

RULES FOR POSTGRADUATE COURSES
PROVIDED BY
AKADEMIA EKONOMICZNO-HUMANISTYCZNA W WARSZAWIE
[UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW]

CHAPTER 1.
GENERAL PROVISIONS

SECTION 1.

1. These rules for postgraduate courses provided by Akademia Ekonomiczno-Humanistyczna w Warszawie *[University of Economics and Human Sciences in Warsaw]* ("**Rules**") set out the rules for student enrolment on and the organisation and delivery of postgraduate courses.
2. These rules apply to all participants in postgraduate courses provided by the University of Economics and Human Sciences in Warsaw, **except that they do not apply to** participants in postgraduate courses delivered by the University of Economics and Human Sciences in Warsaw under the name *Akademia Doktorska*.
3. The following terms used in these rules will have the meanings set forth below:
 - a) "**Candidate**" means an individual who has applied for a place on a Postgraduate Course.
 - b) "**Participant**" means a person who has been enrolled to participate in a Postgraduate Course.
 - c) "**Postgraduate Education College**" means the unit of the University that provides Postgraduate Courses.
 - d) "**Postgraduate Education College Director**" means the person with managerial responsibility for Postgraduate Courses.
 - e) "**Curriculum**" means a description of learning outcomes defined by the University and consistent with the Polish National Qualifications Framework for Higher Education, and a description of the teaching process designed to deliver such outcomes, together with the ECTS credits assigned to each module.
 - f) "**ECTS Credits**" means the credits defined in the European Credit Transfer and Accumulation System (ECTS) to measure a student's average workload required to achieve the learning outcomes defined for a course.
 - g) "**Module**" means classes or groups of classes.
 - h) "**Course**" means a Postgraduate Course taught by the University or a postgraduate course provided in partnership with other higher education institutions or organisations, including foreign institutions or organisations, on the basis of agreements.
 - i) "**HE Course**" means a first-cycle (undergraduate) course, a second-cycle course or a long-cycle master-level course provided by a higher education institution licensed to teach such courses.
 - j) "**Course of Study**" means the work done by a Participant on a course according to a particular Curriculum.

- k) **"University"** means Akademia Ekonomiczno-Humanistyczna w Warszawie [*University of Economics and Human Sciences in Warsaw*].
 - l) **"General Manager"** means the general manager of Akademia Ekonomiczno-Humanistyczna w Warszawie [*University of Economics and Human Sciences in Warsaw*].
 - m) **"Act"** means the Polish Higher Education and Science Act of 20 July 2018 (Dz.U. [Journal of Laws] of 2018, item 1668, as amended).
4. Postgraduate Courses at the University are provided for the payment of fees.
 5. The amounts of Postgraduate Course fees and the terms under which they are charged must be set out in a written agreement on the terms of payment for a particular Postgraduate Course between the University and the Participant.
 6. The Participant must sign such an agreement not later than on the start date of the course or will be disenrolled as a Participant.

SECTION 2.

1. The Postgraduate Course is open to candidates with at least the full level 6 qualification of the Polish Qualifications Framework (Polish: PRK 6) acquired within a higher education and science system, particularly Candidates with higher-education degrees, and, in the case of certain postgraduate courses, if they meet additional requirements defined for the Postgraduate Course concerned.
2. Applications from Candidates will be accepted during a period or periods specified by the Postgraduate Education College Director.
3. Each Candidate for a place on a Postgraduate Course must register for the Course via an online course registration system.
4. Each Candidate will only be enrolled on the Course if they submit the following documents to the office of the Postgraduate Education College:
 - a) an application for a place on the Postgraduate Course (the original hard-copy document),
 - b) a higher-education diploma (the original document or a copy certified by a notary, or a copy certified by a member of the Postgraduate Education College's personnel),
 - c) one photograph of the Candidate (the diploma format and size),
 - d) proof of payment of the registration fee,
 - e) other documents as required for the Postgraduate Course.
5. The Candidate will be enrolled on the Course by registration as a Participant.
6. Candidates will be enrolled on a first-registered first-enrolled basis.
7. The Candidate will not be enrolled if they fail to submit all the required documents or to make any incomplete document complete.
8. When enrolled, each Participant must make payments in accordance with Chapter 4 and the provisions of the agreement on the terms of payment for the Postgraduate Course.

CHAPTER 2.
POSTGRADUATE COURSE
ORGANISATION

SECTION 3.

1. Postgraduate Courses are provided by the University through the Postgraduate Education College.
2. The Postgraduate Education College's responsibilities include, in particular,
 - a) coordinating Postgraduate Courses and ensuring that they are delivered efficiently,
 - b) preparing course schedules, including periods of study to be completed,
 - c) providing administrative services,
 - d) proposing staff members to teach particular subjects and collecting course syllabuses,
 - e) receiving and returning documents submitted by Postgraduate Course Candidates in connection with course registration procedures,
 - f) performing other tasks described in these Rules.
3. The decision on any specific matter relating to a Participant will be made by the Postgraduate Education College Director.

