

*Annex to Resolution No. 01/05/2022 of the Senate of
Warsaw Management University of 31 May 2022
on the adoption of the Regulations of studies of Warsaw
Management University*

WARSAW MANAGEMENT UNIVERSITY

STUDY REGULATIONS



WARSAW 2022

TABLE OF CONTENTS

I.	GENERAL REGULATIONS.....	4
II.	ORGANIZATION OF STUDIES	5
III.	IMPLEMENTATION OF THE DIDACTIC PROCESS CONSIDERING THE NEEDS OF PEOPLE WITH DISABILITIES.....	7
IV.	RIGHTS AND OBLIGATIONS OF STUDENTS.....	8
V.	CONSIDERATION OF STUDENT AFFAIRS	14
VI.	DURATION OF STUDIES.....	15
VII.	TAKING UP STUDIES AT WMU AND RESIGNATION FROM STUDIES....	16
VIII.	TUITION FEES.....	18
IX.	CONDITIONS AND MODES OF PARTICIPATION IN CLASSES IN WMU OF EXCEPTIONALLY TALENTED STUDENTS AND REQUIREMENTS FOR PASSING THESE CLASSES	18
X.	ADMISSION TO STUDIES AND STUDIES AS A RESULT OF THE PROCEDURE OF VALIDATION OF LEARNING OUTCOMES.....	19
XI.	DISTANCE LEARNING.....	19
XII.	DIDACTIC ACTIVITIES	21
XIII.	EXAMS AND CREDITS	22
XIV.	REPETITION OF THE YEAR OF STUDY AND REQUIREMENT ENTRY ...	27
XV.	STUDENT INTERNSHIPS	28
XVI.	EXPULSION.....	29
XVII.	SIMULTANEOUS STUDIES.....	30
XVIII.	LEAVE	31
XIX.	SUPERVISION OF COMPLIANCE WITH THE RULES	32
XX.	THESIS.....	32
XXI.	DIPLOMA EXAM.....	34
XXIII.	FINAL PROVISIONS.....	38

I. GENERAL REGULATIONS

§ 1

1. These regulations apply to students and employees of Warsaw Management University.
2. Studies at the Warsaw Management University, hereinafter referred to as the University, are conducted on the basis of applicable regulations, including in particular:
 - a) Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2022, items 574, 583, 655, 682 8071668 as amended), hereinafter referred to as the "Act";
 - b) the Statute of Warsaw Management University (i.e. the Statute of the Warsaw Management University constituting an Annex to the Regulation No. 1/09/2019 of the Founder – the President of Warsaw Management University of September 4, 2019 on granting the Statute of Warsaw Management University (as amended), hereinafter referred to as the "Statute";
 - c) Regulations of Studies, hereinafter referred to as the "Regulations".
3. The basis for admission to the list of students of Warsaw Management University, hereinafter referred to as "the university", is the candidate's meeting of all the admission requirements specified in the resolution of Senate and takes place after being admitted to the list of students, at the moment of taking the oath.
4. The student is obliged to act in accordance with the body of the oath and fulfill the obligations set out in the study regulations.
5. The student, after passing the diploma exam, becomes a graduate of the university.
6. The representative of all university students is the student self-government, the scope of which is determined by separate regulations.
7. The university has an Internal System for Ensuring the Quality of Education.
8. When determining the organisation of studies, conducting classes, forms of credits and examinations, the university considers the legitimate needs of students with disabilities.
9. The university organizes paid learning of Polish, Russian, English languages, for foreigners in the form of courses.
 - a) Classes in Polish, Russian and English organized in the form of courses are not part of the study program.
10. The Regulations define the organisation and course of studies provided by the university, in particular the rights and obligations of students are related to their studies, as well as the procedure for participation of exceptionally gifted students in classes provided for in the course of study in fields consistent with their talents, as well as the rules for transferring classes, recognising classes, and confirming learning outcomes.

§ 2

1. The Rector is the superior of students at the university.
2. The direct supervisor of students of majors operating within a given Institute is the relevant director of the institute, and within the framework of a branch, the relevant director of a branch.

II. ORGANIZATION OF STUDIES

§ 3

1. The academic year begins on 1 October and ends on 30 September of the following calendar year and consists of 2 semesters – winter and summer.
2. The academic year includes: the beginning and end of didactic classes, periods of didactic classes, exam sessions, retake exam sessions, Christmas and New Year breaks, holidays and internships and other activities planned for the study program.
3. The schedule of the academic year is approved by the rector after prior opinion by the University Student Council and made public in advance of 3 months before the beginning of the academic year.
4. The rector may decide to establish days and hours free from classes for students.
5. A detailed timetable is communicated to students 7 days before the start of semester on the university's website.

§ 4

1. Studies at the university are held in accordance with study programs.
2. Programs are offered in a specific field of study, level and profile on the basis of a program of studies which defines the learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualifications System, considering the universal first-cycle characteristics set out in that Act and the second-cycle characteristics set out in the regulations issued on the basis of Article 7(3) of that Act and the applicable standards of education in individual fields of study.
3. The study program shall determine:
 - a) the form or forms of studies, the number of semesters and the number of ECTS credits necessary to complete studies at a given level,
 - b) professional title awarded to graduates,
 - c) classes or groups of classes, regardless of the form of their conduct, along with the assignment of learning outcomes and curricular content ensuring these outcomes,

- d) total number of hours of classes,
 - e) methods of examination and assessment of the learning outcomes achieved by the student throughout the education cycle,
 - f) the total number of ECTS credits that the student must obtain as part of classes conducted with the direct participation of professors or other persons conducting classes,
 - g) the number of ECTS credits that a student must obtain as part of classes in the field of humanities or social sciences, not less than 5 ECTS credits – in the case of fields of study assigned to disciplines within fields other than humanities or social sciences, respectively,
 - h) the dimension, rules and form of professional internships and the number of ECTS credits that the student must obtain as part of these traineeships.
4. The curriculum of a given field of study may provide for specialties, which are blocks of classes deepening studies in a selected field and differentiating the program of studies carried out by groups of students within the same field of study.
 5. The basic element of the study program is a subject, which is a set of learning outcomes obtained by the student and confirmed by a total assessment based on the examination of learning outcomes. The subject can be implemented as a didactic module which is a group of classes of various forms. For completing a course, the student receives the number of ECTS credits corresponding to this subject.
 6. The subjects specified in the study program are assigned ECTS credits. 1 ECTS credits correspond to learning outcomes that require 25 hours of work for the average student.
 7. ECTS credits obtained by a student in a semester in excess of the limit required in it may be credited towards the next semester, provided that they relate to subjects covered by the study program in a given field.

§ 5

1. Studies are conducted according to education programs, study programs, including study plans established in accordance with the procedure specified in the Act, and the education process was based on the objective of achieving the assumed effects in the field of knowledge, skills and social competences.
2. Study programs, including study plans, are freely available and form the basis for the development of year- or semester-long lesson schedules.
3. The schedule of credits and exams in the examination session is announced by the Didactic Service Centre in consultation with the competent Vice-Rector.

