

**GENERAL TERMS AND CONDITIONS
OF POSTGRADUATE PROGRAMS AT SWPS UNIVERSITY OF SOCIAL SCIENCES AND
HUMANITIES EFFECTIVE FROM THE 2022/2023 ACADEMIC YEAR**

**Chapter 1
General Provisions**

Article 1

1. The General Terms and Conditions of postgraduate programs at SWPS University of Social Sciences and Humanities lay down the principles of enrollment, organization and implementation of postgraduate programs at SWPS University of Social Sciences and Humanities, hereinafter referred to as “**SWPS University**” or the “**University**”, as well as the rights and duties of postgraduate students, hereinafter referred to as “**Students**”.
2. SWPS University shall organize postgraduate programs in accordance with the applicable law, with due diligence, while providing staff members who have adequate qualifications.

Article 2

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

- 1) the terms and conditions of enrollment for postgraduate programs;
- 2) the terms and conditions of the credit system;
- 3) the rights and duties of Students;
- 4) the conditions of postgraduate program completion.

Article 3

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

**Chapter 2
Terms and conditions of participation**

Article 4

1. Candidates shall be admitted to postgraduate programs within the limit of places allocated to a given postgraduate program by SWPS University prior to the start of enrollment.
2. In justified cases, the University may decide to change the limit of places at a given postgraduate program after enrollment 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 also meet certain additional criteria, as defined in the general terms of enrollment in case of some postgraduate programs, shall be admitted to a given postgraduate program. Subject to item (4), graduates of programs at SWPS University (undergraduate programs, graduate programs or long-cycle Master's degree programs) shall not be required to present a university diploma during the enrollment procedure for postgraduate programs.
4. In particularly justified cases, the University may request graduates of 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 postgraduate programs on the condition that they submit relevant documents, as required by law.
6. Where no recruitment interview, examination or other form of qualification is required to admit candidates to postgraduate programs offered by SWPS University, candidates shall be admitted on a first come, first served basis, until the limit of places is reached. Where a recruitment interview, examination or another form of qualification is required to admit candidates to postgraduate programs offered by SWPS University, candidates shall be admitted on the basis of the outcome of such a recruitment interview, exam or qualification, until the limit of places is reached. The University reserves the right to hold an interview with each candidate in any case.
7. Candidates shall be admitted to postgraduate programs by:
 - 1) being entered on the Student list — in the case of citizens of the Republic of Poland;
 - 2) administrative decision issued by the Rector — in the case of foreigners.
8. Candidates may file a request for reconsideration of the decision referred to in item (7)(2) or use another remedy, in accordance with the instruction provided in the decision.

Article 5

1. Candidates who apply for admission to a postgraduate program are required to pay an enrollment fee.
2. Subject to items (4), (7) and (8), the enrollment fee is non-refundable.
3. The enrollment fee is not included in the tuition when the candidate is admitted to postgraduate studies.
4. The University may decide not to launch a given postgraduate program or to postpone the start date of a given program. In such a case, the enrollment fee and the tuition paid shall be returned immediately, no later than within 30 days from the day of indicating the bank account number to which the reimbursement is to be made. If a decision is made not to launch a postgraduate program or to postpone the commencement date of a program in question, the University may contact the candidate in order to determine the principles of organization of the teaching process, including providing the candidate with information on the possibility to take up studies in a program other than the one originally selected.
5. A person admitted to a postgraduate program is required to pay the fees in accordance with the agreement on the terms and conditions of payment for postgraduate programs.
6. The enrollment fee shall be transferred to the bank account indicated for this purpose by the University, indicating in the transfer title the name of the postgraduate program and the first names and surname of the candidate for postgraduate programs.
7. Where a Student resigns from a postgraduate program before the classes commence, the tuition paid shall be returned within the time limit referred to in item (4).
8. A candidate who has not been admitted to a postgraduate program shall receive a reimbursement of the enrollment fee within the time limit referred to in item (4).
9. The enrollment fee shall not be refundable if a Student resigns from a program after the completion of the enrollment process, i.e. after the University has sent notice of enrollment in the list of postgraduate students or an administrative decision on admission of a foreigner to postgraduate studies.

Article 6

1. Candidates applying for admission to postgraduate programs shall enroll for the program via the on-line enrollment system (the **"Enrollment System"**), in accordance with the functionalities specified in the Enrollment System.
2. Subject to Article 4(3), second sentence, and Article 4(4), the University requires candidates for postgraduate programs to use the Enrollment System to upload copies (scanned images) of documents confirming 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 a university diploma.

3. The University may require a candidate to upload additional documents via the Enrollment System; information on the obligation to upload additional documents shall be included in the general terms and conditions of enrollment available on the following website: www.podyplomowe.pl.
4. The agreement with a Student is made via the Enrollment System in the form of a document.

Article 7

1. Postgraduate programs are subject to fees.
2. The terms and conditions of payment for postgraduate programs are set out in the agreement concluded with the Student.
3. The University shall commence a procedure for the striking of a Student off the list of Students if there are any due and outstanding fees, after calling on the Student to pay the fees.
4. Where the studies at the postgraduate studies are financed (in whole or in part) by a third party, the University shall enter into a tripartite agreement with this entity and the Student.

