

**STUDY REGULATIONS
OF JAN KOCHANOWSKI UNIVERSITY OF KIELCE**

I. GENERAL PROVISIONS

§ 1

1. The Study Regulations of Jan Kochanowski University of Kielce, hereinafter referred to as the University, define the organisation and course of studies as well as the related rights and obligations of the University's students.
2. Studies at the University are conducted based on applicable regulations, in particular:
 - 1) the Act of 20 July 2018 on the Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the Act;
 - 2) the University's Statute, hereinafter referred to as the Statute;
 - 3) these Study Regulations, hereinafter referred to as the Regulations.
3. The Regulations apply to all first-cycle, second-cycle and long-cycle master's degree studies, hereinafter referred to as studies, conducted at the University.
4. Where used in these Regulations, the following terms shall have the following meanings:
 - 1) Rector – the Rector of the University;
 - 2) Faculty – a Faculty of the University or a Branch of the University – an organisational unit of UJK responsible for organising the educational process in degree programmes, postgraduate programmes and other forms of education;
 - 3) ECTS credits – credits defined in the European Credit Transfer and Accumulation System as a measure of the average amount of work required from a student to achieve the intended learning outcomes;
 - 4) Dean – the relevant Dean managing a Faculty or Branch of the University;
 - 5) student – a person studying at the University who has been entered on the student register and has taken the oath;
 - 6) year tutor – an academic teacher who supports students in the education process and in student matters, and who has the right to represent the interests of students of a given year before the University authorities at all levels;
 - 7) learning outcomes – knowledge, skills and social competences acquired during the learning process;
 - 8) study programme – a description of the educational process, which specifies: learning outcomes, the process leading to the achievement of learning outcomes, the number of ECTS credits assigned to classes, the form or forms of study, the number of semesters and the number of ECTS credits required to complete studies

at a given level, the professional title awarded to graduates, classes or groups of classes with the assignment of learning outcomes and programme content ensuring the achievement of these outcomes, the total number of teaching hours, methods of verification and assessment of learning outcomes achieved by the student throughout the entire education cycle, the total number of ECTS credits that the student must obtain in classes conducted with the direct participation of academic teachers or other persons conducting classes, the total number of ECTS credits that the student must obtain in classes in the field of humanities or social sciences, the scope, rules and form of professional internships and the number of ECTS credits that the student must obtain as part of these internships, as well as other requirements specified in generally applicable regulations;

- 9) course/subject – a basic element of the study programme, comprising classes or a group of classes, in particular lectures, exercises, laboratories, tutorials, seminars, proseminars, to which the expected learning outcomes and the number of ECTS credits have been assigned;
- 10) lecturer – an academic teacher employed in a teaching or research and teaching position, as well as another person conducting classes who is not an academic teacher, but who has the competences and experience necessary for the proper implementation of classes;
- 11) student's periodic achievement card – a summary of the student's grades for a given semester of study, together with information on the result of the semester/year of study;
- 12) study programme schedule – an element of the study programme, containing in particular the names and codes of courses/classes, their placement in individual semesters, forms of teaching and their duration, ECTS credits and the form of course completion;
- 13) prerequisite – a compulsory course/class, specified by the Dean after consulting the Faculty or Branch Council, the completion of which is a condition for continuing education in the next semester or year of study;
- 14) CAP – the Act of 14 June 1960 on the Code of Administrative Procedure (Journal of Laws 2025, item 1691);
- 15) organisation of the academic year – a detailed timetable for the academic year for full-time and part-time programmes, including the dates of semesters, assessment examination and resit examination sessions, as set by order of the Rector;
- 16) assessment examination session (winter/summer) – a period free from teaching activities which is intended for conducting assessments and examinations in a given semester, the dates of which are determined by the academic calendar;
- 17) resit examination and assessment session (resit session, winter/summer) – a period set aside for conducting resit examinations and assessments in a given

semester, the dates of which are determined by the organisation of the academic year.

