

**RULES AND REGULATIONS OF FIRST AND SECOND CYCLE STUDY
PROGRAMME AND LONG CYCLE STUDY PROGRAMME AT THE SGH
Warsaw School of Economics**

- I. General Provisions
- II. Organisation of Study and Classes
- III. Credits and Periodical Settlements
- IV. Transfers and Parallel Studies
- V. Leaves
- VI. Removals
- VII. Resumption of Study
- VIII. Completion of Study
- IX. Resolution of Student Affairs
- X. Final Provisions

I General Provisions

§ 1.

1. These Rules and Regulations of first and second cycle study programmes and long cycle study programme at the SGH Warsaw School of Economics (Rules and Regulations) outline the rights and obligations of persons pursuing academic education at the SGH Warsaw School of Economics, related to the organisation and mode of studying at first and second cycle study programmes or long cycle study programme.
2. Provisions of these Rules and Regulations shall accordingly apply to persons visiting the SGH Warsaw School of Economics under international and domestic exchange programmes, as well as to those taking part in classes pursuant to separate regulations, including gifted students.
3. Should any domestic or international agreements on joint education programmes or mutual student exchanges binding the SGH Warsaw School of Economics provide for other rights and obligations than stipulated in these Rules and

Regulations related to the organisation and mode of study at the SGH Warsaw School of Economics, the provisions of such agreements shall be obeyed within the boundaries of applicable law.

§ 2.

Terms used in these Rules and Regulations shall have the meanings set out below:

- 1) student declaration: a list of classes indicated by the student in a way set out by the dean by way of instruction, to be completed in a given semester or year of study, constituting a student's mandatory individual study plan;
- 2) dean: dean of the undergraduate study programme for students of first cycle study programme and long cycle study programme, dean of the graduate study programme for students of second cycle study programme;
- 3) learning outcomes: knowledge, skills and social competence acquired in the course of the study process;
- 4) study timetable: a timetable of classes for a given semester, stating the time and place of classes, the name, surname and the professional title or academic title/degree of the instructor;
- 5) individual study programme (IPS): a programme of study dedicated to an individually named student, also applied to students admitted on the basis of confirmation of their achievement of learning outcomes, stipulating methods, forms of study, as well as rules for receiving the final grade which have been previously agreed with the student accounting for his/her individual learning preferences and approved by the dean;
- 6) field of study: a scope of study assigned to at least one discipline of science run by the SGH Warsaw School of Economics at a particular level and profile according to the curriculum and study plan;
- 7) study plan: an individual schedule of classes provided for by the study curriculum following from the submitted student declaration;
- 8) study curriculum: learning outcomes specified for a given field of study, level and profile, along with a description of the process leading to the acquisition of learning outcomes stipulated in the Act on the Integrated System of Qualification of 22 December 2015, accounting for the universal characteristics of first cycle included in the Act and characteristics of second cycle stipulated in the provisions issued pursuant to Art. 7(3) of the Act, leading to obtaining full qualifications as outlined in the Act, also specifying the amount of ECTS credits assigned to specific classes;

- 9) ECTS (European Credit Transfer System) credits: credits defined in the European system of credit accumulation and transfer as a measure of an average amount of work contributed by a learning person necessary to acquire the assumed learning outcomes;
- 10) examination session: a period in which examinations for the pursued courses have been scheduled;
- 11) single-discipline specialisation: a set of elective or compulsory courses in one specialist domain related to the pursued field of study;
- 12) interdisciplinary specialisation: a set of elective or compulsory courses in one specialist domain being outside of the scope of a single field of study;
- 13) student: a person vested with the rights of students of the SGH Warsaw School of Economics;
- 14) individual interdisciplinary study programme: a mode of study organisation that allows for receiving a higher education diploma in more than one field of study offered at the SGH Warsaw School of Economics;
- 15) course syllabus: a detailed description of the course content outlining the course title, its code, course programme, purpose, selection criteria, elements of final evaluation, mandatory and optional reading, semester timetable and specific learning outcomes to be achieved, as well as the name, surname, professional title or academic title/degree of the instructor or team of instructors;
- 16) study support system: an integrated IT system implemented at the SGH Warsaw School of Economics used for servicing the process of study, including a student portal through which deans communicate with students and announce important information on the organisation and course of study;
- 17) examination date: a date on which an examination from a specific subject is held;
- 18) classes: every form of teaching provided for in the curriculum and the study plan;
- 19) course credit: receipt of a positive final grade in the course, pursuant to the rules outlined in its syllabus.

§ 3.

1. Student rights shall be conferred upon matriculation and taking an oath the wording of which has been provided in the Statute of the SGH Warsaw School of Economics.
2. Once student rights have been conferred, membership in the student community of the SGH Warsaw School of Economics is granted. Data of persons who are the

students of the SGH Warsaw School of Economics, pursuant to the applicable law, shall be reported to the datasets, pursuant to the rules set by the Rector of the SGH Warsaw School of Economics by way of order.

3. The student shall have a right to:

- 1) use the knowledge and substantive assistance of the staff of the SGH Warsaw School of Economics under the study curriculum pursued, during classes and office hours;
- 2) use the premises, equipment and resources of the SGH Warsaw School of Economics in the course of the learning process;
- 3) pursue scientific interests, associate in scientific clubs and other student organisations;
- 4) use the Library and the information systems of the SGH Warsaw School of Economics;
- 5) use, in compliance with current organisational potential, the infrastructure of the SGH Warsaw School of Economics to pursue cultural, tourist and sports interests;
- 6) elect and be elected for student council representative bodies which are authorised to express their opinion on matters of student life;
- 7) use, to the extent determined in separate provisions, material assistance;
- 8) participate in domestic and international student exchange programmes;
- 9) provide feedback on the learning process.

