

THE RULES AND REGULATIONS OF STUDIES AT POZNAŃ UNIVERSITY OF ECONOMICS AND BUSINESS

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I.GENERAL PROVISIONS

Article 1

1. Courses offered by Poznań University of Economics and Business, hereinafter referred to as the University or PUEB, may be attended by Polish citizens, holders of secondary school graduation certificate or a secondary school leaving certificate in the case of first-cycle studies and, in the case of second-cycle studies, a Master's, Bachelor's, Engineering or an equivalent degree, who comply with the University's enrolment criteria.
2. Foreign nationals may be admitted to the University and follow courses at PUEB in accordance with the provisions of the Higher Education Act (hereinafter referred to as the Act) and any secondary legislation thereto.
3. University courses or any part thereof may be conducted in a foreign language.
4. Third-cycle (doctoral) programmes, postgraduate studies and courses are governed by separate regulations.

Article 2

1. First- and second-cycle studies at Poznań University of Economics and Business are organised as part of an academic major course.
2. An academic major course may be offered:
 - a) by one of PUEB's basic organisational units,
 - b) jointly by several PUEB's basic organisational units,
 - c) by PUEB's basic organisational units jointly with other universities' basic organisational units,
 - d) by PUEB's basic organisational units in co-operation with business entities, pursuant to the relevant provisions in force in this respect.
3. Studies at the University are organised in accordance with the learning outcomes approved by PUEB Senate and incorporated in the curricula.
4. A given major course may offer general academic tuition or practical training.
5. PUEB does not offer individual interdisciplinary studies.
6. The provisions hereof apply to academic major courses referred to in Article 2.2 (c) and (d), subject to the separate provisions set forth in the Schedules hereto.

Article 3

1. Students are admitted to PUEB upon their immatriculation and the taking of an oath. A person who already holds the status of a student of a given major course at PUEB may not be admitted as a student of the same major course in another academic year. Furthermore, a person may not be enrolled in the same major course at PUEB simultaneously as a full-time and extramural student.
2. Upon the payment of a relevant fee a student is issued with a student ID card.
3. The course of studies and the credits received are recorded electronically in the *e-dziekanat* system and in the student's academic record book and academic progress report, if issued to the student by the University.
4. Any documents related to the course of studies are kept in the student's personal file.
5. A student holds the status of a student until completing their studies (i.e. until passing the diploma examination) or until being suspended or dismissed from the student body. A person who has completed first-cycle studies continues to hold the rights of a student until October 31 of the year in which the studies are completed.

Article 4

1. The Rector is in charge of the entire student body of the University.
2. The relevant Dean is in charge of students of a given faculty.
3. With respect to students following a major course organised jointly by several of PUEB's basic organisational units, the person in charge is the Dean of the faculty in which a given student has been enrolled, unless agreed otherwise by the units in question.

Article 5

1. The sole representatives of the overall student body are members of the elected students' self-government.
2. Student organisations, to the extent of their statutory activity, are authorised to address PUEB governing bodies with regard to study-related and PUEB-related matters.

II. ORGANISATION OF UNIVERSITY COURSES

Article 6

1. The academic year commences no later than October 1 and ends no later than September 30 of the following calendar year. The academic year is divided into two semesters.
2. Prior to the commencement of each academic year the Senate specifies the duration of:
 - a) semesters,
 - b) examination periods in each semester, including resit periods,
 - c) breaks and days off (lasting jointly at least 6 weeks, including at least 4 weeks without interruption in the summer and at least 1 week between the winter and summer semesters).
3. The academic year schedule, following its adoption by the Senate, is announced by the Rector no later than by May 31 of the calendar year in which the relevant academic year commences.
4. Throughout the academic year the Rector may announce days off.
5. The teaching process and formal and legal order, as well as the students' compliance with the rules and regulations in a given faculty, is supervised and monitored by the Dean or the duly authorised Deputy Dean.
6. In order to streamline the teaching process the Dean appoints from among faculty members tutors for first-year first-cycle student groups. The tutors' primary task is to provide support to students in their studies and academic development, in particular helping them to settle smoothly into University life and coursework, as well as to dispense advice as to the choice of future speciality. The work of tutors is subject to evaluation by the Dean.

Article 7

1. The teaching process in a given major course and speciality is organised based on the curriculum. The curriculum incorporates the desired learning outcomes and the programme of courses, i.e. the description of the teaching process aimed at achieving those outcomes. The learning outcomes are approved by the Senate, whereas the programme of courses, including the study plan, is adopted by the faculty council.
2. The study plan specifies the duration of studies and includes the list of classes or groups of classes, as well as internships (if mandatory), together with the number of hours, list of credits, examinations and ECTS (European Credit and Accumulation Transfer System) credits in a given major course and speciality.

3. The curriculum (learning outcomes and the study programme, including the study plan) for the individual major courses is published on the University's website by the end of May of the year preceding the academic year in which the said curriculum shall take effect.
4. The number of ECTS credits assigned to a given class or group of classes reflects the average student workload required to achieve the expected learning outcomes. One ECTS credit corresponds to learning outcomes that require the average of 25-30 hours of student work, including the time spent in classes delivered by the University in accordance with the study plan, as well as student's individual study and contribution.
5. ECTS credits are assigned for successfully completing each class and mandatory internships as provided for in the curriculum, with the proviso that the number of ECTS credits is not contingent upon the grade earned, but rather on students meeting all requirements with respect to the desired learning outcomes, confirmed by successfully completing a class or internship.
6. In accordance with the study plan students are required to obtain at least 30 ECTS credits per semester.
7. The number of ECTS credits required for the completion of:
 - a) first-cycle studies: at least 180 or at least 210 in case of an engineering degree,
 - b) second-cycle studies: at least 120 or at least 90 in case of continuing studies after earning an engineering degree.
8. The detailed semester timetables and lists of credits and examinations required for a given semester are announced by the Dean on the University's website at least one week prior to the commencement of a given semester.

Article 8

1. Poznań University of Economics and Business courses are conducted as first-cycle undergraduate (B.A. or B.Sc.Eng) studies and as second-cycle (Master's) studies.
2. A student follows the study programme as part of their individual study path, taking into consideration the student's individual interests, guidelines issued by the tutor or research supervisor (if appropriate) and the number of ECTS credits allocated to particular classes or groups of classes in the study plan. The draft individual study path prepared by the student and approved by the tutor or research supervisor (if appropriate) should be submitted in the Dean's office by the date specified by the Dean. The individual study path suggested by the student becomes binding following its approval by the Dean.

3. In reasonable circumstances a student may apply for changes to be introduced in their individual study path. Such an application should be first approved by the student's research supervisor, if such a person has already been appointed. The application should be submitted in the Dean's office within 14 calendar days from the date the semester commences. Any changes to the individual study path shall be binding as of the date they are approved by the Dean.
4. If at the moment the individual study path is established/changed the student does not have a tutor/research supervisor, the study path is approved only by the Dean.
5. A student may, subject to the Dean's consent, include in their individual study path classes not provided for in the study plan, including classes attended in another academic major course. Credits for classes attended beyond the study plan need to be obtained on general terms. The University may charge a fee for classes extending beyond the study plan, including classes taken by a student to acquire the missing learning outcomes necessary to enrol in second-cycle studies in a given major course. The fee shall be specified in a regulation by the Rector.
6. Classes conducted in a foreign language comprise 270 hours of tuition in first-cycle full-time and evening courses and 150 hours of tuition in first-cycle extramural courses, where 240 hours and 120 hours are devoted to foreign language training in first-cycle full-time and extramural courses, respectively, with 30 hours devoted to a lecture held in one of the two final semesters of first-cycle studies. In second-cycle studies up to 120 hours of foreign language training may be provided throughout the entire teaching cycle, supplemented by 30 hours of lectures in a foreign language in one of the two final semesters.
7. The provisions of Article 8.6 shall not apply to foreign-language studies.

