



WYŻSZA SZKOŁA BIZNESU
NATIONAL-LOUIS UNIVERSITY

**RULES AND REGULATIONS
FOR WYŻSZA SZKOŁA BIZNESU
NATIONAL-LOUIS UNIVERSITY
IN NOWY SĄCZ**

NOWY SĄCZ 2007

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RULES AND REGULATIONS FOR THE WYŻSZA SZKOŁA BIZNESU -NATIONAL-LOUIS UNIVERSITY IN NOWY SĄCZ.

On the basis of Article 161, of the Higher Education Act dated July 27, 2005 (Journal of Laws No. 164 item 1365 as amended), the following regulations are in effect:

I. GENERAL PROVISIONS AND EXPLANATIONS

§1

1. The "Rules and Regulations for the Wyższa Szkoła Biznesu - National-Louis University in Nowy Sącz" (hereafter referred to as: "the School") regulate all the issues regarding the educational programs. Other issues concerning the School activities are regulated by its Statutes.
2. The "Rules and Regulations" take into account NLU policies, adapting them to the customs and laws that are obligatory in Polish higher education institutions.

§2

1. Polish and English are official languages used in the School. Written communication aimed at students can be made both in English as well as in Polish.
2. Each educational program is presented according to an established plan and curriculum that define the type, scope, and form of instruction and requirements for its completion.
3. The study plan and curricula are approved by the Departmental Committee. Detailed principles of studying at a given program are defined by the Dean.
4. The studying process may be done using the methods and techniques of distance learning, in accordance with separate provisions.
5. The completion of courses is accomplished during the program of study, according to the principles defined in these regulations. The Dean, having obtained the Departmental Committee's opinion, prepares a list of courses which can be studied only after finishing the prerequisite courses. This regulation does not concern the students who started their studies before its publication.
6. The adopted program of studies or its part, including classes and lectures, examinations, final thesis and final thesis examination may be accomplished in a foreign language. The Dean makes a decision regarding this matter.
7. Preparation of the final thesis and taking the final thesis examination may also be done in a foreign language upon a student's requests following the Dean's approval granted in accord with the thesis supervisor.

§3

1. A student's enrollment comes after acceptance of a candidate (admission to the first term) by the Enrollment Committee, after matriculation, and after taking an oath, the contents of which is defined in the School statutes. There is the possibility of admission by transferring from another school, based on the decision of the Dean. The Dean may admit a student who has fulfilled the requirements defined in Article 8, Points 2 and 3.
2. After matriculation, a student is issued with a student record book and a student ID card.

II. ORGANIZATION OF THE STUDIES

§4

1. Each academic year officially starts on October 1, and lasts until September 30 of the consecutive calendar year.
2. Prior to the inauguration of each academic year, the Rector determines the organization of the academic year, defining:
 - 1)the duration of the semesters,
 - 2)the duration of holidays,
 - 3)days off
 - 4) the deadline for receiving course credits and taking examinations in a given semester/year.
3. During the academic year, the Rector may, in justified circumstances, pronounce some days or hours as days off from classes.

§5

1. The period of course completion (taking the exams and receiving credits) for all types of programs is the academic year.
2. The Scheduling Department (DOD) posts a detailed plan and schedule of courses one working day before the beginning of each semester.

III. STUDENT RIGHTS AND OBLIGATIONS

§ 6

1. Students have the right to participate in the program offered by the School and to be treated fairly as full members of the academic body of the School, regardless of their race, color, sex, national origin, religion, handicap, or political belief.
2. A student has the right:
 - a) to develop his/her own scientific, cultural and travel interests; to use for this purpose the School's classrooms, facilities, and technical support, and to rely on the support from faculty members and administration;

- b) to participate in research projects conducted by the school;
 - c) to express an opinion on study plans and curriculum, on teaching, and on instructors;
 - d) to receive rewards and distinctions established by the Rector and other institutions;
 - e) to have the opportunity to study according to the Individual Education Plans and schedules;
 - f) to study simultaneously in other higher education schools provided one fulfills all the requirements at the original School;
 - g) to obtain financial aid and medical support on the basis defined by the separate provisions;
 - h) to take up a job, provided it does not conflict with student responsibilities.
3. Students are free to form, join, and participate in School organizations for educational, religious, social, political, recreational, or cultural purposes. Organizations that deal with business and economics are especially encouraged. Student organization meetings and other student activities must be scheduled so as to avoid conflicting with the class meeting times of the participants.
 4. A student who during summer holidays or another school break improved his/her language skills has the right to apply to the Head of the Language Division to have their language knowledge verified (to establish the adequate level of language instruction). Such application must be supported with proper documents.

