

*Appendix No 1
to the Resolution of the Senate No 1/2021/2022 of 25 January 2022*

RULES OF STUDY
at the University of Economics and Innovation
in Lublin

Lublin 2022

TABLE OF CONTENTS

I. GENERAL PROVISIONS.....	2
II. ORGANISATION OF THE ACADEMIC YEAR	4
III. STUDY PROGRAMMES AND STUDY PLANS	4
IV. RIGHTS AND OBLIGATIONS OF THE STUDENT	5
V. CLASSES, STUDENT PLACEMENTS AND DEGREE THESES	7
VI. GRADING SCALE.....	10
VII. EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS).....	11
VIII. TERMS OF TRANSFER AND RECOGNISION OF CLASSES	13
IX. INDIVIDUAL STUDY PROGRAMME.....	15
X. VALIDATION OF THE LEARNING OUTCOMES	16
XI. PARTICIPATION OF SECONDARY SCHOOL STUDENTS IN CLASSES.....	17
XII. STUDIES CONDUCTED IN A FOREIGN LANGUAGE	18
XIII. STUDIES FINANCED BY THE EUROPEAN SOCIAL FUND	18
XIV. REMOVAL FROM THE LIST OF STUDENTS	19
XV. LEAVES AND EXCUSING ABSENCES	19
XVI. CHANGE OF THE FIELD OF STUDY OR FORM OF STUDY	21
XVII. CREDIT AWARDS AND EXAMINATIONS	21
XVIII. EXAM CONDUCTED BEFORE AN EXAMINATION BOARD.....	23
XIX. INFORMATION ABOUT COURSE CREDITS AND EXAM RESULTS.....	24
XX. CONDITIONAL PERMISSION TO CONTINUE STUDIES	24
XXI. DEGREE EXAMINATION.....	25
XXII. PUBLIC DEGREE EXAMINATION	27
XXIII. RESUMPTION OF STUDIES.....	27
XXIV. COMPLETION OF STUDIES	28
XXV. FEES	29
XXVI. FINAL PROVISIONS	29
XXVII. GLOSSARY OF TERMS	31

RULES OF STUDY

AT THE UNIVERSITY OF ECONOMICS AND INNOVATION IN LUBLIN

Chapter I GENERAL PROVISIONS

§ 1

1. Studies at the University of Economics and Innovation in Lublin are organised pursuant to:
 - The Act of 20 July 2018: Law on Higher Education (Journal of Laws of 2021, item 1365, as amended), hereinafter referred to as the **Act**;
 - Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2021, item 661);
 - the Statute of the University of Economics and Innovation, hereinafter referred to as the Statute of WSEI.
2. The Rules of Study at the University of Economics and Innovation in Lublin, hereinafter referred to as 'the Rules', shall determine the organisation 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 the University.
3. The Rules shall apply to students of full-time and part-time studies conducted as long cycle Master's degree programmes or first-cycle or second-cycles programmes, as well as to the WSEI students under the student exchange programmes, unless provided otherwise by separate regulations or provisions of agreements of which the University is a party.
4. The University provides practical and general academic training. Studies of practical profile can be conducted on a dual basis.

§ 2

1. The supervisor of students at the University of Economics and Innovation in Lublin is the Rector.
2. The direct supervisor of students in a faculty shall be the Dean who takes decisions on individual student matters. The provisions of the Administrative Procedure Code shall apply accordingly to decisions, taking into account the legal provisions on higher education.

§ 3

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 on the premises of the University.
5. The student government shall decide on the distribution of financial resources allocated to student matters by the University. The student government writes a report on the distribution of these funds and submits financial statements on these funds at least once per academic year and makes them available in the Public Information Bulletin on the University website.
6. The student government bodies shall be authorized to take actions in matters specified in the Rules of the student government.
7. The decision-making body of the student government shall adopt rules of organisation and operation of the student government and the manner in which representatives to the University bodies shall be appointed.
8. The Rector shall repeal acts issued by the student government which do not comply with the provisions of universally applicable law, the University Statute, the Rules of study or the Rules of the student government. Within 30 days of its delivery, a complaint may be lodged to the administrative court against a decision on the repeal of an act. The provisions on lodging complaints of administrative decisions to an administrative court shall apply accordingly.

§ 4

1. Admission to studies shall be conducted by:
 - a) recruitment;
 - b) validation of the learning outcomes;
 - c) transfer from another university or a foreign university;
2. The terms, conditions and procedures of admission to the University shall be stipulated by the Act and the resolution of the Senate of the University.
3. Admission is carried out by enrolment in the list of students. Admission shall be refused by means of an administrative decision.
4. A person admitted to studies undertakes his/her studies and acquires the student's rights upon taking the oath. The taking of the oath shall be confirmed in writing by the person admitted. After signing the oath certificate, the student receives a student ID.
5. Taking the oath is subject to the prior conclusion of a written agreement by the person admitted to studies with the University.
6. Full-time and part-time students shall have the same rights.
7. The student's rights and obligations shall expire upon graduation or removal from the list of students, subject to § 7.
8. Graduates of the first-cycle studies shall retain student rights until 31 October of the year of completion of their studies, with the exception of the right to financial assistance.
9. The right to possess and use a student ID card shall be granted to :
 - a) first-cycle students up to 31 October after graduation,
 - b) second-cycle students until graduation.
10. The 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.