III. IMPLEMENTATION OF THE DIDACTIC PROCESS CONSIDERING THE NEEDS OF PEOPLE WITH DISABILITIES

§ 6

1. The university has an office for people with disabilities.
2. Students with disabilities may apply for adjustment of credits and exams to their abilities depending on the degree and type of disability, in particular by extending the time of their writing to 25%, using a computer and other multimedia aids, preparing exam (credit) materials with enlarged font and others if necessary. The above changes may not lead to a reduction in substantive requirements for students with disabilities.

§ 7

1. The director of the institute / branch director appoints tutors of individual calls for studies from among academic teachers.
2. The supervisor closely cooperates with the director of the institute / branch director, student self-government bodies and other student representatives in matters related to the study process and social and living issues of students.
3. The headman is the representative of students of a given year.
4. The director of the institute / branch director appoints university supervisors of the internship.
5. The university supervisor of the internship closely cooperates with the head of the Faculty/department, the student internship section and the Careers office and the department's supervisor of the internship in matters related to the proper implementation of the internship program. Detailed rules for the organization of internships are included in the Regulations of Internships of Warsaw Management University and in separate regulations of internships and practical training for individual fields of study indicated therein.
6. Didactic classes, tests of knowledge and skills and crediting of classes may be conducted in a foreign language. A diploma thesis may be written in a foreign language and a diploma exam may be conducted in the fields where classes in a foreign language are conducted.

IV. RIGHTS AND OBLIGATIONS OF STUDENTS

§ 8

1. The student has the right to:
 - a) transfer and recognition of ECTS credits;
 - b) study according to the individual organization of studies;
 - c) justifying absences from classes, leave from classes and leave from classes with the possibility of starting the assessment of the achieved learning outcomes specified in the study program;
 - d) changes in the field of study;
 - e) transfers to full-time or part-time studies;
 - f) take the board examination with the participation of an observer of his/her choice;
 - g) repeat certain classes due to unsatisfactory learning results on the terms set out in the study regulations.
2. A pregnant student and a parent student may not be denied consent to:
 - a) pursuing studies in a specific field and level according to the individual organization of studies until their completion – in the case of full-time studies;
 - b) leave referred to in paragraph 1 point a.
3. A student who is a parent shall submit a request for leave referred to in paragraph 2 point b, within 1 year from the date of birth of the child.
4. Extension of the leave referred to in paragraph 3 shall take place after the consent of the competent director of the institute / branch director.
5. The student, in addition to the rights resulting from the Act and the Statute of MANS in Warsaw, has the right to:
 - a) associate in student organizations and associations in accordance with applicable regulations;
 - b) submit comments to the Student Government on education plans, study programs, matters related to the teaching and upbringing process and social and living conditions;
 - c) acquiring knowledge, skills and social competences and using the premises, equipment and collections of the WMU for this purpose in accordance with applicable regulations, as well as with the assistance of the professors and authorities of WMU;
 - d) participate in scientific research and associate in scientific clubs and special interest groups run by WMU;
 - e) developing cultural, tourism and sports interests and benefiting from assistance of professors and authorities of WMU for this purpose;

- f) access to the classes required by the study plan;
 - g) participate in open classes in other fields of study;
 - h) study simultaneously in another field or specialty, after obtaining the consent of the Rector;
 - i) study according to the individual organization of studies (IOS) and the study program on the principles included in these regulations,
 - j) consultations conducted by professors during on-call hours;
 - k) equal opportunities in access to full participation in the education process, upbringing and scientific research, considering the degree and nature of the student's disability;
 - l) receive financial assistance on the terms set out in the Act and the Regulations for the provision of financial assistance for students of Warsaw Management University;
 - m) receiving awards and distinctions;
 - n) participation in the process of ensuring and improving the quality of education, as well as assessing the didactic process;
 - o) conducting self-government and social activities in accordance with applicable regulations;
 - p) ensure confidentiality and access to his/her personal files, confidentiality of financial status and grades obtained;
 - q) apply for accommodation in the dormitory;
 - r) apply for accommodation in the dormitory of the spouse or child;
 - s) benefit from the active and passive electoral right for the University's authorities in accordance with the principles set out in the Act, the University Statutes and the Regulations of the Student Self-Government;
 - t) apply for part of the studies and traineeship within the framework of national or international student exchange programs.
6. The student has the right to be trained according with the rights and duties of the student. The training is conducted by WMU Student Government in consultation with the Students' Parliament of the Republic of Poland, which provides the representatives of the Student Government with preparation to conduct trainings and undertakes promotional activities regarding the rights and obligations of the student.

§ 9

1. The student is obliged to act in accordance with the body of the oath and the regulations in force at the University.
2. The student is obliged to:

- a) participate in classes in accordance with the study regulations;
- b) pass examinations, carry out internships, and meet other requirements provided for in the study program;
- c) use of educational opportunities created by the University and conduct in accordance with the Regulations;
- d) care for the dignity of the student and the good reputation of the University and respecting the body of the oath that the student takes during matriculation;
- e) comply with the regulations in force at the University and care for its property;
- f) timely payment of tuition fees, as well as payment of other fees related to the course of studies and informing, at the request of the University, about payments made in the manner and form specified by the University;
- g) immediately inform the University about the change of name, marital status, address of residence and contact details (telephone number, e-mail address), as well as other data required by separate regulations by submitting a data change form to the Didactic Service Centre;
- h) The student is obliged to control the virtual dean's office and e-mail on an ongoing basis, in particular the results of credits and exams;
- i) submitting statements or other documents required by the provisions of the Act and other provisions of generally applicable law;
- j) comply with the rules on copyright and related rights;
- k) presenting a student ID or other document certifying the student's identity and containing a photo at the request of University employees or University Facilities Security Staff.

§ 10

1. With the consent of the Vice-Rector for Didactic Affairs, a student may change the field of study after completing at least the first semester, if the differences in the curriculum allow admission to the second semester of the selected field of study.
2. In particularly justified cases, the Vice-Rector for Didactic Affairs may agree to change the field of study without the need to complete the first semester of studies, after the beginning of the academic year, however, within 30 days from the start of studies.

§ 11

1. A university student is entitled to a student ID. The student can pick up the ID card after paying the fee in accordance with the fee regulations.
2. The right to have a student ID card is not granted during the period of suspension of student rights.
3. A student loses the student rights in case of expulsion. The rights and obligations of a student expire on the day of the validation of the decision concerning expulsion.
4. The student is obliged to immediately notify the Didactic Service Centre about the loss of the student ID card in writing form, stating the circumstances of its loss.
5. In case the loss of a student ID card is a result of theft or other random event, the student has the right to obtain a duplicate student ID for a fee.
6. The student is entitled to a student ID card until:
 - a) graduation;
 - b) suspension from student rights or expulsion;
 - c) in the case of graduates of first-cycle studies – until 31 October of the year in which they completed their studies, excluding the right to financial assistance referred to in Article 86 paragraph 1 points 1 - 4 of the Act.

