

## **STUDY REGULATIONS OF WSB UNIVERSITY IN GDANSK**

These Regulations define the organisation and the course of full-time and part-time studies at WSB University in Gdansk. They are applicable to students and staff.

### **I. General Provisions**

#### § 1.

WSB University in Gdansk, hereinafter referred to as “the University”, has been entered in the Register of non-public universities, kept by the Minister of Education and Science, in accordance with the provisions of the Law on Higher Education and Science of July 20, 2018: (Journal of Laws, 2018, item 1668, as amended) as entry No. 314.

#### § 2.

These Regulations define the rights and obligations of students, in accordance with the provisions of the “Act”, secondary legislation to the Act, and the Statutes of the University.

#### § 3.

1. Admission of students takes, i.e. the matriculation, takes place following signing the oath and the agreement for the provision of educational services.
2. The student receives a Student ID.
3. The University registers the course of study.
4. The records documenting the course consist of:
  - a) Students’ register
  - b) Students’ personal data files
  - c) Register of diplomas
5. The documentation of the course of studies may be kept in electronic form.
6. The students’ self-government bodies are the sole representatives of all students of the University.
7. The disabled students are provided by the University with appropriate conditions of attendance and of obtaining credits, specified in chap. VI of the Study Regulations.
8. Candidates for studies may obtain confirmation of their learning outcomes.

9. The mode and the procedure of applying for a credit related to learning outcomes are defined in the Regulations of learning outcomes confirmation of WSB University in Gdansk.
10. Students studying within projects co-financed by external funds may be bound by additional obligations stipulated in the agreements regarding the participation in the project.

## **II Organisation of the course of studies**

### § 4.

The study courses follow the syllabi established for individual faculties in accordance with the Law on Higher Education and Science of July 20, 2018: (Journal of Laws, 2018, item 1668, as amended) and the Statutes of WSB University in Gdansk of September 01, 2021.

### § 5.

1. The academic year begins no later than October 01 and lasts until September 30. It consists of two semesters (winter semester and summer semester) and includes classes, examination sessions, internships (practices) and holidays.
2. In justified cases, classes in a given academic year may begin before October 01 (in winter semester) and before March 01 (in summer semester).
3. Before the beginning of each academic year, no later than by August 30, the Rector determines the dates of:
  - 1) semesters (beginning and end dates of classes for each semester),
  - 2) examination sessions,
  - 3) the semester break and summer holidays,
  - 4) examinations for bachelor's, engineer's and master's degree.
4. The Teaching Administration Department announces the dates mentioned in point 3 by publishing them in the University portal.
5. The Dean determines the deadlines for the submission of dissertations.
6. In justified cases the Rector or the Dean may cancel classes on specific days or hours.

§ 6.

1. Study plans and syllabi at the first-cycle, second-cycle, and master degree programmes are subject to approval by the Senate.
2. The study programme, the syllabus, the academic year timetable, examination and diploma exam session plans are announced in the University's electronic portal.
3. Students are obliged to familiarize themselves with the plan referred to in point 2.
4. The lecturers of particular subjects shall inform the students about the detailed subject plans and the detailed principles of getting credits.
5. The lecturers shall post on the MOODLE platform the detailed subject plans, the principles of getting credits and the list of compulsory reading.
6. Classes may be taught both within the premises of the University and in the partner institutions as well as in the form of field classes.
7. Lectures and the related credits may take place in a foreign language to an extent that is in accordance with the syllabus.
8. Subjects covered by study plans may take the form of:
  - 1) lectures,
  - 2) discussion classes,
  - 3) exercises,
  - 4) seminars,
  - 5) foreign language classes,
  - 6) laboratories,
  - 7) practical exercises
  - 8) physical education classes.
9. Study programs may include certain activities to be executed online/remotely
10. The terms related to education and used in the Regulations denote:

- 1) synchronous teaching – relating to real time lectures that enable immediate flow of information and interaction. The participants may get involved in the course of a lecture at any time as it is taking place. Synchronous education involves mainly audio conference, teleconference, videoconference and chat.
  - 2) Asynchronous teaching – relating to education using tools for asynchronous communication that involves time distance between the moment of sending a message by the instructor and the receipt of the message by the participants of the education.
11. The University provides platforms for remote education.
  12. Synchronous classes may not be recorded without the permission of the instructor that relates to the protection of the instructor's rights.
  13. Except for lectures, attendance at the classes taking place at the University is obligatory.
  14. Absence shall be authorised upon presentation of a medical certificate or other document, taking place during the first classes after the reason for the absence has ceased to exist. Authorisation of absences shall be at the discretion of the instructor. Within the time and in the way indicated by the instructor, the student shall be obliged to supplement the knowledge and skills missed in the absence.
  15. In accordance with the rules set out in § 10, the organisation and course of study include the transfer and recognition of results achieved by the student in an organisational unit of WSB University in Gdansk or in other university, including foreign institutions.

