

# WARSAW SCHOOL OF COMPUTER SCIENCE STUDY REGULATIONS

## 1. General Regulations

### § 1

1. Courses of studies of first-cycle, second-cycle level and postgraduate are run by Warsaw School of Computer Science.
2. Postgraduate studies are governed by separate regulations.
3. Present regulations shall apply to full-time and extramural (part-time) studies of first and second cycles conducted in the field of computer science by Warsaw School of Computer Science hereinafter called *the School*.
4. Education may run simultaneously at other training and educational institutions including foreign ones.
5. Terms used in the present document refer to:
6. Classes – lectures, practical classes, laboratory classes, seminars, project classes or other classes described in the curriculum.
7. Teaching classes – university teacher who conducts a subject determined by the curriculum.
8. Supervisor – academic supervisor who is a university teacher employed by the School who supervises student's diploma dissertation.
9. The Act – the Act of the 27 July 2005 "The Law on Higher Education" (Polish Journal of Laws of 2012, item 572 as amended).
10. The superior to all students is the Rector.
11. Rector supervises all matters connected with the recruitment and educational processes.
12. Rector may delegate part of his duties to the Vice-Rector.
13. Students may appeal to the Rector against any decision concerning matters covered by these Regulations.

### § 2

1. Studies are run according to the educational schedule. The educational schedule for the field of study, level and educational profile covers a description of expected learning outcomes and study programme which is in turn a description of the educational process conducted to achieve those learning outcomes.
2. The study plans contain a list of all subjects, number of hours designed to cover all subjects divided into years, semesters, vocational training and other classes which are attended and completed by students as mandatory or voluntary selected by students as well as other information about subjects including credit requirements (assignments, examinations), the form of their realization and ECTS points.
3. Classes may also be conducted using e-learning methods.

### § 3

1. Polish language is the main instruction language.
2. The accepted study programme or its part including classes, assignments, examinations, diploma dissertation and diploma examination may be conducted in a foreign language.
3. Preparing diploma dissertation and conducting diploma examination in a foreign language may also be realized on student's request by Rector's prior consent given in agreement with the student's supervisor.

4. If classes are conducted in a foreign language the assignments and examinations are also conducted in that foreign language.
5. The diploma dissertation in a foreign language must be accompanied by a thorough summary in Polish.

#### **§ 4**

1. Study programmes including curricula are disclosed to students through the School's website by the end of May preceding the new academic year.
2. Study programme including curriculum constitutes a basis to create yearly or semester study plan.
3. Yearly or semester study plans determine the name of a given subject, academic teacher, time and place of the classes.
4. Study plan is determined by the Vice-Rector and discloses it to students at least 7 days before the beginning of the academic year or semester through the School's website or announcement board located at School.

#### **§ 5**

1. Student's admission to Warsaw School of Computer Science happens upon matriculation and taking the academic oath.
2. After matriculation a student is given student's ID card and grade book which documents the course of study.
3. A student who lost the right to have a student's ID card is obliged to return it to the School.
4. A grade book is student's property.
5. The School does not inform third parties about matters concerning students unless a student gives his/her consent or appropriate legal regulations allow it.

## **2. Student's rights and obligations**

#### **§ 6**

1. Student is entitled to the following student rights:
  1. The right to use rooms, facilities and library of the School according to applicable regulations as well as the right to receive help from the academic Staff and School's competent bodies.
  2. The right to report proposals concerning the study programme, educational process and social and living conditions.
  3. The right to receive prizes and distinctions.
  4. The right to participate in research and bring together in students' associations run at the School.
  5. The right to develop cultural, tourist or sports interests and use help from the academic Staff and the School's competent bodies.
  6. The right to participate in classes open to other fields of study and other classes.
  7. The right to use student's entitlements resulting from legal regulations.
2. Student is obliged to fully use learning opportunities offered by the School and to observe the present regulations of study. In particular student is obliged to:
  1. To conduct himself/herself with respect and defend the School's good reputation,
  2. To participate in lectures and practical classes organized by the School according to the study plan and educational programme and in particular practical classes, laboratory classes, seminars and project classes.

