

*Appendix to Resolution No. 18/2016/2017  
adopted by the WSEI Senate in  
Lublin on 08.12.2016  
in connection with Resolution No. 110/  
2014/2015*

# **RULES OF STUDY**

## **at the University of Economics and Innovation in Lublin**



Lublin 2016

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# **RULES OF STUDY**

## **AT THE UNIVERSITY OF ECONOMICS AND INNOVATION IN LUBLIN**

### **I. GENERAL PROVISIONS**

#### **§ 1**

1. Studies at the University of Economics and Innovation in Lublin are organised pursuant to:
  - The Act of 27 July 2005: Law on Higher Education (Journal of Laws No. 164, item 1365, as amended), hereinafter referred to as the Act;
  - The Statutes of the University of Economics and Innovation, hereinafter referred to as the Statutes of WSEI;
2. The Rules define the organization and conditions for the proper implementation of the teaching process, the duration of the academic year, the grading scales used and the related rights and obligations of the student and of the University.
3. The Rules apply to: first cycle students, second cycle students, and students of long second cycle studies, conducted both in the full-time and part-time forms.

#### **§ 2**

The basic organisational unit of the University conducting the studies is the faculty.

#### **§ 3**

1. The Rector shall supervise the research and teaching activities of the University and represent it in this respect outside the University, he/she shall be the superior of the academic staff and the tutor of the students.
2. The direct supervisor of students in a faculty shall be the Dean. Within the scope of granted powers, Vice-Rectors shall act on behalf of the Rector and on behalf of the Dean - deputy Deans.
3. The decision of the Dean and other settlements concerning students, covered by the provisions of the Rules may be appealed to the Rector.
4. The Rector shall exercise general supervision of the enrolment, the research and teaching process at the University, the course of study, the implementation and improvement of the university system for ensuring the quality of education as well as ensuring compliance with the law and security at the university.

#### **§ 4**

1. All students of the University shall form the student government.
2. The student government shall be the sole representative of all University students.

3. The student government shall operate pursuant to the Act, the Statutes of WSEI and the Rules of the student government.
4. The student government shall engage in activities connected with student affairs, including social-living and cultural matters.
5. The student government bodies shall be authorized to take actions in matters specified in the Rules of the student government.

## **§ 5**

1. The terms and conditions of admission to the University are stipulated by the Act and the relevant resolution of the Senate.
2. Admission to university shall take place at the moment of matriculation and taking the oath, the content of which is determined in the Statutes and the signing of the agreement with the University. The taking of the oath shall be confirmed in writing by the person admitted.
3. After the matriculation and signing of the oath, the student shall acquire the student's rights and receive a student ID.
4. Full-time and part-time students shall have the same rights.
5. The student's rights and obligations shall expire upon graduation or removal from the list of students, with the reservation of § 6.
6. A person who has completed studies of the first cycle shall retain full student rights until the 31st of October of the year when the studies were completed, with the exception of the right to financial assistance.
7. Studies at the University may be undertaken:
  - a) by transfer from another institution,
  - b) by resumption of studies.
8. The right to possess and use a student ID card shall be granted to :
  - a) first-cycle students up to 31st October after graduation,
  - b) second-cycle students until graduation.
9. A student shall lose the right to possess and use a student ID in the case of his/her removal from the list of students or suspension of student rights.
10. A student who has lost the right to possess and use a student ID shall be obliged to return it to the University.
11. A student shall be obliged to immediately notify the University about the destruction or loss of his/her student ID card.

## **§ 6**

1. Studies at the University may be undertaken by non-Polish nationals, in accordance with the provisions of the Act.
2. The terms of payment for studies of foreigners shall be stipulated by separate regulations in force at the University.

## II. ORGANISATION OF THE ACADEMIC YEAR

(the duration and organisation of the academic year, including start and end dates of classes)

### §7

1. The academic year shall run from October 1 to September 30 of the following year. The academic year includes: winter semester, winter exam session, semester break, winter re-sit session, summer semester, summer exam session, summer holidays and summer re-sit session.
2. Classes shall begin on October 1, unless it is a non-working day and last no longer than until June 30. Classes at part-time studies may start earlier.
3. The general organisation of the academic year shall be determined by the Rector not later than July 31 of the previous academic year.
4. The detailed organisation of the academic year shall be determined by the Dean following consultation with the relevant bodies of the student government, not later than by 31 August of the previous academic year.
5. Arrangements for the organisation of the academic year referred to in section 4 may not apply to irregular classes, in particular those taught by lecturers visiting the University.

## III. STUDY PROGRAMMES AND STUDY PLANS

(the date and manner of informing students about study programmes, including study plans)

### § 8

1. Studies shall be conducted within the scope of a field of study. The faculty council may determine majors conducted as part of the faculty, and the Senate shall adopt the majors introduced.
2. Studies shall be conducted in accordance with the study programme adopted at the request of the Dean by the faculty council for each field of study, level and profile of studies or in accordance with the education standards specified by the minister competent for higher education or standards adopted by the Senate of WSEI.
3. The study curriculum for a specific field of study, level and educational profile shall include a description of the assumed learning outcomes and a study programme, which is a description of the education process leading to these outcomes. One of the elements of the study programme is the study plan.
4. The study curriculum shall be made available to students at least three months before the beginning of the education cycle by publishing it on the University's websites.
5. The study curriculum, including the study plan, shall also be available in the form of a paper document in the dean's office of the faculty

6. A detailed plan of study and a timetable for the given semester shall be approved by the Dean and made available to students at least two weeks before the beginning of the semester.

#### IV. RIGHTS AND OBLIGATIONS OF THE STUDENT

(Students' rights and obligations related to the organization and course of study)

##### § 9

1. Students, including disabled students, shall have the right to :
  - a) acquire knowledge, skills and social competences and develop their own interests and use, for this purpose, the teaching rooms, facilities, resources of the University, as well as assistance from academic teachers and WSEI bodies;
  - b) attend classes within the limits of ECTS points and for a fee for additional classes;
  - c) actively participate in the social, cultural and sports life of the University;
  - d) associate in student organisations, and especially in academic societies as well as participate in research work undertaken at the University;
  - e) awards and distinctions for academic performance granted in accordance with specific regulations;
  - f) assess academic teachers conducting classes on the principles defined in the Internal System for Quality Assurance of Education;
  - g) participate in elections to student government bodies and to the collegiate bodies of WSEI;
  - h) influence the whole of the University's activities through the student government bodies;
  - i) apply for the financial assistance in accordance with specific regulations on this matter;
  - j) protect personal data;
2. The student shall have the right to possess a student ID card.
3. The student may address the Dean on matters of his/her own studies.
4. Apart from the above-mentioned rights, disabled students shall have the right - depending on the nature and degree of disability - to receive the assistance necessary during the course of study, in particular to:
  - a) minimise the limitations resulting from disability by ensuring the possibility of using appropriate specialist equipment belonging to students,
  - b) adjust the form and date of exams and credit award to the type of disability,
  - c) an adequate extension of the time required to conduct the exam or award credits.