4. The student shall be required to:

- 1) obey the Rules and Regulations and other provisions applied at the SGH Warsaw School of Economics, as well as the principles of the academic code of conduct;
- 2) sign the act of oath and comply with the obligations arising from it;
- 3) sign an agreement on the terms of tuition for university programmes or other educational services, not later than by the 30th day from the commencement of classes in a semester, and adhere to its provisions;
- 4) demonstrate due diligence in preparing assignments and taking examinations, in compliance with the course credit requirements;
- 5) submit student declarations on time;
- 6) follow the information on the study process on a regular basis, including announcements from competent deans' offices;

- 7) immediately inform the competent dean's office about any changes in the student's personal data, particularly the data stipulated in § 46(5);
 - 8) use the university e-mail account for matters related to studying at the SGH Warsaw School of Economics, in particular to regularly check electronic mail so that contact with the SGH Warsaw School of Economics is uninterrupted;
 - 9) settle any liabilities towards the SGH Warsaw School of Economics on an ongoing basis, in particular financial liabilities.
5. The student's rights shall expire:
 - 1) as of the day on which a decision of removal from the student list becomes final;
 - 2) as of the day of submission of resignation from study;
 - 3) as of the day of study completion.
 6. Students shall have the right to hold a student ID. A student ID shall be valid until the day of completing the study, being suspended or removed from the student list, and for graduates of first cycle programmes - until 31 October of the year of their study completion.

§ 4.

Disabled students may, according to the type and degree of their disability, apply for:

- 1) arrangement of individual terms of participation in classes and receiving credits in a manner accounting for the constraints resulting from the student's disability;
- 2) individual terms of accessing the Library of the SGH Warsaw School of Economics;
- 3) permit to enter the premises of the SGH Warsaw School of Economics by car and to park there;
- 4) the instructor's consent to record the classes in an audio, video or audio-visual form or the dean's consent to allow the company of a disabled person's assistant or a sign language interpreter during classes;
- 5) special scholarship for disabled persons.

§ 5.

1. Gifted secondary school students may attend the classes offered as part of first cycle study programmes on principles set out in the agreement made with the school principal. The agreement shall, in particular, specify the types of classes to be attended by the students, their rights and obligations and the mode of documenting their participation in classes and accomplishments.

2. Persons who attended classes at the SGH Warsaw School of Economics as secondary school students shall be admitted to the SGH Warsaw School of Economics pursuant to the generally accepted rules of university admission adopted at the SGH Warsaw School of Economics.
3. The dean may agree to accept credits for the classes stipulated in section 1 if they are foreseen in the applicable study curriculum and study plan.

§ 6.

1. Interested persons may apply to the SGH Warsaw School of Economics for recognition of prior learning outcomes as a result of acquisition of a relevant pool of knowledge, skills and social competences outside of the university education system.
2. Recognition of prior learning may only refer to these issues that correspond to the learning outcomes accomplished in the fields of study offered at the SGH Warsaw School of Economics.
3. Persons who, as a result of the procedure of recognition of prior learning, become students at the SGH Warsaw School of Economics, shall acquire full student rights and obligations.
4. Detailed terms, principles and mode of recognition of prior learning shall be established by the Senate of the SGH Warsaw School of Economics by way of resolution.

§ 7.

1. Students shall be bear disciplinary liability for breaching the regulations applicable at the SGH Warsaw School of Economics and for any serious misconduct against student dignity on terms specified in the Law on Higher Education and Science of 20 July 2018 (Polish Journal of Laws [Dz.U.] of 2020, item 85 as amended) (hereinafter referred to as the Law).
2. Disciplinary liability shall not exclude the liability for any damage sustained by the SGH Warsaw School of Economics or for damages to the personal rights of the SGH Warsaw School of Economics, based on the provisions of generally applicable law.

§ 8.

1. The SGH Warsaw School of Economics shall charge a fee for educational services and documents issued, on terms stipulated in separate provisions.

2. Failure to settle the fee prior to the commencement of study or prior to the start of the next semester shall be tantamount to resignation from commencement or continuation of education, respectively.
3. As part of the tuition, the student may pursue subjects with a total value of 186 ECTS credits at first cycle study programme or 126 ECTS credits at second cycle study programme.

II Organisation of Study and Classes

§ 9.

1. The Senate of the SGH Warsaw School of Economics shall determine the study curriculum.
2. The planned duration of study shall be outlined in the curriculum and in study plans.
3. A competent dean's office shall make the content of the curricula available to the students not later than within 3 weeks from their adoption by the Senate.
4. Under the current study curricula, the student shall have a right to individually build a study plan and to pursue specialisations both within one field of study and interdisciplinary.

§ 10.

1. The academic year shall last from 1 October to 30 September of the next calendar year and shall consist of two semesters, the winter semester and the summer semester.
2. The organisation of the academic year shall be set out by the Rector of the SGH Warsaw School of Economics, stipulating the start and the end dates of classes in semesters at individual forms of study and dates of examination sessions and breaks.
3. The organisation of the academic year shall be announced by the Rector of the SGW Warsaw School of Economics not later than four months before the start of the academic year.
4. The Rector of the SGH Warsaw School of Economics may designate days or times free from classes in an academic year (in principle not later than at a 7-day notice) on the condition it does not disrupt the correct and timely performance of the study curricula.

§ 11.

1. With respect to the first cycle study programmes, the student shall declare pass for a set of courses constituting the field of study by the end of the second semester of the programme, subject to Section 2.
2. With respect to the first cycle study programmes with instruction in a foreign language and in second cycle study programmes the field of study shall be selected by the student during the admission procedure.

§ 12.

1. On dates stipulated by the dean by way of instruction the student shall be required to submit a student declaration, separately for each field of study pursued at the SGH Warsaw School of Economics.
2. Should the student fail to submit the student declaration on time or submit an incomplete declaration, in particularly justified cases, the student may, in compliance with the dean's decision, enrol for classes corresponding to the study curriculum requirements.
3. The dean may, by way of instruction, determine a sequence for completion of classes with respect to the field of study and specialisation courses.
4. Should classes in a particular mode of study not run in a given semester due to failure to meet the condition stipulated in § 15(2), the student may, at the dean's consent, take classes in an individual mode (in cooperation with the instructor, in the form guaranteeing that the learning outcomes will be achieved).
5. The declared courses, along with the previously scored number of ECTS credits in earlier semesters, must allow the student to achieve a minimum of ECTS credits necessary to enrol for the next semester, equal to $30 \times N$, where N is the number of semesters completed, including the current semester.
6. The number of ECTS credits that may be scored during the process of education with the use of distant learning techniques may not exceed 90 ECTS in the first cycle study programmes and 60 ECTS in the second cycle study programmes.
7. The dean, at the student's request, may recognise courses completed at other universities as completed at the SGH Warsaw School of Economics provided they have similar learning outcomes to those offered at the SGH Warsaw School of Economics. Credits for foreign language courses shall require consultations with the Centre for Foreign Languages.

8. The student shall be obliged to study foreign languages which he/she indicated in the admission form to the SGH Warsaw School of Economics.

