

(Uniform text dated March 21, 2022)

THE STUDY REGULATIONS OF THE JAN KOCHANOWSKI UNIVERSITY IN KIELCE

I. GENERAL PROVISIONS

§ 1

1. The Study Regulations of the Jan Kochanowski University in Kielce, hereinafter referred to as the University, shall define the organisation and course of studies as well as the rights and obligations of the University students related thereto.
2. Studies at the University shall be conducted on the basis of the applicable regulations, in particular:
 - 1) The Act of July 20th, 2018, Law on Higher Education and Science (Dz. U. of 2021, item 478, as amended), hereinafter referred to as the Act,
 - 2) The University Statute, hereinafter referred to as the Statute,
 - 3) The Study Regulations of the University, hereinafter referred to as the Regulations.
3. The Regulations apply to all first-cycle, second-cycle and uniform master studies, hereinafter referred to as the studies, conducted at the University.
4. The terms used in the Regulations have the following meanings:
 - 1) rector - the university rector;
 - 2) faculty - faculty or branch of the University - an organizational unit of the University responsible for the organization of the education process during studies, postgraduate studies and other forms of education;
 - 3) ECTS points - points defined in the European credit accumulation and transfer system as a measure of the average student workload necessary to achieve the intended learning outcomes;
 - 4) dean - the competent dean managing the University faculty or the competent dean of the branch managing the University branch;
 - 5) student - a person studying at the university, who was entered into the list of students and took the oath;
 - 6) year tutor - an academic teacher supporting students in the education process and in student matters, authorised to represent the interests of the students of a given year before the University authorities at all levels;
 - 7) learning outcomes - knowledge, skills and social competences acquired in the learning process;
 - 8) study programme - a description of the education process, which specifies: learning outcomes, the process leading to the achievement of learning outcomes, the number of ECTS points assigned to classes, the form or forms of studies, the number of semesters and the number of ECTS points necessary to complete studies at a given level, professional title awarded to graduates, classes or groups of classes along with the assignment of learning outcomes and program content ensuring the achievement of these outcomes, the total number of teaching hours, methods of verifying and assessing the learning outcomes achieved by the student during the entire cycle of education, total number of ECTS points that the student must obtain in the course of classes conducted with direct participation of academic teachers or other persons conducting the classes, the total number of ECTS points that the student must obtain in the course of humanities or social sciences, the hours, rules and form of internship, and the number

of ECTS points that the student must get as part of the internship, as well as other requirements specified in generally applicable regulations;

- 9) subject - the basic element of the study program, including classes or a group of classes, in particular lectures, exercises, laboratories, tutorials, seminars, pro-seminars, to which the assumed learning outcomes and the number of ECTS points were assigned;
- 10) instructor - an academic teacher employed in a teaching or research and teaching position, as well as another person conducting the classes, other than an academic teacher, who has the necessary competences and experience in order to implement classes in a proper manner;
- 11) student's periodic achievement card - a list of the student's grades for the indicated semester of studies along with information on the result of the semester/year settlement;
- 12) schedule for the implementation of the study program - an element of the study program, containing in particular the names and codes of subjects, their location in individual semesters, forms of conducting classes and their number, ECTS points and the form of crediting the classes;
- 13) pre-requisite - a compulsory subject indicated by the dean after obtaining the opinion of the faculty or branch council, the completion of which determines the possibility of continuing education in the next semester or year;
- 14) k.p.a. - the Act of June 14, 1960 – the Code of Administrative Procedure

§ 2

1. Studies shall be conducted by the university.
2. Studies shall be conducted as part of majors and can be organized as individual inter-departmental, common studies or dual studies on the principles laid down in the act.
3. Studies shall be provided as full-time or part-time studies in accordance with the programme of studies established by the Senate.
4. The rector is the supervisor of all university students, supervises the selection and education process.
5. The competent dean is the supervisor of all students in a particular faculty. The dean shall solve any issues related to the students' affairs and the implementation of the study programme, unless those decisions fall within the competences of the rector.

II. UNDERTAKING THE STUDIES

§ 3

1. The rules, conditions and admission procedure shall be laid down in the Act and the Resolution of the Senate.
2. Students shall be admitted to studies upon their enrolment made by the competent dean authorised by the rector.
3. A person enrolled on the studies shall start studies and acquire student rights upon taking the oath. A person enrolled on the studies confirms taking the oath by placing a signature..
4. From the moment of taking the oath, the student is obliged to comply with the provisions of the Regulations and to fulfil the obligations arising therefrom, and acquires the rights resulting therefrom.
5. Student rights and obligations shall expire on the date of graduation or on the day when the decision on striking the student from the list of students becomes effective and final, subject to (6) hereof.
6. Graduates of first-cycle studies shall retain student rights until October 31st of the year of graduation, with the exception of the rights specified in the Act.
7. Students shall be admitted to studies in the following manner:

- 1) recruitment procedure, the conditions, mode, date and method of commencement and completion, and the manner of conducting of which shall be specified annually by a resolution of the Senate,
 - 2) transfer from another university or foreign university,
 - 3) confirmation of learning outcomes.
8. If the generally applicable provisions have been amended, a student who has completed first-cycle studies and is unable to continue second-cycle studies in the same field may apply for the transfer of some of the achievements upon the admission in the recruitment mode to the uniform master's studies in the same field. At the request of the student, upon the verification of the learning outcomes the dean may issue a decision to enrol the student to the relevant semester of studies.
 9. A student shall receive a student ID. The following students shall have the right to hold and use a student ID card:
 - 1) Students of first-cycle studies until October 31st of the year of the completion of studies,
 - 2) Students of second-cycle studies or uniform master's studies until the date they graduate from studies.
 10. The student ID card is valid no longer than until the date of graduation, suspension of the student's rights (until the decision becomes effective and final) or removal from the list of students (until the decision on removal becomes effective and final), and in the case of first-cycle graduates - until October 31 of the year of graduation from these studies.
 11. The validity of the student ID is confirmed every semester.
 12. A student shall be obliged to immediately notify the University about the destruction or loss of the student ID.
 13. Documentation of the course of studies shall be kept in the form of student's personal files supported by IT tools.
 14. A student's course report shall take the form of a printout of data from the IT system. Students shall have the right to confirm their achievements and other information included in the student's course report printout supported by IT tools by the University.

§ 4

1. Studies at the University may be pursued by foreigners in accordance with the provisions of the act.
2. The rules of recruitment and payment for studies for foreigners shall be regulated by separate provisions of.

§ 5

1. The dean shall appoint from among academic teachers head of particular study years for the entire period of studies.
2. The dean may dismiss head of study year at the request of the department/branch student government at the end of a particular study semester.
3. The year tutor has the right to in particular to:
 - 1) express opinions with regard to students regarding:
 - a) organization of the educational process,
 - b) benefits,
 - c) forms and the level of satisfying cultural and sports needs,
 - d) manners and types of applying awards and penalties,
 - 2) participate in course completion assessments and examinations before a board committee in an advisory capacity,
 - 3) in justified cases participate at the request of the dean in the work of teams programming and giving opinions regarding the educational and organizational activities of the University.

4. The duties of head of the study year shall include in particular:
 - 1) informing students about the organization of studies and regulations of the University,
 - 2) helping students to adapt to the conditions at the University,
 - 3) inspiring students to undertake social activity for the benefit of the University and the environment, and cooperating in those matters with the University authorities, student government bodies and student organizations operating at the University,
 - 4) cooperating with the University authorities and student government bodies in matters related to the educational process and the quality of education, in particular with regard to conducting surveys.
 - 5) supporting students in solving their problems, including social and existential ones.
5. Head of the study year shall take part together with the students of a particular study year in the events organized by the University.