##### § 10

Loss of student rights shall take place in the event of student's loss of status as a result of:

- a) graduation, with the reservation of Art. 167 section. 2a of the Act of 27 July 2005

Law on Higher Education (Journal of Laws No. 164, item 1365, as amended),

b) removal from the list of students.

## **§ 11**

The WSEI student shall be obliged to:

1. behave consistently with the student oath and the Rules;
2. behave honestly towards the academic community of the University;
3. participate in classes and organisational activities in accordance with the Rules, including mandatory health and safety training;
4. take exams, do student placements and meet other requirements, provided for in the study curriculum;
5. observe the rules of social coexistence;
6. comply with the University's internal regulations and read the information published on the University's website as well as with information sent to the e-mail address or student's phone number in the system used to support the student's course and responsibilities;
7. care for the University's reputation;
8. compensate for the damage caused due to the fault of the student on the property of the University;
9. comply with the regulations effective at the University;
10. make a timely payment of required tuition fees for studies or other educational services, in accordance with the concluded agreement;
11. immediately notify the University of the change of name, address or identity document.

## V. CLASSES, STUDENT PLACEMENTS AND DEGREE THESES

(The terms and mode of participation in classes, student placements and preparation of degree theses)

### §12

1. The following forms of educational activities are distinguished at the University: lectures, classes, laboratories, introductory seminars and seminars, e-learning, classes with a practitioner, student's own work evaluated, student placements and consultations, credits / exams, and other forms of classes necessary to achieve learning outcomes.
2. The coordinator of the field of study, appointed by the Rector of the University at the request of the Dean, shall be responsible for the integrity of the field of study when it comes to major-related learning outcomes, study programmes and study plans, and verification of the learning outcomes achieved.

### § 13

1. The person responsible for the module / course shall be the module / course supervisor, an academic teacher appointed by the Rector at the request of the Dean agreed with the coordinator of the field of study.
2. The module/course tutor annually shall evaluate the implementation of learning outcomes and on this basis he/she may update the description of the module / syllabus of the course, which shall be subject to the opinion of the Coordinator of Faculty and approved by the Dean.
3. At the first class, the academic teacher conducting the classes shall present students a detailed description of the module / course including: information on learning outcomes, a course syllabus, a list of literature, rules for excusing short absences, rules for awarding course credits and conducting the exam, the way of informing students about credit award and about the results of the exam, dates of consultations and the procedure of access to assessed final and exam papers, with the reservation that the student shall have the right to see the written work being the basis for credit award or passing the exam, within 14 days from the date of announcing information about the credit award or the results of the exam, but not later than the next date of the exam or credit award.
4. The academic teacher conducting classes shall provide students with consultations in the form of explanations, information and guidance on problems reported by students and related to the content of the module / course.

### § 14

1. Participation in classes which are part of the study plan shall be compulsory - classes require direct participation of academic teachers and students.
2. The selection of majors in particular fields of study shall be made after the second



semester of studies.

3. Enrollment for physical education classes shall take place within two weeks preceding the relevant semester.
4. The schedule of examinations during the examination session shall be announced by the Dean after consulting the student government bodies, not later than one month prior to the beginning of the session.

### **§ 16**

1. The number of modules /courses covered by the exams in one semester may not exceed three, while the total number of examinations in the academic year may not exceed six.
2. The rules of the qualification of students for elective majors and modules / courses selected during the course of study shall be determined by the faculty council after consulting with the student government bodies. If the number of students applying for a given major exceed the limit of available places, the qualification for this major shall be decided by the place on the ranking list prepared in accordance with the rules set by the faculty council.
3. The detailed rules of studies, including the organization of studies and the course of study in the areas not regulated in the Rules, shall be determined by the Faculty Council in consultation with the appropriate body of student government.

### **§ 17**

1. The student shall be sent out on placement in the scope specified in the study plan and the study programme.
2. In faculties of study with a practical profile, each of the faculties of the University shall provide students with an opportunity to complete student placements, in a total of three months.
3. The dates of student placements shall be determined by the Dean and shall be announced to students.
4. The learning outcomes acquired during student placements shall be recognised by the placement Tutor appointed by the Dean.
5. The detailed rules of organization, terms and mode of participation in student placements shall be specified in the regulations introduced by the Rector's order.

### **§ 18**

1. The degree thesis shall be written by the student independently under the supervisor's guidance who is appointed by the Dean. At the student's request, the Dean may change the supervisor.
2. The supervisor shall select the thesis topic in agreement with the student, taking into account:
  - a) a faculty of study and major,

- b) student interests,
  - c) real possibilities and limitations of writing a given thesis by a student.
3. The topics of degree theses shall be approved by the Faculty Council, topic changes shall be approved by the Dean of the faculty.
  4. The student, in order to prepare the degree thesis properly, shall be obliged to participate in the introductory seminar and degree seminar in accordance with the study plan.
  5. The degree thesis, in particular in the form of a project, may be prepared by more than one student if sections prepared by individual students can be identified, and if on this basis one can determine the students' workload and assess the merits of their thesis sections.
  6. The detailed rules of the organization, terms and procedure for the preparation of the degree thesis shall be defined in the regulations introduced by the Rector's order.

## VI. GRADING SCALE

### § 19

1. Exams and credits from particular modules / courses covered by the study plan and the study curriculum shall end with the award of a grade, unless the study plan or curriculum provides otherwise.
2. The following numerical grades and their names in Polish shall be used for exams and obtaining course credit as well as the corresponding symbols; the European system of transfer and accumulation of credit points(ECTS) shall be applied:
  - 5,0 (bardzo dobry) - A (excellent),
  - 4,5 (dobry plus) - B (very good),
  - 4,0 (dobry) - C (good),
  - 3,5 (dostateczny plus) - D (satisfactory),
  - 3,0 (dostateczny) - E (sufficient),
  - 2,0 (niedostateczny) - F (fail).
3. A course credit or a grade for an exam of each module / course shall be entered into the periodical student achievement record and, respectively, into course credit and exam protocols.
4. The grade average from a given period (semester, academic year or the entire course of study) shall be calculated as the arithmetic average of all grades from modules / courses which end with an exam or credit award with a grade from a given period.

