

Detailed Rules of Study
at the Faculty of Economic Sciences
valid from academic year 2013/2014

*Appendix to Resolution
of the Board of Faculty of Economic Sciences, University of Warsaw
of 15 May 2013*

I. GENERAL PROVISIONS

§1

Studies at the Faculty of Economic Sciences at University of Warsaw are conducted on binding *legal acta* and regulations, and in particular:

- a) The Act of 27 July 2005: Law on Higher Education (Journal of Laws 2012 item 572 as amended), referred to as the "Act";
- b) Statutes of the University of Warsaw, hereinafter referred to as the "Statutes" (resolution No. 511 of the Senate of the University of Warsaw of 16 May 2012);
- c) Rules of Study at the University of Warsaw, hereinafter referred to as the "University Rules" or "Regulations" (Announcement No.6 of Rector of University of Warsaw of 16 May 2012 due to announcement of uniform text of resolution No.142 of the Senate of the University of Warsaw of 18 October 2006 on the adoption of Rules of Studies at the University of Warsaw);
- d) Detailed Rules of Studying at Faculty of Economic Sciences of University of Warsaw.

§2

1. The Detailed Rules of Study determine the organization and conduct of studies, as well as the related rights and obligations of first and second cycle students of Faculty of Economic Sciences and of studies, which are leaded by Faculty in agreement with other units of University, if the Faculty of Economic Sciences administrates them.
2. The Detailed Rules of Study of Faculty of Economic Sciences apply to all exams and the grading of all classes conducted by the Faculty and to charging payments for them.

§3

The terms used below mean:

- 1) examiner – the person who conducts the exam or otherwise gives credit after course completion
- 2) main examination session – winter or summer examination session, for which dates are defined in the Rector's decree
- 3) retake examination session – spring or autumn examination session, for which dates are defined by the Rector's decree
- 4) core subjects – courses in education system, which include learning outcomes needed to obtain a diploma on a given field or specialty of study; the 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 till 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 the student during exam or credit, or every kind of mechanical device, which was not allowed by the examiner
- 6) A person allowed to give grades from subjects – a teacher who conducts classes, or if there are several classes – the coordinator of subject
- 7) The University – University of Warsaw
- 8) USOS – electronic university system for students,
- 9) The Faculty – Faculty of Economic Sciences at University of Warsaw
- 10) Extra classes – classes which are not included in study plan of field or specialty, for which student is enrolled
- 11) MSEM – Interdisciplinary Economic-Mathematical Studies
- 12) MSEMEN – Interdisciplinary Economic-Managerial Studies.

II. TAKING UP STUDIES

§4

1. Studies at the Faculty can be undertaken after recruitment, transfer from another university or from another unit of the University or resumption of studies.
2. Detailed rules of admission for studies after recruitment, transfers from another field of studies conducted at the University or from another institution are specified in the recruitment resolution of the Senate of the University, valid for a given didactic cycle.
3. Transfers may be made on the second year of studies of the first and second degree.
4. Students of MSEM and MSEMEN conducted by the Faculty, together with other units of the University have the right to move to other programs that the Faculty or related faculties carry out independently at any stage of study. Agreement for transfer is given by the Dean for Student Affairs 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, conditional on available free places, The requirement of free places does not apply to resume studies at the day of diploma examination.
6. The transfer to the studies conducted by the Faculty is only possible after the completion of program differences, appointed by the Dean, based on learning outcomes listed in a study plan for which the student is transferred.
7. The necessary requirement to resume studies is to complete the differences in study plan, appointed by the Dean. Differences in study plan include the most advanced subjects in the field of microeconomics and macroeconomics, which are required for given degree studies, the diploma seminar and the subjects or practices from which the student has not obtained credit during the study. The Dean may exempt the student from the selected differences in study plan, if the break in study is shorter than 2 years.
8. Decisions about resumptions or transfers from studies are taken by the Dean; the Dean also determines the terms under which studies are to be undertaken.