SECTION 4.

1. No Postgraduate Course will commence unless a sufficient number of Participants is enrolled on it.
2. Postgraduate Courses in any academic year may be delivered as on-campus courses on the premises of the University or as distant learning courses.
3. Postgraduate Courses may be delivered in Polish only, in a modern language other than Polish only, or in Polish and another modern language.
4. The basis for the organisation of each Postgraduate Course is the Curriculum, which contains a detailed description of the content of each subject taught as part of the Postgraduate Course.
5. The delivery of the Curriculum may be divided into semesters and/or modules.
6. In the case of semester-based delivery, the number of semesters will depend on the Postgraduate Course.

SECTION 5.

1. Information about how a Postgraduate Course will be organised and delivered, including a list of the subjects to be taught on the Postgraduate Course and the completion requirements or criteria for the subjects, will be communicated to Participants not later than on the inauguration date of the Postgraduate Course in each academic year.
2. The University reserves the right to amend, for important reasons, course curricula, course schedules and subject completion requirements or criteria for a Postgraduate Course during that Postgraduate Course.
3. Important reasons include an amendment or amendments to the teaching standards for the field

of study and/or level of education relating to that Postgraduate Course as defined by the government minister for higher education and science.

4. A pass in a Participant's degree examination is a prerequisite for the completion for the Postgraduate Course.
5. In the degree examination, the Participant should demonstrate their knowledge in the field of study covered by the Postgraduate Course, including (but not limited to) their knowledge of the subjects related to the specialisation of the Course.
6. The degree examination may involve the preparation and defence of a thesis, an oral examination, an essay and/or a test.
7. The date of the degree examination will be decided by the supervisor for the field of study concerned in consultation with the Postgraduate Education College Director.

SECTION 6.

1. A Participant will only be allowed to take an examination or a test in a subject if they have fulfilled all their obligations towards the University.
2. The Participant must present their ID card or other documentary proof of identity during the degree examination.
3. If a Participant fails to take their degree examination or a test in a subject on the first date of the examination or test regardless of the reason for their absence, they may retake the examination or test.
4. If the Participant is awarded the *fail* mark in the degree examination, they may retake the degree examination. To retake the degree examination, the Participant must apply to the Postgraduate Education College Director for a retake date and, if the application is approved, pay the fee specified in 13(3)(a).
5. The Postgraduate Education College Director will set the date of the retake degree examination and decide on how the examination should be conducted.
6. The retake degree examination may involve the preparation and defence of a thesis, an oral examination, an essay and/or a test.
7. If the Participant is awarded the *fail* mark in their degree examination taken on the first date or the retake date, they may apply for a new degree examination date within 1 (one) year of the first date of the degree examination.
8. The provisions of 6(5) will also apply where the Participant failed to take the degree examination on the first date of the examination.

SECTION 7.

1. The following marking scheme will be used to the mark performance in the degree examination:
6.0: excellent [Polish: *celujący*]
5.0: very good [Polish: *bardzo dobry*]
3.0: satisfactory [Polish: *dostateczny*]
2. The mark awarded for the degree examination will be shown on the diploma in Polish.

3. The award of the *fail* mark (2.0) means that the Participant failed the degree examination.
4. No absence, including an excused absence, will release the Participant from passing the degree examination.

SECTION 8.

1. The thesis must be prepared by each Participant in cooperation with the University's researcher-teacher in consultation with the supervisor for the field of study covered by the Postgraduate Course.
2. When deciding on the subject of the thesis, regard will be had for the Curriculum for the Postgraduate Course and the Participant's research interests.
3. The thesis may be prepared by a team of Participants. The subject of the thesis must be decided at least 2 (two) months prior to the scheduled end date of the Postgraduate Course.
4. The subject of the thesis must be approved by the University's researcher-teacher in consultation with the supervisor for the field of study concerned.
5. The Participant must submit, to the office of the Postgraduate Education College, a bound copy of their thesis, together with an electronic version of the thesis, not later than 7 (seven) days prior to the scheduled date of the degree examination.

SECTION 9.

1. A Participant will be disenrolled in the following situations:
 - a) if they choose to withdraw from the Postgraduate Course (this withdrawal must be in writing),
 - b) if they are in breach of any provision of the University's statutes [the University's Constitution], rules, regulations and/or any other provisions governing the operation and organisation of the University,
 - c) if they have done anything ill-befitting to them as a student and/or have acted unethically and/or have infringed the copyright of any person,
 - d) if they fail to fulfil their financial obligations towards the University,
 - e) if they fail to submit a thesis by the deadline for submission,
 - f) if they do not pass their degree examination within a specified period,
 - g) if other justified cases.
2. The decision to disenroll a Participant will be taken by the Postgraduate Education College Director, except for disenrollment on the grounds of the Participant's failure to fulfil their financial obligations towards the University, in which case the decision will be taken by the General Manager.