Article 9

1. Exceptionally gifted students may apply for the permission to follow their courses or any part thereof pursuant to individual curricula and study plans. A student seeking to follow courses in that manner needs (subject to the provisions of Article 61.5):
 - a) in the case of first-cycle studies – a mean grade point average for the first year of studies of at least 4.55,
 - b) in the case of second-cycle studies – the final score for first-cycle studies of at least 4.55 and the mean grade point average for the first semester of second-cycle studies of at least 4.55,
 - c) to demonstrate exceptional interest in the field of study represented by the selected research supervisor.
2. A student shall submit the relevant application to the Dean. The application requires a positive recommendation by a member of academic staff with the habilitated doctor degree or a professor's title, who, at the same time, agrees to become the student's research supervisor. The application shall be supplemented by the draft individual study plan and curriculum prepared by the student and approved by the research supervisor. Courses followed in this manner may not result in the extension of the study period.

Article 10

1. First-cycle studies last 6 semesters (in case of B.A. courses) or 7 semesters (in case of B.Sc.Eng. courses) and incorporate classes or groups of classes listed in the study plan approved by the faculty council.
2. Second-cycle studies last 3 (Master's degree courses after the completion of a B.Sc.Eng. course) or 4 semesters (all other Master's degree programmes) and incorporate classes or groups of classes listed in the study plan approved by the faculty council.
3. The number of ECTS credits required to obtain a first-cycle and second-cycle degree is specified in Article 7.7 hereof.

Article 11

1. In duly justified cases, at the student's written request, the Dean may agree to an individual course of studies. Such permission is granted for the period of one semester with respect to classes mandatory in a given major course.
2. A student may apply for an individual course of studies on the grounds of:

- a) poor health (documented by a doctor's certificate or a disability certificate specifying the degree of disability),
 - b) difficult family circumstances (e.g. caring for a small child or a sick relative).
3. A student applying for an individual course of studies for reasons other than those listed in Article 11.2 (e.g. attending classes in another major course, gainful employment, student internship, active involvement in the operations of the Student Self-Government) needs to demonstrate a mean grade point average for the previous semester of at least 3.5, whereas a student of the first semester of second-cycle studies the final mean grade point average for first-cycle studies of at least 4.0.
 4. In order to obtain the Dean's permission, the student needs to submit a written application within 21 days as of the date a given semester commences. The application should incorporate as its integral part the individual course of studies sheet (see Schedule 1 hereto). The sheet should be signed by the academic staff members in charge of mandatory lectures or classes in a given semester, indicating whether they agree on an individual course of studies with respect to their class or not. The teaching staff may also specify the detailed terms of obtaining credits for their course to be observed by the student.
 5. The Dean's permission for an individual course of studies applies solely to those mandatory classes where the tutors have granted their consent.

III. DOMESTIC AND INTERNATIONAL STUDENT MOBILITY

Article 12

1. PUEB students may follow some of their courses provided for in the curriculum at another domestic or foreign university, hereinafter referred to as the host university, pursuant to:
 - a) university exchange agreements,
 - b) domestic and international programmes and projects,
 - c) government grants,
 - d) the Dean's decision issued at the student's personal request.
2. Studies at host universities referred to in Article 12.1 (a)-(c) may not be undertaken by students as part of long-term leaves, unless stipulated otherwise in the terms of agreement/programme/project etc.
3. Except for studies referred to in Article 12.1 (d), courses at a host university may be followed pursuant to a learning agreement developed in co-operation with the faculty's

ECTS co-ordinator and approved both by the Dean and the host university. The learning agreement should incorporate:

- classes at the host university for which at least 20 ECTS credits can be obtained per semester,
- subjects which the faculty council has deemed mandatory in a given semester in a given major course for persons following part of their curriculum at another domestic or foreign university or the equivalent subjects at the host university,
- a diploma seminar if studies abroad are undertaken in the final semester.

The total number of ECTS credits in the learning agreement per semester should amount to at least 30.

4. A student who qualifies to follow part of the curriculum at another domestic or foreign university is required to obtain the Dean's consent. The prerequisite for such a consent being granted is the successful completion of the semester preceding the semester in which the studies abroad are to be undertaken.

Such a student may apply to the Dean for permission to obtain credits and sit exams sooner in the semester preceding the studies abroad.

5. Courses completed at another university and the ECTS credits allocated thereto are recognised by the Dean pursuant to a credits report forwarded by the host university, incorporating the list of subjects, the grades earned, the number of ECTS credits, the number of hours of tuition for each subject and the overview of the grading scale applied at the host university.
6. If a student follows part of the curriculum at a foreign university which has not introduced the ECTS system, the manner in which the grades and hours of tuition will be converted into the system in force at PUEB shall be decided upon by the Dean.
7. If a student fails to successfully complete a course in a subject listed in the learning agreement, the student is required to obtain credits at PUEB for the subject(s) indicated by the Dean, in order to bring the number of ECTS credits to the total of at least 30 per semester.
8. A student who obtains less than 10 ECTS credits per semester at a host university shall, upon submitting the relevant request to the Dean and getting permission, repeat that semester at PUEB. Not submitting such a request shall result in the dismissal from the student body on the grounds of failing to successfully complete a semester.

1. PUEB welcomes visiting students from other Polish or foreign universities who can follow some of their courses at PUEB.
2. Visiting students can follow courses at PUEB pursuant to:
 - a) university exchange agreements,
 - b) domestic and international programmes and projects,
 - c) government grants,
 - d) the Dean's decision issued at the student's personal request.
3. Visiting students may follow courses at PUEB pursuant to the terms of the agreement/programme/project etc.
4. Upon the completion of each semester of studies at PUEB the visiting student receives a credits report incorporating the list of subjects taken, the grades earned, the number of ECTS credits, the number of hours of tuition for each subject and the overview of the grading scale applied at PUEB.

IV. TUITION FEES

Article 14

1. The tuition fees for the studies or education services provided at PUEB shall be specified by the Rector.
2. The terms and conditions of payment for studies or education services referred to in Article 14.1 are set forth in a written agreement concluded between the University and the student.
3. The detailed principles governing the charging of tuition fees, including the manner of and grounds for exempting students – in full or in part – from paying for studies or education services are set forth by the Senate in relevant regulations.

V. STUDENT'S RIGHTS AND RESPONSIBILITIES

Article 15

1. A student has the right to study and gain knowledge in a given major course, as well as the right to:
 - a) attend classes as part of other major courses at another university (or a number of universities); the Dean may permit a student to obtain credits for classes taken as part

- of other major courses provided that the student fulfils all responsibilities related to their primary major course,
- b) participate in the University's research activities,
 - c) submit to the University's governing bodies, either in person or through the Students' Self-Government, their recommendations and suggestions regarding the curriculum and the organisation of the teaching process.
2. Subject to the consent of the relevant Deans and in accordance with the terms specified by them, a student may, upon successfully completing the first semester, change their faculty or major course. In such case, having approved the student's transfer, the Dean of the faculty where the student intends to follow courses after changing their faculty or academic major, may recognise the credits for classes and internships already obtained by the student. The prerequisite for deeming the classes and internships equivalent to the classes and internships provided for in the study plan and curriculum of the new major course is determining the similarity of the learning outcomes achieved. If the classes are recognised in that manner by the Dean, the student is awarded the same number of ECTS credits as allocated to the learning outcomes achieved in the relevant classes and internships in the new major course.
 3. A student may apply to be transferred from full-time to extramural studies and, upon successfully completing the first year of studies, from extramural to full-time studies. The decision to transfer a student is taken by the relevant Deans. The Dean's decision is based on the student's academic record and the compatibility of the curricula if such a transfer involves a change of the major course or speciality in a given major course.
 4. As part of their right to study and other rights, a student may make use of University facilities and other University resources intended for common use, as well as obtain assistance of academic staff and the University's governing bodies.
 5. In order to continue studying as part of second-cycle programme, a student has the right to take the first-cycle diploma examination on a date that enables the student to comply with the enrolment requirements for second-cycle studies commencing in the following academic year.

