

Certified Translation of a Polish Document
into English

Appendix to the Resolution No 346
of the SGH Senate of 23 April 2008

Rules and Regulations of Studies
at the Warsaw School of Economics (SGH)
in Warsaw

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Section I
General Provisions

§ 1

[Scope of the binding force of the Rules and Regulations]

1. The Rules and Regulations shall apply to students of:---
 - 1) first-degree full-time and extra-mural studies, hereinafter referred to as “Bachelor’s studies”,---
 - 2) second-degree full-time and extra-mural studies, hereinafter referred to as “Master’s studies”,---
 - 3) uniform Master’s studies, i.e. full-time Master’s studies, which were commenced before the 2006/2007 academic year, hereinafter referred to as “uniform Master’s studies”,---
 - 4) second-degree full-time Master’s studies in English, hereinafter referred to as “Master’s studies in English”,---
 - 5) studies conducted under agreements concluded between the SGH and other universities.-

2. The Rules and Regulations shall apply, respectively, also to persons other than SGH students, who obtain credit for subjects at the SGH under separate provisions within parallel studies, international studies programmes and other forms of cooperation with the SGH.---

§ 2

[Organisation of studies]

Higher education at SGH is conducted within the framework of:---

- 1) Undergraduate Studies Centre (Studium Licencjackie) – which organises the education process within the scope of:---
 - a) full-time Bachelor's studies,---
 - b) extra-mural Bachelor's studies conducted in the afternoon mode,---
 - c) extra-mural Bachelor's studies conducted in the weekend mode.---
- 2) Graduate Studies Centre (Studium Magisterskie) - organising the education process within the scope of:---
 - a) full-time Master's studies,---
 - b) uniform Master's studies within the scope of the last four semesters of the studies,---
 - c) extra-mural Master's studies conducted in the afternoon mode,---
 - d) extra-mural Master's studies conducted in the Saturday-Sunday mode,---
 - e) full-time Master's studies conducted in English,---
 - f) studies pursued within international programmes and other forms of cooperation between the SGH and foreign universities.---
- 3) Extra-mural Studies Centre (Studium Niestacjonarne) (in liquidation) – organising the education process within the scope of all modes of extra-mural studies of students who began their studies before the 2007/2008 academic year.

§ 3

[Students' superiors]

1. The Dean of the relevant Studies Centre acts as superior to the students.---
2. Deans of the relevant Studies Centres are superiors of the students of Undergraduate Studies Centre and the Graduate Studies Centre. The Rector's Attorney is the superior of the students' of the Extra-mural Studies Centre (in liquidation).---
3. The Dean carries on his responsibilities with the assistance of Vice-Deans empowered to act on his behalf.---
4. Decisions on individual students' matters are taken by the Dean of the relevant Studies Centre on behalf of and with the authority of the Rector. Students have the right to appeal against the decision to the Rector within fourteen days as of the receipt of the said decision.-

§ 4

[Documentation of studies]

1. The documentation of studies is maintained in the student's personal file.---
2. Personal files are kept in the Dean's Office of the respective Studies Centre which the student belongs to pursuant to § 2.---
3. The manner of keeping the personal files is defined by the Rector under separate regulations.---

4. Data in personal files are collected and processed by the School exclusively for purposes pertaining to the performance of its tasks.---

§ 5

[Planned duration of studies]

The planned duration of studies at the SGH amounts to:---

- 1) six semesters for Bachelor's studies,---
- 2) four semesters for Master's studies,---
- 3) ten semesters for uniform Master's studies.---

§ 6

[Curriculum]

1. The terms of obtaining semester credit are defined in the plan of studies and in the general curriculum approved by the Senate. The plan specifies in particular the list of subjects to be credited or the minimum of ECTS credit points required for enrolling the next semester. The list of subjects making up the general plan of studies is published in information materials, hereinafter referred to as the "*SGH Guidebooks*", which can be accessed free of charge in the Main Library (Biblioteka Główna) and on the SGH website.---
2. Students are required to know their individual plans of studies. An individual plan includes the list of obligatory subjects and subjects selected by the student in accord with the provisions of these Rules and Regulations.---
3. Students shall observe the plan of studies and curriculum contained in the *SGH Guidebook* relevant to the specific degree and form of studies approved for the academic year in which the student began his studies, with the exclusion of situations described in §15 item 2.---

§ 7

[Tuition fees]

1. Uniform Master's studies and full-time Bachelor's and Master's studies are tuition free with the exception of items specified in the Table of Tuition Fees attached to the Rector's Regulation on Fees for Classes at the Warsaw School of Economics.---
2. Extra-mural studies and full-time Master's studies conducted in English are fee-based. Terms of payment and fee rates are set forth in a written agreement concluded between the student and the university as well as in the Table of Fees attached to the Rector's Regulation.---
3. In justified cases, upon a student's request approved by the relevant body of the Students' Self-Government (Samorząd Studentów) and by the Dean of the relevant Studies Centre, or the Rector's Attorney, the relevant vice-rector may exempt the student from the obligation to pay the whole or part of the fee, or to spread out the payment in instalments.---

§ 8

[Organisation of the academic year]

1. The respective academic year structure is announced by the Rector based on the Senate's resolution. This defines, in particular, the beginning and the end of classes, exam session periods and holiday breaks. Information on the academic year structure is available in deans' offices and on the SGH website.---

