will be recognised provided that learning outcomes are the same like for the second-cycle programme. The decision is taken by the Dean after familiarizing himself/herself with the documentation of the course of studies at another university, submitted by the student. Students who have been reinstated to their studies and who studied in the long-cycle Master's programme prior to being removed from the list of students may continue the studies at the second-cycle programme only if they have completed the first-cycle programme and have a diploma.
12. Moving to another field of study within the University as well as changing the mode of studies by moving to full-time or part-time studies is possible provided all the obligations related from the course of study are fulfilled.

§ 10

Rules for granting individual plan of study terms (IOS)

1. There is a possibility of granting individual plan of study terms to students:
 - 1) with disabilities,
 - 2) who have particularly distinguished scientific achievements,
 - 3) students studying in two fields,
 - 4) participating in the international / inter-university exchange programme,
 - 5) others, when Dean considers the situation justified.
2. A pregnant student and a student who is a parent may not be refused permission for IOS.
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.
4. Granting IOS terms does not imply a change in the scope of requirements related to the area and level of knowledge of the courses provided for in the curriculum in a given field of study.
5. Only a student who has completed at least the first semester of study may apply for IOS terms. In special cases, the Dean may grant approval for the individual plan of study from the first semester.

6. Permission for individual organisation of studies is granted by the Dean for one semester or one academic year.
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.
8. The Dean may withdraw the consent to grant IOS terms if the student no longer fulfills the agreed conditions that are the basis for granting the IOS terms.

§ 11

Rules for granting an individual study plan and curriculum (IPSC)

1. Students who have completed the first year of the first-cycle programme or the first semester of the second-cycle programme and who demonstrate outstanding academic performance may apply for a permission to study according to their individual plan of study and curriculum (hereinafter referred to as IPSC). Studies according to IPSC aim at enriching knowledge, skills and social competences acquired by the student of the field or specialisation studied. The curriculum should include content that leads to achieving the learning outcomes of the curriculum for a particular field of study and may not lead to the extension of the time limit for completion of studies.
2. The decision to allow a student to study according to the individual plan of study and curriculum shall be made by the Dean at the written request of the Student, taking into account the student's progress in study, abilities and interests.
3. For those who study according to their individual plan of study and curriculum, the Dean appoints tutors from among university teachers holding an academic degree or an academic title.
4. The individual plan of study and curriculum is prepared by the student and approved by the tutor. Study according to the individual plan of study and curriculum cannot last longer than is provided for by the study plan and curriculum for the particular field and specialisation.
5. In the case of unsatisfactory academic performance, the Dean may withdraw his / her consent to study according to an individual plan of study and curriculum.
6. Detailed rules for the organisation of IPSC are defined by separate regulations.

CHAPTER 5

PROCEDURE AND RULES FOR OBTAINING CREDITS

§ 12

1. Studies are consistent with the European Credit Transfer and Accumulation System (ECTS).

2. Courses are conducted in the form of lectures, classes, laboratory classes, proseminars, seminars, tutorials, foreign language classes, e-learning, field practice, clinical classes, projects and internships.
3. The presence of the student is obligatory during classes, proseminars, seminars, tutorials, foreign language classes, laboratory classes, field practice, clinical classes, projects and internships.
4. In the case of short-term absences during the classes referred to in par. 2, in order to excuse them, the student is obliged to present circumstances confirmed by relevant documents to the teacher at the earliest possible date but not longer than 14 days from the first day of absence.
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.
6. The term for receiving credit shall be defined as one 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.
8. The condition for completing the year of study is to obtain the number of ECTS credits provided for in the curriculum.
9. The condition for obtaining ECTS credits is to pass the given course according to the requirements specified, and in the case of an examination or credit with a grade, to obtain at least a satisfactory grade. If the course has more than one form, it may be necessary to obtain ECTS credits for each of these forms.
10. At the request of the head of the project/research team and with the consent of the Dean, a student who conducts research within teams pursuing the scientific plans of the University unit may obtain credit for selected classes, if the research corresponds to the curriculum and allows for the achievement of learning outcomes provided for these classes.
11. If a student has more ECTS credits than required to complete a given year of study, the surplus obtained is credited towards the next or subsequent years of study, as far as courses covered by the curriculum are concerned.
12. In the case of repeating a year or semester, re-admission to the same field of study or specialisation, or participation in a student exchange programme, the Dean may take into account the course already passed and the ECTS credits thus obtained. This right also applies to undertaking additional studies in another field or specialisation, a change in the field of study or specialisation, receiving credit for courses in another field or specialisation or at another university.
13. The study programme may provide for additional requirements to complete a given year of study.