§ 2

1. Studies shall be conducted by the University.
2. Studies shall be conducted within the framework of fields of study. Studies may be organised conducted as individual interdisciplinary studies, joint studies or dual studies in accordance with the rules set out in the Act.
3. Studies shall be conducted on a full-time or part-time basis in accordance with study programmes established by the Senate.
4. The Rector shall be the superior of all University students and exercise supervision of the admission and education process.
5. The superior of students of a given Faculty shall be the relevant Dean. The Dean shall make rulings related to student matters and the implementation of the study programme, unless decisions or rulings in a given matter are reserved for the Rector.

II. COMMENCEMENT OF STUDIES

§ 3

1. The rules, conditions and procedure for admission to studies shall be specified in the Act and the Senate resolution.
2. Admission to studies shall take place by entry on the student register. Entry on the student register shall be made by the relevant Dean, authorised by the Rector.
3. A person admitted to studies shall commence his/her studies and acquire student rights upon taking the oath. A person admitted to studies shall confirm taking the oath with his/her handwritten signature in written, documentary or electronic form.
4. In a given academic year, a person admitted to studies may not undertake studies in the same field of study simultaneously in full-time and part-time forms. A student may not be re-entered on the student register for the study field, level or profile in which he/she already holds the student status.
5. From the moment of taking the oath, the student shall be obliged to comply with the provisions of the Regulations and to fulfil the obligations arising herefrom, and shall also acquire the rights arising herefrom.
6. The student's rights and obligations shall expire on the date of graduation or on the date on which the decision to remove him/her from the student register becomes final, subject to Paragraph 7.
7. First-cycle graduates shall retain their student rights until 31 October of the year of graduation, with the exception of the rights specified in the Act.
8. Admission to studies shall take place through:

- 1) admission, the conditions, procedure, date, manner of commencement and completion, and method of conduct of which shall be determined annually by a Senate resolution;
 - 2) transfer from another university including foreign university;
 - 3) confirmation of learning outcomes.
9. In the event of changes in generally applicable regulations, the student who has completed first-cycle studies and is unable to continue his/her education in the same field at the second-cycle level may apply for the transfer of some of his/her achievements, after being admitted through the admission process to a long-cycle master's programme in the same field. The Dean, at the student's request, may issue a ruling on enrolment in the appropriate semester of study after verifying the learning outcomes achieved.
10. The student shall receive the student ID card. The following persons shall have the right to hold and use the student ID card:
 - 1) first-cycle students, until 31 October of the year of graduation;
 - 2) second-cycle or long-cycle students, until the date of graduation.
11. The student ID card shall be issued as a mobile document (mStudent ID) available via the mObywatel app, or as an electronic chip card for international students, or at the student's request.
12. The validity of the student ID card shall be confirmed each semester.
13. The student ID card shall remain valid until the date of graduation, suspension of his/her student rights (until the date of a final decision thereon) or removal from the student register (until the date on which the decision to remove the student becomes final), and in the case of first-cycle graduates – until 31 October of the year of graduation.
14. The University shall invalidate the mStudent ID:
 - 1) on the day following the date of graduation – in the case of second-cycle degree programmes and long-cycle master's programmes;
 - 2) in the event of suspension of the student's rights or removal from the student register;
 - 3) in the event of a transfer to another university;
 - 4) in the event that the mStudent ID is reported as lost to the Dean's Office as a result of damage, malfunction or the loss of the mobile device on which it was stored;
 - 5) in the event of any errors or omissions contained therein.
15. A student shall be required to notify the University immediately of the destruction or loss of his/her student ID card issued in the form of an electronic chip card, as well as of any damage to, malfunction of or loss of the mobile device on which the mStudent ID

was stored.

16. The course of study shall be documented in the form of the student's personal file with the support of IT tools.
17. The credit book shall be kept in the form of a printout of data from the IT system for managing the course of study. A student shall have the right to have their achievements and other information contained in his/her credit book printout confirmed by the University with the support of IT tools.
18. Once enrolled in the student register, each student shall be assigned an e-mail account in the University's domain, for which he/she shall receive access data in the form of an address (login) and password. The login and password shall be the primary data for logging in to other IT systems in use at the University.
19. In his/her contacts with the University, the student shall be required to use only the e-mail address referred to in Paragraph 18. The University shall send electronic correspondence to the student to the e-mail address referred to in Paragraph 18.
20. A student shall be required to familiarise himself/herself with and adhere to the University's e-mail regulations.
21. A student shall be required to check their University e-mail inbox regularly, at a frequency that allows him/her to maintain ongoing contact with the University.

