



Detailed Rules of Study
At Faculty of Economic Sciences
Valid from academic year 2016/2017

*Appendix to Resolution
of the Board of Faculty of Economic Sciences, University of Warsaw
of 30 March 2016*

I. GENERAL PROVISIONS

§1

Studies at the Faculty of Economic Sciences at University of Warsaw are conducted on binding provisions, and in particular:

- a) The Act of 27 July 2005: Law on Higher Education (Journal of Laws 2012 item 164, rule 1365 as amended), referred to as the “Act”;
- b) The Statute of the University of Warsaw, hereinafter referred to as the “Statute” (announcement No. 7 of the Rector of University of Warsaw of 7 July 2015 due to announcement of uniform text of Statute of University of Warsaw);
- c) The Rules of Study at the University of Warsaw, hereinafter referred to as “University Rules” or “Regulations” (Resolution No.351 of Senate of University of Warsaw of 22 April 2015 on the adoption of Rules of Studies at the University of Warsaw);
- d) Detailed Rules of Study at Faculty of Economic Sciences of University of Warsaw.

§2

1. The detailed rules of study determine the organization and course of studies, as well as the related rights and obligations of first and second cycle students of Faculty of Economic Sciences and studies leaded by Faculty in agreement with other units of University, if the Faculty administrates them.
2. The detailed rules of study of Faculty of Economic Sciences apply to the examination of all classes conducted by the Faculty and charging payments for them.

§3

The terms used below mean:

- 1) examiner –class instructor, who conducts the exam or credit
- 2) main examination session – winter or summer examination session, annually announced by Rector in a decree
- 3) retake examination session – spring or autumn examination session annually announced by Rector in a decree
- 4) core subjects – courses in the study program, which include learning outcomes needed to obtain a diploma on a given field or specialty of study; a list of core subjects and the

learning outcomes assigned to them, obligatory in a given academic year and determined by Didactic Committee, is announced by the Dean by 1st of March of the year preceding the academic year, in which they will oblige

- 5) unauthorized examination aid – every form of saved information from subject under examination or credit, possessed by student during exam or credit, or every kind of mechanical device, which was not allowed by examiner
- 6) a person allowed to give grades from subjects – class instructor, if there are few of them – coordinator of subject
- 7) University – University of Warsaw
- 8) USOS – electronic university system for students
- 9) Faculty – Faculty of Economic Sciences at University of Warsaw
- 10) extracurricular classes – classes not required for the completion of studies
- 11) field MSEM – field Interdisciplinary Economic-Mathematical Studies
- 12) field MSEMEN – field Interdisciplinary Economic-Managerial Studies
- 13) joint studies MSEM - parallel studies conducted in fields of economics and mathematics in offered specialties
- 14) joint studies MSEMEN – parallel studies conducted in fields of economics and management in offered specialties.

II. TAKING UP STUDIES

§4

1. Studies at the Faculty can be undertaken after recruitment, transfer from another university or from another unit of University, or resumption of studies.
2. Detailed rules of admission for studies after recruitment, transfers from another field of studies conducted at University or from another institution are specified in the recruitment resolution of the Senate of University valid for a given didactic cycle.
3. Transfers may be made on a second year of studies of the first and second cycle degree.
4. Students of fields MSEM and MSEMEN, as well as MSEM and MSEMEN joint studies conducted by the Faculty, together with other units of the University have the right to move to the programs that faculties carry out independently at any stage of study. Agreement for transfer is given by the Dean of the host faculty, who by this relocation may appoint the program differences.
5. Resumptions shall be allowed from the second year of full-time studies, or from the first year of part-time studies, if there are any openings. Requirement for the transfer to the studies conducted by the Faculty is to complete program differences, appointed by the Dean based on learning outcomes listed in a study plan for which the student is transferred.
6. Requirement of resumption of studies is to complete differences in study program, appointed by the Dean. Differences in study program include the most advanced subjects in the field of microeconomics, macroeconomics and econometrics which are required for given degree studies, diploma seminar and the subjects or practices which the student has not credited during the study, or the program and learning outcomes have changed. Dean may exempt the student from the selected differences in study program if the break in study is shorter than 2 years, except for the situation described in §36(6).

