



Item 53

**RESOLUTION NO 66  
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

of 22 February 2017

**on the enactment of the Rules of Post-graduate Study  
at the University of Warsaw**

Pursuant to Article 62 s. 1 in conjunction with Article 6 s. 1 item 5, Article 8a, Article 13 s. 1 item 6, Article 31a of the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2016, item 1842, as amended), and § 30 item 10 of the Statute of the University of Warsaw (consolidated text: Monitor UW 2015, item 150, as amended), the Senate of the University of Warsaw has resolved as follows:

§ 1

The Rules of Post-graduate Study at the University of Warsaw, hereinafter referred to as the “Rules,” are hereby enacted, the text of which constitutes an appendix to this resolution.

§ 2

Resolution no 76 of the Senate of the University of Warsaw of 12 April 2006 on the enactment of the Rules of Post-graduate Study at the University of Warsaw (consolidated text: UW Monitor 2011, No 7E, item 173, as amended) shall be hereby cancelled.

§ 4

1. Provisions binding until now shall apply to the study editions that started before the day of these Rules coming into force.

2. Every subsequent edition of post-graduate study should be conducted in keeping with the principles set by the Rules.

§ 3

The resolution shall come into force on the date of its enactment and shall apply starting the summer semester of the 2016/2017 academic year.

Rector of the University of Warsaw:  
*M. Pałys*

Appendix

to resolution no 66 of the Senate of the University of Warsaw of 22 February 2017  
on the enactment of the Rules of Post-graduate Study at the University of Warsaw

## **RULES OF POST-GRADUATE STUDY AT THE UNIVERSITY OF WARSAW**

Pursuant to Article 62 s. 1 in conjunction with Article 6 s. 1 item 5, Article 8a, Article 13 s. 1 item 6, Article 31a, Article 99 s. 1 item 5 of the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2016, item 1842, as amended), and § 30 item 10, § 35 item 7, § 113 of the Statute of the University of Warsaw (consolidated text: Monitor UW 2015, item 150, as amended), the Senate of the University of Warsaw has resolved as follows:

### **GENERAL PROVISIONS**

#### **§ 1**

1. Post-graduate studies at the University of Warsaw shall be conducted based on applicable regulations, including in particular:

- 1) Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2016, item 1842, as amended), hereinafter referred to as the “Act;”
- 2) Statute of the University of Warsaw, hereinafter referred to as the “Statute;”
- 3) Rules of Post-graduate Study at the University of Warsaw, hereinafter referred to as the “Rules.”

2. The Rules determine general rules for organisation and course of studies, as well as related rights and obligations of participants of post-graduate studies at the University of Warsaw and common units co-established by the University.

3. Councils of the units conducting post-graduate studies may set out detailed principles for the organisation, financing and conducting of post-graduate studies in line with provisions of the Rules.

4. With respect to post-graduate studies:

- 1) ordered in the University of Warsaw and financed from external resources;
  - 2) established after a tender;
  - 3) established with a financial support of external institutions;
  - 4) conducted by common units, co-established by the University of Warsaw;
- the Rules shall apply respectively, within the scope not regulated by agreements pertaining to these studies.

#### **§ 2**

1. Post-graduate studies may be conducted by organisational units of the University authorised to conduct studies.

2. Post-graduate studies can also be conducted by the units referred to in s. 1, in cooperation with other organisational units of the University, as well as other institutions and organisations, including foreign ones. In such case, duties and tasks

of particular units shall be governed by agreements concluded by and between these units.

3. The agreement referred to in s. 2 shall be concluded with the consent of the Rector. The Rector may consult a responsible Senate committee or experts appointed.

4. Post-graduate studies shall be conducted in the field of education, to which at least one degree programme offered by the organisational unit of the University, referred to in s. 1, is related.

### **§ 3**

1. Post-graduate studies at the University of Warsaw shall result in acquiring the qualifications referred to in Article 2 s. 1 items 11 and 18i of the Act.

2. A relevant level of the Polish Qualifications Framework shall be assigned to the qualifications awarded after completing post-graduate studies.

3. Post-graduate studies, the completion of which results in qualifications equivalent to level 6 of the Polish Qualifications Framework, shall be designed for persons holding at least the diploma of completion of the first-cycle studies.

4. Post-graduate studies, the completion of which results in qualifications equivalent to level 7 of the Polish Qualifications Framework, shall be designed for persons holding at least the diploma of completion of the first-cycle studies, the diploma of completion of the second-cycle studies or the diploma of completion of the long second-cycle studies.