Article 8

1. A Student may withdraw from a postgraduate program and a candidate may withdraw from participation in the enrollment process.
2. Information on the withdrawal from a postgraduate program or from participation in the enrollment process shall be submitted to the unit conducting the postgraduate program.
3. The resignation of a Student from participation in postgraduate studies should be submitted in writing or electronically via the email address on file or via the Enrollment System.
4. Candidates shall resign from participation in the enrollment procedure via the Enrollment System.

Chapter 3

Rights and duties of Students

Article 9

1. Students have the right:
 - 1) to use the classrooms, equipment and resources of the University necessary for the implementation of the postgraduate program curriculum;
 - 2) to use the libraries of SWPS University on terms and conditions set out in its bylaws;
 - 3) take part in conferences, readings, open lectures and guest lectures organized by SWPS University.
2. Students are required:
 - 1) to review the syllabus and the curriculum of the postgraduate programs;
 - 2) to adhere to the generally applicable laws and to the internal regulations effective at SWPS University;
 - 3) not to take photos or record classes without the consent of the lecturer and other Students who participate in the class;
 - 4) to participate in 80% of the classes specified in the syllabus and curriculum of the postgraduate programs, in the number of hours required at a given postgraduate program, unless the conditions for completion of a given program state otherwise;
 - 5) to complete assignments arising from the postgraduate program curriculum in a timely manner;
 - 6) to obtain all credits and pass the exams specified in the program curriculum;
 - 7) to behave in a dignified, respectful and ethical manner both towards other Students and lecturers, and to observe the netiquette rules defined by the University;

- 8) to pay fees in accordance with the concluded agreement on terms and conditions of payment for postgraduate programs;
 - 9) to read 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 that conducts the postgraduate program.

Article 10

1. A Student who violates the duties defined in Articles 9(2) and 13(2) or who violates generally applicable legal norms, in particular a Student who commits acts that are beneath a student's dignity or who commits unethical acts or violates the copyrights of third parties shall be struck off the student list.
2. The decision on striking a Student off the student list shall be taken by the head of the organizational unit running the postgraduate program. The decision, along with the justification, shall be delivered to the Student in person, by regular mail or by e-mail.
3. A Student who is struck off the student list shall be deprived of the rights defined herein, including in particular the right to participate in classes.
4. A person who took a break in a postgraduate program, resigned from a program or was struck off the student list shall be re-admitted to the program on the terms and conditions applicable during re-enrollment for postgraduate programs.

Chapter 4

Organization of the teaching process

Article 11

1. The teaching process of a postgraduate program is based on the syllabus and curriculum of the postgraduate program.
2. The University reserves the right to modify the curriculum due to changes in laws governing the issues tackled during postgraduate programs.
3. In particularly justified cases, the University reserves the right to make organizational changes to the postgraduate program syllabus, of which fact it will notify the Students in advance.

Article 12

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

Article 13

1. A Student who fails a subject or wishes to improve his / her grade in a course he /she has already successfully completed shall have the right to take one resit exam free of charge or one additional attempt to get a credit for each course.
2. The University reserves the right to verify the independence of Students' work using an anti-plagiarism system in accordance with the anti-plagiarism procedure in force at SWPS University. In the case of negative verification of the independence of a work, the Student is entitled to a single correction of the work. Another negative verification of the independence of the work may constitute a breach of the duties set forth in the Bylaws and may result in striking off the student list.

3. Where the syllabus of a postgraduate program provides that the entire group must get a credit for a course, the provisions in items (1) and (2) shall apply accordingly to the entire group.
4. In particularly justified cases, the head of a given program may consent to give an additional deadline for getting a credit for a course.
5. Students should get credits for all courses during the education cycle; however, in case of some courses specified by the program heads, credits for all courses must be obtained within 3 months from completion of education.
6. Where credits are obtained or exams are taken or final theses are defended by a group, all Students within the group must take a resit exam or an additional attempt to get a credit.
7. A Student who resigned from a postgraduate program during their term may resume the program after a break of no more than two years. The terms of program resumption shall be defined by the head of the organizational unit conducting the postgraduate program, in consultation with the head of a given program, taking into account the applicable curriculum of the postgraduate program and the organization of classes, as well as the rules of payment and the amount of fees charged for postgraduate programs at SWPS University.

Article 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 postgraduate programs

Article 15

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

Article 16

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

Article 17

1. The certificate of postgraduate program completion shall include, among other things, the overall classification of the postgraduate 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 postgraduate program is the basis for calculation of the overall classification of the postgraduate program, in accordance with item (1).
3. In individual cases, upon the request of the head of a given postgraduate program, the head of the organizational unit conducting the postgraduate program may upgrade the Student's grade on the certificate of postgraduate program completion by one due to the Student's high activity during the course of studies and the level of performed tasks that were not graded (unsatisfactory grade may not be upgraded).

Article 18

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

Article 19

1. Graduates of postgraduate programs shall receive a certificate of postgraduate program completion along with a certified copy.
2. Graduates of postgraduate programs shall confirm the receipt of the certificate of completion of a postgraduate program by signing the diploma book. Upon written request of the graduate, the documents may be issued to an authorized person designated by the Student or they may be mailed.
3. In the event that the original certificate of completion of a postgraduate program 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 postgraduate program completion translated into English.

Chapter 6

Final provisions

Article 20

In matters not regulated herein, the provisions of the generally applicable law shall apply, in particular the Higher Education and Science Law, along with executive regulations and the internal regulations of the University.