§5

1. The choice of field and specialty of studies on the 1st degree studies for students admitted to the Faculty without field of studies, comes after the first year of studies on the basis of the students, declaration of the choice of field and specialty of studies and the 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 assigns the student to the programme, based on the number of free places.

2. The choice of field or specialty of studies in the 2nd degree is made as during the recruitment.
3. The choice of specialty on MSEM, one or both, follows after the third semester.
4. The students of studies conducted by the Faculty can relocate for studies on a different program at the Faculty with the approval of the Dean and provided that there are free places and their average grade will entitle to take up studies on this program.
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 plan for which the student is moving.

§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 only possible, if the student gets into full-time studies in an open recruitment. The exception is made with respect to the 10% of the best students on each year, who are given the 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)

III. STUDENTS' RIGHTS AND OBLIGATIONS

§8

Students have the right to participate in classes chosen by them, 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 Art. 12(4.4) of University Rules and if they are allowed by other units, which conduct those classes.

§9

1. Students have 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

Students have the right to access their personal data file, in a place and time designated by the Dean after the submission of a proper application.

§11

1. Students have an obligation to use the e-mail address at the domain assigned to the University and to register it in USOS.
2. The correspondence to an email account with the address as above in Art. 11(1) directed by Faculty is treated as delivered.

IV. TUITION FEES

§12

The limit of courses which are not covered by the plan, referred to in Art. 4(2.6) of the University Rules, 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 program does not entail obligations of payment of fees, even if these courses do not belong to the stage of study, as long as they are not the classes of repeated subject nor do they belong to the differences in curriculum designated by the Dean. 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. For subjects which include program differences, ECTS points are used from the pool of extra classes.
4. Participation in the subjects of other courses or classes does not require fees, if it is within the limit of classes specified in Art. 12, and requires a fee if the limit is exceeded, both for full-time and part-time studies.
5. In the case of study stage retake, student pays a fee equal to the sum of charges for repeating all the failed courses on the repeated stage of study.

§14

The Dean may exempt 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

After consultation with the Faculty Student's Council, the Dean announces the detailed organization of the academic year, for studies conducted by the Faculty, no later than 1st March of the preceding academic year.

§16

1. Conducting the master (MA) seminars or supervising the master theses beyond master seminars is entrusted to the academic teachers who have a postdoctoral degree or title of professor. The Faculty Council may authorize an academic teacher to conduct seminars before the beginning of the didactic cycle. The teachers can lead master seminars provided that they have at least a doctoral degree and has previously led at least one bachelor (BA) thesis.

2. Academic teachers who hold at least a doctoral degree in the appropriate discipline are entitled to conduct lectures, seminars and other activities with the exception of MA seminars (unless the teacher has the authorization given by the Faculty Council). 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. The 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 paragraphs 3 and 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 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. Till the 1st of March the Dean announces the average grades that are eligible to studies at the IEP mode in the following academic year.
5. The student, who is applying for an IEP mode, after the consultation with the program supervisor, prepares the study program and course schedule including targets and expected learning outcomes. The new study plan has to include the core subjects for field or specialty of studies, determined by the Didactic Committee.
6. The decision about the enrollment of a student to IEP mode is made by the Dean.

§18

1. Students can undertake their studies outside of the Faculty, including exchange programs under condition of agreeing of the study plan with an exchange tutor and receiving an approval by the Dean.
2. The study plan of the students who undertake part of their studies in another University takes into account core subjects and learning outcomes covered by them 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 implemented at the Faculty, referred to in Art. 3(3). Realization of such subjects is free of charge.
3. Students, who have passed subjects other than the core ones during the exchange, covering at least 75% of the learning outcomes required in core subjects, can apply for recognizing them as equivalent subjects. The application in this case must contain the necessary documentation needed to assess the achieved learning outcomes.
4. Completion of a stage of studies by students who have taken 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 of ECTS points
5. Failure of conditions of passing courses referred to in item 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 paragraph 4 point 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 other foreign or national universities, also under Erasmus program or at national universities, also as a part of MOST program.

