



Annex to Resolution No. 1/2018 of 03/14/2018
Senate of the West Pomeranian Business School in Szczecin

REGULATIONS OF STUDIES AT THE WEST POMERANIAN BUSINESS SCHOOL

valid from 2018/2019 academic year

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1. General provisions

§1

1. Regulations of studies at the West Pomeranian Business School apply to all of the degree study programmes offered by the West Pomeranian Business School, hereinafter referred to as the School, including stationary, non-stationary and distance-learning studies.
2. Studies at the School are payable. The fees are specified in the Study Agreement between the School and a student. A specimen of the [Study Agreement](#) is available at School's webpage.
3. Studies at the West Pomeranian Business School are in accordance to present regulations, especially to Act of 27 July 2005 on Higher Education, the School's statute and the adequate Senate's resolutions in the aspect of admission and study forms in particular fields of study.
4. Candidates are admitted to the studies and acquire student status during matriculation and the vowing ceremony.
1. The terms used in the Regulations shall mean:
 - 1) student – a person, who studies at first or second level of education, who received admission decision and who took part in the vowing ceremony as mentioned in the Study Agreement;
 - 2) classes – any subject/course realization method, including: lectures, exercises, workshops, laboratory classes, seminars, professional training, field classes (outdoor classes), project workshops and other;
 - 3) academic tutor – a member of the academic staff in charge of conducting subject/course provided in the study plan;
 - 4) supervisor – a member of the academic staff supervising a process of writing and submitting a degree dissertation by a student;
 - 5) act - the Act of 27 July 2005 on Higher Education (Dz. U. Nr 164, poz. 1365 z późn. zm.);
 - 6) education cycle – a full, nominal length of the study plan for the particular field, level, profile and form of study, leading to specific effects of learning;
 - 7) educational effects - aggregated knowledge, practical skills and social competences acquired by a student as a result of the institutional education process in full-time and part-time system of studying;
 - 8) effects of learning – aggregated knowledge, practical skills and social competences acquired by a student as a result of non-institutional education process (informal education);

- 9) ECTS points – points defined by the European system of accumulation and transfer of credits, as a measure of average workload of a student, necessary to achieve educational effects;
- 10) qualifications – educational effects acquired and certified by the diploma, certificate or any other document issued by authorized institution; module – a set of classes (subjects) consistent on a basis of content, conducted within one semester as a didactic unit;
- 11) module – coherent and separate unit in the study programme, that has its goals and educational effects, may consist of a few courses
- 12) educational programme – a description of consistent educational effects for each field, level and study profile, consistent with the Polish Qualifications Framework for Higher Education and a description of the educational process (teaching process) leading to these effects together with assigned ECTS points;
- 13) study programme – an integral part of the educational programme, constituting a set of mutually related subjects, modules and courses, their content, educational effects and methods of verification of these effects, subordinated to common learning objectives; particular subjects, modules and courses are assigned to forms of didactic classes, their hourly dimension, used didactic tools and ECTS credits, defining the workload of the student in the process of obtaining educational effects;
- 14) practical education profile - the profile of the educational programme, including modules for the student's acquisition of practical skills and social competences, assuming that more than half of the study program described in the ECTS points includes practical classes shaping these skills and competences, including skills acquired during workshop classes run by people with professional experience gained outside the university;
- 15) study plan - a document in tabular form, containing a list of individual modules / courses / subjects assigned to the semester, indicating the form and number of didactic classes, the forms of their completion and the number of ECTS points;
- 16) class schedule - schedule of classes, such as classes/ courses in a given semester of the academic year, with the dates, place, hours and names of the lecturers;
- 17) recognition of prior learning (RPL) – the formal process of validation of informal effects of learning – a process of verification of institutional and non-institutional informal learning results through the evaluation of skills, competence and knowledge acquired outside the classroom.

2. Study programmes and curricula

§ 2.

1. The studies are conducted in relevance to educational programmes and study programmes established within procedures laid down in the Act.
2. Educational programmes for a particular level, field, profile comprise of:
 - 1) description of the assumed, consistent learning effects corresponding to the educational effects for a given area of education (or areas of education), according to the provisions of the Act,;
 - 2) study program (including study plan) with subjects or modules and courses, number of years of studies, number of semesters, number of ECTS credits, forms of classes, educational effects for individual subjects / modules / courses, number of teaching hours and student work, constituting a description of the educational process, leading to the achievement of the assumed educational effects
 - 3) listing of elective classes or modules not less than 30% of ECTS points provided for the programme;
 - 4) methods of knowledge verification;
 - 5) framework and guidelines of trainings provided for a particular field, specialization and form of studies.
3. Study programme for the faculty with practical profile is conducted under the proviso, that classes, courses and modules directly contributing to acquisition of practical skills and social competences pose 50% of a programme at minimum (in terms of ECTS points).
4. Courses may also be delivered using distance education methods and techniques in relevance to separate regulations.
5. Educational effects provided for a particular programme for a particular level, field, profile remain unchanged until the planned ending of the education cycle.