III. RIGHTS AND DUTIES OF STUDENTS

§ 6

1. Students shall have the right to:
 - 1) have their dignity respected by each member of the University community;
 - 2) be trained with regard to their rights and duties,
 - 3) have their ECTS points transferred and recognised in accordance with the principles laid down in the Regulations,
 - 4) study according to the individual organization of studies in accordance with the principles laid down in the Regulations,
 - 5) excuse absences from university classes, take leave from university classes and leave from classes with the possibility of verifying the learning outcomes included in the study programme in accordance with the principles laid down in the Regulations,
 - 6) change the major in accordance with principles laid down in the Regulations,
 - 7) transfer to full-time or part-time studies in accordance with the principles laid down in the Regulations,
 - 8) take an examination and course completion assessment before a board committee with the participation of an observer indicated by the student in accordance with the principles laid down in the Regulations,
 - 9) repeat specific university classes due to unsatisfactory learning outcomes in accordance with the principles laid down in the Regulations,
 - 10) develop their own scientific, artistic, professional, cultural, tourist and sports interests, and use for this purpose rooms, teaching aids, equipment and resources of the University in accordance with specific principles,
 - 11) take part in additional didactic classes not included in the study programme on a fee basis,
 - 12) consult academic teachers and other persons conducting university classes during their tutorials,
 - 13) implement part of the study programme at another university in the country or abroad in accordance with the principles laid down in §12,
 - 14) submit proposals to the University authorities on modifying the study programme and the organization of the educational process,
 - 15) assess academic teachers at least once an academic year in terms of fulfilling their educational obligations in accordance with the principles laid down in the regulations of the University,
 - 16) be members of science clubs and participate in research, development and implementation projects at the University to the extent agreed with academic teachers supervising those projects,
 - 17) be members of student organizations and associations,

- 18) study according to individual study programmes in accordance with the principles laid down in the Regulations,
 - 19) participate in open classes in other majors, as well as optional classes conducted at the University,
 - 20) use the library and information system collections available at the University,
 - 21) use the facilities of the University in accordance with the applicable regulations,
 - 22) receive awards and distinctions,
 - 23) get health insurance,
 - 24) apply for benefits, if the student meets the conditions set out in generally applicable provisions of law.
2. The university should ensure high quality of education and opportunities for personal development of students by implementing the rights specified in (1).
 3. All methods which ensure that disabled or chronically ill students participate in the academic community shall be governed by detailed rules for the introduction and application of alternative solutions with regard to disabled students (Attachment No. 1 attached hereto) and by separate regulations.

§ 7

1. Students shall be obliged to conduct themselves in accordance with the oath taken and the regulations of the University.
2. Students shall be obliged in particular to:
 - 1) acquire knowledge, skills, competences and appropriate social attitudes,
 - 2) take care of the good reputation of the University,
 - 3) respect the principles of social behaviour and interaction,
 - 4) respect the dignity of all members of the academic community,
 - 5) take examinations and course completion assessment in an ethical manner,
 - 6) respect intellectual property with regard to the preparation of diploma papers, and other works and projects,
 - 7) respect the property of the University and bear material responsibility for its destruction or loss.
3. Students shall be obliged to:
 - 1) take part in didactic classes provided for in the schedule of the study programme, including i.a. the list of university classes divided into semesters, forms of course completion assessment, and the number of hours and ECTS points,
 - 2) take part in lectures if they are the only form of university classes provided for a particular subject or if participation in such classes is mandatory as it results from the study programme.
 - 3) excuse absences,
 - 4) comply with the rules of attendance laid down in §39 included in the schedule of the study programme,
 - 5) pass didactic classes, take examinations, complete internships and meet other requirements provided for in the study programme and study schedule in a timely manner,
 - 6) pay any financial liabilities to the University in a timely manner,
 - 7) immediately inform the University about the change of surname and contact details,
 - 8) immediately inform the University about the change in a material status, if this change may affect the amount of benefits granted in accordance with separate provisions,
 - 9) settle accounts with the University library by September 30th each year, in accordance with the terms and conditions specified by the library.

§ 8

Students shall be liable to disciplinary action for violating the provisions of the University, and for an act violating and offending the dignity of students in accordance with the principles laid down in the Statute and the Act.

§ 9

1. Students at the University form the student self-government.
2. The student self-government is the sole representative of all students of the University.
3. The student self-government operates on the basis of the act, the Statute and the Student Self-Government Regulations, which define its organization and operation. The Student Self-Government Regulations shall be approved by the rector.

IV. THE ORGANISATION OF STUDIES

1. General rules

§ 10

1. An academic year shall start on October 1st and last until September 30th of the following calendar year. An academic year shall include:
 - 1) two periods of didactic classes (a winter semester and a summer semester) which shall not be shorter than 15 weeks each,
 - 2) two class-free examination sessions (winter and summer) which shall not be shorter than 12 days each,
 - 3) two re-sit examination sessions (winter and summer) which shall not be shorter than 9 days each,
 - 4) an inter-semester break not shorter than 5 days which shall precede the re-sit examination session in the winter semester,
 - 5) internships, the types and duration of which shall be determined by the study programme of a particular major, level and profile.
2. During the academic year, the rector may set additional class-free days and hours.
3. The rector shall determine the organization of the academic year of full-time and part-time studies upon the consultation with the student government, however, not later than 5 months before its beginning.
4. The detailed organization of didactic classes in a semester or an academic year, including the staff, for students of all majors and forms of studies at the faculty shall be approved by the dean.
5. Schedules of didactic classes shall be published on the basis of the detailed organization of didactic classes.
6. Schedules of didactic classes for part-time studies shall be made available to students and lecturers conducting didactic classes in the IT system not later than two weeks before their beginning.
7. Schedules of didactic classes for full-time studies shall be made available to students and lecturers conducting didactic classes in the IT system not later than seven days before the beginning of the semester, and examination schedules not later than one week before the beginning of the examination session.

§ 11

1. Studies shall be regulated by the applicable study programmes established by the Senate.
2. Study programmes shall not be subject to change during the training cycle, with the exception of the possibilities provided for in the generally applicable provisions.
3. The study programme shall be available on the website of the University, and the schedule thereof shall be made available to students in the IT system.

§ 12

1. Students may pursue part of the study programme at another university in the country or abroad, in particular on the basis of the agreements the University is a party to.
2. The rules for transferring university students to study at another university as well as the rules for admitting students from other universities to study at the University shall be laid down in the relevant provisions and standards of the ECTS system laid down in separate regulations.
3. With regard to students pursuing studies at another university as part of the exchange program, the individual study programme shall be approved by the entity specified in separate regulations. If during the exchange program students have not achieved the assumed learning outcomes for a particular major, the dean shall specify the programme differences and the deadline of completing them.

§ 13

1. Students may volunteer to take part in lectures given at the University, except for lectures of a closed nature.
2. The participation of students in university classes not included in the study programme, confirmed in the documentation of the course of studies, shall be determined by the following principles:
 - 1) students may take part in university classes not included in the study programme at the home faculty with the consent of the dean if these classes do not interfere with compulsory classes included in the schedule of the study programme,
 - 2) students may take part in university classes not included in the study programme at another faculty with the consent of the dean of the parent faculty, as well as the dean of the host faculty, if these classes do not interfere with compulsory classes included in the schedule of the study programme,
 - 3) students can take part in university classes not included in the schedule of the study programme on the basis of a written request of the student to the dean or deans,
 - 4) course completion assessment of university classes not included in the study programme shall be entered in the IT system and in the supplement,
 - 5) the conditions for participating in university classes not covered by the study programme and the rules regarding fees for these classes shall be specified in separate provisions.
3. If students want to pursue university classes not covered by the study programme at home faculty or another faculty of the University, participation in these classes shall be confirmed in the documentation of the course of study.

§ 14

The study documentation shall include:

- 1) a students' album,
- 2) personal files of students,
- 3) a book of diplomas;

§ 15

1. Internships specified in the study programmes shall constitute an integral part of the didactic process and shall be subject to obligatory assessment within set deadlines.
2. Internships resulting from the study programme shall be credited if students get a positive grade given by the person representing the institution who was responsible for the internship.
3. The internship shall be assessed and credited by the internship supervisor.
4. In order to assess the internship, the scale applied at the University shall be used.
5. Students may, for reasons deemed justified by the dean, complete an internship at a different time than provided for in the study programme.
6. Detailed rules for organizing, completing and crediting internships shall be laid down in separate regulations.