2. The plan of classes is announced on the dean offices' notice board as well as on the SGH website, at least 7 days prior to their commencement.---

Section II

Students' rights and obligations

§ 9

[Students' rights]

1. Students have the right to:---
 - 1) respect of their personal dignity by every member of the academic community,---
 - 2) assistance from academic teachers in creating their individual plan of studies and in carrying out that plan in compliance with the assumptions of the studies programme,---
 - 3) develop their own scientific interests and take advantage to this end of the School's teaching facilities, equipment and resources, as well as to obtain assistance from the School's staff and bodies,---
 - 4) join scientific circles and other student organisations,---
 - 5) develop their cultural, tourist and sport interests, and to use the School's equipment and resources for that purpose,---
 - 6) use the School's library,---
 - 7) possess a student record book and a student ID card.---
2. Upon the student's request, the following is entered into their student record book:---
 - 1) grades in subjects – by an academic teacher,---
 - 2) notes pertaining to the course of studies – by dean's offices.---

§ 10

[Expiry and suspension of students' rights]

1. Students' rights expire:---
 - 1) as on the effective date of the decision on removal from the list of students,---
 - 2) as on the date of obtaining the graduation diploma, unless the student continues education in another major at the SGH.---
2. Students' rights are suspended when the student takes benefit of the right to a leave of absence without maintaining his student's rights.---

§ 11

[Student's duties]

1. The Student is duty bound to use the opportunity to study offered by the School, and to proceed in compliance with the oath and the Rules and Regulations of Studies. In particular, the student is obligated to:---
 - 1) observe the Rules and Regulations of Studies,---
 - 2) observe academic customs and regulations binding in the School,---
 - 3) care for student dignity and good reputation of the School,---
 - 4) respect the personal dignity of all members of the academic community,---
 - 5) respect the School's property,---
 - 6) update his personal data (including the address and telephone number) in the files at the dean's office's disposal.---

§ 12

[Duty to work unassisted]

The student is duty bound to take exams and procure credits unassisted. Should a student play unfair during the exam, test or in procuring credit points, his performance during the respective exam term shall be assessed as fail. He shall also face the disciplinary board for student affairs.--

Section III
Organisation of classes

A. General provisions

§ 13

[Teaching offer]

1. The SGH arranges classes specified in the plan of studies and in the general curriculum adopted by the Senate.
2. The teaching offer, including the name of the subject, its programme, the name of the lecturer or head of the teaching staff, the teaching form of the classes, the number of teaching hours and the number of ECTS credits is presented in the *SGH Guidebooks*.
3. Classes, exams and credit granting in subjects, as well as Bachelor's or Masters examinations may be conducted in a foreign language. Students who pursue their studies in Polish may, in justified cases, write their Bachelor's or Master's theses in one of the following languages: English, French, German, Russian and Spanish. Respective decisions on that matter are made by the Dean of the relevant Studies Centre after consulting the thesis supervisor.

§ 14

[Organisation of studies]

1. Studies at the SGH are pursued in majors, extended majors and interdisciplinary majors.---
2. Students of uniform Master's studies do not declare a major, and determining the completion of studies in a major is established by scrutinising the completed programme minimum and ECTS credits for the given major.---
3. Students of first degree studies shall declare studies in major by the end of the second semester. Students may change this choice by the end of the third semester of studies. The student shall notify the Sean of the relevant Undergraduate Studies Centre thereon. A change of the major of studies after that deadline is subject to a permission to be granted by the Dean of the Undergraduate Studies Centre. A given major is launched provided that at least 50 students apply therefor, unless the Rector decides on limiting that number. The requirement of a minimum number of applicants to launch a major shall not apply to the major of economics.---
4. The decision on a second major at first-degree studies shall not require any declaration, and the completion thereof is established by scrutinising the completed programme minimum and ECTS credits for the given major.---
5. At second-degree studies, the major shall be selected by the candidate starting studies upon filing an application for admission to studies at the SGH, and the completion thereof is established by scrutinising the completed programme minimum and ECTS credits for the

given major. The change of the major of studies shall require the approval of the Dean of the Graduate Studies Centre.---

6. Students shall have the right to shape their individual plan of studies, including the right to select the specialisation and study path ending with an additional certificate.---

§ 15

[Curriculum discrepancies]

1. A student has the right to pursue the programme of studies as presented in the *SGH Guidebook* for the academic year, in which he began his studies:---
 - 1) for seven years as of starting uniform Master's studies,---
 - 2) for four years as of starting Bachelor's studies,---
 - 3) for three years as of starting Master's studies.---
2. Should a student overrun the period specified in item 1, he shall make-up the curriculum discrepancies, that is obtain credit for subjects that were not listed in the *SGH Guidebook* binding the student so far, but are listed in the *SGH Guidebook* approved for the academic year, which sees the expiry of deadlines mentioned in item 1.---
3. The matters not provided for in items 1 and 2 are settled individually by the Dean of the relevant Studies Centre or the Rector's Attorney.---

§ 16

[Pursuing studies in two majors or extended majors]

Any student of full-time studies has the right to pursue studies of a second major or an extended major on a tuition free basis. Students of extramural studies have the same right but are obliged to pay a tuition fee without, however, the obligation to enter the recruitment procedure for the selected major.---

§ 17

[Right to select a lecturer]