§ 3.

1. By the Dean's decision, a programme or its part, including classes, crediting and examining processes, as well as a diploma dissertation may be executed in a foreign language.

2. A student may also submit a diploma dissertation in a foreign language on its own initiative. The diploma examination shall be conducted respectively. The Dean's and the supervisor's approval is required.
3. Whenever the classes are conducted in a foreign language, the exam and/or credit shall be conducted respectively.
4. A student submitting the diploma dissertation in a foreign language is obliged to enclose an abstract of the dissertation in Polish.

§ 4.

1. Educational programme and study programme is a basis to implement yearly and academic class schedule.
2. An annual and semester class schedule is constituted of subject name/course, indicates lecturer, time and place of class.
3. Class schedule is set by the Dean of the faculty and is given at least 14 days before the semester through an announcement in university electronical information system.
4. The dean's office assigns student to available specializations basing on students' individual declarations of intent and School's capability.
5. The assignation process (par. 4), shall be finalised by the end of the semester preceding the semester, in which specialisation classes begin.
6. The School reserves the right to withdraw a specialization due to insufficient number of applicants. In such a case, the School shall enable concerned students to study within another specialization.

§ 5.

The School uses a system of credit point in accordance ECTS standards.

ECTS credit points system estimates the numerical equivalent of student's expected workload in order to accomplish the assumed educational outcomes of a given subject/module/course.

The number of ECTS credit points allocated to the particular subject/module/course is specified in the study plan. It is required to obtain the number of ECTS credit points specified in the plan (no less than 30 per semester, 60 per academic year) in order to credit the semester.

Completion of the studies and admission to diploma examination is pre-conditioned by the completion of educational programme; passing all the examinations and credits provided in the study plan, including at least:

180 ECTS credit points – for undergraduate studies (bachelor),

210 ECTS credit points – for undergraduate engineering studies (engineer),

120 ECTS credit points – for graduate studies (master),

Some educational programmes may require obtaining a higher number of ECTS credit points, in which case, a student is obliged to obtain the indicated number.

The School provides a system of recognition of prior learning (RPL) (eg. learning outcomes obtained in a non-academic institution). Properly documented informal learning may be granted a maximum of 50% of ECTS credit points specified in the relevant plan of studies. Terms and conditions along with a detailed procedure of validation are laid down in a separate document – The procedure of RPL.

Transfer from an equivalent academic institution – domestic or foreign – is possible. Documented ECTS credit points, obtained prior to the transfer, may be transferred by the Dean's permission.

ECTS credit points transfer is possible as long as the educational outcomes of a given subject, stated by the former institution are compatible with those stated by the School.

3. Student's rules and obligations

§ 6.

1. The student has the right to:

- 1) respect for personal dignity by the entire academic community;
- 2) use the School's premises, equipment and library collections in accordance with the applicable regulations, as well as the assistance of academic teachers and School bodies;
- 3) submit to the University authorities postulates regarding study plans, education programmes and their organization as well as social and living conditions;
- 4) receiving awards and distinctions;
- 5) participate in research and association in the circles of interest and student organizations operating at the School;
- 6) developing cultural, tourist and sports interests, using for this purpose the help of academic teachers and University bodies;
- 7) participate in open classes, as well as other teaching areas and other School's activities;

- 8) use the rights provided for students in the relevant regulations, including receiving scholarships in accordance with the regulations for granting financial support and other scholarships for special achievements;
 - 9) participate in the work of the Senate of the University through its representatives, in the number specified in the School's statute;
 - 10) evaluation of the quality of studies,
 - 11) expressing opinions, comments and formulating proposals regarding didactic activities and other areas of the University's activity,
 - 12) access to their evaluated work, on the date specified by the teacher, not longer than 30 days from the date of submitting the work under assessment.
2. The student's duties should be to take full advantage of the opportunities offered by the School to receive education and to follow the regulations of the studies. In particular, the student is required to:
 - 1) respect for the personal dignity of all members of the academic community;
 - 2) taking care of the student's dignity and the good name of the School;
 - 3) participate in classes in all their forms organized by the School, in accordance with the applicable study plan and educational programme;
 - 4) timely submission of examinations, apprenticeships and meeting other requirements provided for in the study plan;
 - 5) respect of copyrights when writing exams and diploma papers;
 - 6) comply with the School's regulations, care for its property, in particular, compliance with the regulations on the use of laboratories and all equipment of the University;
 - 7) timely payment of tuition and other fees related to study;
 - 8) informing the School about the change of name, marital status, residence address, e-mail address and telephone number.
 3. The rector is the highest superior and supervisor of the students.
 4. School students form a students' government based on the Act and regulations of student government adopted by the university self-government resolution body, which comes into force after the Senate has confirmed its compliance with the Act.
 5. The University creates conditions for full participation in the education process for students with disabilities.

