



# Rules and Regulations of Studies at the Warsaw School of Economics in Warsaw

Annex to Resolution no. 628 of the Senate of the SGH  
of 25 April 2012

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## I. Preliminary provisions

### § 1

1. University studies at the Warsaw School of Economics, hereinafter referred to as SGH or the School, shall be conducted in accordance with:
  - 1) the Act of 27 July 2005 – The Law on Higher Education (Journal of Laws No. 164, item 1365 as amended), hereinafter referred to as the Act, secondary legislation issued on the basis of the Act and the other mandatory provisions of law;
  - 2) the statute of SGH;
  - 3) these Rules and Regulations, hereinafter referred to as the Rules and Regulations;
  - 4) other relevant resolutions of the Senate or on the Rector's orders;
  - 5) instructions issued by the Deans of studies on the basis of the Rules and Regulations.
2. The Rules and Regulations shall determine the organisation and modes of studies as well as the relevant rights and obligations of students undertaking university studies of the first-cycle or the second-cycle in a full-time or part-time mode conducted in Polish or in a foreign language.
3. If any domestic or international, bilateral or multilateral agreement on joint education or students exchange binding on SGH provide for other student's rights and obligations concerning the organisation and mode of studies than those specified in the Rules and Regulations, it is the provisions of the agreements that shall be used within the limits of the mandatory provisions of law. The Rector may specify by means of an order, student's rights and obligations concerning the mode of studies be different than otherwise stated in the Rules and Regulations if this option be required for the execution of SGH's obligations resulting from the concluded agreements.
4. The Rules and Regulations shall apply respectively to:
  - 1) persons for whom SGH is not a home university, conducting elements of their curriculum on the basis of a referral from a home university within an agreement concluded with SGH or admitted at their request, without a referral on the basis of the Dean's decision – within the scope defined in the cited agreement or Dean's decision;
  - 2) foreigners undertaking university studies at SGH in accordance with the rules specified in Article 43 Section 3 of the Act – in matters not regulated differently by separate provisions of law or agreements to which SGH is a party, or the Rector's orders issued for the execution of the agreements;
  - 3) persons who conduct classes at SGH without being employees of the School.

### § 2

1. The terms used in the Rules and Regulations shall have the following meanings:
  - 1) **semester declaration** – a list of subjects declared by the student to be attended in a given semester of studies;
  - 2) **Dean** – the Dean of Undergraduate Studies or the Dean of Graduate Studies; if there is any reference in the Rules and Regulations to the Dean without qualification, it shall signify the Dean of the Studies who is competent in a given matter with respect to the cycle of studies;
  - 3) **schedule of studies** – the schedule of classes for a given semester, determining their place and date;

- 4) **SGH teaching offer** – approved by the Rector a list of the faculty authorised to conduct classes in a given academic year; the current teaching offer together with subject syllabi is available on the Virtual Dean’s Office;
  - 5) **plan of studies and teaching programme** – a document approved by the Senate, on the basis of which SGH organises and conducts university education, including in particular, a list of fields of study and specialisations, teaching programmes as defined by the Act in particular fields of study and plans of studies separated for particular cycles and modes of studies;
  - 6) **subject** – an element of the plan of studies and teaching programme approved for a given field of study, including a specific thematic content, conducted as a lecture, tutorial, degree seminar or other classes listed in § 26 Section 2; a subject may consist of more than one form of class;
  - 7) **differences in curriculum** – differences concerning the list of subjects, their substantive content as determined in the syllabi and the number of ECTS credit points allocated to particular subjects, occurring between the plans of studies and teaching programmes which are valid at SGH and other universities or between plans of studies and teaching programmes valid at SGH in different periods;
  - 8) **Subject syllabus** – a description, including the name of a subject, its assumed teaching results in the following categories: knowledge, skills, social competences, form of classes, major substantive content as well as a semester schedule of classes, a list of recommended reading and a form or forms of obtaining credits for the subject;
  - 9) **student** – a person undertaking education in the first-cycle or second-cycle studies at SGH, who has obtained a final decision on admission to studies, has been matriculated and has taken an oath defined in the statute of SGH;
  - 10) **Virtual Dean’s Office** – an IT system enabling students to obtain information about the plans of study and teaching programmes, the current teaching offer at SGH, the submission of semester declarations and the monitoring of their record of studies, including the obtained grades.
2. Any references hereinafter in the Rules and Regulations referring to the term:
- 1) **studies** without qualification – shall mean studies, as referred to in § 1 Section 2, unless the context provides a different meaning to this term;
  - 2) **modes of studies** without qualification – shall mean full-time studies (fee-paying, non-fee-paying) or part-time studies conducted in the afternoon or the weekend mode;
  - 3) **interdisciplinary studies**– shall mean studies including at least two areas of teaching and leading to obtaining a diploma in at least one field of study conducted at the School;
  - 4) **fields of study** without qualification – shall mean fields of study at which the School conducts education during the first-cycle or second-cycle studies;
  - 5) **degree seminar or degree thesis or degree exam** without qualification – shall mean respectively a degree seminar or degree thesis or degree exam at the first-cycle or second-cycle studies level.

## **II. Student's rights and obligations**

### **§ 3**

1. Student's rights and obligations shall be acquired at the moment of matriculation and on the taking of an oath with the content determined by the SGH statute. A person admitted to university shall confirm the taking of the oath in writing.
2. The condition of being admitted to studies is fulfilling the enrolment requirements specified in particular resolutions by the Senate and Rector's orders.
3. In accordance with the rules specified in the Rules and Regulations studies at SGH studies may also be undertaken in the following mode:
  - 1) transfer from another university, including a foreign one;
  - 2) resumption of studies.

### **§ 4**

The student shall receive a student ID card, which is a document certifying his/her status. The right to be a holder of the student ID card shall be valid until the day of graduation from studies, suspension in student's rights or deletion from the list of students. A person who has lost his/her right to be a holder of the student ID is obliged to return it immediately to the School.

### **§ 5**

The students, except for the rights and obligations as defined in the Act, the SGH statute and regulations issued on their basis, shall have the rights and obligations defined in this chapter of the Rules and Regulations and its further provisions regulating the organisation and mode of studies.

### **§ 6**

The students shall have the right to obtain reliable and up-to-date knowledge, develop their own scientific interests and prepare for professional work with respect for truth and hard work and in the atmosphere of mutual respect for dignity and kindness. The students shall be entitled in particular to:

- 1) take advantage of classes offered by SGH;
- 2) obtain assistance in creating and carrying out their own individual plans of studies from supervisors in the fields of study and coordinators of inter-faculty specialisations, as well as consultations conducted by other academic teachers;
- 3) notify the SGH authorities and faculty about demands concerning the plan of studies and teaching programme and other matters important to the record of studies and the personal development of students;
- 4) express opinions on the teaching process and evaluate classes, including the work of the faculty in the manner agreed by the students' union with the Rector;
- 5) use the library and information system, IT systems and infrastructure of SGH, in compliance with the current regulations.

### **§ 7**

In accordance with the rules specified in the Rules and Regulations the student may apply for:

- 1) a transfer to another university;
- 2) change the field of study;
- 3) undertake studies in more than one field of study or study different subjects, also at different universities;

- 4) changing the mode of studies – from full-time to part-time studies and vice versa;
- 5) conducting a part of the individual plan of studies at another domestic or foreign university;
- 6) participating in student Exchange programmes;
- 7) being granted leave from classes;
- 8) re-admission to studies in the case of deletion from the list of students.

### **§ 8**

1. A student with positive and outstanding results in classes or significant achievements in other areas of activity may receive prizes and distinctions awarded in particular by the Rector.
2. Upon graduation the best graduates may receive a degree with honours.

### **§ 9**

1. Disabled students may apply for:
  - 1) changing the conditions of their participation in classes;
  - 2) individual conditions of using the SGH Library;
  - 3) a permit for entering with their car and parking on the SGH premises;
  - 4) permission of the teacher conducting classes for recording them or permission of the Dean for participation in classes of an assistant of a physically disabled or blind student or a sign language interpreter;
  - 5) assistance in obtaining teaching materials essential for studying;
  - 6) a special grant for disabled students.
1. The Rector's proxy for the disabled shall provide support to disabled students in their efforts as referred to in Section 1.
2. The Dean is authorised to use the Rules and Regulations in such a way as to, maintain its basic provisions, enable disabled students to fulfil their obligations appropriately to their remaining mental and physical abilities.

