

**STUDY REGULATIONS  
HUMANITAS UNIVERSITY**

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## **Chapter 1** **General provisions**

### **§ 1**

1. These study regulations apply to students of all study programmes offered by the Humanitas University in Sosnowiec (hereinafter referred to as the University).
2. These regulations apply to studies offered at the University as the first-cycle, second-cycle, or single-cycle master's degree programmes.
3. These regulations do not apply to postgraduate students or participants in courses and trainings offered by the University.

### **§ 2**

The principles, conditions and procedure for admitting prospective students are specified in the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the Act, the University Statute and the resolution of the University Senate.

### **§ 3**

1. A person admitted to university acquires student rights upon taking the oath whose text is specified in the University's statute. The person referred to in the preceding sentence confirms taking of the oath in writing.
2. After taking the oath, the student receives a student ID card.

### **§ 4**

1. A person admitted to university or a student is required to enter into an agreement with the University on the terms and conditions of payment for educational services.
2. The amount, terms, and deadlines for payment of fees are specified by the Chancellor's order, issued each time before the commencement of admission for a given academic year.
3. Detailed terms and conditions for providing financial assistance to students are specified in separate regulations.

### **§ 5**

The basic organizational unit at the University is the faculty, and the learning process in a given field of study is carried out within the faculty.

## **Chapter 2 Student's superiors**

### **§ 6**

1. The Dean is the superior of students at a Faculty. The Dean makes decisions on student matters not reserved to competencies of other University bodies under the Act or the University's Statute, and within the scope and procedure specified in separate regulations and based on authorization granted by the Rector.
2. The Rector supervises matters related to admissions, the teaching-learning process, and matters related to administrating studies by the University.
3. The Rector appoints faculty advisors from among the academic staff. The advisor provides assistance and advice to students on matters related to their learning and social issues and also provides opinions, at the request of the student or the Dean, on individual matters related to the course of study.
4. Students with disabilities are supervised by the Representative for Persons with Disabilities, appointed by the Rector. The Representative's task is, in particular, to provide assistance to students with disabilities, represent their interests and take action to ensure equal opportunities for students with disabilities to complete the educational programme.

## **Chapter 3 Organization of degree programmes**

### **§ 7**

1. The degree programmes are taught according to the curricula aligned with the learning outcomes and adopted by the Senate for individual fields of study.
2. The curriculum serves as the basis for designing class schedules.
3. The curriculum is published in the Public Information Bulletin on the University's website within 14 days of its acceptance.
4. The class schedule is published in students' individual accounts in the University's IT system no later than seven days before the start of the first class in a given semester.

## § 8

1. The academic year begins on October 1 and lasts until September 30 of the following calendar year and comprises two semesters.
2. The detailed organization of the academic year is determined by the Rector in consultation with the Student Government and announced no later than 30 days before the beginning of the academic year.
3. In special cases, the Rector announces Rector's Days or Hours, i.e., days or hours without classes.
4. Before the beginning of each academic year, the Dean determines the duration of the examination period and the re-sit examination period for each semester.

## § 9

1. Polish is the language of instruction at the University. With the consent of the Senate, a foreign language can be used for specific fields of study or selected classes, examinations, and other assessments at the University.
2. Classes may also be taught using distance learning methods and techniques.

# Chapter 4

## Student's rights and obligations

## § 10

Students have the right to:

- 1) acquire knowledge in their chosen field of study,
- 2) transfer and recognize ECTS,
- 3) join student organizations, including students scientific association, and participate in research conducted at the University,
- 4) develop cultural, tourist, and sports interests,
- 5) participate in open lessons/lectures,
- 6) assess the quality of the teaching process, including in particular the curricula and the way classes are taught,
- 7) receive awards and distinctions from the Dean or Rector based on their individual decisions,
- 8) take an examination before an examination board with the participation of an observer designated by them,

- 9) repeat specific courses due to unsatisfactory academic performance,
- 10) an individualized course of study (Polish acronym: ITS), individualized organization of degree programme (Polish acronym: IOS), and individualized path of study (Polish acronym: I  S) under the terms and conditions specified in the regulations,
- 11) justify absences from classes, be granted a leave from classes, and the leave from classes with the option to undergo verification of the achieved learning outcomes specified in the curriculum,
- 12) change the field of study and transfer to full-time or part-time studies,
- 13) discounts resulting from having a student ID, in accordance with generally applicable regulations.

## **§ 11**

Disclosure of examination grades and other student information to third parties requires the student's consent. Such authorization should include confirmation of the student's signature by a University employee or notary.