3. To take examinations, participate in vocational training and fulfilling other requirements specified in the study plan.
  4. To pass assignments and examinations ethically and prepare semester assignments and diploma dissertation in respect with copyrights.
  5. To observe the rules of the School and defend its reputation and in particular observe the regulations for using laboratories and equipment at School.
  6. To pay tuitions fees and make other payments in the course of study and inform the School about payments made in the mode and form defined by the Rector.
  7. To inform the Rector and bodies defined in separate regulations about studying at different universities and about receiving scholarships from other educational institutions.
  8. To inform the School about any change in personal details such as name, marital status and telephone number.
3. In case a student resigns from the studies he/she is obliged to inform the Students' Office about resignation in a written form.

## **§ 7**

1. The School adapts conditions, organization and ensures appropriate realization of the learning process to specific needs of disabled students.
2. All alternative solutions adopted in the course of study with regards to disabled students aim at making equal opportunities while at the same time retaining the requirements of study at the same level.
3. In case student's disability prevents him/her from direct participation in classes the Rector may on student's request:
4. Allow to increase the acceptable number of absences.
5. Establish individual organization of study.
6. Give consent to an alternative method of assessment.
7. If it results from the type of disability the Rector may, on student's request, give consent to alternative solutions such as involving third parties and in particular disabled student's assistant to participate in classes.
8. In case it is impossible for a disabled student to make notes during classes the Rector may give consent to use additional technical devices to enable him/her to participate fully in classes and to use audiovisual devices enabling him/her to record classes.
9. In case the student uses devices recording sound or sound and vision he or she is obliged to make a written declaration of non-infringement of copyrights in the course of classes and use recorded materials exclusively for private purposes.

## **3. Study organization**

### **§ 8**

1. The organization of an academic year (Inauguration Day, session dates, examination session dates and days free of study) is established by the Rector in a decree which is issued for the following academic year by the end of June preceding the beginning of the new academic year.
2. Academic year is divided into two semesters: winter and summer semesters.
3. The Vice-Rector after consulting with the Students' Board establishes a detailed organization of the academic year, in particular start and end dates of classes, examinations session dates and re-sit session dates as well as breaks during the

academic year including holiday period lasting at least eight weeks for full-time students.

4. The Vice-Rector announces the detailed organization of the academic year no later than three months before the beginning of the new academic year. In justified cases the Rector may take a decision to change the organization of the academic year.
5. During the academic year the Rector may, in justified cases, announce days or hours free of study.

#### **§ 9**

1. The Vice-Rector after consulting the Students' Board may appoint year supervisors or group/vocational training supervisors from among the academic staff.
2. The Vice-Rector establishes the scope and form of supervisors' work and manages and assesses their work.

### **4. Examinations and assignments**

#### **§ 10**

1. Academic year is an assignment period.
2. The Vice-Rector establishes the organization of an examination session. Student is obliged to take assignments and examinations within dates determined by the Vice-Rector.
3. Student may take assignments or examinations before the already determined examination session upon the Vice-Rector's consent.
4. Student takes an examination or assignment from the academic teacher who teaches him/her classes. In justified cases the Vice-Rector indicates a different academic teacher to prepare an assignment or examination.
5. Student may take an assignment or examination from subjects that are normally part of the higher year curricula prior to the Vice-Rector's consent.
6. Taking an assignment from a given subject is divided into lectures and practical classes/laboratories.
7. If a subject ends with an assignment then the assignment takes place during the last class and only in justified cases may it happen during the examination session and only by the Vice-Rector's consent.
8. When taking an assignment or examination student is obliged to show his/her grade book and an examination card.
9. Assignment or examination results are announced to students no later than 7 days counting from the day a given assignment or examination took place. The same applies to re-sit sessions. The results are announced in students' electronic system.
10. The Examiner makes the examination paper available to students within 14 days of taking the examination. Examination paper forms a base to give a grade.
11. Tuition fees payment allows student to have two attempts to pass an assignment or examination: first date and re-sit date.

#### **§ 11**

1. In order to change the method of sitting an examination the Rector may make a decision to adjust the form and date of the examination to suit disabled students and in particular the Rector may agree to:
  2. Prolong the time designated for an examination.
  3. Use additional teaching resources.
  4. Use an alternative method of recording an examination.

5. Change the form of an examination from written to oral or from oral to written.
6. Participation of a third party in an examination and in particular participation of a disabled student's assistant.
7. Change the location of an examination.
8. Regulations described in paragraph 1 are to be used with subjects assignments.