Article 16

1. A PUEB student, upon successfully completing the first semester of studies, may apply to be transferred to another university, subject to the consent of such university's relevant

bodies, on condition that the student has complied with all responsibilities towards PUEB as provided for in the regulations in force.

2. A student of another university, upon successfully completing the first semester of studies, may apply to be transferred to and matriculated at PUEB. The decision to approve or refuse admission is taken by the Dean. The terms and conditions of admission, as well as the date and manner of making up for curriculum differences are specified by the Dean.
3. Having approved the student's admission, the Dean may recognise the credits for classes and internships already obtained by the student. The prerequisite for deeming the classes and internships equivalent to the classes and internships provided for in the study plan and curriculum of the major course selected by the student at PUEB is determining the similarity of the learning outcomes achieved. If the classes are recognised in that manner by the Dean, the student is awarded the same number of ECTS credits as allocated to the learning outcomes achieved in the relevant classes and internships at PUEB.

Article 17

A student is entitled to:

- a) apply to the University for regular or incidental financial assistance,
- b) use health care and medical assistance services as provided for in separate regulations.

Article 18

1. At the request of a student holding a disability certificate and pursuant to the approval of such a request by the Rector's Representative for Disabled Students the Dean may agree to change the terms on which a disabled student attends classes, in particular:
 - a) permit the presence in class of third parties acting as assistants to a disabled person, such as a sign language interpreter, a reader, a shorthand typist or a laboratory aid assisting a student with hand disability,
 - b) permit the use of alternative recording techniques (e.g. Braille, large-size font, audio recordings, video recordings, electronic or digital recordings) and the use of additional technological devices (voice recorders, computers, tablets, screen readers, Braille devices, alternative keyboards and real-time translators),
 - c) permit changes to the course of studies:
 - i) by allowing a student to exceed the standard limit of absences or modifying the forms of testing,
 - ii) by other equivalent actions, for instance attending a different class,

- iii) by modifying the standard form of internship if a student is unable to complete it due to their disability.

Article 19

1. A student with an exceptional academic record or outstanding achievements in their work for student organisations may receive awards and distinctions.
2. The terms and manner of granting awards and distinctions are regulated by separate provisions.

Article 20

Students' gainful employment shall not be deemed an excuse for failing to fulfil their responsibilities at the University.

Article 21

1. A student may apply for a short-term leave, not shorter than 1 week and not longer than the total of 4 weeks in a given semester, in connection with:
 - a) trips organised by the University or student organisations,
 - b) accidents and exceptional unforeseen circumstances.
 - c) the need to take any measures required by their degree of disability (e.g. the need for rehabilitation, treatment in a sanatorium etc.)
2. The leave is granted by the Dean at the student's written request. The leave is confirmed in the form of a written decision.

Article 22

1. Upon successful completion of the first semester of studies, a student may apply for a long-term leave of at least 4 weeks and no longer than 4 semesters in the case of:
 - a) taking up studies or internships abroad,
 - b) exceptional life circumstances,with the proviso that in duly documented extraordinary health-related circumstances a student may be granted a long-term leave by the Dean also in the course of the first semester.
2. In the course of their studies a student may not apply for a long-term leave more than twice, unless the grounds for the leave include chronic illness or maternity.

3. The leave is granted by the Dean at the student's written request. The leave is confirmed in the form of a written decision.
4. In case of curriculum differences arising due to the long-term leave, the Dean shall oblige a student to make up for the relevant credits and exams within the period specified by the Dean.

Article 23

1. During the leave the student retains a valid student ID and the right to health care.
2. During the leave the student may, subject to the Dean's consent, attend selected classes, obtain credits and sit examinations.

Article 24

1. A student who successfully completed the first year of studies only to be dismissed from the student body in subsequent years, may apply to resume their studies (to be reinstated as a student) no later than 3 years from dismissal. Studies may only be resumed once. The terms of resuming studies (reinstatement) are specified by the Dean.
2. Resumption of studies (reinstatement) means enrolling a student for a semester following the one that was completed successfully prior to dismissal.
3. In case of curriculum differences the Dean may oblige a student to make up for the relevant credits and exams within the period specified by the Dean. If the number of curriculum differences that need to be made up for as a result of reinstatement is deemed by the Dean to be too significant to be made up, the Dean may reinstate a student to a lower semester than provided for in Art. 24.2.

Article 25

1. A student is obliged to:
 - a) act in accordance with the oath, comply with the Rules and Regulations herein, as well as the principles set forth in the Poznań University of Economics and Business' Student Code of Ethics,
 - b) attend classes deemed mandatory by the faculty council in a given major course,
 - c) notify the Dean immediately of any change of name, marital status or address, as well as any changes to the student's financial situation, if such changes affect the entitlement to or the amount of financial assistance,

- d) evaluate the quality of teaching by academic staff at the date and in the form specified by the Rector.
2. A student is obliged to sign an agreement on the payment of tuition fees for the studies or education services and submit it in the relevant Dean's office within 30 days from the commencement of classes at the latest, as well as to pay tuition fees in a timely manner. The failure by a student to sign the agreement on the payment of tuition fees within the prescribed period shall constitute grounds for student dismissal.

Article 26

The rules of students' disciplinary liability and the manner in which disciplinary proceedings shall be conducted are specified in separate provisions.

VI. CREDITS AND EXAMS

Article 27

1. Credits shall be obtained within a semester. If a student attends courses at a host university with a different academic year schedule, at the request of the student the Dean may extend the period for obtaining credits.
At the request of a student attending courses at a host university for two consecutive semesters, the Dean may agree to a one-year period for obtaining credits. In such case the student shall retain the rights to student benefits throughout that period.
2. Credits for lectures that do not conclude with an examination, seminars, practical classes, tutorials, laboratory or field classes and foreign language classes shall be obtained pursuant to the terms and in the form specified by the teacher.
3. If a given subject is taught by two or more teachers, the credits shall be obtained with the teacher designated by the head of a given organisational unit in charge of a class.
4. In the first class the teacher shall inform the students of the conditions for and form of obtaining credits.
5. A student is required to present to the class teacher an excuse for their absence in a mandatory class within 7 business days from the date of absence. Such an excuse shall be made in writing and include a photocopy of the document confirming the student's inability to attend a class. An absence may also be excused in an electronic format by e-mailing the class teacher the scan of the document confirming the student's inability to attend. The class teacher may request the student to present the original copy of the document

confirming the objective cause for the student's absence, with a proviso that such documents may include only a doctor's note certifying the inability to study or any other official proof of unforeseen contingencies that prevented the student from attending the class.

6. Students shall be notified of the dates of tests two weeks in advance by the class teacher either verbally in class or in the electronic format commonly used at the University for communicating with students.
7. A student who has complied with all requirements shall receive a credit for the class immediately upon class completion.
8. The credits for the classes referred to in Article 27.2, shall be entered into electronic grade reports in the *e-dziekanat* system before the exam period commences, as well as in the student's academic record book and academic progress report (if a student has been issued with those). Classes that end with a grade are credited with the relevant grade, whereas classes that do not end with a grade are credited with the word "pass" (*zaliczono, zal.*). Classes that do not end with a grade include, in particular, the first semester diploma seminar, physical education classes, internships (if included in the study plan) and other classes designated as such in the study plans.
9. A student who has missed more than 50 per cent of classes referred to in Article 27.2, deemed mandatory by the faculty council, shall not receive any grade for the subject in question, except for students following an individual course of studies or granted a short-term leave. Accordingly, the phrase "not graded" (*niesklasyfikowany*) shall be entered into the electronic grade report in the *e-dziekanat* system, as well as in the student's academic record book and academic progress report (if a student has been issued with those). A student not graded in a given subject is not entitled to obtaining a credit for that subject in a resit mode. Neither are they entitled to a resit before the board of examiners. When calculating the arithmetic average of grades, such an entry is deemed equivalent to a "fail" grade (*niedostateczny, nd – 2.0*) in all three credit attempts.
10. If the subject in which a student has not been graded ends with an examination, a student shall not be entitled to take the examination in a resit mode. Neither are they entitled to a resit before the board of examiners. Accordingly, the phrase "not graded" (*niesklasyfikowany*) shall be entered in the exam column of the electronic grade report in the *e-dziekanat* system, as well as in the student's academic record book and academic progress report (if a student has been issued with those). When calculating the arithmetic

average of grades, such an entry is deemed equivalent to a “fail” grade (*niedostateczny, nd* – 2.0) in all three exam attempts.