§ 12

1. It is possible to study according to the individual organization of studies (IOS) for the 2nd semester or academic year in relation to full-time and part-time students who meet at least one of the following requirements:
 - a) have a disability certificate;
 - b) represent the university at least at national level;
 - c) study in other fields of study simultaneously;
 - d) are in particularly difficult, documented life situations;
 - e) achieve very good academic results, with an average grade of at least 4.50 for the last semester of studies and participate in research/scientific work;
 - f) participate in international exchange programs;
 - g) pregnant students;
 - h) students who are parents;
 - i) in other justified cases.
2. The student has the right to submit an application for studying according to the individual organization of studies (IOS) within 30 days from the beginning of the semester, excluding paragraph 1, points d, g, h.

3. Decisions on the matters referred to in paragraph 1, after consulting the director of the institute / branch director, shall be taken by the Vice-Rector for didactic affairs.
4. A student who has received permission for individual organization of studies (IOS) is obliged to achieve all learning outcomes provided for a given field of study.
5. A student with a disability studying according to the individual organization of studies (IOS) has the right to conduct physical education classes in a different form specified by the head of the physical education study, adapted to the type of disability of the student.
6. Granting individual organization of studies (IOS) does not mean a reduction in the requirements for the student regarding the scope and level of knowledge in the subjects provided for in the curriculum in a given field.
7. Individual organization of studies (IOS), i.e. participation in classes, form and dates of credits and passing exams, is agreed with the teacher within two weeks from the date of receipt of the decision. The student submits a detailed program of individual organization of studies (IOS), agreed and approved by the director of the institute / branch director of the branch in consultation with the head of the department/department, to the Center for Didactic Services (CDOD).
8. A student who has received permission for individual organization of studies (IOS) is obliged to participate in at least 50% of classes, provided that the decision is made beforehand by the teacher.
9. The examination session as part of the individual organization of studies (IOS) may not end later than the retake examination session in a given field of study.
10. Studying according to the individual organization of studies (IOS) does not constitute grounds for extending the planned date of graduation.

§ 13

1. A student may transfer to another university or from another university, including transfer from a foreign university, if he/she obtains the consent of the rector of the host university expressed by way of a decision and if he/she has fulfilled the obligations arising from the regulations of the university in which he/she studied. Consent may be obtained after the student submits the consent of the rector of the home university and documents confirming the previous course of education. Transfer from another university is possible within the same or related direction.

2. A student transferred to a university from another university receives a student ID card after paying a fee in accordance with the fee regulations.
3. Students referred to in paragraph 1 are obliged to supplement the academic differences resulting from the comparison of the learning outcomes achieved so far with those applicable in the field of study. The time of supplementing academic differences may not exceed one academic year. The list of academic differences and the deadline for their completion is determined by the head of the Faculty/department and approved by the Vice-Rector for didactic affairs after consultation with the director of the institute / branch director.
4. Documents from the university from which the student transfers form the basis for admission and remain in the student's personal file throughout the entire period of study.

§ 14

The Vice-Rector for Didactic Affairs may agree to transfer the student from full-time to part-time studies and vice versa after consulting the director of the institute.

§ 15

1. A student may do part of his studies and internships as part of national or international student exchange programs. Detailed rules for the organization of international exchange are contained in separate regulations.
2. Before going to another university, the student agrees with the head of the department and the director of the institute/branch director on the plan and program of the studies and the requirements for completing the semester or year.
3. On the basis of the document confirming the passing of courses, together with the list of grades and the number of achieved ECTS points, the Vice-Rector for Didactic Affairs, after the opinion of the director of the institute/branch, includes the period of study completed in the student's field of study. Students on a one-year scholarship are obliged to settle accounts in a semester cycle.

§ 16

1. The student is obliged to be present and actively participate in all forms of didactic classes, practical classes, professional internships provided for in the study program and timely fulfillment of all obligations specified in the study regulations.
2. The student is obliged to immediately justify any absence from the class for the teacher.

3. The student is obliged to immediately notify the rector in writing form about the resignation from studies. At the same time, the student is obliged to fulfill all obligations towards the University, including financial obligations resulting from the concluded contract implemented until a written statement of resignation is submitted.

§ 17

The university does not inform third parties about matters concerning the student and his/her education, unless the student authorizes the University to do so in writing form or if such an obligation is imposed on the University by law.

§ 18

For conduct inconsistent with the content of the oath, for violation of the law or obligations contained in the study regulations and apprenticeship regulations, the student is liable on the principles set out in the provisions on disciplinary proceedings.

V. CONSIDERATION OF STUDENT AFFAIRS

§ 19

1. Decisions on individual cases are taken by the director of the relevant institute/branch.
2. The decisions referred to in paragraph 1 may be appealed to the Rector through the director of the institute/branch director within 14 days from the date of notification of the decision.
3. Decisions on tuition fees are made by the Chancellor.
4. The decisions referred to in paragraph 3 are entitled to appeal to the Rector, through the Chancellor, within 14 days from the date of delivery of the decision.
5. In individual cases resolved in accordance with the procedure and principles set out in the Code of Administrative Procedure, the Rector is the authority competent to issue decisions in the first instance, unless the Act provides otherwise. A decision issued by the Rector may be appealed against by the Rector for reconsideration of the case or another appeal, unless the regulations provide otherwise.
6. Student matters referred to in paragraphs 1 and 3 may be resolved by other persons on the basis and to the extent specified in the authorization, which is granted in writing form, respectively by the Rector, the Director of the Institute and the Chancellor.
7. The provisions of the Code of Administrative Procedure shall apply accordingly to the appeal procedure.

§ 20

1. Matters concerning recruitment, order and mode of study, detailed rules of study in the scope not covered by the Regulations are determined within the scope of their competences by the Rector and the Senate, after consulting the competent body of the Student Self-Government in circumstances provided for by separate regulations.
2. The Rector controls the recruitment and didactic process is exercised by the Rector.

§ 21

The provisions of the Regulations apply to full-time and part-time studies, conducted as long-cycle programmes or first- and second-cycle studies, as well as to persons studying at the University as part of student exchange programmes.

§ 22

1. The director of the institute/branch director, in conjunction with the Student Self-Government, appoints and refers professors of years of study and supervisors of student groups and student internships from among professors of the University.
2. The detailed scope and forms of work of the supervisors are determined by the director of the institute, who at the same time supervises and evaluates their activities.
3. The basic tasks of group supervisors include supporting students in matters related to the didactic process by providing advice and consultations and giving opinions on matters related to the course of study at the request of the student or the director of the institute.

§ 23

Representatives of students in contacts with the President, Rector and persons holding managerial positions at the University are the Student Government and group headmen.

VI. DURATION OF STUDIES

§ 24

1. The duration of studies is determined by the study plan.
2. First-cycle, second-cycle and long-cycle programs may be offered in the form of full-time or part-time programs.
3. The duration of studies at each level is:
 - a) first-cycle bachelor's degree studies – at least 6 semesters;
 - b) first-cycle engineering studies – at least 7 semesters;
 - c) second-cycle studies: from 3 to 5 semesters;
 - d) long-cycle studies – from 9 to 12 semesters.