§ 7

1. Student has the right (within the frames of paid tuition) to take part in classes for which he/she is registered during the semester/year, subject to the system of prerequisites.
2. With the Dean's approval, the student has the right to enroll in courses not planned in the schedule for a given semester/year. The Dean's approval depends on meeting the prerequisites system criteria and scheduling capabilities of the school.

§8

1. A WSB-NLU student may transfer to another school upon the approval of the new school's Dean, provided that he/she has completed all responsibilities resulting from this School's rules.
2. Admission to WSB-NLU of a student from another school is possible if there are vacancies. The requirement for admission is similarity between the majority of courses and their syllabi completed at the former school, and those obligatory at WSB-NLU. The Dean, after considering the matter, makes a decision, and in the case of permission to transfer, determines the semester/ year of initial registration and the conditions listed in Point 3.
3. In case of differences between the study plans and curricula, the Dean determines the conditions, the deadline and subject areas to be made up for by the transferring student.
4. In case when a student withdraws from the program, he/she must notify the Dean's Office (Dziekanat) about this fact in writing. The student is obligated to meet all financial obligations towards the school incurred prior to his/her written notification of withdrawal.

§ 9

1. It is the student's responsibility to follow in his conduct the student oath and the provisions of these Rules and Regulations.
2. In particular, each student is obliged to:
 - 1) participate in classes and activities according to the Rules and Regulations;
 - 2) take examinations, hold internships and fulfill all other conditions set forth in the study plan;
 - 3) observe the regulations in force on the School's premises.

IV. PRINCIPLES OF OBTAINING COURSE CREDITS AND TAKING EXAMS

§10

The grading system used in a given course is defined in its syllabus.

§11

1. At the beginning of each term, an instructor teaching the course is obliged to inform students about the basic conditions for completing the course, as derived from the study plan and the curriculum. The instructor specifically informs students about the evaluation system and the form of completing the course.
2. If a course (for one student section) is taught by two or more instructors, only one person appointed by the Head of Division or other teaching unit will grant the credits for this course.
3. The student who completed the required conditions obtains a credit for the course or or/and takes an examination at a date determined by the course instructor.
4. Instructors teaching classes are obliged to hand in the students' grades to the examiner before the date of the final exam.
5. Receiving a course credit is expressed in form of a grade or "credit" note (e.g. library course, apprenticeship, P.E, etc.) given by the instructor.

Examinations are expressed by a grade entered by an examiner.

6. Course credits and examinations are recorded in the examination protocol, in each student record book and on the semester achievement sheet.
7. The following grades are used in course credits and examinations:
 - celujący (5,5)
 - bardzo dobry (5,0)
 - dobry plus (4,5)
 - dobry (4,0)

dostateczny plus (3,5)

dostateczny (3,0)

mierny (2,5)

niedostateczny (2,0)

8. For the purpose of the NLU transcript these grades can be transferred into:
- A: Outstanding performance (4,0) – celujący (5,5), bardzo dobry (5,0)
 - B: Above Satisfactory performance (3,0) – dobry plus (4,5), dobry (4,0)
 - C: Satisfactory performance (2,0) - dostateczny plus (3,5), dostateczny (3,0)
 - D: Marginal performance (1,0) - mierny (2,5)
 - U: Unsatisfactory performance (0,0) - niedostateczny (2,0)

9. The School has a point-based system for recording student achievements according to the European Credit Transfer System. For this purpose, each course in the study plan carries ECTS credits and the grades used in course credits and examinations are the following:

celujący (5,5) and bardzo dobry (5,0) = A

dobry plus (4,5) = B

dobry (4,0) and dostateczny plus (3,5) = C

dostateczny (3,0) = D

mierny (2,5) = E

niedostateczny (2,0) = F, Fx

10. The grades received by students are not publicized by instructors or the administration of the School.

§12

1. Internship resulting from the study plan receive credits. The conditions for obtaining credits for internships are defined by the Dean of an appropriate Department.
2. Obtaining credits for an internship is essential to complete the whole program. Credits for internships are granted by an employee appointed by the Rector.
3. If the person in charge of the internship program refuses to grant a credit to a student for an internship, the student has the right to appeal this decision to the Dean within 7 days.

