

**Academic Regulations  
at the University of economics in Katowice**

These Academic Regulations lay down the rules of conducting university courses and studying as well as the rights and duties of the students of the University of Economics in Katowice, hereinafter referred to as “the University”.

**I. General provisions**

**Article 1**

1. The Regulations determine the organisation of part-time and full-time studies conducted by the University and the rights and duties of the first-cycle and second-cycle students related thereto.
2. The terms used in these Regulations mean:
  - 1) days – calendar days,
  - 2) dean – a person managing the university within the meaning of the Statute of the University of Economics in Katowice,
  - 3) form of study – full-time or part-time studies,
  - 4) university course – a subcategory of the form of education carried out in a manner prescribed in the curriculum course under levels 6-7 of the Polish Qualifications Framework,
  - 5) level of study – first-cycle or second-cycle studies,
  - 6) education profile – general academic profile or practically-oriented vocational profile,
  - 7) a person conducting classes – an academic teacher who has been entrusted by the dean with conducting the course envisaged in the course curriculum,
  - 8) university teacher – an academic teacher or another person entrusted with conducting the classes comprising a given course, in accordance with the didactic workload plan,
  - 9) course – a group of classes consisting of types of classes,
  - 10) curriculum differences – class modules, for which the student must obtain additional credits due to the transfer from another university, change of university course or form, repeating the semester, leave from classes, resumption of studies,
  - 11) student – a person who has been enrolled on a first-cycle or second-cycle studies and taken the student oath,
  - 12) type of classes – lectures, classes, laboratory classes, foreign language classes or any other type of conducting classes prescribed in the course curriculum,
  - 13) Act - the Act of 20 July 2018 – Law on Higher Education and Science.

## **Article 2**

1. A student of the University is a person who has been enrolled on a university course as a result of:
  - 1) an admission procedure or
  - 2) recognition of learning outcomes or
  - 3) transfer from another university and who has taken the student oath stipulated by the Statute of the University of Economics in Katowice, hereinafter referred to as “the Statute”, within 30 days of the commencement of instruction.
2. In the case of the resumption of studies, a student matriculates on taking the student oath.
3. A student is issued a student identity card.
4. A student is required to keep the University informed of any changes in their personal data, address of residence as well as e-mail address and telephone number. In case of failure to fulfil this obligation, the correspondence sent to the last known address is deemed delivered.

## **Article 3**

The student community as a whole is represented by the student government. Its scope of activity is determined by its regulations.

## **Article 4**

1. The Dean supervises and is in charge of all the students of the University.
2. The Dean supervises admissions, the teaching process and the course of studies.
3. The Dean supervises the implementation of the curricula and makes all the decisions relevant to the course of studies at the University as stipulated by these Regulations and the Statute.
4. For university courses organised under national and international programmes, the University signs with the student a contract stipulating additional terms and conditions of study, resulting from contracts entered into with partner institutions of higher education.
5. If the provisions of these Regulations require the submission of a request, it should be submitted in writing prior to the commencement of instruction in a given semester, unless the Regulations provide to the contrary.

## **Article 5**

1. The University makes reasonable adjustments to ensure that students with different types and degrees of disability can participate in classes and take tests and examinations.
2. A disabled student may request:
  - 1) an adjustment of an examination or a test:
    - a) extending the time limits on a written exam,
    - b) increasing the font size in the examination materials,
    - c) changing the form of the examination from oral to written,
    - d) changing the form of the examination from written to oral,

- 2) access to relevant in-class course-work materials,
- 3) additional tutorials to meet their specific needs.
3. If the location of a classroom/lecture hall makes it inaccessible to a disabled student with reduced mobility, the student or the lecturer requests dean's office to change the location of the class/lecture hall.
4. In justified cases a disabled student may, for health or organisational reasons, change the group to which they have been assigned.
5. A deaf student or a student with impaired hearing may, at sufficient notice, submit a request to the Rector's Representative for Disabled Students for a sign language interpreter.
6. A disabled student may use the services of a disabled student's assistant.
7. In justified cases, a disabled student may take notes for the personal use in an alternative form, in particular by recording, taking photographs, as well as use other devices or benefit from the assistance of other persons taking notes, in a manner agreed upon with a university teacher.
8. Detailed rules and organisation of assistance for disabled students are set by the Rector's ordinance.

