

Rules and Regulations of the Postgraduate Programme at the University of Economics in Katowice

I. General Provisions

§ 1

1. The Rules and Regulations of the Postgraduate Programme at the University of Economics in Katowice, hereinafter referred to as the “Rules”, provide for the following:
 - 1) principles and procedures of conducting and attending the Postgraduate Programme provided by the Faculties of the University;
 - 2) rights and obligations of students attending the Postgraduate Programme.
2. The terms referred to in the Rules shall have the following meaning:
 - 1) Support for Colleges and Postgraduates Studies - a unit which provides administrative and organisational services for postgraduate programmes;
 - 2) Head of the Postgraduate Programme - a person who manages the Postgraduate Programme, is subordinated in terms of his task area and reports to the Chairman of the Faculty providing the Postgraduate Programme and is a coordinator for participants;
 - 3) Distance Learning – called e-learning is a system of distance education enriching traditional forms of teaching with ICT and technology that also enable direct contact between participants and academic teachers conducting classes;
E-learning can be implemented through an e-learning platform, e-mail or other tools that allow information exchange via the Internet;
 - 4) Course/Programme Module - a course with allocated learning outcomes and a number of ECTS points;
 - 5) Organizer - unit conducting the Postgraduate Programme at the university;
 - 6) Withdrawal from the Postgraduate Programme - a written declaration of withdrawing from the Postgraduate Programme submitted by a candidate who resigns from the Postgraduate Programme before commencing the study or contract termination of postgraduate education submitted by a student of the Postgraduate Programme;
 - 7) Postgraduate Programme - a form of training provided by the University, other than degree or doctoral programmes, addressed to candidates who have successfully completed at least a first-cycle degree programme at level 6 in the higher education and science, and who will receive a postgraduate degree upon the completion of the Postgraduate Programme;
 - 8) Postgraduate Student - a participant of the Postgraduate Programme;
 - 9) Contract - a postgraduate training contract concluded with the candidate, with the Postgraduate Programme as its subject matter;
 - 10) University - the University of Economics in Katowice;
 - 11) Completing the Postgraduate Programme - passing the final exam or defending the thesis/project.
3. Whenever the regulations mention:
 - 1) College, it should be also understood as a subsidiary of the University;

- 2) Head of the College, it should be also understood as Associate Dean managing the subsidiary of the University;
- 3) Support for Colleges and Postgraduates Studies - it should be understood as deanery of the University subsidiary;
- 4) Days – they should be understood as calendar days.

II. Admission to a Postgraduate Programme

§ 2

1. The rules of admission to a Postgraduate Programme, specified in the study program of a given course, are published on the University Internet website.
2. A Postgraduate Programme candidate shall submit the following documents to the Admissions:
 - 1) Application for admission to the Postgraduate Programme - filled in and printed out from the Internet Candidate Recruitment system;
 - 2) a photocopy of the degree diploma or its certified copy, and the original document available for viewing;
 - 3) additional documents, as far as it results from the Postgraduate Programme;
 - 4) in the case of a candidate applying for a discount in tuition fee - application for a discount with documents confirming the right to a discount.
3. The Postgraduate Programme may specify other requirements than those specified in (2) e.g. an interview, as an indispensable element of recruitment for Postgraduate Studies.
4. The candidate is informed by e-mail about the decision to grant or deny admission to the Postgraduate Programme together with the reasons - in case of refusal of admission to Postgraduate Studies.
5. Candidates who were not admitted to the Postgraduate Programme may be placed on a stand-by list and commence their study when a vacant space is made available.
6. The decisions referred to in (4) may be appealed against to the Rector within 14 days of its delivery. The appeal shall be submitted through the Head of the College responsible for a given postgraduate field of study.
7. A candidate shall sign a Postgraduate Training Contract no later than by the date when courses commence.

III. Organisation of the Postgraduate Programme

§ 3

1. Classes (both practical and theoretical ones) of the Postgraduate Programme shall be conducted as a full-time programme, a part-time programme or distance learning.
2. The postgraduate Programme shall be at least 2 terms. The curriculum of the Postgraduate Programme shall allow Postgraduate Students to be awarded at least 30 ECTS credits.
3. The Postgraduate Programme shall be conducted in accordance with the programme of the Postgraduate Studies established by the Senate;
4. The ECTS credits shall be determined by the competent Faculty Board.
5. The Postgraduate Programme offer, together with the programme of the Postgraduate Studies, is available on the University Internet website.