14. The condition of continuing studies in the next semester is to complete the previous semester and to pay the required fees to the University (tuition fees and others).
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.
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.
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.
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.
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.
20. In exceptional cases (long-term illness, random event, etc.), the Dean may agree that the Student takes the examination on an individual basis.
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.
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.
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 remaining 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.

24. A conditional entry shall not be granted if one or more of the following conditions apply:
 - a) knowledge and skills in the failed subject are necessary to achieve learning outcomes in other subjects taught in the following semester;
 - b) in the next semester, the study plan provides for the continuation of classes in the subject or subjects failed by the student.
25. In 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.
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 (reservations 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 specialisation 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.
27. Exam grades and credits are documented in the student's academic progress report and the examination transcripts.
28. The University does not record the course of studies in the student record book.
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.
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.
31. A student who studies abroad, with Dean's consent, under direct agreements or educational projects, appointed by the University or student organisations acting at the University, may apply to the Dean for the recognition of credits obtained abroad and for including these courses to the university study plan. A student who has studied abroad on his/her own may submit the application referred to in the preceding sentence upon presenting the documents stating that the school in which he / she studied is a higher education institution.

32. The student is obliged to submit the copies of originals of obtained certificates and their sworn translations into Polish. The requirement for sworn translation does not apply to certificates issued under double diploma programmes by a university partner of a double diploma programme on the basis of an agreement signed between universities.
33. A student who has studied abroad is entitled to complete a semester on the basis of examinations passed at a foreign university, provided that he or she has obtained at least 25 credits according to the European Credit Transfer and Accumulation System (ECTS).
34. If the curriculum implemented abroad did not allow for achieving learning outcomes set out in the curriculum at the University, the Dean is obliged to determine curricular differences, which must be completed by the student until the end of his/her studies.
35. After receiving credits and passing exams, the student will be registered for the next semester based on the Dean's decision. The Dean gives credit for the semester on the student's progress report, prepared in the form of electronic data printouts from the University Study-Oriented System. This credit is the basis for entry to the next semester.
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).

§ 13

1. The following grades and letters are used for credits and examinations:

1) very good	(A)	5.0
2) good plus	(B)	4.5
3) good	(C)	4.0
4) satisfactory plus	(D)	3.5
5) satisfactory	(E)	3.0
6) fail	(F)	2.0.
2. As regards the "Physical education" course, some specialisation lectures, training, credit for the first semester of classes in the case of two-semester lectures (without workshops) included in the study plans for a given academic year and internship, the formula "pass" (Polish: *zal.*) without a grade is used.
3. If the student has earned grades on a different scale than that in force at the University or by another foreign university, decisions on their conversion into the assessment system used at the University are taken individually by the Dean based on the proportion in a given scale of grades.

§ 14

1. The Dean removes the student from the list of students, in cases when he/she:
 - 1) does not undertake studies,

- 2) resigns from studies,
 - 3) fails to submit the thesis or take the diploma examination within the time limit,
 - 4) is expelled from the university as a result of disciplinary proceedings,
 - 5) does not sign an educational services agreement with the University,
2. The Dean may remove the student from the list of students, if:
 - 1) the student does not attend compulsory classes,
 - 2) there is no progress in learning,
 - 3) he/she fails to complete a semester,
 - 4) does not pay fees related to the study.
 3. The decisions referred to in par. 1 and 2 are subject to appeal to the Rector. The Rector's decision is final.
 4. Failure to undertake studies, referred to in par. 1 (1), is declared after the investigation process, when:
 - 1) a person admitted to study at the beginning of the first semester of study (no later than 30 November – in the case of starting in the winter semester and 30 April in the case of starting studies in the summer semester) does not collect a student ID card;
 - 2) a student resuming study or after leave granted by the Dean has not received curricular differences card within 30 days of the decision about readmission.
 5. The resignation from the study referred to in § 14 para. 1. point 2) means the situation in which the student resigns in writing.
 6. Failure to attend compulsory classes referred to in para. 2 (1), shall be determined after an investigation has been carried out when the student has been absent for at least 50% of the compulsory classes in a given month without providing a certificate justifying that absence.
 7. Acknowledgment of the lack of progress in learning referred to in § 14 par.2. point 2 means a situation when the student fails the courses obligatory in the study plan for a given semester unless the student has obtained the Dean's consent to repeating the semester or the conditional enrollment for the next semester.
 8. The student is informed of the removal from the list of students in writing within the time limit of 7 days from the removal date. The student is entitled to appeal against a decision resulting in removal to the Rector within 14 days from receiving the decision.
 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.
 11. A student who after passing the first or subsequent semesters of study has been removed from the list of students, is entitled to resume it. The Dean takes the decision on the semester from which the student can resume studies and determines the curricular differences.