§ 4

1. Foreigners may undertake studies at the University pursuant to the provisions of the Act.
2. The rules of admission and tuition fees for foreigners shall be governed by separate regulations.

§ 5

1. The Dean shall appoint year tutors for individual years of study for the entire period of study from among academic teachers.
2. The Dean may dismiss a year tutor at the request of the Faculty or Branch Student Self-Government Council at the end of a given semester.
3. The year tutor shall have the right to, in particular:
 - 1) express opinions on student matters concerning:
 - a) the organisation of the teaching process,
 - b) benefits,
 - c) the forms and degree of satisfaction of cultural and sporting needs,
 - d) the methods and types of awards and penalties;
 - 2) participate in committee assessments and examinations in an advisory capacity;

- 3) participate, where justified and at the Dean's request, in the work of teams programming and evaluating the teaching and organisational activities of the University.
4. The duties of the year tutor shall include, in particular:
 - 1) providing students with basic information about the organisation of studies and the regulations in force at the University;
 - 2) assisting students in the process of adapting to the conditions at the University;
 - 3) inspiring students' social activity for the benefit of the University and the community, and cooperating in this regard with the University authorities, self-government bodies and student organisations operating at the University;
 - 4) cooperating with the University authorities and student self-government bodies in matters related to the education process and the quality of education, including in particular the survey process;
 - 5) supporting students in solving their problems, including ones regarding social and living conditions.
5. The year tutor shall participate with the students of a given year in ceremonies organised by the University.

III. STUDENT RIGHTS AND DUTIES

§ 6

1. The student shall have the right to:
 - 1) respect for his/her dignity by every member of the University community;
 - 2) receive training in student rights and obligations;
 - 3) transfer and recognition of his/her ECTS credits in accordance with the rules set out in the Regulations;
 - 4) study under an individual study organisation plan in accordance with the rules set out in the Regulations;
 - 5) justify absences from classes, a leave of absence from classes and a leave of absence from classes with the possibility of verification of the learning outcomes included in the study programme in accordance with the rules set out in the Regulations;
 - 6) change his/her field of study in accordance with the rules set out in the Regulations;
 - 7) transfer to full-time or part-time studies in accordance with the rules set out in the Regulations;
 - 8) take an examination and a committee assessment with the participation of an

observer named by him/her in accordance with the rules set out in the Regulations;

- 9) repeat specific classes due to unsatisfactory academic performance in accordance with the rules set out in the Regulations;
- 10) access written assessment and examination work within 7 days of the announcement of the results, provided that where an unsatisfactory grade is obtained at the first sitting, access must be made possible before the resit examination or resit assessment for the given course;
- 11) develop his/her scientific, artistic, professional, cultural, tourist and sporting interests and, for this purpose, use the University's rooms, teaching aids, equipment and resources in accordance with specific rules;
- 12) participate in additional teaching activities not covered by the study programme, on a fee-paying basis;
- 13) consult academic teachers and other persons conducting classes during their office hours;
- 14) arrange with the academic teacher a date for making up classes; make-up classes should take place within maximum one month of the date on which they were scheduled;
- 15) complete part of the study programme at another domestic or foreign university in accordance with the rules set out in § 12;
- 16) submit proposals to the University authorities concerning modifications to the study programme and the organisation of the teaching process;
- 17) evaluate, at least once per academic year, the academic teacher's fulfilment of his/her teaching obligations, in accordance with the rules set out in the regulations in force at the University;
- 18) join research clubs and participate in scientific and research, development and implementation projects carried out at the University, within the scope agreed with the academic teachers in charge of these projects;
- 19) join student organisations and associations;
- 20) study under an individual study programme in accordance with the rules set out in the Regulations;
- 21) participate in open classes in other fields of study, as well as in optional classes conducted by the University;
- 22) use the University's library and information system collections;
- 23) use the University's material resources in accordance with applicable rules;
- 24) receive awards and distinctions;

