

## ***RULES OF PROCEDURE***

### ***Post-Graduate Studies***

Institute of Economics

Polish Academy of Sciences

## **I. GENERAL REGULATIONS**

Par.1.

Regulations of the present Rules of Procedure shall apply to Students pursuing a Post-Graduate course of students in the Institute of Economics, Polish Academy of Sciences (called hereinafter “the Studies”).

## **II. POST GRADUATE STUDIES RECRUITMENT PROCEDURE**

Par.2.

Academic Entry Requirements:

- 1) Applications shall be accepted from the university graduates only. Foreign post graduate Applicants apply under different regulations;
2. An application form shall be completed and signed;
- 3) Copy of the University Graduation Certificate, an updated CV, copy of the Passport, and a photograph must be submitted;
- 4) Evaluation interview successfully completed; order of applications may be an asset;
- 5) confirmation of transfer of the application and admission fee (in one batch or the first instalment).

Par.3

- 1) The Recruitment Board shall be designated by the Head of the Institute.

2) Decision of Admission and Non-Admission to the post graduate studies shall be taken by the Chairman of the Recruitment Board. Appeals against the decision of the Chairman of the Recruitment Board shall be addressed to the Head of the Institute by the mediation of the Head of the relevant course of studies within 14 days as of the date of announcement of the decision. Decision of the Head of the Institute shall be final.

3) Should the application to the post graduate studies receive a negative status, the documents submitted during the recruitment period will be returned to the candidate.

### **III. ORGANISATION OF WORK**

#### **Par. 4**

Studies may be delivered the form of:

- 1) extramural studies;
- 2) in the Polish language or in a foreign language;
- 3) studies may be delivered in cooperation with some other university establishments and scientific institutions, and in cooperation with other establishments, units and organisations, including those abroad. If such is the case, an agreement shall specify in detail the regulations governing the course of studies, the students' rights and obligations, the conditions under which a certificate of graduation shall be delivered, and also rights and obligations of the relevant establishments.

#### **Para. 5**

Teaching during the course of studies shall take the form of lectures, classes, workshops, tutorials and seminars. Evaluation and credits in every subject shall be included in the programme of the course of studies, and specific manner and requirements provided in the Syllabus.

Para 6.

Depending on the field of study, the course of studies shall take two or more semesters.

Par.7

Detailed rules and regulations governing the organisation of the academic year, including beginnings and ends of the teaching periods, the course calendar, deadlines for credits and exams, and repeat exam deadlines shall be specified by the Director of the Post Graduates Studies in compliance with the ordinance on organisation of the academic year delivered by the Head of the Institute.

Par.8.

Teaching shall take place in the seat of the Institute or in the leased locations in compliance with a course calendar worked out and handed to the Students participating in the course of studies.

Par.9.

Teaching during the course of studies shall be performed by the academic staff of the Institute and also of some other Polish or foreign academic establishments, and by distinguished specialists and a qualified staff.

Par.10.

Updated information on the courses shall be available on the website of the Institute. Students who provided the Institute staff with their email address shall receive their course information by email.

Par.11.

1. Credits and exam grades shall be applied according to the following evaluation scale:

- 1) Outstanding – 5,5
- 2) Very good – 5
- 3) More than good - 4,5

- 4) Good – 4,0
  - 5) More than satisfactory – 3,5
  - 6) Satisfactory – 3
  - 7) Failed – 2
2. Director of Studies may take a decision to apply a simplified grid:
- 1) credited, with no grade – credited [in Polish: “*zal.*”]
  - 2) not credited, with no grade [in Polish: “*nzal.*”]
3. In the event Student is not attending, an entry shall be made in the grading file “absent” or some other Polish equivalent – [in Polish: “*nb*”]

Par.12.

The final result of the course of Post Graduate Studies pursued shall be assessed basing on the following principle:

- 1) up to 3,25 – satisfactory (3,0)
- 2) from 3,26 to 3,75 – more than satisfactory (3,5)
- 3) from 3,76 to 4,25 – good (4,0)
- 4) from 4,26 to 4,60 - more than good (4,5)
- 5) from 4,61 to 5,06 – superior /very good (5,0)
- 6) from 5,07 – outstanding (5,5)

Par.13.

