

RULES AND REGULATIONS OF STUDYING IN FIRST AND SECOND CYCLE  
PROGRAMMES at SGH Warsaw School of Economics

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**I General provisions**

§ 1

1. The Rules and Regulations of Studying in First and Second Cycle Programmes at SGH Warsaw School of Economics (hereinafter referred to as the Rules and Regulations) outline the rights and obligations of persons pursuing academic education at SGH Warsaw School of Economics (hereinafter SGH), related to the organisation and mode of studying in first and second cycle programmes.
2. Provisions of these Rules and Regulations shall be applied accordingly to the persons visiting SGH under international and domestic exchange programmes as well as to those taking part in classes pursuant to separate regulations, including students of outstanding ability.
3. Should any domestic or international agreements made by SGH on joint education programmes or mutual student exchanges provide for other than the stipulated in the Rules and Regulations rights and obligations related to the organisation and mode of studying at SGH, the provisions of such agreements shall be obeyed within the boundaries of the applicable law.

## § 2

The expressions used in these Rules and Regulations shall mean the following:

- 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 covered in a given semester or year of study, constituting a student's mandatory individual study plan;
- 2) Dean - Dean of the Undergraduate Programme for students of first cycle programmes, Dean of the Graduate Programme for students of second cycle programmes;
- 3) learning outcomes - the knowledge, skills and social competences acquired in the course of the study process;
- 4) study timetable - a timetable showing classes for a given semester, stating the time and place of these classes, the name, surname and the professional title or scientific title/degree of the instructor;
- 5) Individual Study Programme (IPS) - a programme of study dedicated to one individually named student, applied also to students admitted based on the confirmation of their achievement of learning outcomes, stipulating the methods, forms of study as well as rules for obtaining credit which have been previously agreed with the student accounting for his/her individual learning preferences and approved by the Dean;
- 6) major - a learning scope which should be assigned to at least one discipline of science and is run by the University at a particular level and profile according to the curriculum and study plan;
- 7) study plan - an individual class schedule provided for by the study curriculum arising from the submitted student declaration;
- 8) study curriculum - a description of the process leading to the acquisition of the learning outcomes stipulated in the act of 22 December 2015 on the Integrated System of Qualification which is made for a given major, level and profile of study and accounts for the universal characteristics of the first cycle included in the act and characteristics of the second cycle stipulated in the provisions issued pursuant to art. 7.3 of this act, leading to obtaining full qualifications as outlined in the act, the study curriculum also provides for the numbers of ECTS credits assigned to particular classes;

- 9) ECTS credits (of the European Credit Transfer System) - 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 - the period in which exams in the studied courses have been scheduled;
- 11) minor (in one major) - a set of elective or compulsory courses in one specialist domain related to the major studied;
- 12) inter-major minor - a set of elective or compulsory courses in one specialist domain being outside of the scope of one major;
- 13) student - a person holding SGH student rights;
- 14) Individual Interdisciplinary Programme - a way of studying allowing to obtain a higher education diploma in more than one major run at SGH;
- 15) course syllabus - a detailed description of the course contents outlining: the course title, its code, syllabus, 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 scientific title/degree of the instructor or team of instructors;
- 16) study support system - an integrated IT system implemented at SGH used for providing support to 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 of holding an exam in a particular course;
- 18) classes - each form of tuition provided for by the curriculum and the study plan;
- 19) course credit - obtaining a positive final grade in the course, pursuant to the rules outlined in its syllabus.

### § 3

1. Student rights shall be conferred upon immatriculation and taking an oath the wording of which has been provided in SGH Statutes.
2. Once student rights have been conferred, membership of the SGH student community is granted. Data of the persons being SGH students, pursuant to the applicable law, shall be reported to the datasets, pursuant to the rules established by SGH Rector by way of order.
3. A student shall have the right to:

- 1) use the knowledge and scientific assistance of SGH staff under the study curriculum covered, in the time of classes and office hours;
  - 2) use the premises, equipment and resources of SGH in the course of the learning process;
  - 3) develop scientific interests, associate in scientific clubs and other student organisations;
  - 4) use the Library and information systems of SGH;
  - 5) use, as much as available, SGH infrastructure to pursue cultural, tourist and sports interests;
  - 6) elect and be elected for student government 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. A student shall be obliged to:
- 1) obey the Rules and Regulations and other provisions applied at SGH as well as the principles of the academic code of conduct;
  - 2) sign the oath act and comply with the duties arising therefrom;
  - 3) sign a tuition fee agreement on the terms of payment for university programmes or other educational services, not later than by the 30th day from classes starting in a semester, and meet the provisions thereof;
  - 4) demonstrate due diligence in preparing assignments and taking exams in accordance with the course credit requirements.
  - 5) timely submit student declarations;
  - 6) follow the information on the study process on a regular basis, including announcements from the relevant Dean's office;
  - 7) immediately inform the relevant Dean's office of any changes to the student personal data, particularly the data stipulated in § 46.5;
  - 8) use the university e-mail account for matters related to studying at SGH, in particular to regularly check electronic mail so that contact with SGH is uninterrupted;
  - 9) timely settle liabilities to SGH, in particular the financial liabilities.
5. Student 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 completing the study.
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 the first cycle programmes - until 31 October of the year of their study completion.