#### § 7.

1. The teaching process shall be supervised by the Dean.
2. The Dean may act with assistance of a Vice Dean, Vice Dean's proxy and the Faculty Manager.

### **III. Credit system rules**

#### § 8.

1. The credit system is used to record and compare students' achievements. Each module or teaching course is assigned a specific number of European Credit Transfer System (ECTS) credits, hereinafter referred to as credits, established by the Senate.
2. All forms of classes constituting each subject stipulated in the syllabus of a given semester are subject to joint assessment. In addition to a grade, a course subject is assigned ECTS credits which are used as a measure of diligence in learning the subject. The number of credits should be an integer value. When obtaining courses subject credits, the following grades are used:

(compatible with the European credit system)

very good	5.0	A
good plus	4.5	B
good	4.0	C
satisfactory plus	3.5	D
satisfactory	3.0	E
fail	2.0	F

3. The failing grade – 2.0 is a negative grade and means that the course has not been credited.
4. A course may culminate with an approval (“zaliczenie”), abbreviated to “zal”.
5. The student earns credits for passing a course, regardless of the kind of a positive grade received. The subject that has been passed by the student, who has received a number of credits resulting from the syllabus, shall not be subject of a re-take.
6. The diploma exam may be taken provided that the required number of credits specified by the syllabus have been obtained.
7. When calculating the average grade (both on-going and final), the following formula should be used:

$$\text{Average\_grade} = \text{sum of } g_i/s_i$$

where:

$g_i$  - is a grade in the i-course

$s_i$  - is the number of course subject.

- 1) If a subject consists of exercises and lectures, in the calculation of the average grade, the exam grade shall be considered.
- 2) If the student has sat an examination multiple times to pass a course, then all sittings shall be included in calculation of the average grade.

- 3) The average grade does not include the items in the study plan that have not been assigned credits or those which have been passed without a grade, and the grade in physical education.
- 4) The average grade is calculated to two decimals without being rounded.

§ 9.

1. The sum of ECTS credits in subjects which have not been passed is referred to as a credit debt.
2. The credit debt shall not include ECTS credits allocated for the internship.
3. A cumulative debt not exceeding the following is considered as permitted:
  - 1) With reference to first-cycle studies
    - a) 18 credits – after the first semester,
    - b) 20 credits – after the second semester,
    - c) 20 credits – after the third semester,
    - d) 20 credits – after the fourth semester,
    - e) 20 credits – after the fifth semester,
    - f) 20 credits – after the sixth semester (if the studies last for seven semesters)
  - 2) With reference to second-cycle studies
    - a) 18 credits – after the first semester,
    - b) 20 credits – after the second semester,
    - c) 20 credits – after the third semester.
  - 3) With reference to uniform master-degree studies
    - a) 18 credits – after the first semester,
    - b) 20 credits – after the second semester,
    - c) 20 credits – after the third semester,
    - d) 20 credits – after the fourth semester,
    - e) 20 credits – after the fifth semester,
    - f) 20 credits – after the sixth semester,
    - g) 20 credits – after the seventh semester,

- h) 20 credits – after eighth semester,
  - i) 20 credits – after the ninth semester.
4. It is acceptable to exceed the above mentioned credit debt if it is generated by no more than three course subjects. In such a case, a cumulative debt in up to three course subjects is considered acceptable.
  5. The amount of the accumulated debt not exceeding the number of credits mentioned in point 3 is the condition required by the student to be registered for the next semester.
  6. The credit debt related to failure to pass course subjects should be made up for before graduation. Failure to do so will result in expulsion of the student or referred back to cover the unsatisfactory semester.
  7. The student with a credit debt below or equal to the amount mentioned in point 3 shall be registered for the next semester with the simultaneous repetition of the course subjects which have not been passed related to the credit debt.
  8. The amount of the credit debt shall be settled after each subsequent semester.
  9. At the request of the student who has passed a semester, the University may issue a certificate of the obtained credits and grades in passing a course or an exam in a given semester.