§ 16

1. University classes can be conducted with the use of distance learning methods and techniques. Conducting university classes with the use of distance learning methods and techniques shall be governed by separate regulations.
2. Selected didactic classes at the University or a part thereof, as well as selected course completion assessments and examinations shall be conducted in a foreign language.
3. At the request of the student, the diploma examination may be taken in a foreign language.
4. The decision on taking the diploma examination in a foreign language shall be taken by the dean with regard to the organizational skills and capabilities of the University.
5. The organization of teaching foreign languages at the University, as well as the principles and manner of conducting foreign language examinations as part of foreign language courses shall be specified in separate regulations.

§ 17

1. As far as first-cycle and second-cycle studies, and uniform master's studies are concerned, a diploma paper shall be prepared under the guidance and supervision of an academic teacher who holds at least the academic degree of doktor, if exceptions are not allowed in the generally applicable provisions.
2. Persons who hold the degree of magister may conduct lectures provided that the authorisation of the dean is granted.

2. Individual organization of studies

§ 18

1. Students in a given semester or an academic year may study in a particular major and level in accordance with the individual organization of studies.
2. Consent to follow full-time studies in a particular major and level in accordance with the individual organization of studies cannot be refused with regard to:
 - 1) a pregnant student,
 - 2) a student who is a parent;
3. The individual organization of studies might be established in particular for a student:
 - 1) who is a member of the national sports team or sports section representing the University in league competitions at least at the voivodeship level,
 - 2) whose activity for the benefit of the University is outstanding,
 - 3) whose health or life situation is difficult,
 - 4) who has been granted a disability certificate,

- 5) who takes care of a person with a disability,
 - 6) who was enrolled as a result of the confirmation of the learning outcomes.,
 - 7) who pursues studies according to an individual study programme.
4. The decision on the individual organization of studies shall be issued by the dean at the request of the student and shall take account of:
 - 1) the necessity to set deadlines and forms for the implementation of didactic classes resulting from the study programme and the schedule for the implementation of the study programme,
 - 2) the possibility of exempting a student from the obligation to participate in some university classes,
 - 3) the necessity to get a credit and pass examinations not later than by the end of the re-sit session in a given academic year.
 5. A request to study in accordance with the individual organization of studies in a given semester or a study year should be submitted by a student to the dean not later than 14 days after the beginning of the semester or year, or otherwise the request shall not be considered.
 6. The decision of the dean regarding the individual organization of studies should include a schedule of university classes, course completion assessment and examinations covered by individual education, with the persons conducting the university classes indicated therein.
 7. The individual organization of studies for a student enrolled as a result of the confirmation of learning outcomes can constitute the basis for shortening the period of studies.

3. Studies in accordance with the individual study programme

§ 19

1. Students with significant scientific, artistic or sports achievements related to their studies may study in accordance with the individual study programme. The achievements specified in the Regulation of the Minister for Higher Education on ministerial scholarships shall be considered significant.
2. The decision regarding determining the individual study programme shall be issued by the dean at the request of the student.
3. The individual study programme should:
 - 1) include learning outcomes which guarantee obtaining qualifications in accordance with the major,
 - 2) take account of the individual interests of the student.
4. The decision on the rules and mode of studies in accordance with the individual study programme shall be issued by the dean. The decision should specify:
 - 1) the individual study programme,
 - 2) surname of the academic supervisor selected from among the academic teachers who holds at least the academic degree of doktor.
5. The decision referred to in (4) may contain rules regarding the participation of the student in scientific and research work.
6. If the student does not meet the conditions resulting from the decision regarding the individual study programme, upon the prior consultation with the academic supervisor, the dean may issue another decision to withdraw the permission for the individual study programme.

4. Transfer

§ 20

1. Students shall have the right to transfer from another higher education institution, including a foreign institution, if they have fulfilled all obligations resulting from the regulations in force at the higher education institution which they are leaving, after completing at least the first semester of their studies, subject to section 1a.
- 1a. The provisions of paragraph 1 shall not apply to the persons referred to in paragraph 7a.
2. Students shall have the right to apply for a transfer to another major within one faculty/branch or to another faculty of the University, after passing at least the first semester of studies, if they have fulfilled all duties and obligations arising out of the study programme until the application for transfer has been submitted and the dean has decided that the conditions laid down in (5) have been met.
3. In justified cases, students of full-time studies shall have the right to transfer to part-time studies and students of part-time studies may transfer to full-time studies.
4. The form of studying may be changed once the year of studies has been completed.
5. Decisions regarding transfers referred to in (1)-(3) shall be issued by the dean of the host faculty if it is stated that there is a convergence of the achieved learning outcomes and thus, it is possible to transfer the student's achievements, and what is more:
 - 1) the student achieved the assumed learning outcomes and passed all the university classes provided for in the particular semester/semesters,
 - 2) the organization of the educational process in the major makes it possible for the student to transfer,
 - 3) study programme differences may be made up for by the student during the subsequent semesters, but not later than by the end of the studies,
 - 4) the student meets other criteria set by the dean after obtaining the opinion of the faculty or branch council.
- 5a. With regard to persons who are foreigners, being admitted to studies through transfer from another higher education institution, including a foreign institution, shall be based on an administrative decision of the Rector. In the case of study programme differences, the decision referred to in the previous sentence shall also specify the conditions, time limit and method of making up the differences in the number of ECTS credits.
6. The dean shall issue decisions regarding making up for the programme differences resulting from the transfer, by specifying the conditions, date and the method of making up for the differences in the number of ECTS points.
7. Students applying for a transfer shall submit an application within the deadline specified by the dean, taking account of the organization of the academic year.
- 7a. A Polish citizen or a Ukrainian citizen whose stay in the territory of the Republic of Poland is considered legal within the meaning of Article 2, para. 1 of the Act on Assistance to Citizens of Ukraine in connection with armed conflict in the territory of that country (Journal of Laws 2022, item 583), who was a student of a higher education institution operating in the territory of Ukraine on 24 February 2022, may be admitted to studies by transfer.
- 7b. Admission to studies as a student of a Ukrainian citizen referred to in section 7a shall be based on an administrative decision of the Rector.
- 7c. A Polish citizen referred to in para. 7a shall be admitted to studies based on a decision of the Dean in accordance with para. 5.
- 7d. Admission to studies of persons referred to in section 7a shall be refused by means of an administrative decision.
- 7e. Persons referred to in para. 7a who apply for admission to studies by transfer shall submit an application within the time limits set by the relevant Dean.

- 7f. A person referred to in para. 7a who is not in possession of documents evidencing periods of study, examinations passed, or internships completed, including the documents referred to in para. 8 pt. 2-4, is required to submit an appropriate statement, the specimen of which is specified by the Rector.
- 7g. Persons referred to in section 7a may be admitted to studies by transfer after verification of the learning outcomes achieved.
- 7h. Persons referred to in section 7f may be granted recognition for relevant periods of study after the University has verified the learning outcomes.
- 7i. The admission to studies of a Ukrainian citizen referred to in section 7a may be effected if he or she demonstrates knowledge of the language in which the study programme is conducted.
8. With regard to the transfer from another university, the student shall attach the following documents to the application referred to in (6):
- 1) a completed personal information sheet,
 - 2) a photocopy of the graduation certificate of secondary education (together with the original document available for inspection in order to certify it by the University as true copy) in the event of applying for a transfer to first-cycle studies or uniform master's studies, or
 - 3) a university diploma of a BA/BSc or supplementary MA/MSc studies or of a uniform Master's studies (a copy or a copy certified by the university) together with a diploma supplement or, failing that, any other document providing evidence of having studies completed at a specified level,
 - 4) documentation of the course of studies.
9. In justified cases, the dean may request the applicant to provide additional, supplementary documentation necessary to issue a decision regarding the transfer.
10. Students who intend to transfer to another university shall be obliged to:
- 1) notify the dean about their intention not later than 14 days before the suggested date of transfer, stating the name of the university they intend to continue their studies at, and submit a resignation statement from the studies at the University,
 - 2) submit their clearance slips,
 - 3) settle all financial accounts with the University,
 - 4) return their student ID;
11. The decision on the refusal of admission to studies as a result of transfer from another university is issued by the rector.