7. Decisions about resumptions or transfers from studies takes the Dean who also determines the terms in which studies are to be undertaken.
8. Students of joint (parallel) studies MSEM and MSEMEN are enrolled in two fields of study with two programs carried by each of the two faculties. Rules of removing a student from the list of students, retaking the stage of studies and resumption of studies are effective on both programs on the same stage of studies at both faculties at once, based on existing study rules with Dean's approval at each faculty. The exception of this rule is a situation of resumption of studies described in §9(6) of University Rules, which can be applied to only one program of studies.

§5

1. The choice of field and specialty of studies on the I cycle degree studies for students admitted to the Faculty without field of studies comes after first year of study on the basis of the declaration of choice of field and specialty of studies and average of grades, calculated as the arithmetic mean of final marks from subjects, obtained till submission of the declaration. In case of late submission of the declared choice of specialty or field of studies, the Dean decides heading in number of available openings.
2. The choice of field or specialty of studies in the II cycle degree occurs during the recruitment process.
3. The choice of specialty on field MSEM, one or both, follows after the third semester.
4. The students of studies conducted by the Faculty can relocate to a different program at the Faculty with the approval of the Dean, and provided that there are free places and students' average grade entitles them to take up studies on this program. The relocations are possible at the beginning of a semester.
5. The change in a field or specialty of studies requires filling the program differences appointed by the Dean based on learning outcomes mentioned in a study program for which the student is moving.

§5a

1. The students of the Faculty of the first and second cycle of studies in Polish in the fields of: economics or finance, investments and accounting, as well as informatics and econometrics can apply for joint studies in the field of law conducted by Faculty of Law and Administration, University of Warsaw. In order to do that the student has to complete the first or second academic year of bachelor studies or the first academic year of master studies.
2. The students of the Faculty interested in taking the joint studies have to submit to student's office by 10th of September an application with statement of average grades and the motivation letter. The basic eligibility requirements include the average grade no less than 4,0 and the motivation letter. Students already studying law at the Faculty of Law and Administration cannot apply.
3. Dean of the Faculty recommends the candidates to the Dean of the Faculty of Law and Administration UW. The Dean of the Faculty of Law and Administration UW makes a final decision.

4. Details of the process are described in the agreement between the Faculty and the Faculty of Administration and Law.

§6

1. A student can change the form of studies from full-time studies to part-time studies, at the student's request.
2. The change in form of studies from part-time to the full-time is possible, if the student gets into full-time studies in an open recruitment. Exception is 10% of the best students on each year, who have an opportunity to change their studies from part-time for full-time on their own request. While changing the form of studies, in the settlement of subjects, all obtained credits and passed exams on studies in previous form are taken into account.

§7

(deleted)

§7a

1. In order to withdraw from studies a student has to submit a written request with student's handwritten signature.
2. Students who failed to attend classes are not automatically removed from the list of students.

III. STUDENTS' RIGHTS AND OBLIGATIONS

§8

Students have the right to participate in classes chosen by themselves, which are from different stages of studies than their own and which are from other fields of study, if this does not limit the priority rules of participation in classes for students, consistent with §12(4.4) of University Rules and if they are allowed by other units, which conduct those classes.

§9

1. Student has the right to consultations which are provided by academic teachers during their office hours, organized in hours and dates available for students.
2. Consultations may be conducted in a direct form or, if the contact with the student is inconvenient, in a virtual form (e.g. internet chat) for at least 1.5 hour per week in terms given at the website WWW of the Faculty.

§10

Student has the right to access his personal data file, in a place and time designated by the Dean after the submission of proper application.

§11

1. Student has a duty to use the e-mail address at the domain assigned to the University and register it in USOS.
2. Correspondence to an email account with the address as above in §11(1) directed by Faculty is treated as delivered.

IV. TUITION FEES

§12

Limit of extracurricular courses conducted at the Faculty is 10% of ECTS points included in the study plan.