## VII. EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM

(Methods used to express the student's achievements in line with the European credit transfer and accumulation system)

### § 20

1. To describe the student's achievements the University shall apply the methods of the European Credit Transfer and Accumulation System (ECTS).
2. ECTS points reflect the student workload needed to achieve the intended learning outcomes in a given study program.
3. The learning outcomes determine what the student should know, understand and be able to do after the successful completion of studies in a given field of study.
4. The student's workload determines the time that a student needs to achieve the intended learning outcomes for this programme, participating in the obligatory classes included in the study plan and study curriculum and during the student's own independent study / work.
5. When estimating the student's workload, the total time required for students to achieve the intended learning outcomes shall be taken into account. The estimated student's workload results from the sum of:
  - a) contact hours for a given module /course (number of contact hours per week x number of weeks);
  - b) time devoted to the student's own work, including group project work, necessary to successfully obtain credits for the module /course;
  - c) the total time required to prepare and participate in the assessment process - participation in tests to obtain credits and examinations;
  - d) time required to complete a student placement.

### § 21

1. ECTS points shall be assigned to the full study programme as well as to its individual components - modules /courses.
2. The number of points shall be assigned to each module /course, depending on the workload needed to achieve the intended learning outcomes for this component in the formal education conditions.
3. The number of ECTS points assigned to the courses / modules envisaged in the study plan is an integer; however, the resulting final grade shall not affect this number, which is:
  - a) min. 30 ECTS in the semester;
  - b) min. 60 ECTS in the academic year.
2. The number of ECTS points required to complete full-time and part-time studies is:
  - a) no less than 300 ECTS - for long cycle studies;
  - b) no less than 210 ECTS - for first-cycle studies, engineering faculties;

- c) no less than 180 ECTS - for first-cycle studies;
  - d) not less than 120 ECTS - for second-cycle studies;
  - e) not less than 90 ECTS - for second-cycle studies, engineering faculties.
4. The study programme shall provide students with the opportunity to choose courses/ modules to which ECTS points are assigned at a rate of no less than 30% of ECTS points required for completion of studies.
  5. The number of ECTS points that a student must obtain when completing a degree seminar and presenting a degree thesis is:
    - a) 10 ECTS points for first-cycle studies,
    - b) 15 ECTS points for studies at technical faculties,
    - c) 20 ECTS points for second-cycle and long cycle studies.

## **§ 22**

1. ECTS points shall be awarded to students after obtaining credits for a single module / course and after the degree exam provided they receive a positive grade for the achieved learning outcomes.
2. ECTS points obtained as a result of education may be collected (accumulated) to receive a given qualification or diploma.
3. If the student has achieved the learning outcomes in a different time frame or education conditions (formal, informal, incidental), the ECTS points assigned to them may be approved (accumulated) after the procedure of recognition or validation of these outcomes.
4. ECTS points awarded in one study curriculum may be transferred to another study curriculum which shall be implemented at the University if it assumes obtaining convergent learning outcomes.

## **VIII. TERMS OF TRANSFER AND RECOGNITION OF CLASSES**

(Terms of transfer and recognition of the student's credited classes in the parent university organizational unit or at another institution of higher education, including a foreign one, in accordance with the rules of the system of achievement transfer )

## **§ 23**

1. A student may transfer from another university, including a foreign one if he / she has fulfilled all the obligations resulting from the regulations effective at the institution of higher education, which he / she leaves and presents a relevant certificate from that institution.
2. A student may apply for transfer to another field of study or change a major within one faculty or may transfer to another faculty of the University.
3. A full-time student may transfer to part-time studies and a part-time student to full-time studies.

4. The decision about the transfer of a student shall be made by the Dean if he/she determines that there is a convergence of the obtained learning outcomes, and in addition:
  - a) the student has received no less than 30 ECTS points for passing each semester,
  - b) organization of the educational process in a field or form of study enables transfer,
  - c) differences in the study curricula may be supplemented by the student before graduation.
5. The Dean shall determine the terms, date and rules of making up the differences regarding the learning outcomes and / or the ECTS points assigned to them.
6. In the case of transfer from another university the student must attach to his/her request:
  - a) candidate's completed application form,
  - b) a secondary school-leaving certificate or a duplicate of this certificate,
  - c) documentation of the previous course of study,
  - d) a certificate from a previous university on fulfilling the student's obligations.
7. In justified cases, the Dean may request additional documents necessary to issue a decision from the student applying for the transfer.
8. If the student has received ECTS points outside the home university and obtained the number of points, as a result of which the number required to complete the studies will be exceeded, this fact does not necessitate the correction of the number of points required in the further course of studies. Modules / courses which increased the number of points shall be entered in a diploma supplement as the student's additional achievements.

## **§ 24**

1. A student who fulfils all the obligations related to the basic field of study may, with the consent of the Dean, study in several fields of study, also at other universities, but not earlier than from the second year of study.
2. The Dean may withdraw his/her consent to allow the student to study in another faculty if the student fails to fulfil his/her obligations related to the first-choice faculty of study.
3. A student from another university may participate in the classes with the consent of the Dean, after signing an agreement with the University and paying a fee.
4. The student may, with the consent of the Dean, participate in classes in other faculties and in classes outside of his/her major, also at other universities.

## **IX. INDIVIDUAL PROGRAMMES AND PLANS OF STUDY**

(Rules of studies according to individual programmes of study , including study plans and supervision of a tutor )

## **§ 25**

1. A student may apply to the Dean for arranging an individual program of studies, no later than 14 days after the beginning of the semester, otherwise the application shall not be considered.
2. An individual programme of study can be arranged for the student:
  - a) who excels in academic results, i.e. having a grade average at least 4.0,
  - b) who undertook parallel studies at a home university or at another university,
  - c) who has confirmed learning outcomes, identical or similar to those effective in a field of study.
3. An individual programme of study should:
  - a) contain a description of learning outcomes approved at the University for a given field of study, the level and educational profile;
  - b) take into account the confirmed learning outcomes identical or similar to those effective in a field of study;
  - c) take into account the student's individual interests.
4. The Dean's decision on an individual programme of study should include:
  - a) an individual study plan,
  - b) the name of the tutor recommended by Dean from among academic teachers.
5. The decision referred to in section 4 may additionally include the rules for the student's participation in research at the University.
6. If the student does not fulfil the obligations resulting from the decision to arrange an individual programme of study, the Dean, after consultation with the academic tutor, may issue a decision withdrawing the permit for an individual programme of study.