6. All the alternatives used in the course of studies for disabled students are aimed at equalizing the chances of completing a given level of study, while maintaining the principle of not reducing the substantive requirements for these students

§ 7.

1. The student receives a student ID.
2. The School does not inform any third parties about matters concerning the student, unless the student allows it by submitting a written statement or appropriate legal provisions.
3. The university provides the student with access to the documentation of the course of study conducted in electronic form. At the student's request, the School issues a confirmed printout from the documentation of the course of studies to the student. The university does not document the course of Studies in a traditional (paper) index

§ 8.

In the event of resignation from studies, the student is required to report it in writing to the dean's office. The student is obliged to pay all payments to the University up to the moment of written resignation.

4. Organization of studies

§ 9.

1. The academic year begins on October 1 and lasts until September 30 of the next calendar year.
2. The academic year is divided into two semesters: the winter semester and the summer semester. Each semester includes min. 15 weeks of classes and an exam session.
3. The Rector determines, after consultation with the students' government, a detailed organization of the academic year, in particular the dates of starting and completing the didactic classes, dates of the examination sessions and re-sessions and breaks in didactic classes, including a holiday break lasting not less than 8 weeks in case of full-time studies.
4. The Rector shall announce the detailed organization of the academic year not later than three months before its commencement. In justified cases, the rector can make a decision on the correction of the organization of the academic year.

5. Announcement of the organization of the academic year takes place via the official website of the University www.zpsb.pl
6. During the academic year, the Rector may, in justified cases, announce days or hours free from didactic classes.

§ 10.

1. The dean may, in consultation with the students' government, appoint academic year carers from among academic teachers and, if necessary, carers of student groups or trainships.
2. The dean determines the scope and form of the carers' work, supervises and evaluates their activities.

5. Didactic classes

§ 11.

1. The student participates in didactic classes in subjects / modules / compulsory courses according to the study plan and educational programme as well as subjects / modules / optional courses selected by the student.
2. Subjects / modules / elective courses chosen by the student become compulsory for him at the moment of submitting the relevant declaration. Failure to pass these subjects / modules / courses results in an unsatisfactory grade.
3. A student participating in research or implementation works may be dismissed with the dean's consent to participate in certain classes in the subject, modules and courses, with whom the work is thematically related.
4. Every absence of a student in obligatory classes must be justified.
5. In case of permanent unjustified absence of the student, the dean decides about the possibility of continuing the classes in agreement with the teacher.
6. A student who is absent from the didactic classes is obliged to complete the arrears in the manner and on dates determined by the lecturer.
7. Didactic classes are conducted taking into account the individual needs of students with disabilities, respecting the type of their disability.
8. In case when student's disability prevents his direct participation in classes, the dean may, at the request of the student:
 - 1) allow the increase of admissible absence,
 - 2) determine the individual organization of studies,

- 3) agree to change the form of verification of educational effects.
9. If it results from the type of disability, the dean may, at the request of the student, agree to the use of solutions involving the inclusion of third parties in the classroom, in particular an assistant of a disabled person.
 10. In the event that due to a student's disability, it is impossible to prepare notes during classes, the dean may grant permission for the disabled student to use additional technical devices, enabling him to participate fully in classes and use audiovisual devices to register classes.
 11. Supervision over matters relating to the disability of School students is performed by the Rector's Plenipotentiary, while activities in this area are directly dealt with by the student's disability coordinator.
 12. In case when during the didactic classes the student uses the device recording sound or sound and image, the student is required to submit a written declaration of non-infringement of copyright to works created during these classes and use of registered materials exclusively for private use, as well as to notify lecturer.

6. Verification and assessment of achieved educational effects (exams and pass)

§ 12.