11. A student holding a foreign language certificate may apply to the Head of the Department of Foreign Languages (SPNJO) to obtain a credit for the language course without fulfilling the standard requirements. The decision is taken by the Head of SPNJO and the credit for the course is granted by the relevant foreign language tutor.

Article 28

1. At the request of a student holding a valid disability certificate, the Representative for Disabled Students shall agree with the class tutors the form of tests or examinations adjusted to the type of disability.
2. Adjusting the form of examinations may involve:
 - a) holding an oral exam instead of a written one or vice versa,
 - b) using alternative recording techniques and additional technical devices,
 - c) extending the duration of the final test or examination,
 - d) permitting the assistance of third parties during the final test/examination, e.g. a sign language interpreter, shorthand typist or a reader.
3. Examination materials shall be adjusted accordingly by the Office for Disabled Students.

Article 29

1. If a student has failed a class, a „fail” entry (*niedostateczny, nd*) is made in the electronic grade report in the *e-dziekanat* system, as well as in the student’s academic record book and academic progress report (if a student has been issued with those), in the case of classes that end with a grade or the phrase “not credited” (*nie zaliczono, nzal*), in the case of classes that do not end with a grade.
2. A student has the right to resit credit tests or examinations. If a student obtains a credit for the class at the first class resit date, a “fail” grade is entered for the examination held at the first examination date. If a student obtains a credit for the class at the second class resit date, a “fail” grade is also entered for the examination held at the first examination resit date, subject to the provisions of Article 29.6.
3. A student who has failed to obtain a credit for the class is entitled to retake the test at the first class resit date and, if unsuccessful, at the second class resit date, with the proviso that the resit date may not be scheduled sooner than two days after the given resit test results are announced, subject to the provisions of Article 29.5.

4. The first and second resit results shall be entered by the class tutor in the *e-dziekanat* system within 3 business days as of the date of the credit test/examination, subject to the provisions of Article 29.5.
5. The date a student obtains a credit for a class or sits examinations having taken advantage of all resit options may not extend beyond the last day of the examination period. In the case of classes that conclude with an examination, the credit test should be held at such a date as to enable the student to take a resit examination within the resit period.
6. A student who has failed the second class resit test may apply to the head of the relevant organisational unit in charge of a class (chair or department) to arrange a resit before the board of examiners, indicating any irregularities in terms of the manner or form of the second resit test or any grounds for deeming the teacher conducting the second resit test biased. If the class in question is taught by the head of the organisational unit, the student shall apply for a resit before the board of examiners to the Dean. If the class is taught by the head of the organisational unit also holding the position of the Dean, the student shall apply to arrange a resit before the board of examiners to the relevant Vice-Rector for Education and Students.
7. The application with a detailed statement of reasons referred to in Art. 29.6 should be submitted no later than two business days after the results of the second resit are announced. Subject to the approval of the application, the resit before the board shall be held no earlier than the third and no later than the seventh business day since the application is submitted, subject to the provisions of Article 29.5.
8. The resit takes place before the board of examiners comprising the chairperson, i.e. head of the organisational unit or another person designated by the Dean, the person teaching the class who gave the student a “fail” (*niedostateczny, nd – 2.0*) grade and another expert in a given subject. The student may also request the presence (without the right to vote) of any other person designated by the student.
9. The grade received at the resit before the board shall be final and binding.

Article 30

1. A student is required to take exams in the examination period.
2. A prerequisite for taking an exam is successfully completing a mandatory class in a given subject. In the case of paid courses or classes an additional condition is the prior payment of the tuition fee.
3. A student taking an examination is required to carry a valid student ID and a student's academic progress report, and, if a student has been issued with one, a student's academic record book.
4. The exam results shall be published by the examiner in the *e-dziekanat* system within 5 business days as of the date of the examination, subject to the provisions of Article 31.2.
5. A student who does not take an examination at the first examination date due to failing a class in a given subject may take an examination in that subject in the relevant resit mode only upon obtaining a credit for the class, as provided for in Article 29.2.
6. A student who has missed more than 50 per cent of classes deemed mandatory by the faculty council, which conclude with an examination only, shall not receive any grade for the subject in question, except for students following an individual course of studies or granted a short-term leave. Accordingly, the phrase "not graded" (*niesklasyfikowany*) shall be entered into the electronic grade report in the *e-dziekanat* system, as well as in the student's academic record book and academic progress report (if a student has been issued with those). A student not graded in a given subject is not entitled to take the examination in that subject in a resit mode. Neither are they entitled to a resit before the board of examiners. When calculating the arithmetic average of grades, such an entry is deemed equivalent to a "fail" grade (*niedostateczny, nd – 2.0*) in all three examination attempts.
7. If allowed by the teaching process, the teacher may, subject to the students' consent, set up an exam date before the commencement of the examination period, no later, however, than 14 days in advance of that period. The setting up of an exam date prior to the examination period does not release the examiner from the obligation to arrange a regular exam date during the examination period.

Article 31

1. The detailed exam dates are specified by the examiners, taking into account students' suggestions and are announced on the University's website.
2. A resit examination may not take place sooner than 3 business days after the results of the preceding exam are announced.

3. In justified circumstances the Dean may, at the request of a student, extend the examination period. Students are informed of the maximum extension of the examination period in a given semester by the relevant Dean prior to the commencement of the regular examination period through a notice posted on the Dean's office notice board and published online on the University's website.
4. The number of exams in a given major course may not exceed nine in an academic year and five in a single examination period (however, that limitation shall not apply in case of exams taken in subjects followed when making up for curriculum differences, exams in subjects repeated at the request of a student, nor exams taken by the student as part of their individual study plan and curriculum).

On a single day in a given year of studies, major course and specialty an exam may be held only in a single subject. At the students' written request the Dean may consent to more than one exam being held on a single day.

Article 32

1. A student is required to present to the examiner an excuse for their absence at the exam or credit test within 4 days from the date of the exam/credit test. Such an excuse shall be made in writing and include a photocopy of the document confirming the student's inability to sit an exam/credit test. An absence may also be excused in an electronic format by e-mailing the examiner/tutor giving the credit test the scan of the document confirming the student's inability to attend. The examiner/tutor giving the credit test may request the student to present the original copy of the document confirming the objective cause for the student's absence, with a proviso that such documents may include only a doctor's note certifying the inability to study or any other official proof of unforeseen contingencies that prevented the student from attending.
2. A student who fails to present an excuse for their absence at the exam/credit test receives an "absent" entry (*nieobecny*) in the electronic grade report in the *e-dziekanat* system, the student's academic record book and the student's academic progress report (if a student has been issued with those). If the examiner/tutor giving the credit test fails to make such an entry, it shall be made by the Dean. This entry is deemed equivalent to a "fail" grade (*nd – 2.0*) when calculating the arithmetic average of grades.

Article 33

1. If a student receives a “fail” grade (*nd – 2.0*) at the exam, they are entitled to take two resit examinations.
2. Resit examinations are governed, respectively, by Article 31.3 and Article 32 hereof.

