

Study Regulations at the Jan Kochanowski University in Kielce

I. GENERAL PROVISIONS

§ 1

1. Study Regulations at the Jan Kochanowski University in Kielce, hereinafter referred to as the University, are established to define the organisation and the course of studies as well as the corresponding rights and obligations of the University students.

2. Studies at the University are organised based on the existing laws, particularly:

1) the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the Act;

2) the Statute of the University, hereinafter referred to as the Statute;

3) the following Study Regulations of the University, hereinafter referred to as the Regulations.

3. The Regulations are applicable to all first-cycle, second-cycle and long-cycle Master's degree programs, hereinafter referred to as the Studies, organised by the University.

4. The terms used in the Regulations signify:

1. Rector - the Rector of the University

2) Faculty - a faculty or a branch of the University - an organisational unit of the University dealing with the organisation of the educational process in the course of studies, postgraduate studies and other forms of education;

3) ECTS credits - credits defined by the European Credit Transfer and Accumulation System as a measure of the average student workload required to achieve the expected learning outcomes;

4) Dean - the Dean in charge of a faculty or a branch at the University;

5) Student - a person receiving education in a degree program who has been enrolled in the list of students and has taken the oath;

6) Year Coordinator - an academic teacher who supports students both during the learning process and in university-related matters and who is entitled to represent the interests of students of a given year in front of the University authorities at all levels;

7) Learning Outcomes - the knowledge, skills and social competencies acquired during the learning process;

8) Study Program - description of the learning process which defines: learning outcomes, the process leading to the achievement of the intended learning outcomes, the number of ECTS credits assigned to each subject, the form or forms of studies, the number of semesters and the number of ECTS credits necessary for the completion of studies on a given level, the professional title bestowed on the graduates, the subjects or groups of subjects along with the intended learning outcomes and the curriculum content ensuring the achievement of the

learning outcomes, the total number of hours of didactic classes, the methods of verification and assessment of the learning outcomes achieved by the student during the course of studies, the total number of ECTS credits which the student needs to obtain by attending the classes conducted with the direct participation of academic teachers or other instructors, the total number of ECTS credits which the student needs to obtain in the field of humanities or social sciences, the scope, principles and form of professional internships and the number of ECTS credits which the student needs to obtain by attending these internships, as well as any other requirements specified by existing regulations;

9) Subject/Course - a basic element of the Study Program, involving classes or a group of classes, particularly lectures, practical classes, laboratories, conversational classes, seminars and proseminars to which the intended learning outcomes and the number of ECTS credits have been assigned;

10) Lecturer - an academic teacher employed in an academic or a research-academic position, as well as another person conducting classes who is not an academic teacher but has the competencies and experience necessary for the appropriate conduct of the classes;

11) Academic Progress Report - a report comprising the grades obtained by the student in the given semester, which includes information on the outcome of the semester/year assessment;

12) Study Program Schedule – part of the study program, including the names and codes of courses, their distribution in particular semesters, the forms and duration of classes, the number of ECTS credits and the form of course completion;

13) Prerequisite/Mandatory course - a compulsory course defined by the dean after consulting the faculty/branch council which must be completed in order to continue education in the next semester or academic year;

14) k.p.a. – the Act of June 14, 1960 – Code of Administrative Procedure (Journal of Laws of 2024, item 572).

§2

1. The Studies are conducted by the University.

2. The Studies are conducted within the framework of a degree program. They may be organised as interdisciplinary individual studies, joint studies or dual studies, in accordance with the provisions of the applicable law.

3. The Studies are conducted in a full-time or a part-time form, in accordance with the study programs established by the Senate.

4. The Rector is the superior of all students at the University and supervises the recruitment and educational processes.

4. The relevant Dean is the superior of all students of a given faculty. The Dean makes all decisions regarding student-related issues and the implementation of the study programs, unless these decisions fall within the competence of the Rector.

II. COMMENCING STUDIES

§3

1. The principles, conditions and procedures for admission to studies are defined by the Act and a resolution of the Senate.
2. Admission to studies ensues from entry on the list of students. The Dean, authorized by the Rector, performs this entry.
3. The person admitted to studies commences education and acquires student rights upon taking the oath. The oath is confirmed by the student's handwritten signature in paper, document or electronic form.
4. In a given academic year the person admitted to studies cannot commence education in the same field of study in both full-time and part-time form at the same time.
5. Having taken the oath the student is obliged to comply with the provisions of the Study Regulations and to fulfill the obligations resulting from them. The student also acquires the rights defined by the Study Regulations.
6. The student rights and obligations expire on the day of graduation or on the day when the decision regarding student's expulsion from the University becomes final (subject to paragraph 7).
7. The graduates of first-cycle degrees retain their student rights until the 31st of October of the year of graduation, apart from the rights indicated by the Act.
8. Admission to the University takes place through:
 1. recruitment process, of which the conditions, procedure, date, method of commencement and completion and the manner of conduct are specified yearly by a resolution of the Senate;
 2. transfer from another university or from a foreign university;
 3. confirmation of prior learning outcomes.
9. In the case of changes in applicable regulations, a student who has completed first-cycle studies and is not able to continue their education in the same field at a second-cycle degree may request a transfer of part of their achievements after being accepted to a long-cycle Master's degree program in the same field. The Dean, following the student's request, may allow the student to be entered into the appropriate semester, upon the verification of the obtained learning outcomes.
10. The student receives a student ID card. The right to possess and use the student ID card is offered to:
 1. students of first-cycle degrees, until 31 October of the year of graduation;
 2. students of second-cycle degrees and long-cycle Master's degrees until the day of graduation.

11. The student ID card remains valid no longer than until the day of graduation, the day of student's suspension (until the day the final decision is issued) or the day of student's removal from the student's register (until the day the removal becomes final). In case of first-cycle graduates, the student ID is valid until 31 October of the year of graduation.
12. The validity of the student ID card is confirmed every semester.
13. The student is obliged to immediately inform the University in case their student ID has been damaged or lost.
14. The documentation of the course of studies is maintained in the form of a student's personal file with the use of IT tools.
15. The index (student academic record) is maintained in the form of a printout of data from the teleinformatic study management system. The student is allowed to request a printed version of their academic achievements or other information included in the student index, validated by the University with the use of IT tools.
16. After being entered into the student register, the student is assigned a University domain email account along with login credentials (login and password). The login and password are the main credentials used to log into other University systems, such as the study management system, e-services or Eduroam.
17. While contacting the University, the student is obliged to use only the email account mentioned in paragraph 16. The University sends all electronic correspondence to the student using that address.
18. The student is obliged to familiarise themselves with the University's email usage regulations and to comply with them.
19. The student is obliged to regularly check their University email frequently enough to maintain sufficient communication with the University.

§ 4

1. Foreign students may commence education at the University in accordance with the provisions of the Act.
2. The principles of recruitment and tuition fees for foreign students are defined by separate regulations.

§ 5

1. The Dean appoints academic year supervisors from among the academic staff for the duration of the entire degree program.
2. The Dean may dismiss a year supervisor at the request of the student council of the respective faculty or branch, effective at the end of the given semester.
3. The year supervisor has the right to:

1. express their opinion in student-related matters, which concern:
 - a. the organisation of the didactic process;
 - b. student benefits;
 - c. forms and extent of satisfying cultural and sports-related needs,
 - d. methods and kinds of merits and disciplinary measures;
2. take part in commission-based course completions and exams in an advisory role;
3. participate (in justified cases, following the Dean's request) in the work of planning and evaluating committees dealing with the University's didactic and organisational activities.
4. The year supervisor is obliged to:
 1. provide students with essential information regarding the organisation of the studies and the principles of the University;
 2. help students during the adaptation process to the University's environment;
 3. inspire students' social activities benefitting the University and the University community and to cooperate in this matter with University authorities, student councils and student organisations operating at the University;
 4. cooperate with University authorities and student councils in matters related to the educational process and its quality, especially in the evaluation process;
 5. support students in solving their problems, including those of a social or material nature.
5. The year supervisor takes part, together with all the students of a given year, in all celebrations and events organised by the University.