## **§ 12**

Students are obligated to act in accordance with the provisions of the Act, the Student Oath, and the academic regulations. In particular, students are obligated to:

- 1) attend classes according to the terms specified in these regulations,
- 2) complete internship programmes,
- 3) take examinations according to the terms specified in these regulations,
- 4) comply with the regulations in force at the University,
- 5) behave in a polite and dignified manner towards University employees and other students,
- 6) show respect for University property,
- 7) avoid any deeds that could harm the University's reputation,
- 8) pay fees within the deadlines specified by the Chancellor's order,
- 9) use their individual account in the University's IT system.

## **§ 13**

The student is obliged to notify the University of any change in name, place of residence, contact telephone number and e-mail address, as well as any change in financial conditions if it affects the granting process or amount of financial assistance, within 7 days of the change occurring.

## **§ 14**

1. For conduct that demeans student dignity and violates the regulations in force at the University, students are subject to disciplinary liability under the terms specified in separate regulations.
2. For minor offenses, the Rector, at the request of the Dean, imposes a warning after hearing the student or their representative, bypassing the disciplinary committee.
3. Disciplinary penalties include:
  - 1) a warning,
  - 2) a reprimand,
  - 3) a reprimand with a warning,
  - 4) suspension from exercising certain student rights for a period of up to one year,
  - 5) expulsion from the University.
4. Detailed principles of student disciplinary liability are specified in the Act.

## **§ 15**

1. The bodies of the Student Government represent all students of the University.
2. The rights and obligations, as well as the forms and procedures for the operation of the Student Government at the University, are specified in the Student Government Regulations.

# **Chapter 5**

## **Assessments and examinations**

## **§ 16**

1. Lectures and classes in a given subject are assessed separately.
2. In the case of a subject that includes classes, admission to the examination is conditional upon prior passing the classes. A student who fails the classes on the first attempt loses the right to take the exam, receiving a failing grade or no credit in the case of subjects ending only with a non-graded credit.
3. With the Dean's consent, a student may take an assessment or examination in a subject individually before or after the examination period.
4. With the Dean's consent, a student may take assessments or examinations in subjects from semesters higher than the one they are currently in.

## § 17

1. At the beginning of a given course, a teacher is obligated to inform students about the requirements for passing the course.
2. The course is credited by the teacher based on grades obtained during the course, the results of tests assessing the acquired learning outcomes, and the student's activity and attendance. In the event of a prolonged absence of the teacher, the Dean has the right to appoint a new teacher. In exceptional cases, the Dean may authorize the teacher of the same or related course to conduct the assessment in a given semester.
3. Attendance at classes is mandatory; absences exceeding 20% of the teaching hours constitute sufficient reason for failing the course. The student must justify the absence within 7 days of its occurrence.
4. The teacher of a given course may establish other deadlines and rules for justifying absences, and he or she is obligated to inform students about them at the beginning of the course.
5. After making a decision regarding justified absences, the teacher determines the topics which the student will be required to learn and the form of assessment.
6. Students have passed a course if they receive a grade of at least satisfactory or the entry “non-graded credit” (“zaliczono” in Polish).
7. The Dean establishes a list of courses for which credit is awarded by the entry “non-graded credit” (“zaliczono” in Polish).
8. Unjustified failure to come to the examination on the specified day and time will result in a failing grade or no credit.
9. A student who receives a failing grade for a course is entitled to re-sitting examinations twice.
10. A student may transfer the grade for a course they passed at another university. The teacher of the course in question will make the decision on this matter.

## § 18

1. During the first lecture of a given course, the teacher is obligated to inform students about the scope and type of the examination.
2. The examination is administered by the teacher of the course. In the event of a prolonged absence of the teacher, the Dean has the right to appoint a new examiner. In exceptional cases, the Dean may authorize a teacher of the same or related course to administer examinations during a given semester.
3. The date of the examination is set by the teacher of the course within the framework of the academic year. Holding the examination at a different date requires the Dean's consent.
4. The examiner may, with the Dean's consent and in consultation with the students, organize the examination before the start of the final examination period (so-called "early exam date"), provided that all classes in the course covered by the examination have been completed and the student has passed the course. This date is counted as the first examination date for those students who take it. This does not relieve the examiner from the obligation to set the first examination date in the examination period.
5. Students have passed an examination if they have received at least a satisfactory grade.
6. Unjustified failure to appear for an examination on the specified day and time will result in receiving a failing grade. The student must justify their absence within 7 days of the exam date. § 17.4 applies accordingly.
7. A student who has received a failing grade in an exam is entitled to re-sitting exams twice.
8. A student may request a transfer of the exam grade for a course they passed at another university. The examiner will make the decision in this matter.