§13

1. On full-time studies participation in the planned courses of the study program does not entail the obligation of payment of fees, even if they do not belong to the stage of study, as long as they are not the classes of repeated subject. Part-time students pay a fee for each ECTS for subject which is carried out in advance. It is deducted from the annual tuition fees for the academic year in which the classes are planned.
2. Repeated subjects are paid.
3. *Deleted*
4. Participation in the subjects of other courses or classes does not require fees, if it is within the limit of classes specified in §12, and requires a fee if the limit is exceeded, both for full-time and part-time studies.
5. In case of the study stage retake, the student pays a fee equal to the sum of charges for repeating all the failed courses on the repeated stage of study.
6. According to §15(2.3) of University Rules the fee for retaking the thesis seminar after resumption caused by not submitting thesis does not exceed 1/5 of the tuition and is calculated on a monthly basis for the whole seminar (semester counted as six months here). This seminar can last only one semester.

§14

The Dean may release a student from a part of the tuition fees for regular studies and repeating the classes, on a basis agreed with the Scholarship Commission. The sum of the exemptions may not exceed 7% of money owed from tuition fees.

V. ORGANIZATION OF STUDIES

§15

1. After consultation with the Faculty self-government of students, Dean announces the detailed organization of the academic year for studies conducted by the Faculty no later than on 1st March of the preceding academic year.
2. After consultation with the Faculty self-government of students, Dean announces the schedule of exams and credit courses in the examination session no later than one month before beginning of the main examination session and no later than two weeks before the retake examination session. The self-government of students receives the schedule from the student's office no later than a week before announcing it.

§16

1. Conducting the master (MA) seminars or supervising the master's thesis beyond master seminars is entrusted to the academic teachers having a postdoctoral degree or title of professor. The Faculty Council may authorize an academic teacher to conduct seminar before

the beginning of the didactic cycle. Teacher must have a doctoral degree and can lead master seminars provided that he/she previously led at least one bachelor (BA) thesis.

2. Academic teachers who are having at least academic degree of doctor in the appropriate discipline are entitled to conduct lectures, seminars and other activities with the exception of MA seminars. They also can supervise the BA theses (on seminar and outside) and receive exams. Teachers with a master degree may lead independent classes in the didactic cycle, excluding BA thesis seminars, provided the agreement to them by Faculty Board. Share of the independent courses in the study plan led by teachers with master degree cannot exceed 10% of total of ECTS points.

§17

1. Students may, on their own request and after fulfilling the conditions mentioned below in §17(3) and §17(5-6), study according to an individual plan of studies under Individual Education Program (IEP).
2. The goal of IEP is to broaden the curriculum and to target to the interests of the student.
3. IEP is a special mode of study, designed for 5% of first cycle students with the highest average grade who have completed fully at least one year of study and for 5% of second cycle students with the highest average grade who completed at least one semester by passing all compulsory subjects.
4. By the 1st of March, Dean announces the average grade that is required to study in the IEP mode.
5. Student who is applying for an IEP mode, after the consultation with the program supervisor, prepares a study program and course schedule including targets and expected learning outcomes. The new study plan cannot disregard core subjects for field or specialty of studies, determined by the Didactic Committee.
6. Decision about the enrollment of a student to IEP mode is made by the Dean.

§17a

A student involved in scientific research may apply for a credit for a course that has similar learning outcomes based on the opinion of the research supervisor and a class instructor. The decision on the recognition of the credit is made by the Dean.

§18

1. Students can undertake part of their studies outside of the Faculty, including exchange programs, under condition of agreeing of the study plan with an exchange tutor and approval by the Dean.
2. The study plan of the students who undertake part of their studies in another university takes into account the core subjects and covered by them learning outcomes planned for each stage of studies. If this condition is not possible to fulfill, student must include missing core subjects in the study plan of remaining stages realized at the Faculty, as referred to in § 3(3). Realization of such subjects is free of charge.
3. A student who is going to pass subjects other than core ones during the exchange, covering at least 75% of the learning outcomes required in core subjects, can apply for recognition them as

equivalent subjects. The application in this case, submitted before leaving, contains the documentation to assess the learning outcomes on this course.

