

**Terms and conditions of
study
at Vistula University
in Warsaw**

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Chapter I General Provisions

§ 1

The aim of Vistula (AFiBV) University, hereinafter referred to as the "University" is to equip its graduates with the knowledge, skills and competencies necessary for them to achieve success in life, both as employees and business owners. The purpose of the Terms and conditions of study is to create a legal framework of studying at the University, enabling to achieve this goal to the greatest possible extent.

§ 2

1. Studies at the University are paid. Information on fees arising from the study and the deadlines of their payment shall be made public by means of posting them on bulletin boards and on the University website.
2. The fees for studying, including additional fees, are determined by the appropriate ordinance made by the Chancellor and an agreement made in accordance with it concluded between the University and the student.

§ 3

1. Every person admitted to the University shall acquire the rights of the student upon matriculation and taking the oath, the content of which is determined by the Statutes of the University.
2. The student shall be admitted to a specific field of study.
3. The student shall be obliged to act in accordance with the oath and Terms and conditions of study, to observe the regulations of the university, to obey orders of its authorities and bodies, to take care of the good name of the University and to respect its traditions and customs, and in particular s/he shall:
 - 1) pursue systematic and active acquisition of knowledge, acquire skills and social competence, complete the study program, take examinations and tests in accordance with the schedule,
 - 2) relate respectfully to other students and to the staff of the University,
 - 3) comply to good practices of the academic community, including the student Code of Ethics,
 - 4) obtain credits and exams in an ethical way and prepare term papers and dissertations in compliance with copyrights,
 - 5) care about student dignity and good name of the University,
 - 6) take care of the property of the University,
 - 7) execute timely payment of fees,
 - 8) inform the dean and the bodies referred to in the separate provisions about taking up the parallel studies at another university or faculty and about receiving there any scholarships,

- 9) promptly notify in written the head of the appropriate basic organizational unit of changing personal and contact data or other data affecting obtaining financial aid,
 - 10) promptly notify in written the dean of resignation from studies,
 - 11) show a student ID in the University at the request of staff of the University.
4. For any breach of the applicable regulations, the student shall be liable to the disciplinary committee – under the terms specified in the Higher Education Act and in the Statutes of the University.

§ 4

The student has the right to:

- 1) acquire knowledge, develop their own scientific interests, using for this purpose rooms, facilities and resources and all library collections of the university in accordance with applicable regulations, as well as the assistance of teachers and university authorities,
- 2) pursue one or more fields of study and one or more specializations and develop their own interests,
- 3) change the form, field of study and specialization,
- 4) participate in classes and take examinations provided in the curriculum and study program under the terms set forth therein,
- 5) study under an individual education program (IEP) including an individual study plan (ISP) and an individual organisation of studies (IOS),
- 6) participate in consultations provided by teachers in matters relating to the completion of the curriculum,
- 7) repeat failed periods of study,
- 8) associate in the already existing student organizations and to establish new ones,
- 9) receive awards and prizes under the terms specified in the Terms and conditions and in separate regulations,
- 10) receive financial aid in accordance with separate regulations in the University,
- 11) transfer to another university, after fulfilling all obligations to the University,
- 12) take leave granted by the dean of the faculty under the terms described in § 42-44,
- 13) participate in the decision-making process by collective bodies of the University through student representatives,
- 14) notify the authorities of the University of requests regarding study plans and curricula and matters relating to the social and living conditions,
- 15) participate in the incentive system supporting the development of knowledge, skills and social competence,

- 16) evaluate the teaching process,
- 17) participate in research and associate in research clubs within the University,
- 18) develop cultural, tourism, sports and artistic interests, and to use for this purpose the equipment and resources of the University and seek support from its teachers and authorities,
- 19) expect their dignity to be respected by all persons and organizations forming the academic community that take an active or passive part in the activities of the university.

§ 5

1. The student shall receive a student ID card, which is a document certifying the student status.
2. Students have the right to hold their student ID until graduation, suspension of student rights or deletion from the list of students, and in the case of first degree graduates – until 31 October of the year of completion of these studies.
3. Rights and responsibilities of the student shall expire on the date of graduation or deletion from the list of students.
4. After graduating, the graduate shall receive a university degree diploma certifying that s/he obtained the bachelor's, engineer's, master's or master's degree in engineering.

§ 6

1. All students of the University shall be represented before its authorities by the students government established to protect their interests.
2. The appropriate units of the students government are entitled to express their views in all matters regarding students.
3. Regulations of the student government and amendments thereto shall be adopted by the Student Government. The regulations come into force upon the confirmation by the Senate of the University of their compliance with the law.

§ 7

The rector shall be the immediate superior of students in the University and the dean of the faculty shall be their immediate supervisor.

Chapter II Organization of study

§ 8

Studies are conducted in Polish or in a foreign language.

§ 9

Terms and procedures of the recruitment process and forms of studies on particular fields of study are specified on the resolution of the Senate of the University made available to the public no later than on 31 May of the year preceding the academic year to which the resolution relates.

§ 10

1. The academic year shall begin on October 1 and shall end on September 30 of the next calendar year and shall be divided into two semesters.
2. The terms of the organization of the academic year, including the division into semesters and determining periods of conducting classes and exam sessions shall be determined by the rector, upon consultation with the student government, no later than on May 1 of the previous academic year.
3. The detailed organization of the academic year for all forms and fields of study conducted by the faculty shall be determined by the dean upon consultation with the student government and according to the terms specified by the rector. It shall be announced no later than three months before the beginning of the academic year.
4. The dean shall determine and announce the detailed schedule of classes no later than 2 weeks before the beginning of the semester.
5. During the academic year, regardless of holidays, two breaks are scheduled to be combined with Christmas and Easter Holidays.
6. During the academic year, the rector may establish additional days or hours free from classes, the so-called rector's days or hours.

