

Appendix

to Senate's Resolution No. 14/2008 of 27 March 2008

THE RULES AND REGULATIONS OF UNIVERSITY COURSES AT CRACOW UNIVERSITY OF ECONOMICS

(joint text)

Chapter 1

General

Article 1

1. The rules and regulations of university courses at Cracow University of Economics, hereinafter referred to as "the regulations", specify the overall issues related to university studies.
2. The terms used in the regulations or the appendix hereto, have the following meanings:
 - 1) the University – Cracow University of Economics,
 - 2) the professional title – the title of BA (BSc), professional engineer, MA (MSc), or their equivalents,
 - 3) university courses (studies) – courses conducted by an authorised institution of higher learning, leading to the relevant professional title,
 - 4) level I courses – BA or engineering courses, providing students with knowledge and skills in a specific area, preparing them to work in a specific profession, leading to the title of BA (BSc) or professional engineer,
 - 5) level II courses – MA courses, providing students with specialised knowledge in a specific area, preparing them to work creatively in a specific profession, leading to the title of MA (MSc) or its equivalent,
 - 6) MA (MSc) courses – admitted students are secondary-school leavers who have passed their final examinations; courses provide students with specialised knowledge in a specific area, preparing them to work creatively in a specific profession, leading to the title of MA (MSc) or its equivalent,
 - 7) full-time courses – the conducting of such courses requires direct participation of university teachers and students in the number of classes which is specified by the Senate in compliance with specific requirements related to this form of studies.
 - 8) part-time courses – a different form of studies, organized in compliance with specific educational standards, including extramural or evening courses,
 - 9) a major – a separate area of education,
 - 10) a form of studies – a manner of attending a course and its organization,
 - 11) educational standards – a set of educational principles related to university courses conducted in different forms as part of a given major, macro-major or international courses,
 - 12) courses conducted in a foreign language – courses conducted in a different language than Polish, and in the case of foreign students – also courses conducted in Polish; in the case of courses conducted in a different language than Polish, all classes and lectures, tests and examinations (including diploma examinations) as well as a diploma dissertation are conducted/written in the language chosen by students,
 - 13) a student – a person attending level I, level II, or MA courses,
 - 14) matriculation – the act of admitting a student,

- 15) a diploma examination – an examination leading to the title of BA (BSc), professional engineer, or MA (MSc),
 - 16) a diploma dissertation – a BA (BSc), engineer, MA (MSc) dissertation,
 - 17) the date of graduation – the date of passing a diploma examination,
 - 18) a teaching organizational unit – a department (chair), institute or an inter-departmental unit (eg an institute), as defined by the University's Articles of Association, conducting specific classes and lectures relevant for a given syllabus,
 - 19) rules – laws in force and University internal legal acts.
3. The following terms used in the regulations also have the respective meanings:
 - 1) a student's ID – a student's electronic ID,
 - 2) average grades – the arithmetic mean of grades – credits and examinations received during a course, including failing grades.
 4. The regulations apply to all the systems, levels and majors conducted at the University, with the exception of PhD and post-graduate courses, to which separate regulations are applicable.
 5. The provisions set forth by the regulations are binding for all University students as well as those employees who are engaged in implementing the university educational process.
 6. The University charges fees for specific activities and documents related to university courses in accordance with separate regulations.

Article 2

1. Admission of all level I, and level II students is preceded by:
 - 1) qualifying candidates for the first year of the course by the admission committee in accordance with qualifying procedures specified by the Senate, upon matriculation and taking the oath whose wording is specified by the University's Articles of Association,
 - 2) a transfer from another university in compliance with the provisions of Article 10, 2-4, and after taking the matriculation oath.
2. Upon admission, the student receives a record book, a student's ID and a health book with the reservation that part-time students who wish to obtain a health book need to apply for it.
3. Foreign students attending a course at the University also receive a student's ID.
4. The right to hold a student's ID expires on the day of graduation, the suspension of student rights, or expulsion from the University, with the reservations of 5.
5. Students referred to in point 3 have the right to hold student's IDs until the day of completing a university course, suspension of student rights, or expulsion from the University.
6. Students deprived of the right to hold student's IDs are obligated to return them to the University.
7. The documentation of student records is kept in the form of student personal files by dean's offices in compliance with separate regulations.

Chapter 2

Organization of university courses

Article 3

1. The academic year commences on 1 October, and ends on 30 September of the following calendar year.
2. Prior to the commencement of the academic year, the Chancellor (Rector) announces an ordinance determining the organization of the academic year, specifying the duration of the following:
 - 1) semesters,
 - 2) examination and make-up sessions in each semester,
 - 3) Christmas and Easter breaks in the respective semesters and summer breaks.
3. Study courses conducted by the University are divided into full-time and part-time courses (extramural and evening courses).
4. Class and examination timetables are announced by the respective dean's offices not later than two weeks prior to the beginning of the particular semester and examination session (a notice on the board). Class timetables are also available on the University's website.
5. Teaching is organized by the faculties in accordance with respective plans and syllabuses in the form of macro-majors, majors and specialties, and classes and lectures are conducted by organizational teaching entities.
6. Classes and lectures, tests as well as diploma dissertations may be conducted/written in a foreign language, if approved by the dean.
7. The specific principles and conditions of attending a course in a foreign language are specified in Appendix No. 1 to the regulations.
8. Classes and lectures at the University may be conducted with the use of distance learning techniques in compliance with separate regulations.
9. The semester is a period of time during which students receive credits and sit examinations.
10. In special and justified cases, at the student's written request, the dean may approve a one-year period for obtaining credits.
11. The student's request referred to in point 10 should be accompanied by a copy of documents which justify the request.