4. The completion of a stage of studies by students who takes part of their studies at another university requires jointly:
 1. realization of an exchange program approved by the Dean
 2. completion of all core subjects provided to a given stage of studies
 3. obtaining 60 points of ECTS
5. Failure of conditions of passing courses referred to in §18(4) effects in conditional settlement of the stage of studies, provided that student has obtained at least 40 ECTS points as a result of realization of the approved exchange program.
6. Failure of the condition of passing courses mentioned above in §18(4.2) while studying in another university obliges to pass the missing core subjects during studies on the Faculty.
7. The Dean appoints the exchange coordinators for students going to study at the foreign universities, also under Erasmus+ program or at national universities, also as a part of MOST program, after consultation with student self-government of Faculty.

§19

1. Electronic protocols of passing courses and particular classes available in USOS are completed no later than during 14 days from the date of the exam and no later than within 7 days after the end of the examination session in which they took place.
2. The students have an access to their own electronic documentation of the course in the form of protocols with grades.
3. In case of an error, student has the right to question the assessment of course or examination as indicated in the protocol, not later than 7 days from the date of putting it into USOS, directly with the examiner. In case when in given deadline the contact with a person giving a grade or detecting a mistake are impossible, student may request the removal of the error by the Dean.
4. Person who is authorized to give a grade can correct the error in an electronic protocol within 7 days from the date of putting it. After a given deadline the student can bring a written statement of the error to Students' Office. Written confirmation of changing the grade is signed by authorized teacher.

VI. COURSE CREDITS

§20

1. Students are obliged to register independently for classes in USOS in periods of registration and link in USOS the subjects, which they undertake in a given cycle.
2. Detailed registration deadlines for classes are announced by the Faculty at least two months in advance.
3. The student who has not independently registered for classes can be registered in the administrative mode at his own request, providing the proof of the impossibility of self-registration and reporting this fact to the Students' Office in writing, not later than two weeks from the closing date of registration, or two weeks after termination of cause of impossibility of the registration.

4. Registering for classes in administrative mode is possible if there are available openings.
5. Not registering for compulsory classes, results in failing the classes and automatic repetition of the subject in the next cycle.
6. Student cannot make changes in the class registration after the semester begins.

§21

1. Students can make changes in the registration on their own by signing up for classes as part of the registration, and according to its rules during the period called stock market.
2. If there are important reasons, forcing the students to change the enrollment for classes, which they couldn't make during the self-registration, they can report that to the Students' Office not later than within one week from the ending of the registration or within one week of the occurrence of a valid reason, forcing them to change their timetable along with a documentation which proves its inception.
3. The Students' Office makes the changes in registration for classes providing there are free places or written permission of the teacher. Student whose request for a change in the registration was not accepted, can appeal to the Dean during one week after rejection of an application by the Students' Office.
4. The Dean's decision about the change in enrolling for classes is final.

§22

1. A student can resign from finishing the course, if the dates of conducting classes or credit rules have changed. In a term of 14 days from the occurrence of the new situation, the student puts a written request to the Dean. After this term, the right to resign is not allowed.
2. Student can resign from passing the subject, as part of the law to resign one time during studies of particular degree. Resignation should be reported by the student through USOS before the completion of a credit course in terms specified in academic calendar .

§23

1. Passing the course is in accordance with the requirements and rules described in the syllabus of the course in USOS. If the subject consists of different classes, syllabus defines the rules of passing for each of them and the subject as a whole.
2. For classes from one course conducted parallel by two or more lecturers, exams or credits are conducted jointly, or if it is not possible, exams or credits are equivalent, i.e. in the same form and on the same level of requirements.
3. Teacher who conducts classes is authorized for examination of students and giving grades. In justified circumstances, other academic teacher appointed by the Dean can examine students and give grades.
4. Only those students, who have been registered for the course, can attend a course and participate in examination.
5. Student can participate in the retake examination session only, when course was not passed before.