4. Part-time studies may last no more than two semesters longer than the corresponding full-time studies. The period of first-cycle and long-cycle studies includes the student's professional internship.
5. In the case of repeating a year, obtaining leave or taking the diploma examination after the end of the last academic year as part of the course of study, the maximum duration of studies is extended accordingly.

VII. TAKING UP STUDIES AT WMU AND RESIGNATION FROM STUDIES

§ 25

1. A person admitted to studies begins studies and acquires student rights upon submission an oath confirmed by a handwritten signature.
2. The text of the oath referred to in paragraph 1 is specified in the Statute of WMU in Warsaw.
3. After taking the oath, the student receives a student ID.

§ 26

1. The choice of the field of study takes place during admission process.
2. A person qualified for studies concludes a written study agreement with the University, to which the provisions of relevant acts and the Civil Code apply.

§ 27

1. A student may be readmitted to the University or resume studies, provided that he has not been removed from it by disciplinary action. Readmission is subject to the fulfilment of the basic requirements referred to in the Rules of Procedure and:
 - a) settlement of any payment arrears towards the University;
 - b) payment of the required recruitment fee;
 - c) settlement of the circulation card.
2. The decision to resume studies is made by the director of the institute/branch director, and the resumption of studies takes place from the beginning of the semester.
3. Renewals and transfers can be made from the second year of studies.
4. A student of Warsaw Management University, who has been removed from the list of students after completing at least the first year of first-cycle or long-cycle studies and second-cycle studies, may apply for the resumption of studies at WMU in the field from which he was excluded. The decision on the resumption shall be made by the director of the institute/branch director only once, the condition for obtaining the consent of the

director of the institute/branch director for the resumption of studies is to submit an application for resumption of studies within no more than 3 years from the date on which the decision on removal from the list of students becomes final, subject to paragraph 2. In exceptional situations, it is possible to apply to the Rector for the resumption of studies. The Rector, in consultation with the competent director of the institute/branch director, decides to resume studies.

5. If expulsion occurred within 3 to 5 years from the date of the decision to expulsion becoming final, the decision is made by the Rector in consultation with the appropriate director of the institute/branch director. The rector may resume studies only once. Then the requirement for the resumption of studies is to submit an application for renewal.
6. Resumption of studies is not possible when:
 - a) a given field of study (including the specialty pursued by the student) is no longer conducted;
 - b) the expulsion occurred due to lack of academic progress;
 - c) the expulsion occurred due to the punishment of the student with a disciplinary penalty of expulsion from the WMU;
 - d) In justified cases, studies may be resumed in a related field, provided that the learning outcomes for both fields of study coincide. Academic differences resulting from no more than 30 ECTS credits must be completed within 1 year of the resumption of studies.
7. The resumption of studies may not occur earlier than from the next academic year after the date of expulsion.
8. The director of the institute/branch director shall determine the requirements for resumption and possible differences in the curriculum between the learning outcomes achieved by the date of expulsion resulting from the completion of specific subjects and the number of ECTS credits assigned to them and the programme of studies in force on the day of renewal and the semester for which the resumption takes place.
9. After the resumption of studies, the student studies according to the current study program.
10. A person who has been removed from the list of students due to failure to submit a diploma thesis or diploma exam within a specified period may obtain permission to resume studies after presenting the progress of the diploma thesis. The resumption of studies may occur in accordance with § 27 point. 4 and 5. An application submitted after this deadline will be rejected (unless an application for restoration of the deadline for this action is submitted simultaneously with this application). The resumption of studies in this case consists in

enrolling the student for the last semester so that he has the opportunity to complete and submit the diploma thesis and take the diploma exam.

11. At the student's request, the director of the institute/branch director appoints a thesis supervisor.

VIII. TUITION FEES

§28

1. The requirements for charging fees related to studies and fees for educational services, as well as the amount of these fees, are specified in the agreement concluded between the University and the student. This agreement is concluded in writing form under pain of nullity, covering the entire anticipated period of study. The student is not obliged to pay fees other than those specified in the contract.
2. The amount of fees as well as the deadlines and rules for their implementation may be indicated in particular directly in the content of the contract or in the relevant internal act of the University, to which the agreement contains an express reference.

IX. CONDITIONS AND MODES OF PARTICIPATION IN CLASSES IN WMU OF EXCEPTIONALLY TALENTED STUDENTS AND REQUIREMENTS FOR PASSING THESE CLASSES

§ 29

1. The rector, in consultation with the competent director the institute/branch director, may decide to admit exceptionally talented students to participate in classes provided for in the study plan, guided by the opinion of the Psychological and Pedagogical Counselling Centre submitted by the candidate in the field of intellectual, emotional and social development of the candidate and his/her general abilities or directional talents.
2. Classes are credited on the general terms set out in these regulations.
3. The obtained grade entitles to pass a subject implementing the same learning outcomes during studies.

X. ADMISSION TO STUDIES AND STUDIES AS A RESULT OF THE PROCEDURE OF VALIDATION OF LEARNING OUTCOMES

§ 30

1. Persons admitted to studies as a result of validation of learning outcomes will be included in the regular mode of study and exempt from the implementation of didactic classes for which the effects have been recognized in the process of validation learning outcomes.
2. The requirements for the study of persons admitted to studies as a result of the validation of learning outcomes, considering the individual organisation of studies (IOS), are subject to the general principles set out in these regulations.
3. A person admitted as a result of validation learning outcomes is obliged to confirm the willingness to study and provide the required recruitment documents specified in the recruitment resolution within the deadline in accordance with the recruitment schedule.
4. Crediting of classes as a result of confirming learning outcomes is documented in the protocol of verification and documentation of the course of studies (student's periodic achievement card) and in the diploma supplement.
5. The candidate obtains the number of ECTS credits assigned to the classes he/she has completed as a result of the validation of learning outcomes, with the proviso that as a result of the validation of learning outcomes, no more than 50% of the ECTS credits assigned to a given programme of a specific field of study, level and profile of education may be credited to the candidate.
6. Classes credited as a result of validation of learning outcomes are included in the grade point average.
7. The number of students admitted to studies on the basis of validation of learning outcomes may not exceed 20% of the total number of students in a given field, level and profile.
8. Detailed rules, requirements and procedures for validation of learning outcomes are regulated in the Regulations for the validation of learning outcomes.