§ 10.

1. The student referred to study at another national or foreign university who has completed the syllabus approved by the Dean and has obtained the number of credits established for a given semester, shall be registered for a higher semester. If there have been the subjects of Diploma Seminar and Internship planned, such subjects shall be allocated to the student as syllabus debt.
2. The Dean shall determine the necessary additional course subjects to be completed by the student who, while studying at another national or foreign institution, did not complete the program or obtained fewer credits than those to be obtained for the given semester,.

**IV. Passing a subject**

§ 11.

1. The passing of the classes shall take place within the University premises or remotely. Passing the classes remotely shall take place with the use of remote methods and teaching techniques taking place outside of the University premises and based on information technology ensuring the supervision of the process. The remote procedure of passing the classes shall take place based on permission granted by the Dean.
2. The student has the right to sit an examination (approval) in two sessions: regular and retake. If a course subject has been divided into the part including lectures and the one including other forms of classes (exercises, laboratory activities, a project), the student shall take those independently. The results of the exam (passing) shall be announced in the electronic portal of the University within the period of up to 14 days following the examination (passing).
3. The student has the right to review his/her work in order to familiarise him-/herself with the detailed assessment within 14 days from the announcement of the results of the written approval or examination.
4. The condition for passing a course subject and obtaining ECTS credits is a combined passing of all the forms of classes (allocated/planned for a course subject). The instructor may offer the student an additional re-take date. Such date may also be proposed by the Dean.
5. The student who has received a negative grade in an examination (approval) and has reservations about the objectivity of the assessment or the manner of conducting the examination (approval process) may, within 7 days of the date of publication of the results, apply to the Dean's for permission to sit the examination before an examination board.
6. The examination (approval) before an examination board may also be designated by the Dean in the event that irregularities in the examination (or approval) process have been reported, or in other justifiable circumstances.
7. The review of the application for and examination (or approval) before an examination board and the possible allocation of the examination date should take place without delay, however, not later than 14 days from the date of the submission of the application.



8. Examination (or approval) before an examination board shall take place before a panel including the Dean or Vice Dean as the chairperson, the examiner who conducted the contested examination (or approval), and a specialist in the subject of the examination or a specialist in a related course subject. The chair of the examination board shall enter the result of the examination (or approval) before an examination board into the electronic protocol.
9. At the request of the student, an observer appointed by the student may sit on the examination board referred to in point 8.
10. The student who, for justified reasons, has failed to sit the examination (approval) on one of the two deadlines, may apply to the Dean for an additional deadline for the examination (approval) in the extended session. Application deadlines and additional deadlines for extended sessions are governed by the Dean's Order.

§ 12.

The student's status is defined as:

- 1) fully registered,
- 2) registered with a credit debt,
- 3) with a semester to be retaken,
- 4) on a leave.

§ 13.

1. The student who for the next semester has not received a full registration or a registration with a credit debt may:
  - 1) be referred to repeat the semester specified by the Dean,
  - 2) or may be removed from the list of students.
2. Save for point 3 below, the credits obtained and examinations passed in the course of studies shall be recognized.
3. Should there be a change in the syllabus, or the student's break in following the course of study lasting for more than two years, the Dean may refuse to recognise previous subject approvals.
4. In special circumstances, a return to cover a specified semester by the student may be preceded by granting a semester leave by the Dean.

§ 14.

1. The student who meets the conditions for registration for the next semester (full registration or credit debt registration) may be granted either a semester (short-term) leave or one-year (long-term) leave. The deadlines for the submission of applications to be granted a leave by the Dean are stipulated in the Dean's Order.
2. The student retains the student's rights for the period of the leave.
3. The leave is granted by the Dean at the student's request.
4. The conditions for returning to study after the Dean's leave are stipulated by the Dean.
5. The decision on granting a need-based grant, for the disabled and the Rector's scholarship expires on the last day of the month in which the student lost the right to the aid due to:
  - a. the submission of an application for a leave (in the course of the semester) that has been approved (the payment shall then take place by the end of the month in which the application has been submitted),
  - b. the submission of the application for a leave starting in the next semester (the payment shall then take place by the end of the month in which the application has been submitted).