#### **Article 6**

1. The duration of university courses conducted by the University is as follows:
  - 1) first-cycle courses (i.e. undergraduate courses) leading to the degree of *'licencjat'* (full-time and part-time) – 6 semesters,
  - 2) first-cycle courses (i.e. undergraduate courses) leading to the degree of *'inżynier'* (full-time and part-time) – 7 semesters,
  - 3) second-cycle courses (i.e. graduate courses) (full-time and part-time): 3 or 4 semesters.
2. The University offers general academic programmes and practically-oriented vocational programmes.

## **II. Organisation of studies**

#### **Article 7**

1. A general outline of an academic year schedule, including the start and end dates of the teaching periods, is set by the rector's ordinance issued by the end of April of the year in which a given academic year commences.
2. Non-instructional days or hours during a particular academic year are set by the Rector.
3. The Rector schedules the summer holidays, for a period of minimum 8 weeks.
4. In view of the outline of non-instructional days in the winter semester on an undergraduate course, the classes may commence by 1 October of the academic year in question.
5. A detailed academic year schedule is determined by the dean on seeking the opinion of the student government and in compliance with the rules stated in section 1 of this Article.

### **Article 8**

1. A course curriculum may, unless particular regulations provide otherwise, include an obligatory internship.
2. Detailed rules and conditions of crediting internships are specified in the Regulations on Student Internships of the University of Economics in Katowice.

### **Article 9**

1. The course curriculum includes learning outcomes, description of the process leading to learning outcomes and the number of ECTS points assigned to classes.
2. The curriculum of a given university course comprises:
  - 1) subjects obligatory for the course, at a given level and of a given profile,
  - 2) optional subjects, including: specialisation-related subjects, free electives, and others, for which a student may choose the university teacher and the form of instruction.
3. Subjects may be grouped into modules.
4. In the curriculum of a given university course at a given level and of a given profile, optional subjects should account for at least 30 % of the total number of ECTS points.
5. The course curriculum is featured in the University Public Information Bulletin no later than 14 days of its adoption.

### **Article 10**

1. The course syllabus in the form of a course description card is determined by the person conducting classes, in accordance with the applicable course curriculum.
2. A person conducting classes is required to publish the syllabus and make it available on the website 2 weeks prior to the commencement of instruction, at the latest.

### **Article 11**

1. On seeking the opinion of the student government, the dean may appoint year or group tutors. Consulting the student government, the dean determines the tutors' scope of responsibility and the modes of their activity, as well as supervises and evaluates their work.
2. Lectures and examinations may be conducted by university teachers holding at least the position of assistant professor (i.e. with the degree of *'doktor habilitowany'*).
3. The dean may entrust duties described in item 2 of this section to other university teachers or to persons with competences and practical experience relevant to a given field of study.
4. In the event of a prolonged absence of a university teacher, the dean may, on consulting the head of the relevant organisational unit, appoint another faculty member to take over the absent teacher's duties.