## § 19

1. Within 7 days of the announcement of the results of the assessment or examination, the student may submit a request for review of the assessment/examination paper. The examiner will provide the student with the paper on which the grade was based within the next 7 days.
2. If the student receives an unsatisfactory grade on the second re-sitting of the assessment/examination, the student has the right to appeal to the Dean. The appeal must be justified by the examiner's failure to objectively assess the student's knowledge or by providing other compelling reasons for granting the student the right to an

assessment/examination before a board. The deadline for filing an appeal is 7 days from the date the results of the second re-sitting of an assessment/examination are announced or, in the situation described in paragraph 1, from the receipt of the assessment/examination for review. Following the appeal, the Dean may order an assessment/examination before a board, setting a date for the re-sit the assessment/examination within 14 days of the appeal.

3. A board-appointed final assessment or examination shall be conducted orally or in writing before a board appointed by the Dean, consisting of a chairperson, who may be the Rector, Vice-Rector, Dean, or Vice-Dean, or, in exceptional cases, an academic teacher with an academic degree who has been authorized by the Dean, and two examiners with specialist knowledge in the given subject.
4. If the Dean held a final assessment or examination whose result is disputed by the student, the student has the right to appeal to the Rector, who appoints and chairs the committee. The committee also includes two examiners with specialist knowledge in the given subject.
5. Another academic teacher employed by the University may participate in the committee as an observer. At the student's request, the supervisor of the course or a representative of the Student Government may also act as an observer.
6. The result of the final assessment or examination shall be decided by a majority vote, and in the case of an equal vote, the chairperson's vote shall prevail.
7. A negative result in a board-appointed final assessment or examination is equivalent to failing to complete the semester. At the student's request, the Dean issues a decision on the student repeating a semester of studies or the Rector decides on removing the student from the list of students.

## § 20

1. The following grading scale is used for assessments and examinations:
  - 1) very good (5.0)
  - 2) good plus (4.5)
  - 3) good (4.0)
  - 4) satisfactory plus (3.5)
  - 5) satisfactory (3.0)
  - 6) fail (2.0)

1. For subjects such as internship, training, and seminars, the “non-graded credit” or “fail” formula is permitted without value grades. This formula is not included in the grade point average referred to in paragraph 3.
2. The grade point average includes all grades obtained by the student in the subjects covered by the curriculum.
3. The teacher responsible for the assessment or examination enters the grade or the “non-graded credit/fail” into the IT system of the University.
4. Information on the results of written assessments and examinations is made available to the student by placing the results in the student’s individual electronic account in the IT system of the University.
5. In justified cases (especially unforeseen circumstances), the student may apply for an extension of the assessment and examination period by up to one month. The decision in this matter is made by the Dean, who, in exceptional circumstances, may extend this period by a maximum of one month.

## § 21

1. Students are required to complete internships that constitute an integral part of the study programme.
2. The condition for completing an internship is that the student achieves the learning outcomes specified in the curriculum for the given field of study.
3. Upon written request from the student, with the opinion of the internship supervisor, the Dean may credit the work performed by the student as an internship, regardless of the nature of the legal relationship under which the work is performed, if the student has achieved the learning outcomes specified for the internship in the curriculum.
4. To credit the internship, the student must submit the documentation required by the internship regulations by the end of the semester in which the internship was completed.
5. In particularly justified cases, the Dean may consent to crediting the internship in a semester later than indicated in the curriculum, upon request from the student and after consulting the internship supervisor.
6. Consent to crediting the internship in a semester later than indicated in the curriculum allows for completing the semester of studies in accordance with § 28, section 2.

## **Chapter 6**

### **ECTS**

#### **§ 22**

The University uses a point-based method of expressing student achievements in accordance with the European Credit Transfer and Accumulation System (ECTS).

#### **§ 23**

1. ECTS credits are assigned to all courses and internships included in the curriculum.
2. ECTS credits are not assigned for:
  - 1) library training,
  - 2) occupational health and safety training,
  - 3) physical education (in the case of full-time studies).
3. The ECTS assigned to individual courses reflect the student's workload required to achieve the learning outcomes. Workload includes both student work during classes organized at the University and their own work.
4. The ECTS assigned and the ECTS required to complete a semester/academic year are specified in the curriculum for the given field of study.

#### **§ 24**

A student may apply for the transfer or recognition of courses and internships completed outside the University, including at foreign universities or at the University while studying a different field of study.

#### **§ 25**

Transfer of courses and internships may occur when the student has achieved the expected learning outcomes and has completed the semester of studies covering the transferred courses and internships.