1. If and when lectures in a respective subject are given by more than one academic teacher/group of teachers, students have the right to select a lecturer/group of teachers.---
2. The priority of being admitted to the classes for the students meeting the requirements of a given lecturer is determined by the ranking list developed under the terms and conditions established by a lecturer after consultation with the Dean of the relevant Studies Centre or the Rector's Attorney.---
3. At a request of the lecturer, the Dean or the Rector's Attorney may determine the upper limit of admissions for a given subject.---
4. The detailed manner and due dates for filing the options of subjects and lecturers by students is defined by the Dean of the relevant Studies Centre or the Rector's Attorney.---

§ 18
[Term declarations]

1. Prior to commencement of classes in a given semester, the student shall file an internet term declaration to include a list of subjects selected by him for studying in the said term or submit an empty declaration.---
2. The total ECTS credits declared for a semester shall not exceed 70 credits for a given term. Each student shall be obligated to obtain credit for all the subjects he declared.---
3. The Dean of the relevant Studies Centre may recognize classes completed outside the School as equivalent to subjects included in the SGH teaching offer.---
4. The dates for submitting Internet declarations are set by the Dean of the relevant Studies Centre or the Rector's Attorney, upon consultation with the SGH Students' Self-Government.---
5. The students not admitted for classes, as provided for in § 17 item 2, shall submit corrective declarations.---
6. Should an overlap of classes occur, the student shall select one of the overlapping subjects under the pain of being removed from all the overlapping classes.---
7. If the student fails to file the last corrective term declaration, the Dean of the relevant Studies Centre shall decide on the subsequent procedure.---

§ 19
[Prerequisites]

1. Pursuing studies of a prerequisite subject shall depend on prior obtaining credit for the said prerequisite.---
2. The list of prerequisites is entered in the syllabi of subjects in the *SGH Guidebooks*.---
3. Each student may declare a subject also when pursuing studies of his prerequisite at the time of filing the declaration. If no credit was obtained for the prerequisite, the student shall be removed from the list of students for the declared subject and shall be obliged to file a corrective declaration.---

§ 20
[Failure to start and hold classes]

1. If classes involving subjects in given major, extended major or interdisciplinary major studies did not start and are not held, students of the two last terms of studies for the respective degree may apply to the Dean of the relevant Studies Centre, or the Rector's Attorney, for crediting – instead - a different subject meriting not less ECTS credit points.---
2. If classes in a given path of studies did not start and are not held, students of the two last terms of studies for the respective degree may apply to the path coordinator for crediting - instead – a different subject meriting not less ECTS credits.---
3. In the situations set forth in items 1 and 2, the decision shall be made by the Dean of the relevant Studies Centre or the Rector's Attorney. The Dean or the Rector's Attorney may take, e.g. the decision on crediting a subject within any other form of studies.---

§ 21

[Declarations to study subjects in other forms of studies]

1. With approval from the Dean of the Studies Centre responsible for running the respective classes, students of full-time studies may enrol in subjects included in the extra-mural studies offer should there be any vacancies, after students of extra-mural studies had filed their declarations.---
2. With the approval from the Dean of the relevant Studies Centre, students of extra-mural studies may enrol for subjects included in the full-time studies offer should there be any vacancies, after students of full-time studies had filed their declarations. Study of subjects included in the full-time studies offer is chargeable.---

§ 22

[Adding to or crossing off from the class participants' list]

1. Within two weeks from the term commencement, the student of the full-time studies or the student of the afternoon studies and within first two teaching assemblies the student of extra-mural studies may verify his individual plan of studies.---
2. Directly after the expiry of the deadlines set forth in item 1, the student has the right, for four consecutive days, to change his Internet term declaration – enrol for a subject or resign from a subject – through on-line dean office.---

B. Curricula

§ 23

[Specialisation study]

1. As part of studying a selected major or extended major, a student may complete a specialisation study.---
2. The specialisation study is completed, if the student has pursued the study of a set of subjects related to the given specialisation study and submitted a Bachelor's or Master's thesis connected thematically with the given specialisation study.---
3. The completion of a specialisation study is documented by way of an entry to the diploma, provided that the student files an application to that effect not later than 14 days prior to the date set forth in § 47 item 1 or § 48 item 1 .---

§ 24

[Path of studies]

1. Each student may pursue individual paths of studies within the framework of studies at the SGH.---
2. The completion of the path of studies is dependant on concluding studies of the set of subjects required in the respective path of studies.---
3. The completion of a path of studies does not require writing a Bachelor's or Master's thesis connected thematically with the path.---
4. A certificate of completing path studies is issued by the path coordinator.---

C. Classes

§ 25 [Classes]

1. Classes shall take place in the following forms:---
 - 1) lectures,---
 - 2) teaching classes,---
 - 3) seminars,---
 - 4) trainings (workshops),---
 - 5) computer laboratories,---
 - 6) activities using distance learning methods and techniques,---
 - 7) foreign language classes,---
 - 8) Bachelor's degree seminars,---
 - 9) Master's degree seminars,---
 - 10) internships,---
 - 11) physical education classes.---
2. The above mentioned forms of classes may be combined.
3. Starting the classes in the respective semester, the lecturer and the foreign language teacher shall present the programmes, the form of work during the classes and the terms of crediting.---
4. Students of full-time Bachelor's studies are obliged to complete two semesters of physical education classes.---

§ 26 [Foreign language classes]