#### § 4

Disabled students may, according to their disability kind and extent, apply for:

- 1) arranging individual conditions for their participation in classes and obtaining credit, so that the constraints resulting from their disability affecting the study process may be accounted for;
- 2) individual terms for accessing SGH Library;
- 3) a permit to drive into the SGH campus and park there;
- 4) the instructor's consent to record the audio, video or audio-visual footage of the classes or the Dean's consent to allow the company of a disabled person's assistant or a sign language interpreter during classes;
- 5) a special scholarship for disabled persons.

#### § 5

1. Secondary school students of outstanding ability may attend the classes of the first cycle programmes on the terms outlined in the agreement made with the school principal. The agreement shall in particular specify the types of classes to be attended by school students, their obligations and ways of recording their participation and achievements.
2. Persons who as school students attended classes at SGH shall be admitted to SGH pursuant to the generally accepted rules of university admission adopted at SGH.
3. The Dean may agree to accept credits for the classes stipulated in section 1 if they are in line with the applicable study curriculum and study plan.

#### § 6

1. The interested persons may apply for SGH to confirm their learning outcomes when they result from acquiring the relevant scope of knowledge, skills and social competences outside of the university education system.
2. Confirmation of the learning outcomes may refer only to those problems which correspond to the learning outcomes obtained in the majors run by SGH.
3. Persons who as a result of the procedure of confirming the learning outcomes become SGH students shall acquire full student rights and obligations.

4. Detailed conditions, rules and mode of confirming the learning outcomes shall be established by SGH Senate by way of resolution.

#### § 7

1. The student shall be liable for breaching the regulations binding at SGH and for any serious misconduct against student dignity with disciplinary action on the terms stipulated in the act.
2. Disciplinary liability shall not exclude the liability for any damage sustained by SGH or for causing damage to the University's interest, pursuant to the provisions of the applicable law.

#### § 8

SGH shall charge a fee for educational services and issuing documents, on the terms stipulated under separate provisions and agreements on the payment for educational services and university programmes.

## **II Organisation of the study process and classes**

#### § 9

1. The study curriculum shall be determined by SGH Senate.
2. The planned period of study shall be outlined in the curriculum and in study plans.
3. The relevant Dean's office shall make the content of the curricula available to the student not later than within 3 weeks of passing them by the Senate.
4. Under the existing curricula, the student shall have the right to individually build a study plan and cover both single-major minors and inter-major minors.

#### § 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 spring semester.
2. The organisation of the academic year shall be established by SGH Senate and shall stipulate the semester dates of starting and ending classes in particular forms of study as well as the dates of examination sessions and semester breaks.
3. The organisation of the academic year shall be announced by SGH Rector, not later than four months before the start of the academic year.
4. SGH Rector may announce cancellation of classes on selected days or hours (in principle not later than at a 7-day notice), providing it does not disrupt the timely implementation of the study curricula.

## § 11

1. In first cycle programmes the student shall declare the passing of a set of courses constituting the major by the end of the second semester of the programme, subject to section 2.
2. In first cycle programmes with instruction in a foreign language and in second cycle programmes the major shall be selected by the student during the admission procedure.

## § 12

1. On the dates stipulated by the Dean by way of instruction the student shall be obliged to submit a student declaration, separately for each major studied at SGH.
2. Should a student fail to submit the student declaration in time or submit an incomplete declaration, in particularly justified cases, the student may be, by Dean's decision, registered for classes corresponding to curriculum requirements.
3. The Dean may, by way of instruction, determine a sequence of covering classes in major and minor courses.
4. Should classes in a particular mode of study not run in a given semester due to failing 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 ensuring the learning outcomes will be achieved).
5. The declared courses, along with the previously scored number of ECTS credits in the earlier semesters, must allow to achieve at least a minimum of ECTS credits necessary to be registered to the next semester, equal to  $30 \times N$ , where N is the number of the semesters completed including the current semester.
6. The number of ECTS credits scored in classes using distant learning techniques may not exceed 90 ECTS in first cycle programmes and 60 ECTS in second cycle programmes.
7. The Dean, at a student's request, may recognise the courses accomplished at other universities as completed at SGH if they aim at producing similar learning outcomes to those offered at SGH. Recognising foreign languages shall require consulting the Centre for Foreign Languages.
8. The student shall be obliged to study the foreign languages which he/she indicated in the admission form to SGH.