11. The student who has lost the right to possess and use a student ID shall be obliged to return it to the University.
12. The student shall be obliged to immediately notify the University about the destruction or loss of his/her student ID card.

§ 5

1. Studies at the University may be undertaken by non-Polish nationals, in accordance with the provisions of the Act and the commonly applicable rules at the University.
2. The rules of charging fees for studies for foreigners shall be stipulated by separate regulations in force at the University.

Chapter II ORGANISATION OF THE ACADEMIC YEAR

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

§ 6

1. The academic year shall run from 1 October of this year to 30 September of the following year. The academic year shall comprise:
 - a) winter semester: classes, semester break, classes, winter examination session, winter re-sit session,
 - b) summer semester: classes, semester break, classes, summer examination session, summer holidays and summer re-sit session.
2. Classes shall begin on 1 October, unless it is a public holiday and last no longer than until 30 June. Classes at part-time studies may start earlier.
3. The general organisation of the academic year shall be determined by the Rector no later than 31 July 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, no later than by 31 August of the previous academic year.
5. Student placements based on study plans can be held at any time.
6. 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.
7. The Rector announces 'Rector's hours' (cancellation of some classes) and 'Rector's days' (days off) for students.

Chapter III STUDY PROGRAMMES AND STUDY PLANS

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

§ 7

1. Studies shall be conducted within the scope of a field of study. The University Senate may adopt the determined specialities conducted as part of the faculty.

2. Studies shall be conducted in accordance with the study programme adopted by the University Senate 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 upon agreement with the competent minister.
3. The study programme for a specific field of study, level and educational profile shall specify:
 - a) the learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualification System, taking into account the universal first-level characteristics set out in that Act and the second-level characteristics set out in the provisions issued on the basis of Article 7(3) of that law;
 - b) a description of the process leading to achievement of the learning outcomes;
 - c) the number of ECTS credits assigned to classes.
4. The programme of study shall be made available to students at least three months before the beginning of the course of study by making it available publishing it on the University websites.
5. The study programme shall be announced to students at least three months before the commencement of the course by making it available in the Public Information Bulletin on the University website and in the form of a paper document in the Dean's Office of the faculty providing studies in the relevant field of study.
6. Detailed timetable for the given semester shall be approved by the Dean and made available to students at least two weeks before the commencement of the semester.

Chapter IV

STUDENTS' RIGHTS AND OBLIGATIONS

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

§ 8

1. Students are entitled 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 the academic staff and WSEI bodies,
 - b) attend classes within the limits of ECTS credits and for a fee for additional classes,
 - c) transfer and be awarded recognition of ECTS credits,
 - d) study following individual timetable,
 - e) excuse absences from classes, take leaves from classes, including the possibility of undertaking verification of the learning outcomes achieved as defined in the study programme,
 - f) change a field of study — taking into account the previous course of study,
 - g) transfer to full-time or part-time studies within a single field and speciality — after taking into account the previous course of study,
 - h) take an exam before an examination board with the participation of an observer designated by the student,

- i) repeat specific classes because they have not been awarded credit,
 - j) conditionally enrol for the next semester,
 - k) actively participate in the social, cultural and sports life of the University,
 - l) associate in student organisations, and especially in academic societies as well as participating in research work undertaken at the University,
 - m) be given awards and distinctions for academic performance granted in accordance with specific regulations,
 - n) assess the quality of work of academic teachers conducting classes on the principles defined in the Internal System for Quality Assurance of Education,
 - o) participate in elections to student government bodies and to the collegiate bodies of WSEI,
 - p) influence the whole of the University activities through the student government bodies,
 - q) apply for financial assistance in accordance with the abiding regulations on this matter,
 - r) apply for accommodation at the student's dormitory of the University,
 - s) access information on his/her assessed work: tests, final tests, laboratory reports, projects, written assignments and examination papers, on the date specified by the course teacher.
2. Students have the right to access the content of their personal data administered by the University and to correct and modify such data, as well as protecting their personal data, in particular data related to the financial status and grades obtained, and exercising other rights under the Personal Data Protection Act.
 3. The student shall have the right to possess a student ID.
 4. The student may address the Dean on matters of his/her own studies.
 5. Disabled students shall have the right - depending on the nature and degree of disability - to receive 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.
 6. The rights and obligations of students and the rules of studying in fields covered by a grant or funding from European funds shall be governed by the project agreements.

§ 9

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

- a) graduation, provided that the person who has completed first-cycle studies retains the student's rights until 31 October of the year of the completion of studies, except for the benefits referred to in Article 86(1-4) of the Act,
- b) removal from the list of students.

§ 10

1. The WSEI student shall be obliged to:

- a) behave consistently with the student oath and the Rules of study;
- b) behave honestly towards the academic community of the University;

- c) participate in classes and organisational activities in accordance with the Rules of study, including mandatory health and safety training;
 - d) take exams, do student placements and meet other requirements, provided for in the study programme;
 - e) observe the rules of social coexistence;
 - f) comply with the University's internal regulations and read the information published on the University website as well as information sent to the e-mail address or the student's phone number in the system used to support the student's course and responsibilities;
 - g) care for the University's reputation;
 - h) compensate for the damage caused due to the fault of the student on the property of the University;
 - i) make a timely payment of required tuition fees for studies or providing other educational services, in accordance with the concluded agreement;
 - j) immediately notify the University of the change of name, address or identity document.
2. For infringements of the regulations in force at the University and for acts which damage the dignity of the student, the student shall be liable to disciplinary action in accordance with the rules laid down in universally applicable law and in force at the University.