III. STUDENT RIGHTS AND OBLIGATIONS

§ 6

1. Each student has the right to:
 1. be treated with dignity and respect by every member of the University community;
 2. be trained in terms of their rights and obligations;
 3. have ECTS credits transferred and recognised, following the provisions of the Study Regulations;
 4. study based on an individual study plan, following the provisions of the Study Regulations;

5. have absences from classes excused and take academic leave, including leave with the right to undergo verification of the learning outcomes included in the study program, following the provisions of the Study Regulations;
6. change their degree program, following the provisions of the Study Regulations;
7. be transferred to a full-time or part-time degree program, following the provisions of the Study Regulations;
8. take an examination or assessment before an examination board, with an observer of their choice, following the provisions of the Study Regulations;
9. retake selected courses due to an unsatisfactory academic outcome, following the provisions of the Study Regulations
10. access their written examination and assessment papers within 14 days of receiving the results. In the case of the student receiving a failing grade in the first attempt, access must be granted before the retake examination or assessment in that subject.
11. develop their own scientific, artistic, professional, cultural, tourist and sports interests and to use the University facilities, teaching aids, equipment and resources for that purpose, following the specified conditions;
12. attend extracurricular didactic classes not included in the study program on a paid basis;
13. consult academic teachers and other instructors during their office hours;
14. arrange the dates for make up classes with academic teachers; the classes should be arranged no longer than a month after the originally scheduled date;
15. complete part of their degree program at a different university in their own country or abroad, following the provisions of paragraph 12;
16. pose suggestions regarding modifications to the study program and the organisation of the educational process;
17. assess academic teachers at least once per academic year with regard to their fulfillment of the academic duties, following the regulations specified by the University;
18. join scientific circles and participate in scientific, research, development and implementation projects organised at the University, in the scope arranged with the academic teachers supervising these projects;
19. join student organisations and associations;
20. study under an individually-designed study program, following the provisions of the Study Regulations;
21. take part in open courses available in different degree programs and participate in elective courses organised by the University;
22. use the library and information system resources provided by the University;

23. use the University resources in accordance with the existing regulations;
24. receive awards and merits;
25. have access to health insurance;
26. apply for benefits if they meet the conditions specified in the generally applicable laws;

2. The University should provide high quality of education and opportunities for the personal development of its students by implementing the student rights mentioned in paragraph 1.

3. All methods of enabling students with disabilities or chronically-ill students to be a part of the academic community are regulated by principles regarding the implementation of accommodations for students with special needs resulting from various health conditions, including disabilities, as mentioned in Annex 1. and other provisions.

§ 7

1. It is a duty of each student to act in accordance with the taken oath and the Study Regulations.

2. Each student is particularly obliged to:

1. acquire knowledge, skills, competencies and appropriate social attitudes;
2. care for the reputation of the University;
3. follow the rules of camaraderie;
4. respect the dignity of all members of academic community;
5. take exams and obtain credits in ethical manner;
6. respect intellectual property while preparing dissertations and other works and projects;
7. respect University property and take responsibility for its damage or loss;

3. Each student is required to:

1. participate in didactic classes scheduled in the study program, which includes the list of all courses and their placement in each semester, forms of assessment, number of hours and number of ECTS credits;
2. take part in lectures if they are the only form of classes scheduled for a given subject;
3. excuse their absences;
4. comply with the principles regarding class attendance (§ 39) included in the study program schedule;

5. complete academic courses, take exams, do professional internships and fulfill other requirements specified in the study program and its implementation schedule in a timely manner;
6. regulate financial commitments to the University in a timely manner;
7. inform the University immediately in case of the change of a surname or contact data;
8. inform the University immediately in case of the change of financial status, if such change may influence the amount of benefits granted based on separate regulations;
9. settle the account with the University Library until 30 September every year, following the rules specified by the Library.

§ 8

Each student is liable to disciplinary action for violating the principles in force at the University and for committing a deed violating student dignity in accordance with the principles specified in the Statute and applicable laws.

§ 9

1. Students at the University form a student council.
2. The student council is the sole representative of all students at the University.
3. The student council functions based on legal acts, the Statute and the Student Council Regulations which define the organisation and functioning of the student council. The Student Council Regulations must be approved by the Rector.

IV. ORGANISATION OF STUDIES

1. General provisions

§ 10

1. Each academic year begins on 1st October and lasts until 30th September of the following year. The academic year includes:
 1. two periods of didactic classes (winter and summer semester), each lasting at least 15 weeks;
 2. two examination sessions which are free from classes (winter and summer session), each lasting at least 12 days;
 3. two makeup examination sessions (winter and summer session), each lasting at least 9 days;

4. a semester break preceding the makeup examination session of the winter semester, lasting at least 5 days;
 5. a professional internship, the kind and duration of which is specified in the study program of a given major, level and profile.
2. The Rector has the right to schedule additional days or hours free from didactic classes during the academic year.
3. The organisation of the academic year in both part-time and full-time degree programs is scheduled by the Rector after consulting the student council, no later than 5 months before the beginning of the academic year.
4. The detailed organisation of didactic classes in a given semester or academic year, including the assignment of academic teachers, for all degree programs and study formats within the faculty must be approved by the Dean.
5. The schedules of didactic classes are announced based on the detailed organisation of didactic classes.
6. The schedules of didactic classes for part-time students are announced to students and teaching staff via the electronic student management system no later than two weeks before the start of classes.
7. The schedules of didactic classes for full-time students are announced to students and teaching staff via the electronic student management system no later than a week before the start of the semester and examination schedules are announced no later than two weeks before the start of the examination session.

§ 11

1. Studies are organised in accordance with the existing study programs defined by the Senate.
2. Study programs cannot be changed during the course of a study cycle, except for instances mentioned in the applicable laws.
3. Study programs are available on the University website and class schedules are available in the University's student management system.

§ 12

1. Each student is allowed to complete part of their study program at another domestic or foreign university, especially on the basis of agreements that the University has with other universities.

2. The principles for allowing University students to stay at another university as well as the principles for admitting students from other universities to study at the University are defined by applicable laws and ECTS system regulations defined in separate provisions.
3. Students undertaking studies at another university under university exchange must have an individual study program approved by the authority mentioned in separate regulations. In the case of the exchange student not achieving the expected learning outcomes for their given major, the dean shall determine the curricular differences and the date for their completion.

§ 13

1. A student is allowed to participate in lectures conducted at the University on a voluntary basis, except for closed lectures.
2. The participation of a student in extracurricular classes, which is confirmed in the study record documentation, is regulated by the following principles:
 1. a student is allowed to participate in classes which are not included in the study program at their home faculty with the dean's consent only if these classes can be attended and do not interfere with mandatory classes in their study program;
 2. a student is allowed to participate in classes which are not included in the study program at other faculty with the consent of the dean of their own faculty as well as the consent of the dean of the other faculty, only if these classes do not interfere with mandatory classes in their study program;
 3. Participation in classes not included in the study program requires a written request submitted by a student to the dean;
 4. Completing classes not included in the study program must be recorded in the electronic student management system and in their diploma supplement;
 5. The conditions of participating in extracurricular classes and fees for attending these classes are specified in other regulations.
3. If a student chooses to participate in classes not included in the study program at their home faculty or at another faculty of the University, participation in these classes must be noted in their academic record.