## **§ 26**

1. A student may apply to the Dean for arranging an individual programme of study, not later than 14 days after the beginning of the semester, otherwise the application shall not be considered.
2. An individual programme of study can be arranged for the student:
  - a) who is a member of the national sports team or sports section representing the University in league matches at least at the provincial level,
  - b) who raises a child alone or is in another particularly difficult life situation;
  - c) who was admitted to the University after validation of learning outcomes
3. An individual plan of study must include:
  - a) implementation of learning duties (achieving the learning outcomes) resulting from the programmes and plan of study,
  - b) the possibility of exempting the student from the obligation to participate in selected classes,
  - c) the student's duty to obtain credits and pass exams not later than by the end of the summer retake session in a given academic year.

4. The decision of the Dean to arrange an individual plan of study should include a schedule of classes as well as a schedule of obtaining course credits and examinations.
5. Arranging an individual plan of study may not be a basis for shortening the period of study, with the reservation of section 6.
6. Arranging an individual plan of study for a student who was admitted to the University after recognition of learning outcomes may be a basis for shortening the period of study.

## X. VALIDATION OF THE LEARNING OUTCOMES

(The rules of study for students admitted to the University after validation of the learning outcomes including an individual plan of study and supervision of a tutor )

### § 27

1. The learning outcomes may be validated for:
  - a) a person who holds a secondary school-leaving certificate and has at least five years of professional experience - when applying for first-cycle or long cycle studies,
  - b) a person who holds a bachelor's or equivalent degree and has at least three years of professional experience after completing first-cycle studies - when applying for a second-cycle programme,
  - c) a person who holds a master's degree or equivalent degree and has at least two years of professional experience after completing second-cycle studies or long cycle studies – when applying for the next first-cycle studies or long cycle studies.
2. Graduates of teacher training colleges, foreign language teacher training colleges and colleges of social service workers, who wish to have the learning outcomes recognised, do not need to meet the requirements of five years' professional experience.
3. As a result of validation of the learning outcomes, the student may not obtain more than 50% of ECTS points assigned to a study curriculum in a specific faculty of study, to the level and educational profile.
4. The number of students in a given field of study, level and educational profile, who were admitted to the University on the basis of the best results obtained as a result of validation of the learning outcomes, cannot exceed 20% of the total number of students in this field of study, level and educational profile.
5. The Dean, at the request of the Faculty Committee on the Recognition of Learning Outcomes, issues decisions on the validation of learning outcomes acquired outside the formal education and non-formal education.
6. In accordance with § 28 an individual study plan may be arranged for a student who was admitted to the University as a result of validation of the learning outcomes.

7. The detailed rules of organization, terms and mode of validation of learning outcomes shall be stipulated in the regulations introduced by the Rector's order.

XI. PARTICIPATION OF SECONDARY SCHOOL STUDENTS IN UNIVERSITY CLASSES  
(the terms and mode of participation of remarkably gifted learners in classes envisaged in the course of study in the fields of study conforming to their talents, and the rules for the award of credits for these classes)

### **§ 28**

1. Gifted secondary school students may, at their request, participate in classes envisaged in the course of study in the fields of study conforming to their talents.
2. Notification of the student's participation should take place not later than 14 days before the start of classes.
3. The decision on the participation of the secondary school student in classes shall be made by the Dean of the faculty after obtaining the consent of the parents and the headmaster of the school to which the student attends.
4. The secondary school students are obliged to comply with the regulations effective at the University.
5. The secondary school student shall have the right to take advantage of classrooms and facilities of the University and to the assistance of its staff. He/she may also participate in the activities of students' scientific associations.
6. Such students shall obtain course credits according to the provisions included in the Rules of Study. The Dean of the faculty may decide on an individual mode of obtaining course credits by the secondary school student.
7. Credits received for classes by such a student shall be entered in the periodical student achievement record.
8. After completing the course, the secondary school student shall receive a certificate of his/her participation in classes and of obtaining credits for the courses / modules - the certificate is issued by the Dean of the faculty.
9. Students admitted to studies may be exempted from the obligation to participate in classes for which they obtained credits before the commencement of studies if these classes are provided for in the study plan of the selected field of study to which they were admitted. The decision on these matters shall be made by the Dean after consultation with the Faculty Committee for Validation of Learning Outcomes.



## XII. STUDIES CONDUCTED IN A FOREIGN LANGUAGE

(Scope and terms of conducting classes, tests, awarding credits and conducting diploma exams as well as preparing degree theses in a foreign language)

### § 29

1. The Faculty Council may decide on conducting classes in a foreign language.
2. The resolution of the Faculty Council shall determine the scope and terms of conducting classes, tests of knowledge or skills. It shall indicate modules / courses and forms of classes conducted in a foreign language, the language in which the classes are conducted; the resolution shall determine the rules of enrolment of students for groups, the required level of language skills, the way of verifying language skills, the conditions for awarding credits and conducting exams as well as the method of their assessment.
3. A resolution of the Faculty Council on this matter may concern an educational offer for a given academic year or a full cycle of education.
4. A degree thesis and a diploma examination may be prepared and written in a foreign language. The decision on these matters, at the request of the student concerned, shall be made by the Dean in consultation with the supervisor.

## XIII. REMOVAL FROM THE LIST OF STUDENTS

(Procedure for removing a student from the list of students, including the rules of confirming the failure to undertake studies, the rules and procedure for determining the lack of progress in learning and the form of resignation from studies)

### § 30

1. The Dean shall remove a student from the list of students in the case of:
  - a) failure to undertake studies;
  - b) resignation from studies;
  - c) failure to submit a degree thesis or pass a diploma examination in a defined period;
  - d) punishment by the disciplinary penalty of expulsion from the University.
2. The Dean may remove a student from the list of students in the case of:
  - a) lack of progress of learning;
  - b) failure to obtain credit for a semester or a year by the deadline specified;
  - c) failure to pay applicable fees;
  - d) failure to sign the agreement of payment for studies or educational services presented by the University.
3. The Dean shall make a statement about :

- a) failure to undertake studies if the student has not taken the oath or has been absent from classes in the period 1/3 semester since it began;
- b) lack of progress in learning if the student has not obtained the required number of ECTS points in a specified period.