1. All educational effects defined in the education program for a given module / course / subject within the field of study are subject to verification and assessment. For the module / course / subject, the student is awarded ECTS points when he / she earns at least sufficiently all the educational effects assumed. The number of ECTS points does not depend on the grade obtained by the student as a result of the passed or passed exam.
2. The condition for admission to the examination of the subject / module / course is to pass the classes and other forms of didactic classes, unless the rules for completing the given subject / module / course provide otherwise.
3. Detailed conditions for passing the exam / passing the exam are given by the teacher at the beginning of the semester.
4. A student may obtain credits and submit examinations in obligatory subjects in a given semester:
 - 1) during the semester,
 - 2) during the examination session,
 - 3) during the correction session.
5. In justified cases, at the student's request, the dean may agree to take the exam on a different date than those mentioned in paragraph 4.

6. Disabled students may apply for adjusting the form and dates of credit and exams to their needs, resulting from the type of disability. In order to change the method of passing the exam and properly pass the dean, the disabled student may issue a decision in which he may agree to:
 - 1) prolonging the duration of the exam,
 - 2) application of additional didactic resources,
 - 3) application of an alternative form of the exam during the exam,
 - 4) exchange the form of the written test for oral or oral exams in writing,
 - 5) participation in the examination of third parties, and in particular the assistant of a disabled person,
 - 6) change of the place of the examination,
 - 7) conduct a pass / exam using modern information and communication techniques.
7. The schedule of examinations in the winter and summer session shall be determined by the Dean and announced at least 14 days before the end of classes in a given semester.
8. If the student does not abide by the set rules (uses unauthorized resources, materials, help of other persons, interferes with the passed exam / exam, he or she leaves the room or the room where the credit / exam is carried out, etc.) terminates the credit / exam for that student, which is tantamount to issuing an unsatisfactory grade. The student has the right to re-sit / take the exam within the deadline set by the teacher or in the re-sit session.
9. The results of passing the exam / exam are passed to the students immediately after passing the exam / exam by entering the protocol in the electronic course documentation, at the latest on the 14th day, counting from the day when the credit or exam took place.
10. All educational effects defined in the education program for a given module / course / subject within the field of study are subject to verification and assessment. For the module / course / subject, the student is awarded ECTS points when he / she earns at least sufficiently all the educational effects assumed. The number of ECTS points does not depend on the grade obtained by the student as a result of the passed or passed exam.
11. The condition for admission to the examination of the subject / module / course is to pass the classes and other forms of didactic classes, unless the rules for completing the given subject / module / course provide otherwise.
12. Detailed pass/ exam conditions are given by the teacher at the beginning of the semester
13. A student may obtain credits and submit examinations in obligatory subjects in a given semester:

- 1) during the semester,
 - 2) during the examination session,
 - 3) during the correction session.
14. In justified cases, at the student's request, the dean may agree for the student to take the exam on a different date than those mentioned in paragraph 4.
15. Disabled students may apply for adjusting the form and dates of pass and exams to their needs, resulting from the type of disability. In order to change the method of passing the exam/pass the dean may issue a decision in which he may agree to:
- 1) prolonging the duration of the exam,
 - 2) application of additional didactic resources,
 - 3) application of an alternative form of the exam during the exam,
 - 4) exchange the form of the written test for oral or oral exams in writing,
 - 5) participation in the examination of third parties, and in particular the assistant of a disabled person,
 - 6) change of the place of the examination,
 - 7) conduct a pass / exam using modern information and communication techniques.
16. The schedule of examinations in the winter and summer exam session is determined by the dean and announced at least 14 days before the end of classes in a given semester.
17. If the student fails to abide by established rules (he uses unauthorized resources, materials, assistance of other persons, disturbs others in the pass / exam, he or she leaves the room or the room etc.) the teacher terminates the pass / exam for this student, which is tantamount to issuing an unsatisfactory grade. The student has the right to retake the exam within the deadline set by the teacher or in the retake session.
18. The results of the pass/ exam are given to the students directly after the pass/ exam by entering them to the protocol in the electronic course documentation, at the latest on the 14th day, counting from the day when the pass/exam took place.

§ 13.

1. After receiving an unsatisfactory grade from the 1st attempt of the pass/exam , the student has the right to submit a retake pass/exam from each subject / course in a given semester, no more than in two additional dates
2. A student who has failed to pass the compulsory subjects due to lack of objectivity of the teacher, has the right, within 7 days from the date of the results being announced, to ask the dean to check results obtained.

3. The commission appointed by the dean makes the final decision on passing the obligatory classes after checking whether the student has met the requirements necessary to obtain the credit.
4. The student is not entitled to correct for a higher grade, a pass/exam mark from the subject course obtained in the first term, as well as two subsequent retake dates.

§ 14.