XI. DISTANCE LEARNING

§ 31

1. Classes may be conducted using distance learning methods and techniques if the following requirements are met jointly:

- a) professors and other persons conducting classes are prepared to conduct classes using distance learning methods and techniques, and the conduction of classes is monitored by the university on an ongoing basis;
 - b) access to IT infrastructure and software enables synchronous and asynchronous interaction between students and professors and other persons conducting classes;
 - c) teaching materials developed in electronic form are provided;
 - d) Students have the opportunity to personally consult professors and other persons conducting classes at the university's headquarters. At the student's request, consultations may also take place remotely;
 - e) Verification of students' achievement of learning outcomes is carried out by ongoing monitoring of learning progress, except that credits and exams at the end of specific classes are conducted at the university's premises. In justified cases, credits and examinations at the end of education, with the consent of the Vice-Rector for Didactic Affairs, may take place outside the seat of the university using electronic means of communication;
 - f) Students have undergone training to prepare for participation in these classes.
2. In the case of classes shaping practical skills, distance learning methods and techniques can be used as an auxiliary.

§ 32

1. The number of ECTS credits that can be obtained as part of distance learning methods and techniques may not be greater than:
 - a) 50% of the number of ECTS credits of the number of ECTS credits necessary to complete studies at a given level – in the case of programmes with a practical profile;
 - b) 75% of the number of ECTS credits of the number of ECTS credits necessary to complete programmes at a given level – in the case of programmes with a general academic profile;
 - c) 25% of the number of ECTS credits necessary to complete a programme at a given level – programmes preparing for the teaching profession – the field of Preschool and early school pedagogy long-cycle Master's degree programmes the number of ECTS credits specified in the curriculum necessary to complete programmes at a given level, subject to specific provisions of generally applicable legal acts in this area.
2. The manner of conducting distance education is regulated by separate regulations.

XII. DIDACTIC ACTIVITIES

§ 33

1. The student participates in didactic activities according to the study programme, including the study plan.
2. The student chooses optional/elective subjects by submitting an appropriate declaration to the Didactic Service Centre.
3. A student participating in research or implementation work may be exempted, with the consent of the professor, from participation in certain classes in the subject to which the work is thematically related.
4. During the first class, the student is informed by the professor conducting classes in a given subject about the rules for crediting a subject, the rules of participation in classes, the rigors of passing and the basic and supplementary literature specified in the curriculum.

§ 34

1. A student may obtain exemption from the obligation to participate in physical education classes and obtain credit for this subject on the basis of a medical certificate stating contraindications to this type of activity.
2. The teacher may recognise the learning outcomes acquired outside physical education classes and credit these classes at the written request of a student actively participating in sports club classes, given an opinion by the trainer of a given section.

§ 35

On the date and under the requirements specified by the Rector, the student is obliged to make choice: specialty, monographic / elective lecture, diploma seminar, foreign language course.

§ 36

1. Participation in classes is allowed for persons acting as sign language interpreters or assistants of a person with motor disabilities and a blind person. Persons helping disabled students should have the consent of the director of the institute/branch director to participate in classes.
2. In justified cases, a student with a disability, on the basis of the consent of the professor, may make notes from classes in an alternative form for their own use by recording classes, taking photographs or using materials made available by the teacher, as well as using other devices or the help of people taking notes.
3. A disabled student, in cases particularly justified by health or organizational reasons, may, after consultation with the professor, change the exercise, laboratory and conversation group.

XIII. EXAMS AND CREDITS

§ 37

1. The basis for passing classes is the achievement of the assumed learning outcomes through the student's participation and activity in didactic classes, the results of control of the acquired skills and the assessment of final work resulting from the study program.
2. The professor determines and informs about the methods of revision and assessment of learning outcomes at the beginning of the semester.
3. The subjects provided for in the study plan end with an examination, credit or credit without indicating the grade.
4. The condition for admission to the exam in the subject in which the exercises are conducted is to obtain credit from the exercises, subject to paragraph 3, unless otherwise stated in the grading rules for a given subject.
5. The lecturer gives detailed requirements for obtaining credit for exercises. In the case of subjects leading to an examination, the professor conducting the examination shall indicate the scope and form of the examination.
6. The basis for joining the exam session is a semester financial settlement with WMU.
7. Exams in subjects of a given semester are submitted on three dates:
 - a) before the end of the semester (zero term), if it has been set for a given subject by the lecturer;
 - b) during the examination session (basic term);
 - c) during the revision session (two correction deadlines).
8. Grade for the exam, grade for credit or credit is entered in the student's periodic achievement card and protocol (respectively credit or exam).
9. Students with disabilities may apply for adjusting the form and dates of credits and exams to their needs resulting from the type of disability.

§ 38

A student participating in research work may, at the request of the head of this work, be exempted by the Vice-Rector for didactic affairs after consulting the director of the institute / branch director from participation in certain classes in the subject related to the work being carried out. This does not release the student from the obligation to obtain credit.

§ 39

1. The professor makes credits for classes no later than in the last week of classes each semester, and then immediately completes the credit protocol in the electronic system for recording the student's achievements.
2. The student is informed about the results of the credits obtained by entering in the electronic system of recording the student's achievements within 7 days of the credit.
3. If the credit is made in writing form, the student has the right to inspect his work within 14 days of the announcement of the results.
4. At the justified request of the student, the vice-rector of the didactic affairs, after consulting the director of the institute/ branch director, may extend the deadline for inspection of the work referred to in paragraph 3.
5. If the credits are not obtained within the time limit specified in paragraph 1, the student has the option of obtaining them in the retake session.

Failure to credit practical classes, language courses, laboratories, projects and other forms of classes results in a negative grade from the exam.

The student has the option of rewriting the grade in a mode other than **in § 37 section 1**. The decision to prescribe the assessment is made by the professor on the basis of a comparison of learning outcomes.

§ 40

1. The exam is a test of the student's mastery of the intended learning outcomes provided for in the course sheet.
2. Exams are held in the exam session after the end of classes in a given semester.
3. The student is required to take the exams on the dates specified in the schedule of the examination session.
4. The exam schedule should be announced no later than 7 days before the start of the examination session.
5. The exam holder should inform students about the results obtained within 7 days from the date of the exam.
6. If the exam is held in writing form, the student has the right to inspect his work within 14 days of the announcement of the results.
7. At the justified request of the student, the Vice-Rector for Didactic Affairs, after consulting the director of the institute / branch director, may extend the deadline for viewing the examination paper referred to in paragraph 3.

8. If the exam is held orally, the student receives information about its results immediately after the exam.
9. In special cases, at the request of the student or the professor, the Vice-Rector for Didactic Affairs, after consulting the director of the institute / branch director, may agree to the student's earlier taking of the exam before the start of the examination session.
10. Participation in research work does not exempt the student from the exam in the subject in which the research work is carried out.
11. If the exam is unsatisfactory, the student has the right to take a resit exam.
12. A student who fails to appear for the exam on the appointed date without justification receives an unsatisfactory grade. An exam submitted after this date is treated as a resit exam.
13. The excuse for absence from the exam shall be submitted in writing form by the student to the director of the relevant institute/branch, no later than seven calendar days after the date of the exam. The director of the institute/branch director shall take a decision on this matter within seven calendar days.
14. In the case of excused absence from the exam, the student is entitled to an additional examination date.
15. After receiving an unsatisfactory grade on the exam, the student has the right to take a resit exam twice in each subject not passed on the basic date in a given semester.