Article 4

1. In order to increase the effectiveness of the teaching process, the University may appoint the tutors of the particular years.
2. The tutors are appointed by the deans following the consultations with the student self-government.
3. The tutors are responsible for providing guidance related to education as well as assistance in social and financial matters.
4. The presidents of the particular years and the presidents of groups (students) are elected by students.
5. The president represents his/her voters in contacts with the student self-government as well as University staff and Board members.
6. The disabled students are taken care of by the Chancellor's representative in charge of the disabled.

Article 5

1. The individual course of studies may be applied to the following groups of students:
 - 1) single parents,
 - 2) disabled students,
 - 3) students attending two different major courses,
 - 4) students suffering from chronic diseases which prevent regular attendance in classes,
 - 5) students taking care of close relatives who are chronically ill,
 - 6) students who have been qualified for overseas internships and courses in accordance with University internal procedures,as well in other justified cases, if approved by the dean.
2. The individual course of studies may be applied for by students who have completed the first year of the course and received all the necessary credits in the previous semester. Approvals are granted by the dean for the period of one semester.
3. The individual course of studies consists in the possible release from the obligation to attend all or selected classes and the possibility of setting individual dates with teachers for obtaining credits and sitting examinations.
4. Students applying for the individual course of studies should submit an application to the dean within 14 days after the beginning of the academic year or semester, with the reservations specified in point 5.
5. In justified cases, the dean may waive from the condition stipulated under 4.
6. Within 14 days after obtaining the dean's approval students are obligated to set the dates of credits and classes and to submit the schedule for the dean's approval.
7. The final date for obtaining credits for individual-course students is the last day of the make-up session.
8. The student's failure to receive the required credits in a given semester may lead to the dean's refusal to approve the individual course of studies in the following semester.
9. Individual-course students are entitled to student aid programmes in compliance with University regulations.

Article 6

1. Students who have completed their second or higher year of studies, and who have high grades (average grades since the beginning of their course at the level of at least 4.5), as well as students who have been qualified for overseas courses, and one or two-semester courses in a foreign language offered by the University, are eligible for the individual study plans and teaching programmes .
2. Individual study plans consist in extending the mandatory syllabus for all students by adding a selected major course conducted by the University or other institutions of higher learning, or adopting a separate programme for conducting a major course, as well as the possibility of changing the order of attending the particular classes and obtaining credits, and the possibility of setting individual dates with teachers for receiving credits and sitting examinations.
3. The decision allowing the student to attend the course according to the individual study plan is made by the dean at the request of the student and the tutor – a professor or assistant professor (“habilitated doctor”).
4. The tutor approves the study programme and syllabus and specifies student obligations with regard to attending classes, lectures and other activities, the dates of obtaining credits and sitting examinations.
5. At the tutor's request, students attending courses based on individual plans may obtain the dean's approval to exclude specific subjects, mandatory for all students, from the syllabus, and to include the subjects which reflect the student's individual interests. Such exclusions may not refer to the subjects which constitute the core of the teaching programme.
6. The deadline for individual-plan students for obtaining required semester credits is the last day of the make-up session.

7. Students attending individual plan courses may, if approved by the relevant deans, obtain selected credits (selected subjects or semester syllabus) from other institutions of higher learning in Poland or foreign universities which have adopted ECTS and its evaluation criteria (the European Credit Transfer System). In the case of obtaining some of the credits from a foreign university which does not apply ECTS, the dean makes the decision as to the transfer of credits and the recognition of grades and attended classes to make them comply with University requirements.

8. Students attending individual plan courses are entitled to have additional credits and examinations entered into their records by the examiner or dean, or the relevant information concerning the completed courses, as well as to have a notice concerning an additional course appended to the diploma.

Article 7

1. After completing the first year of a full-time course students may, if approved by the respective deans, and having obtained all required credits in the major course or specialty :

1) attend other courses apart from the major course, on condition, however, that an additional course should be completed not later than two years after completing the major course,

2) attend another specialty as part of the major course on condition, however, that such a specialty should be completed at the same time as the major course,

3) attend selected classes.

2. The deans' approval may be given to students who wish to attend another course or specialty on the following conditions:

1) they passed their examinations in the previous semesters and obtained all the credits required by the plans of studies and teaching programmes at the first attempt,

2) their average grades are at the level of at least 4.5 during at least two last semesters,

3) the University's financial ability,

4) other significant circumstances. 3. Students from other universities may attend an additional full-time course if they meet the requirements of the recruitment board specified by the Senate.

4. The dean may renounce his/her approval related to attending another course(s) in the case of the student's failure to meet his/her obligations resulting from the major course.

5. In the case of attending two courses, students who fail to obtain the required credits in the additional course are expelled from that course.

6. University students attending an additional course receive a diploma of completing that course if they submit their dissertations and pass the diploma examinations both as part of their major and additional course.

Chapter 3

The student's rights and responsibilities

Article 8

1. Students are entitled to:

- 1) use University teaching premises, equipment and technical facilities, and to obtain assistance from University teachers and bodies,
- 2) participate in University research projects, and, through their representatives, activities carried out by University collegial bodies and commissions as specified in the Articles of Association,
- 3) express opinions of the plan of studies and teaching programmes as well as university teachers,
- 4) join University student organizations and scientific clubs,
- 5) receive awards and distinctions established by the chancellor, deans and other bodies,
- 6) use the services of the student health care system in compliance with separate regulations.