1. Student's absence during the pass/ exam is to be justified within one week from the day of the pass/exam. Unjustified absence from the pass/exam results in an unsatisfactory mark.
2. In case of sickness or other justified absence of the student during the pass/exam in the first or second date, he/she is entitled to respectively two or one additional pass/exam date.

§ 15.

1. The credit period is the semester.
2. The condition for passing the semester is meeting all the requirements (passing classes, exams, internships) specified in the study plan.
3. The study plan may not provide more than 5 examinations in a semester, and in total no more than 9 examinations during the year.
4. The student passes the pass/ exam with the teacher conducting the classes. In justified cases, the dean may agree to conduct an examination by another academic teacher than the lecturer.
5. It is the student's responsibility to obtain all credits and to submit all exams by the end of the semester.
6. Dean states if the semester is credited.

§ 16.

1. Within seven days from the date of the exam, a student who raises justified objections as to the impartiality of the form, procedure or course of the examination may submit an application to the dean for conditional exam. The conditional exam should take place within 14 days from the date of submitting the application
2. The dean may also request the conditional exam on his own initiative or at the request of the examiner.

3. The three-member committee to conduct the conditional exam includes the dean as chairman or a person authorized by him, and two specialists in the subject matter covered by the examination or related.
4. At the student's request, a representative of the student government may enter the conditional exam as an observer.
5. The conditional exam is conducted in the form of an oral or written one, depending on the requirements provided for in the educational programme for a given subject/course.
6. A report shall be drawn up from the course of the conditional exam, in particular, in case of an unsatisfactory grade, it should contain its justification.

§ 17.

1. The student performs professional internship in the scope and dimension specified in the plan of studies and educational programme.
2. Detailed rules for apprenticeships are defined in the regulations of apprenticeships.
3. The dean shall credit student's apprenticeship on the basis of an agreement concluded with the internship organizer and reports from the internship.
4. A student may apply for an exemption (in whole or in part) from the obligation to complete an apprenticeship based on a documented professional work or unpaid form of employment (eg volunteering, internship). The dean may include the professional activity for professional apprenticeship if it takes place in a period not shorter than the duration of the internship provided for in the study plan, and allows to achieve the assumed educational effects in accordance with the educational programme of the given field of study and specializations.
5. If the student fails to credit the internship provided for in the study plan, the dean may allow the internship to take place in the following academic year.

§ 18.

1. In relation to a student who in a given semester has not obtained the required number of ECTS provided for in the study plan, the dean decides on:
 - 1) conditional entry for the next semester of studies,
 - 2) permission to repeat the semester of studies,
 - 3) permission to repeat the subject,
 - 4) deletion from the list of students.
2. Dean's decision on matters referred to in para. 1 point 1-3, is based on the student's application.

§ 19.

1. A given semester may be repeated no more than twice, after that the student is deleted from the list.
2. The student who repeats the semester, his/her marks from previous semester are considered to be all positive.
3. If the subject/course is failed, the student repeats that subject/course.

7. Grading scale

§ 20.

1. Exams and pass from subjects/courses included in the study plan end with the issuing of a grade, unless the study plan provides otherwise.
2. The following scale of assessments shall apply to exams and pass for subjects/courses:
 - very good (5),
 - a good plus (4.5),
 - good (4),
 - sufficient plus (3.5),
 - sufficient (3),
 - insufficient (2).
3. The duration of study is documented in the protocols and periodic reports of the student's achievements, prepared in the form of electronic printouts.
4. The average grade from a given semester, academic year or the entire course of studies is calculated as the arithmetic average of all grades obtained in a given period.
5. The average grade for the relevant period (semester, year, cycle) of studies is calculated as the arithmetic average of the grades in subjects / courses from a given period of study. When determining the average, subjects / courses that end with an entry "pass" are not taken into account.
6. The arithmetic average for a given study period is given to two decimal places.

8. Conditional entry

§ 21.

1. A student may apply for conditional entry to undertake studies in the following semester, if he does not have more than 10 ECTS to complete the semester.
2. In particularly justified cases, the dean may decide to allow conditional entry to the next semester with a larger number of missing ECTS.

3. The student submits an application for conditional entry to the dean in the next semester at the latest on the date on which the semester should be credited.
4. A student who has obtained a conditional entry for the next semester is required to complete the missing pass and exams within the deadline specified in the dean's decision about the conditional entry.
5. In exceptional cases, if completing classes from one subject is not possible due to their nature or organization of the teaching process, the dean may give consent to obtain a credit for this subject in later date than specified in paragraph. 4.
6. In the event of the student failing to fulfill his obligations resulting from the conditional permission to study, the student shall be removed from the student list or at his/her request, directed to repeat the semester.