§ 13.

1. A gifted student may apply to the Rector of the SGH Warsaw School of Economics to be granted the right to pursue a given field of study under the Individual Study Programme (IPS).
2. A gifted student may apply to the Rector of the SGH Warsaw School of Economics to be granted a right to pursue studies in the form of an Individual Interdisciplinary Programme as an individual study programme, including an individual study plan comprising at least two disciplines of science and leading to the award of a diploma in more than one field of study offered at the SGH Warsaw School of Economics (Individual Interdisciplinary Programme - ISM).
3. Upon granting a right to the IPS or ISM to the student, the Rector of the SGH Warsaw School of Economics shall approve the individual curriculum including the study plan and shall appoint a scientific supervisor for the student; the Rector may also stipulate the conditions for exercising this right, in particular relating to the grade average to be achieved in subsequent semesters.
4. The Rector of the SGH Warsaw School of Economics may withdraw his consent stipulated in Section 3, should the student fail to comply with the conditions outlined in the decision awarding the right to the IPS or ISM.
5. Detailed terms for granting and exercising the right to studying under the IPS or ISM shall be determined by the Rector of the SGH Warsaw School of Economics by way of order.

§ 14.

1. Personal files of students including study records shall be kept by a competent dean's office.
2. Sharing student personal data information with third parties may take place within the boundaries of the generally applicable law or upon an explicit authorisation granted by the student in a written form.
3. The competent dean's office shall transfer the personal files of the student who has completed the study or has been removed from the student list to the Archives of the SGH Warsaw School of Economics.

§ 15.

1. The SGH Warsaw School of Economics shall organise classes provided for in the study curricula.
2. The necessary condition to run a class shall be enrolment of a minimum number of students stipulated by the Senate of the SGH Warsaw School of Economics.
3. The Rector, in cooperation with the instructor, may agree to run a class even if the requirement stipulated in Section 2 has not been fulfilled.
4. At a justified request of a last semester student, in relation to pursuance of a specialisation within a single field of study or an interdisciplinary specialisation and the student's due diligence during pursuance of such classes, the SGH Warsaw School of Economics shall be required to run classes which are a component of the specialisation indicated by the student and which have not yet been completed by the student.
5. In case of a student's departure for foreign exchange during the last study semester, Section 4 shall be accordingly applied to the penultimate semester of the student's study.

§ 16.

1. At the student's request, the dean may agree for the student to complete some part of the curriculum at another university, at home or abroad.
2. At a justified request of the student, the dean may exempt the student from the duty of passing the courses under the study plan during the time with another university and set a date for receiving credits for these courses.

§ 17.

1. The student may apply for a certificate of completion of a specialisation within a single field of study or an interdisciplinary specialisation provided the student has received credits for all courses comprising a given specialisation. As part of a single course of study, the student may complete more than one specialisation.
2. At the student's request, completing a specialisation within a single field of study shall be documented with an entry on the diploma, whereas completion of an interdisciplinary specialisation with a certificate. The application for an entry in the diploma stating the completion of a specialisation within a single field of study shall be submitted at the latest by the date of submission of the diploma thesis.

§ 18.

1. The classes, receipt of credits and preparation of a diploma thesis as well as the diploma examination shall be conducted in the language of instruction for a given field of study.
2. Individual classes, receipt of credits for classes and the diploma examination may be conducted in a language different from the language of instruction in a given field of study if it follows from the study curriculum (in relation to the conduct of classes) or from a decision of the dean issued upon the student's request (in relation to the receipt of credits for classes or holding of a diploma examination).
3. A student who decides to follow classes with instruction in a language different than the language of instruction at the pursued field of study shall receive credits in such course in its language of instruction.
4. The dean may, at the student's request supported by the supervisor, agree for the student to prepare the diploma thesis in a foreign language.

§ 19.

1. The diploma seminar shall be held for one semester in the first cycle study programme and for two semesters in the second cycle study programme.
2. Selection of the supervisor running the diploma seminar shall take place:
 - 1) in the first cycle study programme: by the end of the fifth semester;
 - 2) in the second cycle study programme: by the end of the second semester.
3. Failing to choose a supervisor pursuant to Section 2 shall mean failure to receive a credit for the diploma seminar.
4. The mode of selecting the supervisor and enrolment for the diploma seminar shall be determined by the dean of the study programme via a relevant instruction.

§ 20.

1. An internship which forms a part of the study curriculum must correspond to the learning outcomes in a given field of study.
2. A student may apply for an internship if he/she has completed at least two semesters in a first cycle study programme or the first semester in the second cycle study programme. In exceptional and justified cases, at the student's request, the dean may agree for the student to complete the internship at an earlier stage of the study process.
3. The mandatory or voluntary nature of the internship results from the curriculum of the field of study.

4. A student may complete the internship also when it is possible to recognize it on the basis of professional work performed by the student, including voluntary work.
5. The dean shall grant credits for the internship.
6. A detailed procedure of the organisation and receipt of credits for the internship shall be determined in the Rules and Regulations of Internship issued by the Rector of the SGH Warsaw School of Economics by way of order.

§ 21.

A competent vice rector for student affairs, a study dean, a director of the Centre for Foreign Languages and a head of the Centre for Physical Education and Sport may issue instructions regarding the organisation of classes and tuition pursuant to the Law and these Rules and Regulations. The instructions shall be published on the website of relevant units of the SGH Warsaw School of Economics, on separate sub-pages.

III Credits and Periodical Settlements

§ 22.

1. The settlement period shall be a semester.
2. The necessary condition for passing a semester shall be receipt of at least sufficient final grades for all classes scheduled for completion in the student declaration.
3. The student shall be obliged to attend all classes provided for in the mandatory study plan, except for lectures.
4. The instructor shall determine the way and the date of receipt of credits for the mandatory classes which were missed by the student.
5. The student who passed a semester shall be enrolled for the next semester.
6. Passing a semester shall be confirmed in the study support system and recorded in the student's personal file.
7. Within fourteen days from the end of the re-sit examination, the student shall check the completeness of the record listing all grades received in the course of the study in the study support system. Should any of the grade records be incomplete or inaccurate in the study support system, the student shall immediately advise the competent dean's office.