#### **§ 12**

1. Accumulation system of ECTS points serves the idea of students' mobility between national and international universities.
2. Completing a subject is a necessary condition to gain points assigned to that subject.
3. The total number of points assigned to all subjects in each semester (including points for preparing to diploma examination and diploma dissertation) shall be at least 30.
4. ECTS points are assigned to subjects covered in the study programme that end in an assignment or examination.
5. To complete a year of study it is necessary to gain a specific number of ECTS points and fulfill all other requirements (assignments, examinations) covered by the study programme.
6. Students are obliged to gain all records of assignments and examinations in student's grade book and examinations cards as well as submitting these documents in Students' Office by a specified deadline.
7. In exceptional situations in the absence of academic teachers the Rector may record grades and examination results in students' grade book and examination cards.
8. The Rector conducts the completion of an academic year.

#### **§ 13**

1. Student's failure to come to an examination or assignment equals losing that examination/assignment date.
2. In case of a student's illness or important life situations during an examination session student has a right to ask for a prolongation of the examination session.
3. In case a student fails an examination or assignment he or she gets a fail grade. Student is entitled to a re-sit examination date.
4. In case a student fails to attend an examination or assignment he or she is entitled to re-sit the examination date.

#### **§ 14**

1. Student is obliged to complete internship classes which are an integral part of the study programme.
2. Conditions of participating in internship classes are specified in separate regulations.
3. In order to complete internship student must fulfill requirements described in the internship programme.
4. Internships representative may pass this subject if a student works professionally (regardless of legal status of employment) and if the scope of student's work covers the requirements of the internship programme.
5. In order to complete internship programme student has to submit the following documents to the internships representative:
  1. Confirmation of attendance to the internship classes issued by the internship organizer.
  2. Report on the course of the internship.
  - 3.

## § 15

1. Within three days of receiving examination results student who raises justified objections to the form, mode or course of an examination may submit an application to the Rector to have an examination conducted before an examination board. Such examination should follow between 3 and 14 days from the date of submitting the application.
2. The Rector may also call for an examination conducted before an examination board on his/her own initiative or at an examiner's request.
3. The examination board consists of three examiners including the Vice-Rector as the chairman/chairwoman or a person authorized by the Vice-Rector and two specialists of the subject examined during that examination or a similar subject specialists. The teacher who examined the student may also be present at the examination conducted before the examination board as an observer.
4. At student's request a member of Students' Board may also be present at the examination conducted before an examination board.
5. A protocol is taken from the course of the examination conducted before the examination board and in case student shall fail the examination the protocol should contain reasons for student's failing the examination.

## § 16

In case a student does not complete a year of study the Rector may make a decision to:

1. Retake the course in the next year of study.
2. Consent to repeat year/semester of study.
3. Expel from students' register.

## 5. Grade system

### § 17

1. Examinations and assignments of subjects included in the study programme end in receiving a grade with the exception of p. 4.
2. The School has the following grade system:

○ Very good	- 5,0	- in ECTS	A
○ good plus	- 4,5	- in ECTS	B
○ good	- 4,0	- in ECTS	C
○ satisfactory plus	- 3,5	- in ECTS	D
○ satisfactory	- 3,0	- in ECTS	E
○ fail	- 2,0	- in ECTS	F
3. Grade from each assignment and examination is recorded in a student's grade book, examination card and protocol.
4. At Rector's consent subjects which do not end in an examination may be recorded without a grade.
5. Positive grade from an assignment or examination cannot be corrected.

## 6. Retake subject and retake course

### § 18

1. In case of failing less than three subjects in an academic year a student may retake them in the next academic year.

2. Within a retake subject the Rector may set a date by which a student is obliged to obtain an assignment or pass an examination of the retake subject. Student is entitled to two assignment/examination re-sit dates of the retake subject.
3. Student who retakes a year of study is allowed to be credited all positive grades from subjects already completed unless there is a change in the study programme.
4. Student who retakes a year of study is obliged to pass subjects that are curricular differences if there is a change in the study programme and teaching programme.