12. The student may resign from continuing the studies at the University at any time, provided that failure to undertake the study or resignation requires the student's written resignation, provided in the manner resulting from the contract for the provision of educational services.

§ 15

1. The re-admission to study of a person who has been removed from the list of students during the first semester follows the general rules of admission.
2. The student who has been removed from the list of students after completing at least one semester may be granted permission to be readmitted.
3. The re-admission decision is made by the Dean, specifying the mode of completing the curricular differences.

Recognition of the course of studies taken to date

§ 16

1. The student may apply for the recognition of credit obtained at another university as the implementation of the curriculum in the field he or she is studying and for exemption from the requirement to pass selected subjects at the University, provided that he or she has not yet completed these subjects.
2. The student should submit the application referred to in par. 1 no later than in the second week from the beginning of the classes in the semester in which the subjects indicated in the application are provided for in the curriculum.
3. Credit may be recognised only if the following cumulative conditions are met:
 - 1) credit has been obtained in the course of education at a university operating on the basis of the provisions of Polish law, subject to par. 5,
 - 2) the syllabus of the completed subject and its learning outcomes coincide with the curriculum and learning outcomes of subjects provided for in the course of study programme in which the student is studying.
4. The application for recognition of credit obtained at another university and for exemption from the requirement to complete subjects at the University is examined by the Dean, who assesses formal conformity and makes the substantive assessment on the basis of a syllabus or a programme of the subject completed by the student at another university.
5. If the classes were held at a foreign university, the Dean individually determines the possibility of granting credit for the subject in question.
6. The Dean may refuse to accept credit, in particular if:
 - 1) the grade obtained by the student is less than 3.5 (satisfactory plus) or,
 - 2) the grade was obtained earlier than 5 years prior to the submission of the application, or,
 - 3) the completed subject was taken as part of postgraduate studies, and the documentation thereof does not allow for the determination of the level of study which corresponds to the learning outcomes obtained there.

7. The student is obliged to provide all necessary information and documents necessary to establish the facts referred to in para. 3-6. Failure to provide information within the prescribed period may constitute grounds for refusing the recognition of credit.
8. In the case of recognition of credits obtained at the University, the provisions of para. 1-7 shall apply *mutatis mutandis*.

§ 17

Principles of recognising learning outcomes achieved in the process of learning outside the system of studies

1. A candidate may apply for the recognition of the learning outcomes achieved outside the system of studies, with the exception of curricula referred to in Article 68 (1) (1-10) of the Law on Higher Education and Science.
2. Learning outcomes can be confirmed for a person who has:
 - 1) documents referred to in Article 69(2) of the Law on Higher Education and Science and at least 5 years of professional experience – if a person applies for admission to the first-cycle programme or the long-cycle master's degree programme;
 - 2) the full qualification at PQF level 5 or a qualification granted under the foreign higher education system corresponding to level 5 of the European Qualifications Framework referred to in Annex II to the Recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualifications Framework for lifelong learning. (EU OJ C 111 of 06.05.2008, p. 1) – if a person applies for admission to the first-cycle programme or the long-cycle master's degree programme;
 - 3) the full qualification at PQF level 6 and at least 3 years of professional experience after the completion of the first-cycle programme – if a person applies for admission to the second-cycle programme;
 - 4) the full qualification at PQF level 7 and at least 2 years of professional experience after the completion of the second-cycle or long-cycle master's degree programme – if a person applies for admission to subsequent first-cycle or second-cycle programme or a long-cycle master's degree programme;
3. Applicants for admission to study by means of the recognition of learning outcomes may receive no more than 50% of the ECTS credits assigned to a particular field of studies, educational level and profile.
4. Learning outcomes achieved in the non-formal and informal system are recognised based on the analysis of documents presented by the candidate, showing the achievement of learning outcomes following the life and professional experiences, which coincide with the learning outcomes indicated in the description of courses that the applicant applies to receive credits for.