§ 23

1. Examination sessions shall be organised at times scheduled in the organisation of the academic year stipulated in § 10(2) and (3).
2. In each examination session there shall be two sittings scheduled by the dean: the first sitting and the re-sitting for every course. The dean shall announce them to the students not later than 14 days before the scheduled start of the first sitting of the summer and winter session or the re-sitting of the summer session, respectively. The examination re-sitting in the winter session shall be announced by the dean not later than 7 days before its scheduled start date.
3. The student shall have the right to use the two sittings of an examination for every course. The right to use two examination sittings shall not apply to the students who received at least a sufficient grade at the first sitting.
4. The rules stipulated in Section 3 shall be applied to the receipt of credits for classes, providing also for § 22(4).
5. The dean, at the student's request, in justified and documented cases set out in § 44(2), may decide that a student's absence at one of the exam sittings shall not lead to missing it completely and shall set a new examination date if necessary. The terms and dates of justifying absences shall be determined by the competent study dean via instruction.
6. Should there be more than two examinations scheduled for one student or should two examinations overlap, the dean may, at the student's request filed before the start of the session, grant the student a right to take one of the examinations on another date which shall then be treated as the first sitting or the re-sitting, accordingly. The mode of proceeding in this respect shall be regulated by the dean of a study programme in a relevant instruction.
7. If the student was unable to exercise his/her right to use two examination sittings due to justified absence, the dean may, at the justified student's request, extend his/her examination session. Provisions related to re-sittings shall be applied to the extended examination session respectively; in particular, the student shall have a right to examination in an extended session, whereas the instructor shall be obliged to organise it.
8. Organisation of the examination session for weekend programme students shall allow for three exams to be held on one day of the session. Provisions of Section 6 shall apply accordingly.

9. The results of the first sit examinations shall be announced by the instructor not later than 5 days before the re-sit.
10. The instructor shall be allowed to hold a non-obligatory exam before the examination session begins (the so-called early examination date). If a student decides to take such examination, it shall be considered use of one sit, referred to in Section 3.
11. A student who goes on a student exchange to the university where semester-based organisation of classes does not correspond to the organisation of semesters at the SGH Warsaw School of Economics, whereas the start of the exchange requires the student's departure before the end of the semester at the SGH Warsaw School of Economics, the student shall have a right to receive credits for classes at an early date, whereas the instructor shall be required to organise the credits.
12. Once during the entire study period, within a month from the beginning of classes at the latest, the student shall be allowed to indicate a course the failing of which shall bear no impact on passing a semester or year of his/her study. This shall not apply to the courses determined as mandatory in the curriculum.

§ 24.

1. In case of written examinations, the student shall have the right to inspect his/ her examination within 14 days of publishing its results. For oral examinations, the academic teacher conducting the examination shall draw up an examination report containing at least the examination questions asked and the information on grades received for individual questions. The student shall have the right to access the examination report within 14 days from publication of examination results.
2. Should the student fail to obtain a positive grade at the first sit and then fail to attend the re-sit examination, the final grade in such a course shall be unsatisfactory.

§ 25.

1. At the request of a student, filed within 7 days from inspecting the examination paper or oral examination report pursuant to § 24(1) or from expiry of the date for such inspection, provided the student has used both examination sittings he/she was eligible for in a given course, taking into consideration § 23(3), the dean may, having identified irregularities in the examination procedure or mode of evaluation,

order an examination held before an examination board which shall be organised immediately, subject to Section 8.

2. An examination before an examination board shall be carried out as a written examination.
3. In justified cases, the dean may order an examination before an examination board at his/ her own initiative.
4. An examination before an examination board shall be designed by the board appointed by the dean, composed of two members appointed by the dean and one member appointed by a tutor of a given field of study or his/her immediate superior if the tutor was directly involved in the final examination procedure in this course.
5. The academic teacher who awarded the final grade in the examination course or other persons who were directly involved in the final examination procedure of the course subject to the examination before an examination board shall not sit on this examination board.
6. A representative of the Student Board of the SGH Warsaw School of Economics may participate in the examination before an examination board as an observer, should such a request be formulated by the student in his/her application.
7. Failure to take the examination before an examination board without reasonable grounds or receipt of an unsatisfactory grade for such examination shall be tantamount to failure to receive credit for the course.
8. Not later than at 7 days before the examination date, the board shall inform the student about the form of the examination and relevant regulations.
9. Provisions pertaining to the examination before an examination board shall apply accordingly to the crediting of courses with no examination at the end.

§ 26.

1. Examinations and credits for classes included in the study plan shall end with awarding a grade according to the following grading scale:
 - 1) very good: 5.0
 - 2) good plus: 4.5
 - 3) good: 4.0
 - 4) satisfactory plus: 3.5
 - 5) satisfactory: 3.0
 - 6) fail 2.0.

2. Should crediting a given form of classes not include a grade, the following entries shall be used:
 - 1) pass: zal.;
 - 2) fail: nza.
3. Results of examinations and semester credits shall be accounted for in the study record and shall be used to calculate a study grade average, as well as shall be advised to the interested students via the study support system.

§ 27.

1. A semester grade average shall be determined based on the formula:

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

where:

A_i final grade in the course or an arithmetic average of grades in the course if it was taken more than one time;

B_i ECTS credits for the course;

n number of courses completed in a given semester, $i = 1, \dots, n$.

2. Whenever these Rules and Regulations refer to the calculation of a grade average, it shall be rounded up to the second decimal place.

§ 28.

1. In reference to a student who failed a semester, the dean may decide to:
 - 1) order the student to repeat the course and grant a conditional consent to continue studying in the next semester, or;
 - 2) order the student to repeat the semester, or;
 - 3) remove the student from the student list.
2. If the course has not been passed during the re-sit, the decisions stipulated in Section 1(1) and (2) shall be issued at the student's request. The request shall be submitted within 14 days from the end of the re-sit session or the time limit set pursuant to § 23(5) or (7).
3. Submission of a request stipulated in § 25(1) stops the time limit set out in Section 2. Should a student fail the examination before the examination board, the 14-day time limit for filing a request for issuing the decision stipulated in section 1(1) or (2) shall run from the date of the examination before the board.