§24

1. Crediting the courses or subjects which are not finishing with the exam can take place during last class or during the examination period.
2. The rules of crediting the course provide a way to re-sit an exam, if it is possible. Re-sit examination of courses that do not end with an exam, may occur in the retake examination session.
3. Unjustified absence during the exam or unjustified ungiven credit work or undone other activities provided as the basis of crediting the classes in an appointed term cause the loss of these terms.
4. Justifications of non-attendance to credit classes in appointed terms makes a person who is authorized to give marks from subjects or the Dean, on the basis of the original documents submitted with the application about the justification, submitted by the student not later than 7 days from the date of the examination or 7 days from the stopping the cause, which caused non-participation in exams or other failure to comply with deadlines related to pass classes.
5. Mark from the course permitting to write an exam must be known by students at least two days before the exam in a given session. In case of no marks from courses, all students on the list in this group in USOS are permitted to the exam.
6. Lecturer or Dean can justify absence from classes, where the presence is a requirement for credit included in a syllabus of the subject. For justifications of practicing, the rules as in §25(4) are applied.
7. The Dean can reassign a new term of exam or course credit that a student didn't attend due to sickness based on student's written request with the original version of medical statement attached, stating that the sickness lasted at least five days, or with other documentation. On a particular stage of study, the term of an exam in a given course can be reassigned only ones.

§25

1. In one didactic cycle there are two exams from each subject, wherein the first is the main exam and the second is re-sit exam:
 - a. in the case of courses ending in the fall semester, the first term is determined in the winter examination session, the second term in the spring examination session
 - b. in the case of examinations ending in the spring semester, the first term is determined in the summer examination session, the second term in the autumn examination session.
2. The examiner, may appoint, after consultation with the students, an additional examination term before the main examination session. The determination of this term does not affect the student's rights to exams in terms specified above in § 25(1).
3. Unjustified non-attendance to the exam results in the loss of the exam term.
4. Dean decides about justification of the absence on the exam, caused by important, independent of the will of the student circumstances, on the bases of documentation of the situation, presented together with a request for justification submitted by the student no later than 7 days after the exam or after 7 days from the stopping of reasons that caused the absence.
5. Justification of absence on the exam by the Dean gives the right to take the exam in the next didactic cycle, without necessity to repeat the subject. Dean can appoint another term of the

exam for students, to whom he justified the absence, but not later than within 14 days from the date of ending of the examination re-sit period.

§26

1. Student is required to write exams regarding the rules applicable to them, announced by the examiner. To these rules belong in particular:
 - a. duty to prove student's identity at the request of the person who conducts the exam or credit by showing an identity document with photo
 - b. the signature of a final paper or examination work before starting to write it
 - c. not possessing any examination helps during an exam, prohibited by the examiner
 - d. not communicating with other people
 - e. returning back after the exam or after credit all materials received from the examiner, including the topics of examination, unless the examiner applies different rules.
2. Prove of breaking the rules set out in the item 1 causes not passing the subject in a given didactic cycle.
3. Examiner is required to apply to the Dean to refer this case to the Rector to initiate disciplinary proceeding in a case of proven use of unauthorized examinational aids or communicating with others.

§27

1. Student has a right to see the assessed final paper or credit work and receive justification of the mark within 7 days from the date of given the mark. Realization of this law is a duty of person who is entitled to give marks from courses.
2. Written and electronic final papers and credit works are archived for one year by teachers in their offices. In this time the right to inspect these papers is being saved for students, who as the result of special circumstances couldn't see their work in the available dates.

§28

1. Papers submitted to the final mark must comply with the copyright rules.
2. Final papers, in which occurred an infringement of copyright, cannot be the basis for receiving a credit from the course. Crediting of the course, on which the written work has violated the copyright, may happened in the next didactic cycle based on the submission of a new final work and after fulfilling the other conditions of crediting.
3. Faculty directs the final papers for checking by the internet anti-plagiarism software on the request of a teacher.
4. The Dean refers the cases, in which there was an infringement of copyrights, to the Rector to initiate disciplinary proceedings.

§29

1. A student who did not obtain a credit for the course in the particular didactic cycle is bound to repeat this subject in next didactic cycles with the exception of courses which can be chosen and optional classes. In a case of a failure of the subject which can be chosen, student may choose another subject in place of the failed one, in a case of failure of the optional subject the

student can resign from the repetition following the rules set in the § 15(3-5) of University Rules.