§ 14

The academic documentation consists of:

- 1) the student register;
- 2) personal file of each student;

3) the diploma register.

§ 15

1. Professional internships defined in the study program are an integral part of the educational process and must be completed within the scheduled deadlines.
2. Each student must receive a positive grade in order to pass the mandatory professional internship, which is assigned by the representative of the institution responsible for supervising the internship.
3. The internship must be formally approved by the internship supervisor.
4. The grading scale in force at the University is used to grade professional internships.
5. In justified cases upon the Dean's approval, a student may do their professional internship at a different time than the deadline specified in the study program.
6. Following the student's request, the Dean may acknowledge other activities performed by the student, especially employment, an internship program or a volunteer program (including those taking place abroad) as a part or a whole of the required internship, in the case when such activities have enabled the student to achieve the learning outcomes specified in the study program for professional internships.
7. Detailed principles of organisation, participation in and completion of professional internships are specified in separate provisions.

§ 16

1. Didactic classes may be conducted using methods and techniques of distance education. Those methods and technologies are regulated in different provisions.
2. Selected didactic classes at the University or their part as well as selected assessments and examinations are conducted in a foreign language.
3. A student may request to have their diploma examination conducted in a foreign language.
4. The Dean issues a decision regarding the possibility of conducting the diploma examination in a foreign language, taking into account the University's organisational capabilities.
5. The organisation of the foreign language teaching at the University and the principles and methods of conducting examinations in a foreign language as part of the language courses are defined in different regulations.

§ 17

1. In the case of first-cycle, second-cycle and long-cycle Master's degree programs, the diploma dissertations are prepared under the guidance of an academic teacher possessing at least a doctoral degree, unless the applicable regulations allow any exceptions to this rule.

2. Persons holding a Master's degree may conduct lectures provided that they are authorised by the Dean.

2. INDIVIDUAL CURRICULUM PLAN

§ 18

1. A student may study in a given major and level during a given semester based on an individual curriculum plan.

2. Consent for full-time studies in a given major and level based on an individual curriculum plan cannot be refused to:

1. a pregnant student;
2. a student who is a parent;

3. Individual curriculum plan may be scheduled especially for a student who:

1. is a member of a national sports team or sports section representing the University in league competitions at least at the voivodeship level;
2. exhibits extraordinary activity on behalf of the University;
3. experiences a difficult health or life circumstances;
4. holding a disability certificate, after obtaining an opinion from the university unit responsible for persons with special needs;
5. have the status of a caregiver for a disabled person;
6. has been admitted after the confirmation of their learning outcomes;
7. studies according to an individual study program.

4. The decision regarding the individual curriculum plan is issued by the Dean, following the student's request, taking into account:

1. the necessity for scheduling dates and forms of the completion of courses resulting from the study program and its schedule;
2. the possibility of exempting the student from attending some of the classes;
3. the necessity for completing credits and passing examinations no later than the end of the makeup examination session in a given academic year.

5. A student is obliged to request for an individual curriculum plan in a given semester or year no later than 14 days from the commencement of that semester or academic year. If they fail to do so, the request may remain unconsidered.

6. The Dean's decision regarding the individual curriculum plan shall include class schedule, course completions and examinations which are included in the individual study program along with the names of the academic teachers conducting these classes.

7. The implementation of the individual curriculum plan in case of a student admitted based on the recognition of their learning outcomes may result in shortening the study period.

3. Studies according to an individual curriculum plan

§ 19

1. A student with significant scientific, artistic or sports achievements related to their studies may study according to an individual curriculum plan. Significant achievements have been defined in the regulation of the minister responsible for higher education concerning ministerial scholarships.

2. The decision regarding the individual curriculum plan is issued by the Dean upon the student's request.

3. The individual curriculum plan shall:

1. include learning outcomes that guarantee the acquisition of qualifications in accordance with the field of studies;
2. include the individual interests of a student.

4. The decision regarding the principles and procedure for studying according to an individual curriculum plan is issued by the Dean. That decision shall define:

1. individual study program;
2. the name of the academic supervisor chosen from among the academic teachers, who holds at least a doctoral degree.

5. The decision mentioned in provision 4 may include principles regarding the student's participation in scientific and research work.

6. If the student fails to fulfill the requirements resulting from the Dean's decision on an individual curriculum plan, the Dean, after consulting the academic supervisor, may issue a new decision withdrawing the permission to follow the individual study program.

4. Student transfer

§ 20

1. A student has the right to transfer from another university, including a foreign university, if they have fulfilled all obligations resulting from the applicable regulations in force at the university that they are leaving, after completing at least the first semester of studies.

2. A student has the right to apply for a transfer to another study major within the same faculty or to a different faculty at the University, after completing at least the first semester of studies, if they have fulfilled all obligations resulting from their study program up until the date of

submitting the transfer request and the Dean confirming the fulfillment of the conditions specified in provision 5.

3. In justified cases, a full-time student is allowed to transfer to a part-time degree program, and a part-time student has the right to transfer to a full-time degree program.

4. A change in the mode of studies may be implemented after completing the first year of studies.

5. Decisions regarding the student transfer specified in provisions 1-3 are issued by the Dean of the receiving faculty, provided that they confirm that the intended learning outcomes are concurrent and allow the transfer of the student and, moreover:

1. the student has achieved the intended learning outcomes and passed all courses scheduled in the given semester or year;
2. the organisation of the educational process allows for student transfers;
3. the differences in study curriculums can be made up for by the student in the course of the following semesters, but no later than by the end of the study period;
4. the student meets all the requirements specified by the Dean after consulting the faculty council or the branch council.

6. When it comes to the transfer of a foreign student from another university, including a foreign one, the administrative decision regarding the transfer is made by the Rector. If there are significant curriculum differences, that decision shall specify the conditions, deadlines and manner of making up for the differences in the number of ECTS credits.

7. The Dean issues their decision regarding the curriculum differences resulting from the student transfer and defines the conditions, deadlines and manner of making up for the differences in the number of ECTS credits.

8. A student requesting a transfer must submit an application within the deadlines specified by the relevant Dean, taking into consideration the organisation of the academic year,

9. In the case of a transfer from another university, the student's application mentioned in provision 8 must be accompanied by:

1. a completed personal questionnaire;
2. a copy of the matriculation certificate (along with the original for verification, so it can be deemed consistent by the University) if the student applies for a transfer to first-cycle degree program or long-cycle Master's degree program, or
3. a diploma certifying the graduation of a first-cycle, second-cycle or long-cycle Master's degree program (a duplicate or a university-certified copy) along with the diploma supplement, or, if the student does not own one, another document which confirms the completion of studies at the given level;
4. documentation of the student's academic record.

10. In justified cases the Dean may request additional documentation from the student applying for the transfer, necessary for issuing a decision regarding the transfer.

11. A student intending to transfer to another university is obliged to:

1. inform the Dean about their intention in a written form no later than 14 days before the suggested transfer date, providing the name of the university to which they intend to transfer and submitting a declaration of resignation from studies at the University;
2. submit their clearance slip;
3. settle all financial obligations towards the University;
4. return their student ID card.

12. The decision to refuse a student's admission through transfer from another university is made by the Rector.

§ 21

1. A student of a given field at the University may undertake studies in another field at the University, provided that the organisation of the educational process allows them to pursue another study major.

2. Admission to another study major is subject to the standard recruitment process.

3. Studies in additional study majors are free of charge for full-time students.

4. A student is allowed to receive a leave of absence from classes in their study majors simultaneously or separately if they submit a separate application for each of their study majors.