#### **§ 26**

1. The decision to transfer or recognize courses and internships is made by the Dean after reviewing the student's documentation of the course of study completed outside the University or during studies at the University.

2. The condition for transferring or recognizing the courses and internships requested by the student is a determination that the achieved learning outcomes are consistent with the learning outcomes required at the University for the relevant curriculum.
3. In the event of a positive decision, the student receives the number of ECTS assigned to the learning outcomes achieved as a result of completing the relevant courses and internships at the receiving University and described in the curriculum for the academic year to which the student was admitted.

## § 27

1. Learning outcomes may be confirmed for a person applying for admission to studies who:
  - 1) has a secondary school leaving certificate or a secondary school leaving certificate and a certificate of the results of the secondary school leaving examination in individual subjects, and at least five years of professional experience, holds a full qualification at the level 5 of the Polish Qualifications Framework (5 PRK) or holds a qualification awarded within a foreign higher education system corresponding to the level 5 of the European Qualifications Framework, as referred to in Annex II to the Recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualifications Framework for lifelong learning (OJ EU C 111, 6.05.2008, p. 1), when applying for admission to first-cycle studies or single-cycle master's degree programmes;
  - 2) has a full qualification at the level 6 of the Polish Qualifications Framework and at least three years of professional experience after completing first-cycle studies, when applying for admission to second-cycle studies;
  - 3) have a full qualification at the level 7 of the Polish Qualifications Framework and at least 2 years of professional experience after completing a second-cycle or single-cycle Master's degree programme, when applying for admission to subsequent first-cycle, second-cycle, or single-cycle Master's degree programmes.
2. Confirmation of learning outcomes involves a formal process of verifying the applicant's learning outcomes, with the aim of admitting the person to the degree programme.
3. The Dean's decision confirming learning outcomes is preceded by a verification of learning outcomes, conducted in relation to the learning outcomes specified in the curriculum for a given field of study, by committees appointed for this purpose by the Dean.

4. The principles, conditions, and procedure for confirming learning outcomes are specified by the Senate.

## **Chapter 7** **Completing the semester (academic year)**

### **§ 28**

1. The basic period for assessing a student's achievements is a semester. The Senate may decide that the assessment period is a year of study.
2. The condition for completing a semester of studies is obtaining credits and passing exams in courses from the applicable curriculum, as well as completing internships, subject to § 21, sections 5 and 6.
3. The semester (year) is credited by the Dean. Completing a semester (year) entitles the student to enrollment in a higher semester (year).

### **§ 29**

1. If a student fails to obtain credits in certain courses, by submitting a written application they may apply for conditional entry to the next semester. Conditional entry means that the Dean may authorize the entry in the next semester, with the requirement to complete a course or courses with a total number of ECTS not exceeding 20, in the next semester, during the 1st term examination and re-sitting examination. If the crediting period is an academic year, conditional enrollment is granted for the following academic year, with the requirement to complete a course or courses with a total number of ECTS credits not exceeding 40 by the end of the following academic year.
2. If repeated courses are not passed, the student may apply for conditional enrollment in the following semester, but the total number of ECTS credits is reduced proportionally by the credits assigned to the failed courses. If the maximum of ECTS credits is exceeded, the Dean will remove the student from the student list.
3. In the event of failure to pass repeated courses by the end of the studies, the Rector shall remove the student from the student register.
4. A student removed from the student register for the reason indicated in paragraph 3 has the right to resume studies in order to repeat the semester in which they were removed, with the obligation to complete all previously failed courses.

## § 30

1. Within 7 days of the end of the re-sit the examination and assessment session or the deadline specified by the Dean in § 20, section 6, a student may apply for repeating a semester or academic year if the assessment period is an academic year.
2. Permission to repeat a semester or academic year is granted by the Dean.
3. If a student repeats a semester or academic year, courses in which the student previously received a positive grade or which were credited in another manner specified in the regulations are considered passed.
4. The student is required to pass courses that constitute additional requirements if the programme of study has changed. The Dean determines the date for the assessment.

## Chapter 8 Individualization of the learning process

### § 31

With the Dean's consent, students have the right to participate in classes, complete courses, and take exams included in the higher-year or semester programme (to advance to a higher semester). The Dean determines the conditions and procedures for students to complete classes/assessments and take examinations in the higher-year or semester programme.

