

SENATE
OF THE SGH WARSAW SCHOOL OF ECONOMICS
in Warsaw
ABR01.021.95.2021

Resolution No. 92
of Senate of the SGH Warsaw School of Economics
of 28 April 2021

amending the Resolution No. 709 of Senate of the SGH Warsaw School of
Economics of 29 April 2020 on the Rules and Regulations of First and Second Cycle
Study Programmes and Long Cycle Study Programme at the SGH Warsaw School of
Economics

Pursuant to Art. 28(1)(2) and in conjunction with Art. 75 of the Law on Higher
Education and Science of 20 July 2018 (Polish Journal of Laws [Dz.U.] of 2020, item
85 as amended), it is hereby resolved as follows:

§ 1

The following changes are made in the Rules and Regulations of First and Second
Cycle Study Programme and Long Cycle Study Programme at the SGH Warsaw
School of Economics which constitute a schedule to the Resolution No. 709 of
Senate of the SGH Warsaw School of Economics of 29 April 2020.

1) in § 3:

a) Section 1 shall read as follows:

“1. Student rights shall be conferred upon taking an oath the wording of which
has been provided in the Statute of the SGH Warsaw School of Economics.
The oath is taken using the SGH's computer system. The oath should be
taken within 30 days from the beginning of the academic year, or within 30
days from the date of entering the list of students if the entry took place
after the beginning of the academic year. Failure to take the oath by the
later of the above deadlines is tantamount to failure to resume the study
and constitutes grounds for removal from the list,

b) Section 4(2) shall read as follows:

“2) sign the act of oath and comply with the obligations arising from the act of
oath”;

2) in § 6 the following Section 3a shall be added after Section 3:

„3a. The acquisition of student rights under the procedure for the confirmation of learning outcomes shall take place at the moment of taking the oath, the wording of which has been provided in the Statute of the SGH Warsaw School of Economics. The oath is taken using the SGH's computer system. The oath should be taken within 30 days from the beginning of the academic year, or within 30 days from the date of entering the list of students if the entry took place after the beginning of the academic year. Failure to take the oath by the later of the above deadlines is tantamount to failure to resume the study and constitutes grounds for removal from the list.”;

3) in § 12 Section 8 shall read as follows:

“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. SGH guarantees the provision of classes in the indicated foreign languages for the entire planned period of study for which the student has enrolled.”;

4) in § 15 Section 3 shall read as follows:

“3. The Dean of the relevant study programme, after consultation with the instructor, may agree to run a class even if the requirement stipulated in Section 2 has not been fulfilled.

5) in § 20:

a) the following Section 5a shall be added after Section 5:

“5a. The following entry shall be used for the completion of internships:

1) pass – zal;

2) fail – nzl.”;

b) Section 6 shall read as follows:

“6. A detailed procedure of the organisation and receipt of credits for the internship is determined in the Rules and Regulations of Internship, which constitutes Annex 2 to the Rules and Regulations”;

6) in § 22 Section 4 shall read as follows:

“4. In the case of an excused absence of a student from classes in which attendance is compulsory, the instructor may determine how and when the classes are to be credited.”;

7) in § 23:

a) Section 5 shall read as follows:

“5. The dean, at the student's request, in justified and documented cases set out in § 43(2), may decide that 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.”,

b) Section 12 shall read as follows:

“12. Once during the entire study period, within a month from the beginning of classes at the latest, the student shall be allowed to withdraw from one course indicated by the student, without consequences for passing a semester or year of his/her study. This shall not apply to the courses determined as mandatory in the curriculum.”;

8) in § 25 the following Section 8a shall be added after Section 8:

“8a. The grade obtained during the examination before an examination board shall replace the grade questioned by the student under §25(1) or by the dean under §25(3), with all consequences for the semester grade and grade average.”;

9) the following Section 25a shall be added after Section 25:

“§ 25a

1. In the case of remote classes, in synchronous mode, with audio-video transmission, the instructor has the right to expect the student to participate in the classes with the camera turned on, presenting his/her image. The instructor shall inform students of the expectations for participation in the classes with the camera turned on at the first class. To respect privacy, the student's surroundings can be masked using the background setting function.
2. In the case of remote classes, in synchronous mode, with audio-video transmission, the instructor shall conduct the classes with the camera turned on, presenting his/her image. The surrounding environment can be masked using the background setting function.
3. The student, without the consent of the instructor and the participants, has no right to record the course and distribute the recordings.
4. The student has no right to use his/her image and voice from the audio-video transmission made during remote classes without the consent of the instructor, and without the consent of other students – also their image and voice.