4. Repeating a course and a conditional consent to continue studying in the next semester may not be granted:
 - 1) to students of the first semester if they have failed more than one course;
 - 2) to students who have failed more than two courses in the second and following semesters;
 - 3) when the same course is repeated for the second time.
5. The time limit for passing a course under the conditional consent for continuation of studies in the next semester may not exceed one semester unless the course is run every second semester.
6. Ordering the student to repeat a course and a conditional consent to continue studying shall exclude another repetition of the same course and another conditional continuation, as well as the possibility of repeating the semester.
7. Repetition of a semester may be ordered for students of the second and following semesters who have not been granted a consent to repeat the course and to conditionally continue studying or who have not passed more than two courses in a given semester. Repetition of a semester shall mean attending classes for the courses that were failed in a given semester and then receiving credit one more time.
8. In justified cases, at the student's request, the dean may agree for continuation of foreign language studies during a repeated semester.
9. Repetition of a semester shall not be allowed at the first semester of study.
10. As student may not apply for another repetition of the same semester.
11. At the student's justified request, in particular when the advancement of studies is significant, the dean may agree for renewed repetition of a course or a semester, omitting the provisions of Section 4(2)-(3) and Section 6 and 10.
12. Provisions of Section 4(2)-(3) and Section 6 and 10 shall not apply to students of the sixth semester of first cycle study programme and fourth semester of second cycle study programme.

IV Transfers and Parallel Studies

§ 29.

1. A student of the SGH Warsaw School of Economics who intends to be transferred to another university shall:

- 1) inform the dean thereof in writing not later than within 14 days before the proposed date of transfer, specify the name of the university where he/she intends to continue studying and submit a statement of resignation from studying at the SGH Warsaw School of Economics;
 - 2) submit a sign-off sheet;
 - 3) settle all fees;
 - 4) return the student ID.
2. The dean shall confirm fulfilment of obligations stipulated in Section 1 by a certificate which is drawn up and issued at the request of the person transferred to another university.
 3. A student's transfer to another university shall be an imperative circumstance for removing him/her from the student list of the SGH Warsaw School of Economics.

§ 30.

1. A student of another domestic or foreign university may be admitted to study at the SGH Warsaw School of Economics in a transfer mode if he/she has complied with all duties arising from regulations in force at the university from which he/she intends to be transferred.
2. A decision to admit a student in a transfer mode shall be made by the dean at the request of the interested student.
3. Transfers do not apply to the first semester of the study programme.
4. The planned study period of a transferred student shall account for the semesters passed at the university in which he/she has studied to date or the ECTS credits received at such university.
5. A transfer to a full-time programme shall only be possible from a full-time programme.
6. While deciding a case of transfer to the SGH Warsaw School of Economics, the dean:
 - 1) shall indicate the courses deemed passed;
 - 2) may indicate courses the passing of which is necessary to level the curriculum discrepancies;
 - 3) shall establish the date and the mode of taking a foreign language test and the date for passing courses with curricular discrepancies, should he/she find such tests or semester credits necessary.

§ 31.

1. At the request of a student of the SGH Warsaw School of Economics, the student may be transferred to an SGH Warsaw School of Economics programme run in different form or mode.
2. Transfer to a full-time programme shall only be available to students of the third and higher semester for first cycle study programmes and to students of second or higher semester in the case of second cycle study programmes who have received the highest aggregate grade average and may take place within the available limit of places set by the Rector of the SGH Warsaw School of Economics in a given semester.
3. The transfer is made pursuant to the dean's decision.

§ 32.

After passing the third semester in a first cycle study programme or the first semester in a second cycle study programme, the student may change his/her field of study. The terms for changing the field of study shall be determined by the instruction of a dean of study.

V Leave of Absence

§ 33.

1. A student may apply for a dean's leave:
 - 1) short-term: up to 6 weeks;
 - 2) long-term: for one semester or two subsequent semesters;
 - 3) health leave: for one semester preceding submission of the application and for a period longer than one semester if the medical certificates indicate such necessity.
2. The leave of absence shall be granted by the dean at the student's justified and documented request.
3. A long-term leave may be granted after passing a semester and before the beginning of the semester to which it pertains.
4. Granting a health leave shall be made based on the submitted medical files or opinion of a medical board issued by a healthcare unit cooperating with the SGH Warsaw School of Economics. Attending classes during the time of leave shall require the dean's consent.

5. Granting a long-term leave shall extend the planned study period by the time of leave that was granted. Granting a long-term leave excludes passing courses during the term of the leave.
6. Granting a short-term leave entails that the student is exempt from classes held during such leave.
7. A student pursuing more than one field of study at the SGH Warsaw School of Economics shall be granted a leave of absence in all of the fields of study pursued simultaneously.
8. During the leave of absence, the student's ID shall remain valid.
9. A student returning from a leave shall be obliged to submit a student declaration for the next semester. Failure to submit the student declaration shall be tantamount to failure to resume the study.

IV Removals

§ 34.

1. The dean shall remove a student from the student list in the following cases:
 - 1) failure to resume the study on the stipulated date (failure to resume the study shall, in particular, include unjustified failure to submit a student declaration);
 - 2) submission of a resignation from study in writing;
 - 3) failure to submit a diploma thesis, despite the expiry of the required time limit;
 - 4) failure to take the diploma examination, despite the expiry of the required time limit;
 - 5) a final decision of the disciplinary committee to punish the student with disciplinary expulsion from the SGH Warsaw School of Economics.
2. The dean shall remove a student from the student list in the following cases:
 - 1) it has been acknowledged that the student misses the mandatory classes;
 - 2) the student fails to pass the semester within the required time frame;
 - 3) it has been acknowledged that the student has made no learning progress;
 - 4) the student has failed to settle the tuition fees related to studying, in spite of the expiry of the time limits.
3. Lack of learning progress shall be acknowledged when the degree of study plan advancement precludes the possibility of passing a semester.

§ 35.

1. The circumstances set out in § 35 shall be identified in a separate procedure on removing the student from the student list.
2. The procedure shall be instigated by the dean who shall advise the student thereof in writing.
3. The advice stipulated in Section 2 shall include the factual and legal grounds for instigating the procedure, as well as a note on the right of submitting explanations within 14 days of receiving the advice note and on the mode of submitting such explanations.

§ 36.

The dean shall issue a decision of removing the student from the student list upon the authorisation of the Rector of the SGH Warsaw School of Economics. The decision shall be final, subject to § 43(2).

VII Resumption of Study

§ 37.