9. Individual study programme

§ 22.

1. Students distinguished by particularly good academic results, i.e. who have an average grade of at least 4.2 and who demonstrate aptitude in a particular discipline, may study according to an individual study program, according to the rules set by the dean.
2. In exceptional circumstances, the dean may agree to study according to an individual program of study, also in cases other than those specified in para. 1.
3. After a consent receipt to study according to an individual study program, the dean may assign the student an academic supervisor who, together with the student, develops a proposal for a study program. This proposal is approved by the dean.
4. The academic supervisor referred to in para. 3, determines the detailed organization of studies in consultation with the subject's/course's teacher.

10. Individual organization of studies

§ 23.

1. In particularly justified cases, the dean may allow the student to organize individual studies to implement the study plan, in deadlines and forms adapted to the specific circumstances of life. This applies in particular to students:
 - 1) single-parent children,
 - 2) caring for disabled people, confirmed by a certificate of relevant social assistance organizational units,

- 3) disabled people, if the type of their disability prevents or significantly hinders studying in the usual way,
 - 4) internships and foreign internships,
 - 5) working professionally outside the country,
 - 6) the inability to participate in classes for a significant part of the academic year documented by the physician,
 - 7) studying simultaneously in two fields of study.
2. The individual organization of studies does not absolve the student from the obligation to obtain pass/examinations credits on the dates specified by the teacher or scheduled during the examination session.

11. University, forms of study or field of study change

§ 24.

1. A student may transfer to another university. Obtaining confirmation of the course of studies at the West Pomeranian Business School requires fulfilling all duties towards the University.
2. With the consent of the dean, the student may transfer from:
 - 1) another university, including foreign ones, if he/she has fulfilled all obligations arising from the regulations existing in the higher education institution, which he/she leaves,
 - 2) another faculty of the University, if it has fulfilled all the obligations resulting from the provisions of the faculty, within which it applies for a transfer,
 - 3) another field of study/specialization within the home department, if he has fulfilled all obligations arising from the regulations of the home department under which he applies for the transfer.
3. The student applying for the transfer will have the results credited from the university/unit he/she leaves, in accordance with the conditions and mode of transferring the credits specified in the executive provisions to the Act.
4. The host university may apply to the university from which the student moves to send his/her documents.
5. The dean, having in regard student's achieved educational effects confirmed by the number of ECTS, determines the year / semester of study to which the student will be entered, and defines the conditions, date and manner of completing missing educational effects resulting from differences in education programs.

§ 25.

1. A student who fulfills all responsibilities related to the course of basic studies may study in several fields of study, also at other universities.

2. A student of another university may participate in classes at the University, with the consent of the dean of the receiving faculty.

12. Study leave

§ 26.

1. A student may receive a study leave at the University in case of important life circumstances, in particular due to:
 - 1) long-term illness,
 - 2) the birth of a child and the need to look after him,
 - 3) other important and documented random circumstances.
2. A student may be granted a short-term (semester) or long-term (annual) leave. A leave, upon a student's written request, is granted by the Dean. A leave is granted immediately after the existence of circumstances justifying the application for its granting, leave is not granted backwards.
3. Granting the leave is confirmed by an entry in the documents registering the course of studies.
4. In particularly justified cases, the dean may grant a leave for a longer period than specified in paragraph 2.
5. Granting the leave prolongs the planned completion of studies and may impose on the student the obligation to pass program differences.
6. No leave is granted during the first year of study.
7. During the leave period, the student retains his/her student rights, except for the right to use material support specified in the provisions of the Act.
8. During the leave, the student may, with the dean's consent and on the conditions set out by him, take part in the classes and take credits and exams.

13. Deletion from the student list and resumption of studies

§ 27.

1. The dean deletes a student from the list who:
 - 1) he did not start the studies,
 - 2) resigned from studies/after submitting a written statement /,
 - 3) was punished with a disciplinary penalty of expulsion from the University,
 - 4) did not sign the agreement submitted by the university about the terms of payment for studies or educational services.

2. The dean may delete a student from the list in the case of:
 - 1) statement of lack of progress in learning, ie. in the case of failure to get credit for the subject/course at the set dates, after exhausting all the possibilities of accessing the credit on the terms and in the manner set out in these regulations,
 - 2) failure to submit a diploma thesis or a diploma exam within the deadline,
 - 3) failure to obtain credit for a semester or a year within a specified period,
 - 4) failure to pay fees related to studies.
3. The student may appeal to the rector from the dean's decision. The appeal shall be submitted through the dean within 14 days of the receipt of the decision on deletion. The rector's decision is final.