§13

1. In the case when a student questions the propriety of the examination process or the procedure of granting credits, he/she can submit a written application to the Dean requesting granting the credit or taking an examination in front of a committee within two days of receiving the grade.

2. Within 3 days after approving the student's application, the Dean orders setting the committee for granting a credit or for a committee exam.
3. Granting credits and examinations are held in front of a committee appointed by the Dean and consisting of:
 - 1) Dean, as a chairman, or another person appointed by the Dean,
 - 2) the Head of the Division/Faculty/Unit or another person appointed by them,
 - 3) the examiner or the instructor teaching the course who did not give the student credit or a passing grade on the exam,
 - 4) upon the student's request, the committee can include a representative of the School Board of the Student Council as an observer.
4. When taking an exam or obtaining a credit before the committee, the student draws a set of questions prepared earlier by the examiner.
5. The result of the exam or credit-granting is decided by the committee, and recorded by the chair of the as defined in Article 11, point 6. A committee examination protocol is signed by all the committee members.

§14

1. The class attendance policy for WSB-NLU follows the Rules and Regulations for studying at National-Louis University (NLU), which stipulate strict control of attendance.
2. A student's attendance in classes is obligatory. During the first class, the instructor should inform students about the attendance policy and grounds for excusing absences.
3. A student is obliged to attend classes, according to the schedule, except for emergencies and special situations which must be documented.

The absences at the specified course meetings will be dealt with according to the attendance policy for the Division through which the course is administered and regulations in the syllabus. Students who do not comply with the attendance policy requirements may be given a lowered or failing grade.

4. A student is required to be punctual for classes. Detailed regulations concerning tardiness and absences are explained by the instructor of a given course. Students who are late or leave early may – depending on the amount of class time lost – be presumed absent.
5. Instructors cannot change the day and time of the classes on their own.
6. Days off are indicated in the official academic calendar. Classes can be suspended/cancelled only by the Rector due to bad weather and other extraordinary circumstances.
7. An absence can be justified only in case of an illness or important external circumstances which do not allow the student to participate in classes.
8. An instructor may release a student from an obligation to attend a particular class in special justified cases.
9. A student can apply for a short term release from classes in case of group trips in

Poland and abroad, organized by the School. In such cases, the Dean, in cooperation with the Heads of departments/ divisions/ other didactic units, may exempt a student from the obligation to attend classes.

10. An instructor teaching a course or a seminar may grant credits on the basis of student's involvement in scientific research.

§ 15

1. Student's absence on the examination / make-up examination means that he/she forfeited the chance to take an examination/ make-up examination and results in the student's receiving a failing grade on the examination. This fact is recorded by the examiner, who writes a note "absent" in the examination protocol. Failing grades are recorded by the Dean's Office.
2. In justified cases, especially in case of a serious illness or important external circumstances (appropriately documented, which do not allow the student to take an examination), the Dean may, observing the semester deadline, grant a student another date for the examination. This fact should be recorded in the examination protocol.
3. In case of courses with make-up exam option, a student who failed the examination at the first try or lost the first chance to take an examination, has the right to take one make-up examination (credit-granting) on another date specified date.

§ 16

1. A student has the right to withdraw from one or more courses which are obligatory for him/her in a given semester/ year.
2. Written resignation is submitted to the Dean's Office, within the first two weeks of classes. The final approval is granted by the Dean, who releases the student from the obligation to take the course in a given semester/ year, and determines a new deadline for completing the course.

§ 17

1. In order to complete a year of studies it is necessary to:
 - 1) obtain all credits and pass all exams in the obligatory courses in a given year,
 - 2) obtain the number of credit points required in a study plan for a particular group of courses,
 - 3) meet the prior requirements determined by the Dean concerning conditional registrations.
2. The student's registration for the next year of studies is conditional upon his/her completion of the previous program year.