### **§ 10**

The student shall act in accordance with the oath, the Rules and Regulations and other regulations binding at SGH and in compliance with the Dean's instructions and his/her decisions in matters concerning the mode of studies. The student shall be obliged in particular to:

- 1) enrol in classes included in the compulsory plan of studies and teaching programme, submitting semester declarations on time;
- 2) participate in compulsory classes and obtain on time credits in all subjects for which he/she enrolled in a given semester;
- 3) take exams and tests in an independent and ethical way, as well as prepare course assignments and diploma dissertations with respect to the laws protecting intellectual property;
- 4) care for the good reputation and property of SGH;
- 5) settle his/her financial obligations towards SGH on time;
- 6) immediately notify the Dean about changes to his/her personal data essential for the course of studies, in particular his/her first name, surname, marital status, residence address and address for correspondence, including damage to or loss of the student ID card;
- 7) immediately notify the Dean about resignation from continuing their education.

## **§ 11**

1. The student shall use his/her account in the School system of electronic mail in matters connected with studies at the SGH, and in particular regularly check his/her e-mail with frequency allowing to maintain current contact with the Dean's Office. The Students failure to familiarise himself/herself with information sent by the School to his/her e-mail account shall not be a circumstance exempting him/her from the due and, in particular, timely performance of duties.
2. SGH shall not be held responsible for the lack of possibility to enter data onto the Virtual Dean's Office by the student caused by failures of the Internet network independent of the School or temporary overload of SGH servers. In such circumstances the student is obliged to appear at the Dean's Office in person observing the deadline specified for the relevant action.
3. The Student shall keep the password to his/her account in secret. SGH shall not be held responsible for the results of disclosing the password to third parties, and in particular for entries to the Virtual Dean's Office non-compliant with the student's will authorised with his password and for disclosing in this mode the students personal data.
4. The Dean shall determine by means of instruction the form of electronic circulation and exchange of documents and information between students and the Dean's Office.

## **§ 12**

Student's rights and obligations shall expire on the day of graduation from studies or the deletion from the list of students.

## **III. Organisation of studies**

### **1. General provisions**

## **§ 13**

1. First-cycle studies shall be conducted within the Undergraduate Studies programme. Second-cycle studies – within the Graduate Studies programme.
2. The Deans shall be the direct superiors of students. They shall supervise the organisation of studies, manage the execution of the plan of studies and teaching programme and decide on individual matters concerning the course of studies. They shall perform their duties with the assistance of the vice-Deans of studies.
3. The Dean shall perform in particular the following actions:
  - 1) determining, by means of instruction, detailed rules and dates for the submission of the students semester declarations, as well as the declarations of the selection of field of study during the first-cycle studies;
  - 2) the establishment of schedules for exam sessions;
  - 3) approving subjects and ECTS credit points obtained outside SGH;
  - 4) the conversion of grades obtained at another university according to a different scale than the one used at SGH for grades according to the scale specified in § 42;
  - 5) establishing the equivalence of subjects and clearance periods;

- 6) determining the differences in curriculum and specifying conditions and dates of recovering them, in particular connected with transfers to SGH from another university, the resumption of studies, changing the mode of studies and undertaking a part of the plan of studies at another university;
  - 7) issuing instructions in matters as referred to in § 11 Section 4, § 13 Section 3 point 1 and § 29 Sections 1 and 2;
  - 8) undertaking other activities specified in the Rules and Regulations.
4. The Dean, prior to issuing instructions, shall consult the students' union. The opinion of the students' union shall be sent to the Dean in writing within 7 days as of the date of presenting the draft of the instructions. In the case of ineffective expiry of that period, the requirement to consult the students' union shall be considered fulfilled.
  5. Instructions shall be published on the Virtual Dean's Office and stored in the form of paper documents in the relevant Dean's Office.

#### **§ 14**

1. First-cycle studies shall last according to the planned six semesters and shall finish with the taking of the Bachelor's exam and obtaining the professional title of Bachelor of Science.
2. Second-cycle studies shall last according to the planned four semesters, and shall finish with the taking of the Master's exam and obtaining the professional title of Master.
3. The Senate may pass a resolution different to the one specified in Sections 1 and 2 regarding the duration of studies in a particular field of study or mode of studies.
4. The planned deadline for the graduation from studies finishing in the summer semester shall expire on September 30, and in the winter semester – on the last day of February, unless the dates are rescheduled pursuant to § 58 Section 2.
5. The provision of Section 4 shall apply respectively to determining the dates of the submission of the thesis by those students, whose studies lasted longer than the specified time accorded in Sections 1 and 2, due to repeating a semester, and those who resumed their studies later.

#### **§ 15**

1. The academic year shall last from October 1 to September 30 of the next calendar year and shall consist of two semesters – the winter and the summer semester.
2. Each semester shall comprise both at full-time and part-time afternoon studies 15 weeks of classes, and at part-time weekend studies no fewer than 7 two-day sessions.
3. The Senate shall determine the organisation of the academic year, specifying, within a semester, the beginning and end of classes for particular modes of studies as well as the dates of examination sessions and semester breaks. The organisation of the academic year shall be published by means of the Rectors announcement no later than 3 months prior to the commencement of the academic year.
4. The schedule of studies shall be announced no later than 7 days prior to the commencement of classes on the information board in front of the Dean's Office and on the website of the Dean's Office.

5. The Rector may establish during the academic year, days or hours free from classes.

#### **§ 16**

1. Studies shall be organised in the fields of study specified in the current plan of studies and teaching programme.
2. Introducing studies in a particular field of study of first-cycle studies in Polish requires the submission of the declarations of the selection of the field of study by at least 50 students of a given mode of studies. The Rector may take a decision on introducing studies in a particular field of study on a given mode of studies with a smaller number of submitted declarations.
3. During first-cycle studies conducted in Polish the student shall submit a declaration of the selection of the first field of study by the end of the second semester.
4. In the case of not introducing, during first-cycle studies, studies as selected by the student in the field of study, the student shall select another field of study within a deadline specified by the Dean.
5. The field of study by the student undertaking first-cycle studies in a foreign language, and second-cycle studies in Polish or in a foreign language shall be determined by the decision on the student's admission to studies. Particular fields of study mentioned in the previous sentence shall be treated in accordance with the rules of the enrolment procedure.

#### **§ 17**

1. As determined in the Act, the student of full-time studies who fulfils all duties connected with the course of study in the first field of study, may study at SGH an additional second field of study. Undertaking studies requires the Dean's approval granted at the student's request, submitted no sooner than after obtaining credits for the first semester of studies in the first field of study. Granting approval, the Dean shall determine the individual conditions of study in the second field of study.
2. The provision of Section 1 shall also be used for a student of part-time studies who applied to undertake studies in the second field of study in this mode or in the mode of full-time studies conducted on a fee-paying basis.
3. Studies in the second field of study shall be conducted according to the rules analogous to those binding in the first field of study and in particular the student is obliged to submit semester declarations on time and obtain credits in all subjects for which he/ she is enrolled in a given semester.
4. The Rector may determine by means of an order, the general conditions of pursuing studies in an additional field of study at SGH.

#### **§ 18**

1. The student may complete his/her major specialisation or interdisciplinary specialisation if he/she completes subjects forming the given specialisation, and in the case of a major specialisation additionally submits the degree thesis thematically connected with the given major specialisation, however a submitted degree thesis may be the grounds for

completion, on principle, of one major specialisation. A degree thesis thematically connected with more than one major specialisation may be the grounds for completing these specialisations only on the basis of favourable opinions of the thesis supervisor and the field of study supervisor on the adequacy of its content with educational results specified for both major specialisations. The opinion, with the aim of including it in the documentation from the course of study, shall be submitted to the Dean's Office in writing at the same time as the submission of the degree thesis.

2. At the request of the student the completion of a major specialisation shall be documented with an entry on the degree, and interdisciplinary specialisation – a certificate issued by the coordinator. The application for entering into the degree completion of a major specialisation shall be submitted no later than 14 days prior to the date of the degree exam.

### **§ 19**

1. In studies conducted in Polish particular classes, obtaining credits in subjects or a degree exam may be conducted in a foreign language, if this is stipulated in the plan of studies and teaching programme, or if the Dean at the request of a student, taking into account the special circumstances presented by the student and confirmed respectively by a lecturer or thesis supervisor and bearing in mind the possibilities of the school agreeing to such a form of obtaining credits in a subject or degree exam.
2. At the request of a student of studies conducted in Polish, the Dean may, after consulting the supervisor of a degree dissertation, agree to its preparation in one of the following languages: English, French, Spanish, German, and Russian.
3. If the student has selected a subject conducted in a foreign language, he/she shall obtain credits in the subject in this language.
4. During studies conducted in a given foreign language class, obtaining credits for classes and subjects, the preparation of the degree thesis and the degree exam shall be carried out in the foreign language in which the studies are conducted.
5. At the request of a student of studies conducted in a foreign language the Dean may agree to conduct an optional subject in a different language than that in which studies are conducted.

### **§ 20**

The course of studies shall be recorded in subject reports and on the student card of periodic achievements in the form of signed printouts of data from the IT systems.

