

RULES AND REGULATIONS OF THE FIRST AND SECOND CYCLE

PROGRAMMES at the Warsaw School of Economics

- I. General provisions
- II. Organisation of the study process and tuition
- III. Credits and periodic clearance
- IV. Transfers and parallel programmes
- V. Leaves
- VI. Removals
- VII. Programme resumption
- VIII. Programme completion
- IX. Reconciliation of student issues
- X. Interim and final provisions

I General provisions

§ 1

1. The Rules and Regulations of the first and second cycle programmes at the Warsaw School of Economics (hereinafter referred to as the Rules and Regulations) relates to the rights and obligations of the persons pursuing higher education at the Warsaw School of Economics (hereinafter referred to as SGH) arising from the organisation and mode of study in the first and second cycle programmes.
2. The provisions of these Rules and Regulations shall be applied correspondingly to persons visiting SGH under international and domestic student exchange programmes as well as the persons pursuing study based on separate regulations including these pertaining to students of outstanding ability.
3. Should any domestic or international agreements on joint education or exchange of students binding SGH provide for student rights and obligations in relation to the organisation and mode of study at SGH other than in these Rules and Regulations, the provisions of such agreements should be complied with within the constraints of the mandatory law.

§ 2

The wordings used in these Rules and Regulations shall have the following meanings:

- 1) student declaration - a list of classes indicated by the student in a way determined by the Dean in the instruction to be covered in a given semester or year of study which constitutes an obligatory individual plan of study;
- 2) Dean - the Dean of the Undergraduate Programme for first cycle students, the Dean of the Graduate Programme for second cycle students;
- 3) educational results - the scope of knowledge, skills and social competencies acquired by the student during the study process;
- 4) study schedule - a schedule of classes for a given semester specifying the venue and time of the class as well as the name and professional title or scientific degree of the instructor;
- 5) individual study programme (IPS) - a programme of study dedicated to a specific individual student including students admitted based on approval of educational results, specifying the methods, forms of study and rules for obtaining final credits following the student's approval thereof, accounting for the student's individual educational preferences and approved by the Dean;
- 6) field of study - a singled-out part of one or more areas of tuition offered by SGH and defined in the curriculum, including a study plan;
- 7) area of tuition - a scope of knowledge and skills in one of the areas of knowledge stipulated in the provisions issued pursuant to the act of 14 March 2003 on scientific degrees and the scientific title and the degrees and title in fine arts (Journal of Laws of 2016 item 882, as amended);
- 8) study plan - an individual class schedule accounted for in the curriculum, following from the declaration filed by the student;
- 9) curriculum - a description of consistent educational results compliant with the National Qualifications Framework for Higher Education and a description of the study process leading to the achievement of such results together with the assigned ECTS credits;
- 10) ECTS credits (European Credit Transfer System) - credit points defined in the European Credit Accumulation and Transfer System as a measure of the average workload required for the student to achieve the intended educational results;
- 11) examination session - the time when exams have been scheduled;

- 12) field major - a set of elective or obligatory courses in a specialised area related to the field of study;
- 13) inter-field major - a set of elective or obligatory courses in a specialised area remaining beyond the scope of one field of study;
- 14) student - a person entrusted with the rights of an SGH student;
- 15) interdisciplinary programmes - programmes encompassing at least two areas of education and leading to obtaining a degree in at least one field of study run by SGH;
- 16) course syllabus - a detailed description of the course content including: the course title, its code, course programme, course purpose, selection criteria, requirements for final credit, obligatory and complementary reading, a semester schedule and detailed course educational results as well as the name and professional title or scientific title/degree of the instructor or team of instructors;
- 17) study support system - an integrated IT system implemented by SGH to manage the study procedure including a student portal through which Deans communicate with students and send information relating to the organisation of the study process;
- 18) examination date - the date on which an exam in a given course is held;
- 19) classes - any form of tuition in particular courses provided for by the curriculum and study plan
- 20) course credit - obtaining a positive final evaluation in a course pursuant to the regulations presented in the syllabus.

§ 3

1. Student rights shall be entrusted upon matriculation and taking an oath, the wording of which has been specified by the Statutes of SGH.
2. All students who are entrusted with student rights shall be admitted to the SGH student community. Personal data of the persons being SGH students, pursuant to the applicable law, shall be filed for the record in accordance with the regulations issued by SGH Rector by way of an order.
3. The student shall have the right to:
 - 1) use the knowledge and academic support of SGH faculty under the study programmes pursued, during classes and office hours;
 - 2) use SGH premises, equipment and resources being part of the tuition process;
 - 3) develop scientific interests, become members in scientific clubs and other student organisations;

- 4) use SGH library and IT systems;
 - 5) use, to the available extent, SGH infrastructure to pursue cultural, tourist and sports interests;
 - 6) elect and be elected for student boards authorised to express opinion on the matters of student life;
 - 7) obtain, to the extent arising from separate provisions, material assistance;
 - 8) participate in domestic and international student exchange programmes;
 - 9) provide feedback to the tuition process.
4. The student shall be obliged to:
- 1) obey the study Rules and Regulations binding at SGH as well as follow the accepted academic code of conduct;
 - 2) sign the oath act and observe the obligations arising therefrom;
 - 3) sign the agreement on the terms of payment for programmes or educational services, not later than by the 30th day from the commencement of classes in a semester and obey its provisions;
 - 4) demonstrate due diligence in preparing assignments and taking exams, conforming to the requirements of the courses;
 - 5) timely submit student declarations;
 - 6) be up-to-date with the information concerning the study process including announcements of the relevant Dean's Offices;
 - 7) immediately inform the relevant Dean's Office of any change to the student's personal data, specifically the data stipulated in § 45.4;
 - 8) use the account in the university electronic mail for any matters of the study process at SGH, specifically to regularly check the email box so that the communication with SGH remains uninterrupted and up-to-date;
 - 9) timely settle any liabilities to SGH, specifically the financial liabilities.
5. Student rights shall expire:
- 1) as of the day of the removal from the student list decision becoming final;
 - 2) as of the day of completing the programme.
6. Students shall have the right to hold a student ID. The student ID shall be valid until the date of programme completion, student suspension or removal from the student list and for graduates of the first cycle programmes - until 31 October of the year of graduation.