- 25) health insurance;
 - 26) apply for benefits, provided that he/she meets the requirements set out in generally applicable legal regulations.
- 2. The University shall ensure high quality education and opportunities for personal development of students by implementing the rights specified in Paragraph 1.
 - 3. Teaching classes at the University shall be scheduled to finish not later than 8.30 pm.
 - 4. All methods of ensuring that students with disabilities or chronic illnesses can participate in the academic community shall be governed by detailed rules for making adjustments for students with special needs resulting from their health condition, including disabilities, which constitute Annex 1 to the Regulations, and by separate rules.

§ 7

- 1. Student duties shall include adherence to the oath and the rules in force at the University.
- 2. In particular, the student shall be obliged to:
 - 1) acquire knowledge, skills, competences and appropriate social attitudes;
 - 2) take care of the University's reputation;
 - 3) observe the principles of collegial coexistence;
 - 4) respect the dignity of all members of the academic community;
 - 5) take examinations and assessments in an ethical manner;
 - 6) respect intellectual property when preparing diploma dissertations and other works and projects;
 - 7) respect the University's property and bear financial liability for its destruction or loss.
- 3. The student shall have a duty to:
 - 1) participate in teaching classes scheduled in the study programme including a list of classes divided into semesters, forms of assessment, and the number of hours and ECTS credits;
 - 2) attend lectures where the course description so stipulates;
 - 3) provide a justification for an absence within 7 days of the reason for the absence ceasing to exist;
 - 4) arrange with the person conducting the teaching classes on the extent to which any backlog caused by absence is to be made up;
 - 5) comply with the rules of attendance set out in § 39, included in the study programme schedule;

- 6) obtain credits for teaching classes, take exams, complete professional internships and meet other requirements provided for in the study programme and the study programme schedule in a timely manner;
- 7) pay his/her financial obligations to the University in a timely manner;
- 8) immediately inform the University of any change of his/her surname and contact details;
- 9) immediately inform the University of any change in his/her financial status where such a change may affect the amount of benefits granted under separate rules;
- 10) settle accounts with the University Library by 30 September each year, in accordance with the rules specified by the Library;
- 11) comply with the regulations, procedures and rules in force at the organisations where the professional internships take place, including, in particular, occupational health and safety rules, organisational rules and information protection rules, including legally protected secrets and business secrets (commercial or economic secrets) of those organisations; liability for any breach of the above obligations shall rest with the student; where damage arises and the University satisfies the host organisation's claims, the University shall be entitled to recourse against the student within the limits provided for by law;
- 12) respect medical confidentiality and other professional confidentiality, as well as patients' rights, including the right to privacy and protection of personal data, and to respect patients' wishes – in relation to students enrolled on degree programmes in the fields of medical and health sciences;
- 13) in the case of internships involving contact with minors or authorisation to carry out activities relating to the education, teaching, leisure, medical treatment, provision of psychological counselling, spiritual development, sporting activities or the pursuit of other interests by minors, or to the care of minors - to comply with the requirements laid down in generally applicable law, in particular the submission of information from the National Criminal Register and – depending on the student's circumstances – information from the relevant criminal registers and the required declarations, to the extent and in accordance with the rules set out in the Act of 13 May 2016 on counteracting the risks of sexual offences and the protection of minors (Journal of Laws of 2026, item 110, as amended); failure to meet these requirements may prevent such internships.

§ 8

The student shall be subject to disciplinary liability for violating the regulations in force at the University and for acts that undermine the dignity of the student, in accordance with the rules set out in the Statute and the Act.

§ 9

1. Students at the University shall form student self-government.
2. The student self-government shall be the sole representative of all students at the University.
3. The student self-government shall operate pursuant to the Act, the Statute and the Regulations of the Student Self-Government specifying its organisation and mode of operation. The Regulations of the Student Self-Government shall be subject to approval by the Rector.

