



**Wyższa Szkoła Bankowa
we Wrocławiu**

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**RULES OF THE POSTGRADUATE STUDIES
AT WSB UNIVERSITY IN WROCŁAW**

Academic year 2022/2023

Wrocław 2022



GENERAL PROVISIONS

§ 1

1. The WSB University in Wrocław is a non-public higher education institution. It was established on the basis of the Act on Higher Vocational Schools of 26 June 1997. (Journal of Laws No. 96, item 590), the permission of the Minister of National Education No. DNS 1-0145-202/RO/98, and entered in the register of non-public higher education institutions under the number 146.
2. The University shall carry out its activities, including postgraduate studies, on the basis of the Act - Law on Higher Education and Science of 20 July 2018 . (Journal of Laws of 2021, item 2232 as amended).
3. These Rules define rights and obligations of postgraduate participants in WSB University in Wrocław.

TERMS AND CONDITIONS

§ 2

1. Participation in postgraduate studies is open to any person (a Polish citizen and a foreigner) who holds a full qualification of at least level 6 attained in the higher education and science system.
2. Achievement of a level-6- qualification shall be confirmed by a undergraduate diploma. Obtaining a level-7-qualification shall be confirmed by a diploma certifying the completion of a graduate studies or a diploma certifying the completion of a long-cycle MA studies. Articles 326 and 327 of the Act - Law on Higher Education and Science shall apply to diplomas issued by foreign higher education institutions.
3. The Rector of WSB may take a decision specifying additional conditions to be met by a postgraduate student.
4. Admission to a postgraduate study programme is subject to fulfilment of the requirements set out in the postgraduate study programme admission rules.
5. Admission is determined by the first come first served, except in cases where an interview is required.



6. Foreigners may take up and pursue postgraduate studies on the basis of:

- 1) international agreements, under the conditions laid down in those agreements;
- 2) decision of the minister responsible for higher education and science;
- 3) the decision of the director of the National Agency for Academic Exchange with regard to its grantees;
- 4) the decision of the Director of the National Centre for Science on funding of basic research in the form of a research project, traineeship or scholarship, qualified for funding through a competition;
- 5) an administrative decision of the Rector of WSB.

7. The decision referred to in para. 6 pt. 5 can be appealed to the Rector of the WSB for reconsideration. The application must be submitted within 14 days of the delivery of the decision

ORGANIZATION OF THE STUDY

§ 3

1. Postgraduate studies shall be taught on a semester basis, and the number of semesters shall depend on the field of study of the postgraduate studies..
2. The curriculum shall specify the detailed subject matter.
3. The class schedule shall specify the start and closing dates of each subject.
4. Courses may be implemented within subject blocks.
5. Taking the final examination is conditioned by attendance at seventy-five percent (75%) of classes at least. In case of failure to attain the required attendance, the participant will be required to obtain written credit for each subject pursued under the programme on a particular postgraduate course.
6. A prerequisite for graduation from postgraduate studies is a positive result of the final examination. Within the individual subjects projects and case studies are prepared individually and in teams. The condition of study completion is communicated to participants at the beginning of the academic year by the course manager.



7. In the event of a failure in the final examination or the final thesis, the participant is obliged to make corrections as indicated in the written justification for the assessment by the examiner or supervisor.
8. The scope of the final examination is given by the manager of the studies.
9. The Director of the Department of Postgraduate Studies may, at the justified request of the participant, postpone the date of submission of the final examination or final thesis.
10. The postgraduate studies at WSB University in Wrocław use the system of grades as follows:
 - 1) bardzo dobra (5) very good;
 - 2) dobra plus (4.5) good plus;
 - 3) dobra (4) good;
 - 4) dostateczna plus (3.5) satisfactory plus;
 - 5) dostateczna (3) satisfactory;
 - 6) niedostateczna (2) unsatisfactory.
11. The subject examinations, the final examination and the final thesis will be passed if the participant gets at least a pass mark in each of the above-mentioned forms of examination.
12. Absence - even if excused - does not release the student from the obligation to pass the course.
13. A participant may re-sit subject examinations and the final examination, regardless of the result obtained. The date and form of the correction is determined by the director of the Department of Postgraduate Studies upon the application of the manager of the studies. The average referred to in §5. pt. 2, the last grade earned is taken into account.
14. A participant who received a negative grade in an examination or who did not provide an excuse for not taking the examination is entitled to one re-sit.
15. In special cases, at the justified request of a participant, the Director of the Department of Postgraduate Studies may extend the deadline for passing a course in the normal procedure.

RIGHTS OF THE PARTICIPANT

§ 4

1. Before commencing the classes each participant receives:



- 1) rules of postgraduate studies;
 - 2) rules of payments;
 - 3) the curriculum.
2. Participants shall have access to the entire collection of books held in the university library and made available in accordance with its rules.
3. The participant shall have the right to attend all conferences, speeches and lectures organised by the University as long as they are of an open nature.
4. A participant has the right to criticise the organisational solutions of the University, the method of teaching, programmes, and textbooks. Such criticism may be expressed through the group leader, in the form of a memorandum addressed to the University authorities, or in the form of comments made during a conversation with representatives of the University authorities or the Director of the Postgraduate Studies Department.