## § 13

1. A student with outstanding achievements may apply to SGH Rector to be granted the right to study a given major in the Individual Study Programme (IPS).
2. A student with individual achievements or of outstanding ability may apply to SGH Rector 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 major run at SGH (Individual Interdisciplinary Programme - ISM).
3. Upon granting an IPS or ISM, SGH Rector shall approve the individual curriculum including the study plan and appoint a scientific supervisor for the student, the Rector may also stipulate the conditions for exercising this right, particularly relating to the grade average to be achieved in subsequent semesters.
4. SGH Rector may withdraw his consent stipulated in section 3, should a student fail to comply with the conditions outlined in the decision granting the right to an IPS or ISM.
5. Detailed conditions for granting and exercising the right to studying under an IPS or ISM shall be determined by SGH Rector by way of order.

#### § 14

1. Personal files of students including study records shall be kept by the relevant 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 in writing granted by the student.
3. The relevant Dean's office shall pass the student personal file of the student who has completed the study or has been removed from the student list to SGH Archive

#### § 15

1. SGH shall organise classes provided for in the study curricula.
2. The necessary condition to run a class shall be the registration of a minimum number of students stipulated by SGH Senate.
3. The Rector in cooperation with the instructor may agree to run a class despite not meeting the condition stipulated in section 2.

#### § 16

1. At the student's request the Dean may agree for the student to cover some part of the curriculum at another university, at home or abroad.
2. At a grounded student's request 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 obtaining credit in these courses.

#### § 17

1. The student may apply for a declaration of a programme completion in a single-major minor or inter-major minor if he/she has obtained credits in all courses comprising a given minor. The student may complete more than one major.
2. At a student's request completing a single-major minor shall be documented with an entry on the diploma and an inter-major minor with a certificate. The application for an entry in the diploma stating the completion of a single-major minor shall be submitted in the time of submitting the diploma thesis at the latest.

#### § 18

1. The classes, obtaining credit and preparing a diploma thesis as well as the diploma exam shall be conducted in the language of instruction used in a given major.
2. Individual classes, obtaining credit in them and the diploma exam may be conducted in a language different from the language of instruction in a given major if it follows from the study curriculum (in relation to conducting classes) or from a decision of the Dean issued upon student's request (in relation to obtaining credit or conducting a diploma exam).
3. The student when making a decision to select a course with instruction in a language different than the language of instruction in the major studied shall be obliged to obtain credit in this course in its language of instruction.
4. The Dean may, at a 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 first cycle programmes and for two semesters in second cycle programmes.
2. The selection of the supervisor running the diploma seminar shall take place:
  - 1) in first cycle programmes - by the end of the fifth semester;
  - 2) in second cycle programmes - by the end of the second semester.
3. Failing to choose a supervisor pursuant to section 2 shall mean failing to obtain credit in the diploma seminar.

4. The way of selecting a supervisor and signing up for the diploma seminar shall be determined by the programme Dean in a relevant instruction.

#### § 20

1. Work placement, being part of the study curriculum, must correspond to the learning outcomes in a given major.
2. A student may apply for a work placement if he/she has accomplished at least two semesters of a first cycle programme or the first semester of a second cycle programme. In extraordinary and justified cases, at a student's request, the Dean may agree for the student to carry out the work placement at an earlier stage of the study process.
3. Whether the work placement is mandatory or voluntary shall depend on the major curriculum.
4. The Dean shall grant credit for the work placement.
5. A detailed procedure of the organisation and obtaining credit for work placements shall be determined in the Rules and Regulations of Work Placements issued by SGH Rector by way of order.

#### § 21

The relevant Vice Rector for Student Affairs, programme Dean, Director of the Centre for Foreign Languages and Head of the Centre for Physical Education and Sport may issue instructions regarding the organisation of classes and tuition pursuant to the act and the Rules and Regulations. The instructions shall be published on University websites of the corresponding units, in 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 obtaining at least sufficient final grades in all classes scheduled 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 date of obtaining credit for the mandatory classes which were missed by the student.

5. The student who passed a semester shall be registered to the next semester.
6. Passing a semester shall be confirmed in the study support system and recorded in the the student's personal file.
7. Within fourteen days of the second examination term the student shall be obliged to check the completeness of the record listing all grades obtained 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 relevant Dean's office.

### § 23

1. Examination sessions shall be organised in the time scheduled in the organisation of the academic year stipulated in § 10.2 and 3.
2. In each examination session there shall be two terms scheduled by the Dean: the first and second exam term in each given course. The Dean shall announce them to students not later than 14 days before accordingly the planned first term of the spring and winter session or the second term of the spring and winter session. The second term of the exam session in the winter session shall be announced by the Dean not later than 7 days before it begins.
3. The student shall have the right to use two terms of the session in each course. The right to use two exam session terms does not apply to the students who obtained at least a sufficient grade in the first term.
4. The rules stipulated in section 3 shall be applied accordingly to classes, providing also for § 22.4.
5. The Dean, at a student's request, in justified and documented cases indicated in § 44.2, may decide that a student's absence in one of the exam terms shall not lead to missing it completely and set a new exam date if necessary. The terms and dates of justifying absences shall be determined by the relevant programme Dean in an instruction.
6. Should there be more than two exams scheduled on one day of the exam session for one student or should there occur a time overlap between two exams, 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 exams on another date which shall then be treated as the first or second term accordingly. The terms of this procedure shall be regulated by the programme Dean in a corresponding instruction.