Article 34

1. A student who has failed the second resit examination may apply to the Dean to arrange a resit examination before the board of examiners, indicating any irregularities in terms of the manner or form of the second resit examination or any grounds for deeming the examiner in charge of the second resit examination biased. The application with a detailed statement of reasons should be submitted no later than three business days after the results of the second resit examination are announced.
2. If a resit examination before the board is arranged, the Dean shall specify the date and appoint the board, comprising the Dean or a person designated by the Dean, the examiner who conducted the previous examination and another expert in the subject concerned. The resit examination before the board shall be held no earlier than the third and no later than the seventh business day since the application is submitted.
3. The student may also request the presence at the resit examination before the board of examiners (without the right to vote) of any other person designated by the student.
4. The grade received at the resit examination before the board shall be final and binding.
5. If a student who has not obtained a credit for a class or has failed an exam in a given subject, but has been provisionally allowed to progress to the next year of studies (see Art. 39.1), fails the exam in that subject again, such a student shall not be entitled to an examination before the board.

Article 35

1. A student of first-cycle studies in a major course offering general academic tuition shall participate in an internship (if provided for in the curriculum) no sooner than upon completing the first year of studies and no later than commencing the final semester of studies, in accordance with the study plan approved by the relevant faculty council.
2. In studies offering practical tuition a student shall participate in the total of at least three months of internship at each level of academic qualification.
3. The internship is documented in the internship record book and approved by the relevant Dean’s representative for internships.

4. The detailed rules for participation in and obtaining credits for internships are provided for in separate regulations.

Article 36

1. The prerequisite for successfully completing a semester is obtaining credits for all classes and passing all examinations, as well as completing the internship provided for a given semester in the study plan.
2. Entries in the electronic grade report in the *e-dziekanat* system, student's academic record book and the student's academic progress report (if a student has been issued with those) form the grounds for obtaining the "pass" entry for the whole semester. A student can only progress to the next semester if they have obtained the total number of ECTS credits required for passing a given semester and successfully completed all classes in a given semester.
3. The completed student's academic progress report and student's academic record book (if a student has been issued with those) shall be submitted to the Dean's office by a student within 14 calendar days from the end of the examination period or, in the case of the resit examination period or extended examination period, within 14 days from the expiry of the resit examination period or the extension, otherwise a student may fail the semester.

Article 37

1. As of the 2014/2015 academic year, subject to the provisions of Article 61.2, the University shall apply the following grading scale:

Grade	Abbreviation	Digit	Letter
Very good (<i>bardzo dobry</i>)	bdb	5.0	A
Good plus (<i>dobry plus</i>)	db pl	4.5	B
Good (<i>dobry</i>)	db	4.0	C
Satisfactory plus (<i>dostateczny plus</i>)	dst pl	3.5	D
Satisfactory (<i>dostateczny</i>)	dst	3.0	E
Fail (<i>niedostateczny</i>)	nd	2.0	F

2. Students are notified of their credits and exam grades in their individual accounts kept by the *e-dziekanat* system.

Article 38

1. The Dean shall dismiss a student from the student body if a student:
 - a) fails to commence studies,
 - b) discontinues studies,
 - c) fails to submit the diploma dissertation or take the diploma examination by the designated date
 - d) commits a disciplinary offence.
2. The Dean may dismiss a student from the student body if a student:
 - a) fails to pass a semester or year of studies within the specified period,
 - b) fails to pay the tuition fees
 - c) fails to make satisfactory academic progress.
 - d) fails to sign the agreement on the payment of tuition fees.
3. The decisions referred to in Article 38.1 and 38.2 may be appealed against, with the appeal addressed to the Rector. The Rector's decision shall be final and binding.
4. The failure to commence studies, referred to in Article 38.1 (a), occurs:
 - a) following the delivery of the admission notice or the decision on the resumption of studies (reinstatement) if, within 4 weeks from the date of commencing the studies, the addressee has failed, without any explanation, to take any actions required to acquire the status of a student or to exercise any rights or obligations related to said status,
 - b) following the expiry of a Dean's leave of absence if, within 4 weeks from the end of the leave, a student has failed to take any actions indicating the wish to continue their status of a student, in particular to exercise any rights or obligations related to said status.

The failure to commence studies is confirmed by the Dean in writing, followed by the decision to dismiss the student from the student body.
5. The decision to discontinue studies, referred to in Article 38.1 (b) means waiving the student status and, pursuant to the Act, results in the dismissal from the student body. The student's decision to discontinue studies shall be made in writing or shall otherwise be null and void.
6. The failure to make satisfactory academic progress is determined on the grounds of:
 - a) the student once again failing to obtain a satisfactory grade in a repeated subject from the first year of studies (referred to in Article 39.2, sentence 1),
 - b) the student once again failing to obtain a satisfactory grade in a repeated subject from a higher year of studies, if the student has not applied to repeat a given semester or year of studies (referred to in Article 39.2, sentence 2 and 3).

The failure to make academic progress is confirmed by the Dean in writing, with a decision to dismiss a student from the student body.

7. A student who has failed a semester shall be dismissed from the student body unless at the student's request the Dean allows the student to repeat a subject, repeat a semester or repeat a year, pursuant to the provisions of Art. 39 and 40. The student shall submit the request to repeat a subject, repeat a semester or repeat a year to the Dean's office within 14 calendar days from the date the negative result of the final test or exam is announced.

Article 39

1. If a student has failed a single subject in a given semester, at the student's request the Dean may allow the student to obtain a credit for that subject in the subsequent academic year in one of the following ways:
 - a) repeating the classes in the failed subject while continuing studies at a higher semester, unless such an arrangement collides with the course of studies; in their decision to allow a student to repeat classes while continuing studies at a higher semester the Dean shall specify the terms and conditions, the date and manner of obtaining credits for the class or taking the examination in a failed subject,
 - b) repeating the classes in the failed subject without the right to continue studies at a higher semester, in particular if a student repeats the subject taught in the final semester of studies,
with the proviso that a student permitted to repeat classes in a given failed subject may apply to repeat classes in another failed subject only upon successfully obtaining credits for the subject previously repeated.
2. A student who has failed to obtain credits for the subject repeated from the first year of studies shall be dismissed from the student body on the grounds of lack of academic progress. In higher years a student may, upon submitting a relevant request, be allowed to repeat a semester or a year in which the subject concerned commences. If a student fails to submit the request referred to in the preceding sentence, the Dean shall dismiss the student from the student body on the grounds of failing to make academic progress.

Article 40

Beginning with the second year of studies, if a student has failed a class or an exam in two or more subjects in a given year or a semester, the Dean may at the request of the student allow the student to repeat a year or a semester. If a student fails to submit the request referred to in

the preceding sentence, the Dean shall dismiss the student from the student body on the grounds of failing a semester.

Article 41

A student repeating a semester may be released by the teacher from the obligation to attend classes and may obtain a credit for a subject provided that the student has successfully completed the class before and no changes have been introduced in the syllabus of the class concerned.

Article 42

1. A student involved in research activities undertaken, in particular, by a given department, institute or student research association may be exempt from attending selected classes and obtain a credit for a class, seminar or exam in the subject to which the research activities are related.
2. The exemption and manner of obtaining credits for the classes referred to in Art. 42.1 shall be specified by the teacher in charge of a class or by the examiner in consultation with the research supervisor.

VII. MEANS OF COMPLETING THE STUDIES

Article 43

1. The diploma dissertation (B.A., B. Sc. Eng. or an M.A. thesis) shall be written by a student under the supervision of a professor, habilitated doctor or a doctor authorised by the faculty council.
2. A student shall submit the diploma dissertation in 3 hard copies and 1 electronic copy saved in the PDF format.
3. Diploma dissertations in courses conducted in the Polish language shall be written in the Polish language. In legitimate cases the Dean may, at the request of the student approved by the dissertation advisor, agree for the dissertation to be written in a foreign language taught in language classes at the University, provided that the student supplements the foreign-language dissertation by the title, table of contents and a detailed abstract in the Polish language.
4. In courses conducted in a foreign language the language of diploma dissertations shall be the language in which a given course is conducted.