### § 32

1. Within the Individualized Course of Study (hereinafter referred to as ITS), students are provided with special learning and research support and individualized selection of content and forms of study.
2. The ITS studies involve expanding the scope of knowledge, skills, and competencies within the field of study and providing students with the opportunity to complete courses included in the curricula of all fields of study offered by the University.
3. Students may apply for the ITS when they:
  - 1) have successfully completed the first year of studies and achieved a grade point average higher than 4.50,
  - 2) are participating in research projects conducted by the University,
  - 3) have prepared at least one peer-reviewed scientific publication

4. A student applying for the ITS must submit the following documents to the Dean:
  - 1) an application for the ITS with justification,
  - 2) proposed changes to the programme of study and the dates of assessments and examinations,
  - 3) consent from the prospective academic supervisor to undertake academic supervision, along with an opinion on the individualized course of study.
5. The ITS students are not permitted to apply for conditional enrollment, repeat a course, or repeat a semester.
6. In each subsequent semester, the ITS students must select courses from the curriculum, which are assigned a total of at least 30 ECTS credits, obtaining the approval of the examiner, who determines the conditions and deadline for the assessment/examination on the ITS card. The ITS card is submitted to the Dean within 30 days of the semester's commencement date.
7. The Dean determines eligibility for the ITS studies, taking into account the student's progress, interests, and abilities.
8. For students who have been approved for the ITS, the Dean appoints an academic supervisor, taking into account the student's proposal. The academic supervisor should be a person holding an academic degree or title.
9. The Dean, after consulting the academic supervisor, may withdraw approval for the ITS if the student fails to meet the requirements specified in the individualized course of study. In such a case, the Dean determines the current course of study and any additional conditions resulting from registration for the semester being credited.

### §33

1. In justified cases, at the student's request, the Dean may consent to the Individualized Organization of Degree Programme (Polish acronym: IOS).
2. At the request of a pregnant student or a parenting student, the Dean may consent to the Individualized Organization of Studies (Polish acronym: IOS).
3. Based on the Dean's decision, a student may be permitted to choose the IOS if one of the following reasons exists:
  - 1) the student holds a disability certificate,
  - 2) is pursuing two major programmes simultaneously,
  - 3) indicates another important reason, particularly one of a random nature.
4. The IOS involves the implementation of the applicable curriculum and setting individual deadlines for the completion of teaching obligations. The IOS may, in particular, involve:

- 1) modifying the method of achieving the objectives and learning outcomes specified in the curriculum, modifying the format of assessments and examinations, and modifying the schedule of classes within the course of study;
- 2) extramural crediting of classes in consultation with the academic teacher;
- 3) changes of dates of course assessments and examinations.

5. The IOS is granted for a period of one semester or one academic year.

6. Granting the IOS does not imply a change in the scope of requirements regarding the area and level of knowledge in the courses included in the curriculum for a given field of study.

7. The IOS student must obtain the Dean's approval of the assessment and examination procedure, and the conditions for assessment and examination agreed upon with the instructors.

8. The assessment and examination period for the IOS cannot end later than the re-sitting examination period.

9. The Dean may withdraw approval for the IOS if the student fails to meet the requirements specified in paragraph 6.

## §34

1. Based on the Dean's decision, a student may obtain consent to choose the Individual Path of Study (hereinafter referred to as the IŚS) based on the study programmes offered by the University, taking into account the academic supervisor's recommendations and the number of ECTS credits assigned to individual courses. The academic supervisor should be a person holding an academic degree or title.
2. The Dean's consent to the Individual Path of Study (Polish acronym: IŚS) may also include learning outcomes verified by the Dean in accordance with the procedure specified in §27, section 3.
3. The student submits an application for the IŚS to the Registrar's Office. A Registrar's Office employee prepares a draft of the IŚS in collaboration with the academic supervisor and the student. The proposed IŚS covers the entire period of study and becomes effective upon approval by the Dean.
4. In justified cases, the student may request changes to the IŚS. The application must be approved by the academic supervisor. This must be submitted to the Registrar's Office within 14 calendar days since the start of the semester. A change to the IŚS is effective from the date of its approval by the Dean. In exceptional cases, the Dean may change the IŚS ex officio and inform the student.

5. With the Dean's consent, a student may, for the I<sup>Ś</sup>S, take classes or groups of classes not included in the curriculum. If these classes or groups of classes earn no more than 7 ECTS each semester, they do not require payment. However, if they exceed the 7 ECTS limit, they require payment. Classes or groups of classes beyond the curriculum are subject to crediting based on general rules.

## **Chapter 9** **Change of the university, field of study or form of study**

### **§ 35**

A student who intends to transfer to another university is required to:

- 1) notify the Dean in writing no later than 14 days before the proposed transfer date,
- 2) submit a clearance slip,
- 3) return their student ID card.

