

POSTGRADUATE STUDIES REGULATIONS
VIZJA UNIVERSITY

CHAPTER 1
General provisions

§ 1

1. The VIZJA University Postgraduate Studies Regulations, hereinafter referred to as the "**Regulation**", set out the rules for recruitment, organization, and conduct of postgraduate studies at VIZJA University.
2. The provisions of these Regulations apply to all Participants in postgraduate programs offered by VIZJA University, **except for** those enrolled in the Doctoral School of the Scientific Federation of VIZJA University.
3. Glossary of terms used in the Regulations:
 - 1) **Candidate** – a person applying for admission to postgraduate studies;
 - 2) **Participant** – an individual who takes part and receives education within the framework of postgraduate studies;
 - 3) **Postgraduate Education Center (Kolegium Kształcenia Podyplomowego)** – the organisational unit of VIZJA University that conducts postgraduate programs;
 - 4) **Director of the Postgraduate Education College** – the person holding the managerial role for postgraduate studies;
 - 5) **Study program** – description of consistent learning outcomes defined by the University, consistent with the Polish Qualifications Framework for Higher Education (PQF), and description of the educational process leading to the achievement of these outcomes, along with ECTS points assigned to individual modules of this process;
 - 6) **ECTS credits** – points defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a student necessary to achieve the expected learning outcomes;
 - 7) **Module** – a single course or a group of related courses;
 - 8) **Studies** – postgraduate studies conducted at the University or postgraduate studies conducted jointly with other universities, institutions, or organizations, including ones abroad, on the basis of a concluded agreement;
 - 9) **Higher education** – undergraduate, graduate, or long-cycle Master's degree studies, conducted by an authorized university;
 - 10) **Course of study** – a specific program of education realized by the Participant;

- 11) **University** – VIZJA University
- 12) **Managing Director** – the Managing Director of VIZJA University
- 13) **Act** – Act of 20 July 2018 - Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended); Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1668, as amended)
4. Postgraduate studies can be conducted in part-time mode. Classes within postgraduate programs may employ distance-learning methods and techniques.
5. Studying at the University is subject to tuition fees.
6. The amount and conditions of fees associated with undertaking postgraduate studies are set out in the Tuition Fee Agreement between VIZJA University and each Participant.
7. The student is obliged to sign the Tuition Fee Agreement no later than the date of commencement of classes, under pain of removal from the register of Participants.
8. Individual postgraduate programs at the university are launched only if a sufficient number of Participants enroll.

§ 2

1. Applicants for postgraduate studies must hold a full qualification of at least Level 6 in the Polish Qualifications Framework (PQF 6), obtained within the higher-education and science system, i.e., they must possess a diploma certifying completion of undergraduate or equivalent studies. For certain postgraduate programs, additional requirements specified in the recruitment conditions for that particular programme may also apply.
2. Recruitment of candidates takes place during periods set by the Director of the Postgraduate Education Center
3. A candidate for postgraduate studies must complete an initial registration online through the university's recruitment system.
4. Admission to postgraduate studies requires the submission, to the Center's office, of the following documents:
 - 1) applications for postgraduate studies (original),
 - 2) a copy of the diploma certifying completion of higher-education (original or a notarized copy, or a copy certified as identical to the original by an employee of the Postgraduate Education Center),