SECTION 10.

1. Each person who has completed a Postgraduate Course will be issued a course completion certificate.
2. A Participant will be deemed to have completed a Postgraduate Course if they have obtained

the required number of ECTS credits and have met the requirements specified in the Curriculum for the Postgraduate Course, including the submission of a thesis, if this is required in accordance with the Curriculum for the Postgraduate Course.

3. A certificate confirming the completion of a Postgraduate Course will only be issued to a Participant if they have achieved the Learning Outcomes defined in the Curriculum and have obtained the required number of ECTS credits set for that course and, if required in accordance with the Curriculum, have passed the examinations required in the Course of Study and have had their thesis accepted or have passed their final examination.

CHAPTER 3.
RIGHTS AND OBLIGATIONS OF THE
PARTICIPANT

SECTION 11.

1. Each Participant will have the following rights:
 - a) to require that the teaching process is organised properly and in a safe environment for mental work,
 - b) to use the library of the University of Economics and Human Sciences in Warsaw in accordance with the library's rules and regulations,
 - c) to attend classes in accordance with the Curriculum and the course schedule for their student group and in accordance with the rules for the field of study covered by the Postgraduate Course,
 - d) to attend additional classes if provided,
 - e) to receive a certificate as proof of their completion of the Postgraduate Course if they have passed the degree examination,
 - f) to be free to express their thoughts and beliefs, particularly about the life of the University, as well as their ideological and religious beliefs, if they do not infringe the interests of the University and/or any person by doing so,
 - g) to notify the Postgraduate Education College Director or any other authorised member of the Postgraduate Education College's staff with any comments about the organisation of the teaching process, the University's personnel, or the quality of the subject matter of the teaching process,
 - h) to be respected as a person irrespective of their performance on the course,
 - i) to expect their views and beliefs to be respected, and
 - j) to develop their interests.
2. Each Participant must
 - a) comply with all generally applicable provisions of law and the University's internal rules and regulations,
 - b) attend at least 80% of all the course hours specified in the Curriculum,
 - c) behave properly and observe discipline in classes,

- d) protect the property of the University,
 - e) respect the personal dignity of the University's personnel, other Participants and students,
 - f) make payments to the University in accordance with their agreement on the terms of payment for their Postgraduate Course,
 - g) meet the deadlines for the completion of assignments in accordance with the Curriculum for the Postgraduate Course,
 - h) to pass all the tests and examinations required in accordance with the Curriculum for the Postgraduate Course.
3. A Postgraduate Course Participant **will not**
 - a) receive a student identity card,
 - b) be eligible for financial support,
 - c) be granted a leave of absence.
 4. If a Participant changes their surname while they are enrolled on a Course, they must provide the University with a photocopy of a document certifying the change and the original document (such as a court order, a notice of an administrative decision or a marriage certificate) for inspection.
 5. If a Participant changes their contact details while they are enrolled on a Course, they must inform the University of that change immediately. The Participant will be liable for the consequences of their failure to comply with this obligation.
 6. The University undertakes to keep the Participant informed of any change of the University's address details. The University will be liable for the consequences of its failure to comply with this obligation.
 7. The Participant must receive the e-mails that the University sends them to the e-mail address assigned to the Participant. Any such e-mail will be deemed delivered to the Participant when it is sent by the University.
 8. All requests and applications concerning education and other matters related to the delivery of the Course must be submitted by the Participant to the office of the Postgraduate Education College.

SECTION 12.

1. Each person who has graduated from a Postgraduate Course will be issued a course completion certificate.
2. Each Postgraduate Course graduate will place their signature in the University's diploma register to confirm the receipt of the certificate. At the graduate's written request, the certificate may be delivered to a person authorised by the graduate or posted to the graduate with a request for acknowledgement of receipt.
3. If a graduate loses their Postgraduate Course completion certificate, they may apply to the University in writing for a replacement certificate. The University will issue a replacement certificate on the basis of its records.
4. The University may provide the graduate, for a fee, with a copy of their Postgraduate Course completion certificate as a translation into English.

CHAPTER 4.
PAYMENTS

SECTION 13.