The final grade for the course of studies shall be the arithmetic mean of all the acquired grades. If a course of studies is terminated with a defence of a thesis then the mean shall be computed in accordance with the following formula:

0,7 arithmetic mean for the subjects taught during the course of studies,  
0,2 assessment of the Diploma Thesis, 0,1 - grade for the defence of the Diploma Thesis. If the course of studies terminates with a final exam then the mean shall be computed according to the following formula: 0,7 arithmetic mean for the subjects taken during the course of studies, and 0,3 for evaluation at the final exam.

Par.13 a.

Participants in post graduate EDDBA course of studies may participate in an Individual Seminar in a given subject.

1. The purpose of the seminar is to improve the academic qualifications of the attendants aiming to begin the formal process of earning a doctorate in the field of economics. Participation and completion of an individual seminar in a given subject shall have no ascendancy over participation and chance of completing the post graduate course of studies;

2. Persons holding Master's degree or any equivalent degree complying with the Law on Academic Degrees and Titles and Degrees and Titles in the field of Arts may participate in the Seminar.

3. The Seminar Participants shall have the right to:

- individual tutorials with an academic supervisor for a period not exceeding 4 Semesters;

- access to the IE PAS library, participation in academic seminars and research projects;

- present one's own research work during the IE PAS seminar after acquiring acceptance of the academic supervisor and of the Research Deputy Director.

4. Seminar Participant who has prepared his/her Doctoral Thesis in the field of economics may begin a formal process of earning a doctorate in the IE PAS in compliance with the stipulations of the Law on Academic Degrees and Titles and on degrees titles in the field of Arts of 14<sup>th</sup> March, 2003, as amended.

5. Participation in an optional particular subject seminar takes place against an additional fee. Terms and conditions, and time loads of these tutorials shall be set by the Head of the IE PAS under a separate regulation.

#### **IV. STUDENTS' RIGHTS and OBLIGATIONS**

Par.14.

Every Student shall have the right to:

- 1) attend the courses delivered in compliance with the programme of studies and the academic seminars of the Institute,
- 2) have access to the teaching locations, equipment and facilities of the Institute, indispensable for fulfilment of the programme of studies,
- 3) have access to the Institute's library in compliance with the library's by-laws,
- 4) be provided with the Rules on Procedure in the Post Graduate Course of Studies, the Course Calendar and the Syllabus,
- 5) communicate to the Director of the Post-Graduate Studies his observations and proposals regarding logistics of the teaching process and the office work,
- 6) appeal to the Head of the Institute against the decision of the Director of the Post Graduate Studies.

Par.15.

Every Participant of the course of studies shall be required to:

- 1) observe all the regulations in force in the Institute of Economics PAS;
- 2) attend on a regular basis all the courses and study individually in compliance with the recommendations of the teaching staff to meet the requirements of the course (absence cannot exceed 25% of the duration of subjects taught unless otherwise stipulated under the individual course of studies);
- 3) observe the discipline of the course of studies and the obligatory deadlines for obtaining credits;
- 4) notify without delay about any changes in personal data, in particular change of name, address, mail address, address to be entered in the invoice;
- 5) participate in tests which is a requisite to obtain credits in the subjects studied;
- 6) make due payment fees for the course of studies as provided under par.41.

Par.16.

Individual course of studies. In justifiable circumstances (health problems or some other condition) Student may undertake an individual course of studies under terms and conditions specified by the Director of the course of studies.

Par.17.

Right to an Interval in the course of studies:

- 1) Students may be granted permission to break his/her course of studies in serious circumstances such as illness, childbirth, childcare or some other vicissitude;
- 2) Decision to grant interval in the course of studies shall be taken by the Director of the course of studies upon presentation of a written application by a student;
- 3) An interval in the course of studies may involve the requirement to supplement the programme differences, if such be the case.

Par.18.

Students shall not be entitled to:

- 1) A Student's ID card;
- 2) Financial assistance from the IE PAS establishment.

Par.19.

Recognition of credits obtained in some other academic establishments:

- 1) Any person who completed equivalent course of studies may apply for recognition of credits acquired while pursuing some other course of study organized by the Institute. Consistence of the syllabus and unanimity of the effects of instruction shall be then required.
- 2) Decision concerning approval of credits shall be taken by the ECST Transfer Board chaired by the Studies Director. The Board shall be appointed by the Head of the IE PAS who confirms the decision.