Chapter V

COURSES, STUDENT PLACEMENTS AND DEGREE THESES

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

§ 11

1. The following forms of educational activities conducted within specific courses/modules 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, consistency and regularity of the formal and legal definition of the field of study in the study programme, i.e. field-related learning outcomes and ECTS credits correctly assigned to the specific parts of the programme, description of study programmes and study plans, and verification of the learning outcomes achieved and the indicators used.

§ 12

1. The person responsible for the module / course shall be the module / course tutor, an academic teacher appointed by the Rector at the request of the Dean upon agreement 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 the students a detailed description of the module / course including: information on the 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 the results of the exam, dates of consultations and the procedure of access to assessed final and exam papers, provided 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 no 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.

§ 13

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 student has the right to choose a speciality. Specialities shall be selected after the second semester of studies, in accordance with the study programme established for the field of study.
3. The University shall have the possibility not to launch a speciality in the chosen field of study if fewer than 25 students apply for this speciality.
4. In such a situation, the University shall inform the student of the specialities that have been established in a given field of study and allow him/her to choose another speciality.
5. The schedule of examinations during the examination session shall be announced by the Dean after consulting the student government bodies, no later than one month prior to the beginning of the session.

§ 14

1. The number of modules /courses covered by exams in one semester may not exceed two, while the total number of examinations in the academic year may not exceed four.
2. The rules of the qualification of students for elective specialties and modules / courses selected during the course of study shall be determined by the faculty council after consulting with the student government bodies.
3. The speciality will be established with a minimum of 25 people enrolled.
4. The detailed rules of studies, including the organization of studies and the course of study in the areas not regulated in the Rules of Study, shall be determined by the Rector in consultation with the competent body of student government.

§ 15

1. The student shall be sent out on placement in the scope specified in the study plan and the study programme.

2. The study programme with a practical profile shall provide the students with an opportunity to complete student placements in a total of at least:
 - a) 6 months for the first-cycle and long cycle master's studies,
 - b) 3 months for the second-cycle studies,
3. In the case of studies preparing for the profession of a nurse and a teacher, the scope of the student placement shall be determined in accordance with the Education Standard.
4. The dates of student placements shall be determined by the Dean and announced to students.
5. The learning outcomes acquired during student placements shall be recognised by the placement Supervisor appointed by the Dean.
6. The detailed rules of organization, terms and mode of participation in student placements shall be specified in the regulations introduced by the Rector's ordinance.

§ 15a

1. In emergency situations, including the pandemic, work placements and their learning outcomes may be postponed to a later date than specified in the study programme, subject to the scheduled completion of studies.
2. The postponement of work placements to the next semester cannot:
 - a) extend the duration of studies;
 - b) reduce enrolment for the next semester;
 - c) negatively affect the award of the Rector's scholarship.

§ 16

1. The requirements for completion of studies are as follows:
 - a) at second-level studies, long-cycle master's studies and first-cycle studies in the field of 'Nursing' and 'Psychology' — degree thesis and degree examination;
 - b) at first-cycle studies with a practical profile: bachelor's and engineering programmes – the degree examination.
2. In the course of the degree examination at second-cycle and long cycle master's studies and at first-cycle studies in the field of 'Nursing' and 'Psychology', the student shall:
 - a) present his/her degree thesis,
 - b) answers three questions from the Examination Board on issues raised in the degree thesis or on some other related issues.
3. The examination issues and tasks referred to in section 2 must be related to studies at a given level and profile of studies and the professional qualifications obtained.
4. In the case of second-cycle and long cycle master's studies and first-cycle studies in the field of 'Nursing' and 'Psychology', the degree thesis shall be written by the student independently under the supervisor's guidance holding at least a PhD who is appointed by the Dean. At the student's request, the Dean may change the supervisor.
5. The degree thesis may take the form of:

- a) written degree thesis (text presentation of a scientific or practical issue),
 - b) practical degree thesis (tangible or intangible technical presentation).
6. The supervisor shall select the thesis topic in agreement with the student, taking into account:
 - a) a field of study and speciality,
 - b) student interests,
 - c) real possibilities and limitations of writing a given thesis by the student.
 7. In justified cases, the topic of the degree thesis may be changed.
 8. The student, in order to prepare the degree thesis properly, shall be obliged to participate in the degree seminar in accordance with the study plan.
 9. 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.
 10. In studies of a practical profile, at least one practitioner with professional qualifications corresponding to the field of study must be part of the degree examination board.
 11. In dual studies, an employer's representative, who is a practitioner with professional qualifications corresponding to the field of study must be part of the degree examination board.
 12. During the degree examination, except for the field of 'Nursing' and 'Psychology', the student presents one selected issue/task prepared during the degree seminar and discusses/implements one issue/task selected from a set of 80-100 topics/examinations.
 13. The topics and test tasks to be selected from a set during the examination shall be announced to the students during the degree seminar.
 14. Prior to the degree examination, written degree theses as stated in point 5(a) shall be verified by means of the Uniform Anti-Plagiarism System (UAPS) referred to in Article 351(1) of the Act.
 15. The rules of verification of degree theses with the use of UAPS are stipulated in the Rules of using the anti-plagiarism system at WSEI in Lublin.
 16. 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 ordinance.