5. If there are reasonable doubts about the learning outcomes of the applicant, it is possible to interview the applicant and to apply additional assessment tools for assessing the learning outcomes.
6. The decision pertaining to the recognition of learning outcomes is made by the Dean.
7. Passing the course as a result of the recognition of learning outcomes is documented in the credit record of the courses and in the student's progress report.
8. If the credit concerned courses ending with a grade, according to the curriculum, "acknowledged" is entered into the record and report referred to in par. 7, instead of a grade.
9. Courses passed as a result of the recognition of learning outcomes are not included in the GPA.
10. The detailed rules of the process of recognising learning outcomes achieved outside the system of studies and institution-based learning are defined by the Regulations of Recognition of learning outcomes achieved in the process of learning outside the system of studies that is in force at WSB University.

CHAPTER 6

LEAVES, AWARDS AND DISTINCTIONS

§ 18

1. The student may be granted the following leave:
 - 1) short-term (no longer than 1 semester),
 - 2) long-term (longer than 1 semester, but not longer than 1 year).
2. The Student may be granted the leave in the case of:
 - 1) a long-term illness,
 - 2) important unexpected circumstances,
 - 3) baby birth and care of it,
 - 4) referral to study abroad,
 - 5) pregnant students – leave is granted for the period up to the date of birth of the child,
 - 6) a student who is a parent – leave is granted for a period of up to 1 year,
 - 7) important professional and family reasons.
3. The student may be granted short-term leave due to group trips in the country or abroad organised by the University.
4. Leave is granted by the Dean at the request of the student.
5. Organised student groups may obtain the Dean's permission for short-term (up to 3 days) breaks in classes for important reasons (study tours, team building trips, sightseeing trips, etc.) after agreeing with the course teachers that the classes will take place on other dates.
6. Application for a short break in classes should be submitted to the Dean's Office, at least 7 days before the proposed break in classes.

§ 19

Students with outstanding academic performance, organisational activity, and the very good performance of their duties may be awarded:

- 1) awards funded by state institutions, scientific societies, and social organisations,
- 2) Rector's awards and distinctions specified in separate orders.

CHAPTER 7

THESIS

§ 20

1. The student writes a thesis (Bachelor/ Master or Engineering thesis) under the supervision of a Supervisor. If the thesis is written in cooperation with a company, it is permissible to appoint, in addition to the Supervisor, a representative of the company as an auxiliary supervisor of the thesis.
2. The thesis Supervisor is a university teacher who holds at least a Ph.D. degree. In the field of Nursing, the thesis Supervisor is a university teacher holding at least a Master's degree or equivalent and the right to practice the profession of a nurse.
3. The Dean appoints the thesis Supervisor.
4. In the event of a longer absence of the Supervisor, which may affect the delay of the student's submission of the thesis, the Dean is obliged to appoint a university teacher who takes over the duties of the Supervisor.
5. The student submits his/her thesis in Polish, subject to §4 para. 5. The thesis in Polish is accompanied by a summary in English. If the student participates in international educational programmes, in didactic programmes conducted in a foreign language, in double diploma programmes, or has as possibility of continuing studies abroad, etc., he/she is allowed to write a thesis in a foreign language provided that a comprehensive abstract in Polish is enclosed with the thesis in a foreign language. The decision on this matter is made by the Dean in consultation with the thesis Supervisor.
6. The thesis is subject to mandatory verification in the anti-plagiarism system.
7. A student of full-time and part-time studies is obliged to submit a thesis approved by the Supervisor in the last semester of study, no later than the deadline specified in the schedule of the academic year.
8. The Dean may postpone the deadline for submission of a thesis for no more than one semester, i.e. until 30.03 or 30.09 respectively. In exceptional justified cases, the Dean may decide to extend the deadline for submitting the thesis by an additional 3 months, then this date is the deadline.
9. The Supervisor must give an opinion on the student's request for an extension of the deadline for submission of a thesis.
10. Acceptance of the thesis by the Supervisor is a condition for passing a diploma seminar.