§18

1. The Dean may grant the following options to a student who did not complete the year:
 - 1) conditional permission to study in the next semester/year,
 - 2) obligation to repeat the year
 - 3) dismissal from the program (deleting the student's name from the list of students).
2. The student who obtained a conditional registration retains student privileges, but the student's eligibility for financial aid is subject to relevant regulations.
3. A student who obtained a conditional registration follows the semester/year curriculum and plan paying particular attention to the system of prerequisites.
4. In case of conditional registration, the Dean defines the conditions for the student's making up the deficiencies, and sets the deadline. The fact of fulfilling the defined conditions is marked in the student's records. Failure to meet these conditions will lead to the solutions set forth in Point 1 above.
5. Students must not withdraw from courses in which they are enrolled on a conditional basis.
6. A student can repeat a given year of studies only once.

§19

1. A student whose name was deleted from the student list has the right to petition for readmission.
2. The person petitioning for readmission submits a written application and the student record book to the Dean's Office of an appropriate department, which makes a decision.
3. The student whose name was deleted from the student list because of disciplinary reasons can be readmitted only once. The Dean's approval must in this case be countersigned by the Rector.
4. The person petitioning for readmission might be asked to take placement exams in a foreign language(s).
5. The student expelled from another higher education institution can transfer into this School after resuming the studies at the school where he/she started and fulfilling the requirements mentioned in Article 8, Points 2 and 3.
6. The person resuming the studies is obliged to make up for the curricular differences specified by the Dean in the defined time period and is subject to full tuition payment.

V. OTHER FORMS OF STUDY

§20

1. An "Individual Education Plan (IEP)" can be obtained in the case when:
 - 1) a student takes care for a child by himself/herself,
 - 2) a student is disabled,
 - 3) a student has been studying in two different programs,
 - 4) a student suffers from a chronic illness that makes it impossible for him/her to attend classes regularly,
 - 5) a student has responsibility for caring for a bed-ridden close relative, who cannot be cared for by another person,
 - 6) a student achieves outstanding results at the school and is extremely talented,
 - 7) there are other justified situations.
2. An "Individual Education Plan" means accomplishing the obligatory study plan with an approved excuse from attending all or some courses and individual ways and deadlines for obtaining credits and taking examinations.
3. A student petitioning for the "Individual Education Plan" should request this form of studying in the first week of the semester. The student should submit a schedule of exams and credit-granting tests approved by the instructors teaching the courses by the end of the second week of the semester.
4. Permission for the "Individual Education Plan" is granted by the Dean for the period of a semester with the possibility of its extension for a further period. The scope of the exemption from attending classes is defined by the instructors teaching the courses.
5. The schedule of examinations and obtaining credits for studying according to the "Individual Education Plan" cannot exceed the semester deadline in a given semester.
6. Lack of academic progress provides the basis for refusal to extend the opportunity of studying according to the "Individual Education Plan ".

§21

1. Students of full-time programs who have completed four terms and distinguish themselves with outstanding skills and progress may study following the "Individual Education Plan ".
2. Studies on the basis of the Individual Education Plans involve taking more courses in other disciplines, apart from the courses obligatory for all students, taking courses within a chosen specialization offered in other higher education institutions and/or following a separate specialization program.
3. A person following the "Individual Education Plan" may be allowed to exclude from this plan some courses that are obligatory for all students, and include some courses relevant to one's own interests. The change does not refer to the mandatory core courses required by the Department.
4. The permission to start the " Individual Education Plan " is granted by the Dean, upon considering the student's interests and academic progress. The Dean appoints a tutor from among senior faculty members who reviews the plan of study, the student's duties with regard to attendance at the lectures, classes, and other forms of courses; and the forms and deadlines for obtaining credits and taking the exams.

5. The " Individual Education Plan " is approved by the Dean, who is required to inform the Departmental Committee about his/ her decision.
6. The person following the " Individual Education Plan " has the right to have his/her grades, obtained on exams and credits earned in additional courses subjects, or information on completed specializations, recorded in the student record book (or to receive the an official transcript of grades) and to have an additional completed specialization, if granted, recorded on the diploma.
7. The IEP can be obtained for one year only.
8. The student who loses the right to follow the IEP can be registered for the term conditionally, with the obligation to make up for curricular differences within the deadline determined by the Dean.
9. For the time needed to make up the deficient courses the student receives a conditional registration.

§22

1. Single courses offered by WSB-NLU can be purchased by the students who do not have such a course in their study plan as well as by the persons who are not WSB-NLU students.
2. Exam grades and credits for purchased courses must be registered in purchased course grade sheets and examination protocols.