§ 20a

1. The aim of the verification of learning outcomes referred to in Article 20, para. 7g, is to establish a defined body of knowledge, skills and social competences acquired in the course of the education process by the individuals referred to in Article 20, para. 7a, enabling them to be admitted to a relevant field of study, level and year of study.
2. The verification of learning outcomes may be conducted in a variety of forms, in particular:
 - 1) oral and/or written examination;
 - 2) test;
 - 3) performance of laboratory work;
 - 4) credit based on a case analysis, including a clinical case;
 - 5) test of skills achieved during the internships, practical trainings, including clinical trainings.
3. Detailed forms and methods for the verification of learning outcomes are defined by the appropriate Dean, who designates individuals to carry out specific verification activities.
4. The verification of learning outcomes shall be documented in writing.

§ 21

1. Students studying in one field at the University may study in another field at the University, provided that it is allowed for by the organization of the educational process.
2. In order to follow studies in another field, the recruitment procedure shall be conducted.
3. Studies in subsequent fields shall be free of charge for full-time students.
4. Students may be granted leave from university classes in one field or another field simultaneously or separately, however, in order to apply for it, two or more separate applications to each of those fields shall be submitted.
5. If the student fails to complete a semester or a study year as a result of a long-term illness or for reasons beyond the control of the student, the student may obtain the consent of the dean or deans to repeat the semester or the study year in one or more fields simultaneously.
6. Students studying simultaneously in two or more fields may receive benefits, which shall be regulated by separate provisions, only in one field indicated by the student.
7. Students shall be obliged to inform the dean about starting studies in another faculty at the university or taking up studies at another university.

5. Admission to higher education as part of the confirmation of learning outcomes

§ 22

The rules, conditions and procedure regarding the confirmation of learning outcomes shall be laid down by the Senate in a separate resolution and the act.

V. COMPLETING A SEMESTER OR A STUDY YEAR

1. General provisions

§ 23

A semester shall be deemed a grading period.

§ 24

In order to complete a semester, students shall be obliged to:

- 1) get all credits and pass examinations within the deadlines provided for in the detailed organization of the academic year,
- 2) obtain the minimum number of ECTS points specified in the study programme,
- 3) meet the requirements of the study programme,
- 4) settle any financial liabilities with the University, in accordance with separate provisions.

§ 25

1. The following grade scale shall be applied at the University:
 - 1) very good (5,0),
 - 2) good plus (4,5),
 - 3) good (4,0),
 - 4) satisfactory plus (3,5),
 - 5) satisfactory (3,0),
 - 6) failing grade (2,0).
2. A negative result of the examination or course completion assessment shall be connected with getting a failing grade.

3. The results of all examinations and course completion assessments shall be entered into the appropriate protocol in the IT system.
4. The grade average from studies:
 - 1) shall include all subjects included in the study programme,
 - 2) shall not include subjects additionally selected by students from outside the study programme.
5. The average referred to in (4) shall be calculated as the arithmetic mean of all final grades (including failing grades) from course completion assessments and examinations obtained by the student. The average shall also include grades for examinations and course completion assessments for programme differences resulting from the transfer, readmission to a study programme, repetition of a semester or a study year, and the return after a dean's leave. The average shall be calculated to two decimal places.

2. Course completion assessment – credit

§ 26

1. Course completion assessment is a verification of the degree of achievement of learning outcomes by the student, specified in the study programme for given classes.
2. Course completion assessment takes place at the seat of the University or the branch. In the case of classes conducted with the use of distance learning methods and techniques or in cases specified in separate regulations, it may take place outside the seat of the University or the branch, using electronic means of communication, on the terms laid down in separate regulations.
3. Course completion assessment subject to examination shall be based on:
 - 1) the completion of courses included in a given subject on the basis of positive grades obtained during stage assignments and other forms of verification of learning outcomes,
 - 2) the examination which verifies the extent to which students achieved the learning outcomes in a particular subject.
4. Course completion assessment not subject to examination shall be conducted in accordance with the principles specified in 3(1).
5. Course completion shall be assessed by the teacher who enters the grade obtained by the student to the IT system by the last day of the re-sit session at the latest. The final report generated in the IT system supporting the course of studies, is submitted to the competent dean's office within 5 days from the end of the re-sit session.
6. The rules for assessing each course completion shall be determined by the person responsible for the subject or the instructor, and presented during the first lesson.
7. The results of the course completion assessment shall be presented to the student by the teacher in the IT system. The student shall verify the grades entered into the IT system. If any incorrect entries are found, the student shall be obliged to immediately report the irregularities to the teacher.
8. Dates for course completion shall be determined by the course teacher, taking account of the detailed organization of didactic classes, as referred to in §10(4)–(7). In justified cases, students may get credits for a given subject at an earlier date than the agreed one, upon the date arrangement with the course teacher.
9. If students participate in research or implementation works, their attendance in the course may be credited if particular works are thematically connected with the subject. Arrangements regarding crediting attendance shall be made by the course teacher.
10. Failure to get a credit by the end of the re-sit examination session shall be equivalent to a failing grade. The failing grade shall be entered by the dean.

11. Students shall have the right to appeal to the dean within 7 days from the date of assessment if there are any objections regarding the form of course completion assessment or the objectivity of the assessor.
12. If the appeal is considered and accepted, the dean shall set a deadline for the examinations before a board committee and appoint a board committee. Course completion assessment before a board committee shall take place within 14 days from the date of the appeal.
13. The board committee assessing the course completion shall consist of:
 - 1) the deputy dean or an academic teacher appointed by the dean – chairman,
 - 2) a course teacher conducting classes subject to course completion assessment,
 - 3) an academic teacher providing lectures on the subject included in the course completion assessment, and if the lecture is not provided or when the lecture and exercises are conducted by the same person – a second person, specialist in the subject covered by the assessment.
14. The year tutor may take part in the course completion assessment before a board committee and act as the observer, and at the request of the student, another academic teacher appointed by that student, as well as a representative of the student government may take part as well.
15. If the student fails to appear within the set deadline for the course completion assessment before a board committee and does not excuse this absence, the student shall get a failing grade. The grade shall be entered by the dean. The provisions of §28(8)-(10) shall apply accordingly.
16. If the course completion assessment before a board committee is negative, the dean, at the request of the student, shall make decision regarding referring the student to repeat the semester.
17. If the student fails to provide the request referred to in (16), the dean shall make a decision on striking the student from the list of students due to failure to get a credit for a semester within the specified deadline.
18. If the student does not get a credit for the course completion before a board committee, conditional enrolment for the next semester shall not be possible.

3. Examination

§ 27

1. The examination shall verify the extent to which students achieved the learning outcomes specified in the study programme for a particular subject.
2. The examination takes place at the seat of the University or the branch. In the case of classes conducted with the use of distance learning methods and techniques or in cases specified in separate regulations, it may take place outside the seat of the University or the branch, using electronic means of communication, on the terms laid down in separate regulations.
3. The examination in each subject shall be taken and assessed separately. The grade scale shall be specified in §25(1).
4. The examination form shall be written, oral and/or practical.
5. The examination results shall be presented to the student by the examiner in the IT system.
6. The instructor enters the examination grade obtained by the student to the IT system by the last day of the re-sit session at the latest. The final report generated in the IT system supporting the course of studies, is submitted to the competent dean's office within 5 days from the end of the re-sit session.
7. The student shall verify the grades entered into the IT system. If any incorrect entries are found, the student shall be obliged to immediately report the irregularities to the teacher who entered the grades.
8. The examination requirements shall be given during the first lesson by the teacher or the examiner.
9. The examination shall be conducted by an academic teacher who is the course teacher subject to the provisions of (11).

10. The examination shall consist in verifying the extent to which students achieved the learning outcomes in a particular lesson as well as performing all necessary organizational and formal activities related thereto.
11. In justified cases, the dean may authorize another academic teacher to conduct the examination – a specialist in the course subject to examination or a specialist in a related subject.
12. Apart from the academic teacher, i.e. the examiner, other academic teachers may participate in the examination. Academic teachers who take part in the examination may not examine or assess the student.
13. Students who submit a certificate of language proficiency at the level required by the study programme of a particular major shall not be required to take an examination at the end of a foreign language course. The certificate grade shall be considered an examination grade.