### **§ 4**

The units conducting post-graduate studies shall be obliged to ensure, in particular:

- 1) teaching staff with the qualifications and competences adjusted to the type of classes conducted, based on research achievements or professional experience;
- 2) teaching rooms and infrastructure necessary for the correct implementation of the study curriculum;
- 3) administrative and technical support for the studies.

### **§ 5**

1. Post-graduate studies are offered for a fee. The fee amount shall be set by the Rector, at the request of the head of the units conducting post-graduate studies.

2. The post-graduate study financial plan shall include the study cost estimate drawn up for a minimum number of participants ensuring self-financing of studies. The financial plan template for post-graduate studies at the University of Warsaw shall be determined by the Rector in the ordinance.

3. The post-graduate study financial plan referred to in s. 2 shall also be drawn up for subsequent study editions if the unit changes the amount of fees for post-graduate studies or if costs of conducting post-graduate studies change. The head of the unit conducting post-graduate studies shall immediately present the new financial plan to the Rector.

4. Post-graduate studies or participants of post-graduate studies can be financed or co-financed by external institutions (from external resources), including aid funds of the European Union. In such case, the amount of the fees for studies shall be set out taking into account the principles for financing or co-financing of these studies.

5. Timing and principles for the payment of the fee for post-graduate studies, including potential payments in instalments, as well as partial exemption of the participant from the fee shall be set out by the head of the organisational unit conducting post-graduate studies.

## **§ 6**

The unit conducting post-graduate studies shall be obliged to keep the documentation of the post-graduate study process, in a manner specified in the ordinance of the Rector.

## **ESTABLISHMENT OF POST-GRADUATE STUDIES**

## **§ 7**

1. Except for the studies referred to in § 1 s. 4, post-graduate studies shall be established by the Senate at the request of the council of the unit conducting the studies, after consulting a responsible Senate committee.

2. Post-graduate studies referred to in § 1 s. 4 shall be established by the Rector, after consulting a responsible Senate committee.

## **§ 8**

1. The director of post-graduate studies shall be appointed by the head of the unit conducting post-graduate studies, while immediately notifying the Rector thereof.

2. The director of post-graduate studies should be employed at the University of Warsaw as the primary place of work.

3. Rights and obligations of the director of post-graduate studies shall include:

- 1) organisation of the studies and supervision over the study process;
- 2) oversight over the administrative support for the studies;
- 3) organisation of the process of enrolment in studies;
- 4) presentation of the report on the enrolment process results and the list of persons admitted to the programme to the Rector within 14 days of completing the enrolment process;
- 5) issuance of certificates of the participation in post-graduate studies;

- 6) taking decisions to remove participants from the list of participants of post-graduate studies, reimbursement of the fee for studies and resumption of studies, as well as other decisions pertaining to the study process;
- 7) oversight over keeping the documentation of the post-graduate study process, including: participant register, personal files, reports on tests and examinations, as well as other materials documenting the study process;
- 8) keeping the register and management of pre-numbered forms (participant cards, certificates of completion of studies).

## **§ 9**

1. Decisions of the director of post-graduate studies taken with respect to individual matters of study participants can be appealed against to the Rector, within 14 days of the date of submitting the decision. The appeal shall be made through the director of post-graduate studies.

2. The decision of the Rector shall be final.

## **§ 10**

1. Post-graduate studies cannot comprise less than two semesters.

2. The post-graduate study curriculum should enable the participant to obtain at least thirty (30) ECTS credits, whereas the council of the unit conducting post-graduate studies shall determine learning outcomes, method of the verification and documentation thereof, and in particular conditions for the completion of studies.

3. The unit conducting post-graduate studies shall be obliged to implement steps aimed at the prevention of violations of copyrights by the study participants in their term papers and degree thesis.

## **§ 11**

Post-graduate studies preparing for the profession of a teacher shall be conducted in accordance with requirements set out in the relevant regulation of the Minister of Science and Higher Education.

## **§ 12**

1. The request to establish post-graduate studies, the template of which is attached as an appendix to the Rules, shall be submitted to the Rector by the head of the unit authorised to conduct these studies:

- 1) no later than in April – if the studies are going to start in the winter semester or during the summer break;
- 2) no later than in November – if the studies are going to start in the summer semester.

2. A resolution of the council of the organisational unit of the University on the establishment of post-graduate studies shall be enclosed to the request for the establishment of post-graduate studies by the unit referred to in § 2 s. 1.