Chapter VI

GRADING SCALE

§ 17

1. Exams and credits from particular modules / courses covered by the study programme and the study plan shall end with the award of a grade, unless the study programme or the study plan provide 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 from each module / course shall be entered into the periodical student achievement record and, respectively, into course credit and exam protocols.
 4. The average grade 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.

Chapter VII

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

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

§ 18

1. To describe the student's achievements the University shall apply the methods of the European Credit Transfer and Accumulation System (ECTS).
 2. ECTS credits 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. ECTS credits correspond to 25-30 hours of the student workload including University classes and the student's individual work related to these classes.
 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.
- a) contact hours per module/object (number of contact hours per week x number of weeks);

§ 19

1. ECTS credits shall be assigned to the full study programme as well as to its individual components - modules /courses.

2. The number of credits shall be assigned to each module /course, depending on the workload needed to achieve the intended learning outcomes.
3. The number of ECTS credits assigned to the courses / modules envisaged in the study programme and the study plan is as follows:
 - a) min. 25 ECTS in the semester;
 - b) min. 60 ECTS in the academic year.
4. In order to complete their studies and be awarded a diploma, the students shall achieve the learning outcomes specified in the study programme, which are assigned at least to:
 - a) 180 ECTS credits -for 6-semester first-cycle studies,
 - b) 210 ECTS credits -for 7-semester first-cycle studies,
 - c) 90 ECTS credits -for 3-semester second-cycle studies,
 - d) 120 ECTS credits -for 4-semester second-cycle studies,
 - e) 300 ECTS credits -for 10-semester long cycle master's studies
5. The study programme shall provide students with the opportunity to choose courses/ modules to which ECTS credits are assigned at a rate of no less than 30% of ECTS credits required for completion of studies.
6. The study programme of a field corresponding to more than one discipline shall specify, for each of those disciplines, the percentage of the number of ECTS credits in the total number of ECTS credits required to complete studies at that level, indicating the major discipline.
4. The study programme:
 - a) with a practical profile — covers classes that shall develop practical skills, at a rate with no less than 50 % of the number of ECTS credits needed to complete studies at a given level;
 - b) with a general academic profile — covers courses related to research activities conducted at the University in a discipline or disciplines to which a field of study is assigned, at a rate of more than 50 % of the number of ECTS credits required to complete a given level of study, taking into account the participation of students in preparation for such activities,
5. The graduate shall be awarded a diploma in a specific field and profile confirming a university degree of:
 - a) bachelor, engineer or equivalent that confirms a university degree at the same level — for first-level studies;
 - b) master, master of science engineer or equivalent that confirms a university degree at the same level — for second-cycle and long-cycle master's studies.
6. The number of ECTS credits that the student must obtain when completing a degree seminar and presenting a degree thesis is:
 - a) 10 ECTS credits for first-cycle studies, except for 5 ECTS credits in the field of Nursing,
 - b) 15 ECTS credits for studies at technical faculties,
 - c) 20 ECTS credits for second-cycle and long cycle studies.

§ 20

1. ECTS credits shall be awarded to students after obtaining credits for a single module / course and after the degree exam provided that they receive a positive grade for the learning outcomes achieved.
2. ECTS credits obtained as a result of education may be collected (accumulated) to receive a given qualification or diploma.
3. An institution can validate the learning outcomes of a learning process outside the study system to those applying to enrol in a specific field, level and profile.
4. The learning outcomes shall be validated to an extent corresponding to the learning outcomes defined in the study programme.
5. The learning outcomes shall not be validated for study programmes preparing for the profession of a teacher and a nurse.
6. ECTS credits awarded in one programme of study may be transferred to another study programme which shall be implemented at the University if it assumes obtaining convergent learning outcomes.
7. The detailed rules for the validation of the learning outcomes are laid down in the relevant Resolution of the University Senate and the rules of the validation of the learning outcomes.

Chapter 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)

§ 21

1. The 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. The student may apply for transfer to another field of study or change a speciality 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 the 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 25 ECTS credits 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 credits assigned to them.
6. In the case of transfer from another university the student must attach to his/her request:
 - a) 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 credits outside the home university and obtained the number of credits 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 credits 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.

§ 22

1. The 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. The 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 speciality, also at other universities.