§ 11

1. First degree, second degree and uniform Master's studies can be conducted in the full-time or part-time mode.
2. The duration of studies shall be as follows:
 - 1) in the case of first degree studies - at least 6 semesters,
 - 2) in the case of engineering studies - at least 7 semesters,
 - 3) in the case of second degree studies – from 3 to 5 semesters,
 - 4) in the case of uniform Master's studies - from 9 to 12 semesters.
3. Part-time studies may be one or two semesters longer than the corresponding full-time studies.
4. In the case of repeating a year, obtaining leave or taking the diploma examination upon completing the last year of studies of the course of study, the maximum duration of the program of studies can be extended accordingly.

§ 12

1. Studies shall be conducted according to the curriculum, including the plans of study adopted by the faculty council at the request of the dean, upon consultation with the competent authority of the students government, in accordance with the guidelines set out by the Senate of the University.
2. Descriptions of the learning results for the course of study shall be determined by the Senate of the University.
3. The curriculum shall define in particular the mode of achievement of expected learning results in the form of educational content for a particular field of study or specialization, the form of the completion of particular courses, the number of ECTS credits for the completion of courses, requirements for graduation and awarding a diploma, and the number of credits and other requirements for admission to the examination diploma (Bachelor's, Engineer's or Master's), if it is part of that curriculum.
4. In the academic year, after the end of classes of each semester, the following examination sessions are scheduled: the proper session and the re-sit session.
5. The curriculum in the Polish language may allow conducting selected courses in a foreign language, and the compulsory courses may be conducted in a foreign language, if so required by the nature of the particular field of study or specialization.
6. The dean, in consultation with the teacher who conducts the course, may authorize the taking of selected examinations, including diploma examinations and submission of theses in the foreign language.
7. The faculty council shall adopt a curriculum 3 months before the beginning of the academic year and shall announce it in the appropriate IT system and on the website of the University.

§ 13

1. The curriculum and the course of study may include a list of compulsory courses, the completion of which determines the obtaining credit for a particular year of study or completion of studies, sequential system of classes and exams, the duty of completing an internship or other activities of a special nature.
2. The curriculum may include an option to complete all-university classes and optional courses in another unit of the University, as well as another institutions, including foreign ones, on the basis of agreements concluded by the University.
3. The student is required to submit a declaration of courses chosen to be completed in a particular year of study and declare at least 60 ECTS credits, except in cases referred to in § 33. The declaration of the courses chosen shall be filled out in the appropriate IT system and its printed and signed copy shall be submitted to the appropriate dean's office. The student must obtain credit for all the declared courses before graduation. The dean shall establish deadlines for the submission of the declaration and may release the student from the obligation to submit the declaration, if s/he has no option to choose course at a particular year of study.
4. The teacher conducting a particular course shall determine the terms of participation in classes being part of the course and shall announce them in the appropriate IT system and at the first classes of that course. Participation therein may be subject to fulfilment of

additional criteria determined by the teacher conducting the course with the exception of the compulsory courses.

§ 14

1. Classes may be conducted using the methods and techniques of distance education.
2. Conducting classes using methods and techniques of distance education shall be governed by separate rules.

§ 15

1. During the study, there shall be compulsory internships or other activities of a special nature, if they are part of the curriculum.
2. General terms of participating in and obtaining credit for classes specified in paragraph 1 shall be determined by an appropriate decision of the rector of the University.
3. Detailed terms of participating in and obtaining credit for classes specified in paragraph 1 shall be determined in the curriculum adopted by the respective faculty councils.
4. If the curriculum includes the mandatory internships, the dean may exempt from completing all or part of any student who performed a work corresponding with the purpose of the internship, in accordance with the terms set out by the Senate of the University.
5. Paragraph 4 shall apply mutatis mutandis in the case of other mandatory classes having a special form.

Chapter III European Credit Transfer System (ECTS) and transfer and recognition of classes completed by students

§ 16

1. The University shall use a credit points system in compliance with the standards of the European Credit Transfer and Accumulation System (ECTS).
2. ECTS credits are assigned for:
 - 1) the total workload of a student related to achieving the expected learning results in terms of knowledge, skills and social competence assigned to particular classes, covered by the curriculum, and the number of credits shall not depend on the grade obtained.
 - 2) the preparation and submission of the thesis,
 - 3) internship or other activities of a special nature, if they are part of the course of study.
3. One ECTS credit shall correspond to the learning results, the achievement of which requires the student to work for an average of 25-30 hours both in the classroom in line with the curriculum in a given field of study, as well as of the individual effort.

§ 17

1. Obtaining ECTS credit shall be conditional upon completion of a particular course in accordance to its specific requirements, and in the case of graded examination or test, obtaining at least a sufficient grade.
2. The condition of completion of the first-degree studies shall be to acquire at least 180 ECTS, and in the case of engineering studies, at least 210 ECTS credits.
3. The condition of completion of the second-degree studies shall be to acquire at least 90 ECTS - in the case of a three-semester study; at least 120 ECTS credits in the case of a four-semester study and at least 150 ECTS credits - in the case of a five-semester study.
4. The condition of completion of a curriculum of 10-semester uniform Master's studies shall be to obtain at least 300 ECTS credits, and in the case of studies lasting, in accordance with the approved curriculum, 12 semesters - at least 360 credits.
5. If the total duration of part-time studies is longer than the duration of the corresponding full-time studies, then:
 - 1) the total number of credits specified in the part-time curriculum and course of study shall be equal to the number of credits specified in the corresponding full-time curriculum and course of study;
 - 2) the number of credits specified in the part-time curriculum and course of study for the semester and academic year of part-time studies shall be reduced accordingly.

§ 18

1. The student may, with the consent of the deans, obtain credit for courses from other fields of study and specializations, as well as complete a part of the curriculum at other universities, including foreign ones.
2. Any student of another university, including foreign ones, with dean's consent, may obtain credit for courses conducted in the University.
3. The decision to transfer the classes of the dean takes into account the learning results achieved in another organizational unit of the University or at another university as a result of pursuing classes and internship corresponding to classes and internship specified in the curriculum and course of study in the field of study pursued by the student.
4. The condition for the transfer of classes completed at another faculty of the University or outside the University - including at foreign universities - is the certificate issued by the dean of the host faculty of the compliance of learning results achieved and obtaining no less than 30 ECTS credits for the completion of each semester, as specified by the appropriate council faculty.