7. If the student was unable to exercise his/her right to use two exam terms due to a justified absence, the Dean may, at a justified student's request, extend his/her exam session. Provisions related to the second exam terms shall be applied to the extended session exams accordingly.
8. The organisation of the exam session for weekend programme students shall allow for three exams to be held on one day of the session. Provisions of section 6 shall be applied accordingly.
9. The results of the first term exams shall be announced by the instructor not later than 5 days before the second term.
10. The instructor shall be allowed to hold a non-obligatory exam before the exam session begins (the zero-term exam). Taking this exam by a student shall count as using one exam term, pursuant to section 3.
11. One time during the entire study period, within a month of the beginning of classes at the latest, a student shall be allowed to indicate a course the failing of which will 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. The student shall have the right to inspect the paper of his/her written exam within 14 days of publishing its results. For spoken exams, the academic teacher conducting the exam shall draw up an exam report containing at least the exam questions asked and the information on the grades obtained in particular questions. The student shall have the right to access the report within 14 days of publishing exam results.
2. Should the student fail to obtain a positive grade in the first exam term and then fail to attend the exam in the second exam term, the final grade in such a course shall be unsatisfactory.

#### § 25

1. At a student's request, filed within 7 days of inspecting the exam paper or spoken exam report pursuant to § 24.1 or of the date for such inspection lapsing, providing the student has used both exam terms he/she is eligible for in a given course, taking into consideration § 23.3, the Dean may, having identified irregularities in the exam procedure or way of evaluation, order to hold an exam before the exam board which shall be held immediately, subject to section 8.
2. The exam before the exam board shall be conducted as a written exam.

3. In particularly justified cases the Dean may order an exam before the exam board of his/her own initiative.
4. An exam before the exam board shall be designed by the board appointed by the Dean, composed of two members appointed by the Dean and one member appointed by the given major tutor or his/her immediate superior if the tutor was directly involved in the final exam 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 exam procedure of the course subject to the exam before the exam board may not sit on this exam board.
6. A representative of the SGH Student Board may participate in the exam before the exam board as an observer, should such a request be formulated by the student in his/her application.
7. A failure to take the exam before the exam board without reasonable grounds or obtaining an unsatisfactory grade in it shall mean failing to receive credit in the course.
8. Not later than at 7 days before the exam date the board shall inform the student of the exam form and regulations.
9. Provisions relating to the exam before the exam board shall apply accordingly to passing courses with no exam at the end.

#### § 26

1. Exams and credits in classes under the study plan shall end in 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) unsatisfactory - 2.0
2. If a given form of class is not passed with a grade, the following entries shall be used:
  - 1) pass - zal.
  - 2) fail - nzal.

3. The results of exams 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 established 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 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 covered in a given semester,  $i = 1, \dots, n$ .

2. Whenever the Rules and Regulations refer to calculating an average, it shall be rounded up to 100ths.

#### § 28

1. If a student has not passed a course, 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 courses are not passed in the second term, the decisions stipulated in section 1.1 and 2 shall be issued at the student's request. The time of submitting an application shall be within 14 days of the last day of the second term exam session or of the date of the time limit set pursuant to § 23.5 or 7.
3. Filing an application stipulated in § 25.1 shall stop the running of the time limit set out in section 2. Should a student fail the exam before the examination board, the 14-day time limit for filing an application for issuing the decision stipulated in section 1.1 or 2 shall run from the date of the exam 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 fail more than one course,
  - 2) to students who fail more than two courses in the second and following semester,

- 3) when the same course will be repeated for the second time.
5. The deadline for passing the course under a conditional semester continuation may not be longer than one semester unless the course is run every second semester.
6. Ordering the student to repeat the course and a granting a conditional consent to continue studying shall exclude another repetition of the same course and another conditional continuation as well as shall exclude the possibility of repeating the semester.
7. Repetition of a semester may be ordered to the students of the second and following semesters who have not been granted consent to repeat the course and to conditionally continue studying or who have not passed more than two courses in a given semester. Repeating a semester shall mean one more time attending classes in the courses failed in a given semester and then obtaining credit.
8. Repeating a semester shall not be allowed in the first semester of study.
9. A student may not apply for another repetition of the same semester.

#### **IV Transfers and parallel studies**

##### **§ 29**

1. An SGH student who intends to be transferred to another university shall be obliged to:
  - 1) inform the Dean thereof in writing not later than at 14 days before the proposed date of transfer, give the name of the university where he/she intends to continue studying and submit a statement of resignation from studying at SGH;
  - 2) submit a sign-off sheet;
  - 3) settle all fees;
  - 4) return the student ID.
2. The Dean shall confirm meeting the obligations stipulated in section 1 in a certificate which he/she will draw up and issue at the request of the person transferred to another university.
3. A student transfer to another university shall be an imperative circumstance for removing him/her from SGH student list.