## **7. Individual course of study**

### **§ 19**

1. Students who obtain exceptionally good results e.g. have grades average of at least 4.0 and who show talents in a given subject may be allowed an individual course of study on conditions set by the Rector.
2. In exceptional circumstances the Rector may give consent to an individual course of study including a study programme different than that defined in par. 1.
3. After obtaining consent to individual course of study including the study programme, the Vice-Rector assigns a supervisor who in cooperation with the student works on the study and teaching programmes. This proposal is later confirmed by the Rector.
4. The Supervisor mentioned in par. 3 establishes a detailed study organization with academic teachers.

### **§ 20**

In exceptional circumstances the Rector may give consent to individual course of study to realize the School's study programme with dates and forms adjusted to special circumstances. It especially concerns students who are:

1. single parents,
2. caring for a disabled person which is confirmed by a certificate issued by proper social care authorities,
3. disabled if the type of disability prevents the student from studying or makes it very difficult to study in a normal mode,
4. participating in international internships or training.

## **9. Studies by people admitted to university due to confirmation of learning outcomes.**

### **§ 21**

1. The Rector establishes an individual course of study lasting till the completion day for a student who has been admitted to university due to confirmation of learning outcomes.
2. The Rector's decision of individual course of study contains:
  1. subjects from the study programme which are accepted due to the confirmation of together with a proper number of ECTS points,
  2. a detailed study programme, including the semester and year of starting studies,
  3. supervisor,
  4. organization of study.
3. In relation to subjects mentioned in p.2 par.1 the grade system is defined in § 17 p. 2. These grades are not counted when calculating the average from the course of study.
4. A supervisor is selected from the School's academic staff.

5. A supervisor helps student and gives advice in relation to the realization of the study programme.
6. A detailed study organization of confirmation of learning outcomes is defined by a separate resolution of the convention.

## **9. Change of university or form of studying**

### **§ 22**

1. Student who completed the first year of study may realize a part of studies at other universities.
2. The scope of subjects realized in the course of study mentioned in par. 1 require consultation with the Vice-Rector.
3. Student may transfer to another university after fulfilling all requirements resulting from the present regulations.

### **§ 23**

1. Student may be transferred from another university including a foreign one at the Rector's consent if he or she fulfilled all requirements resulting from the regulations of the university he or she is being transferred from.
2. The Vice-Rector responsible for teaching determines conditions, date and method of making up for the curricular differences resulting from the study and teaching programmes.

### **§ 24**

At the Vice-Rector's consent a student may change the mode of studies.

## **10. Study leave**

### **§ 25**

1. Student may obtain a study leave in case of serious life circumstances and especially due to:
  1. long-term illness,
  2. giving birth and looking after a baby,
  3. other important and documented life circumstances.
2. Student may be allowed a short-term (semester) or long-term (year) leave. The Vice-Rector gives consent to study leave at student's written application for a leave. The leave is given directly after such circumstances took place and the leave is not given retroactively.
3. The leave is recorded on documents reporting the course of study.
4. In especially justified cases the Vice-Rector may give consent to a longer leave than determined in par. 2.
5. Taking a study leave prolongs the date of planned completion of studies and may impose on a student having to make up for the curricular differences should such arise.
6. Study leave is not given to first year students as well as during the last semester of study.

### **§ 26**

1. During the study leave student retains all student rights excluding the right to use social help on conditions determined by the law.
2. During the study leave student may participate in classes and take assignments and examinations prior to the Vice-Rector consent.



## **11. Expulsion from the students register and retaking studies**

### **§ 27**

1. The Rector expels a student from the students register in the following situations:
  1. If he/she does not take up studies, (did not fulfill the requirements defined in § 5 p. 1)
  2. If he/she resigned from studies in a written form,
  3. If he/she did not submit a diploma dissertation/diploma examination by a given deadline,
  4. If he/she was punished by the School with a disciplinary penalty.
2. The Rector may expel a student from the students register in case of:
  1. lack of progress in the course of study (unjustified failure to attend examination sessions or failing to pass curricular differences),
  2. failure to complete the year by a set deadline and not receiving consent to retake the semester/year,
  3. failure to pay the tuition fees,
  4. failure to sign the tuition fees agreement.

### **§ 28**

1. A person who was expelled from the students register by virtue of Rector's decision may apply to the Rector to resume studies.
2. Student resumes the studies on the semester indicated by the Rector.
3. Student resuming studies is obliged to pay an admission fee.
4. A person who was expelled from the students register for the reason stated in § 26 p. 2 p. 3, may resume studies after paying off all tuition fees and an admission fee.
5. The Rector establishes conditions, date and mode of making up for the curricula differences resulting from the study and teaching programmes.

