



Zachodniopomorska
Szkoła Biznesu
w Szczecinie

Rektorat

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Attachment to Resolution no 1 of of the
Senate of the West Pomeranian Business School in Szczecin
05.03.2020

STUDY REGULATIONS OF THE WEST POMERANIAN BUSINESS SCHOOL

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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 'University', including full-time, part-time of first and second degree, including distance learning.
2. Studies at the University are payable. The fees are specified in the Study Agreement signed between the University and a Student. The Study Agreement is available at University's webpage.
3. Studies at the West Pomeranian Business School are in accordance to present regulations, especially to Act of 20 July 2018 Law on Higher Education and Science, the School's statute and 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.
5. 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 July 20, 2018 Law on Higher Education and Science (Dz. U. 2018, poz. 1668);
 - 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) learning effects - aggregated knowledge, practical skills and social competences acquired by a student as a result of learning;
 - 8) ECTS points – points defined by the European system of accumulation and transfer of credits, as a measure of average studying person workload necessary to achieve assumed learning effects;

- 9) qualifications – learning effects acquired by a given person confirmed by the diploma, certificate or any other document issued by authorized institution;
- 10) module - a thematically coherent and separate unit of the study program implemented during one semester, with goals and learning effects, which may include several courses;
- 11) practical educational profile - the profile of the education program, including modules of classes, used to acquire practical skills and social competences by the student, implemented on the assumption that more than half of the study program specified in ECTS points includes practical classes shaping these skills and competences, including skills acquired in workshop classes conducted by people with professional experience acquired outside the university;
- 12) study programme - a description of the education process in the particular field of study, which consist of:
- a. form of study,
 - b. the number of semesters and ECTS points necessary to complete studies in a given level,
 - c. professional title given to graduates,
 - d. and a list of interrelated subjects, modules and courses, along with their program content, learning effects and verification methods of these effects, subordinated to common educational goals; particular subjects, modules and courses are assigned to forms of didactic classes, its hours, didactic tools and ECTS points specifying the student's workload in the process of achieving learning effects.
- 13) schedule for the implementation of the study program - a document in a tabular form, containing a list of individual modules / courses / subjects assigned to the semester, with the form and number of classes, forms of completion and the number of ECTS points;
- 14) confirmation of learning effects (PEUs) - formal verification process of possessed learning effects institutionally organized outside the study system, and non-institutionally organized learning, implemented in ways and methods increasing knowledge, skills and social competences.

2. Study programmes

§ 2.

1. The studies are conducted in relevance to study programmes established within the manner specified in the Act.

2. Study programme for a particular level, field, profile comprise of:
 - 1) description of the assumed, consistent learning effects corresponding to the given area of education with taking into account the characteristics of the second degree specified in the regulations issued on the basis of the Integrated Qualifications System Act (Dz.U. 2018, poz 2153,2245), according to the provisions of the Act, and educational process that leads to achievement of assumed learning effects;
 - 2) list of subjects or modules and courses, with the number of years of study, number of semesters, the number of ECTS points, forms of classes, learning effects for individual subjects / modules / courses, number of didactic classes hours and student's workload, together with course/module/subject cards,
 - 3) list of subjects or modules and courses chosen by the student in the dimension not less than 30% of the total of ECTS points foreseen for the given study programme,
 - 4) learning effects verification methods,
 - 5) traineeships dimension, principles and forms for the field, specialization and forms of study.
3. The study programme for the field of practical profile includes subjects, modules and courses related to practical professional preparation, aimed at acquiring by the student practical skills and social competences, which have been assigned more than 50% of the total number of ECTS credits provided for a given study programme.
4. The implementation of the study program may also take place with the use of methods and distance learning techniques, in accordance with separate provisions in the Act
5. Learning effects provided for a particular programme for a particular level, field, profile, according to which the educational cycle begins in a given academic year, remain unchanged until the planned ending of the education cycle.

§ 3.

1. The adopted study programme or part of it, including didactic classes, credits and exams, thesis and diploma exam may be implemented in a foreign language. The dean decides in this matter.
2. Preparation of the diploma thesis and conducting the diploma examination in a foreign language may also take place at the student's request, with the consent of the dean in consultation with the supervisor.
3. if the didactic classes in the subject are in a foreign language, credits and exams are also in that language
4. The student encloses a summary in Polish to the thesis prepared in a foreign language

§ 4.

1. Study programme is a basis to implement yearly or semester academic class schedule.
2. Annual or semester plans of classes specify the name of subjects, courses, indicate the persons conducting the classes, time and place of classes.
3. The class schedule is set by the dean of the faculty and announced at least 14 days before the start of the semester by announcement in the university's electronic information system.
4. The dean divides students into specializations. The division takes into account the specializations declared by the student in the application for admission to university and the possibilities of the university.
5. The division referred to in par. 4 should be completed before the end of the semester preceding the semester, in which according to the study plan specialization classes are conducted.
6. The University reserves the right not to start education within a given specialization in the case of too few willing students. In this case, the University will offer students interested in a specialization that has not been started, the opportunity to study in other specialization.