### **§ 21**

1. Gifted and high achieving secondary school students may participate in classes conducted within the first-cycle studies, if SGH concludes an agreement on this matter with the school's headmaster. The agreement shall determine, in particular, the type of classes in which secondary school students shall participate, their rights and obligations and the manner of recording their participation in classes and achievements.
2. Admission to studies of a person who as a secondary school student participated in classes at SGH shall take place in accordance with the generally binding rules of the enrolment for studies in force at SGH.

3. A person admitted to studies may be exempted by the Dean from the obligation to obtain credits from the classes for which he/she obtained credits before the commencement of studies, if the classes are included in the plan of studies.

## **§ 22**

The School shall charge fees for educational services and issued documents according to the rules specified in the separate regulations and agreements on fees for studies or educational services.

## **2. Organisation of classes**

### **§ 23**

1. Studies shall take place in accordance with the plan of studies and teaching programme. Any changes shall be introduced by resolution of the Senate, after consulting the students' union. The resolution of the Senate approving each updated issue of the document shall specify the academic year or years in which the newly admitted students shall commence studies according to the updated issue of the plan of studies and teaching programme.
2. The student shall have the right to undergo studies according to the plan of studies and teaching programme valid on the day of the commencement by him/her of studies of a given cycle, without the obligation to recover for differences in curriculum for the period of:
  - 1) four academic years from the commencement of first-cycle studies;
  - 2) three academic years from the commencement of second-cycle studies;if he/she graduates from studies in the above-mentioned period, subject to § 66 Section 1.
3. The current issue of the plan of studies and teaching programme, as well as issues of this document which are valid in the period of the last three academic years shall be published on the Virtual Dean's Office and made available to students in the SGH Library.

### **§ 24**

1. The teaching programme shall determine the content and educational results as well as the graduate's qualifications relevant for the given field of study and mode of studies. It shall include lists of compulsory core and major subjects and subjects related to the field of study, including those which compose major specialisations as well as those separate for particular cycles and modes of studies determining of the number of hours of the listed subjects, the forms in which they are conducted and the number of ECTS credit points allocated to those subjects.
2. The plan of studies shall present the organisation and manner of performing the teaching programme in subsequent semesters, determining subjects, their number of hours and allocated ECTS credit points. It may also include specific (i.e. other than those included in § 44-46) arrangements concerning the conditions of obtaining credits for particular semesters.
3. The plan of studies and teaching programme may include, among others, a list of additional compulsory subjects, the completion of which is a condition for obtaining credits for a given semester of studies, the order of the selection of subjects in particular semesters, holds an obligation to complete a professional internship or other classes of a specific nature.

4. In accordance with the rules specified in the Act the School may conduct individual interdisciplinary studies. The mode and conditions of conducting education within individual interdisciplinary studies shall be the same as for education conducted within one area of education, subject to § 45 Section 2.

### **§ 25**

1. The student shall have the right to develop his/her individual plan of studies within the teaching programme and broaden his/her scope of knowledge, skills and social competences by studying subjects composed of major and interdisciplinary specialisations. She/he executes this right by the choice of different optional subjects from among those listed in the current teaching offers at SGH and by taking advantage of the opportunity to study at other universities.
2. A student distinguishing himself/herself during his/her studies at SGH with outstanding achievement may apply to the Rector for the granting of an individual plan of studies and teaching programme. Also persons recognised for outstanding achievements when admitted to the first semester of the first-cycle or second-cycle studies shall be entitled to apply for ITS. The detailed rules for the granting and performing the right to conduct studies within ITS shall be determined by a relevant Rector's order.
3. By granting a student the right to ITS, the Rector approves the individual plan of studies and teaching programme and appoints an educational advisor for the student, and may specify the conditions of using this right, particularly in relation to the average of grades, which should be obtained by the student in subsequent semesters and the manner of monitoring the students fulfilment of the conditions for using the right to the ITS.
4. The Rector, after consulting the educational advisor, may cancel his permission for undertaking studies according to the ITS, if the student fails to fulfil the conditions specified in the decision on granting the right to the ITS.
5. Granting the ITS during the first field of study shall not mean granting the ITS during the second field of study, and vice-versa granting the ITS during the second field of study shall not mean granting the ITS in the first field of study, unless the student applies for the ITS during both fields of study.
6. The ITS may be undertaken as part of the individual inter-faculty studies; provisions of Sections 1 – 5 shall apply respectively.

### **§ 26**

1. The School shall organise classes provided for in the plans of studies and teaching programmes, included in the SGH teaching offers displayed on the Virtual Dean's Office.
2. Classes may be conducted in the form of lectures, tutorials, degree seminars, foreign language classes, conversation classes, workshops, IT laboratories, classes with the use of methods and techniques of distance learning, professional student trainings, and physical education classes.
3. The condition to commence classes in a particular subject in a given semester is the selection of this subject in a specific number of semester declarations, determined in a

relevant resolution of the Senate, unless the Dean, acting on the basis of that resolution, has decided to reduce the number of required declarations.

4. For organisational reasons the Dean may determine the maximum number of students admitted to specific classes.
5. If the Dean has taken a decision as referred to in Sections 3 or 4, he must inform students; as for the decision referred to in Section 4, the Dean shall inform students, if possible, prior to the deadline for submitting semester declarations.

### § 27

1. Before each subsequent semester the student shall enrol for classes in the semester, by submitting his/her semester declaration within a deadline specified in the Dean's instructions. If the student pursues the programme of two fields of study at SGH, he/she shall submit a semester declaration separately for each field of study, in accordance with the Dean's instruction.
2. For a given semester of studies of a given field of study the total number of ECTS credit points allocated to declared subjects and subjects already completed in previous semesters must not be lower than the minimum of points necessary to enrol for the next semester according to the plan of studies of a given field of study and mode of studies.
3. In the semester declaration the student shall indicate the compulsory core and major subjects included in the teaching offers at SGH, as well as the elective subjects selected by the student from the list of subjects related to the field of study and available offers of other optional subjects. At the student's request, approved by the supervisor of the field of study or coordinator of a core subject, the Dean may grant his consent to replace lectures in compulsory and elective subjects included in the SGH teaching offers with lectures adjoined from the offers of other universities
4. A student not admitted to classes for reasons referred to in § 26 Section 3 and § 28, shall submit a correction of the semester declaration within the deadline specified in the Dean's instructions.
5. If subjects indicated in the semester declaration create a time conflict due to the current schedule of classes, the student shall select one of the classes remaining in conflict through a correction of the semester declaration otherwise all the classes remaining in conflict shall be deleted.
6. All subjects indicated by the student in the semester declaration, taking into account possible corrections submitted within the prescribed deadline, shall become on the part of the student a binding individual semester plan of studies and shall be subject to the obligatory completion in a given semester, unless a special provision of the Rules and Regulations states differently or it is decided otherwise by the Dean.
7. Unjustified failure to submit the semester declaration within the prescribed deadline or the declaration of a smaller number of ECTS credit points than required by the plan of studies, subject to § 45, shall be considered as a failure to undertake the studies or a resignation from the studies and shall be grounds for the deletion from the list of students.

### **§ 28**

If a subject is conducted in a given semester by more than one lecturer/team of lecturers, the student shall have the right to select a lecturer/team of lecturers, if organisational aspects allow.

### **§ 29**

1. The Dean shall determine by means of instruction dates and specific modes of declaring subjects and selecting lecturers, taking into account the necessity to submit corrections of semester declarations, in particular with regard to the adopted schedule of studies or if commencing classes in a particular subject is not undertaken due to the insufficient number of students declaring its completion.
2. The Dean may determine by means of instructions, the sequence of completing major and specialisation subjects in fields of study conducted in a foreign language, taking into account the provisions of international agreements concluded by the School connected with the completion of the plan of studies in the field of study.

### **§ 30**

1. Students admitted through the enrolment procedure shall study the foreign languages which they indicated in the enrolment questionnaire for studies at SGH.
2. If admission to studies at SGH takes place as a result of a transfer from another university, and also in other special cases, the Dean shall decide the enrolment of the student for specific language classes with the approval of the coordinator for a given foreign language or the director of the SGH Centre for Foreign Language Teaching.
3. The number of foreign languages and semesters in which students are obliged to obtain credits for language courses in particular cycles and modes of studies shall be defined by the plan of studies and teaching programme.

### **§ 31**

1. If a given subject requires the prior obtaining of credits in another subject (so-called prerequisite), the student may declare its completion on the condition that he/she has already obtained credits in the subject being the prerequisite or he/she will obtain credits for it in the semester in which he/she submits the semester declaration for the next semester.
2. If, in the last semester of studies, classes in a subject which is included in the teaching programme in a given field of study or major specialisation have not been commenced, the Dean, at the request of the student concerned, with the approval of the supervisor of the field of study, may agree to credit another subject with no lower allocated ECTS credit points.
3. If classes in a subject which is included in the teaching programme at an inter-faculty specialisation have not been introduced, the coordinator of this specialisation may approve the application of a student of the last two semesters of first-cycle studies or the last semester of second-cycle studies for obtaining credits in another subject with no lower number of allocated ECTS credit points appointed to it.