Students with disability may apply for the following, depending on the type and degree of their disability:

- 1) establishing individual conditions for course participation and obtaining course credit which will account for the students' hardship in pursuing academic education resulting from their disability;
- 2) individual conditions for using SGH library;
- 3) permission to drive the car and use the parking lot on SGH premises;
- 4) consent of the instructor to record the classes using audio, visual or audio-visual technology or the Dean's consent for the disabled student's assistant or sign language interpreter to attend classes;
- 5) a special scholarship for disabled persons.

§ 5

1. High school students of outstanding ability may attend first cycle programme classes on the terms specified in the agreement made with the school headmaster. The agreement shall determine the type of classes that may be attended by high school students, their rights and obligations and ways of documenting attendance and achievements.
2. Admissions of persons who have been attending classes at SGH as high school students shall follow the adopted regulations on university admissions at SGH.
3. The classes specified in section 1 may be recognised as passed by the Dean as long as they are included in the study curricula and plans.

§ 6

1. The interested persons may apply for having their educational results confirmed by SGH following the fact that they have acquired the relevant scope of knowledge, skills and social competencies outside of the system of higher education.
2. Recognising the educational results may encompass only those areas that correspond to the educational results in the fields of study run by SGH.
3. Persons who are admitted to SGH student community following the procedure of recognising their educational results shall be fully entrusted with student rights and obligations.
4. Detailed terms, conditions and mode of recognising educational results shall be determined by SGH Senate by way of a resolution.

§ 7

1. The student shall bear disciplinary liability pursuant to the provisions of the applicable law for any breach of SGH regulations as well as for any acts that may compromise student dignity.
2. Disciplinary liability shall not exclude liability for any damage suffered by SGH or breach to its good name and personal interests pursuant to the applicable general law.

§ 8

SGH shall charge a fee for educational services and issued documents in compliance with the terms stipulated in separate regulations and agreements on the payment for programmes and educational services.

II Study process organisation and classes

§ 9

1. Programme curriculum shall be determined by SGH Senate.
2. The planned time period of the study shall be determined by programme curricula and study plans.
3. The relevant Dean's Office shall make the programme curricula available to the students not later than within 3 weeks of their passing by the Senate.
4. Under the existing programme curriculum the student has the right to individually manage the study plan and cover field and interdisciplinary majors.

§ 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 determined by SGH Senate, indicating the beginning and end of classes in particular forms of study as well as the dates of examination sessions and breaks.
3. The organisation of the academic year shall be announced by the Rector not later than four months prior to the beginning of the academic year.
4. SGH Rector may establish in the academic year days or hours free of classes (in principle not later than at a 7-day notice) to the extent that does not impair the timely and accurate implementation of the study curriculum.

§ 11

1. In first cycle programmes students shall declare to pass a set of courses determining the field of study by the end of the second year of study, subject to section 2.
2. In first cycle programmes with instruction in a foreign language and second cycle programmes the field shall be selected by the candidate during the admission process.

§ 12

1. On the dates stipulated by the Dean by way of an instruction, the student shall be obliged to submit a student declaration, separately for each field studied at SGH.
2. Should the student fail to submit such a declaration in the required time or submit an incomplete one, in some particularly justified cases, he/she may be enrolled by the Dean's decision in the classes required by the study curriculum.
3. The Dean may, by way of an instruction, determine the sequence of taking classes in the field or major courses.
4. If a particular class does not run in a given form of study or semester due to a failure to meet the condition stipulated in § 15.2, the student, upon the Dean's approval, may cover the class in an individual mode (in collaboration with the instructor in a way that allows to meet the educational goals).
5. The declared classes along with the previously attained number of ECTS credits must make it possible to obtain at least the minimum of ECTS credits necessary to be promoted to the next semester, being the equivalent of $30 \times N$ where N equals the number of semesters covered including the currently covered semester.
6. At the student's request the Dean may recognise the courses passed at other universities as also passed at SGH, providing they lead to similar educational results as the courses run at SGH.
7. The student shall be obliged to take the foreign languages which he/she indicated in the admission form to SGH.

§ 13

1. The student of outstanding ability may apply to be granted by SGH Rector the right to follow an individual study programme in a given field (IPS).
2. Students of outstanding ability or having individual achievements may apply to SGH Rector for the right to pursue their study under individual interdisciplinary field programmes based on individual study plans, including at least two fields of study leading to obtaining a degree in at least one field of study run by SGH (individual interdisciplinary programmes - ISM).

3. Awarding the student with an opportunity of pursuing the IPS or ISM the Rector shall approve the individual programme and plan of study and shall appoint a scientific supervisor for the student, he may also determine the conditions necessary to exercise the right, particularly impose a grade average requirement for subsequent semesters.
4. SGH Rector may rescind the approval stipulated in section 3 if the student does not meet the criteria defined in the IPS or ISM awarding decision.
5. Detailed regulations on the award and implementation of the right to pursue the study as an IPS or IMS programme shall be determined by SGH Rector by way of an order.

§ 14

1. Student personal files including the study process record shall be kept by the relevant Dean's office.
2. Disclosing this personal file information to the third parties may take place within the limits of the applicable law or based on an explicit authorisation provided by the student in writing.
3. The relevant Dean's office shall hand over student personal files to SGH Archive upon graduation or removal from the student list.

§ 15

1. SGH shall organise classes provided for in the existing study curricula.
2. The necessary condition for commencement of a course shall be a minimum number of participants stipulated by SGH Senate.
3. The Rector may, in collaboration with the instructor, agree to run a course despite the failure to meet the condition stipulated in section 2.

§ 16

1. Upon the student's application the Dean may agree for the student to cover part of the curriculum at another domestic or foreign university.
2. At a grounded student's request the Dean may exempt the student from the obligation to pass the courses included in the study plan during the time period of his/her study at another university, having first established the time by which the student will be obliged to obtain credits in these courses.

§ 17

1. The student may apply to have his/her completion of the interdisciplinary field major or field major confirmed if he/she has obtained credits in all courses required by a given major. The student may complete more than one major.

2. At a student's request the completion of a field major shall be documented with an entry on the diploma and completion of an interdisciplinary major with a certificate. The application for the diploma entry stating the completion of a field major shall be submitted at the time of submitting the thesis at the latest.