### **III. Students' rights and duties**

## **Article 12**

1. A student follows the university course in a given field of study.
2. A student has a right to:
  - 1) gain knowledge while attending the selected university course, as far as it may be practicable for the University, to develop their academic interests and use for that purpose the rooms, facilities and means, as well as library collections of the University, in accordance with the relevant provisions, and to benefit from the assistance of academic teachers, the University's authorities and other members of the academic community,
  - 2) participate in classes and take examinations envisaged in the course curriculum, in line with the rules prescribed therein,
  - 3) individually shape the part of the course curriculum composed of optional subjects by selecting suitable options,
  - 4) individually organise their studies, in line with the rules prescribed herein,
  - 5) do, with the dean's consent, part of their course at another institution of higher education, including a foreign one, in compliance with the conditions laid down in arrangements or agreements concluded by the University or on their own initiative as soon as the conditions laid down in these Regulations are met,
  - 6) express their opinion on the classes, including the evaluation of classes according to the rules prescribed in separate provisions,
  - 7) direct the demands to the University's authorities concerning the learning process and living and housing conditions and the functioning of the University,
  - 8) co-decide through the student government in matters connected with the learning and education process, granting financial aid, awards and commendations, as well as the allocation of appropriations earmarked for students' purposes,
  - 9) form and join student organisations, including student clubs,
  - 10) obtain awards and commendations,
  - 11) obtain financial aid in accordance with the rules specified in separate provisions,
  - 12) pursue their interests relating to culture, tourism, sport, in accordance with the rules specified by the University,
  - 13) apply for academic tutoring under the "Rules of Academic Tutoring of the University of Economics in Katowice",
  - 14) pursue an individual learning pathway, in accordance with the rules prescribed in the 'Rules of Individualised Learning Pathways',
  - 15) change the university, course or form of study, in accordance with the rules laid down herein.
3. A student follows an individualised course of study by selecting subjects stated in Article 9(2)(2) and in Article 13.
4. Provisions of section 2(4) and section 3 apply to students enrolled on recognition of learning outcomes.

## **Article 13**

1. A student has a right to choose subjects specified in Article 9(2)(2) considering the timetable conditions and the prerequisites for a given subject laid down in the course description card.
2. A student declares their individual choice of subjects for a given semester to the dean by electronic means.
3. Should the scheduled times of classes in the subjects chosen by a student interfere, the student submits an application for a change of class(-es) to the dean.
4. In justified cases, a student may request that the dean makes amendments to their declaration of individual choice of subjects for a given semester.
5. If a student fails to submit their declaration by the date set by the dean, the dean may decide which subjects the student will do.

#### **Article 14**

1. An individualised course of study encompasses:
  - 1) a release from the obligation to participate in all or some classes or
  - 2) an individualised examination period schedule.
2. The dean may allow students to follow an individualised course of study – upon a reasoned request of a student submitted no later than 7 days prior to the commencement of:
  - 1) a semester – in the case referred to in section 1(1),
  - 2) an examination period - in the case referred to in section 1(2).
3. The dean may allow a pregnant female student and a student who is the parent of a child under the age of 12 to follow an individualised course of study, upon a request submitted in accordance with the rules laid down in section 2.
4. In the case of students who:
  - 1) are disabled, a disability certificate issued by a competent authority should be enclosed with the request referred to in section 2,
  - 2) have a protracted illness, which prevents them from participation in classes on a regular basis, a medical certificate should be enclosed with the request, referred to in section 2.

#### **Article 15**

1. A student is required to perform all the duties specified in these Regulations.
2. A student is required to attend classes, laboratory classes, foreign language classes and diploma seminars.
3. Ways of enforcing the duty of attendance and excusable exceptions are determined by the teacher conducting a particular class.
4. A student enrolled on a course on recognition of learning outcomes does not have to attend classes in the subjects in which they have already received a positive grade and a relevant number of ECTS points.

### **IV. Completion of courses, semesters and years**

#### **Article 16**

Awarding credits during a university course is based on the European Credit Transfer System (ECTS) and the rules laid down in these Regulations.