1. The student is obliged to attend foreign language classes and at a level declared during the qualification procedure.---
2. In special cases, the Dean of the relevant Studies Centre, or the Rector's Attorney, shall decide on enrolling a student to a foreign language class in agreement with the coordinator of a given language or Head of the Centre for Foreign Language Teaching (CNJO).---
3. In justified cases, a student may, upon permission from the coordinator of a given language, change his language group.---
4. At uniform Master's studies, foreign language classes cover the study of two foreign languages, with one studied for seven semesters and the other language for six semesters of studies.---
5. At full-time Bachelor's studies, foreign language classes cover two foreign languages, with one studied for five semesters and the other language for six semesters of studies.---
6. At extra-mural Bachelor's studies conducted in the afternoon mode, students study one foreign language for five semesters of studies.---
7. At full-time and extra-mural Master's studies pursued in the afternoon mode, students study one foreign language for two semesters of studies.---
8. At extra-mural Bachelor's studies pursued in the Saturday-Sunday mode, students study one foreign language for six semesters.---
9. At extra-mural Master's studies, in the weekend mode, students study one foreign language class for four semesters.---
10. The number of hours of respective foreign language classes is specified in the *SGH Guidebooks*.---

§ 27
[Diploma seminar]

1. A Bachelor's degree seminar lasts one term, a Master's degree seminar – two semesters, and uniform Master's degree seminar – three semesters.---
2. A thesis supervisor is selected by submitting a declaration to the relevant dean's office:---
 - 1) at Bachelor's studies – by the end of the fifth term at the latest,---
 - 2) at Master's studies – by the end of the second term.---
 - 3) at uniform Master's studies – by the end of the seventh term.---

§ 28
[Professional internship]

1. Each student may carry out professional internship tasks as part of SGH studies and be credited with ECTS credit points specified in the *SGH Guidebook*.---
2. Any student who completed the first year of Bachelor's studies or the first semester of Master's studies may apply for professional internship.---
3. Students shall comply with the Regulations on Professional Internship at the SGH (Regulamin Praktyk Zawodowych SGH) adopted by the Senate of the SGH.---

§ 29
[Students' evaluation of tutors]

1. Before the end of classes during the respective term, students shall give an assessment of their tutors.---
2. The students' assessments are done by way of an anonymous questionnaire.---
3. The questionnaire results are entered into the academic teacher's report on his scientific and teaching performance, pursuant to conditions stipulated in § 101 of the SGH Statutes.---
4. Students shall have the right to obtain information concerning questionnaire results not later than in the next term. The scope of the said information shall be defined by the Rector.

D. Exam periods

§ 30
[Organisation of exam periods]

1. Exam periods are arranged as provided for in the organisation scheme of the SGH academic year.---
2. During each exam period, exams for a given subject are held on two different days.---
3. The same scope of material and exam requirements is binding on each exam date.---
4. Exam dates are set by the Dean of the relevant Studies Centre, or the Rector's Attorney, in agreement with the lecturer two weeks prior to the commencement of the exam period, subject to the provisions of item 5.---
5. The results of the first exam held on the first date shall be announced to students not later than five days prior to the set second exam date.---
6. Exam for each subject shall be conducted separately and is subject to separate assessment.---
7. A lecturer may hold a non-obligatory zero exam on an earlier date than during the exam period binding the students.---

§ 31

[The right to take an exam on two dates]

1. Each student shall have the right to take an exam in a subject and a foreign language on two dates. The right to re-take an exam in a subject does not apply to students who have had obtained a positive grade on the first exam date.
2. In the case of written exams, students are allowed to see their exam paper within two weeks as of the announcement of the exam results in the Virtual Dean's Office.---
3. A fail received on any exam date is counted towards the average seminar grade score. Such method of computing the grade score average does not apply to students who commenced their studies before the 2006/2007 academic year.---
4. Only positive exam grades in subjects are given in documents, including the supplement to the diploma, listing subjects studied at the school.---

§ 32

[Extending the exam period]

In particularly justified instances, like disease or force majeure, the Dean of the relevant Studies Centre or the Rector's Attorney may decide on extending a student's exam period.---

§ 33

[Exam conducted before an examination board]

1. Upon a student's justified application filed within 7 days as of the announcement of the grade in the subject pursuant to § 31, the Dean of the relevant Studies Centre or the Rector's Attorney shall order the exam to be conducted before an examination board; this should take place within 14 days as of filing the application. This provision also applies to foreign language exams.---
2. The Dean or the Rector's Attorney may also order the holding of an exam before an examination board on his own initiative.---
3. The exam before an examination board is heard by board members appointed by the Dean of the relevant Studies Centre or the Rector's Attorney; the academic teacher who gave the grade in the subject may not sit on the board.---
4. Upon a student's request, a representative of the Students' Self-Government may participate in the exam held before an examination board as an observer.---
5. If the student does not take the exam before the examination board without a justified reason, or receives a fail, further procedure will be decided by the Dean of the relevant Studies Centre or the Rector's Attorney.---

Section IV
Obtaining credit for classes

§ 34
[Scale of grades]

The following grades are given at the end of classes:---

- excellent - 5,5---
- very good - 5,0---
- good plus - 4,5---
- good - 4,0---
- pass plus - 3,5---
- pass - 3,0---
- fail - 2,0---

§ 35
[Exam protocols]