5. In the case of a student failing a semester or year due to a prolonged illness or other reasons beyond the student's control, the Dean(s) may allow the student to repeat that semester or year in one or simultaneously in two or more study majors.

6. A student undertaking studies in two or more different fields at the same time may receive student benefits, regulated by separate provisions, for only one program indicated by the student.

7. A student is obliged to notify the relevant Dean about undertaking another study major at the University or at another university.

5. Admission to the University based on recognition of learning outcomes

§ 22

The principles, conditions and procedures for recognising students' learning outcomes are defined by the Senate in a separate resolution and in applicable laws.

V. COMPLETION OF A SEMESTER OR ACADEMIC YEAR

1. General principles

§ 23

The semester is the assessment period for studies.

§ 24

The conditions for passing a semester are as follows:

1. completing all courses and passing all examinations within the deadlines scheduled in the academic calendar;
2. obtaining the minimum number of ECTS credits defined in the study program;
3. meeting all the requirements resulting from the study program;
4. settling all financial obligations towards the University, in accordance with separate regulations.

§ 25

The University uses the following grading scale:

1. very good (5.0);
2. good plus (4.5);
3. good (4.0);
4. satisfactory plus (3.5);
5. satisfactory (3.0);
6. unsatisfactory (2.0).

2. A negative result of an examination or failing to complete a course results in an unsatisfactory grade.

3. The results of all examinations and credits are entered into a relevant assessment or examination protocol in the IT system containing all academic records.

4. The Grade Point Average (GPA):

1. includes all subjects included in the study program;

2. does not include additional subjects not included in the study program chosen by the student

5. The GPA mentioned in provision 4 is calculated using the arithmetic average of all final grades (including unsatisfactory grades) received from examinations and assessments. It also includes grades from examinations and assessments related to curriculum differences resulting from student transfers, resumption of studies, repeating a semester or academic year or returning from a dean's leave. The average is calculated to two decimal places.

2. Course completion

§ 26

1. Course completion is used to verify the learning outcomes achieved by a student which are defined in the study program for each given course.
2. Course assessment shall take place at the University or within its faculty. If the courses are conducted using methods and techniques of distance learning or in other instances defined by separate regulations, course assessment may take place outside the University or its faculty with the use of electronic communication tools, following the principles defined in separate regulations.
3. Course completion involving examination is based on:
 1. passing all classes scheduled for a given subject based on obtaining positive grades in coursework and other forms of learning outcome verification;
 2. passing the examination meant to verify the extent to which the student has achieved the learning outcomes expected for a given course.
4. A course not involving examination is credited following the principles defined in provision 3(1).
5. Course assessment is done by the academic teacher conducting the classes. The grade received is introduced into the academic records IT system no later than on the last day of the makeup examination session. The assessment protocol, generated from the system, must be submitted to the Dean's office no later than 5 days after the end of the makeup examination session.
6. The principles for completing each course are defined by the person responsible for that course or conducting the classes and are clarified during the first class.
7. In the case when a student receives an unsatisfactory grade from a given subject, they have the right for a makeup assessment for that course.
8. The academic instructor must inform students of the assessment results in time to allow them to participate in the makeup assessment and examination (if the study program involves one), in accordance with the academic calendar mentioned in provision § 10(3).

9. The assessment results are announced by the academic instructor through the academic records IT system. The student is responsible for verifying whether the entered grades are correct. Any errors must be immediately reported to the instructor.
10. The deadlines for completing each course are scheduled by the course instructor, taking into consideration the academic calendar mentioned in provisions § 10(4-7). In justified cases, the student may complete the course on an earlier date after arranging it with the course instructor.
11. A student taking part in research or implementation projects may receive attendance credit for courses related to these projects. The decision regarding that subject is made by the course instructor.
12. Not receiving a passing grade before the end of the makeup examination session means receiving an unsatisfactory grade. The Dean records that grade.
13. In the case when a student has any objections regarding the manner of conducting the makeup assessment or its fairness, they have the right to appeal to the Dean within 7 days from the assessment date.
14. If the appeal is upheld, the Dean schedules a date for a commissioned assessment and appoints a committee. This should take place within 14 days from the submission of the appeal.
15. The commissioned assessment is led by a committee composed of three members:
 1. the vice-dean or an academic teacher appointed by the dean as a chairperson;
 2. the academic teacher conducting lectures for the course or - if lectures and exercises were led by the same person or no lecture was held - another specialist in the field;
 3. another specialist in the course subject or a related field.
16. The year advisor may take part as an observer in the commissioned assessment along with (following the student's request) another academic teacher chosen by the student as well as a representative of the student council.
17. The grade issued by the committee replaces the previously received grade.
18. Unjustified absence of a student during the scheduled commission assessment results in an unsatisfactory grade. The Dean records that grade. The provisions of § 28.8–10 apply accordingly.
19. If a student fails to pass the commissioned assessment, the Dean, following the student's request, may issue a decision allowing the student to repeat the semester.
20. If the student does not submit such a request, the Rector issues the decision to remove the student from the student's register due to not completing the semester within the scheduled timeframe.
21. In the case when a student fails the commissioned assessment, a conditional enrollment in the next semester is not allowed.

3. Examination

§ 27

1. An examination verifies the extent to which the student has achieved the learning outcomes specified in the study program for a given course.
2. Examinations shall take place at the University or within its faculty. If the courses are conducted using methods and techniques of distance learning or in other instances defined by separate regulations, the examination may take place outside the University or its faculty with the use of electronic communication tools, following the principles defined in separate regulations.
3. All examinations are taken and graded separately. The grading scale is defined in § 25(1).
4. The examination may be conducted in a written, oral, and/or practical form.
5. The academic instructor must inform students of the examination results in time to allow them to participate in the makeup examination, in accordance with the academic calendar mentioned in provision § 10(3).
6. The examination results are announced by the academic instructor through the academic records IT system.
7. The grade received is introduced by the academic instructor into the academic records IT system no later than on the last day of the makeup examination session. The examination protocol, generated from the system, must be submitted to the Dean's office no later than 5 days after the end of the makeup examination session.
8. The student is responsible for verifying whether the entered examination grades are correct. Any errors must be immediately reported to the academic instructor introducing the grades.
9. Examination requirements shall be presented during the first class by the course instructor or the person conducting the examination.
10. The exam is conducted by the academic teacher who delivered the course, subject to the provisions of paragraph 12.
11. Conducting examinations is meant to verify the student's learning outcomes for the course. It requires carrying out necessary preparations and organising the exam formally.
12. In justified cases the Dean may authorise another academic teacher to conduct the examination, provided that they are a specialist in the subject of the exam or in a related field.
13. The examination might be attended by other academic teachers in a supporting role. These teachers are not allowed to examine or assess the student.
14. Students who hold a language proficiency certificate at the level required by the study program are not required to take the final examination for a University language course. The certification grade is recognised as the examination grade.