2. Students are entitled to apply for financial assistance in compliance with University internal regulations.

3. Students whose average grades during their entire course of studies reach the level of at least 4.0 may obtain the dean's approval to receive credits in subjects included in the plan of courses for the higher semester (year of studies) if approved by the respective teachers of a given subject.

4. Disabled students may apply for the following:

- 1) a change in the manner of participating in classes,
- 2) individual terms of using the library,
- 3) permission to enter the campus by car and park,
- 4) discounted fee for tuition in compliance with University regulations related to fees for tuition,
- 5) the teacher's permission to record (tape) classes,
- 6) assistance in collecting necessary teaching materials,
- 7) change of a language class better adjusted to the student's potential,
- 8) adjustment to PE classes on the basis of the type of disability,
- 9) accommodation in a student's house adjusted to the type of disability with the reservations of point 6.

5. In the attempts referred to under 4, disabled students are supported by the Chancellor's representative in charge of the disabled.

6. The application of the solution referred to under Art. 4 point 9 is conditioned by the University's current potential.

Article 9

1. Students are obligated to act in compliance with matriculation vows and the rules and regulations of University courses, and in particular to:

- 1) gain knowledge,
- 2) participate in classes in accordance with the plan of courses and the programme of teaching,
- 3) sit examinations, enter for internships and meet other requirements as specified in the plan of courses and the programme of teaching,
- 4) comply with University regulations in force,
- 5) show respect for University staff and comply with the principles of social life,
- 6) act in compliance with the student's dignity and the University's repute.

2. Students shall be made liable for any material damage to University property.

Article 10

1. Students may apply to change their major course after completing the first year of studies, taking into account syllabus differences. Permission is granted by the respective dean.
2. Admission to the University of students from other universities, including foreign ones, may not be granted until they have received all first year credits at their mother university; it refers to the following courses:
 - 1) full time courses – if places are available and on condition that the admission board's requirements have been met as specified by the Senate, and most of the subjects and syllabuses at the mother university and the required credits are comparable with those at the University,
 - 2) part-time courses – if places are available and on condition that the admission board's requirements have been met as specified by the Senate, and most of the subjects and syllabuses at the mother university and the required credits are comparable with those at the University.
3. Students are admitted following the dean's decision.
4. In the case of differences in the plan of university courses and the teaching programmes (in connection with changing the major course or other circumstances), the dean determines the manner and conditions in which students obtain credits resulting from the said differences.
5. Students may be admitted to another university if approved by the dean of the new school and on condition they have fulfilled all their obligations as specified by University regulations.

Chapter 4

The principles of receiving credits and sitting examinations

Article 11

1. At the beginning of the semester, the university teacher is obligated to notify students of the requirements to be met for receiving credits. In the case of courses which require students to sit an examination, the examiner notifies them of examination requirements.
2. If classes in a given course are conducted by two or more teachers, the examiner is appointed by the head of the relevant teaching organizational unit.
3. Students who have fulfilled the conditions specified by the teacher receive a credit after completing the course and prior to the beginning of the examination session. The credit is entered into appropriate documents along with the grade, with the reservations specified in Art.13 point 3.
4. Students are entitled to an additional date to receive a credit and an additional date to re-sit an examination. The lack of a credit on the first scheduled date in the subject which requires sitting an examination leads to the cancellation of the first scheduled date.
5. If students have not received credits and do not agree with the grade, or have justified reasons to believe that the teacher is biased and the course and manner of receiving credits are not appropriate, they may, within 7 days after the date of receiving the grade, submit a written request to the head of the relevant teaching organizational unit, applying for the possibility of receiving credits before the commission.
6. Under the circumstances referred to under point 5, if the teacher who conducted a given class, and who is the object of the student's criticism, is the head of the organizational teaching unit within the faculty's structure, the decision is taken by the dean, and in the case of the head of an inter-faculty unit – by the chancellor.
7. Receiving credits before the commission should take place within 14 days after the date of handling the application.
8. The commission is composed of the teacher conducting a given class and the head of the organizational teaching unit, or a person appointed thereby, and the examiner may not be the teacher who refused to grant a credit.
9. Students who have not received credits may, in accordance with the manner specified under Art. 20 point 1, 1) and 2), and Art. 20 point 2, apply for conditional enrolment for the next semester.

10. The decision with regard to the matters under point 9 is taken by the dean.
11. Students who participate in research or projects may be released from the obligation to attend classes related to this research or project.

Article 12

1. Students who repeat a semester of their course are not obligated to attend classes and receive credits in which they received the grade at least at the level of "good" (4.0), and to sit examinations for which they received at least (4.0), with the reservations of point 3. The relevant grades are entered into the student's file by the dean at the student's request.
2. The teacher conducting a given class may recognize a grade below "good" (4.0) with regard to a credit or examination, if no significant changes have been introduced to the syllabus of the relevant subject, with the reservations of point 3. The approval of the previously received grade should be given at the beginning of the semester.
3. The possibility of recognizing previous grades referred to under points 1 and 2, concerns exclusively the grades received in the previous academic year.