Chapter IV Completion of courses and years of study

§ 19

1. A completion unit within the course of study shall be a year of study, and a secondary period shall be the semester. The completion of a year of study is confirmed by admission to the next year of study in the records of the course of study.
2. The condition for completing a year of study and admission to the next year of study shall be passing all the exams and obtaining all credits for the classes provided for in a given completion period.
3. The student is required to complete a year of study at latest by the end of the academic year, to which s/he was admitted.
4. If the curriculum and the plan of study at a given field of study set the end of the study in the fall semester, the student is required to obtain credit for the final year of study at latest by the end of the winter examination session (winter semester) in that academic year.
5. At the request of the student, admission to the next year may be done before the end of the academic year. In this case, the deadline for completion of this year shall be the end of the academic year, to which s/he was admitted.

§ 20

1. All teaching classes end with credit or exam on dates specified in the schedule of the examination session announced at least 14 days before the beginning of the session.
2. The teacher conducting a particular course, in consultation with the dean, shall designate the dates of the exams and tests, and can also designate other examination dates beyond the examination session, no later than until the end of the academic year.
3. The teacher conducting a particular course shall specify the requirements, terms, form and conditions for admission to the examination or test in accordance with the applicable curriculum and course of study, announcing them in the appropriate IT system and at the first classes of that course.
4. Detailed forms and terms of obtaining credit for classes shall be specified in Course Charts (syllabuses).
5. The student who takes the exam or test is required to present an identity document, namely a student ID. No document held shall be the basis for denying the student to participate in the exam or test.
6. At least one exam date, referred to in the point 1, should be designated in the regular session and at least one in the re-sit session. In the case of courses conducted in the winter semester, the last date of the exam or test should be designated until the end of the winter session of the re-sit session, and in the case of courses conducted in the summer semester - until the end of the summer re-sit session.

§ 21

1. The basis for assessment of the classes shall be the achievement of learning results confirmed by a positive result of a test or another form of verification of acquired knowledge and acquired skills and social competence.
2. Exams and tests shall be carried out by the academic teacher conducting the classes. Exceptionally, exams and tests shall be carried out by another university teacher approved by the dean.

§ 22

The credit for vocational student internship, if it is part of the course of study, shall be granted by the dean on terms specified in the Terms and conditions of vocational student internship.

§ 23

1. A student who received a failing grade in the regular session or did not attend without valid reasons recognized by the dean any test or exam may participate in the re-sit session.
2. At the student's request, made within 7 days from the date of a designated test or exam, the dean may deem justified the failure to take this test or exam, designating - in consultation with the teacher conducting the course - another date for the test or exam, no later than until the end of the academic year; this also applies to a test or exam, subject to § 55 sections 5 and 6.

§ 24

The teacher conducting a particular course may require lists of participants of particular dates of tests or exams to be required. The lists shall be closed no earlier than 3 days before the exam date. After it's closed, one may not be entered on the list or deleted from it without the consent of the teacher conducting a particular course.

§ 25

1. Failure by the student to comply with the terms of admission to an exam or failure to take an exam for other reasons shall not be a basis to awarding an unsatisfactory grade for that exam. Failure to take an exam shall be recorded in the documentation of the course of study.
2. A student who received a failing grade or failed to participate without a legitimate reason approved by the dean in a test or exam during the re-sit session, shall submit a request for conditional credit or shall be directed to repeat the academic year or deleted from the list of students.

§ 26

1. The academic teacher shall inform students about the results of a test or exam no later than within 10 days from the date of the test or exam. Announcement of grades for particular courses shall be made in the appropriate IT system.
2. The teacher conducting a particular course is obliged to provide to the appropriate dean's office of course completion protocols signed by him within 14 days of the date of the exam or test, but no later than until 30 September, and in the case of grades awarded in the winter semester, no later than 7 days after the end of the re-sit winter session.

3. In the case of written final and exam assignments, the student has the right to see their assignment within 2 weeks from the date of announcement of the results of a test or exam.
4. Final and exam assignments shall be archived on the terms specified in separate regulations.

§ 27

1. Exams and tests in courses included in the curriculum and the plan of studies shall end with awarding a grade, unless the curriculum and the plan of studies provides otherwise.
2. Exams and test grades are awarded according to the following scale:
 - 1) very good – 5,0;
 - 2) good plus – 4,5;
 - 3) good – 4,0;
 - 4) satisfactory plus – 3,5;
 - 5) satisfactory – 3,0;
 - 6) unsatisfactory – 2,0;

§ 28

1. The grade average of the academic year or of the entire course of study shall be calculated as a weighted average with weights determined by the values of particular ECTS credits of all grades awarded in this period, including unsatisfactory grades.
2. Calculation of the grade average shall take into account the grade awarded by the examination board, excluding any grade of an exam contested in a procedure as under § 34 of the Terms and conditions of study.
3. The weighted average shall be calculated as follows:
 - 1) grade of each course being part of the basis for calculating the average expressed numerically is multiplied by the number of credits assigned to it;
 - 2) the results of multiplication obtained are added;
 - 3) the figure referred to in paragraph 2 is divided by the total number of credits of all the course being part of the basis for determining the average;
 - 4) the result is rounded to two decimal places.
4. In the case of calculating the weighted average based on grades obtained at another university on a scale of 2 to 6, the following conversion shall be used:

Grade on a scale from 2 to 6	Corresponding grade on a scale from 2 to 5
2	2
2,5	2
3	3
3,5	3
4	3,5
4,5	4
5	4
5,5	4,5

6	5
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§ 29

1. Year of study shall be deemed completed by the dean on the basis of entries in the documents certifying the achievement of expected learning results and obtaining at least 60 ECTS credits in the academic year.
2. If the student fails to complete a year of study, the dean may allow the classes to be completed during summer ("summer school").
3. A student who has been conditionally admitted to the next year of study and failed to fulfil the condition within the designated deadline shall be directed by the dean to repeat the study period or deleted from the list of students.