§ 23

1. The student may participate in part of the programme of studies (including student placements) in another University (including a foreign one) upon an assignment from the University, if, at the latest on the date of commencement of studies he/she:
 - a) has either completed the first year of first-cycle studies or is a student of second-cycle programme;
 - b) meets the eligibility criteria at the levels set by the Dean;
 - c) has presented a list of the courses to be covered at another University, based on its educational offer;
 - d) has obtained the consent of the Dean;
 - e) meets the conditions of another University or Recruitment Team.
2. The student may participate in classes or work placements outside the study programme, upon the University assignment or verification of candidates by the University, provided that the requirements set out in section 1 are met.
3. The provisions of section 1 shall apply accordingly to the recruitment of students for work placements.
4. The university shall guarantee the student who participates in the studies referred to in section 1, recognition of the outcomes and assessment of the achievements obtained in the scope corresponding to study programmes and learning outcomes in different fields of study conducted at the University.
5. The decision on the recognition of ECTS credits is taken by the Dean of the home faculty after examining the student's documentation of his/her studies in another university. If

the documentation submitted in English and Polish does not raise any objections, the number of ECTS credits in the University is considered to be equal to that obtained at another University. In specific cases, the decision on the recognition of ECTS credits is taken by the Rector.

6. Classes or work placements in another university outside the study programme shall be entered, together with the name of the course in another university, into the diploma supplement.
7. The achievements within the assignment referred to in section 2 are to be entered, together with the name of the course in another university, into the diploma supplement.
8. If the number of ECTS credits required for passing a year or a semester is not achieved, the Student shall complete the missing number of credits when returning to the University in accordance with the rules laid down by the Dean.

Chapter IX

INDIVIDUAL STUDY PROGRAMME

(Rules of studies according to individual programmes of study, including scientific guidance)

§ 24

1. The student may apply to the Dean for arranging an individual programme of studies, no later than 30 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 an average grade 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.
 - d) who is a member of the national sports team or sports section representing the University in league matches at least at the provincial level,
 - e) who raises a child alone or is in another particularly difficult life situation,
 - f) who was admitted to the University after validation of the learning outcomes,
 - g) who is a disabled person,- and in other special cases.
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 converging with a field of study;
 - c) take into account the student's individual interests;
 - d) give the possibility of exempting the student from the obligation to participate in selected classes;
 - e) take into account the student's duty to obtain credits and pass exams no later than by the end of the summer retake session in a given academic year.

4. The decision on individual study programme is taken by the Dean in consultation with the Vice-Rector for Education, Teaching Quality and Student Matters.
5. 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.
6. The decision referred to in section 4 may additionally include the rules for the student's participation in research at the University.
7. The consent for individual study programme is granted for a period of 1 year and for students admitted to the University after validation of the learning outcomes for the entire period of their studies.
8. 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

Chapter 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 scientific guidance)

§ 25

1. The learning outcomes may be validated to a person who:
 - a) holds documents referred to in Article 69(2) of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668) and has at least 5 years of professional experience when applying for first-cycle studies or long-cycle master's studies;
 - b) holds full qualification at level 5 of the PQF or a qualification awarded in a foreign higher education system corresponding to level 5 of the European Qualifications Framework referred to in Annex II to the Recommendation of the European Parliament and the Council of 23 April 2008 on the establishment of the European Qualifications Framework for lifelong learning (OJ of the European Union C 111 of 6 May 2008, p. 1) — when applying for first-cycle studies or long-cycle master's studies;
 - c) holds full qualification at level 6 of the PQF and has at least 3 years of professional experience after completing first-cycle studies — if applying for enrolment in second-cycle studies;
 - d) holds full qualification at level 7 of the PQF and has at least 2 years of professional experience after completing either second-cycle studies or long cycle master's studies - if applying for the next first or second-cycle studies or long-cycle master's studies.
2. As a result of validation of the learning outcomes, the student may not obtain more than 50% of ECTS credits assigned to classes incorporated into a study programme.
3. The order of admission is determined by the result of validation of the learning outcomes.
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, shall not 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 Education and Quality Assurance Programmes, issues decisions on the validation of the learning outcomes acquired outside the formal education and non-formal education.
6. In accordance with § 24 an individual study programme 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 the learning outcomes shall be stipulated in the regulations introduced by the Rector's ordinance.

Chapter 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)

§ 26

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 no later than 14 days before the commencement 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 students shall have the right to take advantage of classrooms and facilities of the University and to the assistance of its staff. They 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 secondary school students.
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 students shall receive a certificate of their 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 on Education and Quality Assurance Programmes.

10.

Chapter 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)

§ 27

1. The University Senate may decide on conducting classes in a foreign language.
2. The resolution of the Senate 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 into 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 Senate 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 degree 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.

Chapter XIII

STUDIES FINANCED BY THE EUROPEAN SOCIAL FUND

§ 28

1. If a given course of study is covered by the European Social Fund, this applies to all Students in this course of study.
2. The rules of studying, including the student's rights and obligations in a field covered by the European Social Fund, are defined, apart from the Rules of study at WSEI, by internal law regulations and other applicable legislation, as well as the Rules of a given competition, the Guidelines on the eligibility of expenditure under the European Regional Development Fund, the European Social Fund and the Cohesion Fund for the period 2014-2020, the Guidelines on the eligibility of participants in a project for the Operational Programme Knowledge Education Development 2014-2020 and the agreement with the National Centre for Research and Development on the implementation of a specific project.
3. The agreement on the principles of studying within a course of study covered by the project grant defines in detail the student's rights and obligations, including: taking part in courses included in the study programme; the rules of taking examinations and awarding credits; cases of removal from the list of students or termination of studies, and the rules of paying fees in the case of the circumstances set out in that agreement.