### **§ 36**

1. A student of another university, after completing at least the first semester, may apply for transfer to the University, provided they have fulfilled all obligations arising from the regulations in force at the university they are leaving. Completion of these obligations is confirmed by an appropriate certificate issued by the appropriate authority of the university they are leaving.
2. When deciding on the student's admission to the University, the Dean shall specify the conditions, deadline, and method for the student to complete the additional requirements arising from the curriculum, taking into account the principles of recognition of student achievements specified in §§ 25-26 of these regulations.

### **§ 37**

1. The decision to change the field of study or form of study is made by the Dean, at the student's request.
2. The decision referred to in paragraph 1 specifies:
  - 1) the semester of study,
  - 2) additional requirements and their deadlines, taking into account the relevant programme of study in both fields of study or forms of study.

## **Chapter 10**

### **Leave of absence**

#### **§ 38**

1. Pregnant students and students who are parents are granted leave from classes at the University.
2. The leave referred to in paragraph 1 is granted at the request of the pregnant student or student who is a parent. The student must submit the application within one year of the child's birth.
3. The leave referred to in paragraph 1 is granted to pregnant students for the period until the child's birth, and to students who are parents for a period of up to one year. However, if the leave ends during a semester, the leave is automatically extended until the end of that semester.
4. In justified cases, a student may be granted leave from classes at the University, in particular due to:
  - 1) long-term illness,
  - 2) travel abroad,
  - 3) taking up studies in a different field,
  - 4) other important unexpected circumstances.
5. The Dean makes the decision regarding the granting of leave.
6. A leave of absence may be granted as a long-term leave of absence for an academic year or a short-term leave of absence for a semester, subject to paragraph 3.
7. During a leave of absence from the University, students retain their student rights. The right to financial assistance is specified in separate regulations.
8. During a leave of absence, students should not participate in classes, take course tests or exams, or participate in internships.
9. A leave of absence may be granted only twice during the course of study. In exceptional cases, the Dean may approve the granting of another leave of absence. Leave of absence is not granted until the end of the first semester of studies and after the statutory duration of studies has been completed.
10. Granting a leave of absence extends the planned graduation date.

## **Chapter 11**

## **Graduation**

### **§ 39**

1. An integral part of the curriculum is the student's a diploma thesis, which is an independent study of a specific scientific topic, presenting the student's general knowledge and skills related to the given field of study, level and profile of education, as well as the ability to independently analyze and draw conclusions.
2. A diploma thesis may be a written work in the form of, among others, an original research paper, a review paper, or a case study, or a scientific article published in a journal that meets the following criteria:
  - a. the article's topic is consistent with the field of study,
  - b. the article is affiliated with the Humanitas University,
  - c. the journal in which the article was published is included in the list of scientific journals and peer-reviewed materials from international conferences with a score of at least 40,
  - d. the student is the first author of the article.
3. The student prepares the diploma thesis under the supervision of an academic teacher with an academic title or degree, hereinafter referred to as the “supervisor.”
4. An assistant supervisor, hereinafter referred to as the “assistant supervisor,” may provide additional substantive supervision over the student's preparation of their thesis.
5. An assistant supervisor should be an academic teacher with an academic title or degree, or a non-academic teacher representing the socio-economic environment and possessing professional (practical) experience in a field related to the student's field of study.
6. The decision to appoint an assistant supervisor is made by the Dean, at the supervisor's request.
7. An assistant supervisor may be dismissed from their position by the Dean at any stage of the diploma process to which they have been assigned.
8. The duties of the assistant supervisor include, in particular:
  - 1) assisting in defining the subject and purpose of the thesis, particularly with regard to the needs of the socio-economic environment and the labor market,
  - 2) participating in discussions on the operationalization of the thesis, particularly from the perspective of socio-economic practice,
  - 3) assisting with literature research,
  - 4) participating in discussions on the selection of research methods,

5) assisting in the analysis and interpretation of research results, particularly from the perspective of socio-economic practice.

9. At the student's request, after consulting the current and new supervisors, the Dean may consent to their change.

10. When determining the topic of the thesis, the student's scientific interests, the needs of the socio-economic environment, and current trends should be taken into account. Furthermore, the topic of the thesis must be related to the field of study and the chosen specialization.

11. For programmes taught in Polish, the thesis may be written in a foreign language.

12. For programmes taught in a foreign language, the diploma thesis may be written in either a foreign language or Polish.

13. The diploma thesis is checked before the diploma examination using the Unified Anti-Plagiarism System.

14. The diploma thesis is assessed by the supervisor and the reviewer.

15. The diploma thesis may be assessed, in a descriptive form (review), by the assistant supervisor. The assistant supervisor's assessment is for informational and consultative purposes only. The assistant supervisor assesses the thesis at the supervisor's request.