§ 30

1. Through obtaining a conditional admission to the next year of study, the student is entitled to repeat the failed classes of a year of study and for a stipulated number of exam or test taking dates for those classes.
2. The formal completion of the year of study for which the student was conditionally admitted is possible only after s/he completes all courses included in the curriculum of the non-counted year of study.
3. Failure to obtain credits referred to in section 2, within 14 days after the end of the re-sit session ending the year of study results in the decision by the dean to direct a student to repeat the non-counted year of study subject to § 32 section 3.

§ 31

1. The dean, at the request of the student, shall agree to the conditional admission for the next year of study in the case of obtaining at least 40 ECTS credits within the period referred to in § 19 section 3-5.
2. In the event of obtaining the admission referred to in section 1 for the next year of study, the student is required within the period referred to in § 19 section 3-5 to obtain the number of credit that would complement the remaining credit difference from the previous year of study and to meet other conditions specified in the program of study. Detailed terms and conditions of complementing the difference of credits shall be determined by the council of the basic organizational unit.
3. The student is required to submit the application referred to in section 1 before the beginning of the year of study for which he wishes to obtain a conditional admission. If any courses need to be repeated, the student is required to indicate in the application the courses that s/he is going to repeat, subject to § 32 section 3.
4. Failure to submit the application referred to in section 3 or the application concerning the repetition of a particular year of study shall result in the dean's decision to delete a student from the list of students.

5. A course may be submitted only once as the basis for conditional admission for the next year with the course of study.
6. The curriculum, including the plan of studies, may provide for additional credit requirements of a particular year of study.

§ 32

1. At the request of the student, the dean shall agree to repeat a year of study if the student fails to obtain the number of ECTS credits required for the admission for the next year of study, to comply with the conditions referred to in § 19 section 2 or other terms of obtaining credit for a particular year of study in accordance with the education program.
2. Any year may be repeated once only, both within the first, second degree and uniform Master's studies.
3. Any year may not be repeated if the first year of first degree study and uniform Master's studies has not been completed. Before the deadlines specified in § 19 sections 3-5 (completion deadlines of a year of study) expire, any course may not be repeated during the same year of study.
4. In exceptional, well justified cases, the dean may once within the course of studies agree to re-repetition of the same or another year of study.
5. In exceptional, justified cases, the dean may once in the course of studies agree to repeat the course during the same year of study before the expiry of the deadlines referred to in § 19 sections 3-5.
6. In the cases referred to in sections 1 and 4, the student is required to submit the application before the beginning of the academic year for which he wishes to obtain the admission.
7. Together with the application in the cases referred to in sections 1, 4 and 5, the student is required to indicate courses that s/he is going to repeat.

§ 33

1. If the student obtains more ECTS credits than required for completion of a particular year of study, the resulting surplus is credited under the next, and then under the following years of study at a particular level of study, if it relates to courses included in the course of study.
2. In the case of repeating a year, resumption of studies at the same faculty or specialization, or participation in the student exchange program joined by the University, the student is entitled to include the credited course and ECTS credits obtained accordingly within five years from the date of completion of the course.
3. At the request of the student, the dean may consent to the inclusion of a previously credited course and of ECTS credits obtained accordingly in the period referred to in section 2 *in fine* also in the event of beginning additional studies at a different faculty or specialization, change of the field of study or specialization, completion of the course objects oat a different faculty or specialization, change of the field of study or specialization or another university and in the event of re-admission.
4. In the case referred to in section 3, the dean shall decide in consultation with the teacher conducting the course, upon consulting documentation of the course of study and taking into account the curriculum for a particular field of study or specialization, even in the event of differences in relation to the education program applicable in the previous field of

study or specialization. In case of differences in curriculum, in particular those arising from divergent education results, the dean may determine a lower number of ECTS credits to be taken into consideration or to not take that course into account at all.

5. The course referred to in section 2 may be the basis of completion of the year, provided that it is included in the curriculum for a particular academic year.
6. The dean may agree to credit the course and take into account a specified number of ECTS credits even after the expiry of the deadline specified in section 2, and in particular in the event of convergence of learning results achieved.

§ 34

1. The dean may order the exam to be conducted before an examination board when:
 - 1) in the course of the exam there occurred any irregularities in it;
 - 2) the scope of the exam carried out is beyond the scope defined pursuant to § 20 section 3 of the Terms and conditions of study.
2. The application to conduct the exam before an examination board may be submitted by a student, the students government body or an examiner within 5 days from the date of the announcement of the results of the exam together with a detailed grounds for objections.
3. The exam conducted before an examination board shall be carried out within 2 to 14 days from the date of ordering it.
4. The examination board shall be composed of a president and two members appointed by the dean among academics representing the same or a related specialization as the subject of the exam to be conducted before the examination board. At least one member of the examination board must have a title or degree of doktor habilitowany (Ph.D). In justified cases, the dean may appoint additional persons to the examination board.
5. The dean or a council member of the unit authorized by him may participate in the exam conducted before an examination board. A year of study or specialization supervisor and a representative of the students government or a student ombudsman may also participate as an observer in the exam conducted before an examination board at the request of the student. The academic teacher who awarded the grade to be reviewed may participate as an observer in the exam conducted before an examination board.
6. The form and the date of the exam shall be determined by the dean in consultation the president of the examination board. A report shall be made of the exam conducted before an examination board.
7. The grade obtained by the student in the exam conducted before an examination board shall be definitive.
8. A positive result of the exam conducted before an examination board shall be taken into account as the basis of a year of study completion also when it was conducted after expiry of the deadlines referred to in § 19 sections 3-5 of the Terms and conditions of study.
9. The provisions of sections 1-8 shall apply to the completion of courses accordingly.