IV. ORGANISATION OF STUDIES

1. General rules

§ 10

1. The academic year shall begin on 1 October and last until 30 September of the following calendar year. The academic year shall include:
 - 1) two teaching periods (winter semester and summer semester), each lasting at least 15 weeks;
 - 2) two examination sessions free from classes (winter and summer), each lasting at least 12 days;
 - 3) two resit examination sessions (winter and summer), each lasting at least 9 days;
 - 4) an inter-semester break preceding the resit examination session in the winter semester, lasting at least 5 days;
 - 5) professional internships, the types and duration of which shall be specified in the study programme for a given field, level and profile of study.
2. During the academic year, the Rector may order additional days and hours free from teaching activities.
3. The organisation of the academic year for full-time and part-time studies shall be determined by the Rector after consulting the student self-government, not later than 5 months before its commencement.
4. The detailed organisation of teaching classes in a semester or academic year, including the staffing of classes, shall be approved by the Dean for students of all fields and forms of study at the Faculty.
5. Teaching class schedules shall be announced based on the detailed organisation of the teaching classes.
6. Teaching class schedules for part-time studies shall be communicated to the students and persons conducting the teaching classes via the IT system for study management not later than 2 weeks before the start of the teaching classes.
7. Teaching class schedules for full-time studies shall be communicated to the students

and persons conducting the teaching classes via the IT system for study management not later than 7 days before the start of the semester, and exam schedules not later than one week before the start of the exam session.

§ 11

1. Studies shall be conducted according to the applicable study programmes established by the Senate.
2. Study programmes shall not be subject to change during the study cycle, except as permitted by generally applicable regulations.
3. The study programme shall be available on the University's website, and the study programme schedule shall be available to students in the IT system for the management of studies.

§ 12

1. The student may complete part of the study programme at another domestic or foreign university, in particular based on agreements to which the University is a party.
2. The rules for sending University students to study at another university and for studying there, as well as the rules for admitting students from other universities to study at the University, shall be set out in the relevant rules and standards of the ECTS system established in separate regulations.
3. For a student undertaking studies at another university as part of an exchange programme, the individual study programme shall be approved by the entity specified in separate regulations. If, during the exchange programme, the student has not achieved the expected learning outcomes for a given field of study, the Dean shall determine the programme differences and the deadline for their completion.

§ 13

1. The student may, on a voluntary basis, attend lectures held at the University, with the exception of closed lectures.
2. Student participation in classes not included in the study programme, confirmed in the study documentation, shall be governed by the following rules:
 - 1) the student may participate in classes not included in the study programme at his/her home Faculty with the Dean's consent if such classes are possible to conduct and do not interfere with compulsory classes included in the study programme schedule;
 - 2) the student may participate in classes not included in the study programme at another Faculty with the consent of the Dean of his/her home Faculty and the Dean of the host Faculty if these classes do not interfere with compulsory classes included in the study programme schedule;
 - 3) participation in classes not included in the study programme shall be based on a

written request from the student addressed to the Dean or Deans;

- 4) the student's completion of classes not included in the study programme shall be recorded in the IT system for the management of studies and in the supplement;
 - 5) the conditions for participation in classes not included in the study programme and the rules for fees for these classes shall be specified in separate regulations.
3. If the student wishes to take classes not included in the study programme at his/her home Faculty or another Faculty of the University, participation in these classes shall be confirmed in the study documentation.

§ 14

The study documentation shall include:

- 1) student IDs;
- 2) student personal files;
- 3) diploma register.

§ 15

1. Professional internships specified in study programmes shall be an integral part of the teaching process and shall be subject to compulsory completion within the set deadlines.
2. To complete a professional internship specified in the study programme, the student must obtain a positive assessment issued by a person from the institution responsible for the internship.
3. The internship shall be assessed by the relevant internship supervisor.
4. The assessment of internships shall be based on the grading scale in force at the University.
5. For reasons deemed justified by the Dean, the student may undertake a professional internship at a time other than that specified in the study programme.
6. At the student's request, the Dean, based on relevant documents, may credit the activities performed by the student in particular as part of employment, traineeship or voluntary work, including abroad, against the internship or part thereof if they enabled the student to achieve the learning outcomes specified in the study programme for professional internships.
7. Detailed rules for the organisation, completion and crediting of internships shall be set out in separate regulations.