## § 40

1. The student is required to submit the documentation necessary for the diploma examination (including the thesis itself) no later than by the end of the last semester of studies. In justified cases, at the student's request, the Dean may set a later deadline for submitting the aforementioned documentation, but no later than two months after the end of the last semester of studies.

2. If a student successfully completes the last semester of studies and fails to submit the documentation necessary for the diploma examination within the deadline extended by the Dean, the Dean shall issue a decision to remove the student from the student register.

3. A student removed from the student register pursuant to paragraph 2 has the right to resume studies to take the diploma examination within three years of the date of removal, provided that the student completes the last semester of studies. In exceptional cases, the Dean may grant permission for resumption of studies for this purpose, even after the deadline specified above.

## § 41

1. The conditions for admission to the diploma examination are:

1) obtaining all credits and passing examinations specified in the curriculum,

- 2) obtaining at least: 180 ECTS for the first-cycle studies (210 ECTS for first-cycle engineering studies), 120 ECTS for the second-cycle studies, 300 ECTS for single-cycle master's programme,
- 3) completing an internship specified in the study programme,
- 4) obtaining at least satisfactory grades for the diploma thesis, awarded separately by the supervisor and reviewer,
- 5) paying the tuition fee until the end of the studies.

2. The principles for setting the dates of diploma examinations are determined by the Dean by order.

3. The diploma examination is oral and consists of two parts:

- 1) a competency test, the purpose of which is to additionally verify the learning outcomes, i.e., to verify whether the student has achieved the learning outcomes specified for the given field of study,
- 2) answering three questions related to the course of study and the diploma thesis, posed by the board referred to in paragraph 5.

4. The competency test takes the form of an oral or visual presentation prepared by the student and presented at the diploma examination, as well as discussing the presentation's content with the diploma examination board. The presentation, which constitutes the essence of the competency test, should relate to the thesis. The result of the competency test serves the University solely as feedback on whether the student has achieved the learning outcomes specified for the given field of study and does not affect the final result of the studies.

5. The diploma examination is held before a board appointed by the Dean. The board consists of:

- 1) the chairperson of the board, represented by the Rector, Vice-Rector, Dean, or Vice-Dean, or, in exceptional cases, an academic teacher with at least an academic degree authorized by the Dean,
- 2) the thesis supervisor,
- 3) a reviewer.

6. The board may include an assistant supervisor.

7. The grade for the diploma examination is the arithmetic mean of the grades obtained for the answers provided during the diploma examination, provided that each answer must be rated at least satisfactory. An unsatisfactory grade for even one examination question will result in a failing grade for the diploma examination.

8. The diploma examination transcript is signed by the chairperson, the supervisor, and the reviewer.

## § 42

1. Upon written request of the supervisor or the student, the Dean shall order an open diploma examination.
2. The request must be submitted no later than the date of the diploma thesis submission.
3. Information about the open diploma examination shall be posted on the University's website no later than 10 days before the scheduled diploma examination date, specifying the location and date of the examination, the surname and first name of the student taking the examination, and the topic of the diploma thesis.
4. The open diploma examination consists of a public and a confidential portion. The public portion of the examination shall be conducted according to the principles specified in § 41, section 3. In the confidential portion of the examination, the examination board shall determine the grade for the diploma examination.

## § 43

1. A student completes their studies on the day they pass the diploma examination with a grade of at least satisfactory.
2. The grading scale specified in § 20, section 1, shall be used to evaluate the diploma examination.
3. The basis for calculating the final result of studies is:
  - 1) the arithmetic mean of the grades from examinations and credits, taking into account unsatisfactory grades obtained throughout the entire period of studies,
  - 2) the grade for the diploma thesis, subject to § 41, section 1, item 4,
  - 3) the grade for the diploma examination, subject to § 41, section 3, item 2. 4. The final result of studies is the sum of:  $\frac{1}{2}$  of the average specified in section 3, item 1, and  $\frac{1}{4}$  each of the averages specified in section 3, items 2 and 3. The final result of studies, adjusted to the grade specified in § 20, item 3, shall be entered on the diploma. 1, according to the following scale:
    - up to 3.40 (inclusive) - satisfactory (3.0)
    - above 3.40 to 3.80 (inclusive) - satisfactory plus (3.5)
    - above 3.80 to 4.25 (inclusive) - good (4.0)
    - above 4.25 to 4.50 (inclusive) - good plus (4.5)

above 4.50 - very good (5.0)

## § 44

1. If a student receives an unsatisfactory grade on the diploma examination or fails to take the examination on the scheduled date without an excuse, the Dean will schedule a second examination date. In this case, the examination may be held no sooner than one month and no later than three months after the first examination date.
2. If a student receives an unsatisfactory grade on the retake of the diploma examination or fails to take the examination on the retake without an excuse, the Dean will issue a decision to remove the student from the student register.