## V. DISCIPLINARY PROCEDURES

Par. 20.

Any student who acts in bad faith shall be subject to disciplinary procedure. Presentation of work of some other persons as one's own work, plagiarism, cribbing, taking examination for somebody else, repeat presentation of paper already evaluated, data tampering, and benefitting from illicit support during examinations shall be considered the most serious acts in bad faith.

Par. 21.

Head of the IE PAS shall appoint a Disciplinary Board to consider cases of acts in bad faith. The Board shall comprise of: the Director of Studies, a representative of the academic staff of the Institute, and a Students' representative or a person designated by him/her.

Par.22.

Student may provide an explanation to the Disciplinary Board in person or send his/her explanation in a written form.

Par.23.

The Disciplinary Board may lower the grade, order presentation of a new coursework, order a repeat of the exam or order restart of the given subject against payment. The Disciplinary Board may in exceptional circumstance take a student's name off the list of students.

Par.24.

Students will have 14 days to appeal against the decision of the Disciplinary Board to the Head of the Institute. The decision of the Head shall be final.

## VI. CREDITS

### Par.25.

In order to obtain credits in a given subject all Students shall be required to secure a satisfactory final grade (or a credit) in a given subject. Students who have not obtained a credit in a given subject may restart the given subject once more against payment.

### Par.26.

Failure to sit for an examination or to present a term coursework within the end of the next semester from the first deadline will require a restart of a given subject against payment (volume of the fee, as specified in the ordinance of the Head of the Institute).

### Par.27.

In justifiable instances Students may apply to the Director of the course of studies to alter the date of the examination date or submission of the term coursework.

### Par.28.

Terms and conditions, including deadlines for obtaining a Semester Pass and enrolment into the subsequent Semester shall be determined by the Director of Studies. In the event Student fails to obtain all credits within the deadline set, the Director of the course resolves either to allow for a provisional enrolment of Student into a subsequent semester or to remove Student from the list of students in compliance with par. 46.

## **VII. REPEAT EXAM and CONCLUSIVE EXAM CONDUCTED BEFORE A SPECIALLY APPOINTED EXAMINATION BOARD**

Par.29.

Students who have not acquired a credit in a given subject in the first call have the right to repeat his/her attempt. The deadline for submission of the repeat term coursework shall be designated by the Director of studies in consultation with the Lecturer. In the event the repeat attempt does not receive a satisfactory grade, the pass in a given subject shall not be awarded.

Par.30.

In special cases the Director of studies may grant approval for restoration of the examination date or presentation of the term coursework.

Par.31.

Students may within 14 days from the date of announcement of the results apply to the Head of the Institute to revise his/her grade requesting appointment of an Examination Board for conducting a last chance exam. The decision of the Head shall be final.

Par.32.

The Conclusive Exam shall be conducted by a Board appointed by the Head of the Institute.

## **VII. DIPLOMA THESIS**

Par. 33.

Diploma Thesis shall be evaluated by a thesis Supervisor and a Reviewer/Referee. The final grade shall be the mean arithmetic of the Reviewer's and of the Supervisor's evaluation.

Par. 34.

The Thesis shall be submitted to defence only after it has received a satisfactory evaluation from the Supervisor and the Reviewer. In the event the Reviewer does not evaluate a thesis as satisfactory, a Supplementary Reviewer shall be appointed. In the event the Supplementary Reviewer delivers a satisfactory evaluation, the final grade shall be assessed taking into account all the three grades delivered.

In the event the assessment of the Supplementary Reviewer is negative, the thesis shall not receive a pass.

Par.35.

In the event the Diploma Thesis is not acknowledged as satisfactory Students shall have to submit a new thesis.

Par.36.

Students who meet the following requirements shall be allowed to defend his/her Thesis:

- 1) credits in all the subjects of the programme of studies have been acquired;
- 2) the required number of copies of the Diploma Thesis has been submitted;
- 3) the Diploma Thesis has received a satisfactory evaluation;
- 4) All the fees due to the IE PAS have been paid.

Par.37.

Decision granting permission to defend the Diploma Thesis shall be taken by the Director of the course of studies.

Par.38.

The defence of the Thesis shall take place in the presence of the Examination Board. It is oral in form and in the course of the defence procedure the Student presents his/her thesis and responds to the questions connected with the subject matter and the line of his/her studies.