§ 18

1. The classes, obtaining credits and preparing a thesis as well as the diploma exam shall be conducted in the language being the language of instruction in a given field.
2. Individual classes, obtaining credits and the diploma exam may be conducted in a language other than the language of instruction in a given field if it results from the study curriculum (regarding classes) or from the Dean's decision issued at the student's request (regarding credits or the diploma exam).
3. The student who chooses a class with instruction in a language other than the language of instruction in a given field shall be obliged to obtain credit in this language.
4. The Dean, at a student's request supported with the supervisor's recommendation, may approve of the diploma thesis to be prepared in a foreign language.

§ 19

1. The diploma seminar shall last one semester in the first cycle programmes and two semesters in the second cycle programmes.
2. 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. Failure to select the supervisor pursuant to section 2 shall mean failure to obtain credit in the diploma seminar.
4. The mode of selecting the supervisor and signing up for the diploma seminar shall be determined by the programme Dean in a corresponding instruction.

§ 20

1. An internship which is approved in the curriculum must be in line with the educational results in a given field of study.
2. In order to apply for an internship, the student must have completed at least two semesters of the first cycle programme or one semester of the second cycle programme. In special and justified cases, at a student's request, the Dean may agree to an internship at an earlier stage of the study process.

3. An obligatory or voluntary character of the internship depends on the study curriculum in a given field.
4. The passing of an internship shall be acknowledged by the Dean.
5. A detailed procedure pertaining to the organisation and acknowledgement of student internships has been set out in the rules and regulations of student internships issued by SGH Rector by way of an order.

III Credits and periodic clearance

§ 21

1. The clearance period shall be one semester.
2. The necessary condition to pass a semester shall be obtaining at least sufficient final grades in all courses scheduled in the student declaration.
3. The student shall be obliged to attend all classes scheduled in the relevant study plan. Attendance in lectures shall not be obligatory.
4. The instructor shall determine the mode and time of obtaining credit in the courses with obligatory attendance when the student failed to attend.
5. The student who has passed one semester, shall be registered for the next semester.
6. Passing of semesters shall be confirmed in the study support system as well as recorded in the student's personal file.
7. Within fourteen days of the end of the retake exam date the student shall be obliged to check the completeness of all of the credits he/she obtained in the study support system. Should the record of grades in the study support system be incomplete or inaccurate, the student should immediately advise the relevant Dean's office thereof.

§ 22

1. Examination sessions shall be organised on the dates scheduled in the academic year organisation stipulated in § 10.2 and 3.
2. In each examination session the Dean shall set: the first and the retake examination date. The Dean shall inform students thereof not later than 14 days before the planned beginning of the first date of the spring and winter exam

session or the retake date of the spring exam session respectively. The information on the date of the retake exam session in the winter semester shall be published by the Dean not later than 7 days before its intended beginning.

3. The student shall have the right to use the two exam dates in each course. The right does not apply to students who obtained a minimum grade of sufficient on the first date.
4. Rules stated in section 3 shall apply accordingly to obtaining credits in classes having regard to § 21.4.
5. At a student's request, in justified and documented cases stipulated in § 43.2, the Dean may decide that the student's absence on one of the exam dates shall not result in missing this date.
6. Should there be two or more exams scheduled on one day of the exam session or should there be an overlap in the times of exams, the Dean may, at a student's request filed before the beginning of the exam session, allow the student to take one of such exams on another date which shall be treated as the first or the retake date accordingly. The procedure for such situations shall be regulated by the Dean in a relevant instruction.
7. Organisation of the exam session for weekend programmes allows for three exams to be scheduled on one day of the session. The provisions of the latter section shall be applied accordingly.
8. The results of the exam held on the first date shall be published by the instructor not later than 5 days before the retake date.
9. The instructor may organise, before the exam session, a non-obligatory exam date (the zero date exam). Taking a zero date exam shall mean the student using one of the two allowed dates as stipulated in section 3.
10. Once during the study period, one month after the commencement of classes at the latest, the student shall be allowed to indicate a course the failing of which will not affect passing a semester or a year of study. This shall not apply to the courses stated as obligatory in the curriculum.

§ 23

1. In reference to the written exams, the student shall have the right to inspect his/her exam paper within 14 days of publishing the exam results. In reference to the spoken exams, the instructor shall make a report of the exam which should at least include the exam questions and information on the grades

awarded to the student for answering each question. The student shall have the right to inspect the exam report within 14 days of publishing the exam results.

2. If the student does not obtain a positive grade in the exam on the first date and does not turn up for the retake date, the final grade shall be unsatisfactory.

§ 24

1. At a student's request filed within 7 days of the date of inspecting the exam paper or the spoken exam report pursuant to § 23.1, or of the date of the lapse of the time for inspecting such a paper or report, the Dean shall order an exam before the board which should be held not later than 14 days of the date of filing the application.
2. The exam before the board shall be a written exam.
3. In some exceptional and justified cases the Dean may order an exam before the board out of his/her own initiative.
4. The exam before the board shall be prepared and received by a board appointed by the Dean and shall be comprised of two members chosen by the Dean and one member chosen by the field of study supervisor or his/her immediate superior if the supervisor was directly involved in the final exam procedure.
5. The instructor who provided the final evaluation in the said course or any other persons directly involved in the final exam procedure in the course in which the exam before the board is taken may not sit on such an exam board.
6. If so requested by the student in the application, a representative of the SGH Student Board may act as an observer during the exam before the board.
7. The student's failure to take the exam before the board without a justified reason or obtaining an insufficient grade in it shall mean failing the course without the right to a conditional registration stipulated in § 27.1.1 and shall result in removal from the student list.
8. The board shall inform the student of the rules and requirements of the exam 7 days before the date of the exam before the board.
9. The provisions pertaining to the exam before the board shall apply accordingly to passing the courses which are not followed by an exam.

§ 25

1. Exams and credits in the courses scheduled in the study plan shall be evaluated with the grades following the scale below:

- 1) very good - 5.0
 - 2) good plus - 4.5
 - 3) good - 4.0
 - 4) sufficient plus - 3.5
 - 5) sufficient - 3.0
 - 6) insufficient - 2.0
2. If a given form of class is not evaluated with a grade, the following signatures shall be used:
- 1) pass - zal.;
 - 2) fail - nzl.
3. The results of exams and credits shall be accounted for in the study record and shall be used to calculate the grade average and shall be published to the relevant students via the study support system.