§ 28

1. The Dean issues a list of examinations which should be taken by students during the semester or academic year, based on the study program.
2. The dates of examinations during both regular and makeup examination sessions are scheduled by course instructors, taking into account the academic calendar mentioned in provision § 10(4).
3. A student may take an examination before the scheduled date provided that the academic teacher administering the exam, having consulted with the course instructor, agrees to such a solution. In the case when the student receives an unsatisfactory grade on that examination, the grade is not introduced into the academic records IT system.
4. The student is obliged to participate in examinations on the dates scheduled in the examination calendar.
5. Examination for a course that includes forms of classes other than lectures, as specified in the study program, may be taken only after the student has obtained credits for those classes.
6. Not receiving a passing grade for a given subject means that the student loses the right to take an examination on the first attempt and receives an unsatisfactory grade. The grade is recorded by the Dean.
7. Unjustified absence from an examination on the scheduled date means that the student loses the right to take an examination on the first attempt and receives an unsatisfactory grade. The grade is recorded by the Dean.
8. Justification of absence from an examination shall be submitted to the examination instructor no later than on the day of the examination, unless failure to provide the justification is due to reasons beyond the student's control. If the student fails to submit the justification on the day of the examination, they are obliged to submit it to the Dean no later than 3 days after the cause of absence ceases to exist.
9. If the student's absence from an examination is deemed justified, the Dean schedules a new date of the examination. This newly scheduled examination is treated as their first attempt examination.
10. In the case of prolonged illness or other unforeseen circumstances, the student may, with the dean's consent, request a new examination or assessment date after the end of the semester, but no later than 30 days from its end — except for the diploma seminar during the last semester of studies, for which the assessment date may be postponed in accordance with the dean's decision to extend the deadline for submission of the diploma thesis under § 42(2) and (3).

§ 29

1. In the case when a student receives an unsatisfactory grade on an examination, they have the right to take a makeup examination in that subject.

2. The student is obliged to take the makeup examination during the makeup examination session.
3. The date of the makeup examination is scheduled by the Dean after consulting the teacher administering the examination, while taking into account the academic calendar mentioned in provision § 10(4).
4. The student may take the makeup examination before the scheduled date provided that the teacher administering the examination agrees to such a solution.
5. The course instructors must submit examination and assessment protocols, generated in the academic records IT system, to the relevant Dean's office no later than 5 days after the end of the makeup examination session.

§ 30

1. In the case when a student has any objections regarding the manner of conducting the makeup examination or its fairness, they have the right to appeal to the Dean within 7 days from the makeup examination date.
2. A student may be admitted to a commissioned examination only if they have obtained credit for the classes comprising the given subject.
3. If the student's appeal for a commissioned examination is upheld, the Dean schedules a date for a commissioned examination and appoints a committee. This should take place within 14 days from the submission of the appeal.
4. The Dean is also allowed to order a commissioned examination on their own initiative.
5. The commissioned examination is taken in an oral form. In justified cases, resulting from the subject's nature, a written or practical form is allowed.
6. The commissioned examination is led by a committee composed of three members:
 1. the Dean, the vice-dean or an academic teacher appointed by the dean as a chairperson;
 2. two specialists in the field of the examination or in a related field, appointed by the Dean.
7. The year advisor may take part as an observer in the commissioned examination along with (following the student's request) another academic teacher chosen by the student as well as a representative of the student council.
8. The grade issued by the committee replaces the previously received grade.
9. The committee's decision regarding the examination is final.
10. If a student fails to pass the commissioned examination, the Dean, following the student's request, may issue a decision allowing the student to repeat the semester.

11. If the student does not submit such a request, the Rector issues the decision to remove the student from the student's register due to not completing the semester within the scheduled timeframe.

12. In the case when a student fails the commissioned examination a conditional enrollment in the next semester is not allowed.

13. Unjustified absence from a scheduled commissioned examination results in an unsatisfactory grade. The Dean records the grade. The provisions of § 28(8–10) apply accordingly.

4. Conditional enrollment and repetition of a semester or an academic year

§ 31

1. The semester is deemed completed by the Dean based on the student's academic transcript generated from the student academic records system which confirms that the student has met the requirements specified in provision § 24.

2. In the case when a student has failed to complete the semester:

1. the Dean makes a decision whether to allow the student to repeat the semester; first-year students are only allowed to repeat the second semester or:
2. 2) the Dean makes a decision to allow the student to enrol to the next semester conditionally or:
3. the Rector may issue a decision to remove the student from the student register.

3. Decisions mentioned in provisions 2(1,2) are issued by the Dean following the student's request.

4. A student is not allowed to request the repetition of a semester if:

1. they have already received a positive decision allowing them to repeat the semester they are applying to repeat again, unless the reason for failing the semester again is illness or other significant circumstances that made completion of the semester impossible;
2. they have already been allowed to repeat a semester twice;
3. they have resumed studies starting from the semester that they want to repeat;
4. they have failed a subject from the group of prerequisite subjects.

5. A student is not allowed to request conditional enrollment if:

1. they have already received permission for conditional enrollment in the same course they are applying to, unless the reason for failing the course again is illness or other significant circumstances that made completion of the semester impossible;
2. they have failed a subject from the group of prerequisite subjects;

3. they have failed a commissioned examination or assessment;
6. The Dean issues the decision regarding cases mentioned in provisions 4 and 5.

§ 32

1. The Dean issues the decision regarding the repetition of a semester.
2. A student repeating a semester is not obliged to pass the courses for which they have previously received positive grades again, unless the learning outcomes for these courses have changed.
3. If the Dean allows a student to repeat a semester, they shall specify which courses must be completed. If the study program or learning outcomes have changed since the student last took the semester, the student is required to complete all courses resulting from curricular differences.
4. In justified cases, following the student's request, the Dean may allow the student repeating a semester to attend classes from the next semester and take the relevant examinations and assessments.

§ 33

1. The Dean issues the decision regarding conditional enrollment.
2. A decision to allow a student to be conditionally enrolled for the next semester may be issued provided that the student has earned at least $\frac{2}{3}$ of the ECTS credits required for that semester and that the failed subjects do not prevent them from continuing studies.
3. If the Dean agrees to conditional enrollment, they shall set a deadline for making up curriculum arrears. Having consulted the course instructor, the Dean shall also decide whether the student must attend didactic classes for the subjects to which they were enrolled conditionally. If the student is obliged to attend the didactic classes again, they must pay a fee determined by separate regulations.
4. The decision specified in provision 3 must be made no later than 7 days after the student submitted their request.
5. If the student fails to make up curriculum arrears within the set deadline, the Dean issues a decision regarding the repetition of a semester.
6. The decision mentioned in provision 5 is taken by the Dean following the student's request. The student must submit their request to repeat the semester no later than 7 days after the end of the makeup examination session.
7. If the student fails to submit the request within the deadline referred to in provision 6, the Rector shall issue a decision to remove the student from the student register due to the student not completing the semester on time.

8. A student who is conditionally enrolled may take the exam for the failed subject twice, after completing mandatory classes for that subject.

5. Resumption of Studies

§ 34

1. Following the request of a person who was expelled from the University, the Dean may issue a decision to reinstate their student rights (resumption of studies).

2. The procedure of resumption of studies is applied only in particularly justified cases and only to individuals who have previously studied at the University.

3. Resumption of studies is not possible if the given study major has been discontinued at the University.

4. In order to be able to apply for resumption of studies, a student must complete at least the first semester of studies and must not have any financial obligations to the University.

5. The Dean issues the decision regarding resumption of studies as long as curriculum differences may be made up by the student during the subsequent semesters, but no later than the end of the degree program.

6. The Dean's decision regarding resumption of studies must take into consideration curriculum differences and define subjects to complete, their form and date of completion, the dates of examinations and assessments and address other requirements specified in provision 5. The student resuming studies is not obliged to retake examinations and assessments from subjects which they have previously passed, unless the learning outcomes for those subjects have changed.

7. Studies cannot be resumed during the same grading period in which the decision on the student's expulsion became final.

8. If the student fails to address the curriculum differences within the scheduled timeframe, the Rector may issue a decision to remove the student from the student register.

9. The person who was expelled from the University due to unsatisfactory academic performance may only be allowed to resume their studies once.

10. A person who received a positive decision from the Dean regarding the resumption of studies but did not actually resume their studies may not request study resumption again, unless they failed to resume studies due to a prolonged illness or another significant circumstance that made it impossible.