Chapter V Terms and conditions of study under individual education program and individual study plan

§ 35

1. At the request of the student, the dean may approve the study under the individual program of studies (IPS), including the plan of studies, after completing the first year of study, if the student has received a grade average of at least 4,5 and can demonstrate outstanding learning achievements such as active participation in the work of research clubs, participation in scientific research, participation in projects implemented by the University for business purposes, scientific publications, etc. - on the general principles specified by the rector.
2. The dean shall assign a supervisor to the student who will together with the student develop an individual program of studies, including the plan of studies taking into account the expected learning results for a particular faculty - in terms of knowledge, skills and social competence.
3. The dean shall approve the individual program of studies, including a detailed schedule of classes.
4. If the student does not show satisfactory progress in the completion of an individual program of studies (IPS), the dean shall direct the student to the general program of studies. The dean shall also designate the scope and deadline for complementation of program differences.
5. A student may withdraw from an individual program of studies (IPS) at the end of the completed semester and continue studies in accordance with their general program. In this case, the dean shall designate the scope and deadline for complementation of program differences.

§ 36

1. At the justified request of the student, the dean may determine the individual mode of completion of the academic year or of the entire course of study and consent to an individual organization of studies (IOS) - on the general principles specified by the rector.
2. In particular, the individual organization of studies may be applied for by the following:
 - 1) persons with disabilities,
 - 2) persons who take care of their immediate family member,
 - 3) persons suffering from a long-term illness,
 - 4) outstanding athletes and artists.
3. The individual organization of studies may involve, in particular:
 - 1) modification of the sequential system of classes and exams and modification of the form of tests and exams, of the number of ECTS credits required to complete a year of study, of the order of classes within the course of study and of the number of teaching hours,
 - 2) obtaining personal supervision of an academic teacher,

- 3) extramural completion of classes in consultation with the teacher conducting the course,
- 4) changes in dates of classes exams and tests.
4. The student applying for an individual organization of studies shall present for approval to the head of the basic organizational unit the mode of tests and exams for the particular semester and terms of obtaining credit agreed and opined by the academic teachers responsible for the completion of particular courses in a particular semester.
5. The individual organization of studies shall not imply a change in the education program or shortening of the duration of studies.
6. The detailed terms and conditions of pursuing studies according to an individual organization of studies shall be determined by the faculty council.

Chapter V Change of form, field of study and specialization and parallel studies

§ 37

1. The student may change the form, faculty or specialization of study with the consent of the dean.
2. The change referred to in section 1 requires a written application submitted to the dean by the student no later than 14 days before the beginning of the academic year, and in particular cases - of the semester.
3. In the case of a positive decision of the dean, the student is required to complement the program differences resulting from the changes of faculty, specialization or form of education as specified by the dean of the appropriate department.

§ 38

The student may transfer to another university after completing all obligations under these Rules and conditions.

§ 39

1. The student of another university, including foreign institutions, with the consent of the dean, can be transferred to study at the University without the admission procedure.
2. In the case referred to in section 1, the student is required to submit to the dean an application including a justification, together with the documents certifying the previous course of study.
3. Sections 1 and 2 shall apply mutatis mutandis in the case of change of the field of study or specialization within the University.
4. The detailed terms and conditions of transfer from another university, and of change of the field of study or specialization within the University shall be determined by the faculty council.

§ 40

1. The student who has obtained during the first year a grade average of no less than 4.0 may study more than one field of study (parallel studies). Another field of study may be pursued under an individual organization of studies as specified by the dean.
2. The student at parallel studies shall prepare separate theses and take separate diploma exams.
3. The fee (tuition fee) for studies for the other field of study shall be determined individually by the chancellor. The amount of the tuition fee shall be dependent on the scope of the curriculum to be completed under the other field of study.

Chapter VII Studies as a result of confirmation of effects of learning

§ 41

1. For a student who has been accepted for studies as a result of the confirmation of learning outcomes, the dean determines an individual plan of studies lasting until the end of the period of study.
2. In the decision to grant an individual plan of studies, the dean determines:
 - 1) the courses or their parts from the curriculum, which are considered as completed by the acknowledgment of the learning outcomes, together with an appropriate number of ECTS credits,
 - 2) a detailed plan of studies, including the semester and year of the beginning of the studies,
 - 3) an academic supervisor,
 - 4) organization of studies.
3. With regard to the courses referred to in section 2 point 1, the grading scale set out in § 27 section 2 is applied. These grades are included in the average of the course of study.
4. An academic supervisor is appointed among the academic staff employed by the University.
5. An academic supervisor provides the student with assistance and advice in the scope of realization of the program of studies.
6. Detailed organization concerning the confirmation of the learning outcomes is specified by a separate resolution of the Senate.

Chapter VIII Study leaves

§ 42

1. The student is entitled to take a leave from studies at the University after completing the year of study and in particular cases - the semester preceding the leave.
2. The student is entitled to take a leave in case of:
 - 1) disability,
 - 2) illness preventing attendance in classes,
 - 3) the birth of a child or taking care of a child,
 - 4) going abroad to study and for internships,
 - 5) other relevant circumstances approved by the dean.
3. The leave shall be granted at the request of the student by the dean.
4. The student may apply for a leave immediately after the occurrence of its cause.
5. The leave may not be granted for any past period or during the examination session, unless the reason justifying the approval of the leave arose earlier.
6. The leave may be granted for a period not longer than one year.
7. The leave shall be confirmed by an entry in the records of the course of study.

§ 43

1. In exceptional cases, the student may, with the approval of the dean, take a short-term leave lasting less than one semester.
2. The dean's office shall confirm the short-term leave granted by a certificate to justify the student's absence from mandatory classes.
3. In other cases, the student shall justify a shorter absence from mandatory classes in a manner agreed with the academic teacher conducting those classes.

§ 44

1. During the leave, the student retain the student rights except the right to use the financial aid, unless the provisions relating to this aid state otherwise.
2. In justified cases, the dean may allow a partial completion of a program of studies during the leave, including participation in classes and completion of courses, in accordance with the payment terms set out individually by the chancellor, taking into account the number of courses completed by the student.
3. During the leave, except in the case referred to in section 2, the student shall not pay a tuition fee.

§ 45

If the student fails to report for admission for the next year after of study after the end of the leave within 14 days from the beginning of classes in a given semester, it shall be deemed a failure to begin studies and a basis for removal from the list of students.