##### **§ 30**

1. A student of another domestic or foreign university may be admitted to study at SGH in a transfer mode if he/she has complied with all duties arising from the 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 interested student's request.
3. The transfer may not be made to the first semester of the programme.
4. The planned study period of a student transferred shall account for the semesters passed at the university in which he/she has studied to date or ECTS credits obtained in this 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 SGH the Dean:
  - 1) shall indicate the courses he deems passed;
  - 2) may indicate the courses he deems necessary to cover to deal with curriculum discrepancies;
  - 3) shall establish the date and way 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 SGH student's request, he/she may be transferred to an SGH programme run in different form or mode.
2. Transfer to a full-time programme shall only be available to students of the third semester and higher for first cycle programmes and for second cycle programmes to students of the second semester and higher who have obtained the highest aggregate grade average and may take place within the available limit of places established by SGH Rector in a given semester.
3. The transfer shall be made pursuant to the Dean's decision.

#### § 32

After passing the third semester in a first cycle programme or the first semester in a second cycle programme the student may change his/her major. The terms for changing the major shall be determined by the programme Dean's instruction.

#### § 33

1. After passing the third semester in a first cycle programme or the first semester in a second cycle programme, an SGH student may begin studying in an additional major at SGH.
2. The option of studying in an additional major shall only be available to students who have achieved at least an aggregate grade average of 4.0 in a given year of the major studied to date. The way of qualifying for studying in the additional major shall be determined in the programme Dean's instruction.

## **V Leaves**

### **§ 34**

1. A student may apply for a Dean's leave:
  - 1) a short-term leave - lasting up to six weeks;
  - 2) a long-term leave - for one semester or two subsequent semesters;
  - 3) a health leave - for the time period of the semester preceding the application and for the time period longer than one semester if the doctor's statement indicates it necessary.
2. The leave shall be granted by the Dean at the student's grounded 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 take place based on the submitted medical files or opinion of a medical board issued by a healthcare unit cooperating with SGH. Attending classes in the time of the leave shall require Dean's consent.
5. Granting a long term leave shall extend the planned study period by the time of the leave granted. Granting a long term leave shall exclude passing courses in its time period.
6. Granting a short term leave shall mean exempting the student from the classes held in its time period.
7. A student studying in more than one major at SGH shall be granted a leave in all of the majors studied simultaneously.
8. The student shall keep his/her valid student ID during the time of the leave.
9. A student returning from a leave shall be obliged to submit a student declaration for the next semester. A failure to submit the student declaration shall mean a failure to resume the study.

## **VI Removals**

### **§ 35**

1. The Dean shall remove a student from the student list in an instance of:
  - 1) not resuming the study in the required time (a failure to resume the study shall in particular be an unjustified failure to submit a student declaration);
  - 2) filing a resignation in writing;
  - 3) failing to submit a diploma thesis, despite the lapse of the required time limit;
  - 4) failing to take the diploma exam, despite the lapse of the required time limit;
  - 5) a final decision of the disciplinary committee to punish the student with disciplinary expulsion from SGH.
2. The Dean may remove a student from the student list when:
  - 1) it is acknowledged that the student has been missing obligatory classes;
  - 2) the student fails to pass the semester in the required time;
  - 3) it is acknowledged that the student has been making no learning progress;
  - 4) the student fails to settle the tuition fees related to studying, despite the lapse of the time limits.
3. Lack of learning progress shall be acknowledged when the extent of covering the study plan excludes the possibility of passing a semester.

### **§ 36**

1. The circumstances stipulated 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 should include 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 way of providing such explanations.

### **§ 37**

The Dean shall issue a decision of removing the student from the student list upon SGH Rector's authorisation. The decision shall be final, subject to § 43.2.

## **VII Resumption of study**

### **§ 38**

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 the removal, to resume the study unless the analysis of the implemented learning outcomes proves them inadequate to the existing study curricula.
2. Resumption shall take place to the major from which the student was removed or, with specification of the curriculum discrepancies, to a major with a similar study curriculum.
3. A student admitted by way of resumption shall be registered to 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. Resumption of study may not make it possible for a student to repeat for the second time or more any course which he/she had not passed before removal.
5. At a documented and grounded application of the person who was removed from the student list due to a failure to submit a diploma thesis in time the Dean may agree for this person to resume study in the semester with the diploma seminar.
6. The Dean may agree to grant resumption of study for the day of the diploma exam to the person who:
  - 1) resigned after being admitted to the defence and before the day of the diploma exam;
  - 2) was not admitted to the diploma exam due to the condition stipulated in § 40.2.3 and was removed from the student list for this reason.
7. The resumption stipulated in section 6 may not be granted more than one time.
8. Study resumption may take place after outstanding fees related to the study process have been settled.