#### Article 17

1. A subject may be credited on the basis of a final examination or a final test. Forms of testing students' learning outcomes in a given subject are laid down in the course curriculum.
2. The rules of examining and awarding credits for a given subject are specified in the course description card.
3. In the case of subjects with classes or laboratory classes, the examiner evaluating a student's performance also takes into account the learning outcomes achieved at the classes/laboratory classes. The method of determining the final grade is specified in the course description card.
4. The prerequisite for entering an examination in subjects with classes and laboratory classes is receiving a positive final grade for those classes. Failure to receive a credit in classes and laboratory classes results in the loss of one of the two allowed attempts to enter for a given examination.
5. The person conducting classes may set a pre-scheduled examination date. The conditions for allowing a student to take a pre-scheduled exam are prescribed in the course description card.

#### Article 18

1. Particular subjects on a given course are credited on the basis of the grades received by students and the number of ECTS points assigned to a given subject.
2. The following grading scale is established:

Grade	Numerical equivalent	Letter equivalent
excellent	5.0	A
very good	4.5	B
good	4.0	C
satisfactory	3.5	D
sufficient	3.0	E
fail	2.0	FX,F

3. For obligatory classes or student internships a two-grade scale is used: 'credit', 'no credit', insofar as it is prescribed in the course curriculum.
4. For subjects credited on the basis of recognising learning outcomes either the scale from section 2 of this Article or the formula 'credit' may be used.
5. Foreign language classes are credited according to the grading scale in section 2 and the number of ECTS points assigned; they are conducted at the following levels:
  - 1) A1 – beginner
  - 2) A2 – elementary
  - 3) B1 – intermediate
  - 4) B2 – upper-intermediate

- 5) C1 – advanced
- 6) C2 – advanced plus

The letter symbols of levels signify the target levels to be achieved in a given academic year.

6. A student is awarded a relevant number of ECTS points by the dean on receiving a positive final grade in a given subject.
7. 'Excellent, very good, good, satisfactory and sufficient', as well as 'credit' are regarded as positive grades, whereas 'fail' and 'no credit' are considered negative.
8. If a student receives a failing grade in a given subject and a positive grade at the retake, the final grade is the arithmetic mean of both grades, no lower than 3.0. The provisions of Article 32(3) apply respectively.

### **Article 19**

1. A student receives the final grade in a given subject by the time stipulated in the plan of study and the examination period schedule established by the dean. In justified circumstances, the dean may set another date. Students are informed of the final test date at least 7 days in advance, and of the examination date at least 14 days in advance.
2. A student is credited with a given subject on the basis of a positive examination result or on fulfilment of all the credit requirements specified in the course description card.
3. The examiner is the person conducting classes in a given subject or, in particular situations, a university teacher appointed by the dean.
4. The examiner is authorised to verify the identity of the students taking an examination.
5. Grades received by students are entered in their academic records and published in the self-service Virtual University system no later than 10 working days of the examination/credit date. If the examiner does not enter the grades within a set time limit, the student is required to immediately report it to the dean.
6. Within two weeks of the publication of the examination/final test results, the examiner/teacher is required to allow a student an insight into the marked examination/test paper if it was the basis of the credit.

### **Article 20**

1. If a student fails to enter for an examination or a final test, they lose one of the two allowed attempts and receives no grade. Under duly justified circumstances, the dean may allow the student a replacement attempt. A student submits a written request for a replacement attempt within 7 days of the day when the reason for the absence ceases to exist.
2. A student has a right to enter for one final test and one examination in each subject in the regular examination period, as well as one retake in each subject in the retake period. In justified cases, the dean may set other deadlines for obtaining credits and entering examinations. Failure to pass an examination or a final test in the retake period results in receiving no credit in a given subject in the examination period.



## **Article 21**

1. Within 10 working days of the publication of the examination or final test results, a student may apply to the dean for an examination/test before an examination board. The application must be justified.
2. Considering a student's application described in section 1, the dean may either order that the student's examination/test paper be reassessed by other faculty members or decide to conduct an examination/test before an examination board in a specified form, or refuse the application.
3. This examination is conducted before a board comprising the dean or a vice-dean as president, the examiner who administered the previous examination, and another specialist in the field covered by the examination or a related field. At the examinee's request, the year tutor and a representative of the student government may be invited as observers.