§ 5.

1. The University uses a system of credit points in accordance to ECTS standards.
2. The ECTS point system set a numerical value determining the amount of work that a student is required to perform to achieve the intended learning effects and obtain credit for a given subject/module/course. ECTS point correspond to 25 hours of student work, including classes in direct contact with the lecturer and the student's own work.
3. The number of ECTS points assigned to subjects / modules / courses in each semester is specified in the study program and its implementation schedule.
4. The condition for completing the semester is obtaining the number of points resulting from the study programme
5. The condition for graduating and admitting the student to the diploma examination is to complete a full study programme, obtain all credits and exams provided for in the study program, and thus obtain the number of ECTS points resulting from the current study programme.
6. At the West Pomeranian Business School, study programs include at least:
180 ECTS credit points – for first level studies (bachelor),
210 ECTS credit points – for first level engineer studies,
90 ECTS credit points – for second level studies,

7. The university has a system for confirming learning effects obtained outside the formal education system (PEUs). As a result of confirming learning effects, the student may be credited with no more than 50% of the ECTS points assigned to the given education program specified for particular field, level and education profile. The detailed rules of the system, together with the conditions of studying by students admitted to studies as a result of confirmation of the learning effects, including the individual study plan and scientific care, are set out in a separate document - the procedure confirming learning outcomes obtained outside the formal education system (PEUs).
8. At the student's request, after presenting the course of study documentation completed outside the home university (including abroad), the dean decides on the recognition of confirmed learning effects expressed in ECTS points.
9. The basis for the ECTS transfer is the convergence of learning effects obtained outside the home university during the implementation of the subjects/modules/courses and learning effects attributed to the didactic activities specified in the plan and programme of study at the field of study in which the student is studying.
10. Transferring credits is based on the recognition of the number of ECTS in the unit to which the student is transferred to the number of courses / modules / courses in that unit. The dean confirms the achievements.

3. Student's rules and obligations

§ 6.

1. 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 University bodies;
 - 3) submit to the University authorities postulates regarding study plans, education programmes and its 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) participating in open classes in other fields of study and other college classes
 - 8) using the rights provided for students in relevant regulations, including receiving a scholarship in accordance with the regulations on providing material assistance and other scholarships for special achievements

- 9) participating in the University Senate's work through its representatives, in the number specified in the University's statute;
- 10) evaluation of study quality,
- 11) expressing opinions, comments and formulating proposals regarding didactic activities and other areas of the University's activity,
- 12) access to own evaluated work, on the date specified by the teacher, not later than 30 days from submitting the assessed work.

2. It is the student's responsibility to make full use of the opportunities offered by the University to receive education and to follow the study regulations. In particular, the student is obliged 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 University;
- 3) participating in classes in all their forms organized by the University, in accordance with the applicable study plan and educational programme;
- 4) timely submission of exams, traineeships and meeting other requirements provided for in the study plan;
- 5) respecting of copyrights when writing exams and diploma papers;
- 6) complying with the University 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 University about the name change, marital status, residence address, e-mail address and telephone number.

3. The rector is the highest superior and supervisor of the students.

4. University 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 disabled students for full participation in the education process.

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 card.
2. The University does not inform any third parties about matters concerning the student, unless the student allows for it by submitting a written statement or appropriate legal provisions.
3. The university provides the Student with an electronic access to documentation of the course of studies conducted. At the student's request, the university issues the student a confirmed print-out of the course documentation. 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 student government bodies, appoint study years tutors from among academic teachers, and if necessary, student group or traineeship tutors.

2. The dean determines the scope and forms of tutors' work and supervises and assesses their activities .

5. Didactic classes

§ 11.

1. The student participates in didactic classes in subjects / modules / compulsory courses according to plan and study programme as well as subjects / modules / optional courses selected by the student.
2. Subjects / modules / elective courses chosen by the student become compulsory for the student 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 exempted, with the dean's consent, from participating in some classes in the subject, modules and courses with which the thematic truth is related.
4. Each student's absence from compulsory classes must be excused
5. In the case of permanent unexcused student absences, the dean decides on the possibility to continue learning in consultation with academic tutor
6. A student absent from didactic classes is required to complete the backlog in a manner and within the time limits set by the teacher.
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 learning effects.
9. If it results from the type of disability, the dean may agree to the student's request for the application of solutions involving the participation of third parties in the classes, in particular the assistant of the disabled person.
10. In the event that due to student disability it is impossible to take notes during classes independently, the dean may grant permission for the disabled student to use additional technical devices enabling him to participate fully in classes and to use audiovisual devices allowing to register didactic classes.
11. Supervision over matters relating to the disability of students of the University is exercised by the rector's proxy, while the activities in this area are dealt with directly by the student disability coordinator.