§ 28.

1. A person who, by virtue of a valid decision, has been removed from the list of students may apply to the dean for permission to resume studies.
2. A student who resumes studies shall be enrolled in the semester of the studies from which he or she has been deleted or to a semester which corresponds to the achieved, verified educational effects.
3. A person who has been removed from the list of students due to not taking a diploma exam or failing the diploma seminar, in case of having positive results from the remaining exams and pass provided for in the educational programme, may apply for resumption of studies within a period of not more than two years from the moment of statutory graduation. In this case, the end of the education cycle (passing the diploma examination with a positive result) should take place within a period not longer than one year from the moment of resumption of studies.
4. In case of a person who has been removed from the list of students due to not taking a diploma exam or failing a diploma seminar, in case of having positive results from the remaining exams and pass provided for in a given education program, a student applying for the resumption of studies in the period of more than two years from the moment of the statutory graduation, the decision on resuming studies is made by the Dean on an individual basis.
5. A person who was removed from the list of students for the reason referred to in § 28 para. 2 point 3, may resume the studies after payment of all overdue payments and the reactivation fee related to re-entering to the student list, in the current amount.
6. The resumption of studies by a person who has been removed from the list of students in the first year of studies takes place on the general recruitment rules. In justified cases, the dean may decide to re-enter the first year of studies on other terms.
7. The dean determines the conditions, date and manner of student's educational effects supplementation resulting from differences in education programs.

14. Diploma procedure and diploma examination

§ 29.

1. The diploma procedure of the first-cycle studies includes the diploma examination and the preparation of the final project (ie. the diploma thesis).
2. The student prepares the final project under the supervision of an academic teacher holding at least a doctoral degree. It is possible to designate a supervisor who does not meet this condition with the consent of the faculty council.
3. The final project should be characterized by a pragmatic approach to solving a specific problem. It can be an analytical or implementation project. The final project must include the student's own research component.
4. The final project can be a team work prepared by a maximum of three people. In case of a final project prepared by a team of students, the contribution of each team member in its preparation should be specified.
5. The final project is evaluated by the supervisor and reviewer;
 - 1) in the case of a negative review of the work by the reviewer, the dean of the faculty directs the work to the assessment of another reviewer and after obtaining a positive assessment allows the work to be defended,
 - 2) in the case of insufficient grade issued by a second reviewer, the student is required to submit a new diploma thesis within 2 months.
6. The student is obliged to submit a final project in two copies and the project text recorded on the CD together with the circulation card to the dean's office no later than 21 days before planned date of the diploma exam.
7. The final project is obligatorily verified in the anti-plagiarism system and placed in the national repository of written diploma theses.
8. In the absence of the supervisor, if it could have an impact on the delay in the submission of the final project by the student, the dean appoints the person who takes over the supervisor's duties.

§ 30.

1. The diploma procedure of the second-cycle studies includes the preparation of the master's thesis (diploma) and the diploma exam (defense of the master's thesis).
2. The student prepares a master's thesis under the supervision of an academic teacher with the academic title of professor or the academic degree of doctor habilitated.

3. In exceptional cases, based on the resolution of the faculty council, the master's thesis may be prepared under the supervision of an academic teacher with the doctor's degree.
4. When determining the subject of the thesis, the following are taken into account in particular:
 - 1) field of study and specialization,
 - 2) student's interests,
 - 3) actual abilities of a student to perform a given job,
 - 4) linking the master's thesis with student practice,
 - 5) University's research program.
5. Master's thesis is evaluated by a supervisor and a reviewer;
 - 1) in case of a negative review of the work by the reviewer, the dean of the faculty directs the work to the assessment of another reviewer and after obtaining a positive assessment allows the work to be defended,
 - 2) in case of insufficient grade issued by a second reviewer, the student is required to submit a new diploma thesis within 2 months.
6. The student is obliged to submit a master's thesis to the dean's office in two copies and the text of the work needs to be recorded on the CD together with the circulation card no later than 21 days before the planned date of defense.
7. The Master's thesis is obligatorily verified in the anti-plagiarism system and put in the national repository of written diploma theses.
8. In case of the absence of the master's thesis supervisor, if it could affect the delay of the student's submission of the thesis, the dean appoints the person who takes over the supervisor's duties

§ 31.

1. A student completing scheduled didactics in February of a given academic year is required to submit a diploma thesis no later than by March 30, and ending scheduled didactic activities in June or July, no later than by September 30 of a given academic year.
2. Failure to submit a diploma dissertation by the deadline set out in paragraph 1 results in deletion from the list of students, in accordance with the provisions of the Act.
3. If the thesis is not submitted on time, the Dean may, in justified cases, upon the student's written request and after obtaining the positive opinion of the supervisor, agree to repeat the diploma seminar in the mode of repeating the semester.