5. The instructor has the right to record the course and disseminate the classes with the consent and to the extent of the consent of all students participating in them.
 6. Without the consent of the students, the instructor has no right to use their image and voice from the audio-video transmission carried out during the remote classes.
 7. If an examination is organised using an audio-video connection, the instructor has the right to expect the student to participate in the examination with the camera turned on, showing an image of the student. To respect privacy, the student's surroundings can be masked using the background setting function.
 8. If the examination is organised using an audio-video connection, the recording function is not used. Recording of students' images during oral examinations and other forms of examinations/colloquia is not permitted."
- 10) § 27 shall read as follows:

“ 27

1. A semester grade average shall be determined based on grades according to the scale indicated in § 26(1) according to the formula::

$$\bar{S}_n = \frac{\sum_{k_n=1}^{K_n} (A_{k_n} \cdot P_{k_n})}{\sum_{k_n=1}^{K_n} P_{k_n}}$$

where:

\bar{S}_n – grade average obtained in the nth semester of study,

A_{k_n} – final grade from the k_n -th course completed in the n-th semester ($k_n=1, \dots, K_n$), subject to § 27(2),

P_{k_n} – ECTS credits for the k_n -th completed in a given semester ($k_n=1, \dots, K_n$),

K_n – number of courses completed in the nth semester by the student.

2. If in a given (n-th) semester a student obtains a failing grade in this k_n -th course in one of the available terms and exercises the right to a second attempt, it is assumed that the A_{k_n} mentioned in § 2(1) is equal to the arithmetic mean of the grades obtained from both attempts in the n-th semester.
3. The grade average for a period longer than one semester is determined by the formula:

$$\bar{S} = \frac{\sum_{n \in Z} (\bar{S}_n \cdot P_n)}{\sum_{n \in Z} P_n}$$

where:

P_n – number of ECTS credits for courses taken by the student in the n-th semester, for which the grade is given according to the scale indicated in § 26(1), calculated as $P_n = \sum_{k_n=1}^{K_n} P_{k_n}$,

Z – the range for which the average over a period longer than one semester is determined. In particular, in the case of the grade average over the entire course of study at a given level of study referred to in §40, Z denotes all semesters in which a student has completed at least one course at a given level of study.

4. Whenever the Rules and Regulations provide for the calculation of the average, it shall be calculated with rounding to the hundredths.";

11) in § 28:

a) Section 1(1) shall read as follows:

"1) order the student to repeat the course and grant a conditional entry for the next semester, or",

b) introduction to calculation in Section 4 shall read as follows:

"4. Repeating a course and a conditional entry for the next semester may not be granted:",

c) Sections 5, 6 and 7 shall read as follows:

"5. The time limit for passing a course under the conditional entry for 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 entry for the next semester shall exclude another repetition of the same course and another conditional entry, 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 the conditional entry 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.”;

12) in § 30 the following Section 3a shall be added after Section 3:

“3a. The acquisition of student rights by a student admitted to studies through a transfer from another domestic or foreign higher education institution shall take place at the moment of taking the oath, the wording of which has been provided in the Statute of the SGH Warsaw School of Economics. The oath is taken using the SGH's computer system. The oath should be taken within 30 days from the beginning of the academic year, or within 30 days from the date of entering the list of students if the entry took place after the beginning of the academic year. Failure to take the oath by the later of the above deadlines is tantamount to failure to resume the study and constitutes grounds for removal from the list;

13) in § 34 Section 1(1) shall read as follows:

“1) failure to resume the study on the stipulated date (failure to resume the study shall, in particular, include failure to take an oath within the time limits provided for in the Rules and Regulations and unjustified failure to submit a student declaration);”;

14) in § 38:

a) Section 5 shall read as follows:

“5. The content and formal requirements related to the diploma thesis and its mode of submission have been outlined in Annex 1 to these Rules and Regulations.”;

b) Section 7 shall read as follows:

“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. The student's reasoned and documented request should be submitted no later than 14 days before the deadline referred to in Section 6. The student shall immediately inform the supervisor of the submission of the request, who may give an opinion on the student's request.”;

15) in § 39 Section 7 shall read as follows:

“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. In special cases it shall be permissible for a reviewer to be replaced by another academic staff member holding at least a doctoral ("*doktor*") degree.";

- 16) the existing Annex to the Rules and Regulations shall be renumbered as Annex 1 to the Rules and Regulations;
- 17) Annex 2 is added to the Rules and Regulations, in the wording set out in the Schedule to this Resolution.

§ 2

The Resolution enters into force on 1 October 2021.

Chairman of the Senate of the
SGH Warsaw School of Economics
RECTOR

Professor Piotr Wachowiak, Ph.D.

*/signed with qualified
electronic signature/*