§ 16

1. Classes may be conducted using distance learning methods and techniques. Such conduct of classes shall be governed by separate regulations.

2. Selected classes at the University or parts thereof, as well as selected assessments and examinations, may be conducted in a foreign language.
3. At the student's request, the diploma examination may be taken in a foreign language.
4. The ruling on taking the diploma examination in a foreign language, considering the organisational capabilities of the University, shall be made by the Dean.
5. The organisation of foreign language teaching at the University and the rules and manner of conducting foreign language examinations as part of language courses shall be specified in separate regulations.

§ 17

1. In the case of first-cycle, second-cycle and long-cycle master's programmes, the diploma dissertation shall be prepared under the supervision of an academic teacher who holds at least a doctoral degree, unless generally applicable regulations provide for exceptions.
2. Persons with a master's degree may give lectures provided that they are authorised to do so by the Dean. The authorisation shall take the form of an order issued by the Dean following consultation with the Faculty Council.

2. Individual organisation of studies

§ 18

1. In a given semester, the student may study a specific field and level of study under individual organisation of studies.
2. Approval to pursue full-time studies in a specific field and level under individual organisation of studies cannot be refused to:
 - 1) a pregnant student;
 - 2) a student who is a parent.
3. In cases other than those specified in Paragraph 2, individual organisation of studies may be established specifically for a student who:
 - 1) has outstanding learning results, particularly where the grade average for the previous academic year is at least 4.8;
 - 2) has made significant scientific, artistic or sports achievements;
 - 3) is a member of a national sports team or sports section representing the University in league competitions at least at the voivodship level;
 - 4) has demonstrated outstanding commitment to the University, in particular through activity in scientific societies and participation in promotional activities outside the University's premises;
 - 5) who is pursuing studies under an individual study programme.

- 6) has been admitted as a result of confirmation of learning outcomes;
4. The personalised organisation of studies referred to in Paragraph 3 may be granted from:
 - 1) the second year of study in the case of first-cycle and long-cycle master's programmes, subject to Paragraph 2;
 - 2) the first semester of studies in the case of second-cycle studies.
5. The ruling on individual organisation of studies shall be made by the Dean, at the student's request, taking into account:
 - 1) the need to set the dates and forms of teaching classes arising from the study programme and the schedule for the study programme schedule;
 - 2) the possibility of exempting the student from the obligation to attend some of the classes;
 - 3) the requirement to achieve credit and take examinations in accordance with the academic calendar and the rules set out in these Regulations, in particular §§ 26–30.
6. A request to study under individual organisation of studies in a given semester or year of study should be submitted by the student to the Dean not later than 14 days from the start of that semester or year, otherwise the request shall not be considered. The provision of the preceding sentence shall not apply to the request referred to in Paragraph 2.
7. The Dean's ruling on individual organisation of studies should include a schedule of classes, assessments and examinations covered by individual education, together with identification of the persons conducting the classes.
8. The application of individual organisation of studies to a student admitted as a result of confirmation of learning outcomes may constitute the basis for shortening the period of study.
9. In matters concerning adjustments of the educational process and study conditions arising from the student's special needs due to his/her state of health, including disabilities, the rules set out in Annex 1 to the Regulations shall apply.

3. Studies under an individual study programme

§ 19

1. A student with significant scientific, artistic or sports achievements related to his/her studies may study under an individual study programme. Considered as significant achievements shall be the achievements listed in the regulation of the Minister competent for higher education on ministerial scholarships.
2. The ruling on the establishment of an individual study programme shall be made by the

Dean at the student's request.