Article 13

1. The following grades apply to credits and examinations:
 - 1) excellent (5.5), with the reservations of point 2,
 - 2) very good (5.0),
 - 3) plus good (4.5),
 - 4) good (4.0),
 - 5) satisfactory plus (3.5),
 - 6) satisfactory (3.0),
 - 7) unsatisfactory (2.0).
2. The "excellent" grade (5.5) may be applied only to a student who demonstrates exceptional knowledge of the subject, going beyond the scope of the syllabus and exceeding the requirements to be met in the case of "very good" (5.0).
3. All examination and credit grades are entered into relevant files. Diploma and master's seminars do not have to be graded.

Article 14

1. Students are obligated to receive credits for internships included in the plan of university courses.
2. Credits for internships included in the plan of university courses are granted on the basis of the written report of the course of an internship by the tutor conducting a diploma seminar, by entering a signature in the student's book.
3. The student's failure to receive credits for an internship implies the failure to receive credits for a given subject.
4. If the student fails to receive credits for an internship for justified reasons, permission may be granted by the dean to arrange an internship in a different period which does not coincide with classes scheduled by the plan of university courses.
5. The principles regulating the course of internships are specified in separate regulations (the Chancellor's directives).

Article 15

1. The period of examination sessions is set by the chancellor in the form of a directive.
2. The schedule of examinations is developed, following consultations with the examiners, by the class/year prefect at least two weeks prior to the beginning of the examination period. This schedule includes two dates of examinations: the first date and the make-up date, with the two dates being scheduled for the examination period.
3. In exceptional and justified cases, a well-grounded request may be submitted by the student to set a third date for re-sitting an examination (third date).
4. With regard to the particular students, the conditions specified under point 3 may be applicable not more than three times in the entire course of university studies.

5. The examiner may, following the consultations with the student, change the originally scheduled date of examinations.

6. The examiner may, if approved by the dean and following the consultations with the student, set the date of the examination at an earlier date than the beginning of the examination period on condition that all the relevant examination-related classes have been conducted, and the student has received the required credits. This condition does not have to be fulfilled in the case of "IOS" and "IPN" courses.

Article 16

1. The student's unjustified failure to sit an examination on the scheduled date implies the cancellation of this date.

2. The student's failure to sit an examination should be excused within 7 days after the day on which the circumstances justifying the student's absence cease to be valid.

3. During the examination period, the examiner is entitled to validate the first date for sitting an examination.

4. After the end of the scheduled examination period, the dean may, at the student's reasonably justified and documented request, prolong the examination period by a maximum of 4 weeks, with the reservations of point 5.

5. In exceptional and justified cases, the dean may prolong the examination period by a longer period than the one specified under point 4.

6. The examiner is obligated to recognize the period set by the dean, as provided under points 4 and 5.

7. The examiner's absence on the scheduled date of the examination may not be interpreted in the way which would be detrimental to the student's interests. In the case of the examiner's longer absence, the dean appoints another examiner.

Article 17

1. Students who have not passed the examination and who express their reservations with regard to the examiner being unbiased, or the manner of conducting the examination, are entitled to apply to the dean to arrange the commission examination within 7 days after the date of sitting the examination.

2. The commission examination should be offered within 14 days after the date of the student's application.

3. The commission examination board is composed of the dean or vice dean chairing the commission, the previous examiner and a second expert in the field related to the examination.

4. The form of the commission examination is determined by the dean.

5. The previous examiner may not be appointed examiner or chair the examination board.

6. At the student's request, a representative of the Student Self-Government may be appointed member of the commission examination board, as well as the tutor of a given year of studies entitled to express his/her opinion on the manner of conducting the examination.

Article 18

1. After the end of the examination period students are obligated to submit their student books and cards of semester records to the dean's office to receive semester credits and enroll for the next semester.

2. In order to receive the final credits, it is necessary to receive all required credits and pass all examinations scheduled for this semester by the plan of university courses as well as credits for the required internships.

3. Students receive the final semester credits from the dean, which is the basis for enrolment for the next semester.

4. With the reservations of point 5, the deadlines for submitting the documents specified under 1 are as follows:

- 1) with regard to full time students and part time students attending evening courses:
 - a) in the winter semester – 15 March,

- b) in the summer semester – 15 October,
- 2) with regard to part time students attending extramural courses:
 - a) in the winter semester – 31 March,
 - b) in the summer semester – 15 October,
- 5. In the cases specified under Art.16, point 4, if the prolongation of the examination period by the dean extends the period specified under point 4, and also in the cases specified under Art. 16, point 5, the end of the examination period and the deadline for submitting the student's book and the card of student records are set in the form of the dean's decision – students are conditionally enrolled for the next semester as a result of the prolongation of the examination period.
- 6. Students should receive the final semester credits and have their student books signed for enrolment for the next semester within 14 days after the dates specified under point 4.