1. The dean may allow the person who was removed from the student list after passing the first semester of the programme, and not more than 5 years have passed since the date of removal, to resume the study unless the analysis of the completed learning outcomes proves them inadequate with respect to the existing study curricula.
2. Resumption shall take place to the field of study from which the student was removed or, with specification of the curriculum discrepancies, to a field of study with a similar study curriculum.
3. A student admitted by way of resumption shall be registered at the semester following the last semester he/she had passed before removal from the student list. A semester to which the student was conditionally registered shall not count as a semester passed.
4. In case of resumption of study, § 28(4)-(12) shall apply accordingly.
 1. The dean may agree to grant resumption of study for the day of the diploma examination to the person who fulfils the terms stipulated in § 39 (2).
 2. Study resumption may take place after outstanding tuition fees related to the study process have been settled.

VIII Completion of Study

§ 38.

1. A student shall prepare a diploma thesis independently, under the scientific supervision of the authorised academic teacher (the supervisor).
2. Should the supervisor be absent and should this result in the submission of the diploma thesis or its defence being delayed, the dean shall, without unnecessary delay, appoint a person to take over the duty of supervising the diploma thesis.
3. Credit for the diploma seminar of the first cycle study programme and the last semester of the second cycle study programme shall be granted following a submission of the diploma thesis via the competent dean's office, pursuant to the competent dean's instruction.
4. Independence of diploma thesis preparation shall be subject to verification. The procedure of verifying the independence of the thesis shall be established by the Rector of the SGH Warsaw School of Economics including the Uniform Anti-Plagiarism System stipulated in Art. 351(1) of the Law on Higher Education and Science.
5. The content and formal requirements related to the diploma thesis and its mode of submission have been outlined in an annex to these Rules and Regulations.
6. The diploma thesis shall be submitted not later than on the last day of the re-sit date of the session in the last semester of study.
7. In a justified case, the dean may, at the student's request, postpone the date for the diploma thesis submission, yet by not more than 3 months.

§ 39.

1. A student shall be admitted to the diploma examination within three months from meeting the criteria required to take it.
2. The conditions for admission to the diploma examination are as follows:
 - 1) fulfilment of the requirements stated in the curriculum applicable to the student, including the study plan;
 - 2) grades given for the diploma thesis by the reviewer and the supervisor shall not be lower than 3.0;
 - 3) settlement of all the financial liabilities towards the SGH Warsaw School of Economics.
3. If the reviewer gives an unsatisfactory grade, the competent dean appoint a second reviewer. The final grade from the review is the arithmetic average of

grades given by both reviewers. The condition referred to in Section 2(2) applies to the grade given by the second reviewer. Should the second reviewer give a positive grade, she/ he participates in the diploma thesis defence.

4. The student shall take the diploma examination on the date set by the dean, subject to Section 1.
5. Before taking the diploma examination, the student shall have the right to read the review of his/her diploma thesis.
6. The diploma examination in the first cycle study programme is an oral examination taken before a board appointed by the dean. The board shall comprise: the dean of a relevant study programme or an academic teacher authorised by the dean, with a scientific degree of a *doktor* as a minimum – as the chairperson, whereas the supervisor and the reviewer as the members. The following rules shall be applied to the examination:
 - 1) the exam questions shall be connected to the learning outcomes of a given field of study;
 - 2) a necessary condition for passing the diploma examination shall be receipt of positive grades in answers to all exam questions asked;
 - 3) if a diploma examination has not been passed within the stipulated time or the student failed to take it, the dean shall set another date for the examination as the final date;
 - 4) should a student fail to take the examination on the second date or should he/she receive a negative grade for this examination, the dean shall issue a decision of removing the student from the student list.
7. The diploma examination in the second cycle study programme is an oral examination taken before a board appointed by the dean. The board shall be composed of: the dean of a relevant study programme or an academic teacher authorised by the dean, with a scientific degree of a *doktor* as a minimum – as the chairperson, whereas the supervisor and the reviewer as the members.
8. The diploma examination at second cycle study programme has an oral form. The examination consists of three questions. The examination questions shall be connected to the learning outcomes of a given field of study.

The following rules shall be applied to the examination:

 - 1) a necessary condition for passing the diploma examination shall be receipt of positive grades in answers to all exam questions asked;

2) the final result of the diploma examination at the second cycle study programme accounts for grades received from answers to all questions and is an arithmetic average of such grades;

3) if the student receives an unsatisfactory grade from the diploma examination or misses the first examination date in consequence of unjustified absence, the dean designates the second date of the examination as the final one;

4) in case of unjustified absence at the second date of the diploma examination or a negative grade from the examination on the second date, the dean decides to remove the student from the student list;

5) if the student took the diploma examination twice, the grade taken into account whilst determining the final study result is the arithmetic average of the result received at the first and second date of the diploma examination.

9. The diploma examination in the first cycle study programmes or the diploma thesis defence in the second cycle study programme shall be performed in the language of the diploma thesis.

10. The diploma thesis which was the necessary condition for admission to the diploma examination in the first or second cycle study programme may not be a condition for admission to a diploma examination in any other first or second cycle study programme.

11. The diploma examination, at a request of the student or the supervisor submitted not later than two weeks before the planned date of the examination, may be open to the public. The date of the diploma exam which is open to the public shall be publicly announced on the website of SGH Warsaw School of Economics. Provisions of Sections 1-9 shall be applied accordingly to the examination open to the public.

12. Detailed organisation of the diploma examination in the first and second cycle study programmes shall be determined by a competent dean by way of instruction announced before the start of the semester in which the defence is to be held.

§ 40.

1. The final score at the completion of the study programme shall be established based on the sum resulting from adding the following:

1) 0.6 of grade average of the entire study period in a given cycle, calculated according to the formula stipulated in § 27, except for the grade for the diploma

- seminar, calculated as a weighted average with weights equal to the ECTS credits assigned to particular courses;
- 2) 0.3 of the arithmetic average of the grade awarded to the diploma thesis by the supervisor and the reviewer;
 - 3) 0.1 of the final grade for the diploma examination, established as an arithmetic average of the grades received at the examination, subject to § 39(8)(5).
2. The final score shall be included in the higher education diploma according to the following rule:
- up to 3.30: satisfactory;
 - over 3.30 to 3.75: satisfactory plus;
 - over 3.75 to 4.20: good;
 - over 4.20 to 4.60: good plus;
 - over 4.60: very good.
3. In documents and certificates other than the study graduation diploma prepared by the SGH Warsaw School of Economics, the final score shall be given according to provisions of Section 1.

§ 41.

