Appendix No. 1

to Resolution No. 88/2021/2022

of the University of Economics in Katowice

of April 28, 2022

**Rules and Regulations of Studies**

**at the University of Economics in Katowice**

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I. General provisions

**§ 1**

* + 1. These Rules and Regulations of Studies determine the rules of conducting studies and studying as well as the rights and duties of students that are applicable to all study programs, levels, profiles and forms of studies conducted at the University of Economics in Katowice, hereinafter referred to as the “University”.
    2. These Rules and Regulations specify the organization of studies, along with the associated rights and responsibilities of students of the full- and part-time undergraduate and graduate programs conducted by the University.
    3. The terms used in these Rules and Regulations shall 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. study program – a distinct form of education, delivered in the manner specified in the curriculum under levels 6 and 7 of the Polish Qualifications Framework,
       5. level of study – undergraduate or graduate studies,
       6. education profile – general academic profile or practically-oriented vocational profile,
       7. course instructor – an academic teacher who has been entrusted by the Dean with conducting the course included in the program curriculum,
       8. university teacher – an academic teacher or another person entrusted with conducting a given course, in accordance with the didactic workload plan,
       9. course – a group of teaching activities divided into different types of instruction,
       10. curriculum differences – course modules, for which the student must obtain additional credits due to the transfer from another university, change of a program or a form of study, repeating the semester, leave of absence, resumption of studies,
       11. Statute – Statute of the University of Economics in Katowice,
       12. student – a person who has been enrolled in an undergraduate or graduate program and has taken the student oath,
       13. type of courses – lectures, classes, laboratory classes, foreign language classes or any other type of instruction stipulated in the program curriculum,
       14. University – the University of Economics in Katowice
       15. Act - the Act of July 20, 2018 – Law on Higher Education and Science.

**§ 2**

1. A student of the University is a person who has been enrolled in a study program as a result of:
   * + 1. an admission procedure or
       2. recognition of learning outcomes or
       3. transfer from another university

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 courses.

* + 1. In case of resumption of studies, a student matriculates on taking the student oath.
    2. A student is issued a student identity card.
    3. A student is required to keep the University informed of any changes in their personal data, i.e. address of residence, e-mail and telephone number. In case of failure to fulfill this obligation, the correspondence sent to the last known address is deemed delivered.

**§ 3**

Student Government represents all the students. Its scope of activity is determined by its regulations.

**§ 4**

### The Dean supervises and is in charge of all the students of the University.

### The Dean supervises admissions, the teaching process and the study curriculum.

### The Dean supervises the implementation of the study curricula and makes all the decisions relevant to the course of studies at the University, as stipulated by these Rules and Regulations, and the Statute.

### In the case of studies organized within the framework of national and international programmes, the University signs an agreement with the student stipulating additional terms and conditions of study, resulting from contracts made between partner institutions of higher education.

### If a request is required by the provisions of these Rules and Regulations, it should be submitted in writing prior to the commencement of courses in a given semester, unless the Rules and Regulations provide otherwise.

**§ 5**

* + 1. The University ensures, as far as its possibilities allow it, that the students with different types and degrees of disability can fully participate in the educational process and scientific research.
    2. A disabled student may request:
       1. an adjustment of an examination or a test by:
          1. extending the time limit on a written exam,
          2. increasing the written font size,
          3. changing the form of the examination from oral to written,
          4. changing the form of the examination from written to oral,
       2. access to relevant course materials,
       3. additional types of instruction to meet their specific needs.
    3. A disabled student may benefit from assistance in the learning process by contacting the Support Center for Special Needs Students.

### Detailed rules and organization of assistance for disabled students are set by the Rector’s ordinance.

**§ 6**

1. Studies conducted by the University are as follows:
   * + 1. undergraduate programs leading to the degree of “licencjat”(full- and part-time) – lasting 6 semesters,
       2. undergraduate programs leading to the degree of “inżynier”(full- and part-time) – lasting 7 semesters,
       3. graduate programs (full- and part-time): lasting 3 or 4 semesters.
     1. The University offers programs with a general academic or practical profile.

