

**GENERAL TERMS AND CONDITIONS
OF POST-GRADUATE PROGRAMS AT THE SWPS UNIVERSITY OF SOCIAL SCIENCES AND
HUMANITIES**

**Chapter 1
General provisions**

§ 1

1. These General Terms and Conditions of Post-Graduate Programs at the SWPS University of Social Sciences and Humanities set out the principles of enrolment in, organization and implementation of post-graduate programs at the SWPS University of Social Sciences and Humanities, hereinafter referred to as the **“SWPS University”** or the **“University”**, as well as the rights and duties of the post-graduate program participants, hereinafter referred to as the **“Students”**.
2. The SWPS University shall organize post-graduate programs in accordance with the applicable laws, with due diligence, while providing staff members who have adequate qualifications.

§ 2

These General Terms and Conditions of post-graduate programs at the SWPS University, hereinafter referred to as the **“General Terms and Conditions”**, set out the following elements in particular:

- 1) the terms and conditions of enrolment in post-graduate programs,
- 2) the terms and conditions of the credit system,
- 3) the rights and duties of the Students,
- 4) the conditions of post-graduate program completion.

§ 3

1. Post-graduate programs may be offered in a non-stationary form or as part of distance learning as part of programs accepted for offer in a given academic year.
2. Individual post-graduate programs shall be launched on condition that a sufficient number of Students have been admitted.

**Chapter 2
Terms and conditions of participation**

§ 4

1. Candidates shall be admitted to post-graduate programs within the limit of places allocated to a given post-graduate program by the SWPS University prior to the start of enrolment.
2. In particularly justified cases, the University may decide to change the limit of places at a given post-graduate program after enrolment begins.

3. Persons who have a full qualification at least at level 6 of the Polish Qualifications Framework obtained in the higher education and science system, particularly those who hold a university degree and who also meet certain additional criteria, as defined in the general terms of enrolment in case of some post-graduate programs, shall be admitted to the post-graduate program. Subject to item 4, graduates of programs offered by the SWPS University (undergraduate programs, graduate programs or long-cycle programs) shall not be required to present a university diploma during the enrolment procedure for post-graduate programs.
4. In particularly justified cases, the University may request graduates of the SWPS University to present their university diplomas, which request shall be communicated to the candidates, and the University shall set a deadline for submitting the university diploma.
5. Individuals who completed their degree outside the Republic of Poland may be admitted to the post-graduate programs on condition that they submit relevant documents, as required by law.
6. Where no recruitment interview, exam or other qualification form is required to admit candidates to post-graduate programs offered by the SWPS University, candidates shall be admitted on a first come, first served basis, until the limit is reached. Where a recruitment interview, exam or another qualification form is required to admit candidates to post-graduate programs offered by the SWPS University, candidates shall be admitted on the basis of the outcome of such a recruitment interview, exam or qualification. The University reserves the right to hold an interview with each candidate in any event.
7. Candidates shall be admitted to post-graduate programs by:
 - 1) being entered on the Students' list – in case of the citizens of the Republic of Poland;
 - 2) administrative decision of the Chancellor – in case of foreigners.
8. Candidates may file a request for reconsideration of the decision referred to in item 7.2 or use another form of appeal, in accordance with the instruction provided in the decision.

§ 5

1. Candidates who apply for admission to a post-graduate program are required to pay an enrolment fee.
2. Subject to items 4 and 8, the enrolment fee is non-refundable.
3. The enrolment fee is not included in tuition when the candidate is admitted to the post-graduate program.
4. The University may decide not to launch a given post-graduate program. In such a case, the enrolment fee and tuition paid shall be returned promptly, not later than within 30 days, counting from the day of designating the number of bank account to which the reimbursement is to be made.
5. A person admitted to the post-graduate program is required to pay the fees in accordance with the agreement on terms and conditions of payment for post-graduate programs.
6. The enrolment fee shall be transferred to the designated bank account of the University and put the name of the post-graduate program, the first names and last name in the transfer description.
7. Where the Student resigns from the post-graduate program before the classes commence, any tuition paid shall be returned within the deadline referred to in item 4.