Chapter XIV
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)

§ 29

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 degree 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) failure to participate in compulsory classes
 - b) lack of progress of learning;
 - c) failure to be awarded credit for a semester or a year by the specified deadline;
 - d) failure to pay tuition fees;
3. Removal from the list of students shall be effected by means of an administrative decision.
4. 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 of 1/3 semester from its commencement;
 - b) failure to participate in compulsory courses in the case of unexcused absence from obligatory classes within two consecutive months;
 - b) lack of progress in learning if the student has not obtained the required number of ECTS credits in a specified period.
5. The student's resignation from studies shall come into effect on the date on which it is lodged in person at the Dean's Office or on the date on which it is delivered by registered letter to the University.

Chapter XV
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)

§ 30

1. The student who has completed at least the first semester of studies may, at his or her request, well-justified and documented, be granted a long-term leave covering a semester or a year or a short-term leave which lasts 4 weeks for full-time studies and 2 university meetings for part-time studies.
2. A leave shall be granted by the Dean upon a written, well-justified request from the student.
3. The Dean may grant a student a leave from classes in the form of:

- a) a health leave in the case of a disease confirmed by a medical opinion stating that it is impossible for the student to take part in the classes;
 - b) a child care leave, after giving birth to a baby or taking care of a child;
 - c) a special leave.
4. A leave of more than one year shall not be granted once. This rule does not apply to a leave granted for example on grounds of health.
 5. The student may be granted leave from classes for a period no more than twice during the entire period of study, except that the total amount of leave granted may not exceed two years — this rule does not apply to a sick leave.
 6. A child care leave, after giving birth to a baby or taking care of a child shall be granted based on an application submitted by the student together with a copy of the child's birth certificate.
 7. The student should apply for a leave immediately after the occurrence of circumstances justifying the request for a leave.
 8. For the period of military service, the student shall receive a special leave.
 9. Upon a well-justified request, with the consent of the Dean and under the conditions specified by the Dean, the Student may take part in certain classes and/or be awarded credits and take exams during a leave.
 10. After a leave, the student resumes studies in accordance with the applicable study programme. If there are curricular differences, the Dean sets a deadline for making them up.
 11. The granting of a leave shall be confirmed by an entry in the documents registering the course of study.
 12. The granting of a leave shall extend the planned completion of studies.
 13. During a leave, the student shall be exempt from paying tuition fees.
 14. 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 internal rules of the University.

§ 31

1. The 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 3, the Dean may decide to remove the student from the list of students.

7. The 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.

Chapter XVI

CHANGE OF THE FIELD OF STUDY OR FORM OF STUDY

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

§ 32

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 (§ 21).
3. Changing a field of study or form of study may require the student to pay fees in accordance with the relevant regulations.

Chapter XVII

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)

§ 33

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 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 specified period.
5. Credit award for the semester shall be confirmed by the Dean with an entry in the periodical student achievement record.

§ 34

1. The rules of credit award for classes shall be specified in the syllabuses presented by the academic teacher at the beginning of the semester.
2. Two types of assessment shall be used to assess the students' achievements and award credit for a particular module/course:
 - a) formative assessments — are grades obtained by the student during the semester (from written tests, oral answers, thematic reports, papers, projects, reports from laboratories and other types of work performed by the student);
 - b) summative assessments — are grades resulting from formative assessments.
3. In the case of course ending with an exam, the academic teacher conducting the exam shall specify the scope and form of the exam.

4. A student may obtain credit 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 – two examinations (first resit credit/examination, second resit credit/examination)
5. 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 4.
6. 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.
7. 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.

§ 35

1. In the event of the 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.

§ 36

1. If the student fails to be awarded credit for the course within the specified period, he/she shall have two dates to take re-sit exams/obtain credits.
2. The student who has not obtained credit 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 the 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 credit for mandatory courses.

§ 37

1. The student shall participate in obligatory classes according to the study plan and optional classes selected by the student.
2. Optional classes selected by the student shall become compulsory for him/her after submitting an appropriate declaration. Failure to be awarded credit for the classes shall result in an unsatisfactory grade.
3. At the request of the 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 the 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.

§ 38

1. On the basis of the verification of the learning outcomes and the documents received from the workplace, as well as the relevant opinion of student placement coordinator for a given field of study, the Dean shall award credit for a student placement completed as a whole or in part.
2. Credit award for a student placement shall be confirmed by an entry in the periodical student achievement record.
3. If the student fails to obtain credit for a placement provided for in the study plan, the Dean may allow the student to do a placement in the following academic year.
4. The Dean, at the request of the Faculty Committee on Education and Quality Assurance Programmes, 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, conducting a business activity, completed internships, student placements or work as a volunteer, also 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.
5. The detailed rules of awarding credit for a student placement shall be set out in the regulations introduced by the Rector's ordinance.

Chapter XVIII

EXAM CONDUCTED BEFORE AN EXAMINATION BOARD

(The terms of conducting an exam before an examination board)

§ 39

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 an examination board to the Dean. An exam before an examination board should be held within 14 days of the date when the student's request was submitted.
2. The Dean may order an exam before an examination board on his/her own initiative.
3. An exam before an examination board shall be conducted by a commission 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. An examination before an examination board shall take a form of a writing test, a speaking test or a combination of these two.
6. A report shall be prepared from the conduct of the examination before an examination board, which, in particular, in case of a failing grade, should include its justification.
7. The grade obtained as a result of an exam before an examination board shall be final.