- 3) In justified cases, the Postgraduate Education Center may require graduates of VIZJA University to submit their diploma,
 - 4) a single photograph (35 × 45 mm), no older than three months
 - 5) confirmation of payment of the recruitment fee,
 - 6) other documents, if required by the specifics of the postgraduate field of study
 - 7) language certificates in the languages in which the postgraduate studies are conducted. VIZJA University recognises language certificates that confirm proficiency in the relevant language, notably Cambridge certifications such as B2 First (FCE). The recognition of other certificates, e.g., TOEFL or IELTS at a minimum B2 level, is determined by the Director of the Postgraduate Education Center at VIZJA University.
5. Admission to postgraduate studies becomes effective by adding the candidate's name to the Participant list.
 6. Candidates will be placed on the Participant list on a priority basis.
 7. Failure to submit or complete the documents required for recruitment within the specified deadline results in refusal of admission to the Participant list.
 8. For admission to postgraduate studies, individuals who have earned a diploma from an institution outside the Republic of Poland must submit appropriate documentation that entitles them to apply for admission in accordance with applicable law. Such documents must be presented as notarized copies accompanied by sworn translations.
 9. A person admitted to postgraduate studies is obliged to pay fees in accordance with the provisions of Chapter IV and the Tuition Fee Agreement.
 10. A candidate for postgraduate studies at the Postgraduate Education Center at VIZJA University may submit the required documents electronically (as scans) at the application stage.
 11. The candidate referred to in sec.1 is obliged, within 14 days of sending the scanned documents, to provide the original documents either personally, via postal service, or to submit them electronically along with a qualified electronic signature.
 12. Documents referred to in sec.2 must be certified copies; they have to be notarized or authorized by an employee of the Postgraduate Education Center.
 13. Failure to fulfil the obligations set out in sec.2 and 3 leads to the application remaining unprocessed.

CHAPTER 2

Organization of postgraduate studies

§ 3

1. Postgraduate studies at VIZJA University are conducted as part of the Postgraduate Education Center.
2. Among its tasks, the Postgraduate Education Center is responsible for:
 - 1) coordinating the conduct and ensuring the efficient organisation of postgraduate studies;
 - 2) preparing a timetable for classes that takes account of assessment periods;
 - 3) providing administrative support;
 - 4) proposing faculty members to deliver individual sessions and collecting syllabi;
 - 5) accepting and returning documents from prospective postgraduate students in connection with recruitment;
 - 6) carrying out any other activities established by this Regulation.
3. In matters concerning individual Participants, decisions are taken by the Director of the Postgraduate Education Center.

§ 4

1. Postgraduate programs are launched only if the minimum enrolment threshold is met.
2. They may be delivered on campus or through distance learning in those postgraduate tracks that have been approved for implementation during a given academic year.
3. Courses can be taught in Polish, a foreign language, or in both Polish and a foreign language.
4. The foundation of the pedagogical process is the postgraduate curriculum, which specifies the detailed subject matter.
5. The study program can be implemented in a semester-based system or module-based system.
6. When postgraduate education follows a semester system, the number of semesters depends on the specific programme.

§ 5

1. The organization of postgraduate studies, together with the list of courses and the method of completing postgraduate studies in the selected field of study, shall be communicated to the Students no later than on the day of inauguration of postgraduate studies in a given academic year.
2. The University reserves the right to make, for valid reasons, changes in study programs, class schedules and the method of obtaining credits during the course of postgraduate

studies.

3. The aforementioned valid reasons include changes in the teaching standards for each field of study and level of education, as determined by the regulation of the Minister of Science and Higher Education.
4. Graduation from the postgraduate program takes place upon passing the diploma examination with a positive result.
5. The purpose of the diploma examination is to test the student's knowledge of the chosen field of study, in particular, knowledge of the problems of subjects related to the field of study.
6. The degree examination may take the form of the preparation and defense of a thesis, an oral examination, a written paper, or a test.
7. The deadline for the diploma examination is set by the supervisor of a given programme in consultation with the Director of the Postgraduate Education Center.
8. The University reserves the right to modify the curriculum, class timetable, teaching staff, and assessment formats if such changes are necessary for the benefit of the university or to maintain educational quality.

§ 6

1. In order for a student to take an exam or receive credit in a particular course, the student must meet all obligations towards the University.
2. The student takes the diploma examination with proof of identity, such as an ID or passport.
3. A student who fails to take the diploma examination or pass courses within the basic deadline, regardless of the reason for the absence, has the right to take retake the diploma examination.
4. After receiving a failing grade from the diploma examination, the student has the right to retake the diploma examination. In such circumstances, the Participant must submit an application addressed to the Director of the Postgraduate Education Center requesting a date for a resit diploma examination. Upon receiving approval, the Participant shall pay the fee referred to in §13, sec. 3 a).
5. The Director of the Postgraduate Education Center determines the date and method for conducting a remedial diploma examination.
6. The degree examination may take the form of the preparation and defense of a thesis, an oral examination, a written paper, or a test.