### **3. Obtaining credits and passing exams**

#### **3.1. Obtaining credits for classes and admission to exams**

##### **§ 32**

1. All forms of classes included in the plan of studies and teaching programme shall be subject to credits.
2. The academic teacher commencing classes shall present to all students of the programme of classes including at least the canon of knowledge resulting from the subject syllabus, the rules of work in the classroom, the criteria for obtaining credits in the subject, examination requirements, also in the form of a specification of teaching results verified by the exam, and the dates and place of his/her duty hours.

##### **§ 33**

1. The student shall participate in all the classes provided for in the plan of studies compulsory for him/her with the exception of lectures.
2. A student's absence from classes shall be, immediately after the cessation of the aforesaid, justified with a doctor's note about the temporary inability to attend classes or other reasons recognised by the teacher. In case of doubt, the justification of absence shall be determined by the Dean.
3. The teacher shall determine the way and deadline for the recuperation of the backlog which arose due to a student's absence.

##### **§ 34**

1. Tutorials, language classes and degree seminars shall be credited by the teachers on the basis of the student's activity in the class, positive results of the ongoing monitoring of knowledge and the evaluation of work envisaged in the programme of classes; obtaining credits for degree seminars shall take place in accordance with § 69 Section 5.
2. In exceptional cases the abovementioned classes may be credited by the SGH academic staff appointed by the subject coordinator or heads of the relevant organisational units of the School which employ the replaced teacher. The coordinator or head of unit shall inform the Dean about the replacement prior to the date of obtaining credits.
3. The student's professional training shall be credited by the Dean in accordance with the provisions of a relevant Rector's order. Physical education classes shall be credited according to the current rules of the Centre for Physical Education and Sport.

##### **§ 35**

A student who has fulfilled the requirements specified by the teacher shall obtain credits after the finish of classes, prior to the commencement of the exam session on the first date. The obtaining of credits shall be entered onto a protocol. In case of tutorials, language classes and physical education classes the credit shall be obtained together with a grade in accordance with § 42 Section 1. The remaining compulsory classes, as referred to in § 33 Section 1, may be credited without a grade.

### **§ 36**

1. The student shall have the right to one date of re-obtaining credits for classes and the right to take an exam on two dates (1<sup>st</sup> date and 2<sup>nd</sup> date) in accordance with § 37.
2. Failure to obtain credits from tutorials on the basic date in a subject bound with the obligation to take an exam shall result in the loss of the right to take the exam on the 1<sup>st</sup> date if the classes for which the student failed to obtain credits and the exam take place in the same semester. The previous sentence shall be applicable to foreign language classes and a foreign language exam respectively.
3. Re-obtaining credits for classes shall take place on a date determined by the teacher after consulting the student in question and taking into account the student's other classes and the teacher's duties, however no later than by the day of taking the exam on the 2<sup>nd</sup> date. Failure to obtain credits in this mode shall result in receiving a fail in the exam on the 2<sup>nd</sup> date.
4. A student who expresses doubts about the correctness of the form of obtaining credits or impartiality while giving the grade, may apply for admission to obtain credits before a board, within the deadline of 7 days from the date of the end of classes or announcement of results respectively. § 41 Sections 3-6 shall be applied respectively for issuing and performing the Dean's decision on obtaining credits before a board. The result of obtaining credits before a board shall be final.
5. Failure to obtain credits for classes or foreign language classes by the end of the examination session on the 2<sup>nd</sup> date makes it impossible to take the exam in the subject consisting of the mentioned forms of classes, and at the same time, to obtain credits in the subject.
6. A student who failed to obtain credits in a subject may apply for a conditional entry for undertaking studies in the next semester, in accordance with the rules specified in § 46 Section 3.
7. The provision of Section 6 shall be applicable respectively to a student who failed to obtain credits in a degree seminar in the first of two semesters of this seminar during the second-cycle studies.

### **3.2. Examinations**

#### **§ 37**

1. Dates of the examination session in particular semesters shall be determined by the resolution of the Senate on the organisation of the academic year, published in accordance with § 15 Section 3.
2. In each examination session there shall be two dates of an examination in a given subject – the basic date and the retake date, hereinafter referred to in this chapter as the 1<sup>st</sup> date and the 2<sup>nd</sup> date.
3. The Dean shall determine the Schedule of an examination session with the approval of the examiners, specifying dates and times of examinations and announce them to the students no later than two weeks prior to the planned commencement of the examination session. If on the same day of the session more than two examinations are scheduled for a given

student or there is a time conflict, the student shall notify the Dean about this fact prior to the commencement of the examination session. Without losing the right to the date of the examination he shall do it by submitting to the Dean's Office an application for the prolongation of the session.

4. At examinations on the 1<sup>st</sup> date and on the 2<sup>nd</sup> date the student shall be bound by the same scope of material and the same examination requirements.
5. The examiner may conduct an examination on the so-called early date, i.e. prior to the commencement of the examination session, providing students with the determined conditions of accepting the obtained grade in the final credits in the subject. An early date exam may be conducted only outside of the times of classes planned in the semester schedule to be carried out within a given subject.
6. Results of an exam taken on the 1<sup>st</sup> date shall be announced to students no later than 5 days prior to the planned exam on the 2<sup>nd</sup> date.

### **§ 38**

1. The student shall have the right to take an exam on two dates:
  - 1) in the case of obtaining a fail in the exam on the 1<sup>st</sup> date, the student shall have the right to re-take the exam on the 2<sup>nd</sup> date;
  - 2) if the student failed to take the exam on the 1<sup>st</sup> date, he/she shall not receive a fail due to his/her absence at the exam; he/she shall have the right to obtain credits in the subject on the 2<sup>nd</sup> date, however he/she shall not have the right to re-take the exam in case of failure on the 2<sup>nd</sup> date, subject to Section 3.
2. The right to take an exam on two dates, as referred to in Section 1, shall not include the right to re-take the exam on the 2<sup>nd</sup> date if the student obtained on the 1<sup>st</sup> date a pass or a higher grade.
3. In exceptional cases, at the documented request of the student, as referred to in Section 1 point 2, the Dean may admit him/her to re-take the exam on a date agreed with the approval of the examiner, but no later than 21 days from the end of the examination session on the 2<sup>nd</sup> date – in the case of a subject which is not in the form of a standardised exam, and 30 days - in the case of a subject which is in the form of a standardised exam.
4. In relation to a particular student the situation as referred to in Section 3, may take place no more than twice in the entire period of studies of a particular cycle.
5. The Rector, after consultation with the Dean, may agree not to apply the restrictions specified in Section 4, if this is required by special circumstances.

### **§ 39**

1. Examinations may take an oral or written form, compliant with the subject syllabus.
2. The exam shall be carried out by the lecturer running the lecture according to the criteria and rules defined in the subject syllabus. In exceptional cases of justified absence on the day of the examination he/she may be replaced by an academic teacher appointed by the Dean after consultation with the coordinator of the subject or the coordinator of the field of study.

3. The examination in each subject shall take place separately and is subject to a separate grade.
4. In the case of written examinations the student who received a fail shall have the right to inspect his/her examination work within 14 days as of the announcement of the exam results on the Virtual Dean's Office, with the exception of the date referred to in § 41 Section 2.
5. Examinations in foreign languages shall consist of a written and an oral part. The oral part of the examination shall be conducted by an examination board appointed by the Centre for Foreign Language Teaching.

#### **§ 40**

1. A condition to be admitted to an examination is obtaining credits for tutorials in a given subject, if the teaching programme provides for such forms of classes, and the payment of relevant fees for educational services, if they are due.
2. The examiner is obliged to familiarise himself/herself with the protocol of credits for tutorials prior to a student taking the exam in order to make certain that he/she obtained credits for tutorials. A grade obtained in an exam in the case of lack of credits for tutorials shall not be valid and if it has been entered onto the documentation of study records it shall be subject to deletion.
3. The examiner may make the admission of a student to the examination conditional on presentation of the student ID card or another document certifying his/her identity.