§ 26

The semester grade average shall be calculated according to the following 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 a course or arithmetic average of grades in the course if it was passed more than once,

B_i - ECTS credits for the course,

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

§ 27

1. The Dean shall undertake the following in relation to the student who has not passed the semester:
 - 1) issue a decision to repeat the course and conditionally continue studying in the next semester, or
 - 2) issue a decision to repeat the semester, or
 - 3) remove the student from the student list.
2. If the course has not been passed on the retake date, the decisions stipulated in section 1.1 and 2 shall be issued at the student's request. The application shall be filed within 14 days of the date of the end of the retake exam session.

3. Repeating the course and conditional consent to continue studying in the following semester may not be granted:
 - 1) to students of the first semester if they failed more than one course,
 - 2) when more than two courses have been failed in the second or next semester,
 - 3) when the same course will be repeated for the second time.
4. The time allowed to pass a course under conditional consent to continue studying in the next semester may not exceed the time of the semester unless the repeated course is run every second semester.
5. Repeating a course and obtaining a conditional consent to continue studying shall exclude the possibility of another repetition of the same course and another conditional consent to continue studying.
6. The student of the second or next semester may be required to repeat a semester if he/she has not obtained a consent to repeat the course and conditionally continue studying or has not passed more than two courses in a given semester. Repeating a semester shall mean one more time attending the courses which have not been passed and after that obtaining credit in these courses.
7. The first semester of a programme may not be repeated.
8. The student may apply for another repetition of the same semester.

IV Transfers and parallel programmes

§ 28

1. An SGH student who intends to transfer to another university is obliged to:
 - 1) advise the Dean of his/her intent in writing not later than 14 days before the planned date of transfer, giving the name of the university where he/she will continue studying and filing a resignation from studying at SGH;
 - 2) submit a clearance slip;
 - 3) settle all payments;
 - 4) return the student ID.
2. The Dean shall confirm the compliance with obligations stipulated in section 1 in the certificate which is made out at the request of the person moving to another university.
3. The fact of moving to another university is an obligatory premise for removing him/her from the SGH student list.

§ 29

1. The student of another domestic university may be admitted to SGH by way of a transfer if he/she has met the obligations arising from the regulations of the university from which he/she intends to transfer.
2. Admission by way of a transfer shall be decided by the Dean at the interested student's request.
3. Transfers to the first semester are not allowed.
4. The planned time period of study of the student admitted by way of a transfer shall account for the semesters passed at the university where he/she has studied to date or the ECTS credits obtained at such a university.
5. Transfers to full-time programmes may only take place from other full-time programmes.
6. While deciding the application for a transfer to SGH the Dean:
 - 1) will indicate the courses which he/she deems passed;
 - 2) may indicate the courses he/she deems necessary to be passed to close the curricula gap;
 - 3) will determine the date and mode of taking a test in a foreign language and the date of passing the courses under the curricula gap if he/she deems such a test or obtaining credit necessary.

§ 30

1. At an SGH student's request he/she may be transferred to an SGH programme run in a different form and mode.
2. Transfers to full-time programmes shall only be available to students of the third and higher semesters in first cycle programmes and to students of the second and higher semesters in second cycle programmes who have achieved the highest aggregate grade average and may be conducted within the limit of places for a given semester determined by SGH Rector.
3. Transfers shall take place pursuant to the Dean's decision.

§ 31

Having passed the third semester of a first cycle programme or the first semester of a second cycle programme, the student may change the field of study. The mode of changing the field of study shall be determined by the instruction of a given programme's Dean.

§ 32

1. Having completed the third semester of a first cycle programme or the first semester of a second cycle programme, the student may begin studying an additional field of study at SGH.
2. Studying an additional field shall be available only to the students who have achieved an aggregate grade average not lower than 4.0 in a given year of the field studied to date. The mode of qualification to starting the study of an additional field shall be defined in the instruction of the relevant programme's Dean.

V Leaves

§ 33

1. The student may apply for a Dean's leave:
 - 1) short term Dean's leave - up to six weeks;
 - 2) long term Dean's leave - for one or two consecutive semesters;
 - 3) health leave - for one semester preceding the application and for the time period over one semester if such a necessity is certified in the doctor's opinion.
2. The leave shall be granted by the Dean at a documented and grounded application by the student.
3. A long term leave may be granted after passing the semester and before the beginning of the semester to which the application pertains.
4. The health leave shall be granted upon filing medical documentation or opinion of a medical board issued by the healthcare unit collaborating with SGH.
5. Granting a long term leave shall extend the planned time of study by the duration of the leave. Granting a long term leave shall exclude the possibility of passing courses during its time.
6. Granting a short term leave shall mean exempting the student from attending classes held during its time.
7. If a student pursues study at more than one field at SGH, he/she will be granted a leave in all fields simultaneously.
8. During the time of the leave the student shall keep a valid student ID.
9. A student returning from a leave shall be obliged to submit a student declaration for the next semester. Failing to submit a declaration in due time shall mean failure to resume the study.

VI Removals

§ 34

1. The Dean shall remove a student from the student list in the following circumstances:
 - 1) failure to resume study in the required time (failure to resume study shall specifically be failure to submit a student declaration);
 - 2) submitting a note of resignation;
 - 3) failure to submit a thesis despite the lapse of due date;
 - 4) failure to take the diploma exam despite the lapse of due date;
 - 5) final decision of the disciplinary board to apply a disciplinary sanction of expulsion from SGH.
2. The Dean may remove a student from the student list in the following circumstances:
 - 1) failure to obtain semester credit in due time;
 - 2) confirmed lack of academic progress;
 - 3) failure to sign by the student, despite the lapse of due date, the agreement on the terms of payment of the tuition fee or payment for educational services presented by SGH;
 - 4) failure to settle the payments related to the study process, despite the lapse of due date.
3. Lack of academic progress shall be stated when the degree of coverage of the study plan makes it impossible to pass the semester.

§ 35

1. Circumstances stipulated in § 34 shall be determined in a separate procedure concerning removing students from the student list.
2. The procedure shall be instigated by the Dean, the student shall be advised thereof.
3. The advice stipulated in section 2 shall include factual and formal grounds for instigating the procedure as well as a note explaining the right to provide clarification within 14 days of receiving the advice and the mode of doing so.

§ 36

The Dean shall issue a removal from the student list decision upon SGH Rector's authorisation. This decision shall be final subject to § 42.2.