Article 19

1. Students are expelled from the course if:
 - 1) they fail to attend their course,
 - 2) they decide not to attend the course,
 - 3) they fail to hand in their diploma dissertation or sit their diploma examination in due time,
 - 4) this form of disciplinary action is taken by the University.
2. Students may be expelled from the course if:
 - 1) they fail to make progress in learning,
 - 2) they fail to receive semester credits or credits for one year of studies in due time,
 - 3) they fail to pay a fee for tuition.
3. Expulsion decisions for reasons specified in points 1 and 2 are taken by the dean. Students may appeal to the chancellor within 14 days after being notified of the decision. The chancellor's decision is final.
4. The student's failure to start attending a university course occurs when the student has been admitted and not declared his/her resignation, and has not reported to the dean's office in due time to sign the matriculation vow.
5. The student's decision to start attending the course should be submitted in writing. The date of resignation is the date of submitting a letter of resignation at the dean's office, unless otherwise specified in the letter.
6. Unsatisfactory progress in learning includes the following circumstances:
 - 1) with regard to the students of the first semester – failure to receive semester credits in the period specified in the regulations of university courses,
 - 2) with regard to the subsequent semesters:
 - a) failure to receive semester credits resulting from the failure to receive more than 3 credits,
 - b) a second failure to receive credits for the same subject (i.e. failure to receive a credit in the case of repeating a course in a given subject as provided under Art. 20 point 1, 1)),
 - c) a second failure to receive credits for the same semester (i.e. failure to receive credits in the case of repeating the semester as provided under Art. 20 point 3).

Article 20

1. With regard to students attending subsequent semesters who have not received credits, but in the case of who the circumstances specified in Art.19 point 6 2) do not occur, the dean takes one of the below specified decisions:
 - 1) conditional enrolment for the subsequent semester, related to the prolongation of the examination period,
 - 2) conditional enrolment for the subsequent semester and repeating the course in a given subject with the reservations of point 2 – if the student has made all the scheduled attempts,
 - 3) conditional enrolment for the subsequent semester, with the reservations of point 2 – if the student has not made all the scheduled attempts,
 - 4) repeating a given course. 2. The decision specified under Art.1, point 2 or 3, applies to cases in which failure to receive final semester credits results from the lack of credits for one subject.
3. The decision specified under Art.1 point 4 applies to cases in which failure to receive final semester credits results from the lack of credits for two or three subjects.
4. Enrolment for the subsequent semester and repeating the course in a given subject is not possible if:
 - 1) the repeated subject is continued in the subsequent semester,
 - 2) it considerably differs from the sequence of subjects as specified in the plan of university courses,
 - 3) the student has already been allowed to repeat a course in a different subject.
5. The conditions to be fulfilled by the student who has been granted conditional enrolment, and the deadlines to be met are specified by the dean.
6. In the case of failure to meet the requirements specified under point 5, the dean may recommend that the student repeat the semester or be expelled.
7. The student's application for repeating a semester should be submitted to the dean's office promptly after the end of the period scheduled for receiving credits.
8. Full time students who repeat a semester retain the student's status; however, they are entitled to student aid programmes only in exceptional cases as provided by the relevant regulations.
9. Part time students – extramural and evening courses – may repeat a semester after receiving credits for the first semester and, when expelled from the course, may resume their studies at any time.
10. Students are allowed to repeat a semester not more than twice during the entire duration of their university course.

Article 21

1. The procedure of re-admitting the student expelled from the University during the first semester is based on the general recruitment criteria, excluding the cases of expulsion specified under Art.19 point 1, 4).
2. Students expelled from the University due to no progress made in the learning process may be granted a permission to resume their studies only once.
3. The student's re-admission is based on the dean's decision.
4. Students who resume their university courses are obligated to receive credits related to syllabus differences as provided by the dean. In the case of considerable syllabus differences the dean may admit the student to the lower semester than the one for which the student received credits prior to expulsion.
5. Students expelled from the University for the reasons specified under Art.19 point 1, 4), may re-enroll after meeting their financial obligations, in compliance with University regulations related to payments for fees for tuition.
6. Students expelled from the University for disciplinary reasons are not allowed to resume their studies.

Article 22

1. Students who start attending university courses abroad, approved by the dean, under direct agreements or educational programmes, seconded by the University or University student organizations, may apply to the dean for the recognition (transfer) of credits and grades received abroad as the equivalent of those required by the University's plan of courses and teaching programme.
2. The decision concerning the manner of calculating the level of grades is taken by the dean.
3. Students who have arranged themselves to attend courses abroad may submit a similar request to that specified under point 1 upon submission of a document confirming that the attended school is an institution of higher learning.
4. Students are obligated to submit foreign certificates confirming receipt of credits and grades along with a detailed description of the attended subjects. The originals of such documents should be submitted along with a translation into the Polish language.
5. If a certificate referred to under point 4 does not indicate the number of ECTS points, it should indicate the number of classes in a given subject.
6. Students who have attended university courses abroad may receive semester credits on the basis of those received abroad on condition that they obtained a minimum level of points required by the mother faculty according to ECTS, or the equivalent of the required points, if the attended foreign university does not apply the European credit transfer system. The relevant decision is taken by the dean pursuant to Art. 6 point 7.
7. If the foreign programme attended by the student does not meet the standards set for a given course, the dean is obligated to identify syllabus differences.
8. Syllabus differences referred to in point 7 should be made up by the student in the course of the two subsequent semesters following his/her return from the foreign university.
9. If students who return from foreign universities attend subjects included in the University's plan of courses and the teaching programme from which they have already received credits abroad, and if such subjects are recognized by the dean, they are obligated to receive credits in a different subject indicated by the dean.

Chapter 5

The diploma dissertation and examination

Article 23

1. At the end of the university course, students are obligated to submit their diploma dissertations by the end of the examination period of the last semester.
2. At the student's justified request, the dean may postpone the deadline for submitting a dissertation by a maximum of three months in relation to the deadline specified under point 1.
3. The student's request concerning the postponement of the date of submitting a dissertation should be approved by the dissertation's supervisor.
4. In the case of the supervisor's longer absence which may delay the date of submitting a dissertation, the dean is obligated to appoint another supervisor.
5. Receiving credits for a tutorial in the last semester of the course implies the tutor's permission for submitting a dissertation at the dean's office.