**II. Organization of studies**

**§ 7**

1. 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. Days or hours free from teaching are set by the Rector.
3. The Rector schedules summer holidays, for a period of minimum 8 weeks during summertime.
4. In view of the holidays in the winter semester, courses in part-time programs may begin before October 1 of a given academic year.
5. A detailed academic year schedule is determined by the Dean after consulting the Student Government and in compliance with the rules stated in § 7 (1).

**§ 8**

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

**§ 9**

1. The study curriculum includes: learning outcomes, description of the process leading to the achievement of learning outcomes and the number of ECTS points assigned to specific courses.
2. The study curriculum of a given study program includes:
   * + 1. courses obligatory within a given program, level and profile of study
       2. electives, including specialization courses, free-choice electives, and others, for which a student may choose the university teacher or the form of instruction.
3. Courses may be grouped into modules.
4. In the study curriculum of a given study program, level and profile, electives should account for at least 30 % of the total number of ECTS points.
5. The study curriculum shall be published in the University Public Information Bulletin no later than 14 days after its adoption.

**§ 10**

* + 1. The course description card is determined by the course instructor, in accordance with the applicable study curriculum.
    2. A course instructor is required to publish the course description card and make it available on the website 2 weeks prior to the commencement of instruction, at the latest.
    3. During the first meeting**,** a course instructor is requiredto present a curriculum, learning outcomes and verification methods. Learning outcomes are to be presented during the first lecture, should a given course include lectures and/or classes/laboratory classes.

**§ 11**

1. At the request of the student government, the Dean may appoint prefects for individual years of study or student groups. With the approval of the student government, the Dean determines the scope and forms of work as well as supervises and evaluates the activities of the year prefects.
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 section 2 to other university teachers or instructors with competencies 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 organizational unit, appoint another faculty member to take over the absent teacher’s duties.

**III. Students’ rights and duties**

**§ 12**

* + 1. A student is enrolled in a specific study program.
    2. A student has a right to:
       1. gain knowledge while attending the selected study program, as far as the capabilities of the University allow it, developing their academic interests through the use of facilities and means created for this purpose (i.e. rooms, library collections of the University), all 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 courses and take examinations included in the program curriculum, in line with the rules prescribed in these Rules and Regulations,
       3. individually shape the study curriculum composed of electives,
       4. individually organize their studies, in line with these Rules and Regulations,
       5. with the Dean’s consent or at the student’s own initiative (as long as the conditions of these Rules and Regulations are met) undertake part of their studies at another institution of higher education, including a foreign one, under the terms of agreements or arrangements concluded by the University,
       6. equal treatment and non-discrimination in any shape or form, directly or indirectly, in particular due to sex, age, disability, race, religion, nationality, ethnicity, religious or political beliefs, or sexual orientation.
       7. express their opinion on the classes, including the evaluation of classes according to the rules prescribed in separate provisions,
       8. submit proposals to the University authorities concerning the educational process, living and social conditions, and the functioning of the University,
       9. co-decide through the Student Government on matters related to the learning and educational process, granting financial aid, awards and commendations, as well as the distribution of funds allocated for students’ purposes,
       10. form and join student organizations, including research clubs,
       11. obtain awards and commendations,
       12. obtain financial aid in accordance with the rules specified in separate provisions,
       13. pursue their interests relating to culture, tourism and sport, in accordance with the rules specified by the University, while employing appliances and means provided by the University, along with the help of academic teachers and other University bodies.
       14. apply for academic tutoring according to the Academic Tutoring Regulations at the University of Economics in Katowice,
       15. pursue an individual learning path, in accordance with the rules prescribed in the Rector’s Order No. 25/2019,
       16. change the university, study program, or a form of study, in accordance with these Rules and Regulations.
    3. A student follows an individual program of studies by selecting courses referred to in § 9 (2) (2) and in § 13.

1. Provisions 2 (4) and (3) apply to students enrolled on recognition of learning outcomes.

**§ 13**

* + 1. A student has a right to choose courses specified in § 9 (2) (2), considering the timetable conditions and the prerequisites for a given course laid down in the course description card.
    2. A student declares their individual choice of courses for a given semester by the means of the Virtual University system, in the time specified by the Dean.