## **VIII Completion of study**

### **§ 39**

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 in the diploma seminar of the first cycle programme and the last semester of the second cycle programme shall be granted following a submission of the diploma thesis via the relevant Dean's office, pursuant to the relevant Dean's instruction.
4. Independence of the preparation of the diploma thesis shall be subject to verification. The procedure of verifying the independence of the thesis shall be established by SGH Rector including the Uniform Anti-Plagiarism System stipulated in art. 351.1 of the act - the Law on Higher Education and Science (Journal of Laws of 2018 item 1668, as amended).
5. The content and formal requirements related to the diploma thesis and its way of submission have been outlined in an annex to the Rules and Regulations.
6. The diploma thesis may not be submitted later than on the last day of the second exam term of the session in the last semester of study.
7. In a justified case, the Dean may, at a student's request, postpone the date for the diploma thesis submission, yet by no more than 3 months.

#### § 40

1. A student should be admitted to the diploma exam within three months of meeting the criteria required to take it.
2. The following shall be the conditions for admission to the diploma exam:
  - 1) meeting the requirements stated in the curriculum binding the student, including the study plan;
  - 2) awarding grades to the diploma thesis by the reviewer and the supervisor, not lower than 3.0;
  - 3) settling the financial liabilities to SGH;
3. The student shall take the diploma exam on the date set by the Dean, subject to section 1.
4. Before taking the diploma exam the student shall have the right to read the review of his/her diploma thesis.
5. The diploma exam in first cycle programmes shall be a spoken exam taken before a board appointed by the Dean: The board shall be composed of: the Dean of the relevant programme or an authorised by the Dean academic teacher with a

minimum scientific degree of *doktor* – as a chairperson, the supervisor and the reviewer - as members. The following rules shall be applied to the exam:

- 1) the exam questions should be connected to the learning outcomes of a given major;
  - 2) A necessary condition for passing the diploma exam shall be obtaining positive grades in answers to all exam questions asked;
  - 3) should a diploma exam be not passed in the scheduled time or should a student fail to take it at all, the Dean shall set another date for the exam being the final date;
  - 4) should a student not take the exam in the second term or should he/she obtain a negative grade in this exam, the Dean shall issue a decision of removing the student from the student list.
6. The diploma exam in second cycle programmes shall be an exam held before an exam board appointed by the Dean. The diploma exam in second cycle programmes shall consist of two stages: an exam in economics (evaluated by a board composed of: the Dean of the relevant programme or an authorised by the Dean academic teacher with a minimum of a scientific degree of *doktor* and an examiner in economics as a member) and a defence of the diploma thesis (evaluated by a board composed of: the Dean of the relevant programme or an authorised by the Dean academic teacher with a minimum of a scientific degree of *doktor* - as the chairperson and the supervisor and reviewer - as members). The following rules shall be applied to the exam:
- 1) the exam in economics may be a written exam;
  - 2) a necessary condition for being admitted to the defence of the diploma thesis shall be obtaining a positive grade in the exam in economics;
  - 3) the questions asked in economics as well as the questions asked in the thesis defence should be connected to the learning outcomes of a given major in a given cycle.
  - 4) a necessary condition for passing the diploma exam shall be obtaining positive grades in the exam in economics as well as in all exam questions asked during the thesis defence;
  - 5) the final result in the diploma exam in second cycle programmes accounts for exam grades in economics and in thesis defence;

- 6) should a student obtain an unsatisfactory grade in the exam in economics or fail to take it at all in the set time, the Dean shall set another date for this exam being a final date;
  - 7) should a student obtain an unsatisfactory grade in the exam in economics or fail to take it at all in the second term, the Dean shall pass a decision of non-admission of the student to the diploma thesis defence and removal from the student list;
  - 8) should a student fail to attend the diploma thesis defence in the set time or should he/she obtain a negative grade in it, the Dean shall set another date for the thesis defence being the final date;
  - 9) should a student fail to attend the thesis defence in the second term or obtain a negative grade in it, the Dean shall issue a decision of removal of the student from the student list.
7. The diploma exam in first cycle programmes or the diploma thesis defence in second cycle programmes shall be performed in the language of the diploma thesis.
  8. The diploma thesis which was a necessary condition for admission to the diploma exam in a first cycle or second cycle programme may not be a condition for admission to a diploma exam in any other first or second cycle programme.
  9. The diploma exam, at a request of the student or the supervisor submitted not later than two weeks before the planned date of the exam, may be open to public. The date of the diploma exam which is open to public shall be publicly announced on the SGH website. Provisions of the sections 1-8 shall be applied accordingly to the exam open to public.
  10. Detailed organisation of the diploma exam in first and second cycle programmes including the form of the exam in economics shall be determined by the relevant Dean by way of instruction announced before the start of the semester in which the defence is to be held.