VII Programme resumption

§ 37

1. The Dean may allow to resume the programme by the person who was removed from the student list after having completed the first semester of the programme if the time lapse is not longer than 5 years, unless the analysis of the accomplished educational results proves them to be inadequate to the obligatory curricula.
2. The resumption shall be to the field of study from which the student was removed or, having established curricular discrepancies, to the field with a similar curriculum.
3. The student admitted to the programme by way of resumption shall be registered to the semester following the last semester passed by the student before removal from the student list. The semester to which a student has been registered under conditional registration shall not be deemed passed.
4. At a documented and grounded application by the person who was removed from the student list due to the failure to submit the thesis in due time, the Dean may agree to resume the programme in the semester with classes in the form of a diploma seminar.
5. Programme resumption may take place after all overdue amounts arising from payments involved in the study process have been cleared.

VIII Programme completion

§ 38

1. The student shall prepare the thesis independently supervised by a qualified academic teacher (supervisor).
2. Should the supervisor's absence result in a delay in submitting the thesis or conducting the defence, the Dean shall, without undue delay, appoint a person who will act as a supervisor of the thesis.
3. Passing the diploma seminar in first cycle programmes and in the final semester of the second cycle programmes shall follow the submission of the thesis through the relevant Dean's office, pursuant to the instruction of the relevant Dean.
4. Independence of the preparation of the thesis shall be verified. The procedure of thesis independence verification shall be determined by the Rector including the Unified Antiplagiarism System stipulated in art. 167c.1 of the act - the Law on Higher Education.

5. The formal and substantial requirements concerning the thesis and its mode of submission and evaluation shall be set out in the annex to these Rules and Regulations.
6. The thesis may not be submitted later than three months before the planned time of programme completion.

§ 39

1. The student should be allowed to take the diploma exam within three months of meeting the requirements for the exam, not later than on the last day of the planned time of study.
2. The following shall be conditions for taking the diploma exam:
 - 1) meeting the requirements set out in the relevant curriculum including also the study plan;
 - 2) awarding grades for the thesis not lower than 3.0 by the thesis reviewer and supervisor;
 - 3) settling the required financial liabilities with SGH.
3. The student shall take the diploma exam in the time established by the Dean, subject to section 1.
4. Before taking the diploma exam, the student shall have the right to familiarise himself/herself with the review of the thesis.
5. The diploma exam in the first cycle programmes shall be a spoken exam before a board appointed by the Dean. The board shall be comprised of: the Dean of the relevant programme or authorised by the Dean academic teacher holding at least a scientific degree of *doktor* - as the chairperson, the reviewer and supervisor - as members. The following rules of the exam shall be observed:
 - 1) the exam questions should be linked to the educational results in a given field;
 - 2) the condition for passing the diploma exam shall be obtaining positive grades in all questions posed during the exam;
 - 3) should the diploma exam be not passed in the scheduled time or should a student fail to take it, the Dean shall set another final date;
 - 4) should the student fail to take the diploma exam on the second final date or receive a negative grade in it, the Dean shall issue a decision of removal from the student list.
6. The diploma exam in second cycle programmes shall be an exam before a board appointed by the Dean. The diploma exam in second cycle programmes shall have two stages, an exam in Economics (evaluated by the board sitting as: the Dean of the relevant programme or an authorised by the Dean academic teacher

holding at least a scientific degree of *doktor* and an examiner in Economics as a member) and a defence of the thesis (evaluated by a board sitting as: the Dean of the relevant programme or an authorised by the Dean academic teacher holding at least a scientific degree of *doktor* - as a chairperson and the thesis reviewer and supervisor - as members). The following shall be the rules applying to the diploma exam:

- 1) the exam in Economics may be in a written form;
 - 2) receiving a positive grade in the exam in Economics shall be a necessary condition for proceeding with the thesis defence;
 - 3) the exam questions in Economics and questions for the thesis defence should be linked to the educational results in a given field of study;
 - 4) obtaining positive grades while answering questions in the exam in Economics and in the thesis defence shall be a necessary condition for passing the diploma exam.
 - 5) the final result in the diploma exam in second cycle programmes accounts for the grades in the exam in Economics and in the thesis defence;
 - 6) should a student receive a negative grade in the exam in Economics on the scheduled date or fail to take this exam, the Dean shall set another final date of the exam;
 - 7) should the student fail to take the exam in Economics on the final date or receive a negative grade in it, the Dean shall issue a decision barring the student from taking the thesis defence and removing him/her from the student list;
 - 8) should the student fail to take the thesis defence on due date or receive a negative grade in it, the Dean shall set another final date for the thesis defence.
 - 9) should the student fail to take the thesis defence on the final date or receive a negative grade in it, the Dean shall issue a decision of removal from the student list.
7. The thesis which was a necessary condition for taking the diploma exam in the first cycle and second cycle programmes may not be a condition for taking a diploma exam in other first or second cycle programmes.
8. The diploma exam, at a student's request filed not later than two weeks before the planned exam date, may be an open-door exam. The date of the open-door diploma exam shall be published on SGH website. Provisions of sections 1-7 shall apply accordingly to an open-door diploma exam.

9. A detailed organisation of the diploma exam in first and second cycle programmes, including the form of the exam in Economics in second cycle programmes, shall be established by the relevant Dean by way of an instruction, published before the beginning of the semester in which the defence should be held.

§ 40

1. The final result in the programme shall be calculated by adding the following:
 - 1) 0.6 of the grade average obtained throughout the study process in a given cycle, calculated following the formula in § 26, subject to the grade in the diploma seminar which shall be calculated as a weighted average with weights equivalent to ECTS credits assigned to individual courses.
 - 2) 0.3 of the arithmetic average of the supervisor's and reviewer's grades of the thesis;
 - 3) 0.1 of the final grade in the diploma exam established as an arithmetic average of the grades received in the exam, subject to § 39.6.6.
2. The grade average stipulated in section 1 shall be calculated and rounded up to the hundredths.
3. In the diploma of higher education the final results shall be entered following the rule:
 - up to 3.30 - sufficient
 - over 3.30 - 3.75 - sufficient plus
 - over 3.75 - 4.20 - good
 - over 4.2 - 4.6 - good plus
 - over 4.60 - very good
4. In other than the diploma of higher education documents and certificates drawn up by SGH the final programme results shall be established based on the rule presented in section 1.

§ 41

1. Awarding a diploma with distinction shall be ordered by the Rector at the request of the examination board receiving the diploma exam.
2. A diploma with distinction may be awarded if the following conditions have been met:
 - 1) the arithmetic grade average of the study period exceeds 4.70;
 - 2) the thesis has received a 5.0 grade;
 - 3) the diploma exam has received a 5.0 grade;

- 4) during the study period no infringement of the rules included under the student oath has been observed.