11. The decision regarding the resumption of studies by a foreign student is made by the Rector. The provisions of paragraphs 1–10 apply accordingly.

§ 35

1. A person requesting resumption of studies in a given semester is obliged to submit their request within the following deadlines:

1. by February 15 - for those applying to resume studies at the beginning of the summer semester;
2. by September 15 - for those applying to resume their studies at the beginning of the winter semester.

2. A person requesting resumption of studies must include the following documents in their request:

1. a completed personal information questionnaire;
2. a photocopy of their matriculation certificate along with the original version for verification by the University, if they apply for resumption in first-cycle or long-cycle Master's programs, or
3. a diploma certifying the completion of first-cycle, second-cycle or long-cycle Master's degree studies (an official copy or a copy certified by the University) along with a diploma supplement, or, in absence of thereof, another document allowing to determine the GPA and final grade if they are applying for resumption of second-cycle programs.

§ 36

Persons who have been expelled from the University as a result of a final decision of the disciplinary committee may apply for resumption of studies only if the penalty has been pardoned or expunged, in accordance with the procedure and principles specified in the regulations on disciplinary proceedings against students.

VI. LEAVES OF ABSENCE

§ 37

1. The Dean grants a leave of absence to pregnant students - upon their requests - until the day of childbirth. If the leave ends during the semester, the leave may be extended until the end of that semester.

2. The Dean grants a leave of absence to students being parents - upon their requests - for a period of one year from the date of childbirth. If the leave ends during the semester, the leave may be extended until the end of that semester.

3. A student may also request:

1. a short-term leave – which lasts no longer than one month;

2. a long-term leave – which lasts at least one semester but not longer than two semesters;
 3. a medical leave – for the duration of illness, treatment, or rehabilitation that prevents or makes the continuation of studies significantly difficult.
4. A student may request a leave of absence mentioned in provision 3(1,2) only after successfully completing the first semester of studies.
5. A student may request a leave of absence mentioned in provision 3(1) only once every semester.
6. A long-term leave may be granted to a student only once during a given cycle of education, subject to paragraph 7(3).
7. The Dean may grant a short-term leave or a long-term leave especially in the case when the student:
1. started education on another university;
 2. is in a difficult life situation;
 3. is repeating a semester and waiting for the beginning of classes in the next semester;
 4. is taking part in individual or group trips organised by the University, student council or student organisations, both within the country and abroad.
8. The Dean may grant a medical leave to a student due to their illness or disability. The decision is made based on medical documentation.
9. Leave of absence cannot be granted to students who:
1. are candidates for professional soldiers or are professional soldiers undertaking studies based on a referral from the competent military authority and receiving support following the legal regulations on military service of professional soldiers;
 2. are candidates or members of state security services undertaking studies based on a referral or approval from a competent supervisor and receiving support following the legal regulations on service in state security services.
10. The Dean confirms granting the leave of absence by an entry in the student's academic records.

§ 38

1. While on the leave of absence, the student retains student rights. The right to receive financial support is regulated by different provisions.
2. Granting a short-term leave to a student does not release them from the obligation to obtain credits and pass examinations on time, according to the detailed schedule of classes for the given semester.

3. After returning from the leave of absence, the student is obliged to make up all curriculum differences within the deadline specified by the Dean.

VII. CLASS ATTENDANCE

§ 39

1. A student is obliged to participate in classes defined as mandatory in the study program.

2. One unexcused absence is allowed during a semester in classes where participation is mandatory. All subsequent absences must be justified.

3. The following circumstances are deemed justified:

1. the student's illness;
2. participation in a blood donation campaign;
3. student activities undertaken on behalf of the University;
4. sudden and unforeseen events such as: an accident, scheduled appointments at medical clinics (operating only during class hours), official or court matters beyond the student's control.

4. The circumstances mentioned in provision 3 shall be confirmed by the student providing the following documents:

1. a medical certificate in the case of illness;
2. a certificate from a blood donation center in the case of a student participating in a blood donation campaign;
3. a document signed by a University employee confirming the student's participation in activities on behalf of the University, in particular participation in the work of collegial entities, committees, other organisational activities, or the colour guard;
4. other document signed by a private individual confirming sudden and unforeseen events;

5. In the case when a student is absent from classes for more than 14 days, they are obliged to provide the academic teacher and the Dean with a written excuse which should be accompanied by documents confirming the circumstances which caused the student's absence.

6. If a student fails to justify their absence which exceeded 14 days, the Dean, following the request of the course instructor, shall record an unsatisfactory grade in the given subject, unless not providing justification was due to reasons beyond the student's control. The student must then submit the justification to the Dean no later than 3 days after the circumstances which caused the absence ceased to exist.

VIII. AWARDS AND DISTINCTIONS

§ 40

1. A student with significant academic, artistic or sports accomplishments related to their study program who performs their duties in an outstanding manner may be granted awards or distinctions.
2. Detailed regulations regarding the principles and procedures for granting awards and distinctions are specified in separate provisions.

IX. DISSERTATION

§ 41

1. Except for the medical degree program, depending on the level of studies, a student is obliged to prepare a dissertation as:
 1. a bachelor's dissertation, if it is deemed mandatory in the study program;
 2. an engineering dissertation;
 3. a master's dissertation.
2. The dissertation is an individual elaboration on a scientific or artistic issue, or an artistic achievement, which demonstrates the student's general knowledge as well as their skills related to the field of study, its level and educational profile. It also shows that the student is able to analyse and draw conclusions in an independent manner.
3. The dissertation may take the form of:
 1. a written thesis;
 2. authorship or co-authorship of a scientific monograph or a chapter of a scientific monograph published by a publishing house included in the list of publishers approved by the Ministry of Science and Higher Education;
 3. a cycle consisting of at least two articles published in a scientific journal included in the list of publishers approved by the Ministry of Science and Higher Education;
 4. a research project, including the design and implementation of a computer application or a computer system;
 5. a construction project;
 6. a technological project;
 7. an artistic project.
4. A student of Art Education in the field of Musical Art is obliged to pass an artistic examination apart from submitting their dissertation.

5. A student submits their dissertation in a printed form.
6. If a student submits their dissertation in a written form, it shall be checked in the Uniform Anti-Plagiarism System. The dissertation supervisor is obliged to upload the electronic version of the dissertation to that system.
7. A student prepares their dissertation in Polish, in the language that is the subject of their studies or in the language in which the study program is conducted. Detailed regulations regarding this matter are defined in the study program.
8. A student may write their dissertation in a foreign language provided that their supervisor and the Dean allow it upon the student's request.
9. When submitting their dissertation, the student is obliged to provide a written statement declaring authorship of the work and confirming that the dissertation does not constitute a substantial fragment of another person's work, research finding, or artistic performance.

§ 42

1. A student is obliged to submit their dissertation to the Dean no later than on the last day of the final semester, except for the Pharmacy degree, which is regulated by separate provisions.
2. Following the supervisor's or the student's request, the Dean may extend the deadline for submitting the dissertation by no more than three months in the case of:
 1. prolonged illness of the student confirmed by appropriate medical documentation;
 2. the inability to complete the dissertation within the set deadline due to justified reasons beyond the student's control.
3. In particularly justified cases the Dean may extend the deadline for submitting the dissertation again but no longer than for another two months.
4. In the supervisor's absence affecting the scheduled date of the diploma examination, the Dean is obliged to appoint a new supervisor.
5. Upon the student's request, for valid reasons, the Dean may allow the student to change their supervisor after consulting the current supervisor.
6. The change of supervisor within 6 months before the dissertation submission may be grounds for extending the submission deadline under the conditions specified in provisions 2 and 3.
7. If a student fails to submit their dissertation within the scheduled deadlines they are removed from the student register.