§23

With the consent of the Dean, a student can also study in other schools (programs or courses or subjects), provided that he/she fulfills all the responsibilities relative to the studies in the original school.

VI. LEAVES OF ABSENCE

§24

1. A student can be given a leave of absence in the case of:
 - a) an illness documented by a physician's certificate.
 - b) important life circumstances,
 - c) studies abroad,
 - d) delivering a child, and /or caring for a child or the closest relative.
2. A student should petition for the leave immediately after the appearance of the reason for obtaining the leave.
3. The student petitioning for the leave submits the application and the student record book to the Dean, explaining and documenting the reasons and the duration of the planned leave. The application should be accompanied by a clearance slip confirming the fulfillment of student's obligations towards the School.

4. The Dean confirms his consent for the leave by recording this in the student record book.
5. A single leave cannot be granted for longer than one year.
6. During the leave, the student maintains student's rights and privileges.
7. The Dean decides whether it is necessary for the student who was granted the leave to make up for additional courses introduced because of a change in the study plan, and informs the student about his decision.
8. After returning to school the student who was granted an annual leave of absence is obliged to take a placement exam in a foreign language.

VII. REWARDS AND PUNISHMENTS

§25

1. Students who distinguish themselves with special academic achievements, excellent performance of their responsibilities or excellent conduct may be granted:
 - a) rewards and distinctions from the School Rector,
 - b) rewards funded by institutions outside of the School, scientific societies, social organizations, and private persons.
2. The rewards and distinctions mentioned in Point 1 are subject to separate provisions.

§26

1. Cases of behavior offensive to student dignity or the dignity of the school, or the violations of school regulations, shall be judged by a disciplinary committee appointed by the Senate or by a peer court appointed by the Student Council.
2. In case of serious violations the Rector refers the case to the disciplinary committee or peer court. The Student Council may offer its opinion on any case in front of the disciplinary committee or the peer court.
3. The punishment in form of a written reprimands may be administered by the Rector for minor violations, without a necessity to refer the case to the disciplinary committee or peer court. However, the punished student may petition the disciplinary committee or peer court for a review of the case. In such event, no punishment beyond the written reprimand can be imposed.
4. These are the disciplinary punishments:
 - 1) written reprimand,
 - 2) written censure,
 - 3) written censure with warning,
 - 4) suspension (loss of certain student rights up to one year period),
 - 5) expulsion from the School.
5. Disciplinary punishments (except for written reprimand) may be administered only by

the disciplinary committee. If the Rector or the student do not agree with the committee's decision, they can appeal it to the Appeals Committee to review the case. The Appeals Committee's decision is final.

6. The Dean deletes from the student list the name of the student who was disciplinarily expelled from the School.
7. Other punishments (oral reprimand, lowering the grade) can be administered by instructors in accordance with the policy of a particular Division/ Department/ other didactic unit.

VIII.GRADUATION

§27

1. Graduation is contingent upon passing the final examination. On graduation from the school a student receives a bachelor or master degree.
2. To be eligible for the final exam a student must:
 - 1) complete all the compulsory courses included in the study plan,
 - 2) obtain a required number of credits for groups of obligatory courses in the study plan,
 - 3) obtain a positive grade for the Bachelor's or Master's thesis.
3. The final thesis must be submitted at the latest within a month following the end of the final term/year the student was registered for.
4. The final examination should be taken within three months following the date when the thesis was submitted excluding breaks and vacations.

§28

1. The thesis must be submitted in a paper and electronic form.
2. The thesis is graded by the thesis supervisor and a reviewer. If one of the grades for the thesis is negative, the Dean appoints another reviewer.
3. The thesis is graded according to the system set forth in Article 11 point 7.
4. The final examination should be taken within three months following the date when the thesis was submitted.
5. The final examination is an oral examination, administered by the Examination Committee appointed by the Dean. The examination may be public, with other people present in the audience.
6. The final examination is evaluated according to the grading system set forth Article 11 point 7.
7. In case of receiving a failing grade or unexcused absence at the final examination the Dean determines another examination date which is final.
8. If a student fails the examination on the final date, his/her name is deleted from the list of

students by the Dean.