Chapter IX Removal from the list of students, re-admission and resumption of study

§ 46

1. The dean of the faculty shall remove the student from the list of students in the following events:
 - 1) failure to begin studies,
 - 2) written resignation from studies,
 - 3) failure to submit the thesis or to take the the diploma exam within the deadline,
 - 4) disciplinary expulsion from the University.
2. The dean may remove the student from the list of students in the following events:
 - 1) no learning progress declared,
 - 2) failure to complete the year within the deadline specified,
 - 3) non-payment of studying fees, despite a written monition for payment within 7 days from the date of its receipt,
 - 4) not signing by the student the agreement on payment conditions for studies, submitted by the University.
3. Failure to begin studies referred to in section 1 point 1 shall be the situation of unjustified failure to submit the declaration of the courses chosen or to declare a too small number of ECTS credits and in the event referred to in § 45.
4. No learning progress is declared when the degree of completion of the program of studies precludes the possibility that a year of study will be completed, unless the student is entitled to repeat the year of study.
5. The decision referred to in sections 1 and 2 may be appealed to the rector within 14 days of receipt of the decision. The rector's decision shall be definitive.

§ 47

1. Re-admission to studies of a person who has been removed from the list of students in the first year is made in accordance with the general rules governing the admissions.
2. The dean may agree to resume studies in a given field of study or specialization at the request of the person removed from the list of students of the second year or any further from the next academic year, unless the removal from the list of students was caused by disciplinary expulsion from the university.
3. Re-admission to studies may be made only once within the same field of study or specialization.
4. Re-admission to studies may be made from the beginning of the academic year.
5. In the case referred to in section 2, the dean shall determine the number of ECTS credits be taken into account and determine the year of study for which the student who resumes studies is registered taking into account any program differences.

6. When determining the number of ECTS credits, the dean consults the program of studies for the current academic year in a given field of study or specialization. In case of differences in curriculum the dean may determine a lower number of ECTS credits to be taken into consideration or to not take the completion of that course into account at all.

Chapter X Theses and diploma exams and graduation

§ 48

1. The condition of graduation is the preparation and submission of a thesis (bachelor's/engineer's or master's) and passing the diploma exam (bachelor's/engineer's or master's).
2. The condition specified in section 1 shall be met when the thesis was awarded a positive grade.
3. The obligation to fulfil the condition specified in section 1 shall be deemed a part of the last year curriculum.
4. The terms of graduation in the fields of study for which there educational standards shall be specified in separate regulations.
5. The preferred form of the thesis is the implementation of a project for purposes of the private sector, public administration, non-governmental organization or local community.

§ 49

1. The student shall prepare the bachelor's/engineer's thesis under the supervision of an academic teacher holding at least a degree of doktor (PhD) and at least the position of adiunkt (assistant professor) or starszy wykładowca (senior lecturer).
2. The faculty council may authorize to be a supervisor of the bachelor's/engineer's thesis a person employed outside the University holding at least a degree of doktor (PhD).
3. In special cases, the supervisor of the bachelor's/engineer's thesis may be a person with a master's degree (or Master of Engineering), if s/he can demonstrate significant practical experience in the scope of specialization within which the thesis is prepared.
4. The faculty council, at the request of the dean, shall authorize a person with a master's degree or a Master of Engineering degree who meets the condition specified in section 3 to conduct the diploma seminar.
5. The master's thesis shall be prepared by the student under the supervision of an academic teacher holding the academic title or a degree of doktor habilitowany (PhD). The council of the basic organizational unit may authorize to supervise such thesis an academic teacher holding at least a degree of doktor habilitowany (PhD) and the position of at least adiunkt (assistant professor) or starszy wykładowca (senior lecturer).
6. The faculty council may authorize to supervise the master's thesis a person employed outside the University.
7. At the request of the student, the dean may change the supervisor of the thesis.
8. The thesis supervisors shall be approved by the faculty council at the request of the dean.

§ 50

1. The student has the right to choose the seminar.
2. In special cases, including a small number of applications for a particular seminar, the thesis can be prepared under an individual supervision.
3. The thesis can be prepared by more than one student, provided that it is possible to delineate within it parts prepared independently by particular students and on this basis determine the effort and content-related value of work of each of them.

4. In justified cases, the thesis supervisor or reviewer may be a person employed at another faculty.
5. The faculty council shall determine the form in which the thesis is to be submitted.

§ 51

1. The student must submit the final version of the thesis accepted by the supervisor, both in paper and electronic format, within the deadlines specified in the Decision of the Rector for a particular academic year.
2. At the request of a student who has completed all courses included in the curriculum, with the exception of the diploma seminar, the dean may authorize the submission of the thesis no later than until the end of the next academic year.
3. The submission of the thesis is a prerequisite for completion of the diploma seminar or other classes resulting in the submission of the thesis.
4. In the situation referred to in § 19 section 4, the student must submit the final version of the thesis approved by the supervisor, both in paper and electronic format, no later than by the end of the winter exam session (winter semester) in the last academic year as part of the course of study. The submission of such thesis is a prerequisite for completion of the Diploma seminar or other classes resulting in the submission of the thesis.
5. The diploma exam shall be held not later than one month from the date of submission of the thesis. For legitimate reasons, the dean may extend this deadline by another month.

§ 52

1. The thesis shall be submitted by the student to the dean's office in two copies in writing and one electronic version - after s/he receives a positive opinion of the supervisor on its approval. The detailed terms for the submission of theses shall be determined by the rector.
2. The thesis shall be evaluated by the reviewer and supervisor using an appropriate form.
3. The thesis review shall be prepared by an academic teacher appointed by the dean. In the case of a thesis written at the request of the so-called business practice, an opinion about the practical qualities of thesis shall be formulated additionally by its orderer. It shall be included in the final evaluation of the thesis.
4. The reviewer must hold at least a degree of doktor (PhD).
5. The thesis shall be evaluated on the scale specified in § 27 section 2 of the Terms and conditions of study based on the arithmetic grade average awarded by the thesis supervisor and reviewer.
6. In the case where one of the grades is unsatisfactory, the dean shall appoint an additional reviewer.
7. In the case referred to in section 6, the thesis shall be awarded a positive grade, if the additional reviewer awarded it at least a satisfactory grade.