**V. Individual study plan**

§ 15.

1. The student has the right to follow an individual plan of study.
2. An individual study plan may consist of:
  - 1) studying in accordance with an individual study plan (ISP) on the principles outlined in § 16 and 17,
  - 2) studying in accordance with an individual study course (ISC) on the principles outlined in § 18.

3. With reference to full-time studies, the right to follow an individual plan of study must not be denied to the student who is a pregnant female and the student who is a parent.

§ 16.

1. The student who has obtained an average grade of at least 4.5 after the first year of a first-cycle programme or after the first year of a uniform master-degree programme, and the student who has completed the first-cycle programme with a very good grade and has completed the first semester of the second-cycle programme, as well as the student representing another substantiated set of circumstances may apply to the Dean to be granted the permission for an individual study plan.
2. An individual study plan is granted by the Dean following the recommendation of the faculty manager who shall prepare an individual study plan together with an indispensable limit of ECTS credits.
3. The granting of an individual study plan in the situation described point 1 above may result in shortening of the period of study while maintaining the coverage of the syllabus.
4. If the student following an individual study plan fails to receive positive grades related to the course subject related approvals and examinations as required within the semester and has not obtained the required ECTS credits, then:
  - 1) in the absence of a positive grade in one course subject, the Dean may conditionally approve the given semester and register the student for the next with a “credit debt”. In this case, the provision of § 12 point 2 applies,
  - 2) otherwise, the Dean shall withdraw the decision to grant the student an individual study plan, and shall refer the student to the relevant semester of study, applying § 12 point 3, as appropriate.

§ 17.

1. An individual study plan may also be granted to the student for reasons other than those specified in § 15 point 1, on the basis of the Dean’s decision.
2. An individual study plan may also be followed as part of individual interdisciplinary studies. The individual interdisciplinary studies are subject to the provisions of § 15 and 16 as appropriate.

§ 18.

1. After the first year of a first-cycle programme or after the first year of a uniform master-degree programme, and the student who has completed the first semester of the second-cycle programme may apply to the Dean to be granted the permission to follow an individual study plan.
2. An individual study plan is granted by the Dean for the period of one semester.
3. An individual study plan releases the student from the necessity to attend the classes.
4. The student who has been granted the permission to follow an individual study plan is obliged to determine together with the instructor the principles of participation in and crediting the classes.

**VI. Conditions for taking up studies by persons with disabilities**

§ 19.

1. The Rector's Proxy related to Persons with Disabilities takes care of the disabled students.
2. A disabled student may apply for:
  - 1) an individual course of study – in accordance with the wording of § 15 – 18;
  - 2) changing the conditions of the participation in classes and their approval;
  - 3) the instructor's permission to record classes, provided that the recorded material is used solely for the purposes of the student's education;
  - 4) the permission to use the student's own additional equipment (e.g. magnifier, voice recorder);
  - 5) the permission to include third parties invited by the student in the teaching process (e.g. a sign language translator, an assistant).
3. In order to exercise the aforementioned rights, the student is required to submit a relevant application along with a disability certificate issued by a competent authority to the Dean, through the Rector's Proxy related to Persons with Disabilities,.
4. Decisions regarding the implementation of amenities for the disabled students (as defined in this paragraph) are taken by the Dean.

## **VII. Internships**

### § 20.

1. First and second-cycle and the uniform master-degree programme students are required to participate in an internship.
2. Detailed rules for the organisation of and participation in the internship are specified in the Internship Regulations.
3. Students are obliged to participate in the internship in accordance with the internship program announced in the University's electronic portal.

### § 21.

1. The Internship Supervisor approves the completion of internship on the basis of the submitted documentation. If the student does not get credit for the completion of the internship and therefore fails to get credit for the completion of the semester, such student may apply to the Dean to be granted a conditional semester credit and a referral to participate in the internship.

## **VIII. Change of form, major, and specialisation of study**

### § 22.

1. The selection of the form of study takes place when the student applies for admission to study.
2. At the request of the student, the Dean may grant permission to changing the mode and/or form of study, if such a change is possible. Time limits for the submission of the applications related to the change of the mode and/or form of study are regulated by the Dean's Order.