3. An individual study programme should:
 - 1) include learning outcomes that guarantee the acquisition of qualifications in accordance with the field of study;
 - 2) take into account the individual interests of the student.
4. The ruling on the rules and procedure for studying under an individual study programme shall be made by the Dean. The ruling should specify:
 - 1) the individual study programme;
 - 2) the name of the academic supervisor selected from among academic teachers holding at least a doctoral degree.
5. The ruling referred to in Paragraph 4 may include rules for the student's participation in scientific and research work.
6. If the student does not meet the requirements set out in the Dean's ruling on the individual study programme, the Dean, after consulting the academic supervisor, may issue a new ruling on the withdrawal of the permission for the individual study programme.

4. Transfer

§ 20

1. The student shall have the right to transfer from another university, including a foreign one, if he/she has met all obligations under the rules in force at the university he/she is leaving and after completing at least the first semester of studies.
2. The student shall have the right to apply for transfer to another field of study within the same Faculty, or to another University Faculty, after completing at least the first semester of studies, if he/she has met all obligations arising from the study programme at the time of submitting the transfer application and provided that the Dean confirms that the requirements specified in Paragraph 5 have been met.
3. In justified cases, a full-time student shall have the right to transfer to part-time studies, and a part-time student may transfer to full-time studies.
4. A change in the form of study may take place after completing the first year of study.
5. Rulings on transfers referred to in Paragraphs 1-3 shall be made by the Dean of the accepting Faculty if he/she finds that there is a convergence of learning outcomes that permits the transfer of the student's achievements, and furthermore:
 - 1) the student has achieved the intended learning outcomes and passed all courses scheduled for the given semester(s) of study;
 - 2) organisation of the educational process in the field of study permits the transfer;

- 3) differences in the study programmes can be made up by the student during subsequent semesters, but not later than by the end of his/her studies;
 - 4) the student meets other criteria specified by the Dean after obtaining the opinion of the Faculty or Branch Council.
 - 5) the student has not been subject to any disciplinary sanctions and is not currently the subject of any disciplinary proceedings at his/her home university.
6. With regard to foreign nationals, admission to studies by way of transfer from another university, including a foreign university, shall be based on an administrative decision of the Rector. In the event of differences in the curriculum, the decision referred to in the preceding sentence shall also specify the conditions of, deadline for and manner of compensating the differences in the number of ECTS credits.
 7. The Dean shall issue a ruling on the compensation of differences in the curriculum resulting from the transfer, specifying the conditions, deadline and manner of compensating for the differences in the number of ECTS credits.
 8. A student applying for a transfer shall submit his/her application by the deadline set by the relevant Dean, taking into account the organisation of the academic year, but not later than 15 September in the case of a transfer to be effective from the winter semester. If a particular field of study permits transfers effective from the summer semester, the application must be submitted by 15 February at the latest. Applications submitted after the deadline shall not be considered.
 9. In the case of transfer from another university, the student shall attach the following to the application referred to in Paragraph 8:
 - 1) a completed personal questionnaire;
 - 2) a photocopy of his/her secondary school leaving certificate (together with the original for inspection, for the purpose of certification of conformity by the University) in the case of applying for transfer to first-cycle studies or long-cycle master's studies, or
 - 3) a diploma of completion of first-cycle or second-cycle studies, or long-cycle master's studies (a duplicate or a copy certified by the university) together with a diploma supplement or, in its absence, another document confirming completion of studies at a specific level;
 - 4) documentation of the course of studies to date.
 10. In justified cases, the Dean may request the applicant to provide additional, supplementary documentation necessary to make a ruling on the transfer.
 11. A student who intends to transfer to another university shall be obliged to:
 - 1) notify the Dean in writing of his/her intention not later than 14 days before the proposed transfer date, providing the name of the university where he/she

intends to continue his/her studies and submitting a statement of resignation from studying at the University;