## **12. Diploma Dissertation**

### **§ 29**

1. Student is obliged to write a diploma dissertation (engineering or Master dissertation) according to the plan of study.
2. The topics for dissertations are worked in a way that each topic is realized by a single student. In justified cases when the topic requires working on an advanced software it is acceptable for a group of students to work on this part of the dissertation bearing in mind that each of the dissertation should be assessed individually taking into account diploma dissertation requirements.
3. The topic of student's dissertation is established by the end of the sixth semester of first cycle studies and up to the end of the second cycle studies.
4. Student writes his/her dissertation under the supervision of a dissertation supervisor (hereinafter called supervisor). The supervisor is an academic teacher who holds a title or a degree and who is employed by the Warsaw School of Computer Science or other university.
5. Dissertation topics and the list of supervisors are approved by the Vice-Rector. At student's or supervisor's written request and in agreement with the student the

approved dissertation topic may be changed. The decision on this is taken by the Vice-Rector.

6. In the course of the seventh semester of first cycle studies or the fourth semester of second cycle studies according to an established sequence students of diploma seminars present assumptions and methods of topic realization as well as achieved results.
7. Student is obliged to submit his/her dissertation in two copies not later than:
  - 30<sup>th</sup> of March studies in case of studies ending in winter semester;
  - 30<sup>th</sup> of September in case of studies ending in summer semester.The Vice-Rector may prolong dissertation submission deadline but no longer than three months in relation to the established deadlines. Student does not lose student rights during this time.
8. Student rights are retained up to the day of the diploma examination.
9. Software created within the scope of the dissertation together with the necessary documentation and the dissertation content should be recorded on standard storage media and attached to both copies of the dissertation work.

### **§ 30**

1. Diploma Dissertation is assessed by the supervisor and a reviewer appointed by the Vice-Rector.
2. The supervisor assesses the method of realization of student's dissertation (e.g. regularity, curiosity, independence) and achieved results.
3. Dissertation reviewers are appointed by the Vice-Rector from among the academic teachers employed by the School.
4. The review should include an assessment of both content and achieved results.
5. The supervisor and reviewer mark the diploma dissertation according to the following grade scale:

- very good - 5,0 - in ECTS	A
- good plus - 4,5 - in ECTS	B
- good - 4,0 - in ECTS	C
- satisfactory plus - 3,5 - in ECTS	D
- satisfactory - 3,0 - in ECTS	E
- fail - 2,0 - in ECTS	F
6. In case a reviewer shall give a „fail“ mark the Vice-Rector appoints a second reviewer.
7. Student who did not submit his/her dissertation by the established deadline or received „fail“ mark from his/her supervisor or two reviewers is expelled from the students register. Decision on this is taken by the Rector.
8. A person who was expelled from the students register for reasons stated in p. 7 retains a right to resume studies within two years from the dissertation submission deadline. After that period a student must retake the last two semesters and write his/her dissertation on a new topic.
9. Student who has resumed the diploma procedure retains all students rights up to the day of the diploma examination.

## **13. Diploma examination**

### **§ 31**

1. In order to be admitted to the diploma examination a student shall be required to:
  - gain positive grades from examinations and assignments from all subjects specified in

the curriculum including vocational training classes and other classes accounted for by the curriculum as well as to achieve a required number of ECTS points;  
- gain positive grades for the diploma dissertation given by the supervisor and the reviewer.