Chapter XIX
INFORMATION ABOUT COURSE CREDITS AND EXAM RESULTS

(The rules of informing students about exam results and course credits)

§ 40

1. Students shall be informed about course credits and exam results obtained by means of an entry into the IT student support system and an entry into the periodical student achievement record.
2. A course credit or a grade for an exam shall be entered into course credit and exam protocols by an academic teacher.
3. An academic teacher of WSEI in Lublin is required to keep up-to-date documentation on formative assessments by entering them into the IT student support system no later than 5 days after the end of the classes in the course/module.
4. In the case of exam grades, an academic teacher of WSEI in Lublin is required to enter these grades into the IT student support system within 5 days after the date of the examination.

Chapter XX
CONDITIONAL PERMISSION TO CONTINUE STUDIES

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

§ 41

1. With respect to a student who did not obtain credit for the semester, the Dean shall decide on:
 - a) conditional enrolment for the subsequent semester of study,
 - b) permission to repeat the semester of study,
 - c) removal from the list of students.
2. The Dean shall take a decision on matters referred to in section 1(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 programme of courses / modules has changed.
5. If the student fails to be awarded credit for a course/ module, he/she shall repeat a course / module.
6. If a student fails to be awarded credit 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 programme and 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.

8. The decision on the maximum number of semester repetitions by the student is taken, in each individual case, by the Dean.

§ 42

1. The student may obtain conditional permission to undertake studies in the next academic semester/year if he/she lacks no more than 15 ECTS credits. 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 credits.
2. The student submits a request to the Dean for permission to conditionally undertake studies in the next semester / academic year, no later than the deadline for obtaining credits for the semester /academic year.
3. 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.
4. 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.
5. A student who has obtained a conditional entry for the next semester shall be required to make up for the missing ECTS credits by the end of the next academic year.
6. The student of the last year of study is obliged to complete the missing ECTS credits by the end of the semester preceding the semester of completing studies.
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.

Chapter XXI

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)

§ 43

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 programme 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 credits required in the study plan.
2. An application for admission to the degree exam should be submitted to the dean's office no 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 a form of an oral, written or mixed examination and 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, Faculty Coordinator or academic teacher authorized by the Rector.
 8. In particularly justified cases, the Dean may agree on 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 an academic title or a degree, representing the subject area covered by the degree thesis.

§ 44

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, if required, 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 average grade 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 3.24 – satisfactory,
 - from 3.25 to 3.74 – satisfactory plus (3+),
 - from 3.75 to 4.24 – good,
 - from 4.25 to 4.74 – good plus (4+),
 - from 4.75 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 ordinance.

§ 45

1. If the student was awarded an unsatisfactory grade from 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.

Chapter XXII

PUBLIC DEGREE EXAM

(The rules of conducting a public degree exam)

§ 46

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.

Chapter XXIII

RESUMPTION OF STUDIES

(Rules of resumption of studies)

§ 47

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. The Dean decides, on the basis of the student's application, to resume his/her studies or refuse permission for the resumption.
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. In the decision on resuming studies, the Dean sets out the conditions and the year of study for which the student is accepted, taking into account the learning outcomes acquired by the student before being removed from the list of students.

5. 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.
6. In the event of big curricular differences, the Dean may transfer the person resuming his/her studies to a lower semester or year of study.
7. 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.
8. It is not possible to resume studies if a given course of study is no longer conducted at the same level of study.
9. The Dean shall determine the terms and conditions, date and manner of making up curricular differences by a student.
10. The decision on the maximum number of students to resume their studies is taken, in each individual case, by the Dean.

Chapter XXIV

COMPLETION OF STUDIES

(the terms and conditions of completing studies)

§ 48

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 semester of study, including a failure to submit a degree thesis, by the specified deadline set out in section 2 – the Dean of the Faculty may allow the student to repeat a semester of study and complete studies according to an individual plan.

§ 49

In order to complete studies and be awarded a degree, the students shall:

- a) acquire the learning outcomes and an appropriate number of ECTS credits as specified in the study programme referred to in § 19(4) of these Rules of study,
- b) pass a degree examination,
- c) obtain a positive grade from a degree thesis – for second-cycle studies and long cycle master's studies, and for first-cycle studies provided it is a part of the study programme.

Chapter XXV

FEES

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

§ 50

1. Studies are tuition fee-based studies.
2. The fees and their amount are specified in the Rules for charging fees for studies provided in Polish and the Rules for charging fees for studies provided in English at the University.

Chapter XXVI

FINAL PROVISIONS

§ 51

1. The decision of the Dean, if permitted by the abiding legislation, may be appealed against by the student to the Rector. The deadline for submitting an appeal via the Dean is 14 days from the decision delivery date to the student.
2. An appeal shall be made in writing.
3. The lodging of an appeal within the required period shall stop the implementation of the decision.
4. If the Dean who adopted the decision states that the appeal must be reconsidered in a whole, he/she may adopt a new decision amending or annulling the appealed decision. An appeal may be brought against the new decision by the student in accordance with the rules laid down in section 1.
5. In the case of an appeal being examined by the Rector, the Rector shall take a decision in that regard. The Rector's decision shall be final.
6. 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

If the event of:

- a) the reopening of administrative proceedings for awarding a degree — the authority competent to reopen the proceedings is the Rector;
- b) annulment of the diploma — the authority competent to annul the diploma is the Rector.