1. A diploma with distinction (*cum laude*) shall be awarded pursuant to the order of the Rector of the SGH Warsaw School of Economics at the request of the examination board conducting the diploma examination.
2. The *cum laude* diploma may be awarded if the following requirements have been jointly fulfilled:
 - 1) the weighted average of grades during the entire study period exceeds 4.70;
 - 2) the diploma thesis was graded at 5.0;
 - 3) the diploma examination was graded at 5.0;
 - 4) during the study period the student has not breached any of the rules included in the student oath.

IX Resolution of Student Affairs

§ 42.

1. Individual student affairs that have not been reserved for the exclusive competence of other authorities of the SGH Warsaw School of Economics shall be resolved by the dean acting upon the Rector's authorisation.

2. The dean's decisions may be appealed to the Rector of the SGH Warsaw School of Economics in the form of a request for the case to be reviewed again in the understanding of Art. 127 § 3 of the Polish Code of Administrative Procedure (K.p.a.).
3. The decision of the Rector of the SGW Warsaw School of Economics (1st instance decision) is subject to a request for renewed review of the case by the Rector of the SGW Warsaw School of Economics.

§ 43.

1. The dean shall resolve individual student affairs at the student's request or on his/her own initiative, within the boundaries of the generally applicable law, including the provisions of these Rules and Regulations, aiming at a thorough analysis of the circumstances so that a fair solution to the issue may be proposed and a smooth running of the education process can be ensured taking into account best interest of the student.
2. In the event of significant deterioration of the student's life situation, in particular:
 - 1) loss of the source of income or significant reduction of income;
 - 2) sudden and unexpected event caused by external circumstances as a result of which the student has lost his/her place to live (e.g. an accident, fire, flood);
 - 3) chronic disease or a sudden worsening of the student's health condition making it impossible to carry out student duties or severely hindering his/her ability to do so;
 - 4) death of a spouse, a sibling, a parent or a person with whom the student was in relationship of adoption;
 - 5) chronic disease of any of the persons stipulated in Section 4 requiring steady care for the patient or significant spending on treatment;the Dean may, at a student's request, waive some of the requirements or limitations provided for in these Rules and Regulations, if complying with them could lead to the violation of Section 1 and indicate the premises of such waiver.
3. Circumstances stipulated in Section 2 shall be supported by documents submitted by the student as required by the dean.

§ 44.

1. The request (application) not requiring the issue of an administrative decision shall include:

- 1) the data of the person filing the application, including the student number, the current semester of study, correspondence address, contact telephone number;
 - 2) indication of the request.
2. The application shall be filed in writing or through the dedicated systems applied at the School to support the study process, on a template stipulated by the dean.
 3. Should the request have formal defects making it impossible to review the application, the competent dean may call the student via electronic mail to complete the request by setting a date for such completion, otherwise refusing to review the request. The competent dean's office may also, after sending an advise note by electronic mail, inform the student by phone. A note shall be prepared with respect to such telephone call.
 4. Should the student miss the date, the Dean may reinstate the time limit, at the student's request, if he/she is able to substantiate that missing the date was not the student's fault. The application for reinstating the time limit shall be filed within three days from the date when the cause for missing the deadline expired, along with a relevant request.
 5. The dean shall handle the request in the form of a written decision, making an appropriate notice on the student's application, containing at least the text of the decision and its grounds, the date of issue and the dean's signature, as well as an instruction about the possibility and mode of filing an appeal. The explanation of grounds may be omitted if the decision fully meets the student's request.
 6. The information about the content of the decision shall be faxed or sent as an explanation to the student's e-mail box.
 7. The student may, within 14 days from sending the information stipulated in Section 6, submit a request for renewed review of the case to the Rector. Sections 1-5 shall be apply accordingly.

§ 45.

1. Appeals from an administrative decision shall be submitted in the form and on dates compliant with the Polish Code of Administrative Procedure.
2. The request (application), stipulated in § 45(1) shall be submitted in the form and on dates stipulated in these Rules and Regulations or pursuant to the Polish Code of Administrative Procedure.
3. The dean's office employee shall confirm the submission of a complete request (application) or appeal if required by the person submitting the document.

4. An administrative decision shall be served personally to the student upon acknowledgement of receipt at the dean's office during the business hours, or through a post operator upon acknowledgement of receipt to the current correspondence address, or in the form of an electronic document served by means of electronic communication .
5. The student shall be obliged to immediately inform the SGH Warsaw School of Economics of any changes to his/her personal data relevant for the study process, in particular the name, surname, residence address and correspondence address. Should the obligation of informing of any changes in the residence or correspondence address be neglected, serving documents and decisions to the address known to date shall be deemed legally effective.

X Final Provisions

§ 46.

The provisions of the Polish Code of Administrative Procedure shall be applied to the handling of individual student affairs not provided for in these Rules and Regulations.

Annex to the Rules and Regulations of First and Second Cycle Study Programme and Long Cycle Study Programme at SGH Warsaw School of Economics

Content and Formal Requirements for Diploma Theses, Mode of Thesis Submission and Evaluation

§ 1.

General Provisions

1. A diploma thesis shall be a bachelor's thesis at first cycle study programmes and a master's thesis at second cycle study programmes, respectively.
2. At the request of interested students, supported and justified by the supervisor, the dean of the relevant study may agree for two or three students to prepare a thesis as a team.
3. A collective diploma thesis shall contain clearly singled out parts - chapters, authorised by individual authors (among others by marking them in the list of contents and the preface to the thesis).

4. Each of the singled out parts of a collective diploma thesis shall be subject to individual assessment by the supervisor and an individual review.
5. At the request of interested students, supported and justified by the supervisor, the dean of the relevant study may agree for preparation of a thesis commissioned by an external institution.
6. In justified cases, the study dean may agree to waive certain requirements pertaining to diploma theses as long as it does not impair their content standards.

§ 2.

Subject Matter of Diploma Thesis

1. A diploma thesis shall prove a student's ability to apply the knowledge acquired during the study process, compliant with the learning outcomes in a given field of study, level and profile of study, as well as demonstrate the use of literature in the field. It shall also confirm the ability of creating a coherent and logical text written in accurate Polish, using terminology specific to the discipline of science or practice.
2. The bachelor' thesis shall present the student's knowledge and skills in the discipline defined by the field of study which are useful for solving particular theoretical and practical problems or which constitute a synthetic presentation of knowledge.
3. The master's thesis shall demonstrate the student's knowledge in a given discipline of science and practice related to the field of study, including a critical analysis of the theory and principles of its application, as well as prove that the student possesses the necessary skills to solve advanced problems in the field of theory and practice, and is able to create a problem-analysis text.
4. A diploma thesis may be, in particular, a written work, a published article or a project work.