§ 28

1. On the basis of the study programme, the dean shall determine the list of examinations that students should take in a particular semester or academic year.
2. The dates of examinations in a particular subject during the examination and re-sit session shall be determined by the course teacher taking account of the detailed organization of classes, as referred to in §10(4).
3. Students may take an examination before the set deadline, if the examiner, upon the consultation with the course teacher, agrees to it. If the student gets a failing grade from the examination which was taken before the set deadline, this grade shall not be entered into the IT system.
4. Students shall be obliged to take the examinations on the dates specified in the examination schedule.
5. The examination in the subject for which the study programme provides other forms of classes than lectures, might be taken by the student only upon the course completion assessment.
6. If students fail to complete the subject, they shall be disqualified and shall lose their right to take the examination on the first date and get a failing grade. The failing grade shall be entered by the dean.
7. If students fail to appear on a set date for the examination and does not excuse their absence, they shall get a failing grade. The failing grade shall be entered by the dean.
8. An excuse for the absence at the examination should be submitted to the examiner not later than on the day of the examination, unless failure to submit it is due to reasons beyond the control of the student. If the excuse is not submitted on the day of the examination, the student shall submit it to the dean within 3 days after the end of the reason why the student failed to appear at the examination.
9. If it is deemed that the student's failure to appear at the examination on the set date is excused and justified, the dean shall set a new date. An examination with a new date shall be considered as an examination taken in a timely manner.
10. In the event of a long-term illness or other unexpected circumstances, upon the consent of the dean, the student may be granted a different date for the examination or final course completion assessment not in the examination session, but not later than within one month from the date of its completion, except for the diploma seminar in the last semester, the completion date of which may be postponed in accordance with the decision of the dean regarding the extension of the deadline for submitting the diploma paper with reference to §42(2) and (3).

§ 29

1. If students get a failing grade during the examination, they shall have the right to take one re-sit examination in that subject.
2. Students shall be obliged to take a re-sit examination during the re-sit examination session.

3. The date of the re-sit examination shall be determined by the dean upon the consultation with the examiner taking account of the detailed organization of classes, as referred to in §10(4).
4. Students may take a re-sit examination before the deadline determined in accordance with (3), if the examiner agrees to it.
5. The instructors shall submit the examination and course completion protocols generated in the IT system supporting the course of studies to the competent dean's office within 5 days from the end of the re-sit session.

§ 30

1. If there are any objections regarding the form of the re-sit examination or the objectivity of the assessor, the student shall have the right to submit an application to the dean to conduct a re-sit examination before a board committee within 7 days from the date of the re-sit examination.
2. Students who have completed the course part of a particular subject may be accepted to the examination before a board committee.
3. If the request to conduct examination before a board committee is considered and accepted, the dean shall set a deadline for the examination before a board committee and appoint a board committee. The examination before a board committee shall take place within 14 days from the date of the appeal.
4. The dean may also, on its own initiative, order the examination before a board committee.
5. The form of the examination before a board committee shall be oral. In justified cases resulting from the subject specifics, a written or practical form shall be acceptable.
6. The board committee of the re-sit examination shall consist of:
 - 1) the dean, the deputy dean or an academic teacher appointed by the dean – chairman,
 - 2) an academic teacher who conducted the re-sit examination,
 - 3) a specialist in the course subject to examination or a specialist in a related subject indicated by the dean.
7. Head of the study year may take part in the re-sit examination and act as the observer, and at the request of the student, another academic teacher appointed by that student, as well as a representative of the student government may take part as well.
8. The board committee cannot be chaired by the person who previously tested and assessed the student. All resolutions of the board committee shall be taken by simple majority.
9. The resolution of the board committee regarding taking the examination shall be final.
10. If the student fails the examination before a board committee, the dean, at the request of the student, shall make a decision regarding referring the student to repeat the semester.
11. If the student fails to provide the request referred to in (10), the dean shall make a decision on striking the student from the list of students due to failure to get a credit for a semester within the specified deadline.
12. If the student fails the examination before a board committee, conditional enrolment for the next semester shall not be possible.

4. Conditional enrolment, repeating a semester or a study year

§ 31

1. The dean shall give a credit for a semester on the basis of the periodic achievement form of the student generated in the IT system which confirms the student's compliance with the requirements specified in §24.
2. With regard to students who have not passed the semester, within the specified deadline:

- 1) the dean shall make a decision regarding the consent to repeat the semester, however, as far as the first year of study is concerned, the consent shall apply only to the repetition of the second semester, or
- 2) the dean shall make a decision regarding conditional permission to study in the next semester (conditional enrolment),
- 3) the rector shall make a decision regarding striking the student from the list of students.
3. The decisions referred to in 2(1) or (2) shall be made by the dean shall at the request of the student.
4. The right to submit a request for the consent to repeat a semester shall not be granted to a student who:
 - 1) has been previously granted a positive decision with the consent to repeat the semester, the repetition of which is requested once again, unless the reason for the repeated failure to complete the subject is the student's illness or other important circumstances which prevent the student from completing the semester,
 - 2) during the studies has twice received a positive decision with the consent to repeat a semester,
 - 3) resumed the studies starting from the semester which is sought to be repeated,
 - 4) failed to pass a subject from the group of pre-requisites.
5. The right to submit a request for conditional enrolment shall not be given to a student who:
 - 1) has been previously granted the consent. for conditional enrolment in a particular subject, the repetition of which is requested once again unless the reason for the repeated failure to complete the course subject to conditional enrolment is the student's illness or other important circumstances which prevent the student from completing the semester,
 - 2) has not passed the course from the group of prerequisites,
 - 3) has not passed the course completion assessment or the examination before a board committee.
6. In matters referred to in (4) and (5) the decisions shall be issued by the dean.

§ 32

1. The decision regarding repeating the semester shall be issued by the dean.
2. Students who repeat a semester shall not be required to get credits once again and re-take examinations in courses which were previously completed with positive grades, provided that the learning outcomes in a particular subject have not changed.
3. If the decision with the consent to repeat the semester is made, the dean shall determine a list of subjects that the student should pass, provided that if the study programme has been modified anyhow or the learning outcomes have been changed compared to the previous semester, the student shall be required to pass all subjects resulting from programme differences.
4. In justified cases, at the request of the student, the dean may grant the consent to repeat a particular semester and to participate in the classes of the next semester, and to take part in course completion assessment and examinations completing these classes.

§ 33

1. The decision regarding the conditional enrolment shall be made by the dean.
2. The decision of conditional enrolment for the next semester may be made if, in the previous semester, the student obtained at least two thirds of ECTS points which are the result of the implementation of the study programme in that semester, and the failure to complete courses does not interfere with the possibility of continuing studies.
3. If the decision regarding conditional enrolment has been made, the dean shall set the deadline for completing the program backlog, and also upon the consultation with the lecturer, determine whether it shall be necessary for the student to take part again in the didactic classes of subjects

covered by the conditional enrolment. If the student is obliged to repeat these classes, the student shall be obliged to pay a fee which is determined on the basis of separate provisions.

4. The decision referred to in (3) shall be taken not later than within 7 days after the request of the student.
5. If the student fails to complete the program backlog within the specified deadline, the dean shall make a decision regarding referring the student to repeat the semester,
6. The decision referred to in 5 shall be made by the dean at the request of the student. The student shall submit the request to repeat the semester not later than within 7 days after the end of the re-sit examination session.
7. If the student fails to provide the request referred to in (6), the rector shall make a decision on striking the student from the list of students due to failure to get a credit for a semester within the specified deadline.
8. A student who has been granted conditional enrolment may take the examination in the subject which is in arrears twice upon the completion of obligatory classes in a particular subject.