### § 23.

1. The declaration of the selection of the major is submitted in the application for admission to study.

2. The decision on non-initiating a course shall be given no later than 7 days before the date of the first classes for winter admission and 14 days before the date of the first classes for summer admission.
3. A specialised course is initiated if chosen by a minimum of 30 students.
4. If the number of persons declaring a choice of a specialised course is below that referred to in point 3 above, the Dean shall take the decision on the initiation of the course.
5. The information on the initiated specialised courses for the first year students of the summer and winter admission shall be announced by the Students' Service Office in Extranet by April 30.
6. At the request of the student, the Dean may permit the change of the major or specialisation of study, if such a change is possible. Time limits for the submission of the applications related to the change of the major are regulated by the Dean's Order.

#### § 24.

1. With the Dean's permission, the student may register for two majors or two specialised courses.
2. Study conditions in case specified in point 1 above shall be defined by the Dean.

### **VIX. Diploma dissertation**

#### § 25.

1. Diploma dissertation denotes bachelor's, engineering and master's degree dissertation. It shall be prepared in the first-cycle study, if provided for in the study program, in the second-cycle study and in the uniform master's degree study.
2. The dissertation for the first-cycle study may be a collective work of the teams of students. The Dean shall determine the number of students in teams.
3. The detailed regulations concerning the development of dissertations are stipulated in Standards for writing dissertations for bachelors, engineers and masters.

4. The student prepares the diploma project under the guidance of a chosen supervisor.
5. The student who follows two related specialised courses of study within one major, may apply in writing to the Dean to be allowed to write one diploma dissertation. The Dean shall take the decision having been advised on the subject of the dissertation and having received the opinion of the Supervisor.
6. Diploma dissertations undergo the check by the Uniform Anti-plagiarism System in accordance with the principles and timetable stipulated in the Dean's Order.
7. The Dean approves the appointment of supervisors and reviewers.
8. The person with at least a doctoral degree may be a supervisor at the first-cycle and second-cycle course as well as at the uniform master's degree study programme.
9. The person with at least a doctoral degree may be a reviewer.
10. Diploma dissertations may be prepared in a foreign language in English language instructed paths and, provided the Dean has granted the permission, in Polish language instructed paths.
11. Diploma dissertations developed in a foreign language must include a summary in Polish.

§ 26.

1. The information about diploma seminars shall be made available to students not later than at the beginning of the semester in which the diploma seminar begins.
2. The information referred to in point 1 above includes: the list and the presentation of supervisors and the list of proposed issues to be covered during seminars.

§ 27.

1. The topics of diploma dissertations prepared at the University must be in line with the relevant major.

2. The topic of a diploma dissertation shall be approved by the Commission for the Topics of the Diploma Dissertations, taking into account the student's major, academic interests, research area, and the needs of the social and economic environment.
3. In order to pass the diploma seminar and obtain the ECTS credits assigned to the seminar, the student must obtain a positive grade from the supervisor in the last semester of the study.
4. Within time limits specified by the Rector in the relevant order, the student is obliged to submit to the Students' Service Office 1 (one) copy of the diploma dissertation in the written and electronic form, positively assessed by the supervisor,.
5. The student must submit a statement on observing the copyrights.
6. The diploma dissertation shall be referred to the reviewer indicated by the Dean.
7. The student has the right to read the review of the diploma dissertation.

§ 28.

1. While in possession of the supervisor's opinion on the stage of advancement in developing the diploma dissertation, the student may apply to the Dean for the permission to repeat the diploma seminar in the final semester, if the student has received credits for all the courses included by the study plan, except for the diploma seminar. Time limits for the submission of the applications related to the repetition of the semester are subject to the Dean's Order
2. The Dean may:
  - extend the deadline for the submission of the diploma dissertation to the Students' Service Office,
  - grant the permission for the repetition of the last semester of the diploma seminar.
3. The student who has not passed the diploma seminar and has not applied to the Dean for an extension of the deadline for passing the diploma seminar, shall be removed from the list of students.

§ 29.



1. If the diploma dissertation has been negatively reviewed, the Dean shall refer such dissertation to the second reviewer.
2. The second review shall be considered as final.
3. If the assessment in the second review is negative, pursuant to § 38 section1 point 4, the student shall be removed from the list of students.