1. The final grades are entered by a teacher into exam protocols for the students of the uniform Master's studies and to the Internet exam protocols into the Internet exam protocol system for the students of the two-degree studies.---
2. The grades entered into the protocols constitute the sole basis for establishing the student's progress and the grade point average in studies. The student's progress is recorded in the Virtual Dean's Office which, in compliance with § 10 of the Ordinance of the Minister of Science and Higher Education of 2 November 2006 on the Course of Studies Documentation, is the equivalent of a student's periodical achievements card.---

§ 36
[Examiners]

Exams are conducted by SGH employees teaching classes or individuals appointed by the coordinator of a subject or by the Head of the Programme Council of the relevant major, under criteria set forth in the syllabus for the subject.---

Section V
Periodical settlements

§ 37
[Crediting a semester]

1. The settlement period is that of a term (semester).---
2. The term is credited if the student received positive grades, that is at least grades pass, in all classes listed in the declared individual plan of studies during the respective semester.---
3. Subject to § 41, the student who credited the semester, is enrolled for the next term.---
4. A student who exceeded the planned period of studies may also be enrolled for the next term but after submitting a term declaration pursuant to § 18.---
5. The crediting of the semester is verified in the student's periodical achievements card and recorded in his personal files.---

6. The absence for one month as of the end of the exam period of any remarks from the student is tantamount to his acceptance of his grades registered in the Virtual Dean's Office.---

§ 38

[Conditional enrolment for the next term]

1. A student failing to complete not more than two subjects has the right to obtain a conditional enrolment for the next term, subject to item 2.---
2. A first-term student of second-degree studies failing to complete one subject has the right to obtain a conditional enrolment for the next term.---
3. While giving his consent to the conditional enrolment for the next term, the Dean of the relevant Studies Centre or the Rector's Attorney defines the manner of and the deadline for obtaining credit for the outstanding subjects.---
4. The student shall file an application in relation to the said matter within a non-extendable period of 14 days as of finishing the second exam period.---
5. A conditional enrolment for the next term applies to the concrete semester of studies and does not provide any ground for obtaining successive semesters.---
6. If a student fails to obtain credit for more than two subjects, the Dean of the relevant Studies Centre or the Rector's Attorney shall decide on further procedure. This does not apply to first-term students of second-degree studies.---

§ 39

[Settlement of conditional enrolment for the next term]

In the case of a conditional enrolment for the next term, the student may, upon the consent of the Dean of the relevant Studies Centre or the Rector's Attorney, select a different one with the same number of ECTS credit points and of the same type, excluding basic subject, major subject and specialization subjects where the student may change only a lecturer.

§ 40

[Repeating a term]

1. A student who did not receive permission for conditional enrolment for the next term may be advised to repeat the term. The scope of subjects to be studied during such term is determined by the Dean of the relevant Studies Centre or the Rector's Attorney.---
2. The term repeated is counted towards the planned duration of studies.---
3. A student repeating a term is obliged to pay tuition fees for the subjects repeated.---
4. A first-term student of Master's studies is not eligible to repeat a term.---

§ 41

[Removal from the list of students]

1. The Dean of the relevant Studies Centre or the Rector's Attorney may remove a student from the students' list if he:---
 - 1) did not obtain credit for the term and was refused permission to repeat the semester,---
 - 2) did not pay the tuition fees.---

2. In addition, the Dean of the relevant Studies Centre or the Rector's Attorney shall remove students from the students' list who:---
 - 1) overran the deadline of crediting subjects under conditional enrolment for the next term,-
 - 2) did not get credit for the term, that was their third consecutive one under conditional enrolment,---
 - 3) did not submit the Bachelor's or Master's thesis on time, subject to provisions of § 53,--
 - 4) did not pass, under the terms and conditions specified in § 55, the Bachelor's or Master's exam,---
 - 5) did not resume studies after a break in studying,---
 - 6) resigned from continuing studies,---
 - 7) did not start their studies,---
 - 8) were expelled from the School by valid disciplinary decision.---

§ 42

[Resumption of studies]

1. A person removed from the students' list may seek permission for resuming the studies. An appropriate application shall be filed to the Dean of the relevant Studies Centre or the Rector's Attorney. The terms and conditions of resuming the studies, excluding § 15 item 1, are determined by the Dean of the relevant Studies Centre or the Rector's Attorney.---
2. A person crossed out from the students' list because of failing to obtain credit for the first semester, shall not be permitted to resume studies. The same applies to a person expelled from school by a disciplinary decision before the penalty is cancelled.---
3. Provisions of § 15 shall apply *mutatis mutandis* to matters of resuming studies.---

§ 43

[Method of computing the grade point average]

1. The semester grade point average of students who began studies before the 2006/2007 academic year, is computed according to the following formula:---

$$\text{Grade point average} = \frac{\sum_{i=1}^n A_i \cdot B_i}{\sum_{i=1}^n B_i}$$

where:---

A_i – positive grade in subject i---

B_i – ECTS credit points for the subject i---

n - number of subjects studied in the respective term, $i = 1, \dots, n$.---

2. The semester grade point average of students who began studies who began studies in the 2006/2007 academic year and later, the grade point average in a term is calculated in accordance with the following formula:

$$\text{grade point average} = \frac{\sum_{i=1}^n A_i \cdot B_i}{\sum_{i=1}^n B_i}$$

where:---

A_i – grade in a subject or arithmetic average grade in the subject, if exam was taken more than once---

B_i – ECTS credit points for subject i ---

n - number of subjects carried out in a given term, $i = 1, \dots, n$.---

Section VI

Leaves, studies at another school of higher learning

§ 44

[Leave from classes and keeping students' rights]