#### **§ 41**

1. In the case of student's doubts about the form or conduct of the examination or correctness of the grade obtained in the examination, the Dean may give his consent to organise the exam before an examination board.
2. An application for an exam before an examination board may be submitted by the student within 7 days as of the date of the exam, and in the case of doubts about the grade – 7 days as of the announcement of the exam results.
3. The Dean may decide to conduct an exam before an examination board on his own initiative, as well as at the justified request of the examiner or body of the students' union submitted within the deadline specified in Section 2.
4. The Dean shall consider the application for an exam before an examination board within the deadline of 7 days as of its receipt. If the Dean finds the application legitimate, he shall issue a decision on conducting:
  - 1) verification of the examination work before a commission or an exam before an examination board – in the case of doubts about a written exam;
  - 2) an oral exam before an examination board – in the case of doubts about an oral exam, specifying place and date of the verification of the work before a commission or an exam before an examination board, no sooner than 3 days and no later than 14 days as of the date of the decision, and he shall appoint an examination board consisting of: the Dean or authorised by him, an academic teacher, as the chairman, and two

specialists in the scope of the subject being included in the examination or in a related subject.

5. The academic teacher who awarded the grade verified by the examination board may be a participant of the exam before an examination board with observer's rights.
6. At the request of the student the exam shall take place in the presence of a representative of the students' union or appointed by the student academic teacher from SGH as an observer.
7. A grade obtained as a result of an exam before an examination board shall replace the grade in question.
8. In the case of a negative result of the exam before an examination board, the student shall have no right to a conditional enrolment. At the student's request the Dean may refer him/her to repeat the semester, provided that the student is entitled to do so. Otherwise the student shall be deleted from the list of students.

### 3.3. Scale of grades and grade point average

#### § 42

1. While evaluating classes the following grades of exams and tests shall be used:
  - very good – 5,0;
  - good plus – 4,5;
  - good – 4,0;
  - pass plus – 3,5;
  - pass – 3,0;
  - fail – 2,0.
2. If obtaining credits for a given form of classes does not require a grade, the following entries shall be used:
  - 1) pass – zal.
  - 2) fail – nzl.
3. Obtaining credits and exam grades shall be announced and entered onto the subject crediting protocols and periodic student achievement cards without delay.

#### § 43

The grade point average in a semester shall be computed according to the formula:

$$\text{Grade point average} = \frac{\sum_{i=1}^n A_i \cdot B_i}{\sum_{i=1}^n B_i},$$

where:

$A_i$  – grade in a subject or arithmetic average grade in the subject, if the exam/test was taken more than once,

$B_i$  – ECTS credit points for the subject,

$n$  – number of subjects studied in the given semester,  $i = 1, \dots, n$ .

#### **4. Semester crediting, repeating a subject or a semester**

##### **§ 44**

1. The crediting period shall be a semester, with the exception of studies conducted within the programmes of a double degree, for which the crediting period shall be an academic year. The semester or annual mode of crediting shall also be applicable to subjects lasting relatively longer than a semester or an academic year.
2. A condition for obtaining credits for a semester shall be obtaining positive grades in all subjects planned for completion in a given semester in accordance with the plan of studies declared by the student, so as the number of ECTS credit points allocated to subjects completed in a given semester together with a surplus of ECTS credit points from previous semesters not be lower than 30 (thirty).
3. The plan of studies, under § 24 Section 2, may define different conditions for obtaining credits for particular semesters.
4. A student who obtained a semester credit and carried out an evaluation of classes completed in the credited semester in the mode defined in the system of the electronic evaluation of classes shall be enrolled by the Dean for the next semester.
5. The student shall make certain if all his/her grades have been registered in the Virtual Dean's Office. In the case of lack of grades within one month after the end of the session the student shall notify the Dean and the university teacher, who credited the subject, without undue delay but no later than within 7 days after the monthly deadline specified above.

##### **§ 45**

1. In the case of a larger number of ECTS credit points than is required for a given semester collected by the student, the surplus shall be automatically saved on account for the next semester of studies, if it concerns subjects included in the plan of studies and teaching programme in the field of study pursued by the student.
2. Beyond the limit of ECTS credit points, passed by the SGH Senate in the plan of studies and teaching programme, and established for the whole curriculum in a given field of study, the student of full-time studies undertaken without payment of tuition fees shall have the right without payment to take advantage of classes at a given level of studies, for which he may obtain no more than 30 ECTS credit points, and the student pursuing studies within the scope of individual interdisciplinary studies no more than 90 ECTS credit points.

##### **§ 46**

1. In the case of students who did not obtain credits for the semester, the Dean shall issue a decision on:
  - 1) a referral to repeat a subject and conditional enrolment for the next semester, or
  - 2) a referral to repeat the semester, or
  - 3) deletion from the list of students.
2. Decisions, as referred to in Section 1 points 1 and 2 shall be issued at the student's request. The deadline for submitting an application is within 7 days and it commences, depending on the subject, from the date ending the exam session on the second date or from the date

of the exam scheduled under § 38 Section 3, or from the date of exam conducted before an examination board, according to which of the mentioned dates occurs later.

3. The following rules shall be used for repeating a subject and conditional enrolment:
  - 1) the date of obtaining credits in a subject in relation to the conditional enrolment must not be longer than a semester, unless the repeated subject is carried out every second semester;
  - 2) repeating a subject must not include a subject continued in the next semester;
  - 3) subject to points 4 and 5, a conditional enrolment for the subsequent semester shall be admissible in the event of lack of credits in no more than two subjects in a given semester; not obtaining credits in other subjects in the subsequent semester shall not exclude the possibility of obtaining a conditional enrolment for the next semester;
  - 4) in the first semester of the first-cycle studies a conditional enrolment for the subsequent semester shall be admissible in the event of lack of credits in one subject; not obtaining credits in other subjects in the subsequent semester shall not exclude the possibility of obtaining a conditional enrolment for the next semester;
  - 5) the student shall have no right to a conditional enrolment in the first semester of the second-cycle studies and in the last semester of the first-cycle and second-cycle studies.
4. The decision on the referral to repeat a semester may be issued at the first-cycle studies no more than twice and at the second-cycle studies once.
5. Failure to obtain credit in a repeated subject shall be considered as using one repetition of a semester.
6. The decision on deletion may also be issued if a student has not paid, in a specified period of time, the relevant tuition fee or a fee connected with repeating a subject or repeating a semester.
7. The Dean shall issue the decision on deletion from the list of students with relation to a student who failed to obtain credits for the first semester of studies, unless exceptional circumstances justifying a decision on repeating a subject and conditional enrolment for the subsequent semester arise. It shall not concern the case referred to in Section 3 point 4.
8. A student repeating a semester shall not be allowed to participate and obtain credits for classes and subjects, if in the previous academic year he/she obtained credits for the classes or subject.
9. If changes to the plan of studies and teaching programme make it impossible to repeat a subject for which the student did not obtain credits, the Dean shall determine the manner of obtaining it.

#### **IV. Studies at a different university**

##### **§ 47**

1. With the consent of the Dean the student may carry out a part of the plan of studies and teaching programme at a different domestic or foreign university, especially on the basis of agreements between universities, which regulate the participation of SGH in domestic and foreign student exchange programmes, based on the regulations established in these agreements or specified by the Dean.

2. The Dean approves the list of subjects, which are to be carried out at a different university and the date of receiving credits for these subjects, unless this is not necessary due to the content of agreements discussed in Section 1. If necessary, the Dean determines the differences in curriculum and defines the date of their compensation.
3. Subjects completed at a different university as well as ECTS credit points allocated to these subjects shall be recognised by the Dean in accordance with the rules specified in the regulations which apply to the conditions and manner of transferring student's achievements. In the case of obtaining credits for a part of the plan of studies and the teaching programme at a foreign university, where the ECTS system is not applied, the Dean shall decide on the manner of converting grades to the system binding at SGH as well as converting the number of hours from a given subject to ECTS credit points binding at SGH, considering the provisions of § 48.

#### **§ 48**

1. Studies abroad may be conducted by a student who was referred by SGH to a foreign university within bilateral or multilateral agreements on common education or student exchange, or who was not referred by the School but had the consent of the Dean.
2. With reference to the students discussed in Section 1, the Dean while referring them to study abroad or granting consent to such studies without referral, shall define the conditions of approving the credits received abroad and qualifying these subjects into the plan of studies they undertake at SGH, including the submission of certificates obtained during studies abroad, which confirm the credits received for particular subjects with the obtained grades. The Dean may demand from the student the submission of a certified translation of the above certificates into Polish.
3. Students, who were not referred by SGH, shall moreover present a document confirming that the school they were studying at possesses the status of a university.
4. A student who studied abroad, in accordance with regulations different to those specified in Section 1, may apply for credits for a semester on the basis of examinations passed at a foreign university, if he has obtained 30 ECTS credit points or their equivalent if he conducted studies at a university, which does not use the ECTS system. The Dean may give credits for a semester also in case the student does not obtain the number of ECTS credit points specified in the previous sentence or their equivalent due to causes independent of the student, and at the same time he may oblige the student to make up for the differences in curriculum.