11. The Supervisor and one reviewer evaluate the thesis. The thesis reviewer is a university teacher with at least a PhD degree. In the case of a Master's thesis written under the supervision of a university teacher with a PhD degree, a review by a university teacher with the postdoctoral degree or with the title of professor is required.
12. In the event of a negative evaluation of the diploma thesis by the Reviewer, the Dean will consult the second reviewer. In the case of a negative evaluation of the thesis by the second Reviewer, the Dean, at the request of the student, orders the student to repeat the last semester of study. The student is obliged to write his/her thesis and complete any possible curricular differences assigned by the Dean.
13. A student who has been removed from the list of students as a result of the non-submission of a thesis within the time limit may resume his/her studies no later than 5 years from the date of the removal, during the semester of study indicated by the Dean. The student is obliged to write the thesis and complete any possible curricular differences assigned by the Dean. If the resumption takes place before the end of one year from the date of removal from the list of students, no curriculum differences are assigned, while the student is obliged to submit a thesis and take the final exam.

CHAPTER 8

FINAL EXAMINATION

§ 21

1. The condition for admission to the final exam is:
 - 1) receiving credits for all semesters of studies,
 - 2) positive grade from the thesis submitted,
 - 3) settlement of liabilities towards the University.
2. The final examination should be held no later than one month after the student has submitted his/her thesis in the Dean's Office. In exceptional and justified cases, at the student's request, the exam may be appointed at a later date.
3. The final examination is an oral examination before the Board:
4. The final examination board consists of:
 - 1) the Chairman - Dean or a university teacher authorised by the Dean,
 - 2) the Supervisor,
 - 3) the Reviewer.
5. At the request of a student or Supervisor, the University conducts an open final examination. This application must be submitted when submitting a thesis. The decision on setting the date of the open examination is taken by the Dean. Once the decision is taken, 7 days prior to the date of the examination an announcement will be posted on the University website. Open examination participants who are not Board members cannot ask the examinee questions and participate in closed deliberations with the purpose of evaluating the exam.
6. The University conducts a final exam on-site or remotely by means of specialised online communication platforms. The rules for conducting online final examinations are governed by a separate Rector's ordinance.

7. Prior to the final examination, the student is entitled to familiarise himself/herself with the content of the review.
8. In the case of the long-cycle Master's programme and first- and second-cycle programmes, the examination board shall formulate three, separately evaluated questions:
 - 1) question 1 related to the thesis topic, formulated by the thesis Reviewer (as part of the evaluation, the Board takes into consideration the preparation and presentation of the thesis and detailed explanations of the examinee);
 - 2) question 2 related to the thesis topic, formulated in the context of the issue of the specialisation studied and formulated by the thesis Supervisor;
 - 3) question 3 related to the thesis topic formulated in the context of the field studied and formulated by the thesis Reviewer.
9. In the case of medical studies, the final exam consists of theoretical and practical parts, which enable the examination of knowledge and skills. The final grade of the medical students' final exam covering theoretical and practical parts shall be the arithmetic mean of the grades (GPA) obtained for the above-mentioned parts, provided that each of the grades is at least satisfactory.
10. If the grade for the final exam is unsatisfactory or the Student fails to take the exam without a valid reason, the Dean sets the second examination date as final. The re-examination may take place not earlier than after one month and no later than three months after the first examination.
11. In the event that the student fails the final examination on the second date, the Dean issues a decision to remove him/her from the list of students or gives consent, at the student's request, to repeat the last semester.
12. In the event that the student fails to take the final examination on both the first and second dates, the Dean issues a decision about removal from the list of students.
13. If the student is not admitted to take the final examination for the reason in question in §21 par.1 (3), the Dean issues a decision pertaining to the removal from the list of students one month after the student has submitted the thesis.
14. In the situations referred to in paragraphs 11 and 12, the student may resume the study and be admitted to the final examination without the need to repeat the last semester of study at the written request of the student within one year of the date of removal from the list of students after fulfilling the conditions referred to in § 21 par 1.
15. The rules and conditions for conducting the final examination in the fields of study preparing for the pursuit of the professions referred to in Article 68(1) of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws item 1668) are defined in the WSB University Rector's ordinance on the introduction of the "Procedure for the final examination in regulated fields", which takes into account the requirements contained in the standards of education specified in the regulations issued on the basis of Article 68 para. 3 of the Act of 20 July 2018.