## **X. Diploma examination**

### § 30.

In order to be permitted to take the diploma examination, a student must:

1. Obtain the required number of ECTS credits, complete the required number of classes and obtain positive grades in all approvals and examinations prescribed in the study plan, including the internship.
2. Obtain, in case of second-cycle study and the uniform master's degree study, a positive assessment of the diploma dissertation from the supervisor and the reviewer, and similarly in case of the first-cycle study, if so prescribed in the study program
3. Settle electronically the Clearance Form through the electronic portal of the University.

### § 31.

1. The dates of the diploma examination shall be determined by the Dean in accordance with the academic year timetable.
2. The Students' Service Office shall announce a detailed schedule of diploma examinations by posting the information in the electronic portal of the University no later than 3 days before the scheduled date of the examination.
3. The student is obliged to read the detailed schedule of diploma examinations as announced in section 2.

4. The University may organise the diploma examination outside of its own premises or the premises of its affiliated branch by using the means of the electronic communication that ensure:
  - transmission of the diploma examination in real time to all its participants,
  - multilateral communication in real time during which the participants of the diploma examination may express their views,
  - maintaining the confidentiality of the course of the examination, the protection of personal data and other indispensable security principles.
5. The detailed principles of conducting the diploma examinations are stipulated in the Dean's Order.

§ 32.

The examination board is appointed by the Dean – the chairperson of the examination board may be the Dean, the Vice Dean, or an academic teacher with at least a doctoral degree, appointed by the Dean.

§ 33.

1. The diploma examination shall consist of two parts: the study course related examination and the defence of the diploma project:
  - 1) during the course related examination, the student shall answer one question related to the major;
  - 2) during the defence of the diploma dissertation, the student shall answer two questions concerning the issues of the diploma dissertation, asked by the members of the Examination board;
  - 3) in case of first-cycle study where the development of the diploma dissertation is not prescribed, the diploma examination shall include the candidate providing an answer to open questions concerning the major and the specialisation that are the subject of the study. During the examination, the candidate shall answer three randomly selected questions.
2. The diploma examination at the second-cycle study programme combined with postgraduate studies shall consist of three parts: the course-related examination in the field of the second-cycle study programme, the defence of the diploma dissertation, and the course-related examination in the field of the postgraduate studies. Obtaining the positive grades in the study course related

examination and the defence of the diploma dissertation are the prerequisites for being allowed to take the examination related to the postgraduate study course.

3. The condition for the positive result of the diploma examination is that the student has received positive marks in the course related examination and in the defence of the dissertation.
4. The grade of the diploma examination shall be the arithmetic mean of the grades obtained in the defence of the diploma dissertation and in the course related examination.
5. In the case of the first-cycle study where the study program does not include the prerequisite of developing the diploma dissertation, the diploma examination grade shall be the arithmetic mean of the grades obtained from answering the questions related to the specialised course and the study course related question.
6. If a diploma project has been prepared in a foreign language, at the request of the student the Dean may grant permission for the examination to be conducted in the foreign language. The Dean's consent depends on the members of the examination board having the foreign language competences.
7. At the request of the student or the supervisor, the examination, referred to in section 1, may take the form of an open diploma examination.

#### § 34.

1. If the student, due to health issues or any other important circumstances, is unable to sit an examination within the prescribed time limit, the student should notify the Dean through the Students' Service Office, on the reason for being unable to sit the examination at least one day before the set date of the examination.
2. The Dean shall set the second, and final examination date for the student who has not taken the diploma examination within the specified time limit. In accordance with § 38 section 1 point 4, failure to sit the examination at the second, final date shall result in the removal of the student from the list of students.
3. The student who has received an unsatisfactory grade in the diploma examination, shall have the second and final examination set by the Dean. The date shall fall in the period between one month to three months after the date of the first examination.

4. In accordance with § 38 section 2 point 1, the negative grade in the diploma examination obtained at the second date will effect in the removal of the student from the list of students.