#### XIV. LEAVES AND EXCUSING ABSENCES

(Terms of granting leave to students, including the duration of short-term and long-term leave, and excusing short-term absence from classes )

##### **§ 31**

1. The student may be granted a leave from classes at the University in important life circumstances, in particular due to:
  - 1) the student's long illness,
  - 2) giving birth to a baby or taking care of a child,
  - 3) other important and documented acts of God.
2. A student may be granted a short-term (semester) or long-term (annual) leave. A leave, at a written request of the student, shall be given by the Dean. The leave shall be granted immediately after the occurrence of circumstances justifying the request.
3. For the period of military service, the student shall receive a special leave.
4. The granting of a leave shall be confirmed by an entry in the documents registering the course of study.
5. The granting of a leave shall extend the planned completion of studies and may oblige the student to make up curricular differences.
6. During a leave, the student shall be exempt from paying tuition fees.
7. During a leave, the student shall retain his / her student rights, except for the right to financial assistance in the scope specified in the provisions of the Act and the regulations on financial assistance.
8. During a leave the student may, with the consent of the Dean and under the conditions specified by the Dean, participate in certain classes, receive credits and take examinations.
9. No leave shall be granted during the first semester of study.

##### **§ 32**

1. A student may be excused for short absences from classes in case of important life circumstances, in particular due to:
  - a) an illness confirmed by a medical certificate,
  - b) giving birth to a baby,
  - c) other important unexpected circumstances.
2. The decision on excusing a short-term absence from classes shall be taken by the Dean at the student's written request.

3. Unexcused absence of a student shall be allowed for 20% of obligatory classes during the semester.
4. The basis for excusing absence due to illness shall be a medical certificate.
5. In well justified cases, the teacher may excuse the absence of the student at his/her request submitted in writing.
6. In the case of unexcused absences in a number greater than allowed in section 4, the Dean may decide to remove the student from the list of students.
7. A student who is absent from classes shall be obliged to make up for absences in the manner and schedule determined by the academic teacher conducting classes.

## XV. CHANGE OF THE FIELD OF STUDY OR FORM OF STUDY

(Terms of a change of the field of study or form of study)

### § 33

1. The student may change a field of study or form of study.
2. The terms of transfer and recognition of classes completed by the student in the university's organizational unit shall be in accordance with the principles of the transfer system of achievements specified in the Rules (§ 23).
3. Changing a field of study or form of study may require the student to pay fees in accordance with the relevant regulations.

## XVI. CREDIT AWARDS AND EXAMS

(The terms and procedure for obtaining credits and taking examinations in an academic year or semester, including credit awards for student placements)

### § 34

1. A semester shall be a credit period.
2. To obtain credits for the semester the student shall be obliged to meet all the requirements (credit awards for classes, student placements and passing the exams) specified in the study plan.
3. In the case of a long absence of academic teachers, they or persons appointed by the Dean shall organise exams for the student.
4. The student's obligation is to obtain by the end of the semester all credits and exam entries in the periodical student achievement record and submit it to the dean's office within a prescribed period.
5. Credit award for the semester shall be confirmed by the Dean with an entry in the periodical student achievement record.

### **§ 35**

1. The rules of obtaining credits for classes shall be specified in the syllabuses presented by the academic teacher at the beginning of the semester. In the case of course ending with an exam, the academic teacher conducting the exam shall specify the scope and form of the exam.
2. A student may obtain credits and take exams in a given semester within the following three time periods:
  - a) during the semester ('zero date');
  - b) during the main examination session;;
  - c) during the resit session.
3. In justified cases, at the request of the student, the Dean may agree on a different date of an exam than those mentioned in section 2.
4. The schedule of examinations in the winter and summer session shall be determined by the Dean and announced at least 14 days before the end of classes in a given semester.
5. The student shall be obliged to excuse his/her absence at an examination within one week from the day of an exam or credit award.

### **§ 36**

1. In the event of a student's excused absence at an exam in the first or the second round, he / she shall be entitled to one or two exam dates respectively.
2. Having received a failing grade at an exam, the student shall have the right to take two resit examinations for each failed course in a given semester.

### **§ 37**

1. If the student fails to obtain credits for the course within the prescribed period, he/she shall have two dates to take re-sit exams/obtain credits.
2. The student who has not obtained credits for compulsory courses shall have the right to request the Dean, within 7 days, to verify his/her exam results. The request must be justified.
3. The verification shall be conducted by a commission appointed by the Dean, made up of: the Dean or Dean's representative as the chairperson, an academic teacher conducting classes, a second specialist in the subject area covered by the exam.
4. The Commission shall make the final decision on awarding credits for mandatory courses.

### **§ 38**

1. The student shall participate in obligatory classes according to the study plan and optional ones selected by the student.

2. Non-compulsory classes selected by the student shall become compulsory for him/her after submitting an appropriate declaration. Failure to obtain credits for the classes shall result in an unsatisfactory grade.
3. At the request of a student participating in research or implementation work, the Dean may exempt him/her from participation in classes thematically related to the research.
4. The Dean shall exempt the student from the participation in physical education classes and from obtaining credit for the course on the basis of a medical certificate.
5. At the request of a student actively participating in sports club activities, with an opinion provided by the trainer of a given section, the Dean of the faculty may exempt him / her from the participation in physical education classes and may award credits.

### **§ 39**

1. The Dean shall award credits for a student placement on the basis of a certificate of its completion issued by a company/institution, and the student's report on his/her performance on placement. Granting credits for a student placement shall be confirmed by an entry in the periodical student achievement record.
2. If the student fails to obtain credits for a placement provided for in the study plan, the Dean may allow the student to do a placement in the following academic year.
3. The Dean, at the request of the Committee on the Recognition of Learning Outcomes, on the basis of relevant documents, may credit the student's professional practice or, as part of this practice, credit other activities performed by the student such as his/her paid employment, running a company, completed internships, professional practices, work as a volunteer, including abroad if the nature of this activity meets the requirements of a placement programme. The Dean's decision may be appealed to the Rector within 14 days from the day it was issued.
4. The detailed rules of awarding credits for professional placement shall be set out in the regulations introduced by the Rector's order.