1. A student should apply to the Dean to change the course(s) if there exists a time conflict between the selected courses.
2. In justified cases, a student may request that the Dean makes amendments to their declaration of individual choice of courses for a given semester, pursuant to (2).
3. The Dean may decide which courses the student will be obliged to complete if a student fails to submit their declaration by the date set by the Dean.

**§ 14**

* + 1. An individualized program of studies includes:
       1. exemption from the obligation to participate in all/some courses or
       2. individualized examination period schedule.
    2. The Dean may allow students to pursue an individualized program of studies – upon a duly justified request of a student submitted no later than 7 days prior to the commencement of:
       1. a semester – in the case referred to in 1 (1),
       2. an examination period - in the case referred to in 1 (2).
    3. The Dean may allow a pregnant student or a student who is a parent of a child under the age of 12 to pursue an individualized program of studies, upon a request submitted in accordance with (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. suffer from a chronic illness, which prevents them from participation in classes on a regular basis; a medical certificate should be enclosed with the request, referred to in (2).
    5. In justified cases, the Dean may consider a request submitted after the deadline set in (2).

**§ 15**

1. A student is required to perform all duties specified in the student oath as well as these Rules and Regulations, abide by the University rules, comply with orders issued by the University’s authorities and bodies, preserve and respect the University’s reputation, traditions and customs.
2. A student is required to equal treatment of all academic community members, regardless of their sex, age, disability, race, religion, nationality, ethnicity, religious or political beliefs, or sexual orientation.
3. A student is required to attend classes, laboratory classes, foreign language classes and diploma seminars.
4. Ways of enforcing the duty of attendance and forms of excusing short-time absences are determined by the course instructor.
5. A student enrolled in a program based on recognition of learning outcomes does not have to attend courses for which they have already received a positive grade and a relevant number of ECTS points.

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

**§ 16**

Credits are awarded pursuant to the European Credit Transfer and Accumulation System [(ECTS](https://context.reverso.net/t%C5%82umaczenie/angielski-polski/ECTS)) and these Rules and Regulations.

**§ 17**

* + 1. A course may be credited on the basis of a final examination or test. Forms of testing students’ learning outcomes in a given course are laid down in the study curriculum.
    2. The rules of examining and awarding credits for a given course are specified in the course description card.
    3. In the case of courses in the form of classes or laboratory classes, the examiner evaluating a student’s performance also takes into account the learning outcomes achieved during classes/laboratory classes. The method of determining the final grade is specified in the course description card.
    4. In the case of courses that include classes or laboratory classes, a passing grade for the class/laboratory class is a prerequisite for taking an examination. Failure to obtain credit for the class/laboratory class results in forfeiting the examination date.

1. The course instructor 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.

**§ 18**

* + 1. Courses are credited on the basis of grades received by students and the number of ECTS points.
    2. The grading scale is as follows:

|  |  |  |
| --- | --- | --- |
| **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 |

* + 1. For obligatory courses or student internships a two-grade scale may be used, as long as it is prescribed in the study curriculum, namely grades ‘credit’ or ‘no credit’.
    2. In the case of courses completed as a result of the confirmation of learning outcomes it is possible to use the grading scale specified in (2) or the grade: ‘credit’.
    3. Foreign language classes are credited according to the grading scale in (2) and the number of ECTS points assigned; they are conducted at the following levels:
       1. A1 – beginner
       2. A1 + – semi-elementary
       3. A2 – elementary
       4. A2+ – upper-elementary
       5. B1 – intermediate
       6. B2 – upper-intermediate
       7. B2+ – semi-advanced
       8. C1 – advanced
       9. C2 – proficient

The letter symbols signify the target levels to be achieved during the foreign language class.

* + 1. On receiving a positive final grade in a given course, a student is awarded a relevant number of ECTS points by the Dean.
    2. ‘Excellent, very good, good, satisfactory and sufficient’, as well as ‘credit’ are regarded as positive grades, whereas ‘fail’ and ‘no credit’ are considered negative.
    3. If a student receives a failing grade in a given course and a positive grade at the retake, the final grade is the arithmetic mean of both grades, no lower than 3.0/sufficient grade. The provisions of § 32 (3) apply respectively.