§29

1. The final result for the program is defined separately, according to Polish standards and American ones (used in National-Louis University).
2. An additional requirement for obtaining an NLU diploma is receiving a GPA not lower than C= 2,0 from the credited courses (these are courses with assigned credit hours). The above mentioned average is calculated according to the NLU principles.
3. In case of failing to meet the requirement described in Point 2 above, a student is obliged to repeat one or more credited courses. The aim of repeating courses is to meet the NLU requirements. A student chooses the courses to be repeated and must then receive the Dean's approval for this choice.

§30

1. The basis for calculating the final result for the program according to Polish standards is:
 - a) the arithmetic average of all final grades (the final grade is an arithmetic average of all received grades) received on the final examinations and exam-like credits for the courses completed without final examinations, obtained during the whole course of study;
 - b) thesis grade;
 - c) final examination grade;The final grade consists of: 2/3 of the grade calculated according to point 1 and 1/6 of the grades listed in points 2 and 3.
2. When the student resumes study, the final result is calculated on the basis of both the grades received before and after resuming study.
3. In the case of a student who, in the course of study, has transferred from another school, the grade point average is calculated by taking into consideration the grades received in subjects:
 - 1) completed by the student in the previous program if these subjects are also included in this School's study plan;
 - 2) that must be completed by the student due to curricular differences,
 - 3) other subjects included in the study plan.
4. In case a student receives a very good grade from the final exam and at least a good grade from the thesis, the Final Examination Committee may raise the final grade by 0.2.
5. On the graduation diploma the final result of studies is rounded off to a full grade in the following way:

- up to 3.49 -	satisfactory (3.0)
- from 3.5 to 4.49 -	good (4.0)
- above 4.49 -	very good (5.0)
6. This rounding off to the full grade is used only for the diploma.

In all other documents, the actual numeric grade point average is calculated as set forth in points 1,2,3,4.

7. The diploma with distinction can be received by a student who:
 - a) obtained the arithmetic GPA not lower than 4.50 from his/ her final grades,
 - b) obtained the grade not lower than 4.75 on his/ her thesis,
 - c) obtained a very good grade on the final examination.

§31

1. According to the American standards, the final result obtained in the program is calculated by first multiplying the final grades from examinations on each course or exam-like credits (in the case of the subjects without examination) obtained by the student in the course of studies on the credited courses, by the number of credit hours specified for each course in the study plan. The calculated amount of Total Points should be divided by the number of Credit Hours to yield the grade point average.
2. In the case of a student resuming the study or transferring, the regulations set forth in Article 30, points 2 and 3 apply.

IX. GRADUATES

§ 32

1. The diploma is a document that certifies graduating from the School.
2. The graduate receives a diploma within 1 month of finishing the studies, and the certificate of graduating after passing the final exam.
3. The graduate has a right to keep the student record book following an appropriate note made by the administration of the School.
4. The graduates have the right to establish and be members of organizations of the WSB-NLU alumni.

X. INTERIM AND FINAL PROVISIONS

§ 33

1. Any decisions made on the basis of these Rules and Regulations may be appealed to the person who is a direct superior of the person who made the decision.
2. The appeal must be submitted in writing within seven days following the receipt of the decision unless otherwise provided for by relevant provisions of these Rules and Regulations.
3. The body to which the appeal was addressed must make its decision within 14 days unless otherwise provided for by relevant provisions of these Rules and Regulations.

§ 34

1. A student of a unitary master-level program may apply to the Dean to be transferred to the appropriate second-cycle master program.
2. Transfer to the second-cycle master program is conditional upon:
 - 1) completing by the student the part of the unitary master-level curriculum that corresponds to the curriculum of the first-cycle (undergraduate) program;
 - 2) preparing a final thesis according to the provisions of these Rules and Regulations and passing the final first-cycle examination.
3. The Dean in cooperation with the student determines a detailed schedule for fulfilling the criteria set forth in Point 2 above.

§35

1. These Rules and Regulations were adopted by the Senate of the Wyższa Szkoła Biznesu-National-Louis University in Nowy Sącz on February 2, 2007.
2. The Rules and Regulations take effect on the day of the ratification by the Minister relevant to higher education from the beginning of the academic year.
3. Any amendments to these Rules and Regulations can be made according to the principles of their creation.
4. The Rules and Regulations are obligatory both for students and employees of the School.