§ 3.

Language of Diploma Thesis

1. The diploma thesis shall be written in the language of instruction of a given field of study, pursuant to the study curriculum.
2. At the student's request supported by the supervisor, the study dean may agree for preparation of a thesis in a language different than the main/leading language of instruction at a given field of study.

§ 4.

Editorial Requirements

1. A diploma thesis shall be prepared in a number of copies corresponding to the number of authors.
2. The first page of the diploma thesis shall be the title page, prepared pursuant to the template specified by the Rector. The last page shall be the statement of the author of the diploma thesis/ authors of a collective diploma thesis signed and marked with the date, pursuant to the template determined by the Rector.
3. In a collective diploma thesis, on the back of the title page, a detailed list of authors shall be provided (name and surname of each author specifying the numbers of the chapters he/she prepared).
4. Framework structure of a diploma thesis:
 - 1) title page (first page);
 - 2) for a collective thesis, a list of authors with numbers of chapters they prepared (second page - back of the title page) - otherwise this page should be left blank;
 - 3) table of contents;
 - 4) preface/introduction, including: the motivation for choosing the topic, general presentation of the thesis subject matter, its goals, content structure, the applied analytical/research method and description of the literature in the field;
 - 5) chapters devoted to solving the problem addressed;
 - 6) conclusions;
 - 7) list of literature used;
 - 8) list of tables and drawings;
 - 9) possible annexes;
 - 10) thesis synopsis (about 900 characters);
 - 11) author's/authors' statement on independent preparation of the thesis pursuant to the applicable law and the template determined by the Rector.
5. Requirements for footnotes and literature, to choose from:
 - 1) the Harvard system, i.e. footnotes inside the text, e.g. (Kowalski 2006, p. 31-52), or in the list of literature e.g. 1. Mitra, A., 1998. Fundamentals of Quality Control and Improvement, New Jersey, Prentice Hall; footnotes used only for explanations; or
 - 2) a system recommended by the Publishing House of the SGH Warsaw School of Economics, i.e. footnotes at the bottom of the page with continuous numbering

e.g. 1A. Mitra, Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998, p. 28, in the list of literature e.g. 1. Mitra A., Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998.

6. Requirements for the text of the diploma thesis:

- 1) A4 format, double-sided print;
- 2) margins: top - 2.5 cm, bottom - 2.5 cm, side - mirror image: inside - 3.0 cm, outside - 2.0 cm;
- 3) justified (text aligned along both side margins);
- 4) Times New Roman font;
- 5) text font size 12 points;
- 6) source footnote font size 10 points;
- 7) spaces between lines 1.5 line;
- 8) continuous page numbering throughout the work.

§ 5.

Acceptance and Evaluation of Diploma Thesis

1. The diploma thesis and the Evaluation Sheet of the Diploma Thesis/Thesis Chapters shall be accepted by the supervisor who shall award a grade and sign the Evaluation Sheet of the Diploma Thesis/Thesis Chapters, pursuant to the template determined by the Rector.
2. The thesis shall be also evaluated by the reviewer in a review of the thesis.

§ 6.

Diploma Thesis Supervisor and Substantive Consultant

1. The thesis supervisor shall be an academic teacher holding a scientific degree and employed at the SGH Warsaw School of Economics.
2. The scope of the supervisor's scientific and teaching interests shall be in line with the field of study pursued by the student and should relate to the topic of the thesis.
3. In cases justified by an interdisciplinary or application nature of the thesis, the study dean may, in cooperation with the supervisor, appoint a scientific or practical consultant to ensure complementary supervision over the thesis preparation.
4. The supervisor shall oversee the independence of the thesis preparation. Should there be a suspicion that the diploma thesis or its excerpts have not been prepared independently, the supervisor shall immediately pass such information to a competent dean and refuse to accept the thesis.

5. Provisions pertaining to the supervisor shall be applied accordingly to the person stipulated in § 38(2) of these Rules and Regulations.

§ 7.

Review of Diploma Thesis

1. The diploma thesis shall undergo a review based on the criteria below:
 - 1) substantive:
 - a) selection of the topic and adequacy of content,
 - b) thesis structure,
 - c) the mode of handling of the addressed problem,
 - d) the ability to use the knowledge relating to the learning outcomes in the scope of the diploma thesis,
 - e) command of the skills included in the learning outcomes for a given field of study,
 - f) use of literature in the field,
 - 2) formal:
 - a) ability to create a coherent and logical text,
 - b) linguistic accuracy,
 - c) edition of the thesis.
2. The reviewer of a diploma thesis shall be an academic teacher holding an academic degree, whereas his/ her scope of scientific and teaching interests shall be related to the given field of study and the problems of the thesis.
3. If the supervisor of the master's thesis is a teacher holding a degree of *doktor*, the reviewer should be an academic teacher holding a degree of *doktor habilitowany*.
4. The reviewer of the thesis shall be appointed by the dean of the relevant study programme. The information of entrusting him/her with this responsibility shall be posted to the reviewer's account in the system of electronic mail of the SGH Warsaw School of Economics.
5. The reviewer shall receive access to the electronic version of the diploma thesis in the APD system.
6. The reviewer shall complete the review in the APD, shall print and submit the review to the relevant dean's office within 15 days of the date of passing the information of entrusting him/her with the duties stipulated in Section 4. At the reviewer's request, a printed copy of the diploma thesis may be collected from a

relevant dean's office. The reviewer shall return the copy of the thesis together with the review.

§ 8.

Submission of Diploma Thesis to Dean's Office

1. The diploma thesis accepted by the supervisor, along with a set of documents, shall be submitted by the student to the relevant dean's office. The diploma thesis and a set of document may be submitted with the use of means of electronic communication. Submission of the diploma thesis along with a set of documents shall be made in line with the instruction of a dean of a relevant study.
2. The dean's office employee shall check the accuracy and completeness of the submitted documents upon acceptance. Upon submission of the diploma thesis along with a complete set of the required documents to the relevant dean's office, the time limits stipulated in these Rules and Regulations shall start to run. Should the documents be incomplete or incorrectly filled out, the dean's office employee shall not accept the thesis until the documents are completed or rectified. Time limits related to the defence shall not start running until the documents have been completed or rectified.