**§ 19**

1. A student receives the final grade in a given course by the time stipulated in the study curriculum and the examination period schedule established by the Dean. Students are informed of the final test date at least 7 days in advance, and in case of the final examination at least 14 days in advance.
2. A student receives credit for a course based on positive examination results or on fulfillment of all requirements specified in the course description card.
3. The examiner is the course instructor or, in justified cases, an academic teacher appointed by the Dean.
4. The examiner is authorized to verify the identity of the students taking an examination.
5. Grades received by students are entered into their academic records and published on the Virtual University system within 10 days of the examination/test date. If an instructor fails to enter the grade by the deadline, a student is required to report this fact to the Dean immediately.
6. Within two weeks of the publication of the final examination/test results, the examiner/teacher is required to allow a student an insight into the marked examination/test paper if it was the basis for receiving credit.

**§ 20**

* + 1. If a student fails to enter for a final examination or test, they lose one of the two allowed attempts and receives no grade. In duly justified cases, the Dean may restore an attempt on the student’s request. The student submits a written request for restoring an attempt within 7 days of the termination of the reason for the absence.
    2. A student has a right to enter for one final examination or test per course during the regular examination period, as well as one retake per course during the retake period. In justified cases, the Dean may set other deadlines for final examinations or tests. Failure to pass a final examination or test in the retake period results in receiving no credit in a given course during the examination period.

**§ 21**

1. Within 10 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. Such application must be justified.
2. Considering the student’s application described in section 1, the Dean may order a board examination of the dissertation, decide to conduct a board examination/test before a commission (specifying its form and date), or refuse the application. The examination/test before a commission is carried out within the time period of 2 to 14 days from the date of ordering its conduct.
3. A board examination/test takes place in front of a committee appointed by the Dean, composed of the Dean or Vice-Dean as the chairman of the commission, the examiner who conducted the previous examination, another specialist in the course or a related specialization covered by the examination/test. At the student's request, the following persons may participate in the board examination/test as observers: supervisor, tutor/mentor, year prefect and/or a representative of the Student Government. Moreover, the Dean may appoint the Program Director as an observer to the commission.

**§ 22**

* + 1. The Dean may, at a student's request, recognize previously achieved learning outcomes, according and subject to (2). Before making a decision, the Dean may request an opinion from the course instructor.
    2. A grade obtained for the undergraduate-level course or a grade awarded during earlier stages of education cannot serve as a basis for completing the graduate-level course.
    3. The decision to transfer and recognize credit 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 course or an internship credited at other institutions of higher education, including foreign ones, on the basis of the presented academic transcripts, according and subject to (5).
    5. A student transferring credits for courses or internships from another institution of higher education, including a foreign one, receives the number of ECTS points and course-hours that they were awarded at that institution. The original name of the course is preserved, unless other relevant or international agreements made by the University state otherwise.
    6. The prerequisite for transferring and recognizing credit gained at the University of Economics or another institution of higher education, including a foreign one, in place of the number of ECTS points awarded for an assigned major and specialization courses in the study curriculum is the correspondence of relevant learning outcomes.
    7. Provisions from (6) also apply to internships included in the study curriculum.

**§ 23**

1. A semester is the basic crediting period for a student’s achievements.
2. A student pursuing a part of their 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. The Dean may set a different crediting period for a student in situations justified by the study curriculum or a foreign internship.
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 a number of credit points exceeding the minimum stated in (4) for a given semester, the extra amount of points is added to 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 form of a retake starting from the next examination period, according and subject to (9). In a given examination period, a student is allowed one retake per course. 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 course instructor.
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 (8).
8. If, at the close of the first or second semester, a first-year undergraduate student lacks more than 12 points to gain the required minimum of ECTS points, the Dean removes the student from the Student Register.
9. If a student fails to successfully complete the final semester of their program, the Dean sets a deadline for obtaining the credit in form of a retake in the same semester, but no later than by September 30, or, if the program ends in the winter term, by March 31. This rule does not apply to awarding credits for the diploma seminar in the final semester of studies.
10. The Dean may allow a student to repeat a semester only once during an undergraduate and postgraduate course respectively. By the time such a semester commences, a student retains their student status.