#### § 41

1. The final score at the completion of the programme shall be established based on the sum resulting from adding the following:
  - 1) 0.6 of the grade average of the entire study period in a given cycle, calculated according to the formula stipulated in § 27, except for the grade in the diploma

- seminar, calculated as a weighted average with weights equal to 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 in the diploma exam, established as an arithmetic average of the grades obtained in the exam, subject to § 40.6.6.
2. The final score shall be put 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 other than the higher education diploma documents and certificates issued by SGH the final score shall be given according to the provisions of section 1.

#### § 42

1. A diploma with distinction shall be awarded pursuant to SGH Rector's order at the request of the examination board conducting the diploma exam.
2. A diploma with distinction may be awarded if the following conditions are met simultaneously:
  - 1) the weighted average of the entire study period exceeds 4.7;
  - 2) the diploma thesis has been graded at 5.0;
  - 3) the diploma exam has been graded at 5.0;
  - 4) during the study period the student has never breached any of the rules included in the student oath.

### **IX Resolving student affairs**

#### § 43

1. Individual student affairs not being exclusively in the competence of other SGH bodies shall be resolved by the Dean acting upon Rector's authorisation.
2. Dean's decisions may be appealed to SGH Rector in the form of a request for the case to be reconsidered in the understanding of art. 127 § 3 of the Code of Administrative Procedure (K.p.a.).

3. SGH Rector's decisions (decision of the 1st instance) may be appealed for reconsideration to SGH Rector.

#### § 44

1. The Dean shall resolve individual student matters at the student's request or from his/her own initiative, within the boundaries of the generally applicable law, including the provisions of the 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 the student's life situation deteriorating significantly, in particular when the following occur:
  - 1) loss of the source of income or significant reduction in 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 damaging his/her ability to do so;
  - 4) death of a spouse, sibling, parent or a person adopted;
  - 5) chronic disease of any of the persons stipulated in point 4 requiring steady care of the patient or significant treatment spending;the Dean may, at a student's request, waive some of the requirements or limitations provided for in the Rules and Regulations, if complying with them could lead to the violation of section 1 and indicate how such a waiver premised.
3. Circumstances stipulated in section 2 should be supported with documents submitted by the student as required by the Dean.

#### § 45

1. The request (application) not requiring the issue of an administrative decision should include:
  - 1) the data of the person filing the application, including the student number, current semester of study, correspondence address, contact telephone number and
  - 2) indication of the request.
2. The application shall be filed in writing or through the dedicated systems applied at the university to support the study process, on a template stipulated by the Dean.

3. Should the request have formal defects making it impossible to recognise the application, the relevant Dean may call the student via electronic mail to complete the request by setting a date for such completion, otherwise refusing to consider the request. The relevant Dean's office may also, after sending an advise note by electronic mail, inform the student by phone. The telephone call shall be recorded in the form of notes.
4. Should the date be missed by the student, the Dean may restore the deadline, at the student's request, if he/she is able to substantiate that missing the date was not his/her fault. The application for restoring the deadline should be filed within three days of the date of the cause of missing the deadline ceasing, along with the right request.
5. The Dean shall deal with the request in the form of a decision in writing, making an appropriate notice on the student's application, containing at least the text of the decision and its grounds, date of issue and Dean's signature as well as a note on the way of appeal. The decision may omit the explanation of grounds if it fully meets the student's request.
6. The information 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 of sending the information stipulated in section 6, submit a request for reconsidering the case to the Rector. Sections 1-5 shall be applied accordingly.

#### § 46

1. Appeals of administrative decisions shall be submitted in the form and dates pursuant to the Code of Administrative Procedure.
2. The request (application), stipulated in § 45.1, shall be submitted in the form and dates stipulated in the Rules and Regulations or pursuant to the Code of Administrative Procedure.
3. The Dean's office employee shall be obliged to 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 onto the student at acknowledgement of receipt for personal collection at the Dean's office in its business hours, or through a post operator at acknowledgement of receipt to the current correspondence

address, or in the form of an electronic document served by electronic communication means.

5. The student shall be obliged to immediately inform SGH of any change to his/her personal data relevant for the study process, in particular to the name, surname, residence address and correspondence address. Should the obligation of informing of any change to the residence or correspondence address be neglected, serving documents and decisions to the address known to date shall be deemed legally effective.

## **X Interim and final provisions**

### **§ 47**

For dealing with individual student affairs not provided for in the Rules and Regulations, the provisions of the Code of Administrative Procedure shall apply accordingly.

Annex to the Rules and Regulations of Studying in First and Second Cycle Programmes at SGH Warsaw School of Economics.