5. Resumption of studies

§ 34

1. At the request of a person who has been struck from the list of students at the University, the dean may issue a decision to restore student rights (resumption of studies).
2. The procedure of resuming studies shall be applied in particularly justified cases and only with regard to persons who have previously studied at the University.
3. It shall not be possible to resume the studies if the particular major is not longer available at the University.
4. A person who has previously completed at least the first semester of studies and who has settled all liabilities towards the University may apply to resume studies.
5. The dean shall issue a decision with the consent to resume the studies provided that the programme differences can be made up for by the student during the subsequent semesters, but not later than by the end of the studies.
6. In the decision with the consent to resume the studies, the dean shall specify the subjects which are necessary to be passed, as well as the form thereof, dates of examinations and course completion assessments, and other requirements related to the resumption of studies, which shall be necessary in order to fulfill the conditions referred to in (5). Students resuming studies shall not be obliged to get credits once again and re-take examinations in subjects completed previously with positive grades, provided that the learning outcomes implemented in this particular subject have not changed.
7. Studies cannot be resumed during the same period of course completion in which the decision to strike the student from the list of students became final.
8. If the programme differences are not made up for within the deadline specified in the decision with the consent to resume the studies, the rector may decide to strike the student from the list of students.
9. A person who has been struck from the list of students due to insufficient academic performance may be granted the consent to resume studies only once.
10. A person who was granted the consent by the dean to resume studies and did not take up studies cannot re-apply for the resumption of studies, unless the failure to take up studies was due to student's long-term illness or other important circumstances which prevent the student from completing the semester.
11. Decisions regarding resuming the studies by foreigners shall be made by the rector. The provisions of (1)-(10) shall apply accordingly.

§ 35

1. A person applying for the resumption of studies in the particular semester shall submit an application for the resumption of studies within the following deadlines:
 - 1) by February 15th – a person applying for the resumption of studies from the beginning of the summer semester,
 - 2) by September 15th – a person applying for the resumption of studies from the beginning of the winter semester.
2. The person applying for the resumption of studies shall attach the following documents to the application:
 - 1) a completed personal information sheet,
 - 2) a photocopy of the graduation certificate of secondary education (together with the original document available for inspection in order to certify it by the University as true copy) in the event of applying for a transfer to first-cycle studies or uniform master's studies, or
 - 3) a diploma certifying successful completion of the first-cycle or second-cycle studies or uniform master's studies (a certified copy or a copy certified by the university) together with a diploma supplement or, in the case of the absence thereof, another document which makes it possible to determine the grade average during the studies and the result of studies in the case of applying for the resumption of second-cycle studies,

§ 36

Persons who have been expelled from the University as a result of the final decision of the disciplinary board may apply for the resumption of studies only if they have been pardoned or the penalty had become statute-blurred, in the mode and on the principles laid down in the provisions on disciplinary proceedings against students.

VI. LEAVES

§ 37

1. A pregnant student, at her request, shall be granted by the dean leave for the period up to the day her child is born, but if the end of the leave falls during the semester, the leave may be extended until the end of that semester.
2. Students who are parents, at their request, shall be granted by the dean leave for one year from the day the child is born, but if the end of the leave falls during the semester, the leave may be extended until the end of that semester.
3. In addition, students may apply for:
 - 1) short-term leave which lasts no more than a month,
 - 2) long-term leave which is not shorter than a month but not longer than two months,
 - 3) sick leave for the time of the illness, treatment or rehabilitation, which excludes or seriously hinders the continuation of studies.
4. Students may apply for the leave referred to in 3(1) and (2) as soon as they have passed the first semester.
5. Long-term leave may be granted to students once during the entire duration of a particular training cycle subject to 6(3).
6. The dean may grant short-term or long-term leave to students who, in particular:
 - 1) started education at another university,
 - 2) are experiencing a difficult life situation,
 - 3) due to the repetition of the semester, are waiting for the classes to start in the next semester,

- 4) in connection with individual and group (both domestic and foreign) trips organized by the University, the student government or student organizations.
7. The dean may grant students sick leave due to illness or disability. The decision to grant sick leave shall be made by the dean on the basis of medical documentation.
8. The following students shall not be granted leave from classes:
 - 1) candidates for professional soldiers or professional soldiers who started their studies as they were referred by a competent military authority and received assistance with regard to their education on the basis of the provisions on military service of professional soldiers,
 - 2) officers of public services in the period of service as a trainee or officers of public services who enrolled to these studies as they were referred or upon the consent of their competent superior and received assistance with regard to their education on the basis of the provisions on service.
9. The dean shall confirm that the leave has been granted by entering this information into the documentation of studies.

§ 38

1. During the leave, the student shall keep all student rights, however, the right to receive benefits shall be specified in separate provisions.
2. If the student is granted short-term leave, the student shall not be released from the obligation to get credits in a timely manner and pass examinations included in the detailed organization of didactic classes in a given semester.
3. Upon the return from long-term leave, the student shall be required to complete all programme differences within the deadline specified by the dean.

VII. COURSE ATTENDANCE

§ 39

1. Students shall be required to take part in classes specified in the study programme as mandatory.
2. It shall be allowed to have one unexcused absence in the semester of classes in which participation is compulsory. Any subsequent absences must be excused by the students.
3. Circumstances justifying the absence from classes shall include important unexpected circumstances, in particular illness.
4. If the absence exceeds the period of 14 days, the student should submit a written excuse to the academic teacher and the dean. The written excuse referred to in the previous sentence should be supplemented with documents confirming the factual circumstances which the student refers to.
5. If the absence exceeding the period of 14 days is not excused, the dean shall, at the request of the teacher, enter a failing grade in a given subject, unless the failure to provide excuse is for reasons beyond the control of the student. The student shall submit an excuse to the dean within 3 days from the date of the end of the reason for the absence.

VIII. AWARDS AND DISTINCTIONS

§ 40

1. Students with significant scientific, artistic or sports achievements related to studies who fulfill their duties in an exemplary manner may be granted awards and distinctions.
2. Detailed rules and mode for granting awards and distinctions shall be laid down in separate provisions.

IX. A DIPLOMA PAPER

§ 41

1. With the exception of the medical programme, depending on the level of studies, students shall prepare a diploma paper as:
 - 1) Bachelor thesis if provided for in the study programme,
 - 2) Engineer's thesis,
 - 3) Master's thesis;
2. A diploma paper shall be an individual elaboration of a scientific or artistic issue or an artistic achievement presenting the student's general knowledge and skills related to a particular major, level and the profile of education, as well as the ability of independent analyses and reasoning.
3. A diploma paper might take the form of:
 - 1) a dissertation,
 - 2) authorship or co-authorship of a scientific monograph or a chapter in a scientific monograph published by a publishing house included in the list of publications of the ministry competent for higher education,
 - 3) a series of at least two articles published in a scientific journal included in the list of the ministry competent for higher education,
 - 4) a project including the design, the programme and the computer system construction,
 - 5) a construction,
 - 6) a technological paper,
 - 7) an artistic paper,
4. Students of artistic education in the field of music art, regardless of the preparation of a diploma paper, shall be required to take an artistic examination.
5. Students shall submit a diploma paper in the form of a printout.
6. If the diploma paper submitted by the student is a written thesis, it shall be subject to verification in the unified Anti-Plagiarism System (Pol. Jednolity System Antyplagiatowy JSA). The diploma thesis advisor shall be obliged to upload an electronic version of this thesis in JSA.
7. Students shall prepare their diploma papers either in Polish, in the language of the object of the studies, or in the language in which the major is conducted. Detailed regulations shall be specified in the study programme.
8. Students at their request may prepare a diploma paper in a foreign language upon the consent of the supervisor and the dean.
9. Students submitting their diploma papers shall be required to submit a written statement about the authorship of the diploma paper and a statement that the paper is not a significant fragment of someone else's work, scientific conclusion or artistic performance.

§ 42

1. Students shall be obliged to submit a diploma paper to the dean not later than on the last day of the final semester of the studies.
2. At the request of the supervisor or the student, the dean may extend the deadline for submitting diploma papers by no more than three months in the case of:
 - 1) student's long-term illness confirmed with appropriate medical documentation,
 - 2) inability to prepare a diploma paper within the deadline for justified reasons beyond the control of the student.
3. In particularly justified cases, the dean may re-extend the deadline for submitting papers referred to in (2), however, not longer than for the next two months.

4. In the case of the absence of the supervisor which may affect the set deadline for the diploma examination, the dean shall be obliged to appoint another supervisor.
5. At the request of the student, for important reasons, the dean may change the supervisor upon the consultation with the current supervisor.
6. Changing the supervisor in the period of the last 6 months before the deadline for submitting the diploma paper may constitute the basis for extending the deadline for submitting the paper on the principles specified in (2) and (3).
7. Students who do not submit their diploma papers within the deadline referred to in (1)–(3) shall be struck from the list of students.