§ 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 amendments to the Rules of Study shall be introduced by statutory authorized bodies.
2. Before the Rules of study become effective the existing provisions shall apply to matters initiated and not concluded with the final decision.

§ 57

1. The Rules of study were agreed with the student government.
2. The Rules of study were adopted by the Resolution of the Senate of WSEI No. 1/2021/2022 of 25 January 2022.
3. The Rules of study shall come into force on 1 October 2022.

GLOSSARY OF TERMS

The terms used in the Rules mean:

1. **Dean** — head of an organisational unit conducting studies;
2. **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 confirming the implementation of the successive stages of learning;
3. **learning outcomes** - knowledge, skills and social competences acquired through the learning process;
4. **formal education** — education provided by public and non-public schools and other entities in the education system, universities and other entities in the higher education and science system, within the framework of programmes that lead to full qualifications and post-graduate qualifications;
5. **Rector's hours/Rector's days** — these are cancellation of some classes at specific hours or days off announced by the University Rector because of a situation or need;
6. **individual study programme** — a study programme 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, credit and exam schedules, pursued under the supervision of a tutor;
7. **long cycle studies** - a level of study to which candidates with a secondary school leaving certificate are admitted, completed with a second-cycle qualification;
8. **description (syllabus) of the learning 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 credits;
9. **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 assigned to the courses and placements, whose completion is a 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;
10. **level of the Polish Qualifications Framework** — the scope and complexity of the required learning outcomes for a qualification at a given level, formulated by general characteristics of learning outcomes;
11. **levels of study** — first-cycle studies, second-cycle studies or long-cycle master's studies
12. **educational profiles** — practical or general academic profile;
13. **general academic profile** – educational profile based on the assumption that more than half of ECTS credits are attributed to educational activities related to the university's scientific activity;
14. **practical profile** - educational profile based on the assumption that more than half of ECTS credits are attributed to educational activities shaping skills and competencies;
15. **study programme** - 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 credits

necessary to complete studies at a certain level; a degree given to graduates; classes or groups of classes, regardless of the form in which they are conducted (learning modules/courses and student placements with their duration, rules of awarding credit, learning outcomes attributed to modules/courses and student placements), together with the allocation of learning outcomes and educational content ensuring these outcomes; the total number of teaching hours; methods of verification and assessment of the student learning outcomes throughout a course of study; the total number of ECTS credits that the student has to obtain in classes with direct participation of academic teachers or other instructors; the number of ECTS credits that the student has to obtain in the humanities and/or social sciences classes, at least 5 ECTS credits, for a field of study relevant to disciplines other than, humanities or social sciences, respectively; the duration, rules and form of student placements and the number of ECTS credits that the student has to acquire within the framework of these student placements; a physical education course of not less than 60 hours at first-cycle studies and long cycle master's studies; physical education classes shall not be assigned ECTS credits; the number of ECTS credits required for obtaining a degree diploma of given studies, the total duration of the studies which distinguishes the stages of study, and specifies the requirements to be met in order to complete each stage;

16. **programme of study for a field of study with general academic profile** - contains modules of classes related to scientific research in a discipline or disciplines connected with this field of study; the modules are assigned more than half of ECTS credits and are aimed at students' participation in classes that prepare students to conduct scientific research or take part in this research;
17. **programme of study for a field of study with practical profile** - – contains modules related to shaping practical skills and competencies; the modules are assigned more than half of ECTS credits and are aimed at students so that they acquire practical skills and social competences;
18. **ECTS credits** — 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;
19. **education standard** — a set of educational rules and requirements concerning the way in which education is organised, its providers, general and specific learning outcomes, and methods of verification of the learning outcomes achieved;
20. **second-cycle studies** - a level of study to which candidates with at least first-cycle qualifications are admitted, which are completed with the award of second-cycle qualifications;
21. **dual studies** — studies of practical profile with the participation of an employer;
22. **first-cycle studies** - a level of study to which candidates with a secondary school leaving certificate are admitted, which are completed with the award of first- cycle qualifications;
23. **parallel studies** - studies undertaken by a student in a second or subsequent field of study;
24. **part-time studies** - a form of higher education in which less than half of the ECTS credits covered by the study programme can be obtained with the direct participation of academic teachers or other instructors and students;

25. **full-time studies** - a form of higher education in which at least half of the ECTS credits covered by the study programme are obtained in courses with direct participation of academic teachers or other instructors and students;
26. **course syllabus**- description of the classes, including: defining the aim of course taught, learning outcomes, course study content, literature, forms and the number of classes, academic teachers, methods of verification of learning outcomes, the number of hours and ECTS credits for the course;
27. **skills** — ability, acquired in the learning process, to perform tasks and solve problems specific to the field of learning or professional activity;
28. **knowledge** — a set of descriptions of facts, rules, theories and practices, acquired in the learning process, relevant to the field of learning or professional activity;
29. **classes requiring direct participation of academic teachers and students** – classes conducted in the presence of the teacher and students.