3. Resolutions of the councils of the units on the establishment of post-graduate studies together with the agreement referred to in § 2 ss. 2 and 3 shall be enclosed to the request for the establishment of post-graduate studies by the units referred to in § 2 s. 2.

### **§ 13**

1. Titles of post-graduate studies shall be changed by the Senate.

2. Changes in durations of post-graduate studies or the study curriculum, pertaining to more than 30% of teaching hours, shall be made, at the request of the director of these studies, by the council of the unit conducting studies, in form of a resolution. The resolution of the council shall be approved by the Senate.

3. Adjustments to the study curriculum, pertaining to no more than 30% of teaching hours, shall be made, at the request of the director of these studies, by the council of the unit conducting studies, in form of a resolution. The head of the unit conducting post-graduate studies shall immediately notify the Rector of these adjustments, by sending the resolution on adjustments to the Rector.

## **SUSPENSION AND WINDING-UP OF POST-GRADUATE STUDIES**

### **§ 14**

1. Post-graduate studies can be suspended for important reasons, other than the number of interested person less than the minimum number. The decision in this respect shall be taken by the Rector, at the request of the head of the unit conducting these studies.

2. The request referred to in s. 1 shall include the justification of the suspension decision, as well as the date on which post-graduate studies will be resumed.

3. Except for the studies referred to in s. 6 and in § 1 s. 4, post-graduate studies shall be wound up by the Senate at the request of the council of the unit conducting the studies, after consulting a responsible Senate committee.

4. The request referred to in s. 3 shall include:

- 1) justification of winding-up of post-graduate studies;
- 2) resolutions of the councils of the units conducting studies on winding-up of post-graduate studies, and in case of post-graduate studies referred to in § 2 s. 2 – resolutions of councils of units on this matter together with draft agreement termination notices.

5. Post-graduate studies referred to in § 1 s. 4 shall be would up by the Rector, at the request of the head of the unit conducting post-graduate studies, after consulting a responsible Senate committee.

6. The request referred to in s. 5 shall include a justification of the decision on winding-up of post-graduate studies.

7. In case of lack of a minimum number of interested persons for three subsequent years, post-graduate studies shall be would up by the Rector *ex-officio*. The Rector shall notify the head of the unit conducting these studies of this decision.

## **ENROLMENT IN POST-GRADUATE STUDIES**

### **§ 15**

1. Persons meeting conditions specified in § 3 s. 3 or s. 4 can apply for admission to post-graduate studies.

2. Persons, who are not Polish citizens, can take up and pursue post-graduate studies on terms and conditions set out in separate regulations.

### **§ 16**

The process of enrolment in post-graduate studies shall be implemented using the Internet Candidate Registration system, hereinafter referred to as the „ICR system,” in accordance with detailed terms and conditions for admission to studies, referred to in the request to establish post-graduate studies, the template of which is attached as an appendix to the Rules.

### **§ 17**

The director of post-graduate studies shall announce, in the ICR system, term and conditions of admission to studies, limit of places, time and place for submission of documents, at least two months before the beginning of classes.

### **§ 18**

1. Candidates applying for admission to post-graduate studies shall submit the following documents to the unit conducting post-graduate studies:

- 1) application to be admitted to studies printed out from the ICR system;
- 2) diploma duplicate;
- 3) copy of the ID card;
- 4) correspondence address;
- 5) other documents specified by the director of post-graduate studies.

2. In case of refusal of admission to studies or non-conducting post-graduate studies, the documents shall be returned to the candidate.

### **§ 19**

1. The decision on admitting candidates to studies shall be based on the outcome of the qualification process.

2. The head of the unit conducting post-graduate studies may establish an admission committee or authorise the director of post-graduate studies to conduct the qualification process.

### **§ 20**

1. The decision on admission or refusal of admission to post-graduate studies shall be taken by the head of the unit conducting post-graduate studies or the director of post-graduate studies authorised to this end.

2. The decision on admission or refusal of admission to post-graduate studies shall be immediately submitted to the candidate in written form.

3. The decision referred to in s. 1 can be appealed against to the Rector, within 14 days of its submission. The appeal shall be made through the head of the unit conducting studies or the director of post-graduate studies, who issued the decision.

## **§ 21**

Admission to studies shall depend on:

- 1) conclusion of the agreement on terms and conditions of payment for post-graduate studies;
- 2) making the payment within the due date and in line with principles for the payment of fees for post-graduate studies, set out by the head of the organisational unit conducting post-graduate studies.