4. The completed thesis is subject to copyright in accordance with the provisions of the Copyright and Related Rights Act. The University is entitled mainly to the right of priority in its publication, within three months from the moment of graduation (ie completion with a positive result of the diploma procedure). Detailed issues are defined in the Regulations for the management of copyright and related rights and industrial property rights; principles of commercialization of scientific research and development works and the use of research infrastructure of the West Pomeranian Business School in Szczecin.

§ 32.

1. The condition for admission to the diploma examination (bachelor's, engineer's or master's degree) is:
 - 1) obtaining credits (including apprenticeship) and submitting exams in all subjects provided in the study plan,
 - 2) verification of the diploma thesis in the anti-plagiarism system and determination of the absence of unauthorized borrowings,
 - 3) obtaining supervisor's and reviewer's positive evaluation of the thesis.
2. Diploma seminars are credited with no grade.
3. The diploma examination for the first-degree studies is conducted by the First Degree Diploma Examination Commission, composed of the chairman, supervisor and reviewer. The chairman of the commission is the dean or a person appointed by him.
4. The master's diploma exam takes place in front of the Second Degree Diploma Examination Commission, which consists of the dean of the faculty or a person authorized by him as chairman, as well as the supervisor and reviewer of the diploma thesis.
5. The diploma exam is an oral exam and takes place on the date set by the dean.
6. The dean may agree to conduct an open diploma examination at a student or supervisor's request in written form. The exam is conducted in the same manner and on the same terms as in the case of closed exams.
7. Information on the open diploma exam is published on the University's website at least one week before the exam date.
8. Students of the open diploma examination are not entitled to ask questions to the graduate.
9. If the student receives unsatisfactory grade from a diploma exam or the dean, in consultation with the supervisor, sets a new exam date as final. The exam in the second term should be carried out not earlier than after one month and no later than three months from the date of the first deadline.
10. If the diploma exam is not submitted on the second date, the dean of the Faculty issues a decision on deleting students from the list.

§ 33.

1. Graduation date is the date of passing the diploma exam with a positive result.
2. The diploma exam should take place no earlier than within 14 days from the date of submission of the diploma thesis and no later than within 30 days from the date of submission of the diploma thesis.
3. The Rector declares, by way of a decision, the procedure for awarding a professional title is invalid if the thesis constituting the basis for awarding the professional title, the person applying for this title has attributed the authorship of a significant passage or other elements of someone else's work.

§ 34.

1. The final result of studies, calculated by the sum of the following factors, shall be entered into the diploma of completion of higher education:
 - 1) 70% of the average exam results and credits from the whole study,
 - 2) 15% from the average of the thesis of the supervisor and reviewer,
 - 3) 15% of the average grade obtained during the diploma exam.
2. If the student submitted a diploma examination with a positive result, and the sum of the components of the final result of the studies calculated according to the principles discussed in item 1 par.34:
 - 1) is 3.40 and less - the grade at the diploma can not be higher than "satisfactory;"
 - 2) falls within the range of 3.41 to 3.80 - the grade at the diploma is "sufficient plus",
 - 3) falls within the range 3.81 to 4.20 - the grade at the diploma is "good",
 - 4) falls within the range of 4.21 to 4.50 - the grade at the diploma is a "good plus". The student, at the request of the Commission, with at least good grades and answers to the exam question, may receive a "very good" grade,
 - 5) falls within the range of 4.51 to 5.0 - the grade at the diploma is "very good".
3. The student who has reached the sum of components of the final result of studies above 4.70 and obtained from the thesis and the diploma examination a very good note, at the request of the examination committee, the rector may award the student with the distinction.
4. A student punished with a disciplinary penalty can not receive a rector's distinction.

15. Disciplinary responsibility

§ 35

1. . For the violation of the regulations in force at the School, as well as for violation of the

dignity of members of the academic community, the student shall be liable to disciplinary action in front of the disciplinary committee.

2. The detailed procedure before the disciplinary committee is set out in the Act.

16. Rewards

§ 36.

1. The Rector establishes the types and conditions for awarding rector prizes for outstanding results in science.
2. A student who graduated with distinction may receive an entry in the University's Gold Book for outstanding achievements in science and contribution to the University's development.

17. Transitional provisions

§ 37.

1. The student may appeal to the rector from decisions taken on individual student matters covered by these regulations.
2. The regulations of the studies enter into force on October 1st, 2018.