## **XVII. EXAMS BEFORE A COMMISSION**

(The terms of conducting an exam before a commission)

### **§ 40**

1. Within seven days of the date of the examination, in case of justified objections as to its impartiality, form or conduct, the student may file a request for an exam before a commission to the Dean. An exam before a commission should be held within 14 days of the date when the student's request was submitted.
2. The Dean may order an exam before a commission on his/her own initiative.

3. An exam before a commission shall be conducted by a board made up of: the Dean as the chairperson, or an academic teacher authorised by the Dean, and two specialists in the subject area covered by the exam or a related area.
4. At the student's request, a representative of the student government may join the examination board as an observer.
5. A report shall be prepared from the conduct of the examination before a commission, which, in particular, in case of a failing grade, should include its justification.
6. The grade obtained as a result of an exam before a commission shall be final.

**XVIII. INFORMATION ABOUT COURSE CREDITS AND EXAM RESULTS**  
(The rules of informing students about exam results and course credits)

**§ 41**

1. Students shall be informed about course credits and exam results obtained by means of an entry into the computer system of studies service and an entry into the periodical student achievement record.
2. A course credit or a grade for an exam of each module / course shall be entered into the computer system of studies service within 7 days of the end of the exam session.
3. A course credit or a grade for an exam shall be entered into course credit and exam protocols by an academic teacher.

**XIX. CONDITIONAL PERMISSION TO CONTINUE STUDIES**

(The rules and mode of granting conditional permission to undertake studies in the next semester / year of study )

**§ 42**

1. With respect to a student who did not obtain credits for the semester, the Dean shall decide on:
  - a) conditional registration for the subsequent term of study,
  - b) permission to repeat the term of study,
  - c) removal from the list of students.
2. The Dean shall take a decision on matters referred to in section 1 point 1-2 at the student's request.
3. The Dean shall credit a semester on the basis of entries in the periodical student achievement record stating that the student has met all the requirements.
4. If the student repeats a semester, all his/her positive grades obtained from courses in the previous semester shall be recognised unless the study curriculum of courses / modules has changed.

5. If the student fails to obtain credits for a course/ module, he/she shall repeat a course / module.
6. If a student fails to obtain credits for a repeated course/ module, he/she shall be only entitled to apply for a repetition of a year of study /semester, in which a course is included in the study plan.
7. In justified cases, the Dean may allow a student who is required to repeat a given semester to attend the classes of the next semester and get credits for these classes which end with an exam or credit award.

### **§ 43**

1. The student may obtain conditional permission to undertake studies in the subsequent semester, if he/she lacks no more than 10 ECTS points to obtain credits for the current semester.
2. The student may obtain conditional permission to undertake studies in the next academic year if he/she lacks no more than 15 ECTS points. In well justified cases, the Dean may decide on the conditional registration for the next semester or academic year with a higher number of missing ECTS points.
3. The student submits a request to the Dean for permission to conditionally undertake studies in the next semester / academic year, not later than the deadline for obtaining credits for the semester /academic year.
4. If a decision has been taken to make conditional registration, the Dean shall determine, after obtaining the opinion of the person conducting a course/ module, whether the student is to attend classes again or whether he / she may obtain credits or take exams in a course / module without repeating the classes.
5. If the student is obliged to repeat the course, he/she shall be required to pay a fee, which is determined on the basis of separate regulations.
6. A student who has obtained conditional registration for the next semester shall be required to make up for the missing ECTS points by the end of the next academic year.
7. In well justified cases, the Dean may extend conditional registration at the student's request.
8. If the student fails to fulfil his / her obligations resulting from the conditional permission to undertake studies in the next semester, the student shall be removed from the list of students or at his/her request, referred to repeat the semester.

## XX. DEGREE EXAMINATION

(The terms of admission to the degree exam and the procedure for its conduct and the method of calculating the final result of the entire study)

### § 44

1. The decision to admit the student to the degree examination shall be made by the Dean after the student's fulfilment of the following conditions:
  - a) the student has received credits for all the courses and exams covered by the study plan and study curriculum effective in the year in which the student completes his/her studies,
  - b) the student shall submit to the dean's office an application for admission to the degree exam, with a copy of the thesis accepted by the supervisor and a written statement that the thesis was prepared independently and does not violate the copyrights of other persons,
  - c) The student shall obtain the final grade of at least 3.0 on the degree thesis, based on the arithmetic mean of the grades awarded by the thesis supervisor and the reviewer(s),
  - d) the student shall obtain the number of ECTS points required in the study plan.
2. An application for admission to the degree exam should be submitted to the dean's office not later than 14 days before the planned date, along with the degree thesis approved by the supervisor.
3. If disciplinary procedures have been initiated against a student suspected of plagiarizing a degree thesis, the student may not be admitted to the degree examination until the final conclusion of the procedures has been reached.
4. The degree thesis shall be assessed by the supervisor and reviewer.
5. If one of the marks awarded is negative, the Dean shall appoint another reviewer.
6. The assessment of the degree thesis shall be determined as the arithmetic mean of the grades awarded by the assessors, according to the grading scale defined in the Rules of Study. In the case referred to in section 5, the thesis shall receive a positive grade if the arithmetic mean of the grades is at least 2.65
7. The degree exam shall take place before the degree examination board appointed by the Dean. The degree examination board shall be made up of at least three persons, including a supervisor and a reviewer. The chairman of the degree examination board may be: the rector, vice-rector, dean, deputy dean or academic teacher authorized by the Rector.
8. In particularly justified cases, the Dean may agree to the absence of a thesis supervisor or reviewer at the degree examination. In such a case, in order to complete the composition of the exam board, the Dean shall appoint other academic teachers with a academic title or a degree, representing the subject area covered by the degree thesis.



## **§ 45**

1. The examination board shall draw up a report on the conduct of the degree examination, including in particular:
  - a) the composition of the degree examination board,
  - b) the average mark of all courses completed during the course of study,
  - c) degree thesis marks and their arithmetic mean,
  - d) the content of exam questions or exam tasks and their assessment,
  - e) assessment of the degree exam, which is the arithmetic mean of the marks obtained for individual questions or exam tasks,
  - f) the final result of studies.
2. The degree examination board shall determine the final result of studies, entered into a diploma, being the sum of:  $\frac{1}{2}$  of the grade average for exams and credits obtained during studies and  $\frac{1}{4}$  of the grade for the degree thesis and  $\frac{1}{4}$  of the grade for the degree exam.
3. The final result of the studies shown on the university diploma shall be entered in accordance with these rules:
  - to 3.30 – satisfactory,
  - from 3.31 to 3.70 – satisfactory plus (3+),
  - from 3.71 to 4.20 – good,
  - from 4.21 to 4.50 – good plus (4+),
  - from 4.51 to 5.00 – very good
4. The detailed rules of the organization, the terms and mode of conducting the degree exam shall be set out in the regulations introduced by the Rector's order.