## **STUDY PROCESS RIGHTS AND OBLIGATIONS OF PARTICIPANTS**

### **§ 22**

The director of post-graduate studies shall set out the detailed post-graduate study plan and announce it in the University Study Support System, hereinafter referred to as "USOS", and on the website of the unit conducting these studies, at least one month before the planned beginning of classes.

### **§ 23**

1. The study process shall be documented in the USOS system.
2. The unit conducting post-graduate studies may also document the study process in the participant card issued to the participant of post-graduate studies.

### **§ 24**

The participant of post-graduate studies shall have the right to:

- 1) use library and information system of the University of Warsaw in accordance with rules applicable at the University;
- 2) obtain certificates on pursuing studies;
- 3) express his/her opinion on classes and organisation of post-graduate studies in surveys.

### **§ 25**

The participant of post-graduate studies shall be obliged to:

- 1) attend classes and timely take required tests and examinations;
- 2) take tests required to complete all classes in an ethical manner and draw up papers required in the study process, while respecting copyrights;



- 3) show respect for the dignity of all members of the academic community;
- 4) comply with order regulations binding at the University;
- 5) show respect for the property of the University;
- 6) immediately notify the director of post-graduate studies of any change of personal data.

## **§ 26**

Rights and obligations of the participant shall expire upon the completion of studies or removal from the list of study participants.

## **§ 27**

1. The director of post-graduate studies shall remove a participant from the list of participants of post-graduate studies in case of:

- 1) a failure to complete classes specified in the study curriculum;
- 2) taking tests required to complete classes in an unethical manner or a breach of copyrights when drawing up papers required in the study process;
- 3) a failure to pay the fee for a semester within the due date specified;
- 4) resignation from studies.

2. The director of post-graduate studies can remove a participant from the list of participants of post-graduate studies in case of:

- 1) committing an act against dignity of a member of the academic community;
- 2) destroying the property of the University.

3. The participant of post-graduate studies can appeal against the decisions on removing him/her from the list of participants to the Rector, within 14 days of the date of submitting the decision. The appeal shall be made through the director of post-graduate studies.

## **§ 28**

1. In case of resignation or removal from the list of participants of post-graduate studies, the fee paid shall be returned in keeping with principles specified in the agreement on terms and conditions of payment for post-graduate studies

2. Resignation together with the request for returning relevant part of the fee for studies shall be submitted in writing to the director of post-graduate studies.

## **§ 29**

A person, who took a break in studies, can resume studies. Conditions for resumption of studies shall be specified by the director of post-graduate studies.

## **COMPLETION OF STUDIES**

### **§ 30**

1. Conditions for completion of post-graduate studies shall include obtaining learning outcomes specified in the curriculum of these studies and a required number of ECTS credits, and if the study curriculum decides so – passing the

examinations required in the study process, acceptance of the diploma thesis or passing the final examination.

2. The following grades shall be used for the purposes of examinations and tests:

excellent	– 5!
very good	– 5
good plus	– 4,5
good	– 4
satisfactory plus	– 3,5
satisfactory	– 3
unsatisfactory	– 2
passed without a grade	– passed

3. After completing post-graduate studies, the participant shall receive the certificate of completion of studies issued in line with the principles set out in separate regulations.

4. The issuance of the certificate of completion of post-graduate studies shall depend on the participant presenting a completed clearance slip.

5. In case of losing the original certificate of completion of post-graduate studies, the University may issue a duplicate certificate to the graduate, in compliance with regulations on higher education completion diploma.

## **OVERSIGHT OVER POST-GRADUATE STUDIES OPERATION**

### **§ 31**

1. Merit-based supervision over post-graduate studies shall be exercised by the head and the council of the organisational unit conducting post-graduate studies.

2. General oversight over operation of post-graduate studies at the University of Warsaw shall be exercised by the Rector.

*Template*

**REQUEST FOR THE ESTABLISHMENT OF POST-GRADUATE STUDIES**

Pursuant to § 12 of the Rules of Post-graduate Study at the University of Warsaw of 22 February 2017, the request to establish post-graduate studies should be submitted in hard copy and sent in electronic version to the Office for Doctoral and Post-graduate Studies, to: [malgorzata.marszalek@adm.uw.edu.pl](mailto:malgorzata.marszalek@adm.uw.edu.pl):

- 1) no later than in April – if the studies are going to start in the winter semester or during the summer break;
- 2) no later than in November – if the studies are going to start in the summer semester.