GRADUATION CERTIFICATE

§ 5

1. A participant who has passed the subject examinations, passed the final examination or obtained a positive grade in the final thesis is awarded a postgraduate study certificate.
2. The final grade for postgraduate study may comprise:
 - 1) Where the form of credit for postgraduate study involves a final examination:
 - a. the grade from the final examination;
 - 2) For postgraduate programmes in which both an examination and a postgraduate thesis provide postgraduate course credit
 - a. the average of the grades for the final thesis and the final examination
 - 3) Where the form of assessment for postgraduate studies involves a training plan, knowledge test and exam:
 - a. an average of marks from the knowledge test (25%), the training plan (25%) and the final examination (50%)
3. The final result of the postgraduate studies shall be entered on the certificate with the grade respectively:
 - 1) satisfactory,



2) good

3) very good.

4. In the event that the average indicated in § 5 pt. 2 subparagraphs (b) and (c) is not a whole number, the following rounding will be applied:

1) up to and including 3.49 satisfactory

2) 3.50 to 4.49 inclusive good

3) 4.50 up to and including 5.00 a very good mark

5. The issuance of the certificate is conditional on the payment of all liabilities to the University.

OTHER RIGHTS AND OBLIGATIONS OF PARTICIPANTS

§ 6

1. Participants of the postgraduate studies have the right to:

1) meet with any of the University's teaching staff members during their on-call time;

2) apply for participation in research projects conducted at the University. The consent for participation is given by the manager of such a project;

3) elect a group leader who represents the participants before the Manager of the Studies, the Director of the Postgraduate Studies Department and the University authorities;

4) receive teaching materials prepared by the lecturer.

2. A participant has the right to resign from the studies, which is equivalent to termination of the study contract. Resignation requires notification of the Director of the Department of Postgraduate Studies in writing under pain of invalidity.

DISCIPLINARY RESPONSIBILITY OF PARTICIPANTS

§ 7

1. Participants shall be accountable to the Disciplinary Committee for conduct demeaning the dignity of a participant and for any breach of the regulations in force at the higher education institution. Articles 307-321 of the Law on Higher Education and Science shall apply accordingly to the liability of participants.



2. The investigation shall be conducted by a Disciplinary Ombudsman for Students, appointed by the Rector from among the academic staff of the University.
3. Disciplinary proceedings shall be decided by Disciplinary Committees and Disciplinary Appeal Committees appointed in the composition and according to the procedure laid down in the Statutes of the University from among academic staff and participants of the University.
4. Disciplinary Committees shall be independent in their judgments.
5. The decision of the Disciplinary Committee may be appealed by the parties.
6. An appeal shall be lodged within 14 days of the service of the decision to the Disciplinary Appeals Committee, as appropriate.
7. Detailed rules and procedures for disciplinary proceedings shall be laid down in separate regulations..

REMOVAL FROM THE LIST OF PARTICIPANTS

§ 8

1. The Director of the Department of Postgraduate Studies shall, subject to sections 2 and 3, remove a participant from the list in the event of:
 - 1) submitting resignation from the studies in writing,
 - 2) failure to obtain credit for examinations,
 - 3) failure to submit the final thesis within the deadline set by the Director of the Department of Postgraduate Studies
 - 4) failure to pay two instalments of the tuition fee by the deadline set in the instalment schedule
 - 5) being punished with the disciplinary penalty of expulsion from the university.
2. A participant who is a foreigner taking part in postgraduate studies on the basis of a decision of the Rector of WSB is removed from the list by the Rector of WSB.
3. A participant who is a foreigner pursuing postgraduate studies on the basis of a decision other than the decision of the Rector of WSB is removed from the list by the body provided for in the international agreement or decision on undertaking and pursuing studies, and in the absence of relevant provisions - by the Rector of WSB.



4. Upon removal from the list of participants, the participant is obliged to settle all obligations towards the university, including payment of tuition fees up to the moment of removal.
5. The decision of the Director of the Department of Postgraduate Studies may be appealed to the Rector within 14 days of its delivery. The decision of the Rector is final.
6. The WSB Rector's decision may be appealed to the WSB Rector for reconsideration within 14 days from the date of delivery of the decision.

FINAL PROVISIONS

§ 9

1. Decisions taken by the bodies of the University in individual cases of participants shall be subject to the relevant provisions of the Act of 14 June 1960. - Code of Administrative Procedure (Journal of Laws of 2021, item 2052 as amended), and other relevant regulations.
2. The decision of the Director of the Postgraduate Studies Department may be appealed to the Rector.
3. A request for reconsideration may be made against a decision made in the first instance by the Rector of WSB.
4. The Rules for postgraduate studies are adopted by the Senate of the W (4) The Rules and Regulations for postgraduate studies shall be adopted by the Senate of the WSB University in Wrocław.