2. Student during studies can repeat particular subject at most once. The Dean can, in especially justified, documented situations agree to repeat the subject twice.

§30

1. The Dean can approve the subject passed by the student and not mentioned in the study plan as equivalent to the subject appearing in this plan under the following conditions:
 - a. submission by the student a request in this case
 - b. documentation of obtaining a credit from the course for which the student proposes equivalence and presentation of the confirmed program of this subject, including a description of learning outcomes and the way how to confirm them
 - c. obtaining a positive opinion of the presented program by a person designated by the Dean; this person can be the examiner of the subject at the Faculty, for which recognition as equivalent the student is applying or the head of the study program. To give a positive opinion important issues are:
 - i. appropriate content of the subject and learning outcomes, for which the student proposes equivalence, with a content and learning outcomes of the subject carried out at the Faculty in at least 75%
 - ii. assignment to this subject number of ECTS points, not less than granted at the Faculty
 - iii. proof, that the level of the requirements used during crediting the subject is not lower than at the Faculty
 - iv. conducting this subject by a teacher with a degree of at least doctorate
 - v. obtaining by the student a grade at least good
 - vi. obtaining a credit of the subject at the same or similar field of study and at the same degree of studies
 - vii. recent date of passing of this subject.
2. Approval of the course not included in the study plan at the Faculty as equivalent to the subject from this plan causes its inclusion in the settlement of the studies; records in a documentation are made in the administrative mode and confirmed by the Dean.
3. The upper limit of recognition in the student's plan of study of equivalent subjects not from the plan of studies is 30% of the content of the study program counting in ECTS points.
4. To approve the subject means to rewrite the grade, with the ECTS points compatible with the program of study at the Faculty.
5. Rewriting marks from sports, Intellectual Property Rights, Health and Safety and the foreign language courses from UW are made by the Students' Office. The student whose request for rewriting the assessment wasn't approved may appeal to the Dean within one week of the rejection of the application by the Students' Office.
6. Dean's decision on the approval of the subject is final.

VII. CREDITING STAGE OF STUDY

§31

Settlement period for studies conducted by the Faculty is academic year.

§32

1. The student is required to indicate (through the linking in USOS) completed subjects that need to be settled in a given stage of the study.
2. Subjects completed on a different field of study or at another university are approved in settlement of stage of studies under the condition that the Dean agreed on their equivalence and they don't overrun of 30% of total ECTS points that make up the study plan.
3. Failing to indicate the subjects to the settlement stage of the studies, results in un-settled stage of studies.

§33

1. The basis for passing elective courses are ECTS points:
 - a. assigned to subjects and classes conducted by the Faculty
 - b. assigned by units of the University and other universities to the courses passed there
 - c. assigned by the Dean to classes passed at other universities and included in the student's curriculum if they were not properly measured by the standards of the ECTS.
2. General courses (OGUN) to choose are all courses offered to students by other units of the University, where the content does not coincide with the content of obligatory subjects on the field or specialty where the student studies as far as the study plan does not limit their choice.

§34

The Faculty offers extra courses in which participation is not required from the student. Their credit is not the basis for the settlement of stage of studies, but it is recognized in the Diploma Supplement.

§35

1. As a result of the settlement of stage of studies, a student can obtain an unconditional settlement, conditional settlement, the referral to repeat the stage of studies, or be erased from the list of students.
2. Repeating particular stage of studies is possible only once. The Dean can in particularly justified, documented cases, especially those caused by poor health of student, agree to repeat a stage of studies twice.
3. Referral to repeat a stage of studies does not apply to the first year students of first-cycle studies.