1. Upon the receipt of a reasonably substantiated application from a student, the Dean of the relevant Studies Centre or the Rector's Attorney may grant him leave from classes and maintain his students' rights.---
2. An application such as mentioned in item 1, may be submitted by a student who obtained credit for at least the first term of studies. That does not apply to requests submitted for reasons of health.---
3. The leave from classes is not counted towards the planned duration of studies.---
4. The student maintains his students' rights during the leave but may not attend classes in any subject except foreign languages, unless the Dean of the relevant Studies Centre or the Rector's Attorney permits him to do so.---
5. The leave permission is registered in the student's personal files.---

§ 45

[Leave from classes without keeping students' rights]

1. A student who completed at least the first term may interrupt his studies for a period of one or more semesters by taking leave from classes without maintaining his students' rights after notifying the Dean of the relevant Studies Centre or the Rector's Attorney to that effect in writing.---
2. For the notice to be effective the student's ID and student record book shall be deposited in the SGH.---
3. During the leave from classes without keeping students' rights, the respective students' rights are suspended.---
4. The decision on the leave from classes without maintaining students' rights is recorded in the student's personal files.---
5. A student resuming his studies after at least two-year leave from classes without students' rights is obliged to make-up the curriculum discrepancies pursuant to § 15.---

§ 46

[Studies outside the SGH]

1. After submitting his individual plan of studies at another school of higher learning, and with the Dean's permission, the student may pursue his studies outside the SGH.---
2. The duration of studies pursued in that mode is counted towards the duration of studies referred to in § 5.---
3. During the studies referred to in item 1, the student is obliged to credit all subjects listed in his individual plan of these studies. The Dean of the relevant Studies Centre shall decide whether this is tantamount to obtaining credit for subjects offered by the SGH.---

Section VII
Graduation

§ 47

[Graduation from Bachelor's studies]

1. Bachelor's studies at a given major, extended major or interdisciplinary major are completed upon passing the Bachelor's exam.---
2. Graduation from Bachelor's studies is recorded in the student's personal files and, at the student's request, in the student record book.---

§ 48

[Graduation from Master's studies]

1. Master's studies at a given major, extended major or interdisciplinary major studies are completed upon passing the Master's exam.---
2. Graduation from Master's studies is recorded in the student's personal files and, at the student's request, in the student record book.---

§ 49

[Conditions for obtaining a diploma]

The following are the conditions for obtaining a Bachelor's or Master's diploma at a given major, extended major or interdisciplinary major studies:---

- 1) scoring the required ECTS credits and completing the programme minimum required for the respective major, extended major, or interdisciplinary major studies,---
- 2) submitting a Bachelor's or Master's thesis approved by the thesis supervisor to the dean's office,---
- 3) positive assessment review of the Bachelor's or Master's thesis,---
- 4) positive grade in the Master's exam or the Bachelor's exam,---
- 5) settlement of material accounts with the School.---

§ 50

[Submission of the Bachelor's or Master's thesis]

1. The student is obligated to submit:---
 - 1) the Bachelor's thesis, in case of Bachelor's studies,---
 - 2) the Master's thesis, in case of Master's studies.---
2. The due date for submitting the Bachelor's or Master's theses expires with the day ending the second exam period in the semester, which is the last in the planned period of studies, subject to the provisions of § 56.---

§ 51

[Rules governing the preparation of Bachelor's or Master's thesis]

1. The student prepares the Bachelor's or Master's thesis during the seminar under the supervision of a tutor of his choice and holding a scientific degree or title.---
2. The student may prepare his Bachelor's or Master's thesis outside the seminar working under the guidance of a thesis supervisor in a students' scientific movement.---
3. Upon the approval of the Dean of the relevant Studies Centre or the Rector's Attorney and under terms defined by the Rector, a thesis may be prepared by a students' group consisting of not more than three persons.---
4. The Bachelor's or Master's thesis is evaluated by the thesis supervisor and one reviewer appointed by the Dean of the relevant Studies Centre from among at least two persons proposed by the supervisor.---
5. Should a reviewer assess the thesis as a fail, the Dean of the relevant Studies Centre or the Rector's Attorney decides whether the student can be admitted to the exam after consulting the second reviewer. The provision of item 1 applies *mutatis mutandis* to reviewers.---
6. The Bachelor's or Master's thesis shall be submitted in two copies of a two-side printout, and in an electronic form (CD-ROM).---

§ 52

[Unassisted preparation of the Bachelor's or Master's thesis]

In compliance with the relevant Rector's regulation, the extent of unassisted execution of the Bachelor's or Master's thesis is subject to verification using available means and methods.---

§ 53

[Postponing the deadline for crediting the Bachelor's degree or Master's degree seminar]

1. A student who did not submit his Bachelor's or Master's thesis on time may apply to the Dean of the relevant Studies Centre or the Rector's Attorney for a conditional enrolment for the next term.---
2. In the event of a long absence of the Bachelor's or Master's thesis supervisor, which could delay the submission of the thesis on the day due, the Dean of the relevant Studies Centre or the Rector's Attorney is obliged to appoint another person to take over the responsibility of supervising the diploma thesis. The change of the person supervising the thesis affected during the last six months prior to graduation for reasons independent of the student, may justify postponing - without charge - the deadline for submitting the Bachelor's or Master's thesis.---

§ 54

[Deadline for the Bachelor's or Master's exam]