**V. Final dissertation and final examination**

**§ 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 obliged to appoint a substitute supervisor, after consulting with the student.
4. A supervisor is chosen no later than in a semester preceding the one when diploma seminars begin.
5. A list of supervisors, along with their area of academic interests, is approved by the Dean and made available at the University’s website.
6. The choice of a supervisor is made by a student through the Virtual University system.
7. The amount of available places at a specific supervisor’s diploma seminar is limited.
8. In case of a student that made no specific choice, a supervisor is assigned to a student by the Dean.

**§ 25**

* + 1. A supervisor-approved final dissertation should be submitted at the Office for School of Undergraduate and Graduate Studies along with the required documents:
       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 (1), a student submits a supervisor-accepted dissertation along with the required documents 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. In duly justified cases, 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 a student’s removal from the Student Register.
    5. Detailed rules concerning the organization of the final examinations and the issuing of diplomas are specified in accordance to the Rector’s order.

**§ 26**

* + 1. Except for situations described in (2), a student submits a final dissertation written in Polish language. In justified cases, 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 written in Polish language.
    2. In case of courses and specializations conducted in foreign languages, a student submits their dissertation written in the language of instruction.

**§ 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 unfavorable, 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 obtain credits for any new courses 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 in a written form, the University checks it before the final examination using the Uniform Anti-plagiarism System, referred to in § 351 (1) of the Act.

**§ 28**

* + 1. The prerequisite for obtaining the diploma seminar credit is the supervisor’s approval of the submitted dissertation.
    2. According and subject to (3) and (4), 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 Office for School of Undergraduate and Graduate Studies.
    3. The prerequisites for being admitted to the final examination are as follows:
       1. obtaining credit 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 genuine,
       4. a positive evaluation by the supervisor and the reviewer.
    4. Prior to entering for the final examination, the student must meet all their obligations towards the University.
    5. 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.

**§ 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 the Vice-Dean. The examination board also includes the supervisor and the reviewer. At the student’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 professors (i.e. with the degree of “doktor habilitowany”), to preside over the final examination.
    4. At the student’s request, the Dean may order a public final examination. A request for such a form of examination should be submitted by the student or the supervisor at least 14 days prior to the examination date. The rules for a public final examination are issued by the Dean.

**§ 30**

* + 1. The final examination is conducted in an oral form. In duly justified cases, the Dean may change the form of examination.

### The examination board decides on the grade for the examination and the final course grade, following the provisions of § 32.

### If the student is absent or receives a failing grade, the Dean sets the date of the retake examination. In case of failure to retake the examination, the provisions of § 20 (1) apply respectively.

* + 1. The retake examination may take place no later than 3 months after the date of the first examination.
    2. Unexcused absence or a failing grade in the retake final examination result in the student’s removal from the Student Register.
    3. In the event of removal from the Student Register, referred to in (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. In such a case, the Dean does not indicate the courses for which the student will have to obtain credit.

**VI. Completion of studies**

**§ 31**

* + 1. The studies are considered complete upon completing the curriculum, in particular, achieving learning outcomes by acquiring credits for all courses and internships included in the curriculum and obtaining the required number of ECTS points, according and subject to (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. an undergraduate program leading to the degree of “licencjat”is gaining a minimum of 180 ECTS points,
       2. an undergraduate program leading to the degree of “inżynier”is gaining a minimum of 210 ECTS points.
       3. a graduate program is gaining a minimum of 90 (program lasting 3 semesters) or 120 (program lasting 4 semesters) ECTS points, and passing the final examination.
    4. A graduate shall receive a completion of study diploma in a specific study program, at a specific level and profile, according and subject to (5).
    5. A study program with a specialization is completed if a student has gained the required number of ECTS points for the specialization courses.

**§ 32**

* + 1. The weighted average is calculated on the basis of all final grades for credited courses, with the exception of the ones specified in § 18 (3) and § 18 (4). The weights are the numbers of ECTS points assigned to a particular courses divided by the sum of all the ECTS points gained by the student during the course, except those specified in § 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 (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 (3), amounts to at least 4.75, the student receives an honours degree.