7. If a student receives a failing grade on the diploma examination taken on the first or resit date, they may apply for subsequent diploma examination dates within a period of 1 year from the date of the diploma examination set on the primary date.
8. The provisions of sec. 5 also apply if the Participant fails to appear for the examination during the primary examination period.

§ 7

1. The diploma examination is graded according to the following grading scale:
 - 1) 5.0 - very good,
 - 2) 4.5 - good plus,
 - 3) 4.0 - good,
 - 4) 3.5 - satisfactory plus,
 - 5) 3.0 - satisfactory,
 - 6) 2.0 - unsatisfactory (failing)
2. The grade obtained at the diploma exam is entered in the certificate of completion of postgraduate studies in Polish.
3. Receiving a failing grade (2.0) means that the diploma examination has not been passed.
4. Absence, even if justified, does not exempt the student from the obligation to take the diploma examination.

§ 8

1. The thesis topic is determined based on the study program followed in the postgraduate program and the academic interests of the student.
2. With the consent of the Director, the diploma thesis may be prepared jointly. The thesis topic should be determined no later than 2 months before the scheduled date of graduation.
3. The topics of diploma theses are approved by the Director.
4. The Participant is required to submit to the Postgraduate Education Center a bound copy of the thesis with an attached electronic version, at least 14 days before the scheduled date of the diploma examination.

§ 9

1. Removal from the register of Participants takes place in the case of:
 - 1) a written withdrawal from postgraduate studies
 - 2) violations of the provisions contained in the Statutes, regulations, ordinances, and

- other regulations governing the functioning and organization of the University,
- 3) the Participant may also be removed in the event of loss of reputation that harms the good name of the University,
 - 4) committing acts that violate the dignity of a student or engaging in unethical behavior, infringing upon the copyright of third parties,
 - 5) failure to fulfill financial obligations towards the University
 - 6) failure to submit the thesis by the required deadline,
 - 7) failure to pass the diploma exam on the scheduled date,
 - 8) committing plagiarism or another form of academic dishonesty
 - 9) other justified cases.
2. The decision to remove the Participant from the list of postgraduate students is made by the Director Postgraduate Education Center, except in cases of removal due to the Participant's failure to meet financial obligations towards the University, in which case the decision is made by the Managing Director.

§ 10

1. A person who has completed postgraduate studies receives a certificate of completion of those studies.
2. A prerequisite for graduation from postgraduate studies is the acquisition of an appropriate number of ECTS credits and the fulfillment of the requirements set forth in the study program, including in particular the submission of a thesis, if such an obligation is stipulated in said program.
3. The condition for receiving a certificate of completion of postgraduate studies is achieving the learning outcomes specified in the study programme and obtaining the number of ECTS credits determined for that programme, as well as, if provided for in the programme, passing the required examinations, having the final thesis accepted, or passing the final examination.

CHAPTER 3

Rights and responsibilities of the Participant

§ 11

1. The Participant has the right to:
 - 1) a properly organized educational process and suitable conditions for mental work,
 - 2) use VIZJA University library under the terms specified in its regulations,