1. The admission to the Bachelor's or Master's exam is contingent on scoring the appropriate number of ECTS credits as well as completing the programme minimum required for a given major or extended major of studies, submitting to the Dean's office of a Bachelor's or Master's thesis approved by the supervisor, and obtaining a positive assessment review.---
2. The Dean's office is obligated to hold the exam not later than within 3 months as of submitting the thesis.---
3. Should the exam not take place within two years after satisfying the requirements set forth in item 1 due to the student's fault, it may be taken under terms governing the resumption of studies. Curriculum discrepancies have to be made up.---

§ 55

[Rules on the Bachelor's or Master's exam]

1. The Bachelor's or Master's exam is an oral examination.
2. The exam is held before an examination board appointed by the Dean or the Rector's Attorney, and consisting of the Dean or the Rector's Attorney, or a person empowered to act on his behalf, the thesis supervisor and the thesis assessment reviewer or a person authorised by the Dean and in the case of a Master's exam - also an examiner in economics.---
3. The Bachelor's exam is deemed passed when the student received a positive grade for reply to each of the two questions, dealing with:---
 - 1) the subject matter of the Bachelor's thesis,---
 - 2) the subject matter of the major or extended major studied.---
4. The Master's exam shall be deemed passed when the student received a positive grade for reply to each of the three questions, concerned respectively with:---
 - 1) economics,---
 - 2) the subject matter of the Master's thesis,---
 - 3) the subject matter of the major or extended major studied.---

§ 56

[Failure to obtain credit or to take the Bachelor's or Master's exam]

If the student fails the Bachelor's or Master's exam or does not take it without reasonable excuse, the Dean of the relevant Studies Centre or the Rector's Attorney shall set a second deadline as final. Provisions of § 55 shall apply to the second date of exam.---

§ 57

[Graduation diploma]

1. Graduates receive the graduation diploma of uniform Master's studies, Bachelor's studies or Master's studies within 30 days as of passing the diploma exam.---

2. Upon graduation, the graduate receives a diploma in Polish and, upon request, one copy of the diploma translated into a foreign language (English, German, French, Russian or Spanish).---
3. The basis for computing the final studies' result for students who began their studies before the 2006/2007 academic year, is made by up of the following sum:---
 - 1) 0.5 of the grade point average scored during the whole course of studies at the respective grade, computed in compliance with the formula specified in § 43 item 1, with the exception of grades in Bachelor's and Master's seminar, computed as a weighted average with weights equivalent to ECTS credits allocated for individual subjects; fails made up at a later date are not counted to the average,---
 - 2) 0.3 of the arithmetic average of the grade of the thesis supervisor and Bachelor's or Master's thesis reviewer,---
 - 3) 0.2 of the arithmetic average of positive grades obtained at the Bachelor's or Master's exam.---
4. The basis for computing the final studies result for students who commenced their studies in the 2006/2007 academic year and later, is made up by the following sum:---
 - 1) 0.5 of the grade point average scored during the whole course of studies at the respective grade, computed in compliance with the formula specified in § 43 item 1, with the exception of grades in Bachelor's and Master's seminar, computed as a weighted average with weights equivalent to ECTS credits allocated for individual subjects,---
 - 2) 0.3 of the arithmetic average of the grade of the thesis supervisor and Bachelor's or Master's thesis reviewer,---
 - 3) 0.2 of the arithmetic average of positive grades obtained at the Bachelor's or Master's exam.---
5. The final result of the studies, rounded up to a full grade, is entered into the graduation diploma of Bachelor's studies, Master's studies and uniform Master's studies, in accordance with the following principle:---
 - below 3.50 – pass,---
 - from 3.50 to 4.50 – good,---
 - from 4.50 to 5.10 – very good,---
 - above 5.10 – excellent.---
6. The rounding up to a full grade applies only to the entry into the diploma; the actual result of the studies, computed in accordance with items 3 or 4, is given in all the other certificates.---
7. A diploma with distinction is awarded by the Vice Rector in charge of Teaching & Student Affairs upon motion from the board referred to in § 55 item 2.---
8. A diploma with distinction can be awarded, provided that all the following requirements have been met:---
 - 1) studies were completed within the planned period of studies,---
 - 2) the grade point average scored during the whole course of studies was higher than 5.0,---
 - 3) the Bachelor's or Master's thesis were evaluated at least as 5.0,---
 - 4) the Bachelor's or Master's exam was evaluated at least as 5.0.---

Section VIII
Transfers, parallel studies at the SGH

§ 58

[Transfers from other academic schools to the SGH]

1. Students matriculated at the SGH by transfer from other schools of higher learning are obliged to make up the curriculum discrepancies within deadlines and scope defined by the Dean of the relevant Studies Centre or the Rector's Attorney.---
2. The admission of a student by transfer is to be approved by the Rector on the grounds of the documents submitted by the Dean of the relevant Studies Centre or the Rector's Attorney.---
3. Transfer is ruled out to the first year of Bachelor's studies and the first semester of Master's studies.---
4. Semesters credited at another school by students transferring from that school are counted to the planned duration of studies.---

§ 59

[Transfers within the SGH]

1. Students of extra-mural studies may be transferred to full-time studies upon meeting the requirements defined by the Rector each year. Students are qualified for transfer on the ground of the accumulated grade point average during the previous year of studies.---
2. Students of full-time studies may be transferred to extra-mural studies conducted in afternoon and Saturday-Sunday mode.---
3. An application in the said matter shall be filed in the relevant Dean's office within the deadline specified by the Rector pursuant to item 1.---