§ 43

1. The Dean appoints an academic teacher to supervise diploma dissertation in accordance with the principles specified in § 17(1).

2. The topic of the dissertation is suggested by the supervisor and consulted with the student. It is then approved by the Dean based on the opinion of the relevant faculty or branch education committee.
3. While choosing the topic of the dissertation, the student's interests related to their chosen field as well as the University's organisational, material and staffing capabilities shall be taken into account.
4. A dissertation created within the student scientific circle may serve as a diploma dissertation provided that it meets the requirements of such dissertation. The decision is made by the dissertation supervisor.
5. The topic of the diploma dissertation shall be chosen no later than a year before the scheduled completion of studies and must be strictly related to the chosen field of study.

§ 44

1. The dissertation is reviewed by the supervisor and a reviewer appointed by the Dean. In exceptional cases involving the supervisor's inability to review the dissertation, the Dean appoints a new reviewer.
2. In the case of discrepancies in the evaluation of the diploma dissertation, the final grade shall be determined by the chairperson of the diploma examination board, who may seek the opinion of a second reviewer. The appointment of a second reviewer is mandatory if the initial reviewer issues a negative assessment. Receiving two negative assessments shall result in the student being barred from taking the diploma examination.
3. The dissertation is assessed using the grading scale used for grading examinations.
4. The committee conducting the diploma examination recommends dissertations for distinction to the committee appointed by the Dean. The committee may then nominate outstanding dissertations for competitions organized by governmental or academic institutions, professional organizations, or scientific societies, in accordance with the principles specified in the regulations of these competitions.

X. DIPLOMA EXAMINATIONS

§ 45

1. Depending on the level of studies a student shall take one of the following diploma examinations:
 1. Bachelor's examination;
 2. Engineering examination;
 3. Master's examination.
2. The conditions for being admitted to the diploma examination are as follows:

1. completing all courses and other classes included in the study program successfully and passing all examinations;
 2. submitting the dissertation within the scheduled deadline;
 3. receiving at least a satisfactory grade for the dissertation from both the supervisor and the reviewer;
 4. receiving a positive grade from the practical part of the diploma examination if such examination is required in the study program;
 5. settling all financial obligations toward the University.
3. The diploma examination is supervised by a committee appointed by the Dean.
4. The examination committee consists of:
1. the Dean or another academic teacher appointed by the Dean, holding at least a doctoral degree, as a chairperson;
 2. the dissertation supervisor or another specialist in the given field appointed by the Dean if the supervisor is absent;
 3. the reviewer of the dissertation.
5. In justified cases the Dean has the right to appoint an additional academic teacher to the examination committee.
6. The examination committee must include at least one person holding a post-doctoral degree.

§ 46

1. The diploma examination shall be conducted no later than three months after the submission of the dissertation in accordance with § 42(1). If the submission deadline was extended as stated in § 42(2)–(3), the examination shall take place within one month from the date of submitting the dissertation.
2. The Dean may schedule an individual date of the diploma examination for a student who submitted their dissertation earlier than the deadline specified in § 42(1).
3. The diploma examination shall take place at the University premises or at its branch. It can alternatively be conducted remotely with the use of electronic means of communication, under the conditions defined in separate regulations.

§ 47

1. The student is expected to demonstrate their knowledge, skills and social competences defined for the chosen field of study during the diploma examination, especially those related to the topics covered in their dissertation. If their chosen field of study calls for it, the examination may also assess the student's practical skills.

2. The scope of knowledge, skills and social competences required for the diploma examination shall be consistent with the curriculum of the study program.
3. Before commencing the examination, the committee shall review the student's documentation and determine the specific examination topics.
4. The diploma examination can be conducted in the oral or practical form or in both these forms.
5. All decisions of the examination board are made by a simple majority vote. In the event of a tie, the chairperson's vote is decisive.
6. The provisions of § 25(1) are used to evaluate the examination results.
7. Following the student's or their supervisor's request the diploma examination may be conducted in an open format according to the principles specified in the procedures established at the faculty level.

§ 48

1. Failure to attend the diploma examination within the scheduled deadline results in a failing grade.
2. Unexcused absence from the diploma examination on the scheduled date is equivalent to forfeiting the right to take the examination and results in a failing grade.
3. In the case when a student receives a failing grade on the diploma examination, the Dean, following the student's request, schedules the date of the diploma makeup examination.
4. The diploma makeup examination cannot be scheduled earlier than a month and later than three months from the date of the first diploma examination.
5. If a student fails to attend their diploma makeup examination or is absent without justification on the scheduled date of the makeup examination, the Rector issues a decision to remove the student from the student register.

§ 49

1. The date of the diploma examination is the date of the graduation, subject to provision 3.
2. In order to graduate, a student needs to pass the diploma examination with at least a satisfactory grade and obtain at least:
 1. 180 ECTS credits during a six-semester first-cycle programme;
 2. 210 ECTS credits during a seven-semester first-cycle programme;
 3. 90 ECTS credits during a three-semester second-cycle programme;
 4. 120 ECTS credits during a four-semester second-cycle programme;
 5. 300 ECTS credits during a five-year long-cycle Master's programme;

6. 360 ECTS credits during a six-year long-cycle Master's programme.
3. The date of graduation in the medical degree program is the date of passing the last examination required for that degree program.
4. On the day of graduation the student becomes a graduate.
5. The University prepares and issues a graduation diploma along with a diploma supplement and their copies within 30 days from the date of graduation. The relevant information is also entered into the diploma register, in accordance with generally applicable regulations.

§ 50

1. The basis for calculating the GPA, except for the medical degree program, is:
 1. the arithmetic average of all grades received for examinations and assessments mentioned in § 25(4);
 2. the grade for the diploma dissertation;
 3. the grade for the diploma examination.
2. The final grade, except for the medical degree program, is the sum of:
 1. $\frac{1}{2}$ of the arithmetic average of all grades received for examinations and assessments;
 2. $\frac{1}{4}$ of the average grade for the review of the dissertation;
 3. $\frac{1}{4}$ of the average grade for the diploma examination, except for:
 - a. the degree program in Artistic Education in the field of Musical Art, where $\frac{1}{8}$ of the diploma examination grade and $\frac{1}{8}$ of the artistic examination grade are included;
 - b. the degree programs of Nursing, Midwifery and Emergency Medical Services where $\frac{1}{8}$ of the diploma examination grade and $\frac{1}{8}$ of the practical examination grade are included.
3. The GPA for graduates of the medical degree program is calculated as the arithmetic average of all grades received during the course of study, including failing grades, in accordance with the principles set in § 25.
4. The final academic result appearing on the diploma is converted into a grade based on the following scale:
 1. up to 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. REMOVAL FROM THE STUDENT REGISTER

§ 51

1. The Rector removes a student from the student register when the student:
 1. fails to commence the studies;
 2. resigns from the studies;
 3. fails to submit their diploma dissertation or take the diploma examination within the designated deadline;
 4. receives a disciplinary penalty of being expelled from the University.
2. The Rector may remove a student from the student register when the student:
 1. fails to attend obligatory classes;
 2. does not make any academic progress;
 3. does not pass a semester or an academic year within the designated deadline;
 4. does not pay fees related to their chosen field of study.
3. Decisions described in provisions 1 and 2 are subject to appeal in accordance with the provisions of the Code of Administrative Procedure.