§36

1. An unconditional settlement of a study stage involves a total of:
 - a. completion of all courses and passing all exams provided for study plan for this stage as compulsory
 - b. obtaining the appropriate, in accordance with a study plan, number of ECTS points from classes to choose from, placed in the study plan

- c. obtaining in total 60 ECTS points.
2. A conditional settlement of stage of studies undertaken at the Faculty applies to students who does not fulfill the conditions set out in §36(1), but who obtained at least 40 ECTS points for the realization of subjects belonging to their study plan. A conditional settlement of stage of studies for students of joint (parallel) studies MSEM and MSEMEN is possible only when maximum two subjects were failed by a student (not counting general courses like: OGUN elective courses, physical education, language classes, Occupational Safety and Health (OSH), Intellectual Property Protection).
 3. Those who did not obtain 40 ECTS points for the realization of subjects belonging to the study plan may be directed to repeat a stage of studies, following §35(2-3) or be removed from the list of students.
 4. If final year students did not pass all the required subjects or did not obtain the required number of ECTS points, are directed to:
 - a. repeat the whole stage if the failed course or courses are conducted in the spring semester or if they did not pass the two-semester seminar diploma
 - b. repeat the first semester if they did not pass the course or courses conducted in the winter semester or one semester of diploma seminar.
 5. Dean can remove a student from a list of students if at the next step of studies student:
 - a. did not pass retaken course
 - b. did not pass retaken stage of study.
 6. The students of the last stage of study who didn't pass only the last semester of the diploma seminar (didn't submit the degree thesis) are removed from list of students. Graduation without an obligation to complete differences in study plan is possible within two years from withdrawal date. Resumption after not submitting degree thesis is possible only once and requires obtaining a positive grade on the degree thesis seminar. In case of failure another resumption is possible only with obligation to complete differences in study plan accordingly with §4(7).

VIII. COMPLETION OF STUDIES

§37

1. The degree dissertation is prepared personally by the student under the supervision of an authorized academic teacher.
2. The degree dissertation must use the knowledge and skills corresponding to the field of study of the student.
3. Students of fields MSEM and MSEMEN choose one of the available seminars and write one undergraduate dissertation, which leads to obtaining one diploma. Students of MSEM on economics specialty write a BA thesis on any bachelor seminar conducted on Faculty, and students on mathematics specialty write the BA thesis on any bachelor seminar conducted on Faculty of Mathematics, Computer Science and Mechanics (WMIM). Students of both specialties on MSEM, economics and mathematics, write a BA thesis on undergraduate thesis seminar indicated for MSEM on WMIM or Faculty. Lists of selectable seminars are accepted by Boards of both Faculties in June each year. Degree thesis defense takes place at the faculty which conducted degree thesis seminar and is organized in a manner in concordance with the

rules carried in this faculty. Cooperating faculty has a right to choose a member of the exam commission.

4. The students of joint studies (parallel studies) MSEM and MSEMEN register for two degree seminars, one in each field of study on each faculty, and submit two degree theses which leads to gaining two diplomas. Degree exam takes place at the faculty, which conducted the degree thesis seminar.
5. To obtain positive grade from a degree thesis seminar it is required to submit a degree thesis approved by supervisor in student's office both in paper and electronic versions.

§38

1. Author of degree dissertation must demonstrate mastery of technical skills (documentation, presentation) and editorial skills. These relates to: construction of the work, an introduction, a summary (completion and conclusions), bibliography, annotations, tables, drawings, annexes, clarity of the argument, the correctness of the language. The thesis should be written in a concise way. The recommended volume of the work, referred to below in §38(2-3), may be exceeded only in justified cases.
2. Undergraduate (BA) dissertation takes the form of in-depth report in recommended volume to 50 pages of standard manuscript (100 thousand characters). It may be descriptive. Introduction of the work should formulate its purpose, justifying the basis of material and construction of the argument. If the work is based on the literature of the subject, the author is expected to present the independence of the design and way of interpretation of the material. If the work is based on the original material, the author should demonstrate the ability to analyze this case in terms of economical knowledge, obtained from studies and skills to apply the analytical techniques.
3. Graduate (MA) dissertation is used for own solution of a research problem. The recommended volume should not exceed 80 pages (160 thousand characters). Introduction of the work should present its goal and formulate a research question, hypothesis or research thesis, present related analyzed issues taken from the new literature of the subject, present the research method, and justify the selection of the base material. The author is expected to use the new theoretical literature, self-analysis and interpretation of empirical material, based on economic theories and others in the case of the work of interdisciplinary, as well as the advanced ability to apply analytical techniques.