- 3) participate in educational activities in accordance with the programme and schedule of classes provided for their group, under the rules applicable to the specific postgraduate programme,
 - 4) participate in complementary activities, if provided,
 - 5) receive, after passing the diploma exam with a positive result, a certificate of completion of postgraduate studies,
 - 6) freedom of expression of thoughts and beliefs, especially regarding the life of the University, as well as worldview and religious beliefs, if this does not violate the good name of the University and other persons,
 - 7) report to the Director of the Postgraduate Education Center, or another authorized person, any remarks on the organization of the study, the staff of the University, and the quality of the courses taught,
 - 8) have their personality respected, regardless of academic performance,
 - 9) have their own beliefs and worldview respected,
 - 10) develop interests.
2. Participants are required to:
- 1) comply with generally applicable laws and the internal regulations of the University,
 - 2) refrain from publishing content in the public domain that may harm the reputation of the University,
 - 3) use only University-provided email addresses for correspondence related to their studies,
 - 4) attend at least 80% of the scheduled instructional hours provided in the study programme
 - 5) appropriate behavior and observance of discipline during the course of classes,
 - 6) respect the property of the University,
 - 7) respect the personal dignity of University employees and other Participants and students,
 - 8) pay fees in accordance with the Tuition Fee Agreement for postgraduate studies;
 - 9) complete tasks on time as required by the postgraduate study programme;
 - 10) obtain all credits specified in the postgraduate study plan and pass the examinations set out in the study programme.
3. The Participant of postgraduate studies is **not entitled to**:
- 1) a student ID,
 - 2) the possibility of applying for financial aid,
 - 3) leave from classes/coursework.

4. If the Participant changes their surname during the course of studies, they are obliged to provide a photocopy of the document confirming this change, together with the original for inspection (e.g., a court decision, administrative decision, or a marriage certificate).
5. If the Participant changes their contact information during the course of study, they are obliged to immediately inform the University of the changes. The consequences of failing to do so will be borne by the Participant.
6. The University undertakes to notify the Participant in writing of any changes to its contact details. Failure to fulfill this obligation shall be the responsibility of the University.
7. The Participant is obliged to receive correspondence sent by the University to the email address assigned to them. Correspondence shall be considered delivered at the moment it is sent by the University.
8. All applications and requests concerning education and other matters arising from the organization of studies, the student is obliged to submit in writing to the Postgraduate Education Center's office.

§12

1. The graduate of postgraduate studies receives a certificate of completion of postgraduate studies.
2. The graduate confirms receipt of the certificate by signing the diploma register. Upon the graduate's written request, these documents may be issued to a person authorized by them or sent by mail, with acknowledgment of receipt.
3. In the event of loss of the original certificate of completion, the graduate may submit a written request to the University for the issuance of a duplicate. The University issues the duplicate for a fee, based on the documents in the register.
4. The University may also issue, for a fee, a copy of the certificate of completion of postgraduate studies translated into English.

CHAPTER 4

Fees

§ 13

1. A candidate applying for admission to postgraduate studies is required to pay an enrollment fee of PLN 300.00. The enrollment fee is non-refundable in the event of:
 - 1) removal from the register of Participants,
 - 2) resignation from studies,

- 3) interruption of studies for any other reason.
2. A person admitted to postgraduate studies is required to pay tuition fees in accordance with the Tuition Fee Agreement.
3. The Participant is also obliged to pay the following additional fees:
 - 1) for a diploma examination resit – PLN 600.00. Each resit exam requires a separate payment;
 - 2) fee for the issuance of a duplicate postgraduate certificate – PLN 200.00,
 - 3) fee for the issuance of a duplicate postgraduate diploma – PLN 250.00,
 - 4) administrative fee for a registered letter reminder to settle outstanding fees or part of fees – PLN 100.00.
4. The date of payment of the fee shall be the date of receipt of the amount paid into the University's bank account or the date of payment (in cash) at the University cash desk.
5. The Participant is obliged to present proof of payment upon request of authorized University staff.
6. The Participant bears full responsibility for any consequences of incorrect or incomplete completion of the payment proof.
7. For late fees, the University shall charge the maximum late interest.
8. A Participant shall be permitted to take the final examination only once all financial obligations to the University have been fulfilled.
9. In the event of outstanding payments by a Participant, the University reserves the right to deny access to the examination and to withhold any certificates from the Participant.