Article 24

1. The student has the right to choose the supervisor of his/her dissertation.
2. Dissertations may be supervised by a university teacher who holds the title of professor or assistant professor ("habilitated doctor"), or, if approved by the dean, a holder of a PhD degree.
3. Students are notified of the list of teachers conducting diploma tutorials at least one month prior to the date of enrolment.
4. If approved by the dean, students have the right to choose a supervisor holding the title of professor or assistant professor ("habilitated doctor") who does not conduct tutorials in a given course on condition that such a person agrees to perform the function of a supervisor.

Article 25

1. If approved by the dean, a dissertation may be the result of team work; in such a case the dean defines the contributions of the particular team members.
2. A dissertation is assessed in writing by its supervisor and one reviewer (second reader) appointed by the dean.
3. The reviewer should be a teacher holding at least the title of a PhD, with the reservations of point 4.
4. If the supervisor of a master's dissertation is the holder of a PhD title, the reviewer should hold the title of assistant professor ("habilitated doctor").
5. The reviewer may not be an employee of the same teaching organizational unit unless that unit is the only one which employs specialists in a given area.
6. The reviewer of a dissertation may be an employee of another university.
7. The supervisor and reviewer should submit their reviews within two weeks after receipt of the dissertation.
8. A dissertation is evaluated by the supervisor and reviewer according to the scale specified under Art. 13 points 1 and 2. The final grade is calculated as an arithmetic mean of the supervisor's and reviewer's grades translated into the scale referred to under Art. 13 points 1 and 2, with the incomplete half of the grade being subtracted from the final grade.
9. If the reviewer does not accept a dissertation, the dean appoints another reviewer. In the case of another negative review, the student should submit the corrected dissertation within a period of time specified by the dean.
10. Students who fail to submit their dissertations and sit their diploma examinations in due time are expelled from the University.
11. In the case of a justified suspicion that the student has copied a significant part or other elements of somebody else's dissertation, the chancellor recommends investigation procedures as specified under Art. 30.
12. Under the circumstances referred to under point 11, the chancellor, apart from recommending investigation procedures, may also suspend the student's rights until a verdict is reached by the disciplinary commission as specified under Art. 30 point 2.
13. If the investigation procedures result in gathering sufficient evidence in support of the student's illegal action as specified under point 11, the chancellor suspends the procedure of conferring a degree until a verdict is reached by the disciplinary commission, and notifies the relevant authorities of the fact of committing a criminal act.

Article 26

1. It is necessary to fulfill the following conditions to be allowed to sit the diploma examination:
 - 1) all the required credits for subjects and internships as well as examinations included in the plan of university courses and the teaching programme of a given course of studies, with the reservation of differences resulting from university courses attended in the manner specified under Art. 6 point 2,
 - 2) the supervisor's and reviewer's positive evaluation of a dissertation,
 - 3) meeting all obligations, including financial ones, towards the University.
2. Before sitting the diploma examination, the student is entitled to get acquainted with the review of his/her dissertation.
3. The diploma examination should take place within three months after the date of submitting a dissertation.
4. The diploma examination is an oral examination, and the examination board is appointed by the dean. The examination board is composed of the dean or vice dean, or another scientific worker appointed by the dean – as the chairman, supervisor or reviewer – board members.
5. The examination consists in defending the diploma dissertation and discussing the issues related to the field of a given university course.

6. The examination is graded according to the scale of grades specified under Art. 13 point 1 and 2.
7. If the student receives a failing grade, or fails to sit the examination on the scheduled date, the dean sets the final date for sitting the examination. The repeated examination may not take place earlier than one month and later than three months after the date of the first examination.
8. The student's failure to sit the final examination on the second scheduled date results in the student's expulsion from the University.

Article 27

1. Graduation from the University is conditioned by receiving at least a satisfactory grade in the diploma examination.
2. The student's final record is based on the following:
 - 1) the arithmetic mean of all the grades received in the entire course of studies for credits and examinations, including failing grades, accurate to two decimal places; the arithmetic mean of grades does not include the grades in extracurricular subjects, with the exception of subjects attended according to the "IPN" programme,
 - 2) the arithmetic mean of the supervisor's and reviewer's assessment of the dissertation, accurate to two decimal places,
 - 3) evaluation of the diploma examination as the arithmetic mean of all the answers at the diploma examination, accurate to two decimal places.
3. The final result of the university course is composed of the following:
 - 1) 60% of the grade specified under Art. 2 point 1,
 - 2) 20% of the grade specified under Art. 2 point 2,
 - 3) 20% of the grade specified under Art. 2 point 3.
4. When the student resumes his/her university studies, the calculation of the arithmetic mean of the grades is based on the grades received both prior to and after resumption of the university courses.
5. If students are transferred to another course during their university studies (within the University or another institution of higher learning), the following are taken into account in calculating the average of the received credits:
 - 1) previously received credits for the subjects which are included in the current plan of university courses and the teaching programme,
 - 2) recommended syllabus differences,
 - 3) the remaining subjects included in the plan of university courses and the plan of teaching related to the attended courses.
6. The final university course grade is entered on the diploma rounded up in the following way:
 - 1) up to 3.79 - satisfactory,
 - 2) from 3.80 to 4.49 - good,
 - 3) from 4.50 and above - very good.
7. The rounding up to the full grade concerns the entry in the diploma and the minutes of the examination board; all the other documents reflect the student's actual records calculated in accordance with points 2 and 3.
8. The examination board may raise the grade referred to under point 6 by 0.1, if the student has received "very good" grades for the dissertation and diploma examination.
9. The students whose average grades for university courses are below 3.0 receive a satisfactory grade regardless of the grades received for their dissertation and diploma examinations.