IX Reconciliation of student issues

§ 42

1. Individual student issues not subject to the competence of other SGH bodies shall be resolved by the Dean acting upon authorisation of the Rector.
2. Dean's decisions may be appealed to the SGH Rector as motions for reconsidering the matter in the understanding of art. 127 § 3 of the Code of Administrative Procedure (K.p.a.).
3. SGH Rector's decisions (decisions of the 1st instance) may be moved for reconsidering by SGH Rector.

§ 43

1. The Dean shall resolve individual student issues at the student's request or out of his/her own initiative, pursuant to the applicable law and provisions of the Rules and Regulations, seeking to thoroughly clarify the circumstances and provide a fair remedy with the view to ensuring conducive conditions of the study process and protecting students' due rights and interests.
2. Should the student's life situation deteriorate significantly, specifically in the cases of:
 - 1) being deprived of any sources of income or having this income diminished seriously;
 - 2) a sudden and unable to prevent circumstance caused by an external influence resulting in the student being deprived of the place of abode (e.g. an accident, fire, flood);
 - 3) long term health condition or a sudden and dramatic deterioration of health of the student making it impossible or significantly more difficult to perform student duties;
 - 4) death of a spouse, sibling, parents or persons holding the custody of the student;
 - 5) long term health condition of the persons stipulated in point 4, requiring considerable costs of treatment or permanent care over the sick person;the Dean may, at a student's request, refrain from some of the requirements or limitations set out in the Rules and Regulations if meeting these requirements or limitations might lead to breaching the provisions of section 1, providing grounds for such refraining.

3. Circumstances stipulated in section 2 should be supported with documents presented by the student pursuant to the Dean's requirements.

§ 44

1. Individual student issues which do not require an administrative decision shall be decided by the Dean by a decision in writing which may come in the form of a note on the student application or a natural electronic document including at least the decision and its grounds, date and Dean's signature as well as a note concerning the appeal methods.
2. The decisions of the SGH Rector and Deans in the issues requiring the form of an administrative decision shall be made pursuant to the provisions of K.p.a.

§ 45

1. The application (request) shall be submitted to the Dean's office in the form and time stipulated in the Rules and Regulations, Dean's instruction or according to K.p.a. The application should include at least: an indication of the applicant, student number, current correspondence address, contact telephone number, an indication of the purpose of the application and the semester of study. The Dean's office employee shall be obliged to acknowledge submission of a complete application if requested by the applicant.
2. The information on the decisions in individual issues shall be provided by Dean's offices in their business hours.
3. The decision shall be served upon the student personally at the Dean's office upon signed receipt in the business hours or by a post operator by registered mail to the current correspondence address or in the form of an electronic document sent via the electronic communication channels.
4. The student shall be obliged to immediately inform SGH of any change to his/her personal data vital to the study process, specifically the name, surname, domicile address and correspondence address. Should a student neglect to inform of the change to the domicile or correspondence address, serving decisions or other documents to the previously given addresses shall be legally effective.

X Interim and final provisions

§ 46

The provisions of the Rules and Regulations shall apply to the cases started but not decided before the Rules and Regulations' effective date.

§ 47

To the matters not provided for by these Rules and Regulations the provisions of K.p.a. shall apply.

§ 48

The Rules and Regulations shall become effective as of 1 October 2017.

**Substantial and formal requirements for theses
and their mode of submission and evaluation**

§ 1

General provisions

1. The thesis shall be the Bachelor's thesis in the first cycle programmes and the Master's thesis in the second cycle programmes accordingly.
2. At the request of the interested students with a positive recommendation and grounds provided by the supervisor, the Dean of the relevant programme may agree for two or three students to prepare the thesis jointly.
3. A joint thesis should consist of clearly separated parts - chapters which should be authorised by particular authors (among others in the list of contents and in the introduction).
4. Each of the separate parts of a joint thesis shall be subjected to separate evaluation of the supervisor and separate review.
5. At the student's request, with positive recommendation and grounds from the supervisor, the Dean of the relevant programme may agree for the thesis to be prepared at the commission of an external institution.
6. In justified cases the programme Dean may agree to refrain from some of the requirements pertaining to the theses unless this leads to a deterioration of the academic value of the thesis.

§ 2

The subject matter of the thesis

1. The thesis should prove the student's ability to use the knowledge acquired during the study time pursuant to the educational results in a given field of study, level and profile of study as well as the ability to use relevant literature in the area. It should prove the ability to build a coherent, logical text in accurate Polish using the terminology particular to a given field of study and practice.

2. The Bachelor's thesis should present the student's knowledge and skills in a given field of study that may be applied in solving specific theoretical and practical problems or that may constitute a synthetic presentation of knowledge.
3. The Master's thesis should present the student's knowledge in the field of knowledge and practice related to the field of study including a critical understanding of theory and rules of its application as well as prove that the student possesses the skills necessary to solve advanced problems in the sphere of theory or practice and the ability to create a problem text.
4. The thesis shall be a written work, a published article or a project work.

§ 3

The language of the thesis

1. The thesis shall be written in the language being the language of instruction in a given programme pursuant to the curriculum.
2. At the student's request, with positive recommendation by the supervisor, the programme Dean may agree to prepare the thesis in another language than the basic/leading language in a given field of study.

§ 4

Editorial requirements

1. The thesis shall be prepared in the number of copies equivalent to the number of authors, as a double-sided printout in a paperback cover with a translucent front cover and a spine permanently binding the pages.
2. The first side of the thesis shall be the title thesis prepared according to the template provided by the Rector. The last page shall be the thesis author's or joint thesis authors' statement signed and dated, the template of which has been determined by the Rector.
3. In the joint thesis at the back of the title page there should be a detailed list of authors (name and surname of each of them along with the numbers of the chapters they prepared).
4. The framework structure of the thesis:
 - 1) title page (the first page);
 - 2) in joint theses a register of authors specifying the numbers of chapters (the second page - back of the title page) - in other cases this page should be left blank;
 - 3) list of contents;