Article 44

1. The subject of the diploma dissertation is specified by the dissertation advisor, taking into account the professional or research interests of the student, the subject matter of the seminar and the needs of business practice.
2. The subject of the diploma dissertation should be specified no later than by the end of the penultimate semester.
3. A research paper completed as part of work performed in the student research association may be deemed equivalent to a diploma dissertation.
4. In legitimate cases, subject to the Dean's consent, the dissertation prepared by a student as part of their studies at a different university or other universities at home and abroad may be deemed equivalent to a diploma dissertation.
5. In legitimate cases, at the request of the dissertation supervisor lodged no later than by the end of the penultimate semester, the Dean may agree to a diploma dissertation (B.A., B. Sc. Eng. or an M.A. thesis) being prepared jointly by no more than 3 co-authors.

Article 45

1. The prerequisite for successfully completing the final semester of studies is submitting a diploma dissertation no later than the end of the final semester, accompanied by a declaration that the student has prepared the dissertation independently and with the result of analysis by plagiarism detection software.
2. The student who has failed to submit their diploma dissertation by the deadline prescribed in Art. 45.1 shall receive:
 - a) a "fail" grade (*niedostateczny, 2.0, nd*) in the diploma seminar (including the resit attempts), unless the study plan for a given major course includes a separate credit for "*preparing a diploma dissertation*",
 - b) a "not credited" entry (*nie zaliczono, nzal*) for "*preparing a diploma dissertation*" if such an item has been provided for in the study plan in a given major course.
3. Diploma dissertations ((B.A., B. Sc. Eng. or an M.A. thesis) are subject to mandatory checks by plagiarism detection software. The prerequisite for a dissertation to be accepted by the dissertation adviser is successfully passing the plagiarism check.
4. A student who has not submitted a diploma dissertation and, consequently, failed to obtain a positive credit for the diploma seminar/preparing a diploma dissertation, while, at the same time, having successfully completed all other classes provided for in the study plan, shall, upon the relevant request lodged with the Dean, be permitted to repeat a

seminar/prepare a diploma dissertation without the right to continue studying at a higher semester, subject to the provisions of Article 61.6.

Article 46

1. A diploma dissertation is evaluated by the dissertation advisor and the reviewer appointed by the Dean.
2. In justified cases the Dean may appoint an additional reviewer.
3. Written reviews of the diploma dissertation shall be made available to the student at their request at the Dean's office at least 3 business days before the diploma examination.

Article 47

The prerequisites for being allowed to take a diploma examination include:

- a) obtaining credits for all classes (including internships, if provided for in the curriculum) and passing all examinations provided for in the study plan,
- b) submitting a diploma dissertation to the Dean's office no later than 14 calendar days before the scheduled date of the diploma examination and receiving at least a satisfactory grade for the dissertation from the dissertation advisor and from the reviewer; or from at least one of the reviewers if two reviewers are appointed by the Dean.

Article 48

1. The diploma examination is closed to the public and shall be held before the board appointed by the Dean.
2. The diploma examination board comprises the chairperson, the dissertation advisor and the reviewer(s).
3. The chairperson shall be the Dean or another member of the faculty authorised by the Dean.
4. In the case of a prolonged absence of the dissertation advisor of more than 4 weeks, the Dean shall appoint a member of the faculty to take over their responsibilities.
5. The student or a dissertation advisor may request for the diploma examination to be open to the public. The request shall be submitted to the Dean of the relevant faculty no later than by the date the diploma dissertation is submitted. The decision to open the examination to the public is taken by the Dean. The individuals attending the public examination who are

not members of the examination board may not ask the student any questions or participate in the confidential session evaluating the examination.

Article 49

1. The diploma examination should be held within one month from the date of submission of the dissertation to the dissertation advisor at the latest, as confirmed by the entry made on the title page of the dissertation.
2. The date of the diploma examination is set by the Dean, notifying the remaining board members 7 calendar days in advance at the latest. The student shall be notified of the date of the diploma examination by the Dean's office.

Article 50

1. The diploma examination is an oral exam.
2. The scope, manner and rules of the examination shall be specified by the faculty council.
3. When determining the result of the diploma examination the provisions of Article 37 hereof shall apply.
4. The prerequisite for graduating is:
 - a) obtaining the number of ECTS credits specified in Article 7.7,
 - b) passing the diploma examination.

Article 51

1. In the case of students who have failed their diploma examination or have not excused their absence at the exam set for a given date the Dean shall set the second and final date of the examination.
2. The second diploma examination may not be held sooner than one month and later than three months since the date of the first examination.
3. If a student fails their diploma examination at the second attempt, the Dean shall dismiss a student from the student body.

Article 52

1. An honours degree may be granted to a student who fulfils all the requirements listed below:
 - a) the studies are completed within the prescribed period,
 - b) the grade average, taking into account all exam grades and credits from all years of studies, exceeds 4.5,
 - c) the grades received for the diploma dissertation from the dissertation advisor and the reviewer(s) and for the answers given to all examination questions are very good.
2. An honours degree is granted to the graduate by the Rector at the request of the relevant Dean.

Article 53

1. The final result of the studies is determined as follows:
 - a) 0.55 of the arithmetic average of all exam grades and credits, including fail grades,
 - b) 0.3 of the arithmetic average of grades given to the diploma dissertation by the dissertation advisor and the reviewer(s),
 - c) 0.15 of the arithmetic average of grades received for the answers given to examination questions.
2. If a student has failed the diploma examination in the first attempt and repeats the examination, the arithmetic average referred to in Article 53.1 (c) shall incorporate the grades received by the student in both attempts.
3. The higher education diploma shall feature the final result of the studies, converted into the relevant grade, in accordance with the following scale:
 - a) up to 3.20 – satisfactory,
 - b) over 3.20 up to 3.65 – satisfactory plus,
 - c) over 3.65 up to 4.10 – good,
 - d) over 4.10 up to 4.55 – good plus,
 - e) over 4.55 up to 5.00 – very good,subject to the provisions of Article 61.4 hereof, specifying when the previously existing rules for converting the average into the relevant grade shall be applied.
4. The conversion of the grade average into the grade referred to in Article 53.3 only concerns the entry into the diploma. Other documents shall feature the actual grade average.

Article 54

Prior to receiving the higher education diploma the student is required to fulfil all outstanding responsibilities towards the University.

VIII. ATTENDANCE OF CLASSES BY EXCEPTIONALLY GIFTED PUPILS

Article 55

1. Classes held as part of first-cycle full-time studies may be attended by exceptionally gifted secondary school pupils, in major courses suited to their aptitudes and interests.
2. In a given semester a secondary school pupil may attend classes in a single subject.
3. The request to permit attendance of classes by an exceptionally gifted pupil shall be lodged with the Dean of the faculty in charge of the relevant major course by the secondary school principal by June 30 of the year in which a given academic year commences.
4. The request referred to in Article 55.2 shall include the following information:
 - a) pupil's name, surname and age,
 - b) the academic profile of the secondary school class attended by the pupil
 - c) pupil's aptitudes, interests and accomplishments,
 - d) grade average in the past school year,
 - e) indication of the subject the pupil would like to follow, accompanied by the rationale behind such a choice.
5. Upon successfully completing the class the pupil is issued by the Dean with a certificate confirming the pupil has obtained a credit for a given subject and specifying the number of hours of tuition, ECTS credits and the grade received.
6. An exceptionally gifted pupil attending classes at PUEB shall not hold any student rights.
7. Pupils may participate in team projects and activities of student research associations at PUEB, provided such participation is permitted in the statute of a given research association.

IX. COURSE ATTENDANCE BY STUDENTS ENROLLED BASED ON VALIDATION OF LEARNING OUTCOMES

Article 56

1. Students admitted to PUEB based on the validation of learning outcomes achieved outside the framework of university education, which correspond to the learning outcomes to be accomplished in a given major course, shall attend classes on general terms.