§ 60

[Parallel studies at the SGH]

1. The taking up of parallel studies at the SGH is possible only under agreements concluded with other schools of higher learning.---
2. A student of parallel studies is entitled to have his grades in subjects already credited to be transferred free of charge.---
3. The SGH student studying simultaneously at another school of higher learning, excluding item 1, is not bound by the provisions of item 2.---

Section IX
Final Provisions

§ 61

[Interpretation of the Rules and Regulations]

1. Binding interpretation of the Rules and Regulations is provided by the Vice Rector in charge of student's affairs after consultation with the Dean of the relevant Studies Centre and the Students' Self-Government management.---
2. The deans are empowered within the confines of these Rules and Regulations to issue instructions and detailed rules to assure efficient course of studies.---

§ 62

During any recruitment procedures conducted at the SGH and involving students of uniform Master's studies and students of Bachelor's or Master's studies account is taken of the grade point average computed in compliance with the formula described in § 43 item 1.---

§ 63

[Abstract from the Rules and Regulations in the English language version]

An abstract from these Rules and Regulations can be drawn-up in English for the needs of students taking the second-degree full-time studies conducted in English.---

§ 64

[Effective date of the Rules and Regulations]

These Rules and Regulations enter into force with the beginning of the 2008/2009 academic year.---

Glossary of key terms used in the Rules and Regulations of Studies

Internet term declaration – a list of subjects declared by the student via the Internet, to be pursued in the respective term of studies. After its submission in the dean's office, this declaration is binding on the student as his plan of studies.---

Schedule of studies – a schedule of classes for the respective semester specifying the place and time of the classes, the name and scientific degree of the tutor, to be announced 7 days prior to the start of the classes on the notice board around the dean's office and on the School's website.-

Individual plan of studies – a set of subjects pursued by each student individually during the course of studies.---

SGH Guidebook – description of the programme and teaching services offered by the School in the respective academic year and specified type of studies, approved by the SGH Senate. The *SGH Guidebook* provides in particular, rules governing studying terms, programme requirements along with ECTS credit allocation scheme, as well as a list of classes offered and a brief description thereof.---

Card of preferences – the student's preferred sequence of names of lecturers of a given subject during the semester.---

Major – a separate area of education with its own explicit scientific identity. At the SGH, major denotes a set of subjects defined by the Senate, the completion of which is one of the requirements for obtaining a Bachelor's or Master's diploma in the given major.---

Extended major – an area of education combining majors of similar education standards. At the SGH, extended major (*macro-major*) denotes a set of subjects defined by the Senate, the crediting of which is one of the requirements for obtaining a Bachelor's or Master's diploma in the given extended major.---

Bachelor's thesis – is a diagnostic or project thesis based on the study of economic or social reality, not to exceed 10 000 words. The thesis is prepared at the Bachelor's seminar under the supervision of thesis supervisor.---

Professional internship – at least a four-week internship carried out in companies, *non profit* organisations or offices thematically connected with the major or extended major. Internship is mandatory at some majors. At the SGH, internship is arranged by the Career Centre (Centrum Karier).---

Prerequisite (predecessor) – a subject to be credited before being allowed to pursue the study of another subject.---

ECTS credit points – (The European Credit Transfer System) a point value of the respective subjects/classes offered by the School, and defined by the Senate. The ECTS system allows to freely combine studies at a few European universities.---

Empty term declaration – a student may submit an "empty" declaration and be enrolled for a respective semester without didactic obligations, and to retain all students' rights, if he obtained at least the minimum number of credits required to complete that semester.---

Equivalent – a subject recognized in its general part as substantially identical with another subject.---

Specialisation study – a set of obligatory subjects which allow a student to more exactly direct and broaden the knowledge communicated as part of a given major. The specialisation study aims at preparing students to apply this knowledge in specific area of economic world, administration, or also in specific types of organisations.---

Standards of education – a set of education rules at schools of higher learning conducted in various forms in majors, extended majors or interdisciplinary majors.---

Interdisciplinary major studies – higher studies run in common at different majors by authorised organizational entities of one or several schools of higher learning.---

Parallel studies – studies carried out simultaneously in another major at another institution with which the School concluded a relevant agreement.---

Syllabus – a detailed description of a subject giving the name and scientific degree/title of the tutor, name of the subject, its form and seminar when it is conducted, main programme topics and schedule of semester classes, list of obligatory and supplementary literature, forms of selecting and obtaining credit for the subject.---

Path of studies – a set of obligatory subjects which allows a student to gain wider knowledge than offered at the selected major. Subjects should come from different majors and ensure comprehensive knowledge of a given topic or type of institution.---

Virtual Dean's Office – a computer system used for storing and processing data of students and subjects pursued in the course of studies and filing term declarations.---

Crediting classes – obtaining a positive final grade in a subject.---

Individual subject crediting – upon the permission of the Dean and the lecturer, a student may credit a subject under the terms and conditions to be determined by a lecturer.---

=====THE END OF TRANSLATION=====

As a sworn translator of English registered in the Register of Sworn Translators kept by the Ministry of Justice under the file number TP/1569/06, I do hereby certify that the foregoing is a true and accurate translation of the document presented to me.

Warsaw, 22 September 2008.

Reference file no 1525/2008.