## **Article 22**

1. The dean may, at a student's request, recognise the previously achieved learning outcomes, except for the situation described in section 2. Before making a decision, the dean may seek the opinion of a relevant university teacher.
2. A credit received by a student on an undergraduate course serves as no basis for crediting any subject on a graduate course.
3. The decision to transfer and recognise credits received by a student at the University or any other institution of higher education, including a foreign one, is made by the dean on the basis of the presented academic transcripts.
4. The dean decides on the grade and the number of ECTS points to be awarded for a subject or an internship credited at other institutions of higher education, including foreign ones, on the basis of the presented academic transcripts.
5. A student transferring credits for subjects or internships from another institution of higher education, also a foreign one, receives the number of ECTS points that they were awarded at that institution.
6. The prerequisite for transferring credits gained at the University of Economics or another institution of higher education, including a foreign one, and recognising them in lieu of core and specialisation subjects in the curriculum is the convergence of relevant course learning outcomes.
7. Provisions from section 6 also apply to internships included in the curriculum.

## **Article 23**

1. The basic crediting period for a student's achievements is a semester.
2. A student doing part of the course or an internship abroad has a two-semester crediting period beginning from the semester in which the student commences their studies or internship abroad.
3. In situations justified by the course curriculum or a foreign internship, the dean may set

a different crediting period for a student.

4. To successfully complete a semester, a student is required to gain a minimum of 30 points in the ECTS accumulative system, unless the curriculum states otherwise.
5. If a student gains for a given semester a number of credit points exceeding the minimum stated in section 4, the surplus of points is counted towards the next semester.
6. If, in a given semester, a student fails to gain the required minimum of ECTS and lacks no more than 12 points, they may obtain the missing credits in the retake mode starting from the next examination period, with the stipulations of section 9. In a given examination period, a student is allowed one retake per subject. Applications for retakes must be submitted: by 31 March after a winter examination period, by 30 September after a summer examination period. The dean also determines the mode of the retakes (participation in classes, office hours and laboratory classes) in consultation with the person conducting classes.
7. If, in a given semester, a student lacks more than 12 points to gain the required minimum of ECTS points, the dean removes the student from the student register or, at the student's request, allows them to repeat the semester, except for situations described in section 8.
8. If, at the close of the first or second semester, a first-year undergraduate lacks more than 12 points to gain the required minimum of ECTS, the dean removes the student from the student register.
9. If a student fails to successfully complete the final semester of their course, the dean sets a deadline for obtaining the credit in the retake mode in the same semester, no later than 30 September, or, if the course ends in the winter term, by 31 March. This rule does not apply to awarding credits for the diploma seminar in the final semester of a university course.
10. The dean may allow a student to repeat a semester only once during an undergraduate and graduate course respectively. By the time such a semester commences, a student remains their student status.

## **V. Final dissertation and final examination**

### **Article 24**

1. A student prepares a final dissertation under the guidance of a supervisor.
2. The final dissertation may be supervised and reviewed by a university teacher holding at least the doctor's degree. A dissertation supervisor is appointed or changed by the dean at a student's request.
3. In the event of a supervisor's prolonged absence, which might delay the completion of the course by a student in due time, the dean is required to appoint a substitute supervisor in consultation with the student.

### **Article 25**

1. The final dissertation should be submitted at the dean's office:

- 1) by 15 February – on courses ending in the winter semester,
  - 2) by 30 June – on courses ending in the summer semester.
2. In the event of not submitting a dissertation by the dates stipulated in section 1, a student submits it by the second deadline, which is:
  - 1) 31 March – on courses ending in the winter semester,
  - 2) 30 September – on courses ending in the summer semester.
3. Under duly justified circumstances, the dean may, at a student's request, extend the second deadline.
4. Failure to submit a final dissertation by the second deadline results in the student's removal from the student register.