§19

1. Electronic protocols of courses' and particular subjects' completion, 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 the right to an access to their own electronic documentation of the courses' completion in the form of protocols with grades.
3. In case of an error, the student has the right to question the assessment of the course or examination as indicated in the protocol, not later than 14 days from the date of putting it into USOS. In case when in given deadline the contact with the teacher giving a grade or the detection of a mistake is impossible, the 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 14 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 subjects, which they realize in a given cycle.
2. Detailed registration deadlines for classes are announced by the Faculty at least two months before the date.
3. The student who has not independently registered for classes can be registered in the administrative mode at his own request, provided the student provides a proof of the impossibility of self-registration and reports 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 free places.
5. Not registering for compulsory classes, results in failing the classes and automatic repetition of the subject in the next cycle.

§21

1. Students can make changes on their own by signing up for classes as part of the registration, and according to its rules during the period called the stock market.
2. If there are important reasons which force students to change registration for classes, which they couldn't make during the self-registration, they can report that need 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 changes in registration for classes providing there are free places or upon written permission of the teacher. For the student to whom a 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 in support of 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. Within 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 before attending to pass a course.
3. This resignation has to be put in USOS by the student.

§23

1. Passing the course is conducted 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 of a particular course conducted in 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.

§24

1. Crediting the courses or subjects which do not end with the exam can take place during last courses or during the examination period.
2. The rules of crediting the course provide a right to re-sit an exam, if it is possible. Re-sit examination of the courses that do not end with an exam, may occur during the duration of the course, during the main or re-take period.
3. Unjustified absence during the exam or unjustified unsubmitted credit work or not completing other activities provided as the basis of crediting the classes during an appointed term, cause the loss of these terms.
4. Justifications of absence to credit classes in appointed terms is made by the person who is authorized to give marks from subjects or to 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. Marks from the courses 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. The Lecturer or the 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 rules as in Art. 25(4) are applied.

§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 students rights to exams in terms specified above in Art. 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 and follow the rules applicable to them, announced by the examiner. To these rules relate in particular to:
 - a. The duty to prove the student's identity at the request of the person who conducts the exam or credit by showing an identity document with a photo
 - b. the signature of a final paper or examination work with a full first and last name of the student, before starting to write it
 - c. not possessing any examination helps during an exam, prohibited by the examiner
 - d. not communicating with other people during the exam
 - 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. Any evidence of breaking the rules set out in the item 1 results in failing 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. The Student has a right to see the assessed final paper or credit work and receive justification of the mark within 14 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 held 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 assessment evaluation must comply with the principles of copyright.
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. The 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 obliged 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 Art. 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 from 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 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. Approval of the subject means to rewrite the grade and the ECTS points are 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 University are made by the Students' Office. The student, to whom a request for rewriting the assessment has been denied, 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

1. Settlement period for studies conducted by the Faculty is academic year.
2. End of the credits of courses and exams provided in a given stage of studies takes place on 20th of September. Individual settlement of study results should be made until 30th of September excluding students, who are entitled to additional examination terms in accordance with Art. 25(5).

§32

1. The student is required to indicate (through the linking in USOS) subjects from those carried out that should be settled in a given stage of the study.
2. Subjects realized 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, students can get their its unconditional settlement, conditional settlement, the referral to repeat the stage of studies or be erased from the list of students. It is not possible to get a conditional credit of the last year of studies.
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, allow the students to repeat a stage of studies twice.
3. Referral to repeat a stage of studies does not apply to 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 60 ECTS points.
2. A conditional settlement of stage of studies undertaken at the Faculty applies to students who did not fulfill the conditions set out in issue 1, but who obtained at least 40 points ECTS for the realization of subjects belonging to their study plan.
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 Art. 35(2-3) or be deleted 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 removes students from the list of students, if the students during their current stage of studies:
 - a. did not pass a repeated course,
 - b. did not pass a stage of study, which was repeated.