§ 41

1. In the case of justified suspicion of attribution by the student of the authorship of part or all of someone else's work, the professor should immediately notify the Rector of this fact in writing form.
2. If the circumstances referred to in paragraph 1 are confirmed, the Rector shall request the initiation of disciplinary proceedings against the student.

§ 42

1. Within seven days from the date of obtaining the unsatisfactory grade in the second resit exam, the student may submit to the director of the appropriate institute/branch an application to conduct a board examination. The application must contain a statement of reasons, which may relate to objections to the impartiality of the examination or formal defects. The board examination should occur within 14 calendar days from the date of submission of the application.

2. The three-member committee appointed to conduct the board examination consists of the chairman, who is the director of the relevant institute/branch or a person authorized by him, a specialist in the subject covered by the exam and a lecturer. The lecturer has no right to ask questions to the student.
3. At the request of the student in the committee referred to in paragraph 2, a representative of the Student Government takes part as an observer.
4. A report is drawn up of the course of the board examination.
5. The grade from the board examination is final.
6. Unexcused absence of a student from the board exam on the appointed date is tantamount to receiving an insufficient grade in this exam.
7. Failure to pass the board exam results in the student being expelled.
8. The rules concerning the conditions for taking the commission examination apply accordingly to the situation of failure to pass a subject in which, according to the study programme, the exam is not provided.

§ 43

1. Persons acting as sign language interpreters or assistants of a person with a motor disability and a blind person may participate in the examinations, however, the examiner may refuse to participate in the examination to a person professionally connected with the subject in which the exam is conducted.
2. Students with disabilities in justified cases, after prior notification to the examiner, no later than 7 days before the date of the exam, may apply for:
 - a) rescheduling the exam and adjusting the date to their needs;
 - b) changing the form of the exam from written to oral or vice versa;
 - c) receiving an examination paper in a form adapted to the degree of their disability.

§ 44

1. Students of WMU have the opportunity to take an international exam in a foreign language. The rules for taking the exam are set out in separate regulations.
2. International foreign language examinations may be held before external commissions.

§ 45

1. The credit unit within the course of study is the year of study. The financial settlement is obligatory for the student within one semester.

2. The condition for passing a given academic year is to complete subsequent semesters and meet all the requirements set out in the study plan.
3. It is the student's responsibility to obtain credit by the end of the retake session of a given academic year, which is recorded in the electronic system of recording student achievements.
4. The crediting of the year is confirmed by the director of the institute/branch director.
5. To credit a semester of studies, a credit system for expressing student achievements is used, in accordance with the European Credit Accumulation and Transfer System (ECTS).
6. Student achievements are expressed in terms of credits, hereinafter referred to as "ECTS credits". ECTS credits are defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner necessary to achieve the expected learning outcomes.
7. The total number of ECTS credits in an academic year may not be less than 60.
8. ECTS credits are assigned to the courses completed by the student resulting from the study programme.
9. In order to obtain a first-cycle diploma, students are required to obtain at least 180 ECTS credits, second-cycle studies – at least 90 ECTS credits, long-cycle studies – at least 300 ECTS credits in the five-year study system.
10. The requirement for passing the semester is to obtain a certain number of ECTS credits, as well as positive grades and credits in all subjects, including professional internships provided for in the study program within a specified period.
11. The condition for obtaining the points assigned to a given subject is the achievement of the assumed learning outcomes confirmed by passing the course.
12. ECTS credits and grades from all exams and credits are documented in the electronic system for recording student achievements.

§ 46

1. The following grading scale is used at the university:
 - a) very good (5,0/A),
 - b) good plus (4,5/B),
 - c) good (4,0/C),
 - d) sufficient plus (3,5/D),
 - e) satisfactory (3,0/E),
 - f) insufficient (2,0/F), where "unsatisfactory" (2,0/F) is a negative grade and means that a credit has not been obtained.

2. For obtaining a positive grade, the student receives an equal number of ECTS credits.
3. The grades listed in paragraph 1 are the basis for calculating the arithmetic mean, which is understood as the average of grades from examinations and credits, taking into account all unsatisfactory grades obtained during a given period of study.
4. All subjects to which the student has passed, with the exception of OHS training, library training, physical education and student internships, end with an assessment, which is determined in accordance with the rules set out in the course sheet.
5. For the objects referred to in paragraph 4, there are two indications:
 - a) "Zal." – means that the student meets the requirements necessary to pass classes and obtain credit;
 - b) Failed "NZAL." - means failure by the student to meet the requirements necessary to pass and failure to obtain credit.
6. The average of grades from a year of study is determined as the arithmetic mean of all grades in examinations and final grades in all subjects leading to credit for the assessment that make up the study plan, rounded to the nearest hundredths.
7. The average grade over the entire period of study shall be determined in accordance with paragraph 1 and a positive mark in the diploma examination.

XIV. REPETITION OF THE YEAR OF STUDY AND REQUIREMENT ENTRY

§ 47

1. A student may repeat a given year of study if he lacks more than two subjects to complete the year, which he has not passed. It is impossible to repeat the first year of study.
2. The student submits the application for repetition of the year to the director of the institute/branch director within 14 calendar days from the date of the end of the retake session.
3. A student repeating a year is credited with all positive grades obtained in the subjects passed in the repeated year.
4. The right to repeat a year is granted only once in the course of first-cycle, second-cycle and long-cycle programmes.
5. A student repeating a year is obliged to pass subjects constituting program differences if there has been a change in the study program, including the study plan.

§ 48

1. A student may obtain a conditional permit to study in the following year if he/she lacks no more than two failed subjects to complete a given year.
2. The student submits an application for permission to take up studies in the following year to the director of the institute/branch director within 14 calendar days from the date of the end of the retake session.
3. A student who has obtained conditional entry for the following year is obliged to complete the missing credits and examinations within the deadline set by the director of the institute.
4. If the student fails to fulfil the obligations arising from the conditional permit to study in the following year, the student is removed from the list of students. Expulsion does not take place if the student within 14 days from the expiry of the deadline specified on the basis of paragraph 3 submitted an application to the Rector to repeat the year on which he did not pass the subject and this application was recognized positively.

XV.STUDENT INTERSHIPS

§ 49

1. Completion of internships is a condition for the implementation of the plan and program applicable to a given field of study.
2. Internship cannot be subject from the pool of 'elective courses'.
3. Internships cannot take place at the University. Exceptions are emergency situations independent of the student and resulting from the epidemic situation in the country, in which professional internship may be carried out at the University by a person whose knowledge, professional experience and qualifications will allow to achieve all the assumed learning outcomes for the stage of professional internship.
4. In special cases, professional internship may be carried out using distance learning methods and techniques. In this situation, the condition for passing the internship is the completion of all assumed learning outcomes for the stage of professional practice.

§ 50

1. A person appointed by the director of the relevant institute/branch, hereinafter referred to as the "the internship supervisor", is responsible for the substantive implementation of student internships.
2. The internship supervisor accepts the implementation of professional internship in the institution chosen by the student, if the nature of the work performed by the student is consistent with the internship program and ensures the implementation of learning outcomes specified for the internship.