Par.39.

In the event Student has not received a pass in the process of defence of his/her Diploma Thesis, then the Director of the course of studies designates a second deadline for defence of the Thesis. The second deadline shall be final.

Par.40

In the event Student has not received a pass in the second attempt to defend his/her thesis or else has not attended, the Director of the course of studies shall delate the name of Student from the list of students.

## **IX. REGULATIONS GOVERNING THE PAYMENT OF FEES**

Par.41.

All Participants shall be required to meet the deadlines for payment of their students' fees. Payments shall be made in instalments per semester, not later, however, than 5 days before the start of the opening semester, or in a lump sum before the start of the course of studies in the first semester or else as agreed between the parties. The volume of the fee and the schedule of payments for the course of studies shall be determined by the Head of the Institute.

Par.42.

Ineffective termination of the deadline for the payment of a given instalment as provided under par.41 shall be considered as an act of resignation from the course of studies and will justify the decision to delate the name of the person from the roll of Students, unless the overdue instalment is paid within 14 days from the date it is due (provided a relevant application has been submitted and has received a favourable attention).

Par.43.

In the event there is a deficiency of candidates for a specific line of study hindering the start of the process of instruction the Institute of Economics PAS will reimburse the fees paid. No additional claims for cancellation of the course of studies shall be considered.

## **X. GRADUATION REQUIREMENTS**

Par. 44.

In order to complete the course of studies and acquire a graduation certificate every Student shall be required to:

- 1a) obtain credits in all the subjects, excluding optional subjects;
- 1b) presence on minimum 75% of class hours, excluding elective courses;
- 2a) submit the Coursework [“Praca końcowa”] or obtain a satisfactory exam result in compliance with the programme of studies.
- 2b) obtain a satisfactory result in the examination including defence of the Coursework not later than 12 calendar months from the date of completion of the course;
- 3) pay all the fees required for the course of studies within the deadline provided, and specified in the Agreement creating an Obligation entered by and between IE PAS and the Students regarding post-graduate studies.

Par.45.

Upon successfully passing the examination Students shall be awarded a Certificate confirming completion of the Post Graduate Course of Studies delivered by the Institute of Economics, Polish Academy of Sciences.

## **XI. FINAL PROVISIONS**

### **Par.46**

Director of the post-graduate course of studies shall have the right to delete any person from the list of students participating in the course of studies under the following circumstances:

- 1) an event has occurred of blatant infringement of the regulations governing the course of studies and of the emergency provisions in force in the Institute of Economics PAS, including generally acknowledged ethical and behavioural standards;
- 2) a written request for resignation;
- 3) a deficiency in the progress of knowledge;
- 4) payments required under the Agreement entered between IE PAS and a Student creating an Obligation for the Parties concerned have not been met;
- 5) Coursework/Diploma Thesis is not submitted within the deadline specified under par.44 subpoint “2b” or at any other date designated earlier by the Director of the course of studies, no later than 6 semesters after finishing the last class.

### **Par.47.**

Withdrawal of a Student from the list of participants in the course of studies shall not provide grounds for any reimbursement claims regarding payments previously made, excluding payments not yet due and made towards the subsequent semesters instalments at the time of deleting Student from the list of participants in the course of studies.

### **Par. 48.**

Student's withdrawal from the list of students may be appealed against to the Head of the Institute. Such an appeal shall be lodged within 14 days by mediation of the Director of the post-graduate studies.

Par.49.

Student whose name has been withdrawn from the list of students may apply to the Director of the course of studies for permission to resume his/her course of studies.

- 1) The provision shall not apply to students removed under notice on disciplinary grounds;
- 2) Credits and passes awarded to such a person at an earlier stage shall be acknowledged provided the effect of the instruction process has not yet turned stale.
- 3) In the event the specific curriculum has changed the Director of the course of studies specifies terms, conditions , deadline and method of making up for the work outstanding to be followed by a student resuming the course of studies.
- 4) The fee to be paid for continuation of the course of studies shall depend on the volume of ECTS points required to complete the course of studies.

Par. 50.

The present Rules of Procedure shall enter into force as from the beginning of the 2019/20 academic year, and shall be binding for Students who enrolled for a course of studies in the 2019/2020 academic year.