§ 53

The conditions for admission of the student to the diploma exam are the following:

- 1) obtaining of good grades for the courses included in the curriculum and program of studies that confirm the achievement of the expected learning result and obtaining of the necessary number of ECTS credits specified in § 17.
- 2) completion of vocational student internship or other classes of a special nature, if they are included in the program of studies.
- 3) obtaining of a positive grade for the bachelor's/engineer's or master's thesis from the supervisor and the reviewer, and, if applicable, of a positive opinion of the party ordering the subject of the thesis.
- 4) the payment of any obligations to the University (financial obligations, obligations towards the Library of the University, etc.) and submission in the dean's office of the clearance slip and other required documents.

§ 54

1. The diploma exam shall be conducted by a committee appointed by the dean, composed of a president and two members.
2. In the case of the diploma exam, the committee members shall be the promoter and the reviewer.
3. In justified cases, the dean may appoint additional persons to the examination board.
4. If the committee member cannot participate in the diploma exam, the dean shall appoint another person to replace him.
5. The committee conducting the master's degree exam shall include a person with the academic title or a degree of doktor habilitowany (PhD).

§ 55

1. The diploma exam shall be an oral exam.
2. The questions raised by the members of the thesis shall relate to the subject of the thesis and to the course of study.
3. The diploma exam grade shall be calculated by the president by determining the arithmetic grade average for each question, upon consulting the committee members, on a scale specified in § 27 section 2.
4. A report shall be made of the diploma exam in accordance with separate regulations.
5. In the event of obtaining an unsatisfactory grade for the diploma examination or unjustified failure to take the exam, the dean shall appoint another, final exam date. § 34 section 1 shall apply accordingly.
6. The next exam may be conducted no earlier than 1 month after the first exam date and no later than 3 months before the first diploma exam date.

§ 56

1. The dean may agree for an open diploma exam to be carried at a justified written request of the student or the supervisor. This exam shall be carried out in the manner and on the same terms as in the case of closed exams.

2. The application shall be submitted by the student upon submission of the thesis in the dean's office. The application shall indicate the persons who, with the consent of the candidate or supervisor may participate in the diploma exam.
3. Information on the open diploma exam shall be posted on the notice board at least one week before the exam date.
4. The audience of the open diploma exam are not entitled to ask the candidate any questions.

§ 57

1. The graduation shall occur upon taking the diploma exam together with the final result of the study, being at least satisfactory.
2. The date of graduation shall be the date of taking of the diploma exam.

§ 58

The final result of the studies shall be the sum of the following:

- 1) the weighted average of all grades for exams and tests obtained during all periods of study, as determined in accordance with § 28, taking into account the negative grades, calculated with the coefficient 0.60,
- 2) the arithmetic average of the grades for the thesis (of the supervisor and of the reviewer, and, if applicable, of the consultee - the party ordering the subject of the practical work) calculated with the coefficient 0.20,
- 3) grade for the diploma exam, calculated with the coefficient 0.20.

§ 59

1. The student - after completing the full course of study, shall be awarded the professional title adequate for a particular level, field of study and specialization, and shall become a graduate of the University.
2. The graduate shall receive a university completion diploma with the professional title adequate for a particular level of study within 30 days from the date of the diploma exam.
3. Upon the release of the university completion diploma, the student shall receive a supplement that contains a list of the courses completed within the course of study and of grades obtained.
4. At the request of the graduate, the university shall issue additional copies of the diploma translated into one of the following languages: English, French, Spanish, German or Russian. At the request of the graduate, the university shall issue no more than three copies of the supplement to the diploma translated into English. The documents shall be issued within 30 days from the date of the submission of the application, after the graduate pays the fee and provides a current photograph.

§ 60

1. The university completion diploma shall contain the final study result rounded to the grade according to the following scale and terms:
 - 1) up to 3,25 – satisfactory (3,0);
 - 2) 3,26 - 3,75 – satisfactory plus (3,5);
 - 3) 3,76 - 4,25 – good (4,0);
 - 4) 4,26 - 4,50 – good plus (4,5);
 - 5) 4,51 - 5,00 – very good (5,0);
2. In other documents, the overall study result is provided rounded to two decimal places.

Chapter XI Classes, tests, diploma exams in a foreign language

§ 61

1. The detailed terms of conducting classes, of testing knowledge and skills, of preparing theses and holding diploma exams conducted in a language other than Polish shall be determined by separate internal regulations of the University.
2. Persons pursuing studies in a foreign language shall be bound by these Terms and conditions of study.
3. The University, when admitting foreigners to studies in a foreign language, shall organize for them classes in Polish language and, if applicable, compensation classes in a foreign language.

§ 62

1. The decision to conduct studies in a foreign language shall be made by the dean in consultation with the rector.
2. Launching studies in a foreign language shall result in conducting all forms of classes, tests and exams in a foreign language. The thesis and the diploma exam shall also be conducted in a foreign language.
3. The course of study in foreign language version shall be identical to the course of study conducted in Polish.

Chapter XII Terms and conditions of pursuing study for students with disabilities

§ 63

The authorities of the University are obliged to take action to ensure equal opportunities for completion of the curriculum and plan of study by students with disabilities, taking into account the degree and nature of their disability and the specific characteristics of the particular field of study and specialization.

§ 64

1. Students with disabilities can apply for adjustment of the manner of organization and proper implementation of the teaching process, including the conditions of studying to the type of disability.
2. Students referred to in section 1 person include the following:
 - 1) persons with disabilities with a valid certificate of the degree of disability or an equivalent document,
 - 2) chronically ill persons not holding a certificate of the degree of disability, with their health situation confirmed by the submitted medical documentation,
 - 3) persons whose sudden illness or accident result in temporary incapacity to fully participate in classes, with such circumstances confirmed by the submitted expert documentation.