## **Content and formal requirements for diploma theses and the way of submitting and evaluating them**

### **§ 1**

#### **General provisions**

1. A diploma thesis shall be respectively - a Bachelor's thesis in first cycle programmes and a Master's thesis in second cycle programmes.
2. At the request of the interested students, supported and justified by the supervisor, the Dean of the relevant programme may agree for two or three students to prepare a thesis as a team.
3. A team diploma thesis should contain a clearly singled out parts - chapters, authorised by particular authors (and marked in the list of contents and the preface to the thesis).
4. Each of the singled out parts of a team diploma thesis shall be subject to individual assessment by the supervisor and individual review.

5. At a student's request supported and justified by the supervisor, the Dean of the relevant programme may agree for the student to prepare a thesis commissioned by an external institution.
6. In justified cases the programme Dean may agree to waive certain requirements pertaining to diploma theses as long as it does not impair their content standards.

## § 2

### The subject matter of the diploma thesis

1. A diploma thesis should prove a student's ability to apply the knowledge acquired during the study process, compliant with the learning outcomes in a given major, level and profile of study as well as demonstrate the use of literature in the field. It should 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 should present student's knowledge and skills in the discipline defined by the major which are useful for solving particular theoretical and practical problems or which constitute a synthetic presentation of knowledge.
3. The Master's thesis should demonstrate student's knowledge in a given discipline of science and practice related to the major, including a critical analysis of the theory and principles of its application as well prove that a student possesses the necessary skills to solve advanced problems in the field of theory and practice as well as 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

### The language of the diploma thesis

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

## § 4

### Edition requirements

1. A diploma thesis shall be prepared in the number of copies corresponding to the number of authors, in the form of a double-sided print-out, held by a soft cover with a translucent front cover and a spine firmly holding the pages of the thesis.

2. The first page of the diploma thesis shall be the title page, prepared pursuant to the template determined by the Rector. The last page shall be the statement of the author of the diploma thesis/authors of the team diploma thesis signed and marked with the date, pursuant to the template determined by the Rector.
3. In a team diploma thesis, on the back of the title page, a detailed list of authors should be provided (name and surname of each author specifying the numbers of the chapters he/she prepared).
4. The framework structure of the diploma thesis:
  - 1) title page (first page);
  - 2) for team theses 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) list 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 the literature used;
  - 8) list of tables and graphics;
  - 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; or footnotes used only for explanations; or
  - 2) a system recommended by SGH Publishing House i.e. footnotes at the bottom of the page with continuous numbering e.g. <sup>1</sup>A. 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) text adjustment to 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 of the diploma thesis and its assessment

1. The diploma thesis and the form of the Assessment of the Diploma Thesis/Thesis Chapters shall be accepted by the supervisor who shall award a grade and sign the Assessment of the Diploma Thesis/Thesis Chapters, pursuant to the template determined by the Rector.
2. The accepted thesis shall be signed by the supervisor on the first page and shall have a note put by the supervisor stating "I accept as a Bachelor's thesis" or "I accept as a Master's thesis".
3. The thesis shall be also assessed by the reviewer in a review of the thesis.

## § 6

### Diploma thesis supervisor and subject matter consultant

1. The thesis supervisor shall only be an academic teacher holding a scientific degree and employed at SGH.
2. The scope of supervisor's scientific and teaching interests should be in line with the major studied by the student and should relate to the topic of the thesis.
3. In the cases justified by an interdisciplinary or application nature of the thesis the programme Dean may, in cooperation with the supervisor, appoint a scientific or practical consultant to ensure a complementary supervision over the thesis preparation.
4. The supervisor shall oversee the independence of the thesis preparation. Should there occur a suspicion that the diploma thesis or its excerpts have not been

prepared independently, the supervisor shall immediately pass such information to the relevant 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 the Rules and Regulations.

## § 7

### Review of the diploma thesis

1. The diploma thesis shall undergo a review based on the criteria below:
  - 1) relating to the subject matter:
    - a) selection of the topic and adequacy of the content,
    - b) thesis structure,
    - c) the way of solving of the problem addressed,
    - d) 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 major,
    - f) using the literature in the field,
  - 2) relating to the formal aspects:
    - a) ability to create a coherent and logical text,
    - b) linguistic accuracy,
    - c) edition of the thesis.
2. The reviewer of the diploma thesis should be an academic teacher holding a scientific degree and having a scope of scientific and teaching interests related to the given major 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 programme. The information of entrusting him/her with this responsibility shall be posted to the reviewer's account in the electronic mail of SGH.
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 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 the relevant

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

## § 8

### Conditions for accepting the diploma thesis for assessment

The necessary condition for accepting the diploma thesis for assessment shall be submitting the following by the student to the supervisor:

- 1) one copy of the thesis/thesis chapters in a printed version, prepared pursuant to the rules stipulated in § 1-4;
- 2) a form of the Assessment of the Diploma Thesis/Thesis Chapters printed out from APD.

## § 9

### Submitting a diploma thesis to the Dean's office

1. A signed by the supervisor diploma thesis along with a complete set of documents shall be submitted by the student to the relevant Dean's office.
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 the 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 are completed or rectified.