#### **§ 49**

At a justified student's request, the Dean may dismiss the student from the obligation to obtain credits in a particular subject included in the plan of studies during the period of conducting studies at a different domestic or foreign university and at the same time settle the time limit in which the student will be obliged to obtain credits in this subject.

#### **§ 50**

1. In the case of not taking an examination in the subject included in the determined differences in curriculum on the first date the student shall have the right to retake the examination.

2. Not fulfilling the obligation of making up for the differences in curriculum within the time limit given shall result in deletion from the list of students.

## **V. Change of university, field of study or mode of studies**

### **§ 51**

1. A student of SGH, who is planning to transfer to a different university is obliged to:
  - 1) notify the Dean about this fact in writing no later than 14 days before the proposed date of transfer, give the name of the school, in which he plans to continue studies and submit a declaration of resignation from studies at SGH due to the transfer to a different university;
  - 2) submit a clearance slip;
  - 3) make all due payments;
  - 4) return the student card.
2. The Dean shall confirm the fact of fulfilling the obligations specified in Section 1 in the text of a certificate, which he prepares and issues on application from the student transferring to a different university.

### **§ 52**

1. A student of a different university, after receiving credits for the first year of first-cycle studies or after obtaining credits for the first semester of second cycle studies may apply for a transfer to SGH to the first or second-cycle studies respectively, if he fulfils all the duties, which result from the regulations binding for the university, which he plans to transfer from.
2. Transfer to full-time studies is only possible from full-time studies.
3. The decision on admission for studies in the mode of transfer shall be made by the Dean. If the decision is positive – the person is admitted to study at SGH - the decision defines in particular the semester of studies, into which the person is accepted, yet this is only possible for a semester not lower than the third for first-cycle studies or the second for second-cycle studies.
4. A person who is transferred from a different university is obliged to take the oath.
5. While settling the case of an application for transfer to SGH the Dean:
  - 1) indicates the subjects, which he acknowledges as completed on the basis of already taken examinations and obtained credits;
  - 2) may indicate subjects, whose passing is considered indispensable for making up for the differences in curriculum;
  - 3) may state the necessity of assessing the degree of knowledge of a foreign language – in the case of application for transfer to studies conducted in a foreign language;
  - 4) settles the date and manner of taking the examination in the foreign language as well as the date of obtaining credits in subjects included in the differences in curriculum, if he has decided that those examinations are necessary.
6. If the Dean settles the obligation to make up for the differences in curriculum, § 50 shall be applied.

7. The semesters passed at the university a student transfers from shall be included into the student's planned time of studies discussed in § 14 Sections 1 and 2.

### **§ 53**

A decision on acceptance for studies in the mode of transfer shall be final. The applicant shall have the right to submit an application to the Rector for reconsidering the case within 14 days from the day of delivery of the decision.

### **§ 54**

1. A student of full-time studies conducted in Polish may, with the consent of the Dean, change his first field of study to another field of study conducted in this mode of studies in Polish or in a foreign language, before the end of the third semester of first-cycle studies after the first semester for second cycle studies.
2. The provision in Section 1 shall be applied appropriately to the student of full-time studies in a foreign language, unless agreements or contracts binding on SGH state otherwise. It is inadmissible to transfer from a field of study conducted in a foreign language, which is fee-paying to a field of study offered by the School in a foreign language or in Polish, which is non-fee-paying.
3. A student of part-time studies may, with the consent of the Dean, change his first field of study to another conducted within the same mode of studies before the end of the third semester of first-cycle studies or after the first semester of second-cycle studies.

### **§ 55**

1. Students of part-time first-cycle studies, after obtaining credits for at least the second semester of studies, or students of second-cycle studies, after obtaining credits for at least the first semester of studies, who obtained the best results during the basic dates of the examination sessions may apply for transfer to full-time studies. The transfer takes place on the basis of the Rector's decision, within the limit of places specified by him for the given semester.
2. A student of full-time studies may, with the consent of the Dean, transfer to part-time studies conducted in the afternoon or weekend mode to the semester following the last semester he received credits for.

### **§ 56**

1. If a student is suspended in his rights or there is a disciplinary proceeding against the student in progress, the student may not be accepted from another university, his field of study cannot be changed, nor can he be transferred from full-time to part-time studies and vice versa.
2. If a student repeated a semester or a year of studies before the change of university or mode of studies, these circumstances are taken into consideration in such a manner as though they appeared during the studies at SGH in the mode of studies he has transferred to.

## **VI. Sabbaticals or Leaves of absence**

### **§ 57**

1. A student may apply for:
  - 1) sick leave – due to a long-lasting illness or disability, which may exclude or substantially hinder the continuation of studies;
  - 2) parental leave – due to the birth of a child or child minding;
  - 3) sabbatical leave – used for the purpose of conducting other studies in a domestic or foreign university or conducting research connected with the graduation thesis;
  - 4) compassionate leave - due to other important circumstances.
2. A leave shall be granted by the Dean, by means of issuing a decision on this subject, at a justified student's request.
3. A leave may be granted after receiving credits for the first semester, with the exception of sick leave.
4. Sick leave shall be granted for the time of treatment or recuperation, however, for a period no longer than three semesters.
5. Parental leave may be granted for a period no longer than two semesters.
6. Sabbatical and compassionate leave may be granted as:
  - 1) short-term – up to six weeks;
  - 2) long-term – for the period of a semester or two subsequent semesters, in addition to which, during the first or second cycle studies the overall time of the long-term leave may not exceed two semesters, unless the leave was granted in connection with referring a student by SGH to study at a foreign university.
7. Sick leave shall be granted on the basis of submitted medical records, in addition to which the Dean may refer a student to a unit of the health service, which cooperates with SGH for the purpose of acquiring the medical opinion of an authorised doctor and including the opinion into the records submitted together with the application.

### **§ 58**

1. A long-term leave as referred to in § 57 Section 6 may be granted to a student after receiving credits for the semester of studies, which preceded the submission of the application. In special circumstances the Dean may grant the leave for the period of the semester, which preceded the submission of the application.
2. Granting a long-term leave as referred to in § 57 Section 6 as well as sick or parental leave which lasts over six weeks prolongs the planned period of studies, as referred to in § 14 Section 1 and 2 with the period of granted leave and therefore postpones the date of the planned graduation as referred to in § 14 Section 4.
3. A student who conducts studies in more than one field of study at SGH shall be granted leave simultaneously for all those fields of study.

4. During leave the student may, with the consent of the Dean and on conditions specified by the Dean, take part in some classes and obtain credits in some subjects included in the plan of studies.
5. During the leave the student retains a valid student ID card as well as the right to use medical care. Using the provisions of material benefits is regulated by separate regulations.

#### § 59

1. A student who returns from a leave is obliged to submit a semester declaration for the subsequent semester, take examinations in the nearest examination session in accordance with its schedule and to make up for the possible differences in curriculum within the scope and time specified by the Dean. If the Dean established the obligation to make up for differences in the curriculum, provision § 50 shall be applied.
2. Failure by the student to submit a semester declaration for the semester following the period of a leave within the time given, shall be considered as failure to resume the studies and is a basis for the deletion from the list of students.

### **VII. Deletion from the list of students**

#### § 60

1. The Dean shall delete a student from the list of students if the student:
  - 1) does not resume the studies within the time given;
  - 2) submits a written resignation;
  - 3) does not submit a graduation thesis within the time limit specified in § 70 Section 1 and 2;
  - 4) does not take a graduation examination within the time limit specified in § 73 Section 8 and 10;
  - 5) is awaiting an effective ruling of a disciplinary commission for punishment by means of a disciplinary deletion from the School.
2. The Dean may delete a student from the list of students if :
  - 1) the student failed to receive credits for a semester within the given time limit;
  - 2) there is a lack of progress in the process of learning;
  - 3) the student failed to pay fees related to the pursued studies.
3. Failure to undertake studies as referred to in Section 1 point 1 shall mean in particular cases as referred to in § 27 Section 7 and § 59 Section 2.
4. Lack of progress in the process of learning is stated if the degree of completion of the plan of studies excludes the possibility of obtaining credits for a semester, unless the student has the right to repeat a semester or a subject.

#### § 61

1. Circumstances as referred to in § 60 Section 1 and 2 shall be settled in a separate proceeding concerning the deletion of a student from the list of students.
2. The proceedings shall be initiated by the Dean, who gives written notification to the student.

3. The notification as referred to in Section 2 shall include a factual and legal justification of initiating the proceedings as well as an admonition on the right to submit an explanation within 14 days as of the day of receiving the notification and on the mode of its submission.

#### **§ 62**

The Dean shall issue the decision on deleting a student from the list of students with the authorisation of the Rector. The decision is final, subject to § 73 Section 3.

#### **§ 63**

A student who has been deleted from the list of students in the first field of study shall also lose the right to study in the second as well as at other supplementary fields of study at SGH.