1. Each Candidate for a place on a Postgraduate Course must pay a registration fee of PLN 250.00. The registration fee will not be refunded
 - a) if the person is disenrolled as a Participant,
 - b) if the person withdraws from the Postgraduate Course,
 - c) if the person discontinues their participation in the Postgraduate Course for any other reason.
2. Each person enrolled on a Postgraduate Course must pay tuition fees in accordance with the provisions of the agreement on the terms of payment for the Postgraduate Course.
3. Each Participant must also pay the following additional fees:
 - a) a fee for retaking the degree examination (PLN 600.00). This fee will apply every time a Participant is to retake the degree examination;
 - b) a fee for a replacement Postgraduate Course completion certificate (PLN 100.00);
 - c) a fee for a replacement Postgraduate Course diploma (PLN 150.00);
 - d) an administrative fee for a request for payment sent by registered post (PLN 20.00).
4. Each payment will be deemed to have been made on the date when it is credited to the University's bank account or paid in cash at the University's cash office.
5. Each Participant must provide proof of payment when they are requested to do so by an authorised member of the University's personnel.
6. Each Participant will be solely liable for the consequences of incorrect and/or inaccurate completion of the proof of payment.
7. Overdue payments will carry late-payment interest at the maximum permitted rate.
8. A Participant will be permitted to take the final examination after they have fulfilled all their financial obligations towards the University.
9. If a Participant is found to be in arrears with payments to the University, the University may refuse to permit the Participant to take an examination and/or refuse to issue any certificate to the Participant.

SECTION 14.

Each Participant acknowledges that the registration fee and tuition fees paid by the Participant are the University's remuneration for the provision of an educational service that involves allowing the Participant to attend the lectures and practical classes specified in the Curriculum and to take tests and examinations as part of the Postgraduate Course.

SECTION 15.

If a Candidate withdraws their application for a place on a Postgraduate Course before the end of the enrolment process,

- a) the registration fee paid by the Candidate will not be refunded;
- b) if the Candidate was exempt from the registration fee (or any part of this fee), the University will deduct the registration fee from any amounts paid by the Candidate, up to the standard amount of the fee (PLN 250.00);
- c) all other amounts paid by the Candidate will be refunded into a bank account specified by the Candidate.

SECTION 16.

1. If the agreement between a Participant and the University is terminated, the Participant agrees to clear their accounts with the University. This "account-clearing" means, in particular,
 - a) making all outstanding payments to the University and
 - b) returning all resources to the University's library.
2. Each Participant must make payments for each academic year, using the method of payment of their choice, for the time from the date when they started their course in that academic year to the last day of the agreement on the terms of payment for the Postgraduate Course, on a pro rata basis.
3. If a Participant agreed to make a one-off payment and the agreement was terminated, the University will make a pro rata refund of the amounts already paid by the Participant into a bank account specified by the Participant.
4. For the purposes of financial settlements, one academic year is equal to 10 months. The fee for 1 (one) month of the Participant's course time will be equal to one tenth (1/10) of the full fee for the full academic year, regardless of the payment arrangement with the Participant.
5. If a Participant benefited from a reduced registration fee or an exemption from the payment of the registration fee during the enrolment process, then if the Participant withdraws from the Course during the first year of the Course, the Participant will be required to pay the difference between the standard registration fee and the amount paid or, in the case of the exemption, to pay the full registration fee.

SECTION 17.

In the case described in clause 16, no refunds will be made of any amounts other than tuition fees and paid for the use of the University's educational services.

SECTION 18.

If a Participant wishes to withdraw from a Course, they must do so in writing or electronically.

SECTION 19.

Each Participant will be solely liable in accordance with the Polish Civil Code for any loss or damage suffered by the University through the Participant's fault.

SECTION 20.

If a Participant defaults on payments to the University for a long time, the University will take the necessary legal steps.

CHAPTER 5. FINAL PROVISIONS

SECTION 21.

1. If the number of candidates for the Postgraduate Course of the Participant's choice is small, the University reserves the right not to commence the course, but this decision must be made not later than 7 (seven) before the scheduled start date of the course, whether the Postgraduate Course was to commence in the winter semester of an academic year or in the summer semester.

2. If the University decided not to commence the Postgraduate Course of the Participant's choice, the Participant may elect to study on an alternative Postgraduate Course, provided that the Participant submits their election statement before the enrolment process for that course ends and provided that the Participant meets the requirements for enrolment on that course. The financial terms previously offered to the Participant will remain the same.

3. If a Participant elects no alternative Postgraduate Course within 14 (fourteen) days of being notified by the University of its decision not to commence the Postgraduate Course originally chosen by the Participant, the Participant will be deemed to have decided not to study at the University. In such a case, the University may, at the Participant's written request (delivered as a hard copy document or by email), make a refund of the fees paid by the Participant, and the Participant's agreement with the University on the terms of payment for a Postgraduate Course will be terminated upon the expiry of the time limit specified above.

SECTION 22.

All matters not covered by these rules will be governed by generally applicable provisions of law, including (but not limited to) the Polish law on higher education and science (including any implementing regulations), the University's internal rules and regulations, and the provisions of the Participant's agreement with the University on the terms of payment for a Postgraduate Course.

SECTION 23.

These rules will become effective as of the date of their adoption.