- 4) introduction, including: motivation for the problem addressed, general presentation of the subject matter of the thesis, its goals, the content structure, the analytical/research method employed and an outline of the literature in the area;
 - 5) chapters devoted to solving the problem addressed;
 - 6) conclusions;
 - 7) bibliography;
 - 8) index of tables and graphics;
 - 9) possible annexes;
 - 10) synopsis of the thesis (about 900 characters);
 - 11) the author's/authors' statement of the thesis independence and compliance with the applicable law according to the template determined by the Rector.
5. Requirements for footnotes and bibliography, to choose from:
- 1) the Harvard system, i.e. in the text (Kowalski 2006, p. 31-52), or in bibliography e.g. 1. Mitra, A.,1998. Fundamentals of Quality Control and Improvement, New Jersey, Prentice Hall; footnotes used only for explanation notes or
 - 2) a system recommended by the SGH Publishing House i.e. footnotes at the bottom of the page with continuous numbering system e.g. A. Mitra, Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998, p. 28, in bibliography e.g. 1. Mitra A., Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998.
6. Requirements for the text of the thesis:
- 1) A4 format, double-sided print;
 - 2) margins: top - 2.5 cm, bottom - 2.5 cm, sideways - mirror image: inside - 3.0 cm, outside - 2.0 cm;
 - 3) editing (the text adjusted to both side margins);
 - 4) Times New Roman font;
 - 5) font size 12 pts;
 - 6) footnote font size 10 pts;
 - 7) space between lines 1.5 line;
 - 8) continuous page numbering throughout the thesis.

Acceptance and evaluation of the thesis

1. The thesis, the register of documents submitted along with the thesis and the card identifying features of plagiarism in the thesis/thesis chapters shall be received by the supervisor who shall evaluate the thesis with a grade and sign the thesis evaluation card pursuant to the template determined by the Rector.
2. The supervisor shall sign the first page of the received thesis and add a note: 'Received as a Bachelor's thesis' or 'Received as a Master's thesis'.
3. The thesis shall be also evaluated by the reviewer in the thesis review.

§ 6

Thesis supervisor and subject matter consultant

1. The thesis supervisor may be only an academic teacher holding a scientific degree and employed at SGH.
2. The supervisor's scientific interests should be related to the field of study pursued by the student and the problem addressed in the thesis.
3. In some cases justified with an interdisciplinary or application character of the thesis, the Dean may, upon consultation with the supervisor, appoint a scientific or practical consultant with the view to ensuring proper supplementary supervision of the thesis under preparation.
4. The supervisor shall supervise the independence of the thesis preparation. Should there arise any doubt of the thesis or its parts being prepared not independently, the supervisor shall immediately inform the relevant Dean thereof and refuse to accept the thesis.
5. Provisions relating to the supervisor shall be applied accordingly to the person stipulated in § 38.2 of the Rules and Regulations.

§ 7

Thesis review

1. The thesis shall be subject to a review based on the following criteria:
 - 1) relating to the subject matter:
 - a) selection of the thesis problem and adequacy of content,
 - b) thesis structure,

- c) solution to the problem addressed,
 - d) ability to use the knowledge related to the educational results to the extent relevant for the thesis,
 - e) mastery of the skills outlined in the educational results for a given field of study,
 - f) use of the literature in the area,
- 2) relating to formal qualities:
- a) ability to build a coherent and logical text,
 - b) language accuracy,
 - c) thesis edition.
2. The reviewer of the thesis shall be an academic teacher holding a scientific degree with his/her scientific interests related to the given field of study and the problem of the thesis.
 3. If the supervisor is an academic teacher who holds the degree of *doktor*, the reviewer should be an academic teacher holding the degree of *doktor habilitowany*.
 4. The reviewer shall be appointed by the Dean of the relevant programme. Information on entrusting him/her with the duties shall be sent to the reviewer's account in the SGH electronic mail system.
 5. The reviewer shall receive a printout of the thesis from the relevant Dean's office. The reviewer shall be obliged to return the thesis copy handed out to him/her together with the review. At the reviewer's request it is possible to send a pdf file containing the thesis to the reviewer's account in the SGH electronic mail system.
 6. The reviewer shall submit the review in the relevant Dean's office within 14 days of the date of being entrusted with the duties pursuant to section 4.

§ 8

Conditions for accepting the thesis for evaluation

The following shall be necessary conditions for acceptance of the thesis for evaluation by the supervisor:

- 1) filing one copy of the thesis/thesis chapters in a printed out version prepared pursuant to the rules stipulated in § 1-4;
- 2) filing a set of documents connected to the procedure of verification of the thesis independence.

§ 9

Submission of the thesis with the Dean's office

1. The thesis signed by the supervisor along with the complete set of documents shall be submitted by the student with the relevant Dean's office.
2. The employee of the relevant Dean's office receiving the thesis shall check whether the set of documents is complete and whether they are correctly filled out. The submission of the thesis and complete documents with the relevant Dean's office shall commence the time limits specified in the Rules and Regulations. If the documents are not complete or incorrectly filled out the employee of the Dean's office shall not accept the thesis until the documents have been completed or corrected. The time limits connected to the defence shall not run until the documents have been corrected or completed.

**Requirements concerning the content and form of diploma theses,
their submission and assessment**

§1

General provisions

1. A diploma thesis shall be - a Bachelor's thesis in the first cycle programmes and a Master's thesis in the second cycle programmes, accordingly.
2. The Dean of the relevant programme may, at the request of the interested students supported with an attached positive opinion and grounds provided by the supervisor, give consent for the thesis to be co-authored by two or three students.
3. A joint thesis should include clearly distinguished parts - chapters authorised by particular authors (among others in the list of contents and in the introduction).
4. Each of the distinguished thesis parts shall be subject to individual assessment by the supervisor and shall undergo an individual review.
5. The Dean of the relevant programme may, at the request of a student supported with a positive opinion and grounds provided by the supervisor, give consent for the thesis to be commissioned by an external institution.
6. In justified cases the programme Dean may give consent to some divergence from the standard requirements concerning diploma theses as long as this does not impair the level of content presented in the thesis.

§2

The subject matter of the thesis

1. The thesis should prove the ability to apply the knowledge acquired by the student in the programme, in accordance with the educational results particular to a given field of study, level and profile of study as well as demonstrate the student's scope of scientific reading in the area. It should also demonstrate the capacity to build a coherent and logical text written in accurate Polish using the terminology particular to a given field of knowledge or practice.