§ 4

1. The Postgraduate Programme shall commence on a date indicated by the Head of the Postgraduate Programme, after the Head of College has taken the decision to launch a given field of study in that academic year. Postgraduate Students shall be informed of the course commencement date by e-mail, at least 7 days before the commencement.
2. The Head of the Postgraduate Programme shall provide Postgraduate Students with the course schedule and informs them of the following:
 - 1) the Postgraduate Programme plan, the curriculum and methods of conducting classes;
 - 2) relevant educational aids;
 - 3) methods of confirming learning outcomes, and crediting courses;
 - 4) deadline for submitting the final thesis;
 - 5) conditions of completing the Postgraduate Programme.
3. The schedule shall cover one term. The Head of the Postgraduate Programme may adjust and change the schedule at least 10 days in advance. Any changes stemming from random incidents may be made on an ongoing basis and the students of the Postgraduate Programme shall be immediately informed by e-mail.

IV. Crediting Courses and Completing the Postgraduate Programme

§ 5

1. The following is required to complete the Postgraduate Programme:
 - 1) to attain all course/module credits provided for in the curriculum for a given postgraduate field of study;
 - 2) to defend the thesis/project or to pass the final examination in accordance with the requirements specified for a given postgraduate field of study.
2. The course of the Postgraduate Programme shall be documented in the credit protocol, which comprises, in particular, the name of the field of study, name(s) and surname of the student, name of the course/module, name and surname of the teacher crediting the course/conducting the exam, the grade and the date of the exam/course credit.

§ 6

1. Courses/modules are credited based on grades and ECTS credits.
2. The following grade scale shall apply:

Grade	Numerical grade	Letter grade
Very good [<i>bardzo dobry</i>]	5.0	A
Good plus [<i>dobry plus</i>]	4.5	B
Good [<i>dobry</i>]	4.0	C
Satisfactory plus [<i>dostateczny plus</i>]	3.5	D
Satisfactory [<i>dostateczny</i>]	3.0	E
Fail [<i>niedostateczny</i>]	2.0	FX, F

3. The passing grades shall be: very good, good plus, good, satisfactory plus, satisfactory. The failing grade shall be: fail.
4. The ECTS credits are granted by the Head of the College providing the Postgraduate Programme, after the student has attained a pass final grade in a course/module.

§ 7

1. The Postgraduate Programme curriculum shall include the list of courses/modules, number of hours for a term, number of ECTS credits, learning outcomes and criteria of crediting a course/module.

2. In the event that a student does not attempt to receive credit for a course or take an exam at first sitting or fails to pass, they may remedy the grade once, on a date determined by the Head of the Postgraduate Programme, however, not later than within six months of the date of the first exam.
3. In certain justified cases, the Head of College may extend the time limit referred to in (2) upon a written request of the student.
4. The student has the right to access their written course assignment/exam and the right to read the criteria followed by the course/module teacher when assessing assignments/exams, within a time limit of no longer than 14 days of publishing exam results (the date has to be agreed upon with the Head of the Postgraduate Programme beforehand).
5. Failing to attempt to receive credit for a course or take an exam, or receive a failing grade within the time limits referred to in (2) and (3) shall result in failing the course/module.
6. The announcement of the results of the pass or exam takes place within 10 days from the date of the pass or exam.

§ 8

1. In case of a negative or unsatisfactory assessment the student within 14 days of publishing course credits/exam results may submit a request to the Head of the College for passing a course/exam before an examining board. The request shall include justification.
2. The Head of the College shall determine the date of passing a course/exam before the examining board
3. Such an exam shall be taken before a board composed of the Head of the College, acting the head of the board, the examiner, who conducted the previous exam, a second specialist in the examined field or a similar field of study. Upon the student's request, representative of the student may also participate in the exam taken before an examining board, acting as an observer.
The provisions in § 10 (3) shall apply accordingly.

§ 9

1. The student may submit a request to the Head of the College for retaking a course/module.
2. The Head of the College may agree for retaking a course/module provided that postgraduate studies are started in that academic year.
3. Payment terms and conditions of retaking a course/module are provided for in the rules referred to in § 16 (1).

§ 10

1. Passing a final exam or defending the thesis/project before an examining board, which prepares the thesis/project defence protocol or exam passing protocol.
2. The examining board referred to in (1) shall be composed of:
 - 1) Head of the College;
 - 2) Head of the Postgraduate Programme;
 - 3) examiner/supervisor.
3. The head of the college may appoint another academic teacher employed at the university to chair the examination commission referred to in (2).

4. The Head of the Postgraduate Programme announces the result of the final examination or defending of the thesis / project within 10 days from the date of conducting it.
5. Failing to take the exam or defend the thesis/project within one year of the last classes at the Postgraduate Programme shall mean that the student is expelled from the list of students.
6. In case of obtaining a negative grade from an exam or defending a thesis / project the provisions in § 7 (2) shall apply accordingly.

§ 11

1. The graduates of the Postgraduate Programme shall receive a certificate of completing the Postgraduate Programme within 30 days of completing their programme.
2. The certificate of completing the Postgraduate Programme shall only be prepared in Polish.
3. A copy of the certificate of completing the Postgraduate Programme in English may be issued upon the request of the student. The rules of payment for issuing a copy in English are set out in the regulations referred to in § 16 (2).
4. The certificate of completing the Postgraduate Programme shall include the final result, which is the arithmetic mean of all received grades:
 1. satisfactory: up to 3.25,
 2. satisfactory plus: from 3.26 up to 3.75,
 3. good: from 3.76 up to 4.25,
 4. good plus: from 4.26 up to 4.5,
 5. very good: over 4.51.