#### **§ 64**

A person who has been deleted from the list of students is obliged to settle his commitments towards the School.

### **VIII. Resumption of studies**

#### **§ 65**

1. The Dean may allow the resumption of studies by a person who has been deleted from the list of students after receiving credits for the first semester of studies, unless the deletion from the list of students resulted from punishment by disciplinary expulsion from SGH, which did not undergo erasion, or more than five years had passed from the date of the expulsion.
2. A person undertaking studies in the mode of resumption is obliged to take the oath.
3. Resumption of full-time studies may only be granted to a person deleted from the list of students and is only admissible once, subject to § 66.
4. Resumption of non-fee-paying full-time studies conducted in a foreign language may only be granted to a person who was deleted from the list of students of these studies.
5. A student resumes the same field of study he has been deleted from, unless the field of study is no longer available in the mode of studies, which the application concerns, on the day of acknowledgment of an application for resumption. In such a case the Dean may propose that the applicant be accepted to a field of study, whose curriculum is similar, subject to limitations specified in Section 3 and 4. If the proposition of the resumption of studies has been directed to a person deleted from the list of students of non-fee-paying studies, the student in case of resumption of fee-paying studies will be obliged to pay fees specified in separate regulations.
6. Regulations of resumption of studies shall not apply to the second and the following field of study, subject to § 66 Section 1 and 2.
7. Resumption may take place no sooner than from the semester following the date of deletion, subject to cases specified in § 66 Section 1 and 2 as well as deletion as a result of lack of due payment. The Dean may in specifically justified cases settle a different date of resumption.

8. A student admitted to studies in the mode of resumption is listed for the semester not later than following the last semester, for which the student obtained credit before being deleted from the list of students, and the semester, for which the student was conditionally enrolled, shall not be considered as completed.
9. A student admitted to studies in the mode of resumption shall have the right to apply for a long-term sabbatical and compassionate leave in the scope, which he has not used previously before being deleted from the list of students, in accordance with § 57 Section
10. A student admitted to full time studies in the mode of resumption shall have the right to repeat a semester within the scope he has not used before being deleted from the list of students, in accordance with § 46 Section 4.
11. In the case of a repeated deletion from the list of students of full-time studies, resumption of studies may only take the form of part-time studies, with the exception of resumption under the provisions of § 66 Section 1 or 2.

#### **§ 66**

1. A person who was deleted from the list of students because he had not submitted a degree thesis within the time limit specified in § 70 Sections 1 and 2 may submit an application for the resumption of studies on the day of the graduation examination. If the application is accepted, the Dean issues a decision on resumption with the reservation that the person who had submitted the application will submit the degree thesis in accordance with the standards specified by an appropriate Rector's Order within 6 months from the day of expiry of the time limit set in § 70 Sections 1 and 2.
2. A person referred to in the first sentence of Section 1, who:
  - 1) has not submitted the degree thesis within 6 months after the time limit specified in § 70 Sections 1 and 2 or
  - 2) has not passed the graduation examinationmay apply for resumption of studies in the final semester of the studies.
3. A student who resumed studies on the basis of Section 2 is obliged to make up for differences in curriculum, if in the academic year, in which he takes the degree examination there is a different plan of studies and teaching programme than on the day of his deletion from the list of students, unless he is exempt from this obligation under the provisions of § 23 Section 2.
4. Resumption of studies under the provisions of Section 2 point 2 shall be admissible once, unless the Dean rules on the decision on resumption an obligation to submit a new degree thesis.
5. A person who resumes full-time or part-time studies for the purpose of taking the degree examination is charged in accordance with Section 1 with additional payments for extra consultations concerning his thesis in the time exceeding the planned date of graduation as understood by § 14 Section 4 or 5. The amount of due payments is specified by separate regulations.

6. Payments made for additional consultations by a person who had not submitted the degree thesis within 6 months after the date settled in § 70 Sections 1 and 2, and who then resumed studies in the mode of Section 2 point 1 may not be considered as payments in advance for the resumption of studies in this mode.

### **§ 67**

1. While deciding on the case of an application for the resumption of studies, the Dean takes into consideration the previous accomplishments of the student, including the obtained ECTS credit points. When the application is accepted, the Dean specifies in his decision the semester of studies, into which the student is accepted and may also settle the conditions of the resumption, especially the obligation to make up for the differences in curriculum together with the time limits for receiving credits for them. The resumption of studies in the case of a person deleted in accordance with the mode specified in § 60 Section 2 point 3 may take place after settling overdue payments connected with the conduct of studies.
2. The Dean issues a decision on the resumption of studies on the basis of § 65 Section 1 and § 66 Sections 1 and 2 with the authorisation of the Rector. The applicant shall have the right to submit an application to the Rector for re-consideration of the case within 14 days from the day of receiving the decision.

### **§ 68**

If the Dean establishes the obligation to make up for differences in the curriculum the provision of § 50 shall be applied.

## **IX. Graduation**

### **3. The preparation and submission of theses**

### **§ 69**

1. A student prepares a degree thesis if this is required by the plan of studies and teaching programme, under the academic direction of an authorised academic teacher (supervisor) during a degree seminar within the semesters specified in the plan of studies and teaching programme.
2. A student shall have the right to choose the supervisor, unless the organisational reasons do not allow for the choice.
3. By the approval of the Dean and on the basis of regulations specified in an appropriate Rector's order the degree thesis may be prepared:
  - 1) collectively by two or three students;
  - 2) at the request of an external institution, especially: an enterprise, a body of government administration or self-government administration or a non-governmental organisation.Preparation of the thesis by a team of two or three members as well as at the request of an external institution requires justification from the supervisor of the thesis, which is included into the seminar declaration, which is submitted in a mode specified by the Dean and includes an indication of the acquired effects of learning.
4. In the case of a long-term absence of a supervisor, which could cause a delay in the date of submitting the thesis, the Dean, at the student's request, appoints a person, who will take over the obligation of supervising the degree thesis.

5. Obtaining credits for the degree seminar during first-cycle studies as well as in the last semester of the second-cycle studies takes place after the supervisor accepts a complete and positively assessed thesis.
6. Credits for a degree seminar, discussed in Section 5 shall be given as a rule for studies ending in the winter semester before the date of commencement of the examination session on the first date, whereas for studies ending in the summer semester – up to the 30<sup>th</sup> June.

#### **§ 70**

1. A thesis shall be submitted to the Dean's office in accordance with the standards and in the mode specified by an appropriate Rector's order, no later than one month before the planned date of graduation as understood by § 14 Section 4 or 5.
2. On application from a student or a supervisor, which was submitted within the time limit specified in Section 1 the Dean may prolong the time limit for submitting the thesis specified in Section 1, yet not more than for one month in cases of:
  - 1) a student's illness, confirmed by medical records;
  - 2) the inability to execute the thesis within the given time limit due to justified reasons, independent of the student, especially when the change of the supervisor described in § 69 Section 4 took place within the last six months before the planned date of graduation.
3. A student, who did not submit a thesis within the time limit specified in Section 1, subject to Section 2, shall be deleted from the list of students.
4. A person, who was deleted from the list of students because he had not submitted the thesis within the time limit given above, may apply for resumption of studies for the purpose of graduating according to regulations specified in § 66 Section 1 or 2.

#### **§ 71**

1. A degree thesis is assessed by a supervisor and a reviewer appointed by the Dean. A degree thesis is assessed in accordance with the scale of grades specified in § 42.
2. If a reviewer assesses the thesis negatively, the Dean shall appoint a second reviewer and after receiving a positive assessment admits the student to the degree examination. If the second reviewer assesses the thesis negatively, the thesis cannot be the basis for graduation.
3. The final assessment of a graduation thesis, which is taken into consideration while calculating the final result of studies is an arithmetic mean of the grades given by the supervisor and reviewer or reviewers, if more than one was appointed. The mean is rounded to hundredths.
4. In the cases of a degree thesis given to external reviewers (including foreign reviewers) the mode of submitting the thesis and acquiring the review is settled by the Dean.

## **2. Degree examination**

### **§ 72**

Conditions to be admitted to a degree examination include:

- 1) fulfilling the requirements specified in the plan of studies binding for a student as well as the teaching programme, including obtaining ECTS credit points – to the number necessary to receive a graduation degree diploma of a relevant cycle of studies;
- 2) gaining a final grade for a degree thesis not lower than 3.0, if a degree thesis was required by the plan of studies;
- 3) regulating the required financial commitments towards SGH, if any be outstanding.