§ 22

1. The date of graduation is the date of passing the final examination (the grade must be at least satisfactory). A condition of obtaining a positive grade from the final examination is

to obtain positive grades for the thesis presentation and for the individual parts of the final examination referred to in § 21 para. 7, p 2), 3) and § 21 para. 8. Graduates receive a diploma of higher education confirming that they have earned a relevant degree.

2. In the diploma of higher education, the final grade of the study shall be entered, aligned to the grade:
 - 1) satisfactory /3.0/ - GPA of 3.25;
 - 2) satisfactory plus / 3.5 / - GPA of 3.26 - 3.75;
 - 3) good /4.0/ - GPA of 3.76 - 4.25;
 - 4) good plus / 4.5 / - GPA of 4.26 - 4.50;
 - 5) very good /5.0/ - GPA of 4.51 and above.
3. The basis for calculating the final grade is:
 - 1) the arithmetic mean (GPA) of all grades obtained during the course of study (in the event that a semester is repeated, the grades forming the basis for completing the repeated semester are taken into account) in 1/2,
 - 2) grade for the thesis in 1/4,
 - 3) the grade for the final examination in ¼ and in the case of medical students, the grade for the final examination consisting of theoretical and practical parts, calculated as ¼ of the arithmetic mean of the grades of the above-mentioned parts.
4. A graduate who satisfies the following cumulative conditions:
 - 1) He/she submitted his/her thesis within the deadline referred to in § 20 sec. 7;
 - 2) He/she took the final exam within the period referred to in § 21 sec. 2;
 - 3) He/she obtained the GPA of at least 4.51;
 - 4) He/she obtained very good grades both from the thesis and from the final exam, – the Board or the Dean of the Faculty may award the distinction. A graduate who has been awarded a distinction receives a diploma with distinction
5. At the request of the member of the final examination board, the Rector shall decide to award a distinction to the student's thesis.
6. A diploma of the completion of the first-cycle programme and being conferred a Bachelor's degree/Bachelor of Engineering degree shall entitle the graduate to pursue a second-cycle programme, and being conferred a Master's degree/Master of Engineering degree entitles the student to pursue a third-cycle programme.

CHAPTER 9

PARTICIPATION OF HIGHLY GIFTED SECONDARY SCHOOL STUDENTS IN CLASSES

§ 23

1. Highly gifted secondary school students may participate in classes of the first-cycle programmes - in the fields relevant to their talents and interests.
2. The application for admission of a highly gifted student to classes shall be submitted to the Dean of the faculty by the secondary school principal by 30 June of the year in which the academic year begins.

3. The application referred to in par. 2 contains at least:
 - 1) the name and age of the student,
 - 2) the profile of the form which the student attends,
 - 3) an indication of the talents and achievements of the student and his or her interests,
 - 4) GPA obtained during the last school year,
 - 5) an indication of the course which the student should attend,
 - 6) grounds for admittance
4. The application referred to in par. 2, should be accompanied by the student's application letter and consent of parents or legal guardians to student's participation in classes.
5. By giving a positive decision pertaining to the admission of the highly gifted secondary school student, the Dean shall indicate the name of the university teacher conducting the course which the student is going to attend.
6. The Dean's Office assigns the student to the appropriate group, taking into account the Dean's decision, in agreement with the student and the secondary school principal.
7. The student shall not be issued a student ID card or student academic progress report card.

§ 24

1. The course teacher is obliged to inform the student of the conditions for obtaining credit for the course at the beginning of the semester. As regards courses ending with an exam, the student must be presented with the exam requirements. The student is entitled to inspect the course description card.
2. The student passes the course under the terms and conditions set out in the Study Regulations. The student is not allowed to retake the test/exam to pass the course.
3. After the course has finished, the Dean shall issue a certificate to the student, having received the written information on the course completion from the course teacher, including the number of hours and, in the case of the course ending with the examination, information on that examination.
4. In the event that the student is admitted to WSB University, he or she may apply to the Dean for credit for the course which he/she has completed.

CHAPTER 10

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

§ 25

1. The University undertakes a number of activities aimed at creating the conditions for full participation in the education process by students with disabilities, including on the principles set out in the separate Rector's ordinances.
2. A student with disabilities is entitled to equal opportunities in access to full participation in education and research, taking into account the degree and nature of his or her disability in accordance with the principles of support such as: individualisation, subjectivity,

development of the potential of a person with disabilities in relations to the educational process, rationality of adaptation, maintenance of the academic standard, adaptations closest to the standard course of classes and equal rights and obligations..