**1. Information on studies** (please fill in the table, adding rows if necessary)

<b>Title of studies:</b>
<b>Title of studies in English:</b>
<b>Candidate for the director of studies (together with an effective communication method):</b>
<b>Allocation to the field or fields of education:</b>

<b>Form of studies:</b>
<b>Duration of studies:</b>
<b>Language of instruction:</b>
<b>Level of the Polish Qualifications Framework assigned to the post-graduate qualification (level 6 of 7 of the Polish Qualifications Framework):</b>
<b>Detailed conditions for enrolment in studies, including:</b> <b>1) requirements with respect to the diploma held (first cycle, second cycle, long second cycle)</b> <b>2) qualification principles if the number of candidates is higher than the number of places</b>

**Number of persons admitted allowing to start studies (should be slightly higher than the number of persons allowing self-financing of studies):**

**Conditions for completion of post-graduate studies (obtaining at least 30 ECTS credits and e.g. diploma thesis, diploma examination if such a requirement is imposed in the study curriculum):**

**Expected start date of classes:**

**List of names of employees selected for the implementation of the curriculum including the information on affiliation and qualifications (e.g. relevant diploma, degree held) and competences corresponding to the classes conducted resulting from research achievements or professional experience. Any persons from outside the UW shall require an additional justification.**

Note: In case of interdisciplinary studies requiring employing experts from outside the Faculty, please consult (before submitting the request) the study curriculum and potential cooperation of persons conducting the classes with responsible professional units of the UW. If cooperation between the units is possible, interested units would be recommended to conclude an agreement regulating the detailed scope of activities of each of them (including arrangements with the curriculum, teaching staff and cost estimate).

**Description of the method of conducting surveys enabling the participants to express their opinion on classes and organisation of post-graduate studies:**

2. Description of learning outcomes pertaining to the scope of knowledge, skills, social competences together with the information on methods of their verification (in form of a table). This document provides a basis for the resolution of the Senate.

**Table of references of learning outcomes defined by the party submitting the request for post-graduate studies to second-level descriptors of the Polish Qualifications Framework typical for qualifications acquired within the framework of the higher education system after obtaining full qualification on level 4 – levels 6-7**

**Title of studies:**

**Field of education:**

<b>Learning outcomes</b>	<b>References to second-level descriptors of the Polish Qualifications Framework typical for qualifications acquired within the framework of the higher education system after obtaining full qualification on level 4</b>	<b>Methods of verification of learning outcomes</b>
	P6(7)S_WG Scope and depth	
	P6(7)S_WK Context/conditions, effects	
	P6(7)S_UW Using knowledge/solving problems and carrying out tasks	
	P6(7)S_UK Communication/understanding and formulating statements, disseminating knowledge in the academic community and using a foreign language	
	P6(7)S_UG Organising work/planning and team work	
	P6(7)S_UU Learning/planning personal development and the development of others	
	P6(7)S_KK Evaluation/critical approach	
	P6(7)S_KO Responsibility/fulfilling social obligations and acting in the public interest	
	P6(7)S_KR Professional role/autonomy and development of an ethos	

### 3. Study curriculum.

#### Semester 1

No	Subject	Person in charge	Type (form) of the classes, e.g. lectures, discussions, seminar, tools and techniques, sessions, laboratories, etc.	Duration	Test method	ECTS credits

#### Semester 2

No	Subject	Person in charge	Type (form) of the classes, e.g.: lectures, discussions, seminar, tools and techniques, sessions, laboratories, etc.	Duration	Test method	ECTS credits



#### 4. Short description of subjects together with learning outcomes:

.....

Date

.....

(signature of the Dean(s)/Head(s) of the basic organisational unit of the University)

#### **The following documents shall be enclosed to the Request:**

- 1) resolution of the council of the organisational unit entitled to conduct studies on the establishment of post-graduate studies (summary of the minutes or the resolution of the Faculty Council has to be signed by the Dean or a person authorised by the Dean, who prepared the minutes);
- 2) financial plan drawn up for a minimum number of participants ensuring self-financing of studies. This document should be signed by the head of the unit conducting post-graduate studies, referred to in § 5 s. 2 of the Rules of Post-Graduate Study at the University of Warsaw;
- 3) in case of post-graduate studies referred to in § 2 s. 2 of the Rules of Post-Graduate Study at the University of Warsaw – the agreement concluded by the between the units.

#### **NOTE!**

**If the unit intends to make significant amendments to the curriculum of post-graduate studies already conducted (above 30 teaching hours), it is necessary to complete the Request and enclose the following documents thereto:**

- 1) relevant resolution of the Faculty Council;
- 2) letter justifying and describing proposed amendments to the curriculum;
- 3) previous curriculum with the amendments marked.