## **XI. Graduation**

### **§ 35.**

1. In order to graduate, a student must pass the diploma examination.
2. The final result of the study course is the sum of:
  - 1)  $\frac{1}{2}$  of the arithmetic mean of all examination grades and approvals grades in courses that do not end with an examination (not applicable for physical education) received during the course of study, except for subjects that end in a “pass” (“zal”) entry in case of second-cycle study, the uniform master’s degree study and the first-cycle study in majors that include a diploma dissertation in the study program or  $\frac{3}{4}$  of the arithmetic mean of all the grades and subject approvals that do not conclude in an examination (not applicable for physical education), received during the course of study, except for subjects that end in a “pass” (“zal”) entry in case of first-cycle study, in majors that do not include a diploma dissertation in the study program.
  - 2)  $\frac{1}{4}$  of the arithmetic mean of the grades for the diploma dissertation awarded by the supervisor and the reviewer in case of second-cycle study and the uniform master’s degree study and the first-cycle study in majors that include a diploma dissertation in the study program
  - 3)  $\frac{1}{4}$  of the arithmetic mean of the diploma examination grades.
3. The diploma examination board may, in justified cases, increase or decrease by half the grade calculated in accordance with point 1.

### **§ 36.**

1. The final result of the study is entered in the diploma, calculated as follows:

<b>The final result of the study</b>	<b>Grade on the diploma:</b>
4.50 – 5.00	very good
4.26 – 4.49	good plus

3.76 – 4.25	good
3.50 – 3.75	satisfactory plus
3.49	satisfactory

2. The post-graduate study completion certificate contains the final result calculated in accordance with the post-graduate study Regulations.

## **XII. Scholarships**

### § 37.

1. The University grants benefits from the funds of the Minister in charge of higher education, as referred to in Article 86 of the Act on higher education and science of July 20, 2018 (Journal of Laws, 2018, item 1668, as amended).
2. The mode, forms, and conditions of awarding benefits financed by the Minister in charge of higher education in the form of grants, are defined in the Regulations for Granting Financial Aid to the students of the WSB University in Gdansk.

## **XIII. Removal from the student list.**

### § 38.

1. The Dean shall remove a student from the list of students if:
  - 1) the student has failed to start the course,
  - 2) the major (form of study) chosen by the student has not been initiated and the student has not signed a consent to be transferred to a different major (form of study),
  - 3) the student has resigned from study,
  - 4) the student has failed to pass the diploma examination within the prescribed time limit,
  - 5) the student has been punished with the disciplinary expulsion from the School.
2. The Dean may remove a student from the list of students if:
  - 1) the student has made no progress in learning,
  - 2) the student has not submitted the diploma dissertation within the specified time limit,
  - 3) the student has failed to pay tuition fees.
3. The removal of the student from the list of students has the rank of an administrative decision.

4. The student shall be informed about the eventuality of being removed from the list of students through the methods and means of distance communication used at the University, except the case referred to in section 1 points 1, 2, and 3.
5. Failure to start studies occurs in case the conditions specified in § 3 section 1 have not been met.
6. No progress in learning is reported if the student does not meet the conditions related to the repetition of a semester, repetition of the subject, or the conditions that need to be met by the student to be admitted to the diploma examination.
7. In order to withdraw from studies the student is required to submit to the Dean a request in writing.

§ 39.

1. The Dean's decision to remove a student from the list of students may be appealed against to the Rector of the University within 14 days of the date of servicing the decision.
2. The Rector's decision shall be final.
3. After exhausting the mode described in sections 1 and 2, a complaint may be lodged with the Provincial Administrative Court in Gdansk, filed with the Rector, within 30 days of the date of servicing the decision.

§ 40.

1. Upon being removed from the list of students, within 30 days from the date of the removal, the student is bound to settle with the University all the obligations.

§ 41.

1. The student who has been removed from the list of students may apply for resumption of studies, hereinafter referred to as resumption. An application for resumption may be made after settling with the University all the financial matters and should be submitted no later than one month after the beginning of the semester with reference to which the resumption is to take place. The application submitted after this deadline will be treated as the application for resumption related to the next semester.

2. The student removed during a semester may resume the semester of studies during which the removal took place within one month from the date of being removed. After that date, resumption will be possible from the next semester.
3. Within two years from the date of the removal, the student of the last semester of studies, who has submitted to the Students' Service Office a positively assessed diploma dissertation, may apply for the resumption of studies and for being allowed to sit the diploma examination (without the need to repeat the semester).
4. The Dean shall readmit the student into the student list and determine the conditions for the resumption.
5. The Dean shall determine the study conditions after resumption.
6. Failure by the student to meet the Dean's conditions for resumption of studies shall result in the resumption refusal.