2. Students admitted to PUEB based on the validation of learning outcomes shall be placed under the care of research supervisors appointed by the Dean.
3. Students admitted to PUEB based on the validation of learning outcomes shall attend courses based on an individual study plan prepared by their research supervisors. The study plan shall become binding upon approval by the relevant Dean.
4. The detailed rules of validating learning outcomes and the terms of class attendance by students admitted based on the validation of learning outcomes, including the manner in which the individual study plan should be determined and the student's academic work supervised, are provided for in separate regulations.

X. SPECIAL PROVISIONS CONCERNING EXTRAMURAL STUDENTS

Article 57

Unless provided otherwise in this chapter, the above regulations shall apply accordingly to extramural students.

Article 58

Students attending extramural courses may be granted a leave in the cases referred to in Article 21 and Article 22 and also if they are seconded abroad, temporarily relocated to an office outside their permanent place of residence, as well as in other work-related circumstances.

Article 59

A student's right to take a leave during the examination period and while preparing their diploma dissertation and other entitlements shall be regulated by separate provisions.

XI. PROVISIONAL AND FINAL REGULATIONS

Article 60

Any matters concerning students that have not been regulated by these Rules and Regulations shall be settled in the relevant legal form by the Dean. The Dean's decision may be appealed against to the Rector within two weeks from the date the student receives the contested decision.

Article 61

1. In the case of students who commenced studies in the 2013/2014 academic year and complete the study programme within the prescribed time limit, the higher education diploma shall feature the final result for the studies, converted into the relevant grade, in accordance with the following scale:

- a) up to 3.25 – satisfactory,
- b) over 3.25 up to 3.75 – satisfactory plus,
- c) over 3.75 up to 4.25 – good,
- d) over 4.25 up to 4.75 – good plus,
- e) over 4.75 up to 5.25 – very good,
- f) over 5.25 – excellent.

2. Students who commenced their first or second-cycle studies prior to the 2014/2015 academic year shall receive grades in accordance with the following scale:

Grade	Abbreviation	Digit	Letter
Excellent (<i>celujący</i>)	cel	6.0	A
Very good (<i>bardzo dobry</i>)	bdb	5.0	A
Good plus (<i>dobry plus</i>)	db pl	4.5	B
Good (<i>dobry</i>)	db	4.0	C
Satisfactory plus (<i>dostateczny plus</i>)	dst pl	3.5	D
Satisfactory (<i>dostateczny</i>)	dst	3.0	E
Fail (<i>niedostateczny</i>)	nd	2.0	F

Article 62

Students who attended a uniform five-year Master's degree programme at PUEB and were dismissed from the student body may, subject to the provisions of Article 24 hereof, apply to resume their studies (to be reinstated). In such case the students may be reinstated only to first-cycle studies.

Article 63

The following documents shall form an integral part of these Rules and Regulations:

- 1) Schedule 1 – Individual Course of Studies Sheet;
- 2) Schedule 2 – Separate provisions governing the course offered under the name of *Legal and Economic Studies* co-organised by the Faculty of Economics of Poznań University of Economics and Business and the Faculty of Law and Administration of Adam Mickiewicz University in Poznań;
- 3) Schedule 3 – Separate provisions governing second-cycle interdisciplinary studies offered under the name of *Internet of Things Applications*, co-organised by the Faculty of Informatics and Electronic Economy of Poznań University of Economics and Business and the Faculty of Physics of Adam Mickiewicz University in Poznań.

INDIVIDUAL COURSE OF STUDIES SHEET¹

SUBJECT	CLASS FORM L – lecture CL – class LAB – laboratory	Class tutor	Class tutor opinion (in case of approval please state the terms of obtaining credits)	Class tutor signature

¹ Applies to mandatory classes only. The number of table rows should be adjusted to the number of classes to which the request for an individual course of studies refers.

Schedule 2 to the Rules and Regulations of Studies at PUEB

Separate provisions
governing the course offered under the name of *Legal and Economic Studies*
co-organised by the Faculty of Economics of Poznań University of Economics and Business
and the Faculty of Law and Administration of Adam Mickiewicz University in Poznań

Article 1

1. Courses under the name of *Legal and Economic Studies* shall be offered jointly at the Faculty of Economics of Poznań University of Economics and Business and the Faculty of Law and Administration of Adam Mickiewicz University in Poznań (hereinafter referred to as Partner Universities) as full-time first-cycle and second-cycle studies. The courses shall hereinafter be referred to jointly as the Studies.
2. The first-cycle Studies shall last 6 semesters and conclude with a Bachelor's degree, whereas the second-cycle Studies shall last 4 semesters and conclude with a Master's degree.
3. The university in which the student has been enrolled shall hereinafter be referred to as their Home University.
4. In the student's academic records the date the student begins the first semester of Studies at their Home University shall be entered as the date of the commencement of Studies, whereas the date the student passes their diploma examination shall be entered as the date the Studies have been completed.
5. The higher education diploma shall be awarded by the student's Home University. The diploma includes information about the joint programme and the involvement of the Partner University.

Article 2

1. The teaching process in the Studies shall be organised pursuant to a joint study plan and curriculum, approved by the relevant Partner University bodies, in accordance with the rules and regulations in force at the Universities in question.
2. The class schedules and list of credit tests and examinations in a given semester shall be published by the Deans of the faculties referred to in Article 1 in the manner and on the dates customary for a given Partner University.

3. With respect to the classes organised at either of the Partner Universities the students shall follow the academic year schedule of the University concerned. The schedule of classes for students of the *Legal and Economic Studies* shall be agreed by the Partner Universities as part of their regular operations.
4. Throughout the academic year the Rector of either Partner University may declare days off on which no classes are held, to be observed by all students enrolled in the Studies with respect to classes held at a given University.
5. Adam Mickiewicz University in Poznań and Poznań University of Economics and Business shall provide students enrolled in the Studies with access to information published in their respective intranet networks.

Article 3

1. The Studies shall be organised in accordance with the rules and regulations of studies at PUEB and AMU, respectively, taking into account the provisions set out herein and the provisions of the agreement concluded between Adam Mickiewicz University in Poznań and Poznań University of Economics and Business regarding the co-organisation of a joint course under the name of *Legal and Economic Studies*.
2. The rights and responsibilities of students enrolled in *Legal and Economic Studies* are set forth in the rules and regulations of studies of the Home University. The terms of obtaining credits and taking exams at the Partner University shall be specified in the rules and regulations thereof, taking into account the principles set out in the agreement referred to in Article 3.1.
3. The teaching process and formal and legal order, as well as the fulfilment by students of their responsibilities provided for in the rules and regulations in a given faculty, shall be supervised and monitored by the relevant Dean at the Home University

Article 4

Students enrolled in the Studies are entitled to:

1. attend classes held at the Partner University, to the extent provided for in the study plan and curriculum;
2. participate in research activities conducted at the Partner University;
3. make use of Partner University's facilities and other resources (library resources in particular) intended for common use by the student community;
4. obtain assistance of academic staff and the Partner University's governing bodies.

Article 5

1. In the Studies:
 - 1) credits shall be obtained within a semester;
 - 2) in the first-cycle programme foreign language classes in the students' primary foreign language, i.e. elementary or advanced English, shall be held over the total of 4 semesters by Poznań University of Economics and Business and conclude with an examination;
 - 3) in the first-cycle programme foreign language classes in the students' secondary foreign language shall be held by Adam Mickiewicz University in Poznań over the total of 4 semesters and conclude with an examination; the choice of the language class shall be governed by the terms specified by AMU;
 - 4) in the semester in which the students enrolled at Poznań University of Economics and Business are required to select a subject conducted in a foreign language and obtain a credit for such a class, the students enrolled at Adam Mickiewicz University in Poznań will be given the option to select another class in the Polish language (due to the fact that students at the Faculty of Law and Administration at AMU are not required to obtain a credit for a class conducted in a foreign language).
2. The terms of obtaining credits for classes and examinations, as well as the grounds for not grading a student (*nieklasyfikowany*) shall be governed by the rules and regulations of the University in charge of a given class.
3. The rules governing the taking of tests and examinations in a resit mode, as well as resits of credit tests and examinations before the board of examiners shall be set forth in the rules and regulations of studies in force at the Partner University where a given class or examination is held (i.e. the university in charge of a given subject). Members of the board of examiners shall be appointed by the Dean of the faculty where a given class or examination is held (i.e. the faculty in charge of a given subject). If the resit of a credit test (or examination) before the board of examiners is held at the Partner University, at the student's request the board may include the relevant Dean of the faculty at the student's Home University or a person designated by the Dean, acting as an observer.
4. The requirements for successfully completing a semester or being provisionally allowed to progress to the next semester shall be specified by the rules and regulations of studies at the Home University.