2. The Rector appoints a diploma examination board (hereinafter called the Board) to conduct diploma examinations. The Board consists of academic teachers from among whom a chairman/chairwoman and his/her deputies are designated. The Board chairman/chairwoman is an academic teacher holding a title or a degree. The Vice-Rector assigns the Board members for set dates of diploma examinations. The Board consists of two to four members and includes the supervisor and/or the reviewer.
3. The diploma examination is conducted no later than three months after submitting the dissertation. During the summer break the diploma examination date may be set for the beginning of the winter semester.
4. If for fortuitous events a student shall not take the diploma examination the Vice-Rector sets a new date for the examination on student's written application.
5. In case of an unjustified failure to attend the diploma examination or in case of receiving a „fail” grade the Vice-Rector sets a second and final date for the diploma examination, but not sooner than a month and no later than three months from the date of the previous examination.
6. If a student receives a “fail” grade from the second diploma examination he or she will be expelled from the students register.
7. Student who was expelled from the students register for reasons stated in item 6 he or she must retake the last two semesters of studies and write a dissertation on a new topic.
8. The Rector may give consent to conduct an open diploma examination on a student's or supervisor's reasoned written application. Such examination is conducted in the mode and on conditions that apply to closed examinations.
9. Information about an open diploma examination is displayed on the announcement board and on the School's website at least one week before the date of the examination.
10. Open diploma examination participants who are not members of the examination board are not allowed to ask the student examination questions or to take part in the non-public part of the examination when the assessment takes place but they may participate in a discussion on the topic of the dissertation.

## § 32

1. Determining a grade for the diploma examination as well as the grade and final results of studies takes place at the non-public part of the board meeting. A protocol is made from the Board meeting which is signed by the Board members.
2. During the diploma examination the Board members give grades according to the scale stated in § 30 item 5. An average grade is calculated on the basis of all grades given by the Board members (up to three decimal places and rounded to the second decimal place) which forms a base to assign the examination grade according to the following rule:
  - 4,51 , 5,00 - very good
  - 4,26 , 4,50 - good plus
  - 3,76 , 4,25 - good

- 3,26 , 3,75 - satisfactory plus
  - 2,67 , 3,25 - satisfactory
  - below 2,67 or in case most board members give 2,0 - fail
3. The final grade for studies calculated to three decimal places (rounded to the second decimal place) is a total of:
    - 0,6 average grade for studies – average from all examinations and assignments accounted for by the curriculum,
    - 0,1 grade for the diploma dissertation given by the supervisor,
    - 0,1 grade for the diploma dissertation given by the reviewer,
    - 0,2 grade for the diploma examination (an average of all grades given from all examination board members).
  4. The diploma examination board may increase the final grade for studies by 0,1 to student who achieved grade at least 4,0 in the opinion and review of the diploma dissertation and diploma examination as well as achieved the grades average of at least 4,0 in the last two semesters of studies (sixth and seventh for students of first cycle studies and third and fourth for second cycle studies).
  5. On the basis of the grade calculated according to the rules states in items 3 and 4 a final grade for studies is determined (descriptive grade) which is entered into the diploma:
    - 4,51 , 5,00 - very good
    - 4,26 , 4,50 - good plus
    - 3,76 , 4,25 - good
    - 3,26 , 3,75 - satisfactory plus
    - 2,67 , 3,25 - satisfactory
  6. Students are informed about grades on the same day on which the diploma examination took place.

## 14.

### § 33 Completion of studies

1. Completion of studies by the student takes place immediately after the student has passed the diploma examination.
2. A graduate is obliged to pay all tuition fees due to the School before he or she receives the diploma.
3. On student's application the School may issue an additional diploma duplicate in one of the following languages: English, French, Spanish, German or Russian.
4. The diploma presentation should happen during an official diploma award ceremony. The School should issue diplomas within 30 days from the diploma examination.

## 15. Participation of high school students in classes

### § 34

1. Exceptionally gifted secondary school students (hereinafter called Students) may apply to the Rector to participate in classes covered in the course of studies.
2. The decision to participate in classes is taken by the Vice-Rector after receiving references from the Headmaster and in case of minors after receiving parents' or guardians' consent.
3. Students may have to pay for participating in classes. Fees and payment conditions are established by the President.

4. Students allowed to participate in classes have a right to use rooms and devices at School and to receive help from the authorities and employees of the School. They may also participate in student scientific clubs.
5. Students are obliged to observe the rules and regulations of the School.
6. Students complete assignments according to rules defined by the present Regulations. The Vice-Rector may establish an individual method of completing assignments by students.
7. Students admitted to studies who participated in classes before taking up studies may be released from having to complete assignments that they had previously completed if there were no changes in the learning outcomes achieved within their realization. Decision on this is taken by the class teacher.

## **15. Final regulations**

### **§ 35**

Present regulations shall come into force at the beginning of the academic year 2015/2016

The Rector

dr hab. inż. Zenon Gniazdowski,

prof. of WSCS