## **§ 46**

1. If the student was awarded an unsatisfactory grade on the degree examination or failed to take it without an excuse, the Dean, at the request of the student, shall set another examination date as the final one. The exam on the second date is payable, the fee shall be determined by the Chancellor.
2. The second examination may not take place later than six months from the date of the first examination.
3. If the student fails to pass the degree examination on the second date the Dean, at the student's request, shall decide if he/she will be exempt from repeating the last semester of studies or removed from the list of students.

XXI. PUBLIC DEGREE EXAM  
(The rules of conducting a public degree exam)

**§ 47**

1. At the written request of the student or the thesis supervisor, the Dean may organise a public degree examination
2. The public degree exam may be attended by university students, academic teachers and other members of the University staff.
3. Persons referred to in point 2 may ask questions about the degree thesis.
4. The request referred to in point 1 should be submitted within 14 days before the scheduled date.

XXII. RESUMPTION OF STUDIES  
(Rules of resumption of studies)

**§ 48**

1. A person who, after a valid decision, has been removed from the list of students, may apply to the Rector for permission to resume studies.
2. A student who resumes studies shall be enrolled in the semester of study from which he / she was removed.
3. A person who has been removed from the list of students may resume studies after making due payments to the university, in the required amount.
4. Resumption of studies by a person who has been removed from the list of students in the first year of study shall take place in the renewed admission mode. In such a case, at the student's request, the Dean may decide to allow the student to resume studies from the second semester.
5. Within 3 years of the final decision of removal from the list of students, a person who did not obtain credits for the last semester due to a failure to complete a degree seminar or submit a degree thesis may apply for re-admission based on the individual organisation of studies. The student may seek permission to submit a degree thesis and take a degree examination.
6. The Dean shall determine the terms and conditions, date and manner of making up curricular differences by a student.

XXIII. COMPLETION OF STUDIES  
(the terms and conditions of completing studies)

**§ 49**

1. Completion of studies is conditional upon obtaining credit for the last semester of study, including the submission of a degree thesis or an individual or group project carried out by 2-4 students or a portfolio, and passing a degree exam. The obligation to meet these conditions shall be treated as part of the study plan of the last year of study.
2. The conditions listed in section 1 should be met by the end of the last semester of study, i.e. by the end of March for studies ending in the winter semester and by the end of September for studies ending in the summer semester.
3. If a student fails to obtain credit for a term of study, including a failure to submit a degree thesis, within the time limit set out in section 2 – the Dean of the Faculty may allow the student to repeat a term of study and complete studies according to an individual plan.

XXIV. FEES

(Rules of charging fees, the amount of fees for classes and other payments)

**§ 50**

1. Fees for educational services may be charged in the cases stipulated by the Act, and in particular for:
  - a) education offered in full-time and part-time studies;
  - b) repetition of classes due to unsatisfactory academic performance in all forms of studies, including elective classes covered by the study plan if they have been changed by the student;
  - c) classes not covered by the study plan;
  - d) studies conducted in a foreign language;
  - e) curricular differences;
  - f) consultations regarding the degree thesis after the resumption of studies if the student was removed from the list of students due to failure to submit a degree thesis or pass a degree examination on the scheduled date;
  - g) validation of the learning outcomes;
  - h) training courses .
2. The Chancellor shall set the amount of fees. Fees for educational services shall meet the following conditions:
  - a) fees shall be charged from full-time and part-time students for repeating classes

due to unsatisfactory performance during first and second cycle studies. For each ECTS point assigned to a given form of educational activities the amount of fees is:

- 35 PLN for 1 ECTS point for long cycle studies,
  - 30 PLN for 1 ECTS point for engineering studies,
  - 25 PLN for 1 ECTS point for the other fields of study.
- b) The amount of fees charged for the conduct of the procedure and the validation of learning outcomes outside formal education is:
- 25 PLN for 1 recognised ECTS point in first-cycle engineering studies,
  - 25 PLN for 1 recognised ECTS point in other first-cycle faculties of study,
  - 30 PLN for 1 recognised ECTS point in master's studies (second-cycle studies and long cycle studies).
- c) If the student fails to submit the degree thesis, after completing the degree programme, the fee for consultations regarding the thesis shall be charged for the period of consultations.
3. The Chancellor shall announce the amount of fees not later than three months prior to the commencement of the academic year.
4. The deadlines and manner of payment of the fees shall be determined by the Chancellor.

## XXV. FINAL PROVISIONS

### § 51

1. In all matters covered by the Rules of Study, the student shall have the right to appeal to a higher instance from decisions issued in the first instance.
2. Decisions of the Dean pertaining to individual student matters may be appealed to the Rector.
3. The Rector's decision shall be final.
4. The deadline for submitting an appeal is 14 days from the date of service of the decision.
5. An appeal shall be made in writing.
6. The lodging of an appeal within the required period shall stop the implementation of the decision.
7. The Rector shall issue a decision in which:
  - a) he/she upholds the challenged decision,
  - b) he/she revokes the challenged decision in full or in part and in this respect he/she assesses the merits of the case or, by revoking this decision, discontinues the proceedings of the first instance,
  - c) he/she discontinues the appeal proceedings,
  - d) he/she revokes the challenged decision in full and remits the case for reconsideration by the Dean, when the decision on the case requires prior

explanatory proceedings in full or in part. When remitting the case, the Rector may indicate what circumstances should be taken into consideration when the case is re-examined.

8. The final administrative decisions regarding individual student cases may be appealed to the Provincial Administrative Court in the manner and on the terms specified in separate regulations.

#### **§ 52**

Unless the provisions of the Rules of Study provide otherwise, a student may lodge objections to the Dean within 7 days of service of the decision regarding the course of study, not reserved for the University's bodies but taken by an academic teacher. When the decision on the case was made orally, objections may be lodged from the day of its announcement to the student.

#### **§ 53**

If, in the degree thesis which provides the basis for awarding a professional title, a person applying for this title uses a significant passage or other elements of someone else's work or scientific finding without crediting the source, the Dean shall annul the procedure for granting this title.