§ 14

The Participant acknowledges that the registration fee and tuition payments constitute fees for the educational services provided by the University, consisting of allowing the Participant to attend the lectures and exercises specified in the study program and to receive credit for them as part of the postgraduate studies.

§ 15

If a candidate resigns from applying for admission before the end of the recruitment process:

- 1) the entry fee paid by the candidate is non-refundable,
- 2) in the case of using the exemption from the entry fee in part or in whole, the entry fee is deducted by the University from the remaining amounts paid by the candidate to the basic amount of the entry fee (PLN 300.00),

- 3) the remaining amounts paid by the candidate shall be refunded to the bank account indicated by the candidate.

§ 16

1. In the event of termination of the Agreement, the Participant undertakes, within 14 days from the date of termination, to reach a full financial settlement with the University. Such settlement is understood in particular:
 - 1) financial settlement,
 - 2) library clearance.
2. The Participant is obliged to settle payments for the period of a given academic year, in accordance with the declared form of payment, proportionally for the time from the commencement of studies in that academic year until the termination of the agreement on the terms of payment for postgraduate studies.
3. If the Participant has declared a lump-sum payment and the agreement is terminated, the University shall refund the overpaid amount proportionally to the Participant's designated bank account.
4. For the purposes of financial settlement, the academic year is deemed to last 10 months. The fee for one month of study is calculated as one-tenth of the total tuition fee for the given academic year, regardless of the declared payment system.
5. A Participant who, during the admission process to postgraduate studies, benefited from a promotion in the form of a reduced or waived enrollment fee is obliged, in the event of resignation from studies during the first year, to pay the enrollment fee in full.

§ 17

In the case specified in § 16, other payments made for education at the University, not related to tuition fees, are non-refundable.

§ 18

The Participant shall submit a resignation from studies in writing or electronically.

§ 19

The Participant bears full financial liability for any damage caused to the University through their own fault,
in accordance with the provisions of the Polish Civil Code.

§ 20

In case of long-term evasion of payment by the Participant, the University will take appropriate legal action.

CHAPTER 5

Final provisions

§ 21

1. In the event of low enrollment in the postgraduate programme selected by the Participant, the University may decide not to launch the programme; such a decision, whether for the winter or summer intake, shall be made no later than 7 days before the commencement of classes.
2. If a postgraduate programme is not launched, the Participant may transfer to another programme that is still open for admission at the time of their declaration and for which they meet the entry requirements. In such circumstances, the financial terms shall remain unchanged.
3. If the Participant does not select an alternative study program within 14 days from the date the University informs them of the cancellation of the originally chosen program, this shall be considered a resignation from studies without the need for any additional declaration of intent. In such a case, upon a written request (in paper form or via e-mail), the University may refund the fees paid by the Participant, and the agreement on the terms of payment for postgraduate studies shall be terminated after the expiry of the above-mentioned period.

§ 22

Handling complaints and requests

1. All requests, complaints, objections, and other submissions from Participants of postgraduate studies shall be directed initially to the Director of the Postgraduate Education Center at VIZJA University.
2. The Director is obliged to consider the request or complaint within 31 days from the date of its submission.
3. The Director shall conduct a substantive and formal-legal review of the matter and issue an appropriate decision.

4. The Participant has the right to request a reconsideration of the matter by the Rector of VIZJA University.
5. The Rector's decision is final within the framework of the internal proceedings of the University.

§ 23

In matters not covered by the provisions of these Regulations, the provisions of generally applicable law shall apply, in particular the Act – Law on Higher Education and Science, together with its implementing regulations, as well as the provisions of internal University law; Additionally, the terms of the agreement on the conditions of payment for postgraduate studies shall apply.

§ 24

1. The Regulations shall enter into force on the date of their adoption.
 - 1) VIZJA University reserves the right to amend these Regulations in the event of:
 2. changes in legal regulations affecting the organization of postgraduate studies,
 3. the need to adjust the Regulations to organizational or programmatic changes, or the occurrence of other significant circumstances justifying modifications to the provisions.