8. A candidate who has not been admitted to the post-graduate program shall be reimbursed the enrolment fee within the deadline referred to in item 4.
9. The enrolment fee shall not be refundable if the Student resigned after completion of the enrolment process, i.e. after the University has sent notice of enrolment in the list of students of the post-graduate program or an administrative decision regarding admission of a foreigner to the post-graduate program.

§ 6

1. Candidates to post-graduate programs shall enroll in the program via the on-line enrolment system (the “**Enrolment System**”), using the functionalities specified in the Enrolment System.
2. Subject to § 4.3, the second sentence, and § 4.4, the University requires candidates for post-graduate programs to use the Enrolment System to upload copies (scanned images) of documents proving that the candidates have full qualification at least at level 6 of the Polish Qualification Framework obtained in the higher education and science system, including in particular the university diploma.
3. The University may require candidates to upload additional documents via the Enrolment System; information on the duty to upload additional documents shall be included in the general terms and conditions of enrolment available on the website at www.podyplomowe.pl before enrolment begins.
4. The agreement with the Student is made via the Enrolment System in the documentary form.

§ 7

1. Post-graduate programs are subject to fees.
2. The terms and conditions of payment for post-graduate programs are set out in the agreement concluded with the Student.
3. The University shall commence a procedure for removing a Student from the Students’ list if there are any outstanding fees, upon calling on the Student to pay the fees.
4. Where the studies at the post-graduate program are financed (in whole or in part) by a third party, the University shall enter into a tri-lateral agreement with that party and the Student.

§ 8

The Student shall file a letter of resignation from the post-graduate program with the entity offering the post-graduate program. Candidates shall resign from participation in the enrolment procedure for post-graduate program via the Enrolment System. The Students shall give their letter of resignation in writing or electronically via the e-mail address in the Student’s records.

Chapter 3

Rights and duties of the students

§ 9

1. Students have the right to:
 - 1) use the University classrooms, equipment and resources required to implement the curriculum of the post-graduate program;
 - 2) use the libraries of the SWPS University on terms and conditions set out in its bylaws;
 - 3) take part in conferences, readings, open lectures and guest lectures organized by the SWPS University.
2. Students are required:
 - 1) to review the syllabus and the curriculum of the post-graduate programs;
 - 2) to adhere to the universally applicable laws and to the internal regulations effective at the SWPS University;
 - 3) not to take photos or record classes without consent of the lecturer and of other Students who participate in the class;
 - 4) to take part in 80% of the classes defined in the post-graduate program syllabus and curriculum, in the number of hours required at a given post-graduate program, unless the conditions for completion of a given program state otherwise;
 - 5) to complete assignments arising from the post-graduate program curriculum on a timely basis;
 - 6) to obtain all credits and pass exams defined in the program curriculum;
 - 7) to behave in a dignified, respectful and ethical way both towards other Students and lecturers;
 - 8) to pay fees in accordance with the agreement on terms and conditions of payment for post-graduate programs;
 - 9) to review and adhere to the General Terms and Conditions.
3. In individual cases concerning Students, decisions shall be taken by the head of the University's organizational unit offering the post-graduate program.

§ 10

1. A Student who violates the duties defined in § 9.2 or who violates universally applicable legal norms, in particular a Student who commits acts that are beneath the student's dignity or who commits unethical acts or who violates third parties' copyrights shall be removed from the students' list.
2. The decision on removal from the students' list shall be taken by the head of the organizational unit offering the post-graduate program. The decision, along with the rationale, shall be delivered to the Student in person, by regular mail or by e-mail.
3. A Student who is removed from the students' list shall be deprived of the rights defined herein, including in particular the right to take part in classes.
4. A person who took a break in the post-graduate program, resigned from the program or was removed from the students' list shall be re-admitted to the program on terms and conditions effective during another enrolment in post-graduate programs.

Chapter 4

Organization of the teaching process

§ 11

1. The teaching process at the post-graduate program is based on the syllabus and curriculum of the post-graduate program.
2. The University reserves the right to modify the curriculum due to changes in laws governing the issues tackled during post-graduate program.
3. In particularly justified cases, the University reserves the right to make organizational changes to the post-graduate program syllabus and notify the Students thereof in advance.