3. The university allows for a change in the manner of participation in classes if the student's disability does not allow him or her to attend classes in the standard mode.
4. Changes to the way the student attends classes may include in particular:
 - 1) increasing the standard level of allowed absenteeism,
 - 2) change to the mode of study to extramural,
 - 3) change to the forms of the verification of learning outcomes during classes,
 - 4) a proposal to include third parties into classes, in particular as sign language translators, readers, stenographers, laboratory assistants, helping students with manual disabilities.
5. In the event that sound or video and audio recording equipment is used, the student is obliged to sign the copyright declaration and that he/she shall use the recorded material for private use only.
6. In the event of failing a semester or a single exam due to the disability, the Dean, or other competent person, shall assign another equivalent assignment consisting, in particular, of: attending other classes, changing the form of internship, so as to enable the student to receive credit or pass the examination and to obtain the expected learning outcomes.
7. If the student is unable to take his or her own notes due to his or her disability, the Dean, in consultation with the course teacher, shall allow for using additional technical equipment enabling the student to participate fully in the course.
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.

CHAPTER 11

FINAL PROVISIONS

§ 26

1. Studies at the University are paid. The rules for paying tuition fees are set out in separate regulations (the University Statute and the relevant ordinances by University Authorities).

2. The terms and conditions of payment for studies are set out in a written agreement between the University and the student. An integral part of the aforementioned agreement is the relevant ordinances by the University Authorities, which are announced to students on the notice board and intranet.
3. The tuition fee is paid directly by the interested party or the employer or other organisation, charity, foundation, etc.
4. In particularly justified cases, the Rector, in accordance with the University Statute, may exempt from or reduce the amount of the fee.

§ 27

The amount of the fee is determined by the Rector's ordinance, in accordance with the University Statute.

Examination of student cases

§ 28

1. The University provides students with electronic communication channels, including an online communication platform for University students, doctoral students and employees and other persons who, on the basis of separate regulations, have access to the information contained therein, hereinafter referred to as “Virtual University”, and individual e-mail addresses in the University domain, which are required in the case of e-mail communication between the student and the University (the use of private e-mail accounts in communication between the student and the University is not permitted).
2. The student may submit applications, requests, explanations, complaints, and appeals for examining a case in accordance with the rules laid down in the Act of 14 June 1960 as amended - The Code of Administrative Procedure, hereinafter referred to as “Kpa”, i.e. in particular in writing, verbally to the minutes or other means of electronic communication via an electronic mailbox, provided that the University has an electronic mailbox and has made it available to students.
3. The head of the University students is the Rector.
4. In individual student matters in the course of studies, decisions are made by the Dean of the relevant faculty. The decision issued by the Dean may be appealed to the Rector via the Dean within 14 days from the date of delivery of the decision. In the case of decisions taken at first instance by the Rector, a request for re-examination of the case may be requested.
5. The student matters referred to in para. 4 may be settled by persons other than the Rector or Dean on the basis and to the extent specified in the authorisation granted in writing by the Rector or Dean respectively.
6. The issuance of a decision that does not contain appropriate instruction does not affect the student's right to lodge an appeal or an application for a review of the case.

7. The decision in the cases referred to in para. 4 may be serviced in documentary form via the Virtual University even if the proceedings have been initiated on the basis of a written application. This provision does not concern the decision to remove students from the list of students and decisions on admission to studies.

§ 29

The student is obliged to immediately notify the University via the Virtual University of any change of personal or address data, in particular name, surname, address for delivery, address of residence, telephone number, e-mail address, as well as of the change of any data affecting the receipt of benefits specified in the Act.

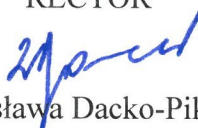
§ 30

1. The Rector is the appeal authority in all matters covered by the Study Regulations.
2. The appeal shall be made in writing within 14 days of receipt of the decision. The Rector takes a decision within 14 days of receiving the letter. The Rector's decision is final.
3. In matters not regulated by the Study Regulations, the provisions of the Law on Higher Education and the University Statute are applicable.

§ 31

These Regulations shall enter into force on 1 October 2024.

RECTOR



Assoc. Prof. Zdzisława Dacko-Pikiewicz, PhD