§ 43

1. The dean shall let academic teachers supervise diploma papers in accordance with the principles laid down in §17(1).
2. The subject matter of the diploma paper shall be suggested by the supervisor upon the consultation with the student, and shall be approved by the dean on the basis of the opinion of the competent committee responsible for education at the faculty or branch.
3. When determining the subject matter of the diploma paper, student's interests related to the major as well as organizational and material possibilities, and staffing capacity of the University should be taken into account.
4. A paper created as part of the student scientific movement may constitute a diploma paper if it meets the requirements obligatory for diploma papers. The decision shall be made by the thesis supervisor.
5. The issues of the diploma paper should be determined not later than one year before the planned end of studies and be closely related to the major.

§ 44

1. The paper shall be reviewed by the supervisor and the reviewer appointed by the dean. In special cases related to the supervisor's inability to prepare a review, the dean shall appoint another reviewer.
2. If there are any discrepancies regarding the assessment of the diploma paper, the final grade shall be decided by chairman of the diploma examination board, who may consult the second reviewer. Appointing a second reviewer shall be mandatory when the assessment of the first reviewer is negative. As a result of two negative grades, the student shall not be allowed to take the diploma examination.
3. The grade scale applied for examinations shall be used for the evaluation of diploma papers.
4. The committee responsible for the diploma examination shall report the papers, which in the opinion of the committee should be recognized, to the team appointed by the dean. The team shall submit outstanding diploma papers for competitions organized by state institutions, universities, organizations and scientific societies on the principles laid down in the regulations of these competitions.

X. DIPLOMA EXAMINATION

§ 45

1. Depending on the level of studies, students shall take the diploma examination as:
 - 1) bachelor's examination,
 - 2) engineer examination,
 - 3) master's examination.
2. In order to be admitted to the diploma examination, students shall be required to:

- 1) complete all courses, get credits, complete other classes provided for in the study programme and pass all examinations,
 - 2) submit a diploma paper in a timely manner,
 - 3) obtain at least a satisfactory grade from the diploma paper from the supervisor and the reviewer,
 - 4) obtain a positive grade from the practical part of the diploma examination by the student, if such practical examination is provided for in the study programme,
 - 5) settle all required financial liabilities with the University.
3. The diploma examination shall be taken before a committee appointed by the dean.
 4. The diploma examination committee shall consist of:
 - 1) the dean or another academic teacher appointed by the dean who holds at least the academic degree of doktor – as chairman,
 - 2) the thesis supervisor or other specialist in a given discipline indicated by the dean in the case of documented absence of the supervisor,
 - 3) the reviewer of the diploma paper.
 5. In justified cases, the dean may also appoint an additional academic teacher as a member of the committee.
 6. The diploma examination committee must include a person with an academic title or an academic title of doktor habilitowany.

§ 46

1. The diploma examination should take place within a period not exceeding three months from the date of the submission of the diploma paper in line with §46(1). If the deadline for submitting the diploma paper is extended in accordance with §42(2)-(3), the diploma examination should take place not later than one month after the date of its submission.
2. The dean may determine an individual deadline for taking the diploma examination for a student who has submitted the diploma paper before the deadlines specified in §42(1).
3. The diploma examination takes place at the seat of the University or the branch or may be conducted remotely outside the seat of the University or the branch, using electronic means of communication, on the terms laid down in separate regulations.

§ 47

1. During the diploma examination, students should demonstrate their knowledge, social skills and competences specified for the particular majors, and in particular knowledge of issues related to the subject matter of the paper. In cases justified by the specifics of the major, the subject of the diploma examination may also include practical skills of students.
2. The scope of knowledge, social skills and competences that students shall be obliged to know during the diploma examination should be consistent with the study programme.
3. Before the beginning of the diploma examination, the committee shall get familiar with the student's documentation and determine the detailed examination issues.
4. The diploma examination form shall be oral or practical, or both.
5. All committee resolutions shall be made by simple majority. In the event of an equal number of votes, the chairman's vote shall prevail.
6. When assessing the results of the examination, the provisions of §25(1) shall apply.
7. At the request of the student or at the request of the supervisor upon the consultation with the student, the diploma examination may be open to the public in accordance with rules specified in the procedures created in the faculty.

§ 48

1. Failure to take the diploma examination within the prescribed deadline shall be connected with getting a failing grade.
2. Unexcused absence of the student during the diploma examination on the set date shall be equivalent to the loss of the right to take the examination and thus, a failing grade.
3. If the student gets a failing grade from the diploma examination, the dean at the request of the student shall set a deadline for the second diploma examination.
4. The second diploma examination may not take place earlier than one month and not later than three months after the date of the first diploma examination.
5. If the student fails to take the second diploma examination or in the event of unexcused absence of the student during the second diploma examination on the set date, the rector shall issue a decision on striking the student from the list of students.

§ 49

1. The date of the completion of the studies shall be the date of passing the diploma examination, subject to (3).
2. The studies shall be considered as completed as soon as the diploma examination has been passed with at least a satisfactory result and the student has obtained at least:
 - 1) 180 ECTS points in first-cycle studies (6 semesters),
 - 2) 210 ECTS points in first-cycle studies (7 semesters),
 - 3) 90 ECTS points in second-cycle studies (3 semesters),
 - 4) 120 ECTS points in second-cycle studies (4 semesters),
 - 5) 300 ECTS points in uniform master's studies (5 years),
 - 6) 360 ECTS points uniform master's studies (6 years);
3. The date of graduation from the medical programme shall be the date of passing the last obligatory examination from the study programme.
4. Upon the completion of the studies, the student shall become a graduate.
5. Within 30 days from the date of graduation, the university shall prepare and issue a diploma with its supplement and their certified copies to the graduate as well as shall make an entry in the book of diplomas under the rules laid down in generally applicable provisions.

§ 50

1. The final result of the studies, except for studies at the medical faculty, shall be calculated on the following basis:
 - 1) the arithmetic mean of all grades from examinations and course completion assessments referred to in §25(4),
 - 2) a diploma paper grade,
 - 3) a diploma examination grade;
2. The result of the studies, except for studies at the medical faculty, shall be the sum of:
 - 1) $\frac{1}{2}$ of the arithmetic mean of all grades obtained in examinations and course completion assessments,
 - 2) $\frac{1}{4}$ of the grade average from the paper reviews,
 - 3) $\frac{1}{4}$ of the grade average from the diploma examination with the exception of:
 - a) The faculty: artistic education in the field of music art: $\frac{1}{8}$ of the diploma examination grade and $\frac{1}{8}$ of the artistic examination grade shall be included,
 - b) The faculty: nursing, obstetrics and emergency medical service $\frac{1}{8}$ of the diploma examination grade and $\frac{1}{8}$ of the practical examination grade.

3. The final result of studies to be included in the diploma of graduates of the medical faculty is the arithmetic mean of the grades obtained by the student in the course of studies, including failing grades, in accordance with the rules laid down in § 25.
4. A higher education diploma paper shall include the final result of the studies averaged to the grade in accordance with the following principle:
 - 1) From 3,25 – satisfactory (3),
 - 2) From 3,26 to 3,75 – satisfactory plus (3,5),
 - 3) From 3,76 to 4,25 – good (4),
 - 4) From 4,26 to 4,50 – good plus (4,5),
 - 5) From 4,51 to 5,0 – very good (5).

XI. STRIKING THE STUDENT FROM THE LIST OF STUDENTS

§ 51

1. The rector shall strike a student from the list of students if a student:
 - 1) has not started studies,
 - 2) has resigned from studies,
 - 3) did not submit a diploma paper or did not take a diploma examination in a timely manner,
 - 4) has been subjected to the disciplinary action of expulsion from the university,
2. The rector may strike a student from the list of students if:
 - 1) it was found that a student had not taken part in obligatory classes,
 - 2) it was found that there was no progress in science,
 - 3) a student did not complete the semester or the study year within the specified deadline,
 - 4) a student did not pay the fees related to the studies;
3. There are means of appeal provided for in the Code of Administrative Procedure from the decision referred to in (1) and (2).