**VII. Leaves of absence during studies**

**§ 33**

* + 1. By submitting a written application and in justified cases, a student may be granted:
       1. a medical leave of absence,
       2. a personal leave of absence.
    2. A student may be granted a short-term 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, but not exceeding, 30 days.
    4. Granting a short-term leave of absence does not extend the student’s regulatory 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 temporary long-term leave of absence may be granted to a student only once during studies at a given level, unless the reason for applying for a leave is chronic illness, maternity or the necessity to provide personal care to a child.
    7. As a result of being granted a long-term leave of absence, the regulatory time for completing the studies may be extended.
    8. The decision to grant a student a leave of absence is made by the Dean.
    9. Students should apply for a leave of absence immediately following the occurrence of the reason warranting the leave.
    10. The Dean shall grant a leave of absence to a pregnant student or a student who is a parent under the rules set forth in § 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 written notification of their decision to continue the studies. Failure to do so constitutes a sufficient basis for the student’s removal from the Student Register on the grounds of resigning from studies.

**§ 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 participation fee as regards the classes referred to in (1).
    3. Should any changes be made to the curriculum during the student’s long-term leave of absence, the Dean indicates the courses 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 (Order No. 94/21).

**VIII. Removal from the Student Register, transfers and resumption of studies**

**§ 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. faces disciplinary action and 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 studies is submitted in a written form to the Office for School of Undergraduate and Graduate Studies on the pain of invalidity, or, if the student signed a learning agreement − as a written termination of said agreement. The resignation form may be delivered by post; the date of delivery to the University shall be the date of resignation.
    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. A student’s removal from the Student Register deprives them of student rights.

**§ 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 based 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 study program with the Dean’s consent. The criteria of admitting a student to a different study program are set by the Dean.
    4. With the Dean’s consent, a student may be transferred from full-time studies to part-time studies.
    5. The transfers referred to in (2) through (4) may take place no earlier than after completing the first year of an undergraduate program or after completing the first semester of a graduate program.
    6. At the request of a part-time student, the Dean may, in duly justified cases, allow a transfer to full-time studies on condition that the student after the completion of the first year of an undergraduate program or the first semester of a graduate program, has achieved a weighted grade point average of at least 4.0, calculated in accordance with the provisions of § 32 (1), for the first year of an undergraduate program, or the first semester of a graduate program respectively.

**§ 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, in accordance and subject to § 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, in accordance and subject to § 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 the register.
    5. A full-time student may apply for permission to resume their studies on a part-time basis. Provisions of (3) apply respectively.
    6. The decision to resume a course of study is made by the Dean. The Dean also determines the differences in curriculum and the manner and deadlines for obtaining credits, subject and according to (7).
    7. A student who is permitted to resume studies after failing to submit a diploma dissertation in due time is not required by the Dean to obtain credits for any new courses in the curriculum.

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

**§ 38**

* + 1. Students who demonstrate outstanding academic performance or exceptional individual achievements in a particular scientific discipline and who fulfill their academic obligations 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. Types of awards and commendations, as well as the mode and criteria of granting these, are established by the Senate.

**§ 39**

* + 1. A student may be held responsible before the Student Disciplinary Committee for any form of dishonest or dishonorable conduct in defiance of the student oath and non-compliance with the University Rules and Regulations.
    2. On hearing the perpetrator or their defender, the Rector may reprimand a student for any minor misconduct 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 Prosecutor for students, notifying the Student Government of the action taken.
    4. A student reprimanded by the Rector may appeal against the penalty to the Disciplinary Committee.

**§ 40**

Proceedings before the Disciplinary Committee for students are governed by separate regulations.

**X. Final provisions**

**§ 41**

* + 1. Administrative decisions, in cases justified by these Rules and Regulations, are issued by the Rector or the Dean on behalf of the Rector. Administrative decisions are subject to a request for reconsideration submitted within 14 days of the date of delivery of the decision.
    2. The Dean decides or takes action in cases other than administrative. A student may appeal the Dean’s decisions to the Rector. The decision made by the Rector is final.
    3. In duly justified cases, including situations when new circumstances arise that may be vital for the decision, the Dean may, on their own initiative or at the student’s request, alter the original decision. The provision from (1) is applied respectively.

**§ 42**

The Rector is in charge of making decisions on issues concerning the rules and modes of study not regulated by the Law on Higher Education and Science, the University’s Statute and these Rules and Regulations.