## § 45

1. A diploma with distinction may be awarded to a graduate who meets the following conditions:
  - 1) has obtained very good grades on the diploma thesis and diploma examination,
  - 2) has achieved a grade point average, including the grades for the thesis and diploma examination, of no less than 4.75,
  - 3) has demonstrated impeccable conduct as a student.
2. A diploma with distinction is awarded by the Rector upon the recommendation of the diploma examination board.
3. The template for the diploma with distinction is approved by the University Senate.

## § 46

1. The Dean shall remove a student from the student register in the event of:
  - 1) failure to resume studies, where failure to resume studies shall be understood as:
    - a) failure to collect the student ID card by December 15th (if studies begin in the winter semester) and by April 15th (if studies begin in the summer semester);
    - b) failure to collect the additional requirements card by a student resuming studies within 60 days of being entered on the student register.
  - 2) withdrawal from studies submitted in writing, effective on the date of submission;
  - 3) failure to submit a diploma thesis or diploma examination on time;
  - 4) disciplinary penalty of expulsion from the University.
2. The Dean may remove a student from the student register in the event of:

- 1) failure to participate in mandatory classes if the teacher reports an absence exceeding 20% of the teaching hours;
- 2) a lack of academic progress, i.e., failure to obtain a credit or obtaining a failing grade on a course examination within the designated deadlines, after exhausting all opportunities to take the assessment or examination in accordance with the principles and procedures set forth in these regulations;
- 3) failure to obtain a credit for a semester or year within the specified deadline;
- 4) failure to pay the fees associated with the studies.

3. The decision to remove a student from the student register is made by the Dean, based on authorization granted by the Rector.

4. The student has the right to submit a request for reconsideration of the decision to remove a student from the student register.

5. After interruption of studies, resumption of studies is possible within a three-year period counted from the date of removal from the student register. Only one resumption is permitted, unless a second resumption is justified by unforeseen circumstances. In exceptional cases, after considering the scope of additional conditions, the Dean may grant permission for the student to resume studies, even after the deadline specified above.

6. The Dean, authorized by the Rector, makes a decision regarding the resumption of studies, specifying the conditions for resumption, including additional conditions resulting from the curriculum in effect for the academic year to which the student was readmitted, and sets a deadline for completing these conditions. Reinstatement of student rights is not possible if the University no longer offers the given field of study.

7. Individuals expelled by a final decision of the disciplinary board may apply for admission to studies only if the penalty of expulsion has been remitted in accordance with the procedures and principles specified in the regulations concerning the disciplinary board and disciplinary proceedings against students.

## § 47

Graduates receive a diploma of higher education, confirming the achievement of the appropriate professional title. The diploma template is approved by the University Senate.

## **Chapter 12**

### **Adapting the learning process to the specific needs of students with disabilities**

#### **§ 48**

1. The University, within its own resources and awarded grants, undertakes activities aimed at enabling students with disabilities to participate in the educational process and academic life of the University.
2. The actions undertaken must not reduce the substantive requirements for students and consist, in particular, in removing architectural barriers and adapting the organization and implementation of the educational process to the specific needs of students with disabilities, taking into account the type of disability.
3. If a student's disability prevents their direct participation in classes, the Dean, at the student's request, may:
  - 1) allow an increase in the permissible absence limit,
  - 2) establish an Individual Assessment Plan,
  - 3) consent to a change in the form of knowledge assessment.
4. If this is due to the type of disability, the Dean may, at the student's request, consent to the use of solutions involving third parties, in particular interpreters, assistants, stenographers, etc.
5. If, due to a student's disability, it is impossible to take notes during classes, the Dean, after consultation with the teacher, may grant permission for the student with a disability to use additional technical devices enabling full participation in classes and to use audiovisual devices enabling the recording of classes.
6. If audio or audio-video recording devices are used during classes, the student is required to submit a written declaration of non-infringement of copyright in works created during these classes and to use the recorded materials solely for personal use.

## **Chapter 13**

### **Final provisions**

#### **§ 49**

1. In matters concerning the principles and procedures for studying not regulated by the Act, the University Statute, or the provisions of these regulations, decisions shall be made by the Rector.
2. Binding interpretations of the regulations shall be made by the Rector.

## **§ 50**

1. The study regulations of October 1, 2019, shall cease to apply.
2. The study regulations shall enter into force on October 1, 2023.

Rector

dr hab. prof. AH Michał Kaczmarczyk, MBA