3. During the professional internship, the student performs the tasks described in the program of a given professional internship, in accordance with the program agreed with the internship supervisor.

§ 51

1. The requirement for completing the professional internship is the completion of tasks specified in the program of a specific professional internship.
2. Documentation confirming the completion of professional internship is specified in separate regulations.
3. The student presents to the internship supervisor documentation confirming the completion of professional internship until the end of the last semester of studies.

§ 52

1. According to Article 71 of the Law on Higher Education and Science, an university may confirm the learning outcomes in the field of internship obtained in the learning process outside the study system to persons applying for admission to studies in a specific field, level and profile, if in this field it has a positive assessment of the quality of education at these studies or the A+ scientific category, A or B+ in the scope of the discipline referred to in Article 53(1) of the Act on Higher Education and Science, or the leading discipline to which this field of study is assigned.
2. The validation of learning outcomes referred to in paragraph 1 takes place at the stage of admission to studies.

XVI. EXPULSION

§ 53

1. The rector issues a decision to expel the student in the case of:
 - a) failure to take up studies, which is confirmed in the event of failure to take the oath within 30 days from the beginning of the academic year by persons admitted to the first year of studies or a student who has not submitted a statement confirming the commencement of studies after leave from classes before the start of classes in a given semester,
 - b) resignation from studies, which must be submitted in writing form and signed in person,
 - c) failure to submit a diploma thesis or diploma exam on time,
 - d) punishing with a disciplinary penalty of expulsion from the university. The decision of the Disciplinary Board must be final.
 - e) the occurrence of other circumstances indicated in the Regulations.

2. The rector may issue a decision to expel the student in the case of:
 - a) lack of participation in compulsory classes during the first 6 weeks, which is confirmed by the director of the institute / branch director on the basis of a written request justified by documents submitted by the head of the Faculty/department on his own initiative or at the request of the lecturer of the course or supervisor of the year. The lectures are open;
 - b) a statement of lack of progress in learning, which is established when the degree of completion of the study programme excludes the possibility of passing a semester. Lack of progress in learning is confirmed by the director of the institute / branch director on the basis of a written application justified by documents, which is submitted by the head of the department on his own initiative or at the request of the lecturer of the course or supervisor of the year,
 - c) failure to obtain credit for a semester or year of study within a specified period,
 - d) failure to pay fees related to studies.
 - e) failure by the student to sign an agreement submitted by the university on the requirements of payment for studies or educational services.
3. The student may submit an application for reconsideration of the case by the rector within 14 days from the date of delivery of the decision on expulsion against the decisions referred to in paragraphs 1 and 2. The Rector's decision is final.
4. The student may submit a complaint against the Rector's Decision to the Provincial Administrative Court within 30 days from the date of its delivery.

XVII. SIMULTANEOUS STUDIES

§ 54

1. A student fulfilling all the obligations related to the basic course of study may, with the consent of the director of the institute/branch, apply for permission to take up simultaneous studies in another field of study for the relevant field of study. In the case of assigning a field of study to two different Institutes, both consents of the directors of the institute/branch are required.
2. A student may study in several fields, also at other universities, but not earlier than from the second year of study.
3. The provision of paragraph 1 shall apply mutatis mutandis if the study programme provides for specialisations and the student applies to study in more than one specialty.

4. A student of another university may participate in classes held at the University, with the consent of the director of the institute/branch director.

XVIII. LEAVE

§ 55

1. The student may, in justified cases, apply for short-term or long-term leave. Leave is granted by the Rector.
2. The rector may grant leave:
 - a) Health leave – in the case of a student's long-term illness preventing him from participating in classes;
 - b) Random leave – in special random circumstances, including due to the birth of a child, due to childcare, due to care for another family member of the student, requiring care, due to a business trip abroad.
3. In addition to the cases referred to in paragraphs 1 and 2, pregnant students and students who are parents shall be entitled to:
 - a) leave from classes;
 - b) leave from classes with the possibility of joining the assessment of learning outcomes;
4. The leave referred to in paragraph 3 shall be granted by the Rector to:
 - a) pregnant students for the period up to the day of birth of the child;
 - b) students who are parents for up to one year from the date of submitting the application for leave.
5. Application for leave referred to in paragraph 3 students who are parents may submit within one year from the date of birth of the child.
6. If the end of the leave referred to in paragraph 3 occurs during the semester, the Rector, at the student's request, shall extend the leave until the end of that semester.
7. Short-term leave referred to in paragraph 1 can last no more than a semester, long-term leave can last no more than a year.
8. Leave shall be granted as soon as the reason justifying it has occurred. No retroactive leave shall be granted.
9. Granting leave extends the date of planned graduation and may impose on the student the obligation to include academic differences.
10. The student is obliged to complete the outstanding exams and credits before the end of the examination session following the year ending the leave.
11. No leave is granted for the first year of study.

12. During the leave period, the student retains student entitlements. The right to material assistance is determined by separate regulations.
13. A student returning from leave is obliged to submit a written statement on returning from leave no later than 7 days before the start of the semester.
14. In particularly justified cases, the student may, with the consent of the Rector, participate in some classes during the leave without the right to credit the subject.
15. During the period of study, a student may be granted leave no more than twice, with the exception of leave for health reasons.
16. A student returning after leave is not able to obtain a second leave directly, with the exception of leave for health reasons.
17. Leave from classes is not granted to students who are:
 - a) candidates for professional soldiers or professional soldiers who have taken up studies on the basis of a referral from a competent military authority and have received assistance in connection with education on the basis of the regulations on military service of professional soldiers;
 - b) officers of state services in the candidate service or who are officers of state services, who have taken up studies on the basis of a referral or consent of the competent superior and have received assistance in connection with education under the regulations on service.

XIX. SUPERVISION OF COMPLIANCE WITH THE RULES

§ 56

The Rector exercises direct supervision over compliance with the provisions of the Regulations.

XX. THESIS

§ 57

1. The requirement for graduation is to submit a diploma thesis and pass a diploma exam (bachelor's, engineer's or master's).
2. The diploma thesis is understood as a written bachelor's, engineer's or master's thesis, respectively. The student submits an additional thesis in electronic form, on a CD carrier to the Didactic Service Centre.
3. The diploma thesis is an independent study of a given scientific or artistic issue, or an artistic achievement confirming the general knowledge of the student, as well as his ability

to independently analyze and reason, appropriate for a given field of study, appropriate for a given level and profile of education.

4. Proposals for the topics of diploma theses are submitted by the promoter to the director of the institute / branch by December 10 and April 30.
5. The topics referred to in paragraph 4 shall be approved no later than one month after being submitted to the director of the institute by the Programme Board of the Institute. The director of the institute / branch notifies the promoters about the approval of the topics of the diploma theses.
6. Submission of the diploma thesis should take place in the first term by June 15, in the second term by September 15 for studies ending in the summer semester, and in the first term by January 15, in the second term by February 15 for studies ending in the winter semester.
7. The diploma examination should take place no later than two months after the date of submission of the diploma thesis.
8. If the diploma thesis is not submitted within the time limit specified in paragraph 6, the student shall be expelled.