#### **XIV. Tuition fees**

##### § 42.

1. Studying at the University is payable.
2. Studying at WSB University in Gdansk is payable in accordance with the terms and conditions set forth in the agreement for the provision of educational services and in the orders and decisions of the University authorities.

#### **XV. Student's rights and obligations**

##### § 43.

1. The student has the right to have their dignity respected by every member of the academic community.
2. Students have the right to:

- 1) Participate, through their representatives, in making decisions taken by the University's collegial bodies;
  - 2) gain knowledge and develop interests by using the University's full teaching offer;
  - 3) use consultations conducted by academic teachers during their office hours;
  - 4) participate in conferences, presentations, and lectures organised by the University, if they are open to the public;
  - 5) participate in research projects conducted at the University, if approved by the project manager;
  - 6) undertake parallel studies in another major or specialisation;
  - 7) follow part of the programme at another national or foreign university in accordance with the rules stipulated in other regulations;
  - 8) assess the teaching process;
  - 9) use the library resources stored in the University library, made available in accordance with the Library Regulations;
  - 10) use the assistance of the Career Office in looking for a place for internship or/and work;
  - 11) use the University's database in accordance with applicable regulations.
3. Students create students' self-government which operates on the basis of the regulations adopted by the University's students' self-government recognised upon the Senate's confirmation of its compliance with the Statutes of the University.
4. Students may:
- 1) associate in scientific circles;
  - 2) associate in students' organisations and establish new ones, in accordance with the law regulations.
5. The student is entitled to receive financial assistance if the conditions set out in separate regulations are met.

#### § 44.

1. The duties of the student are to follow the oath and rules of the University, in particular:
  - 1) care for the good name of the University;
  - 2) respect the dignity of all members of the academic community;
  - 3) obtain approvals and pass examinations in the ethical manner;
  - 4) respect the University's property;
  - 5) adhere to the Student's Code of Ethics.



2. The student is obliged to:

- 1) acquire knowledge and professional skills;
- 2) participate in classes in accordance with the study plan;
- 3) become systematically acquainted (at least once every 7 days) with the information provided by the University authorities, other organisational units and lecturers via the electronic portal of the University. The information or notifications posted in the electronic portal of the University in the way that the student is able to view their contents are considered to have been received by the student.
- 4) use the mail system in the University's electronic domain;
- 5) log into the classes/approval sessions/examinations exclusively via the platform of the University;
- 6) read the answer to the application submitted by the Student, except for cases where the law requires the servicing of a certified copy of a written decision to the student.
- 7) notify the University immediately of any changes to their personal data and correspondence address. Uncollected correspondence which has been sent to the address indicated by the student shall be deemed properly delivered.
- 8) follow the rules and regulations of the School.

## **XVI. Disciplinary liability of the students**

### § 45.

In accordance with Article 307-308 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws, 2018, item 1668, as amended) the student is responsible to the Disciplinary Board or to the Court for behaviour that violates the dignity of a student or the violation of rules in force at the University. Detailed rules and the mode of the disciplinary proceedings are specified in the Regulation of the Minister of Science and Higher Education of September 28, 2018 on the detailed mode of the explanatory and disciplinary as well as on the way of administering disciplinary penalties and their expungement on the basis of Article 321 of the act of July 20, 2018, Law on Higher Education and Science (Journal of Laws, 2018, item 1668, as amended).

## **XVII. Final Provisions**

### § 46.

1. The right to settle matters not governed by these Regulations is vested in the Dean.
2. The student is entitled to appeal to the Dean on decisions taken by the teaching staff of the University within 14 days of the date of issuing the decision.
3. The Dean's decision is subject to appeal to the Rector within 14 days of the date of issuing the decision.
4. The Rector's decision is final and may not be appealed against.
5. After exhausting the mode described in sections 2 – 4, a complaint may be lodged with the Provincial Administrative Court in Gdansk, filed with the Rector within 30 days of the date of issuing the decision.
6. In the case of co-financed studies, the Student may be bound by additional rules stipulated in separate documents.

§ 47.

These Regulations come into force at the beginning of the academic year on October 01, 2022.