#### **Article 26**

1. Except for situations described in section 2 of this Article, a student submits a final dissertation written in Polish. In justified situations, the dean may permit submitting a dissertation written in another language. In such a situation, the student is required to attach to the dissertation its summary in Polish.
2. On courses and specialisations conducted in foreign languages, a student submits a dissertation written in the language of instruction.

#### **Article 27**

1. A final dissertation is evaluated by the supervisor and the reviewer appointed by the dean.
2. In the event of a negative review, the dean refers the dissertation to a second reviewer.
3. If the second review is also unfavourable, the dean may, at the student's request, allow them to repeat the final semester of the course. The student is required to write a dissertation and to obtain credits for any new subjects in the curriculum indicated by the dean.
4. The grade for the final dissertation is the arithmetic mean of the grades proposed by the supervisor and the reviewer.
5. If the final dissertation is a written paper, the University checks it before the final examination using the Uniform Anti-plagiarism System, referred to in Article 351(1) of the Act.

#### **Article 28**

1. The prerequisite for obtaining the diploma seminar credit is the supervisor's approval of the submitted dissertation.
2. The final examination is administered within three months of the date of successful completion of the semester and submitting the dissertation and other required documents at the dean's office.
3. The prerequisites for being admitted to the final examination are as follows:
  - 1) obtaining credits for all the course components,

- 2) gaining the required number of ECTS points,
  - 3) the final dissertation having cleared the anti-plagiarism procedure and being declared as original,
  - 4) a positive evaluation of the dissertation by the supervisor and the reviewer.
5. Prior to entering for the final examination, the student must meet all their obligations towards the University.
  6. If the dissertation has not cleared the anti-plagiarism procedure, then, depending on the extent and kind of plagiarism committed, the dean:
    - 1) may oblige the student to amend the dissertation by a specified deadline,
    - 2) may order the student to repeat the final semester of the course,
    - 3) initiates disciplinary proceedings.

### **Article 29**

1. The final examination takes place before an examination board appointed by the dean, at the date set by the dean.
2. The examination board is presided over by the dean or a vice-dean. The examination board also includes the supervisor and the reviewer. At the examinee's request, a representative of the student government may be invited to participate in the examination.
3. The dean may order other academic teachers holding at least the position of assistant professor (i.e. with the degree of *'doktor habilitowany'*) to preside over the final examination.
4. At the examinee's request, the dean may order that an open final examination be administered. A request for such a form of examination should be submitted by the examinee or the supervisor at least 14 days prior to the examination date. The rules for an open final examination are laid down by the dean.

### **Article 30**

1. The final examination is conducted in an oral form. In duly justified cases, the dean may change the form of the examination.
2. The examination board decides on the grade for the examination and the final course grade, following the provisions of Article 32.
3. If the examinee does not enter for or receives a failing grade in the examination, the dean sets the date of the retake examination. In the case of failure to retake the examination, the provisions of Article 20(1) apply respectively.
4. The retake examination may take place no later than three months after the date of the first examination.
5. Unexcused failure to retake the examination or a negative grade in the retake final examination result in the student's removal from the student register.
6. In the event of the removal from the student register, referred to in section 5, the student may resume the final semester of the course only once, within a year of the end date of the semester during which they were removed from that register. In such a case, the dean does not indicate the subjects for which the student will have to obtain credits.

## **VI. Completion of a university course**

### **Article 31**

1. A university course is considered completed on fulfilling the tuition programme for a given course, in particular, on achieving all the learning outcomes by receiving credits for all the subjects and student internships and gaining the required number of ECTS points, subject to section 2.
2. The dean may regard other activities as being equivalent to receiving credits, provided that the learning outcomes have been achieved.
3. The prerequisite for completing:
  - 1) a first-cycle course leading to the degree of *'licencjat'* is gaining a minimum of 180 ECTS points,
  - 2) a first-cycle course leading to the degree of *'inżynier'* is gaining a minimum of 210 ECTS points.
  - 3) a second-cycle is gaining a minimum of 90 (course lasting 3 semesters) or 120 (course lasting 3 semesters) ECTS points, and passing a senior examination .
4. A graduate receives a diploma of higher education in a relevant field and profile, with the stipulations of section 5.
5. A university course with a specified field of specialisation is considered completed if a student has gained the required number of ECTS points for the specialisation subjects.