§ 58

1. The student prepares the diploma thesis under the control of a supervisor, who may be a professor with at least a doctoral degree. If the thesis supervisor at second-cycle or long-cycle studies is a person with a doctoral degree, it is advisable that the reviewer be a professor holding at least the degree of habilitated doctor.
2. At the student's request, the director of the institute, in consultation with the student's supervisor, may change the promoter. The student has the right to submit an application for a change of supervisor no later than by the end of the second month of the first semester of the diploma seminar.
3. With the consent of the director of the institute and the supervisor, the diploma thesis may be prepared by more than one student, as long as it can be divided into parts prepared by individual students.

§ 59

1. Before the diploma exam, the diploma theses of University students are verified in the Uniform Anti-plagiarism System, referred to in Article 351 paragraph 1 of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2022, items 574,

583, 655, 682 8071668 as amended). Detailed rules for the functioning of the system are specified in separate regulations.

2. Reviews of the diploma thesis are public.
3. The provision of paragraph 2 shall not apply in the case of a diploma thesis, the subject of which is covered by a legally protected secret.
4. In the case referred to in paragraph 3, the student, through the Didactic Service Centre, submits to the director of the institute an application for reservation of data contained in the diploma thesis covered by legally protected secrecy.
5. The evaluation of the diploma thesis is made separately by the promoter and reviewer. If the reviewer's assessment is insufficient, the director of the institute appoints an additional reviewer. If the second reviewer evaluated the work negatively, the student is not allowed to take the diploma exam. In this case, the student is obliged to supplement or write a new work under the control of a supervisor appointed by the director of the institute. Detailed rules of diploma are specified in separate regulations.
6. Performance evaluation shall be determined as the arithmetic mean of grades issued by persons referred to in paragraph 5 according to the scale specified in the Regulations.

XXI. DIPLOMA EXAM

§ 60

1. The decision on admitting a student to the diploma examination is made by the director of the institute after the student meets the following requirements:
 - a) obtaining all credits and after passing all exams resulting from the study plan and the program in force for the year with which the student graduates (obtaining the required number of ECTS points), after completing professional internship,
 - b) fulfillment of all obligations, including financial ones, towards WMU,
 - c) obtaining a positive assessment of the diploma thesis issued by the promoter and reviewer,
 - d) obtaining a positive result in the Uniform Anti-plagiarism System,
 - e) submitting a statement about the self-written work together with the required copies of the diploma thesis to the Didactic Service Centre.
2. Detailed requirements referred to in paragraph 1 shall be specified in separate regulations.

3. After fulfilling the requirements contained in paragraph 1, the Didactic Service Centre, in consultation with the director of the institute/branch director, shall set the date of the diploma examination.
4. Diploma theses submitted immediately before the summer break or during its duration: The Director of the institute/branch director may agree to extend the deadline specified in §10 section 4 of the Diploma Regulations.

§ 61

1. The diploma examination takes place before the diploma examination board appointed by the director of the institute/branch director. The examination board consists of three people, including the chairman, the promoter and the reviewer. The function of the chairman is performed by the director of the institute/branch director or an academic teacher indicated by the director of the institute/branch director.
2. The diploma examination is an oral exam. When determining the result of the exam, a grading scale in accordance with these Regulations shall be used.
3. The student's diploma exam requires knowledge in the field of:
 - a) thesis;
 - b) the general education programme;
 - c) chosen specialty.
4. After the completion of the diploma exam, a grade is issued according to the grading scale specified in the Regulations. The examination board determines the final result of studies entered on the diploma, which is the result of the following averages: 1/2 grades from exams and credits obtained during studies, and 1/4 grade for the diploma thesis and 1/4 for the diploma exam.
5. The diploma of higher education is entered the final result of studies equalized to the full grade in accordance with the principle:
 - a) from 4.75 to 5.00 – very good,
 - b) from 4.51 to 4.74 – a good plus,
 - c) from 4.0 to 4.50 – good,
 - d) from 3.75 to 3.99 – sufficient plus
 - e) from 3.00 to 3.74 – sufficient.
6. A protocol is drawn up of the course of the diploma examination.

§ 62

1. The diploma examination is, as a rule, a closed examination, however, at the written request of the student or his/her supervisor, the diploma examination is conducted as an open

examination. The application in this respect should be submitted together with the diploma thesis. The date of the open diploma examination is set by the director of the institute/branch director.

2. Persons participating in the open exam and not being members of the committee do not have the right to ask questions to the graduate student and participate in the deliberations of the commission in the closed part.
3. The open diploma examination ends with a closed part, during which the committee determines:
 - a) final grade of the diploma thesis (based on the grades proposed by the promoter and reviewer of the work);
 - b) assessment of the diploma exam (based on the diploma student's answers regarding the diploma thesis and problem questions);
 - c) the final result of studies.
4. Information about the open diploma exam and its result is posted on the information board and website of WMU.

§ 63

1. In the case of obtaining an unsatisfactory or unjustified failure to take the exam from the diploma exam, the director of the institute, at the student's request, sets a second, final date for the exam, not earlier than one month and no later than three months from the set date of the first date of taking the exam.
2. At the written request of a student who has not obtained a positive grade of the diploma thesis or has not taken the diploma exam or has not obtained a positive grade in the diploma exam, the Rector, in consultation with the director of the institute/branch director, may issue a decision on permission to repeat the last year of studies.
3. If in the diploma thesis constituting the basis for granting the professional title, the person applying for the title has attributed to himself the authorship of a significant fragment or other elements of someone else's work or scientific finding, the Rector by way of an administrative decision declares the diploma invalid.
4. Detailed rules of diploma are laid down in separate regulations.

XXII. Graduation

§ 64

1. In first-cycle studies, after submitting a bachelor's or engineer's thesis, and passing a bachelor's or engineer's exam with at least a sufficient result, the student receives a bachelor's or engineer's professional title.
2. In second-cycle or long-cycle programmes, after submitting the Master's thesis and passing the diploma examination with at least a sufficient result, the student receives a Master's degree.
3. Graduates receive university diplomas confirming the relevant professional title and diploma supplements.
4. The model diploma is approved by the Senate of WMU by way of a resolution. The rector shall immediately forward the approved model diploma to the minister responsible for higher education.
5. The date of graduation is the date of passing the diploma examination.
6. A person who has completed first-cycle studies retains the rights of a student until 31 October of the year in which he or she completed these studies.

XXIII. FINAL PROVISIONS

§ 65

Regulations of studies at Warsaw Management University (Annex to Resolution 8/06/2019 of WMU Senate of June 27, 2019).

§ 66

The Regulations enter into force on 1 October 2022.

Zbigniew Ciekanowski, Ph.D., Eng., prof. WMU