12. If the student uses sound or sound and image recording devices during classes, the student is required to submit a written declaration of non-infringement of copyrights to works created during these classes and the use of registered materials only for private use, as well as to inform the teacher.

6. Verification and assessment of achieved learning effects (exams and credits)

§ 12.

1. All learning effects defined in the program are subject to verification and evaluation studies for a given module / course / subject within a field of study. For module / course / subject a student is awarded ECTS points when he or she obtains at least sufficiently all assumed learning effects. Number of ECTS points does not depend on the grade the student obtained as a result of the credit or exam passed.
2. The condition of admission to the subject / module / course exam is to get credits for classes and other forms of didactic classes, unless the rules for completing a given subject / module / course state otherwise.
3. Detailed conditions for crediting / 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 retake exam 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 par. 4.
6. Disabled students may apply to adapt the form and dates of credits and exams to their needs, resulting from the type of disability. In order to change the method of passing an exam and passing credit, the dean may issue a decision in which he can agree to:
 - 1) prolonging the duration of the exam,
 - 2) application of additional didactic resources,
 - 3) use of an alternative exam form during the exam,
 - 4) changing the form of an exam from written to oral or from oral to written,
 - 5) participation of third parties during the exam, and in particular the assistant of a disabled person,
 - 6) a change of the examination place,
 - 7) conducting a credit / exam with the usage of modern information and communication techniques.

7. If the Student during the credit/exam fails to comply with the established rules (uses unauthorized means, materials, help from other people, disturbs in conducted credit/exam, leaves a place or room with no permission), the lecturer stops the exam/credit for this student, which is equivalent to giving an unsatisfactory grade. The student has the right to pass the credit/exam again within the time limit set by the teacher or in the retake session.

8. The results of the credit / exam are shared to the students immediately after the credit/exam by entering the entry to the protocol in the electronic study course documentation, at the latest on the 14th day, counting from the day when the credit or exam took place.

§ 13.

1. After receiving the unsatisfactory grade from the exam / credit in the first attempt, the student has the right to take the retake exam / retake credit for each subject / course in a given semester, no more than in two additional dates.
2. A student who failed to obtain a credit for compulsory subjects due to the lack of objectivity of the teacher has the right to, within 7 days from the date of the announcement of the results, apply to the dean with a motivated request to check the results obtained.
3. The commission appointed by the dean makes the final decision on completing compulsory classes after checking whether the student has met the requirements necessary to obtain credit.
4. The student is not entitled to correct for a higher grade, a positive grade for passing the exam / subject / course obtained on the first date, as well as on two subsequent correction dates.

§ 14.

1. The student is obliged to justify the absence during the exam / credit within one week from the date of the credit / exam. Unauthorized absence from the credit / exam results in unsatisfactory grade.
2. In case of sickness or other justified absence of the student during the credit/exam in the first or second date, the Student is entitled to respectively two or one additional credit/exam date.

§ 15.

1. The credit period is the semester.
2. The condition of passing the semester is meeting all the requirements (passing classes, exams, traineeships) specified in the study plan and the schedule of its implementation.

3. The schedule for the implementation of the study program may not include more than 5 examinations per semester, and not more than 9 examinations in total during the year.
4. The student passes the exam / credit to the academic teacher conducting the class. In justified cases, the dean may consent to the examination being conducted by an academic teacher other than the teacher conducting the class.
5. It is the student's responsibility to obtain all credits and to pass all exams by the end of the semester.
6. Completion of the semester is confirmed by the dean.

§ 16.

1. Within seven days from the date of the exam, a student who has reasonable objections as to the impartiality of the form, mode or procedure of the exam may submit to the dean an application for a commission exam. The commission examination should take place within 14 days from the date of submission of the application.
2. The dean may also order a commission examination on his own initiative or at the examiner's request.
3. The three-member commission for conducting the examination is composed of the dean as the chairman or a person authorized by him, as well as two specialists in the subject covered by the exam or a related one.
4. At the student's request, a representative of the student government may join the commission for conducting the commission examination as an observer.
5. The commission examination is carried out in oral or written form, depending on the requirements provided in the education program for the given subject / course.
6. A report shall be drawn up on the course of the commission examination which, in particular, should in case of an unsatisfactory grade, contain its justification.

§ 17.