### **§ 73**

1. The student shall take the degree examination on the date settled by the Dean, no later than 3 months from the day of submitting the degree thesis in the Dean's office, subject to Section 2.
2. If a degree thesis was submitted at least one month before the planned date of graduation, the examination shall take place no later than on the day preceding the planned date of graduation.
3. Before taking the degree examination, the student shall have the right to familiarise himself/herself with the content of the review of the thesis.
4. A degree examination is an oral examination, which takes place before a board appointed by the Dean. The board is comprised of: the Dean of a given cycle of studies, or another person authorised by the Dean, an academic teacher, who possesses at least a doctoral degree – as the chairperson, the supervisor and the reviewer of the thesis – as members. In case of an examination at second-cycle studies level also an examiner in the field of economy is a member of the commission.
5. A degree examination, at the request of the student or the supervisor, may be open, which means that other students or people from outside the School may appear as observers. An application for an open examination shall be submitted by the student or the supervisor to the Dean: in the case of first-cycle studies no later than two months before the planned date of the exam, in the case of second-cycle studies – together with a copy of the degree thesis or three weeks before the planned date of the examination at the latest.
6. The Dean shall announce the dates of degree examinations on the School's website.
7. If the given field of study or mode of studies does not require the writing of a thesis, the board conducting the final examination is composed of the Dean or a person authorised by the Dean – as the chairperson as well as a specialist in the given field appointed by the Dean, who possesses at least a doctoral degree – as a member. In case of an examination at second-cycle studies the final sentence of Section 4 shall be applied.
8. The content of the examination questions shall be connected with the major effects of teaching for the given cycle of studies. A condition for the passing of the degree examinations is to obtain positive grades for answers to a question relating to the subject matter of the thesis, if it is required by the plan of studies, as well as a question relating directly to the field of study of the student who is taking the examination. Moreover, at second-cycle studies the students must also obtain a positive grade for answering a

question from the field of economy. While assessing the answers the scale of grades specified in § 42 Section 1 is applied.

9. If a given field of study or mode of studies does not require writing a graduation thesis, the mode of conducting the graduation examination is specified in the plan of studies and teaching programme in the part concerning this particular field of study.
10. In the case of obtaining an unsatisfactory grade in the degree examination or an unjustified absence from the examination on the date settled by the Dean, the Dean shall settle a second – final date. A repeated degree examination may not be taken sooner than one month later and no later than three months from the date of the first examination.
11. If a person does not take the degree examination on the second date, the Dean issues a decision on deleting this person from the list of students.
12. On application from a student, submitted before the date of the degree examination settled in accordance with Section 1, the Dean may justify a student's absence from the examination on the basis of attached medical records and settle a new date for the graduation examination. The regulation of § 57 Section 7 is applied to the submitted medical records. If the person submitting an application is a student, who has submitted a thesis within the time limit specified in § 70 Section 1 and 2, the regulation of Section 8 is applied once to the newly appointed examination date. If the person submitting the application is a student, who has not submitted a thesis within the time limit specified in § 70 Section 1 and 2 a failure or an absence from the examination due to whatever reasons, does not entitle the person to take the examination on the second date, as referred to in Section 8, yet it results in deleting the person from the list of students.
13. If a student has taken the degree examination twice, then the grade taken into consideration while calculating the final result of studies is an arithmetical average of the grades of both examinations.

### **3. Result of studies**

#### **§ 74**

1. The final result of studies shall be a sum calculated by adding:
  - 1) for studies, where the student is obliged to submit a degree thesis:
    - a) 0.6 of the average calculated from grades obtained during the course of the entire studies, calculated on the basis of the formula described in § 43, except for the grade obtained for a degree seminar, counted as a weighted average with weights equal to the ECTS credit points allocated to particular subjects;
    - b) 0.3 of the arithmetical average of the supervisor's grade and the reviewer's grade, subject to § 73 Section 3;
    - c) 0.1 of the final grade for a graduation examination, settled as an arithmetical average of grades received for the examination, subject to § 73 Section 11.
  - 2) for studies, where the student is not obliged to submit a degree thesis
    - a) 0.75 of the average calculated from grades obtained during the course of the entire studies, calculated on the basis of the formula described in § 43 except for the grade obtained for the graduation seminar, counted as a weighted average with weights equal to the ECTS credit points allocated to particular subjects;
    - b) 0.25 of the final grade for the degree examination.

2. The average of grades discussed in Section 1 is rounded to hundredths.
3. The diploma of graduation includes a written final result of studies specified in accordance with the rule:
  - up to 3.30 – pass
  - above 3.30 to 3.75 – pass plus
  - above 3.75 to 4.20 – good
  - above 4.20 to 4.65 – good plus
  - above 4.65 – very good.
4. In documents different to the diploma of graduation as well as certificates awarded by SGH the result of studies is specified in a mode settled in accordance with Section 1.

#### **§ 75**

1. A graduate may obtain a degree with honours if the following conditions are fulfilled;
  - 1) studies have been concluded within the planned time limit, specified in § 14 Section 4, with the consideration of § 70 Section 2;
  - 2) arithmetical average of grades obtained within the entire course of studies exceeds 4.75;
  - 3) the degree thesis was given the grade 5.0;
  - 4) the degree examination was passed with the grade of 5.0;
  - 5) the graduate has not violated rules included in the pledge throughout the studies.
2. Granting a degree with honours is ruled by the Rector at the requested application from the examination board, which participates in the degree examination.

#### **§ 76**

1. A graduate may receive a certificate stating the ranking he obtained in his year of studies.
2. The Rector shall define, by means of an order, the rules of preparing and issuing the certificate discussed in Section 1.

### **X. Resolving students' matters**

#### **§ 77**

1. The Dean shall resolve individual students' matters upon a written application from the student or on his own initiative (ex officio).
2. An application is submitted to the Dean's office within the time limit specified by the Rules and Regulations or the Dean's instructions. The application should be signed by the applicant and should include the details of the person who submits it: student register number, current postal address, contact phone number, information on the matter which the application concerns, as well as fulfil any other requirements specified by particular regulations. The employee of the Dean's office is obliged to confirm submitting a complete application if the applicant demands such a confirmation.
3. An incomplete student's application, after the passage of a 7-day period as of a summons to supplement the application, is left without consideration if it lacks in documentation make it impossible to consider the application. Both the application and the summons to

supplement the lacking information are kept in a file of the student's personal data. A note about leaving without consideration is put on the application.

#### § 78

1. Students' individual matters shall be resolved by the Dean with authorisation of the Rector. The rule specified in the previous sentence shall also apply to Deputy Deans of relevant studies, who issue decisions during the Dean's absence.
2. Competences of the Dean and the Rector within the scope of resolving individual matters of students specified by the Rules and Regulations shall be vested with appropriately authorised Deputy Deans of relevant studies and the Vice Rector for teaching and student affairs.

#### § 79

1. Individual matters related to the course of studies which do not require settlement by means of an administrative decision shall be resolved by the Dean by means of a written ruling, which may take the form of an annotation made on the copy of the student's application, including at least the content of the settlement, date of issue and the Dean's signature.
2. To the form and elements of the content of the decisions issued by the Rector or the Dean in the cases specified in § 25 Section 3 and 4, § 36 Section 4, § 41 Section 4, § 46 Section 1, § 47 Section 1, § 52 Section 3, § 54 Section 1, § 55 Section 1 and 2, § 57 Section 2, § 62, § 65 Section 1, § 67 as well as other cases which require settlement by means of an administrative decision, one shall apply respectively the provisions of the statute of 14 July 1960 – the code of administrative proceeding (Journal of Laws of 2000, No.98, item 1071 as amended).
3. A student shall have the right to submit to the Rector an application for another recognition of a case settled by means of a decision or resolution issued by the Dean. An application in the case settled by the Dean is submitted via the Dean – within 14 days as of the date of delivery of the decision or resolution. The Dean may attach to the application his opinion on the case. An application in the case settled by the Rector is submitted directly to the Rector - within 14 days from the day of delivery of the decision.
4. A decision is delivered to a student in person with the confirmation of receipt, appropriately in the Dean's office or the Rector's office, after prior notification of the student via e-mail on the issue of the decision, or by post with confirmation of receipt to the address given by the student in the application for settling the case, and in the case of the lack of such address and in the case of decision issued ex officio – to the postal address given in the student's personal questionnaire.
5. A resolution shall be delivered to the student in person in the Dean's office with confirmation of receipt, after prior notification of the student via e-mail on issuing the resolution.
6. On the basis of article 162 § 1 Section 1 as well as § 3 of the code of administrative proceeding, the Dean states the expiry of a decision issued on the basis of § 66 Section 1 of the regulations if the person who was allowed to resume studies, has not fulfilled the condition consisting of submitting a thesis in a mode and time limit specified in the second sentence of § 66 Section 1.

§ 80

Students' matters related to the course of studies, which are not included in the Rules and Regulations as well as not regulated by regulations described in § 1 Section 1, 2, 3, 4 and 5, shall be settled by the Dean by means of a resolution, unless the provisions of law require issuing a decision.