### **Article 32**

1. The weighted average is calculated on the basis of all the final grades in all the credited subjects except the ones specified in Articles 18(3) and 18(4). The weights are the numbers of ECTS points assigned to particular subjects divided by the sum of all the ECTS points gained by the student during the course, except those specified in Articles 18(3) and 18(4).
2. The final grade for the entire course, calculated to two decimal places and rounded down, is the total of the following:
  - 1) 0.6 of the weighted average determined in item 1,
  - 2) 0.3 of the positive grade for the final dissertation,
  - 3) 0.1 of the positive grade for the final examination.
3. The final grade for the entire course entered in the diploma of higher education is established as follows:
  - 1) up to 3.40 – sufficient
  - 2) from 3.41 to 3.80 – satisfactory
  - 3) from 3.81 to 4.20 – good
  - 4) from 4.21 to 4.50 – very good
  - 5) from 4.51 upwards – excellent
4. If the final grade for the entire course determined in accordance with the provisions of section 3 amounts to at least 4.75, the student receives an honours degree.

## **VII. Leaves of absence during a university course**

### **Article 33**

1. In justified cases, on submitting a written application, a student may be granted:
  - 1) medical leave of absence,
  - 2) personal leave of absence.
2. A student may be granted a short- or long-term leave of absence.
3. A short-term leave of absence may be granted to a student for a period of up to 30 days.
4. Granting a short-term leave of absence to a student does not extend their standard time of completing the course and provides no grounds for setting new deadlines for examinations and credits during the course.
5. A long-term leave of absence may be granted for a year.
6. A long-term personal leave of absence may only be granted once during a given university course at a given level.
7. A student's standard time of completing a course may be extended as a result of being granted a long-term leave of absence.
8. The decision to grant leave of absence to a student is made by the dean.
9. A student should apply for leave immediately following the occurrence of a reason serving as a basis for its granting.
10. The dean grants a pregnant female student and a student who is the parent of a child in accordance with the rules specified in Articles 85(2)–(4) of the Act.
11. Within 14 days of the end date of the leave of absence, the student is required to submit a notification in writing of their decision to continue the course. Failure to do so constitutes a sufficient basis for the student's removal from the student register on the grounds of resigning from the course.

### **Article 34**

1. During a long-term leave of absence a student may, with the dean's consent and in compliance with the conditions laid down by the dean, attend selected classes and enter for selected tests and examinations.
2. In the case of fee-paying course, the dean determines the value of the student participation fee as regards the classes referred to in section 1.
3. Should any changes be made to the curriculum during a student's long-term leave of absence, the dean indicates the subjects for which the student will have to obtain credits.
4. A student granted leave of absence retains their right to financial aid, which is provided on conditions specified in the Regulations on Establishing the Extent, Granting and Disbursing Financial Aid to the Students of the University of Economics in Katowice.

## **VIII. Removal from the student register, transfers and resumption of studies**

### **Article 35**

1. The dean removes a student from the student register if a student:
  - 1) fails to commence studies in due time,

- 2) resigns from a course,
  - 3) does not submit a final dissertation or take the final examination in due time,
  - 4) is expelled from the university.
2. The dean removes a student from the student register due to a failure to commence studies if the student:
    - 1) does not take the student oath within 30 days of the commencement of instruction,
    - 2) does not submit a declaration to resume studies on the expiry of the approved leave of absence.
  3. A resignation from a university course is submitted in a written form and if the student signed a tuition agreement as a written termination of that agreement.
  4. The dean may also remove a student from the student register if they:
    - 1) fails to participate in obligatory classes,
    - 2) fails to make sufficient progress,
    - 3) fails to complete a semester or a year in due time,
    - 4) fails to pay relevant course fees,
  5. A student's lack of sufficient progress is established by the dean on the basis of the analysis of their individual achievements.
  6. The removal of a student's name from the student register deprives them of student rights.