#### **§ 54**

1. In the event of issuing a diploma to the person referred to in § 20 point 3, the Rector shall declare invalidity of the decision of granting a professional title and issuing a diploma.
2. The Rector shall be the authority competent to resume the procedure for awarding a professional title and issuing a diploma.

#### **§ 55**

The Rector shall take decisions on matters not covered by the Rules of Study, regarding the rights and obligations of the student.

#### **§ 56**

1. Any changes to the Rules of Study shall be introduced by statutory authorized bodies.
2. A uniform text of the Rules shall be issued prior to the beginning of each academic year.
3. Before the Rules become effective the existing provisions shall apply to matters initiated and not concluded with a final decision.

#### **§ 57**

1. The Rules of Study were adopted by the Resolution of the Senate of WSEI No. 110/2014/2015
2. The Rules of Study shall become effective at the beginning of the academic year 2015/2016.

## XXVI. GLOSSARY OF TERMS

The terms used in the Rules mean:

**degree programme completion** - meeting the requirements of the study plan, with the exception of accepting the degree thesis and passing the degree exam - the date of degree programme completion is the day of fulfilment of the last of the requirements of the study plan;

**study cycle** – a credit period (academic year, semester, trimester) comprising a teaching class session, a regular exam session, and a re-sit exam session;

**dean** – the head of a faculty or another university unit conducting or organising studies;

**ECTS** (European Credit Transfer and Accumulation System) – the European system of transfer and accumulation of credit points, used to assess the student's progress in acquiring knowledge and skills, as well as to confirm the completion of subsequent study terms.

**learning outcomes** (efekty kształcenia) – the repertoire of knowledge, skills and social competences acquired by the learner in the process of formal education;

**learning outcomes** (efekty uczenia się) – the repertoire of knowledge, skills and social competences acquired by a person outside the system of education;

**individual completion procedure – a study plan** prepared for a student who meets the conditions set out in the Rules of Study, different from those stipulated in the course syllabuses and class and exam schedules;

**individual course of study** – a study curriculum prepared for a student who meets the conditions set out in the Rules of Study, pursued under the supervision of a tutor;

**long cycle studies** - a form of education to which candidates with a secondary school-leaving certificate are admitted, completed with a second-cycle qualification;

**second cycle qualifications** – educational outcomes in the second-cycle studies, completed with the award of Master's degree qualifications (magister or magister inżynier), confirmed by an appropriate diploma;

**first cycle qualifications** – educational outcomes in the first-cycle studies, completed with the award of Bachelor's qualifications (licencjat or inżynier), confirmed by an appropriate diploma;

**postgraduate qualifications** – achievement of the intended learning outcomes in postgraduate studies, confirmed by an appropriate diploma;

**description (syllabus) of module** - description of the group of classes, including: defining the purpose of their implementation, formal and preliminary requirements, learning outcomes and study content, literature, methods and forms of classes, the number of hours, academic teachers, methods of verification of learning outcomes, a total of hours and ECTS points.

**study plan** - a document defining modules/courses and student placements, together with the number of hours, credit requirements, learning outcomes and the number of ECTS credits allocated to the courses and placements, whose completion is prerequisite to the award of a given degree. The study plan defines the total duration of studies, identifies the study terms and specifies the requirements which have to be met in order to complete each of the study terms;

**level of study** – first-cycle studies, second-cycle studies or uniform Master's studies;

**educational profile** – general academic profile or practical profile;

**general academic profile** - the profile of the curriculum based on the assumption that more than half of the programme of study specified in the ECTS points includes educational activities for students to acquire in-depth knowledge;

**practical profile** – the profile of the curriculum based on the assumption that more than half of the programme of study specified in the ECTS points includes practical classes shaping skills and competencies, including skills acquired in workshops, conducted by persons with professional experience gained outside the university;

**curriculum** – for a specific field of study, the level and educational profile - a document comprising a description of the learning outcomes to be achieved by the student and the programme of study describing the teaching process leading to the achievement of these outcomes;

**programme of study** - determines for a field of study, the level and educational profile, among others: the form of studies, the number of semesters and the number of ECTS points necessary to obtain qualifications corresponding to the level of study, course modules - classes or groups of classes - together with the allocation of learning outcomes and number of ECTS points to each module; methods of verifying the intended learning outcomes achieved by the student and the study plan.

**programme of study for a field of study with general academic profile** –contains modules of educational activities related to scientific or art research and connected with this field of study; the modules are assigned more than half of ECTS points and are aimed at students so that they acquire in-depth knowledge and the ability to conduct research.

**programme of study for a field of study with practical profile** – contains modules related to practical professional preparation; the modules are assigned more than half of ECTS points and are aimed at students so that they acquire practical skills and social competences.

**equivalent courses** – courses whose intended learning outcomes are identical or similar and whose completion is regarded as equivalent in the settlement of a study term;

**ECTS** - the points defined in the European system of accumulation and transfer of credits, which are a measure of the average workload of a learner needed to achieve the intended learning outcomes;

**faculty council** – a collegiate body competent for a faculty or another unit running the studies. For individual inter-area studies, the competent council is the council of the unit defined in Art. 84 section 3a of the Act. For studies conducted jointly by two or more organisational units, the powers of the faculty council provided in the Rules are vested in the collegiate bodies of the units jointly running the studies;

**equivalence of study terms** – recognition of a study curriculum offered by a unit other than the parent unit as equivalent to the study curriculum covered in a given study term at the parent unit;

**visiting student** – a student whose parent institution is not WSEI, pursuing a part of his/her study curriculum at WSEI on the basis of a referral by the parent institution under an agreement with WSEI or admitted by a decision of the Dean;

**second-cycle studies** - a form of education for which candidates with at least first-cycle qualifications are admitted, which are completed with the award of second-cycle qualifications;

**first-cycle studies** - a form of education for which candidates with a secondary school-leaving certificate are admitted, which are completed with the award of first- cycle qualifications;

**post-graduate studies** – a form of education for which candidates with at least first- cycle qualifications are admitted, which are completed with the award of postgraduate qualifications;

**parallel studies** – studies in a second or subsequent field of study, undertaken by a student of the University;

**full-time studies** – a form of university studies where at least half of the study curriculum is pursued by means of classes and lectures which require direct participation of academic teachers and students;

**course syllabus** - description of the classes, including defining the aim of taught course, learning outcomes, study content, literature, forms and the number of classes, academic teachers, methods of verification of learning outcomes, the number of hours and ECTS points for the course.

**classes requiring direct participation of academic teachers and students** – classes conducted in the presence of the teacher and students;