2. Bachelor's thesis should present the student's knowledge and skills in the field of the study chosen, applicable for solving various specific theoretical and practical problems or constitute a synthetic presentation of knowledge.
3. Master's thesis should present the student's knowledge in the field chosen as well as practice related to the field of study including a critical grasp of the theory and principles of its application, it should also prove the student's skills necessary to solve advanced theoretical and practical problems as well as the ability to create a problematic text.
4. Diploma thesis may come in the form of a written text, a published article or project work.

§3

The language of the thesis

1. The thesis shall be written in the language being the language of instruction in a given programme, as stipulated in its curriculum.
2. The programme Dean may, at the student's request supported by the supervisor, give consent for the thesis to be prepared in a language different from the leading/basic language of the programme instruction.

§4

Editorial requirements

1. The thesis shall be prepared in the number of copies equivalent to the number of authors, in the form of a double-sided print-out, bound in a paperback cover with a translucent front cover and a spine permanently binding the thesis pages.
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 author's/joint thesis authors' statement signed and dated by the author's/authors' hand, the template of which shall be defined by the Rector.
3. In a joint thesis, at the back of the title page a detailed register of authors (name and surname of each of the authors along with the numbers of chapters they have prepared) should be put.
4. The thesis framework:
 - 1) title page (first page);

- 2) for joint theses a register of authors along with their chapter numbers (second page - back of the title page) - otherwise this page should be left blank;
 - 3) list of contents;
 - 4) introduction, including: grounds for the topic addressed, general presentation of the thesis subject matter, its objectives, text structure, the employed research/analytical method and description of the references in the field.
 - 5) chapters devoted to tackling of the addressed problem;
 - 6) conclusions;
 - 7) list of the references used;
 - 8) list of tables and graphics;
 - 9) appendices (if any);
 - 10) thesis synopsis (about 900 characters);
 - 11) the author's/authors' statement on independent work in compliance with the applicable law, in accordance with the template determined by the Rector.
5. Requirements for footnotes and references, to choose from:
- 1) the Harvard system, that is in the text e.g. (Kowalski 2006, p. 31-52) or in the list of references e.g. 1. Mitra, A., 1998. Fundamentals of Quality Control and Improvement, New Jersey, Prentice Hall; footnotes used only for explanations; or
 - 2) the system recommended among others by the SGH Publishing House, that is footnotes at the bottom of each page with continuous numbering order e.g. ¹A. Mitra, Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998, p. 28, in the list of references e.g. 1. Mitra A., Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998.
6. Requirements concerning the text of the thesis:
- 1) format A4, double sided print;
 - 2) page margins: top - 2.5 cm, bottom - 2.5 cm, sides - mirror view: inside - 3.0 cm, outside - 2.0 cm;
 - 3) text adjusted to both side margins;
 - 4) Times New Roman font;
 - 5) font size 12 pts;
 - 6) footnote font 10 pts;
 - 7) space between lines 1.5 line;
 - 8) continuous page numbering throughout the thesis.

§5

Thesis submission and assessment

1. The thesis, the register of documents filed with the thesis and the identification of unoriginal work/work chapters card shall be submitted to the supervisor who shall grade the thesis and sign the thesis assessment card, the template of which shall be determined by the Rector.
2. The submitted thesis shall be signed by the supervisor on the first page and shall receive a note: 'Accepted as a Bachelor's thesis' or 'Accepted as a Master's thesis' accordingly.
3. The thesis shall be also assessed by the reviewer in the thesis review.

§6

Thesis supervisor and subject matter consultant

1. The thesis supervisor must be only an academic teacher holding a scientific degree employed by SGH.
2. The scope of scientific and didactic interests of the supervisor shall be related to the field of study accomplished by the student and shall include the subject matter of the thesis.
3. In some cases justified by an interdisciplinary and application character of the thesis the Dean of the programme may, upon the supervisor's consent, appoint a scientific or practical consultant in order to ensure supplementary supervision and support in preparing the thesis.
4. The supervisor shall oversee the student's independent work on the thesis. Should the supervisor become aware of the thesis or its parts being unoriginal, the supervisor shall pass such information to the relevant Dean and shall refuse to accept the thesis.
5. Provisions related to the supervisor shall apply accordingly to the person stipulated in § 38.2 of the Rules and Regulations.

§ 7

The thesis review

1. The thesis shall be subject to a review performed based on the following criteria:
 - 1) content-related:
 - a) topic selection and content adequacy,

- b) thesis structure,
 - c) way of solving the problem addressed,
 - d) ability to use the knowledge related to the educational results in the field of the thesis,
 - e) command of skills specified in the educational results for a given field of study,
 - f) use of the literature in the field,
- 2) formal:
- a) ability to create a coherent and logical text,
 - b) language accuracy,
 - c) thesis editing.
2. The reviewer of the thesis should be an academic teacher holding a scientific degree, his scope of scientific and didactic interests being in line with the field of study accomplished by the student and including the problems of the thesis reviewed.
 3. If the Master's thesis supervisor holds a scientific degree of *doktor*, the reviewer should be a holder of the scientific degree of *doktor habilitowany*.
 4. The thesis reviewer shall be appointed by the Dean of the relevant programme. Information on allocating this responsibility shall be passed to the reviewer's electronic mail account in SGH system of electronic mail.
 5. The reviewer shall receive the thesis print-out from the relevant programme Dean's office. In this eventuality the reviewer shall be obliged to return the copy along with the review. At the reviewer's request it is possible to send a pdf file with the thesis to the reviewer's SGH email account.
 6. The reviewer shall file the review in the relevant Dean's office within 14 days of the date of receiving the information on allocating the duty of a reviewer pursuant to section 4.

§ 8

Conditions for accepting the thesis for assessment

Filing of the following shall be a necessary condition for accepting the thesis for assessment:

- 1) one copy of the thesis/thesis chapters in a printed version, prepared according to the rules stipulated in § 1-4;

- 2) complete set of documents involved in the procedure of verification of the thesis independence.

§ 9

Submission of the thesis to the Dean's office

1. The thesis signed by the supervisor along with a complete set of documents shall be submitted to the relevant Dean's office.
2. The employee of the relevant Dean's office who accepts the thesis shall check the completeness of the submitted documents and make sure they have been correctly filled out. The moment the thesis has been submitted along with the complete set of documents to the relevant Dean's office, time limits stipulated in the Rules and Regulations of study shall begin to run. Should the documents be incomplete or incorrectly filled out, the Dean's office employee shall not accept the thesis until these documents have been properly completed and corrected. Time limits related to the thesis defence shall not run until the documents have been properly completed and corrected.