### **Article 36**

1. A student may transfer to another institution of higher education on meeting all their obligations towards the University.
2. A student transferring from another institution of higher education is admitted on the decision of the dean of a given faculty if the faculty's current situation permits that.
3. A student may transfer onto a different course with the dean's consent. The criteria of admitting a student to a different course are set by the dean.
4. A student may transfer from a full-time course onto a part-time one, with the dean's consent.
5. Transfers described in items 2-4 are possible no earlier than on completion of the first year of an undergraduate course or the first semester of a graduate course.
6. At the request of a part-time student, the dean may, in duly justified cases, transfer them onto a full-time course on condition that the student, on completion of the first year of an undergraduate course, or the first semester of a graduate course, has achieved, for the first year of an undergraduate course, or the first semester of a graduate course respectively, a weighted grade point average of at least 4.0, calculated in accordance with the provisions of Article 32(10).

### **Article 37**

1. A student may resume studies on condition that they have successfully completed the first semester at the University.
2. A full-time student who completed the first semester and was subsequently removed from

the student register has a right to resume studies on a full-time basis within 3 years of the end date of the semester in which they were removed from the student register for the first time, with the stipulations of item Article 30(6).

3. A part-time student who was credited with the first semester has a right to resume studies on a part-time basis within 4 years of the end date of the semester in which they were removed from the student register for the first time, with the stipulations of Article 30(3).
4. A student who was removed from the student register due to failure to pay course-related fees has a right to resume studies once in the academic year in which they were removed from that register.
5. A full-time student may apply for permission to resume their studies on a part-time basis. Provisions of section 3 apply respectively.
6. The decision on a student's right to resume studies is made by the dean, who also requires the student to obtain credits for any new subjects in the curriculum and sets the mode and deadline for the outstanding credits, except for the situation referred to in section 7.
7. A student who is permitted to resume studies after failing to submit a final dissertation in due time is not required by the dean to obtain credits for any new subjects in the curriculum.

## **IX. Awards, commendations and student liability**

### **Article 38**

1. Students with well-above-average results and outstanding individual achievements in a particular academic field and in fulfilling their duties may be granted awards and commendations by:
  - 1) the rector,
  - 2) the dean.
2. A relevant University body may apply to institutions outside the University for awards or commendations to be granted to a student.
3. Kinds of awards and commendations as well as the mode and criteria of granting these are established by the Senate.

### **Article 39**

1. For any form of dishonest or dishonourable conduct in defiance of the student oath and non-compliance with the University regulations a student may be held responsible before the disciplinary committee for students.
2. The Rector may reprimand a student for any minor misconduct on hearing the perpetrator or their defender without consulting the disciplinary committee.
3. On their own initiative or at the request of the student government, the rector may refer a particular case to the disciplinary ombudsman, notifying the student government of the action taken.
4. A student reprimanded by the Rector may appeal against the penalty to the disciplinary committee.



#### **Article 40**

Proceedings before the disciplinary committee for students are governed by separate regulations.

#### **X. Final provisions**

#### **Article 41**

1. In cases decided by the dean, a student has a right to submit an application for re-examination of the case.
2. In duly justified cases, including situations when new circumstances, vital for the decision, arise, the dean may, on their own initiative or at the student's request, alter the original decision. The provision from section 1 is applied respectively.

#### **Article 42**

Decisions on issues concerning the rules and mode of doing university courses not regulated by the Law on Higher Education and Science Act, the University Statute and these Regulations are made by the Rector.