§ 12

1. The learning outcomes of the post-graduate program shall be verified in the form envisaged in the post-graduate program curriculum.
2. Students shall have the right to view the materials that were the basis for credit in the presence of an authorized employee of the SWPS University within 2 years from the completion of the education.
3. In justified cases, the head of a given post-graduate program may transfer the grade the Student received at a different post-graduate program or a graduate program, provided that the head of a given post-graduate program finds that the learning outcomes coincide. The grade may be transferred only on the basis of a document that proves previously received credit.

§ 13

1. A Student who fails a subject or wishes to improve his/ her grade in a course s/he has already successfully completed shall have the right to take one free of charge repeat exam or one additional attempt to get a credit from each course.
2. Where the syllabus of the post-graduate program provides that the entire group must get a credit from a course, the provisions of item 1 shall be applicable to the entire group.
3. In particularly justified cases, the head of a given program may consent to give an additional deadline to get a credit from a course.
4. Students should get credits from all courses during the education cycle; however, in case of some courses specified by the program heads, credits from all courses must be obtained within 3 months from completion of the education.
5. Where credits are obtained or exams are taken or final theses are defended by a group, all Students within the group must take a repeat exam or an additional attempt to get a credit.
6. A Student who resigned from the post-graduate program during their term may resume the program after a break no longer than two years. The terms of the program resumption shall be defined by the head of the organizational unit offering the post-graduate program, in consultation with the head of a given program, upon considering the applicable curriculum of the post-graduate program and the way of class organization, as well as the rules of payment and the level of fees charged at the post-graduate programs at the SWPS University.

§ 14

1. The following grades are used for credits and exams:
 - 1) very good (5.0);
 - 2) good plus (4.5);
 - 3) good (4.0);

- 4) satisfactory plus (3.5);
 - 5) satisfactory (3.0);
 - 6) unsatisfactory (2.0).
2. Unsatisfactory grade (2.0) is a failing grade.

Chapter 5

Completion of post-graduate programs

§ 15

The post-graduate program shall be completed upon fulfilling all duties arising from the syllabus and curriculum of post-graduate program, obtaining credits from all classes envisaged in the post-graduate program curriculum and submitting a thesis/ project or passing an exam/ successfully defending the thesis, if envisaged by the post-graduate curriculum, and also upon participating in the minimum number of classes required for a given program (a medical certificate or another form of excused absence do not allow exceeding that limit).

§ 16

The form of the written work and credits and the weights of individual partial grades at a given post-graduate program shall be defined in the post-graduate program curriculum.

§ 17

1. The certificate of post-graduate program completion shall include, among other things, the overall classification of the post-graduate program, rounded up to the full grade according to the following rule:
 - 1) from 3 to 3.5 - satisfactory (3);
 - 2) from 3.51 to 4.5 – good (4);
 - 3) from 4.51 to 5.0 – very good (5).
2. The weight of the individual partial grades at a given post-graduate program is the basis for the calculation of the overall classification of the post-graduate program, in accordance with item 1.
3. In individual cases, upon the request of the head of a given post-graduate program, the head of the organizational unit offering the post-graduate program may upgrade the Student's grade on the certificate of the post-graduate program completion by one due to the Student's activity throughout the program and the level of performance of tasks that were not graded (unsatisfactory grade may not be upgraded).

§ 18

Upon fulfilling all duties arising from the curriculum of the post-graduate program, the Student shall receive a certificate of post-graduate program completion, in accordance with the template effective at the University.

§ 19

1. Graduates of the post-graduate programs shall receive a certificate of the post-graduate program completion along with a certified copy.
2. Graduates of the post-graduate programs shall confirm the receipt of the certificate of the post-graduate program completion by signing the diploma book. Upon written request of the graduate, the documents may be given to an authorized person designated by the Student or they may be mailed.
3. In the event that the original certificate of post-graduate program completion is lost, the graduate may request the University, in writing, for a duplicate. The University shall issue a duplicate, against a fee, based on its own records.
4. The University may issue a certified copy of the certificate of post-graduate program completion translated into English.

Chapter 6 Final provisions

§ 20

As for any matters not regulated herein, the provisions of the universally applicable laws, including but not limited to the Higher Education and Science Law with secondary legislation and the internal regulations of the University shall apply.