XII. DECISIONS IN STUDENTS' INDIVIDUAL MATTERS OF STUDENTS

§ 52

1. Individual students' matters shall be settled by means of administrative decisions.
2. Matters shall be handled in writing or in the form of an electronic document within the meaning of the provisions of the Act of February 17, 2005, on computerization of the activities of entities carrying out public tasks (Dz. U. of 2021, item 670), delivered by electronic means of communication.
3. Decisions and letters in the course of administrative proceedings shall be delivered to the student according to the terms and conditions laid down in the provisions of the Code of Administrative Procedure.
4. Decisions and letters in the course of proceedings shall be delivered by electronic means of communication according to the terms and conditions laid down in the provisions of the Code of Administrative Procedure.

§ 53

1. It shall be possible to submit a request for reconsideration of the case in terms of the administrative decisions issued by the rector in the first instance. The administrative decision of the rector issued as a result of the request for reconsideration of the case is final.
2. The request for reconsideration of the case shall be submitted within 14 days from the date of its delivery to the competent dean's office.

3. The request for reconsideration of the case, together with the case files and the position on the student's request for reconsideration shall be submitted by the dean to the rector within 7 days from the submission of the request for reconsideration of the case.

§ 54

1. Individual students' matters which are not settled by means of an administrative decision, shall be settled by the dean by way of a decision. The decision shall be issued immediately, however not later than within thirty days from the date of submission of the request, unless a special regulation provides otherwise.
2. The content of the decision referred to in (1) should make it possible to establish:
 - 1) the entity issuing the decision;
 - 2) the issue date;
 - 3) the addressee of the decision;
 - 4) the settlement of the case;
 - 5) legal and factual reasons for the decision.
3. The student shall have the right to read and become familiar with the content of the decision.
4. If the student's request is accepted in its entirety, it is possible to refrain from justifying the decision.
5. The dean's decision may be appealed against to the rector.
6. Unless the provisions of the Regulations provide otherwise, a complaint against the decision made by the dean may be lodged to the rector within 14 days from the date of its receipt.
7. A complaint shall be brought before the rector through the agency of the appropriate dean.
8. A complaint shall be made in writing if lodging a complaint in a timely manner suspends the enforcement of a decision.
9. If a student brings a complaint and the dean states that it deserves consideration in whole, the dean may issue a new decision within 7 days from the date of filing the complaint which will revoke or amend the contested decision.
10. The student may revoke the complaint before the rector issues a decision. However, the rector will not take account of the revoked complaint if it leads to upholding the decision violating law or social welfare.
11. The student's complaint, together with the case files and the dean's position as to the legitimacy of the complaint, shall be forwarded by the dean to the rector within 7 days of its filing.
12. The rector shall issue a decision which:
 - 1) upholds the contested decision,
 - 2) annuls the contested decision in whole or in part, and in this respect rules on the facts of the case or, by annulling this decision, discontinues the first instance proceedings,
 - 3) discontinues the first instance proceedings,
 - 4) annuls the contested decision in whole and refers the case back to the dean for reconsideration if the resolution of the case requires a prior investigation procedure in whole or in part; when forwarding the case, the rector may indicate which circumstances should be taken into consideration when reviewing the case.
13. The decision made by the rector shall be final and shall not constitute a decision within the meaning of the Code of Administrative Procedure.

§ 55

Unless the provisions of the Regulations provide otherwise, a student may raise objections against the decision regarding the course of studies made by the academic teacher in a manner provided for by the Regulations, to the dean within 7 days from the date of its receipt and, when the decision was announced, from the date of its announcement to the student. The provisions of §54(1)–(13) shall apply accordingly.

XIII. FINAL PROVISIONS

§ 56

1. The rector may introduce fees for educational services on the principles laid down in separate regulations.
2. The amount of fees for educational services for a particular academic year shall be determined by the rector upon the consultation with the student self-government, taking account of the cost of didactic classes, and shall publish them not later than three months before the beginning of the semester.
3. Detailed rules and deadlines for paying fees shall be laid down in separate provisions.

§ 57

If a person applying for the award of the professional title has appropriated the authorship of a major part or other elements of another person's work or scientific conclusion in the diploma paper which shall be the basis of the award to the professional title, the rector, on the basis of an administrative decision, shall annul the diploma.

§ 58

The rector shall also be the authority competent to resume the proceedings regarding awarding the professional title and issuing a diploma.

§ 59

In all matters initiated, but not brought to an end by a final decision by the date of the entry into force of the Regulations, the current provisions shall apply.

DETAILED RULES CONCERNING INTRODUCING AND APPLYING ALTERNATIVE SOLUTIONS FOR DISABLED STUDENTS

§ 1

General provisions

All alternative solutions applied in the course of studies for students with disabilities shall be aimed at providing equal opportunities for completing a particular level of studies and not reducing the substantive requirements for these students at the same time.

§ 2

Changes in the mode of course participation

1. If a student is not able to take part in the classes directly due to the disability, the dean, at the request of the student, may:
 - 1) increase the number of absences allowed,
 - 2) determine an individual mode and conditions of conducting classes, including additional classes and consultations,
 - 3) in justified cases, allow pursuing the studies with the use of distance learning methods and techniques to the extent not greater than 50% of the number of ECTS points necessary to complete the studies at a particular level, unless the generally applicable provisions stipulate otherwise,
 - 4) give the consent to change the form of verifying knowledge.
2. If it results from the type and specificity of disability, the dean, at the request of the student, may agree to apply the solutions involving the participation of third parties in classes, in particular parties acting as: sign language interpreters, assistants taking notes, laboratory assistants assisting students with handicapped arms.
3. If, due to the specificity of student's disability, additional solutions in the implementation of the content of a particular subject are required, the dean, at the request of the student, may take account of the need for additional individual hours of classes and consultations.
4. If due to student's disability, the student is not able to take notes on his/her own during classes, the dean may grant the disabled student the consent to use additional technical devices which enable full participation in classes and to use audio-visual devices which enable the registration of didactic classes.
5. The decision referred to in (1)-(4) shall be made by the dean upon the consultation with head of the non-departmental unit responsible for the disabled.
6. In the event of using devices recording sound or sound and image, students shall be required to submit a written declaration of non-infringement of copyrights to works created during these classes and the use of registered materials solely for private use.

§ 3

Preparation of materials in alternative forms of recording

1. If, due to disability, a student cannot use ordinary printouts of educational materials, a student should report to the dean the need to obtain educational and scientific materials from specific classes in an alternative form of recording. Alternative forms of recording shall include in particular: Braille, changed font size, typhlo-maps and graphics on tangible paper, audio and electronic recording.
2. The dean shall make a decision regarding the use of an alternative form of the record upon the consultation with head of the non-departmental unit responsible for the disabled.

§ 4

Changes in the mode of examinations and course completion assessment

1. Depending on the type of disability, a student may submit an application to the dean to change the method of taking the examination in a particular subject.
2. In order to change the method of taking the examination by a disabled student, the dean shall issue a decision with the consent to:
 - 1) extend the examination duration,
 - 2) use during the exam technical devices such as computers, a screen reader software, Braille devices, alternative keyboards, magnifiers,
 - 3) use an alternative form of recording during the examination,
 - 4) change the form of an examination from written to oral or from oral to written,
 - 5) participation of third parties in the examination in particular: a sign language interpreter, a shorthand typist or a voice over,
 - 6) change the location of the examination,
 - 7) the possibility of conducting the examination using distance learning methods and techniques - such an examination should be reported in advance to the unit conducting the examination.
3. The provisions laid down in (1)-(2) shall apply accordingly to course completion assessments.

§ 5

Changes in the organization of examination sessions

1. If the student, due to the disability, is unable to take all examinations and course completion assessments provided for in the particular examination session, the student shall have the right to request the dean to change the dates of examinations and get credits outside the session, but not later than 30 days after the day preceding the start of the next session. The decision to change the dates shall be made by the dean upon the consultation with head of the non-departmental unit responsible for the disabled, and the examiner or the person conducting the course completion assessment.
2. The change of dates referred to in (1) shall make it possible for a disabled student to be admitted for the next semester without the conditional enrolment specified in §31(2)(2) of the Regulations.