§ 65

1. All the alternative options applied in the course of study towards students with disabilities aim to ensure that they have equal opportunities to complete a particular field and level of study while maintaining the principle of not reducing the substantive requirements for such students.
2. If the disability of the student prevents him or her from direct participation in classes, the dean may, at the request of the student:
 - 1) allow an increase of allowable absences,
 - 2) implement an individual study plan,
 - 3) agree to change the form of knowledge testing.
3. If this results from the type of disability, the dean, at the request of the student, may consent to the use of solutions involving participation in the classes of third parties, in particular an the assistant of the disabled person.
4. In the case where due to the disability of the student it is impossible for him or her to individually take notes during classes, the dean may grant permission for the student with disability to use additional technical equipment enabling him or her to fully participate in classes and to use audiovisual equipment enabling him or her to record the classes.
5. If sound or sound and image recording devices are used during classes, the student is required to submit a written declaration of non-infringement of copyright for works

created in the course of these classes and of the use of the recorded material only for personal use.

§ 66

1. In order to change the modality of the exam, the dean may give his consent for the student with disabilities for the following:
 - 1) extension of the duration of the exam,
 - 2) use of additional teaching aids,
 - 3) use of alternative forms of recording during the exam,
 - 4) replacement of a written exam for oral exam or the other way around,
 - 5) participation in the exam of third parties, in particular of an assistant of the disabled person.
 - 6) a change of venue for the exam.
2. The provisions of section 1 shall apply to the completion of courses accordingly.

Chapter XIII Participation of high school students in the classes

§ 67

1. Exceptionally gifted high school students, hereinafter referred to as high school students may submit to the dean of the particular faculty an application for participation in the activities stipulated in the course of studies in the fields consistent with their abilities.
2. The decision concerning the participation of a high school student in the classes is made by the dean of the faculty after receiving the recommendation from the school principal, and, in the case of underage high school students, after receiving the consent of their parents or legal guardians.
3. The participation of high school students in the classes may be payable. The amount and rules for the payment of fees shall be determined by the chancellor.
4. High school students admitted to participate in the classes have the right to use teaching rooms and facilities of the University and they are entitled to seek the support of its employees and authorities. They can also participate in the activities of student research associations.
5. High school students are obliged to respect the rules and regulations of the University.
6. Completion of classes by high school students' is subject to the rules set out in these Rules and it is specified in the record of the student's achievements. The dean can establish an individual procedure for the completion of the courses.
7. High school students admitted to study a given field at the University, can be exempted from participation in the classes which they completed before their admission, provided, in the meantime, no changes occurred in the learning outcomes obtained in the course of their realization. The decision is made by the teacher conducting a particular course.
8. High school students admitted to study a different field, may be exempted from the requirement to complete the classes if the dean, at the request of the teacher conducting a particular course, admits that the obtained learning outcomes are sufficient.

Chapter XIV Awards, distinctions and disciplinary liability

§ 68

1. Students who have outstanding learning results and fulfil their duties in an exemplary manner may be granted awards and distinctions by the rector of the University, the dean and by other non-university institutions at the request of the University.
2. The information about the award of a grant or distinction shall be included in the student's personal file folder.

§ 69

1. A diploma with honours shall be awarded to the students who:
 - 1) have graduated within the period referred to in § 51, in accordance with the course of study;
 - 2) obtained a very good grade for the diploma exam;
 - 3) obtained a very good grade for the thesis;
 - 4) their final study result was at least 4.76.
2. A distinction for a graduate who does not meet the conditions specified in section 1 shall be awarded by the rector at the request of the committee conducting the diploma exam.

§ 70

The disciplinary liability of the students shall be regulated by separate provisions.

Chapter XV Final and transitional provisions

§ 71

1. The course of study shall be recorded in:
 - 1) sheets of periodic achievements of the student in the form of printouts of data from the university IT system;
 - 2) reports of course completion in the form of printouts of electronic data;
 - 3) the electronic system of the university.
2. The dean's consent for the conditional admission, for the individual education program and individual study organization shall be recorded in the documentation of the course of study.

§72

1. In individual cases of students, the first instance decision shall belong to the dean, unless the Terms and conditions of study provide otherwise.
2. The dean may authorize the vice-dean, head of the department or head of another organizational unit of the faculty to take decisions in the cases provided for in these Terms and conditions. The dean is obliged to immediately inform the rector of the authorizations granted.
3. Any decision of the dean or of a person authorized by him concerning individual cases of students solely on the basis of these Terms and conditions or other internal regulations of the University may be appealed to the rector. The rector's decision shall be definitive and it may not be appealed.
4. The appeal shall be made in writing, through the authority which issued the contested decision within 14 days of receipt.
5. Matters relating to terms and modality of studies not regulated by the provisions of the Terms and conditions shall be resolved by the rector.

§ 73

1. In relations to students, who began their studies in Wyższa Szkoła Zarządzania (Polish Open University) and continue them in AFiBV (Vistula University), until the end of the academic year 2016/2017 the following conversion of a point scale to verbal grade is applied:
 - 1) Students of the first degree studies:

The grading scale in a transition period		
Up to 40 points	2	Unsatisfactory/failed
40-50	3	satisfactory
51-59	3,5	satisfactory plus
60-64	4	good
65-70	4,5	good plus
Od 71	5	very good

- 2) Students of the second degree studies:

The grading scale in a transition period		
Up to 50 points	2	unsatisfactory/failed
50-54	3	satisfactory
55-59	3,5	satisfactory plus

60-64	4	good
65-70	4,5	good plus
Od 71	5	very good

§ 74

1. These Terms and conditions shall enter into force on 1 October 2015.
2. Faculty councils shall determine the rules for determining and recognising ECTS credits in relation to students who:
 - 1) due to repeating a year, change or enrolling for an additional field of study or specialization or re-admission to study are covered by the credit system, when the curriculum and course of study they pursued previously did not provide for such a system;
 - 2) complete courses not included in the credit system under the conditions specified in § 18 section 3 of the Terms and conditions of study.
3. If part of the curriculum was not included in the credit system, the grade average for all courses included in the course of study, being the basis for determining the overall study result, shall be calculated as the arithmetic average.

§ 75

In matters not regulated by these Terms and conditions, provisions of the Higher Education Act of 27 July 2005 (Dz. U. of 2012, item 572 as amended) shall apply.