XII. DECISIONS AND RULINGS IN INDIVIDUAL STUDENT MATTERS

§ 52

1. Individual student matters are resolved by administrative decisions and rulings issued upon a written request submitted by the student or filed through the University's teleinformatic student service system.
2. Matters are resolved in written form or in the form of an electronic document as specified in the Act of 17 February 2005 on the Computerisation of Activities of Entities Performing Public Tasks (Journal of Laws of 2021, item 670), which is delivered through electronic means of communication.
3. Decisions, rulings and documents are delivered to the student following the provisions of the Code of Administrative Procedure.
4. Decisions, rulings and documents issued during the proceedings may be delivered to the student by means of electronic communication following the provisions of the Code of Administrative Procedure.

§ 53

1. Administrative decisions made by the Rector in the first instance may be subject to a request for reconsideration. The administrative decision issued by the Rector following the reconsideration request is final.
2. The request for reconsideration must be submitted within 14 days from the date the decision is delivered to the Dean's office.
3. The reconsideration request along with the case files and the Dean's decision regarding that matter shall be forwarded to the Rector within 7 days of the submission of that request.

§ 54

1. Individual student matters which are not subject to resolution through an administrative decision shall be resolved by the Dean through a ruling. The ruling is issued as soon as possible, no later than 30 days from the day of the request submission, unless specific regulations state otherwise.
2. The content of the ruling mentioned in provision 1 should clearly specify:
 1. the authority who issued the ruling;
 2. the date of issuance;
 3. the recipient;
 4. the decision made;
 5. the legal and factual grounds for the ruling.
3. The student has the right to familiarise themselves with the content of the ruling.
4. A justification of the ruling may be omitted if the student's application is fully approved.
5. A student is allowed to complain against the Dean's ruling to the Rector.
6. Unless the regulations state otherwise, an appeal against the Dean's decision shall be submitted to the Rector within 14 days from the day of receiving the decision.
7. The appeal shall be submitted to the Rector through the designated Dean.
8. The appeal shall be submitted in written form in the case when filing the complaint on time delays the enforcement of the ruling.
9. In the case when a student submits an appeal and the Dean deems it fully upholdable, the Dean may issue a new decision in which they overturn or amend the previous decision within 7 days from the date the appeal was submitted.
10. A student is allowed to withdraw their appeal before the Rector issues a decision. The appeal will not be withdrawn if it would mean upholding a decision that violated the law or public interest.

11. The student's appeal shall be forwarded to the Rector by the Dean along with the case files and the Dean's decision regarding this appeal within 7 days from the appeal's submission.

12. The Rector issues their resolution in which they:

1. uphold the previous decision;
2. fully or partially overturn the previous decision and issue a decision regarding the case or overturn the decision and discontinue the first-instance proceedings;
3. overturn the first-instance proceedings;
4. fully overturn the previous decision and refer the case back to the Dean in order for it to be reconsidered if the case requires explanatory proceedings. The Rector may also indicate the circumstances which should be taken into account during reconsideration.

13. The Rector's decision is final and is not perceived as an administrative decision within the meaning of the Code of Administrative Procedure.

§ 55

Unless the Study Regulations state otherwise, a student may submit an appeal to the Dean against a decision regarding their course of studies which was made by an academic teacher in accordance with the procedures specified in the Regulations within 7 days from the date of receiving that decision or from hearing the announcement if the decision was announced orally. The provisions of § 54(1–13) apply accordingly.

XIII.FINAL PROVISIONS

§ 56

1. The Rector may introduce fees for the provided educational services under the principles specified in separate provisions.
2. The fees for educational services for a given academic year are determined by the Rector after consulting the student council, taking into account the cost of didactic classes. The amount of fees is announced no later than 3 months before the start of the semester.
3. Detailed principles and deadlines for payment of fees are specified in separate provisions.

§ 57

In the case when a student who is applying for a professional title includes significant parts of someone else's work or research in their diploma dissertation and presents them as their own, the Rector shall issue an administrative decision declaring the diploma invalid.

§ 58

The Rector is also the competent authority to resume the proceedings regarding the awarding of a professional title and the issuance of a diploma.

§ 59

Cases initiated before the introduction of the following Regulations and not concluded with a final decision or final ruling shall be solved based on the previously existing regulations.

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Appendix No. 1 to the Study Regulations

PRINCIPLES FOR THE IMPLEMENTATION OF ADJUSTMENTS FOR STUDENTS WITH SPECIAL NEEDS RESULTING FROM HEALTH CONDITIONS, INCLUDING DISABILITIES

§ 1 General principles

1. All adjustments for students with special needs resulting from their health conditions including disabilities are meant to provide equal opportunities for completing a given level of studies while maintaining the same academic requirements for these students.

2. The following students are allowed to apply for adjustments:

1. students with disabilities;
2. students with chronic illnesses;
3. students whose sudden illness or accidents temporarily prevent them from taking part in classes;
4. students with specific learning and functioning disabilities based provided specialist documentation (medical certificate or a certificate from a psychological-pedagogical counselling center).

§ 2 Changes to participation in classes

1. If a student's disability or health condition prevents their full participation in didactic classes the Dean, following the student's request, may allow them to:

1. increase the allowed absences up to a maximum of 50% of the total number of hours for a given course;
2. study, in justified cases, using distance learning methods and techniques for no more than 50% of the ECTS points required to complete the program at a given level, unless the applicable regulations state otherwise;
3. change the form of assessing their knowledge;
4. implement solutions such as the participation of third parties in didactic classes, especially sign language interpreters, note-taking assistants or laboratory assistants;
5. participate in additional individual classes and consultations for subjects which cause particular difficulties;
6. use additional devices facilitating taking notes during classes, such as voice recorders, tablets, phones or laptops which enable recording of didactic classes;
7. use alternative forms for recording educational and academic materials, such as Braille, enlarged print, electronic format, tactile graphics, swell paper or other available forms.

2. In the case when a student uses audio or audiovisual recording devices during classes, they are obliged to submit a written declaration in which they attest that copyrights will not be infringed and that the recorded materials will be used only for private purposes.

3. The decisions mentioned in provision 1 are made by the Dean after consulting the head of the University unit responsible for students with special needs.

§ 3 Changes to examinations and course completion procedures

1. Depending on the kind and nature of their disability and health condition, a student has the right to submit a request to the Dean to change the method of examination for a given subject.

In order to change the method of examination for a student with a disability, the Dean issues a decision in which they allow the student to:

1. request for the extension of the examination time by up to 50% of the standard time;
2. use technical devices such as computers with screen-reading software, Braille devices, alternative keyboards, magnifiers, or devices operated by eye movement;
3. use alternative forms of writing during the examination;
4. change the form of examination from written to oral or from oral to written;
5. bring third parties to the examination, in particular a sign language interpreter, reader, or university staff member acting as an assistant;
6. request for the change of location of the examination;
7. request for the use of distance learning methods and techniques during the examination - such an examination must be registered in advance with the unit conducting it;
8. take short breaks during the examination;
9. divide extensive exams into a few parts.

3. The regulations specified in provisions 1-2 are applied accordingly for course completions.

§ 4 Changes to the Examination Session Schedule

1. If a student's disability or illness makes them unable to take all examinations and complete all courses scheduled for the examination session, they have the right to the Dean for a change in the examination schedule to a date outside the regular session, no later than 30 days before the start of the next session. The request shall be submitted no later than 14 days before the beginning of the given examination session; in justified cases, this deadline may be rescheduled.

2. The decision regarding changes to the examination schedule are made by the Dean after consulting the head of the University unit responsible for students with special needs and from the teacher conducting the examination or assessment.

3. The change of deadlines mentioned in provision 1 allows for the student to be enrolled in the next semester without a conditional enrollment, as specified in § 31 (2.2) of the Study Regulations.

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