Chapter 6

Student leaves of absence

Article 28

1. Students may be granted a leave of absence in the following cases:
 - 1) an illness lasting more than 2 months, confirmed by a doctor's certificate,
 - 2) significant personal reasons,
 - 3) secondment to study abroad,
 - 4) child birth or taking care of the baby.
2. Students should apply for a leave right after the occurrence of the reason for such a leave.
3. In the case of the student's longer absence due to personal reasons referred to under point 1, if the student receives all required credits, with the exception of laboratory classes which require regular attendance, the dean may allow the student to receive credits for such classes in the subsequent semester or academic year.

Article 29

1. The granting of a leave of absence is confirmed by appropriate entries into relevant documents.
2. In the course of a leave of absence the student retains student's rights (a valid student ID and health care benefits), with the reservations of University regulations with regard to student aid programmes.
3. If approved by the dean, during a leave students may attend selected classes, receive credits and sit examinations. In the case of part time courses an additional condition is the settlement of necessary payments.
4. Students who attend another course simultaneously, are granted a leave of absence from both courses.

Chapter 7

Students' disciplinary accountability

Article 30

1. For the violation of University regulations in force and for acting against students' dignity, the student may be punished in the following ways:
 - 1) a reminder,
 - 2) a reprimand,
 - 3) a reprimand and a warning,
 - 4) suspension of selected student rights up to one year,
 - 5) expulsion from the University.
2. The principles of dealing with issues related to students' disciplinary accountability are regulated by legal acts and University Articles of Association.
3. The form of punishment referred to under point 1 5) implies that the student is expelled from the university.

Chapter 8

Allumni

Article 31

1. The completion of a University course is confirmed by a diploma.
2. The pattern of a diploma and a "supplement" are specified by separate regulations.
3. Before receiving a diploma, graduates should meet all their obligations towards the University, including financial ones.
4. Graduates have the right to keep their student books.

Chapter 9

Participation of gifted students from secondary schools in university classes

Article 32

1. Classes conducted as part of level I university courses may be attended by gifted students from secondary schools according to their interests.
2. An application for participation of gifted students in university classes is submitted to the dean of faculty by the headmaster/mistress of a secondary school – in the winter semester classes by 30 June, and in the summer semester by 31 January.
3. The application referred to under point 2 should include at least the following information:
 - 1) student's name, surname and age,
 - 2) profile of attended class,
 - 3) description of student's gifts, achievements and interests,
 - 4) average grades received during the last school year,
 - 5) indication of a university class to be attended,
 - 6) justification.
4. Admitting a gifted student to attend classes, the dean indicates a university teacher conducting a given class.
5. The dean's office refers the student to an appropriate class on the basis of the dean's decision and following consultations with the student and school headmaster.
6. The student is not provided with a student ID, student book or an examination card.

Article 33

1. At the beginning of the semester, the teacher conducting a class is obligated to notify the student of the manner of receiving credits or sitting an examination.
2. The student may participate in classes on an individual basis on the terms agreed with the university teacher.
3. The student who meets the teacher's requirements, receives credits at the end of the course.
4. The student has the right to a second date of receiving credits and sitting examinations. The student's failure to receive credits in a subject which requires sitting an examination on the first scheduled date implies that the first scheduled date for an examination is cancelled.
5. Under the circumstances referred to under Art. 11 point 5, the student may apply for a commission to be set up in the same manner as in the case of university students.
6. After completing the course the student receives a certificate issued by the university teacher which includes information on the subject and number of classes attended.
7. If a given subject requires sitting an examination, the certificate referred to under point 5 also includes information concerning the examination.
8. The certificate referred to under points 5 and 6 is approved by the respective dean. A specimen of the certificate is included in Appendix No. 2 to the Regulations.
9. If the student is admitted to the University, he/she may apply to the teacher who conducted classes for the recognition of the received credits. The teacher's decision is final.

Article 34

1. Students referred to under Art. 32 have the right to:
 - 1) use teaching and technical facilities and other equipment related to participation in classes in the manner which is specified by the teacher,
 - 2) request assistance of the university teacher and the respective dean.
2. The student is obligated to:
 - 1) acquire knowledge,
 - 2) attend classes,
 - 3) meet the teacher's requirements and comply with the teacher's recommendations with regard to participation in classes,
 - 4) respect University staff and act in compliance with the principles of social life,
 - 5) respect the University's repute.

3. The student is held liable for any damage done to University property.

Chapter 10

Final provisions

Article 35

The Regulations apply to University students attending courses in foreign languages as well as foreign students unless otherwise provided by the special regulations appended hereto.