1. Student traineeships in the scope and dimension are specified in the study plan and education program and its implementation schedule.
2. Detailed rules for traineeships are set out in the Traineeship Regulations.
3. The dean credits the traineeship to the student on the basis of an agreement concluded with the traineeship organizer and a report on the traineeship.
4. A student may apply for the recognition (in whole or in part) of the professional traineeship on the basis of documented professional work or unpaid form employment (e.g. volunteering, internship). The dean may include student's professional activity in favor of traineeship if it takes place within a period not shorter than the duration of the traineeship provided for in the study plan, and allows to achieve the intended learning effects, in accordance with the curriculum applicable in the given field of study and specialization.

5. If the student fails to complete the traineeship provided in the study plan, the dean may agree to transfer the traineeship to 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 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. A student repeating the semester has all positive grades obtained in subjects / courses in the last semester credited.

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 course 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 for the relevant period (semester, year, cycle) of studies is calculated as the arithmetic mean of grades for subjects / courses from a given period of study. When

determining the average, subjects / courses ended with a „pass“ entry are not taken into account

8. Conditional entry

§ 21.

1. A student may obtain conditional permission to start studies in the next semester if he / she lacks no more than 10 ECTS to pass the semester.
2. In particularly justified cases, the dean may decide to enter the next semester even with a larger number of missing ECTS.
3. The student shall submit a request for conditional entry to the dean in the next semester at the latest on the date on which the semester should be completed.
4. A student who obtained a conditional entry for the next semester is required to complete missing credits and examinations within the time limit specified in the decision authorizing the conditional entry.
5. In exceptional cases, if the completion of classes in one subject is not possible due to their nature or organization of the teaching process, the dean may grant permission to obtain credit for this subject later than referred to in par 4.
6. In the event of failure by the student to fulfill the obligations resulting from the conditional permit to continue education, the student is removed from the list of students or, at his request, directed to repeat the semester.

9. Individual study programme

§ 22.

1. Students distinguished by particularly good academic performance, i.e. achieving an average grade of at least 4.2 and showing aptitude in a given discipline, may study according to an individual study program, on the principles set out by the Dean.
2. In exceptional cases, the dean may agree to study according to an individual study program, also in cases other than those referred to in para. 1.
3. After agreeing to study according to an individual study program, the dean may assign a student supervisor who, together with the student, develops a study program proposal. This proposal is approved by the dean.
4. The scientific supervisor referred to in para. 3, sets out the detailed organization of studies in consultation with the teachers of the subjects / courses.

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) on traineeships and foreign traineeships,
- 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 learning 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 learning 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 para 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) 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 learning 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 learning effects supplementation resulting from differences in education programs.

14. Diploma procedure and diploma exam

§ 29.

1. The diploma procedure of the first-cycle studies includes the diploma examination and the preparation of the diploma project/engineer thesis (ie. the diploma thesis)
2. The student prepares the diploma work 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 dean.
3. The diploma work should be characterized by a pragmatic approach to solving a specific problem. It can be an analytical or implementation project. The diploma work must include the student's own research component.
4. The diploma work can be a team work prepared by a maximum of three people. In case of a diploma work prepared by a team of students, the contribution of each team member in its preparation should be specified.
5. The diploma work 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 work within 2 months.
6. The student is obliged to submit the diploma work 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 diploma work is obligatorily verified in the anti-plagiarism system and placed in the national repository of written diploma thesis.
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. In exceptional cases, based on the dean's decision, the master's thesis may be prepared under the supervision of an academic teacher with the doctor's degree.
3. 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 traineeship,
 - 5) University's research program.
4. 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.
5. The student is obliged to submit a master's thesis to the dean's office in two copies and the text of the thesis needs to be recorded on the CD together with the circulation card no later than the planned date of defense.
6. The Master's thesis is obligatorily verified in the anti-plagiarism system and put in the national repository of written diploma theses.
7. 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 9, and ending scheduled didactic activities in June or July, no later than by September 9 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 semester's repetition.

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 (it is the 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 traineeship) 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 an open diploma examination justified written request of a student or supervisor. This exam is conducted in the mode and on the same principles as for 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. Student who are viwing the open diploma examination are not entitled to ask questions to the graduate student.

9. If the student receives unsatisfactory grade from a diploma exam or unjustified absence on the diploma exam, 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 diploma exam.

10. If the diploma exam is not submitted on the second date, the dean of the Faculty issues a decision on deleting student from the list.

§ 33.

1. Graduation date is the date of passing the diploma exam with a positive result.
2. The diploma examination should take place not earlier than 21 days from the date of submitting the diploma dissertation and not later than 45 days from the date of submitting the diploma dissertation, provided that the student has obtained a discharge.
3. The Rector, by means of a decision, annuls the proceedings on granting the professional title, if in the work that gives rise to the title of receiving the professional title, the applicant for this title has assigned herself the authorship of an important passage or other elements of someone else's work.

§ 34.

1. The final result of studies, calculated by the sum of the following factors:
 - 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 University, 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, 2019.