§39

1. Submitted for evaluation the degree dissertation must comply with the copyright rules.
2. Degree dissertation in which violation of copyright has been found, cannot be the basis for obtaining the right to accede to the diploma examination – thesis defense. Getting the right of accession to the diploma examination - thesis defense may take place after the submission of a new thesis in the next didactic cycle.
3. Faculty directs the degree dissertation to check by online anti-plagiarism program. Results of thesis examination are available for the author of work and the reviewer or reviewers to take them into account in assessing the work.

4. The Dean reports cases, in which there was an infringement of copyright, to the Rector to initiate disciplinary proceedings.

§40

1. Degree dissertation is assessed by the supervisor and at least one reviewer, who formulate their review on the form of the assessment of the degree dissertation.
2. The form of assessment of the work is adopted by resolution of the Faculty Board at least a year before its use in the assessment of degree dissertations.
3. Reviewers of the degree dissertation are appointed by the Dean.

§41

1. Review of the degree dissertation is in two stages: individual characteristics of the work are given points, and points are content-wise justified.
2. Scoring used in the review separately refers to substantive value work and, separately, to assess the technical side. For both scoring points applies an independent minimum points, deciding if the work can be positively evaluated.
3. Positive evaluation may or may not result directly from the score and from used scale of assessments.

§42

1. Dean directs the degree dissertation to an additional assessment if the difference in the grades issued by the supervisor of the thesis and the reviewer is 2 degrees or at the request of the supervisor or reviewer.
2. When the review is negative, the Dean takes a decision to direct the thesis to additional assessment or to withdraw it in order to improve by the author.
3. When the second review of degree dissertation is negative, it cannot be the basis of accession to the diploma examination – thesis defense.

§43

1. A student who is the author of the work admitted to the diploma examination has the right to read the reviews at least two days before the exam date.
2. Student who is the author of degree dissertation which did not receive a high enough mark and not released as the basis for the diploma examination has the right to read reviews no later than 7 days after the submission of the last of them.

§44

1. The diploma examination has an oral form.
2. The diploma examination is carried out by a committee, which consists of at least 3 people including the chairman. Composition of the committee is appointed by the Dean.
3. The diploma exam includes 2 questions, one of which pertains to the work and the second to the economics theory related thematically to the degree dissertation. The members of the committee, during the diploma examination can ask detailed questions if it is necessary to assess the candidate's level of knowledge.

4. The decision of the assessment for the diploma examination and evaluation for partial answers to questions are reached by consensus and with its lack of a majority vote. With an equal number of votes, decision is made by the vote of the chairman.

IX. PARTICIPATION OF NON-STUDENTS IN CLASSES CONDUCTED BY THE DEPARTMENT

§45

1. A person who is not a student of the University may with the permission of the Dean participate in selected didactic courses and examinations, if it does not impede the priority rules of enrollment for courses mentioned in §12(4.4) of the University Rules.
2. Classes available to any non-students of the University are paid with the exception of those mentioned in §46(1).

§46

1. Participant in the classes conducted by the Faculty may be very talented student from secondary school.
2. The decision on the acceptance of a student for courses conducted by the Faculty is decided by the Dean on the basis of:
 - a. the student's application, indicating the specific classes of participation for which he is applying
 - b. results of his/her study in secondary school
 - c. letters of recommendation from people who know him personally and who can evaluate his/her ability to study.
3. These participants can participate in classes with a maximum of two subjects. After passing them they have the right to participate in the courses of the next two subjects.
4. Passing of courses is confirmed by the Faculty by relevant documents.

§47

1. All courses are evaluated by students by filling out anonymous surveys.
2. The results of surveys influence the class distribution among the academic teachers on basis described in internal regulations of PROEDU, a system of sustaining and improving the higher education quality.

FINAL PROVISIONS

§48

Detailed rules for studying at the Faculty of Economic Sciences at Warsaw University come into force on 1 October 2016.