Article 36

The Regulations become effective as of 1 October 2006. 18

Appendix No. 1

to the Rules and Regulations of university courses at Cracow University of Economics

SPECIAL PROVISIONS WITH REGARD TO COURSES IN FOREIGN LANGUAGES

Section 1

Level I and level II university courses in a foreign language – the comprehensive programme of courses conducted at the University

I. Polish and foreign students attending courses in a foreign language

1. The University offers courses in foreign languages as part of level I and level II courses.
2. The teaching offering for candidates is presented in "The Guide for Candidates" and the University's website.
3. The recruitment process is carried out in compliance with the respective resolution passed by University Senate with regard to the manner of admitting students to the particular courses, determined for a given academic year and disclosed to the public by 31 May at the latest of the academic year which precedes the year of recruitment.

II. Foreign students attending University comprehensive study programmes

1. The process of recruiting students takes place at the student's mother university.
2. The scope of documentation required by the University is specified by the University's entity in charge of the administration of respective exchange programmes.
3. In order to be awarded the University's diploma:
 - a) in a different course than the one attended at the mother university, students should: receive credits for 2 semesters including syllabus differences, write and defend a diploma dissertation, and to receive a minimum of ECTS points set by the University's relevant faculty. It implies that students who fail to receive the required number of credit points should choose additional subjects which, in compliance with University regulations, will ensure meeting the required standard.
 - b) in a major course conducted on the basis of co-financing from international projects in partnership with foreign universities, students should:
 - obtain credits for semester 1 at the University,
 - obtain credits for the minimum programme requirements during one year of studies at the University and partner Universities,
 - prepare and defend a diploma dissertation,
 - obtain a minimum number of ECTS points required by the University's respective faculty.
4. The average grade in a diploma issued by the University is based on all the grades received for classes attended at the University, pursuant to Art. 27 point 2 1) of the Regulations.
5. The University's diploma is awarded to the student upon completion of the course at the mother university and submission of the certified copy of a diploma issued by the mother university to the University's respective dean's office.

Section 2

One-year and semester courses in a foreign language offered by the University

I. University students

1. Students who have been qualified by the University's relevant entity to attend one-year or semester courses in a foreign language should apply for the dean's approval of the individual course of studies and teaching programme (IPN).
2. Students attending a course in a foreign language in a given semester or academic year enter into their student books only those subjects which have been recognized by the dean as so called "substitutes" (subjects which have the same programme and number of classes as their equivalents in the Polish language).
3. The remaining courses, other than those specified under point 2, conducted as part of a course in a foreign language, should be entered into student books in the subsequent semesters following the dean's written recognition of subjects in a foreign language as the equivalent of subjects included in the mother course.
4. The grades referred to under point 3 are entered into the student book upon completion of the course, on the basis of examination reports and certificates.

II. Foreign students

1. Foreign students are admitted to University one-semester or one-year courses on the basis of the following:
 - 1) inter-university agreements,
 - 2) government grants,
 - 3) international programmes and projects,
 - 4) students' individual requests.
2. With regard to the programmes referred to under point 1, 1) 2) 3), students are recruited by their mother universities unless otherwise provided by international agreements.
3. In cases specified under point 1, 4), students are recruited by the University.
4. Students admitted to attend one-year or one-semester University courses are not provided with student books.
5. Upon completion of each semester at the University, students receive a transcript with the following information: grades, credit points, the number of classes in the particular subjects along with the description of the scale of grades applied at the University.

Section 3

Courses attended by University students at foreign universities

I. University students attending one-year or one-semester courses at foreign universities

1. Having been qualified for overseas university courses, the student may apply to the dean for the individual course of university studies (IOS) in order to receive the required credits before joining overseas courses.
2. Students who wish to attend overseas courses should apply for a leave of absence or the individual programme of teaching (IPN) for one semester or one year, corresponding to the period of attending an overseas course.
3. Students attending overseas courses should choose subjects which are related to those included in University syllabuses.
4. Subjects other than those specified under point 3 may be attended by students according to their interests; they are not, however, included in the required ECTS points referred to under Art. 22 point 6 of the Regulations.
5. Attendance of foreign language courses at a foreign university will be recognized if:
 - 1) in accordance with the University programme students should attend foreign language courses in a given year of studies during a scholarship programme –

under such circumstances students obtain credits for not more than two languages attended abroad,

or:

- 2) if a student has completed language courses at the University – under such circumstances he/she obtains not more than one credit for a language course attended abroad (a language not attended at the University).

6. After completing an overseas course, students apply to the dean, in the manner specified in the regulations, for recognition of overseas courses as the equivalents of those included in the University's plan of courses and teaching programme as well as recognition of the received grades.

II. University students attending a comprehensive programme at partner universities

1. The University recruits students on the basis of the relevant exchange programme agreements.

2. Students attend overseas courses if approved by the dean.

3. In order to monitor the student's progress in attending the mandatory subjects not offered by the partner university as well as progress in writing a dissertation, the University requires that the student maintain contact with the University's relevant teachers and the supervisor.

4. Upon completion of the course at the partner university, the student is obligated to submit a dissertation in Polish or, if approved by the supervisor, in a foreign language, to the dean's office.

Appendix No. 2

to the Rules and Regulations of university courses at Cracow University of Economics

.....
(Department' seal)

.....
(town, date)

CERTIFICATE
Credits received by a gifted student from a secondary school

Student's surname and name

Academic year

Semester

Subject:

Number of classes

Credit: grade date signature

2nd date for receiving credits: grade datesignature

Examination: grade date signature

Commission examination/credits:

grade date signature

signature

signature

.....
Dean's signature