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 show that the student possesses knowledge and skills corresponding to the field of studies of the student.
3. Students of 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 while participating in any Bachelor seminar conducted on WNE, and students on mathematics specialty write the BA thesis while participating in any Bachelor seminar conducted on WMIiM (the Faculty of Mathematics, Informatics and Mechanics of the University of Warsaw). Students of both specialties on MSEM, economics and mathematics, write a BA thesis on undergraduate thesis seminar indicated for MSEM on WMIiM or WNE. Lists of selectable seminars are accepted by Boards of both Faculties in June each year.

§38

1. The authors of degree dissertations must demonstrate that they have mastered the technical and editorial skills (documentation, presentation). These relate to: construction of the work, an introduction, a summary (completion and conclusions), bibliography, annotations, tables, figures, annexes, clarity of argumentation, the correctness of the language. The thesis should be written in a concise way. The recommended volume of the work, referred to below in paragraph 2 and 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. The first part of the work (the Introduction) 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 should present and an own solution of a stated research problem. The recommended volume should not exceed 80 pages (160 thousand characters). The first part (the Introduction) of the work should present its goal and formulate a research question, hypothesis or research thesis, present related analyzed issues taken from the recent literature of the subject, present the research method, and justify the selection of the base material. The author is expected to use the recent theoretical literature, has to present a own analysis and interpretation of empirical results, based on economic theories and others in the case of interdisciplinary work, as well as the advanced ability to apply analytical techniques.

§39

1. The degree dissertation submitted for evaluation must comply with the principles of copyright.
2. Degree dissertation in which violation of copyright has been found, cannot be the basis for obtaining the right to take 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 owner of work and the reviewer or reviewers to take them into account in assessing the work.
4. The Dean referees 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 official form of the assessment of the degree dissertation that is provided by the Faculty
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. The reviewers of the degree dissertation are appointed by the Dean.

§41

1. Review of the degree dissertation is two stages and the individual characteristics of the work are bulleted and content-wise justified.
2. The review of the dissertation consists of two parts which refer to and discuss the substantive value work and, separately, the technical side of the dissertation. Both parts of the review report scoring points and in each part, the dissertation has to receive at least a required minimum number of points. Only after the dissertation receives the defined minimum number of points from each part of the review, it can be positively evaluated.
3. Positive evaluation may but does not have to result directly from the score and from scale of assessments used.

§42

1. The 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 higher or at the request of the supervisor or reviewer.
2. When the review is negative, the Dean may decide to direct the thesis to an additional assessment or to withdraw it in order for the Author to improve it.
3. When the second review of degree dissertation is negative, it cannot be the basis of accession to the diploma examination – the 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 a 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 is conducted in 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 two questions, one of which relates 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, in case of its lack, by 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 Art. 12(4.4) 4 of the University Rules.
2. Classes available to any non-students of the University are paid with the exception of those mentioned in Art. 46(1).

§46

1. A very talented student from secondary school may become a participant in the classes conducted by the Faculty
2. The decision on the acceptance of a student for courses conducted by the Faculty is made 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 teachers and other 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 surveys.
2. The results of surveys about courses are available for: Deans, Didactic Committee, heads of chairs in relation to their members and to teachers to which they relate. Collective survey results are available for Student Council of the Faculty. Dean presents results of surveys to superiors of guest teachers.
3. Teachers who gain especially low marks in surveys by students, by which is meant a corresponding movement of these ratings at the lowest 10% of the rated classes in each category for two consecutive years and teachers whose attitude towards students is contrary to the norms of social coexistence, are required to submit a written explanation. Individual results of surveys of low rated classes compared with average Faculty results and explanations of teachers leading them are attached to the personal records of these teachers.

FINAL PROVISIONS

§48

Detailed rules for studying at the Faculty of Economic Sciences at Warsaw University come into force on 1 October 2013.