5. The consequences of failing a subject or multiple subjects and not completing a semester or year shall be specified by the rules and regulations of studies at the Home University.
6. The Deans of the relevant faculties at Adam Mickiewicz University in Poznań and Poznań University of Economics and Business shall notify one another promptly of any events or circumstances that could affect the legal status of a given student.

Article 6

1. The prerequisite for successfully completing first-cycle Studies is obtaining at least 180 ECTS credits, whereas in second-cycle studies at least 120 ECTS credits shall be required.
2. A student shall graduate upon passing the diploma examination and being awarded at least a 3.0 (*satisfactory*) grade.
3. The terms of preparing a diploma dissertation, its evaluation and the implications of failing to submit it, as well as the requirements which a student needs to meet in order to be permitted to take the diploma examination shall be specified by the rules and regulations of studies at the Home University.
4. A student shall write a diploma dissertation under the supervision of a member of academic staff at the Home University who meets the requirements of that University. In exceptional and reasonable circumstances the Dean of the faculty at the Home University may grant their permission for the diploma dissertation to be prepared under the supervision of a member of academic staff at the Partner University, provided they meet the requirements of the Home University.

Article 7

The terms of appointing board members to conduct a diploma examination, the composition of the board and the principles of its operation shall be specified by the rules and regulations of studies at the Home University.

Schedule 3 to the Rules and Regulations of Studies at PUEB

Separate provisions
governing second-cycle interdisciplinary studies offered under the name of *Internet of Things Applications*, co-organised by the Faculty of Informatics and Electronic Economy of Poznań University of Economics and Business and the Faculty of Physics of Adam Mickiewicz University in Poznań

Article 1

1. *Internet of Things Applications* interdisciplinary studies, hereinafter referred to as Interdisciplinary Studies, shall be offered jointly by the Faculty of Informatics and Electronic Economy of Poznań University of Economics and Business and the Faculty of Physics of Adam Mickiewicz University in Poznań (hereinafter Partner Universities) as full-time second-cycle studies.
2. Interdisciplinary Studies shall be offered as:
 - 1) four-semester studies for candidates holding a B.A. degree and
 - 2) three-semester studies for candidates holding a B.Sc.Eng. degree.
3. Students holding a B.Sc.Eng. degree may choose to attend the four-semester programme of Interdisciplinary Studies, whereas students holding a B.A. degree may not follow the three-semester programme of Interdisciplinary Studies.
4. Holders of an M.Sc.Eng. degree may enrol in either programme of Interdisciplinary Studies referred to above in Article 1.2.
5. Holders of an M.A. degree may enrol in the programme of Interdisciplinary Studies in the form referred to in Article 1.2.1.
6. The university in which the student has been enrolled shall hereinafter be referred to as their Home University.
7. Upon fulfilling the requirements set out in the rules and regulations of studies of the Home University, the students shall be awarded a Master's degree.
8. Four-semester Interdisciplinary Studies shall commence in the winter semester, whereas the three-semester programme shall begin in the summer semester.

9. In the student's academic records the date the student begins the first semester of Interdisciplinary Studies at their Home University shall be entered as the date of the commencement of Studies, whereas the date the student passes their diploma examination shall be entered as the date the Studies have been completed.
10. The higher education diploma for Interdisciplinary Studies shall be awarded by the student's Home University. The diploma includes information about the involvement of another University in the programme.

Article 2

1. The teaching process in the Interdisciplinary Studies shall be organised pursuant to a joint study plan and curriculum, approved by the relevant bodies of both Universities, in accordance with the rules and regulations in force at the Universities concerned.
2. The class schedules and list of credit tests and examinations in a given semester shall be published by the Deans of the faculties referred to in Article 1 in the manner and on the dates customary for a given University.
3. With respect to the classes organised at either Partner University the students shall follow the academic year schedule of the University concerned. The schedule of classes for students of the *Internet of Things Applications* course shall be agreed by the Partner Universities as part of their regular operations.
4. Throughout the academic year the Rector of either Partner University may declare days off on which no classes are held, to be observed by all students enrolled in the Interdisciplinary Studies with respect to the classes held at a given Partner University.
5. Adam Mickiewicz University in Poznań and Poznań University of Economics and Business shall provide students enrolled in the Interdisciplinary Studies with access to information published in their respective intranet networks.

Article 3

1. Interdisciplinary Studies shall be organised in accordance with the rules and regulations of studies at Adam Mickiewicz University in Poznań and Poznań University of Economics and Business, respectively, taking into account the provisions set out herein and the provisions of the agreement concluded between Adam Mickiewicz University in Poznań and Poznań University of Economics and Business regarding the co-organisation of a joint interdisciplinary course under the name of *Internet of Things Applications*.

2. The rights and responsibilities of students enrolled in Interdisciplinary Studies are set forth in the rules and regulations of studies of the Home University.
3. The teaching process and formal and legal order, as well as the fulfilment by students of their responsibilities provided for in the rules and regulations in a given faculty, shall be supervised and monitored by the relevant Dean at the Home University.

Article 4

Students enrolled in Interdisciplinary Studies are entitled to:

1. attend classes held at the Partner University, to the extent provided for in the study plan and curriculum of Interdisciplinary Studies;
2. participate in research activities conducted at the Partner University;
3. make use of Partner University's facilities and other resources (library resources in particular) intended for common use by the student community;
4. obtain assistance of academic staff and the Partner University's governing bodies.

Article 5

1. Credits shall be obtained within a semester.
2. The terms of obtaining credits for classes and examinations, as well as the grounds for not grading a student (*nieklasyfikowany*) shall be governed by the rules and regulations of studies at the Home University.
3. The rules governing the taking of tests and examinations in a resit mode, as well as resits of credit tests and examinations before the board of examiners shall be set forth in the rules and regulations of studies in force at the Home University. The composition of the board of examiners shall be determined in accordance with the rules and regulations of studies at the Home University and agreed with the Dean of the relevant faculty at the Partner University.
4. The requirements for successfully completing a semester or being provisionally allowed to progress to the next semester shall be specified by the rules and regulations of studies at the Home University.
5. The consequences of failing a subject or multiple subjects and not completing a semester or year shall be specified by the rules and regulations of studies at the Home University.
6. The Deans of the relevant faculties shall notify one another promptly of any events or circumstances that could affect the legal status of a given student enrolled in Interdisciplinary Studies.

Article 6

1. The prerequisite for successfully completing Interdisciplinary Studies is obtaining at least 90 ECTS credits in the case of three-semester Interdisciplinary Studies and at least 120 ECTS credits in the case of four-semester Interdisciplinary Studies and passing the diploma examination.
2. The terms of preparing a diploma dissertation, its evaluation and the implications of failing to submit it, as well as the requirements which a student needs to meet in order to be permitted to take the diploma examination shall be specified by the rules and regulations of studies at the Home University.
3. A student shall write a diploma dissertation under the supervision of a member of academic staff at the Home University who meets the requirements of that University. At the student's request the Dean of the relevant faculty at the Home University may grant their permission for the diploma dissertation to be prepared under the supervision of a member of academic staff at the Partner University, provided they meet the requirements of the Home University.

Article 7

The composition of the board and the terms of conducting a diploma examination shall be specified by the rules and regulations of studies at the Home University.