V. Rights and Obligations of the Student

§ 12

The student shall have the right to:

- 1) participate in classes of the Postgraduate Programme;
- 2) use the classrooms, equipment, and educational and research resources of the University within the framework of the Postgraduate Programme classes;
- 3) use the Main Library of the University, in accordance with its Rules and Regulations;
- 4) receive free educational materials prepared by teachers in a printed or electronic version;
- 5) submit comments and postulates pertaining to the organisation of the educational process and administrative services to the Head of the Postgraduate Programme, the Head of the College providing the Postgraduate Programme or the Rector;

§ 13

The student shall, in particular:

- 1) comply with the Rules and Regulations, and the Internal Rules of the University;
- 2) conclude the Postgraduate Training Contract;
- 3) complete final course and examination assignments individually and in a timely manner;
- 4) attain credits and pass exams within specified time limits;
- 5) inform the University of any change of the personal or contact data;
- 6) submit the thesis/project and defend it if such a thesis/project is required for a given field of postgraduate study, or pass a final exam, within one year of the final classes at the latest.

§ 14

1. The Rector's Representative for the Disabled shall be responsible for disabled students.
2. A disabled student may request:
 - 1) changing the terms and conditions of participating in classes and the form of receiving credit for them;
 - 2) individual conditions of using the Main Library of the University;
 - 3) permission to enter the premises of the University by car and park there;
 - 4) consent of the teacher conducting classes to have them recorded, after signing a declaration on the protection of the copyrights and use of the recorded materials only for personal purposes beforehand;
 - 5) assistance with obtaining materials necessary to study;
 - 6) using additional equipment (e.g. an enlarger, a voice recorder);
 - 7) adding a third person to the educational process (e.g. a sign language interpreter, a helper).
3. In order to exercise the rights referred to in (2), it is necessary to present a certificate issued by a competent body.
4. The decision to grant the right to the facilities and exemptions referred to in (2) shall be taken by the Head of the College providing the Postgraduate Programme after obtaining the opinion of the Rector's Representative for the Disabled pertaining to the necessity of granting the rights.

VI. Withdrawal from the Postgraduate Programme, Expulsion and Resumption of the Postgraduate Programme

§ 15

1. The student may withdraw from the Postgraduate Programme by terminating the Postgraduate Training Contract in written or electronic form.

In the event that:

- 1) the withdrawal occurs before the commencement of the classes, the student shall incur no costs;
 - 2) the withdrawal occurs after the commencement of the classes, charges are collected for classes conducted by the end of the month of the withdrawal.
2. The Head of the College providing the Postgraduate Programme, acting in coordination with the Head of the Postgraduate Programme, shall expel the student from the list of Postgraduate Students in the event of:
 - 1) withdrawing from the Postgraduate Programme;
 - 2) failing to conclude the Postgraduate Training Contract
 - 3) failing to attain credits for the module/course provided for in the curriculum of the Postgraduate Programme, subject to the provisions of § 9 (1);
 - 4) failing to take the final exam or defend the thesis/project within one year of the last classes;
 - 5) negative assessment of the exam or defending of thesis/project, with the caveat § 10 (6);
 - 6) failing to pay the Postgraduate Programme tuition fees within the determined time limits, after the demand for payment has expired ineffectively;
 - 7) flagrant violation of the Rules or the policy of the University as well as universal principles of community life and principles of morality.

3. The student may appeal against the decision to expel them from the list of the Postgraduate Programme students to the Rector, through the Head of the College, within 14 days of receiving the expulsion decision. The Rector's decision is definitive.
4. The student who was expelled from the list of the Postgraduate Programme students may resume the Postgraduate Programme subject to the provisions of (5) and with the consent of the Head of the College providing the Postgraduate Programme. The student is obligated to make payments stemming therefrom.
5. In the event that the student is expelled from the list of the Postgraduate Programme students, they have the right to apply for the resumption of their Postgraduate Programme only once, before the lapse of 3 years of finishing classes of a given educational cycle, provided that the Postgraduate Programme is open in a given academic year.

VII. Final provisions

§ 16

1. The terms and conditions of payments for educational services and other charges pertaining to the Postgraduate Programme education shall be provided for in the Rules and Regulations of Charging Fees for Educational Services connected with Postgraduate Education at the University of Economics in Katowice and Other Charges.
2. The provisions of contracts with natural persons, foreign entities and/or domestic entities concluded to complete the Postgraduate Programme shall supersede the provisions of these Rules.
3. In any and all matters unregulated herein, the decision shall be taken by the Rector.