- 2) submit the clearance card;
 - 3) settle all financial obligations towards the University;
 - 4) return of his/her student ID card issued in the form of an electronic chip card.
12. The decision to refuse admission to studies as a result of a transfer from another university shall be made by the Rector.
13. Detailed rules governing transfers, including the procedure, deadlines for submitting and considering applications, criteria and a list of required documents, may be laid down by the Dean by way of an order, within the scope of matters falling within the Dean's remit, subject to Paragraphs 6 and 12, and taking into account Paragraph 8. The said order shall take into account the organisation of the academic year and the availability of places, and shall specify in particular:
- 1) the rules for determining the availability of transfers and vacant places within applicable quotas, including for the medical degree programme – within the admission quota set out in generally applicable regulations, and for other degree programmes – within the quotas set by the University;
 - 2) the minimum conditions for transfer eligibility (in particular, completion of a specific stage of study and satisfaction of all obligations towards the home university);
 - 3) qualification criteria and the procedure to be followed if the number of applications exceeds the number of places available;
 - 4) the rules for identifying and making up for differences in the curriculum, including the conditions and deadlines for making up for such differences, and the rules for changing the mode of study, where permitted;
 - 5) deadlines for submitting applications (within the limits specified in Paragraph 8), formal requirements for applications (completeness, rectification of omissions) and the rules governing consideration of applications, as well as specific provisions regarding transfers from foreign higher education institutions and foreign nationals, including requirements regarding translation of documents and proof of language proficiency.

§ 21

1. The student studying one field of study at the University may study another field of study at the University, provided that the organisation of the educational process allows him/her to study another field.
2. Admission to another field of study shall be based on the admission procedure.
3. Studies in additional fields for full-time students shall be free of charge.

4. The student may be granted a leave of absence from classes in one or more fields of study simultaneously or separately, with application for such a leave of absence being conditional upon the submission of two or more separate applications for each field of study.
5. If the student fails a semester or year of study due to long-term illness or other reasons beyond his/her control, he/she may obtain the approval of the relevant Dean or Deans to repeat the semester or year of study in one or, simultaneously, in two or more fields of study.
6. The student studying simultaneously in two or more fields of study may receive benefits, regulated by separate regulations, only in one field of study indicated by the student.
7. The student shall be obliged to notify the relevant Dean about undertaking studies in another field at the University or undertaking studies at another university.

5. Admission to studies as part of confirmation of learning outcomes

§ 22

The rules, conditions and procedure for confirmation of learning outcomes shall be specified by the Senate in a separate resolution and by the Act.

V. PASSING A SEMESTER OR YEAR OF STUDY

1. General rules

§ 23

The assessment period for studies shall be one semester.

§ 24

The conditions for passing the semester shall be:

- 1) obtaining all credits and passing exams within the deadlines specified in the detailed organisation of the academic year;
- 2) obtaining the minimum number of ECTS credits specified in the study programme;
- 3) meeting the requirements of the study programme;
- 4) settling financial obligations towards the University, in accordance with separate regulations.

§ 25

1. The University shall use 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 in an examination or assessment shall result in an unsatisfactory grade.
 3. The results of all examinations and credits shall be entered into the appropriate credit or examination record in the IT system for study management.
 4. The following shall be included in the average grade for studies:
 - 1) all courses covered by the study programme;
 - 2) courses additionally selected by the student outside the study programme shall not be included.
 5. The average referred to in Paragraph 4 shall be calculated as the arithmetic mean of all final grades (including unsatisfactory grades) from credits and examinations obtained by the student. The average shall also include grades from examinations and credits for programme differences resulting from transfer, resumption of studies, repetition of a semester or year of study, and return after a leave of absence. The average shall be calculated to two decimal places.

2. Credit

§ 26

1. Credit is a verification of the degree to which the student has achieved the learning outcomes specified in the course/class card based on the provisions of the study programme for the classes concerned.
2. Credit for a course shall be awarded at the seat of the University or Branch. Where classes are conducted using distance learning methods and techniques, or in cases provided for in separate regulations, credit may be awarded outside the University or Branch, using electronic means of communication in accordance with the rules set out in separate regulations.
3. Credit for a course that is subject to an examination shall be awarded on the basis of:
 - 1) passing the classes included in a given course by obtaining positive grades from stage assignments and other forms of learning outcome assessment;
 - 2) an examination that tests the extent to which the student has achieved the learning outcomes for a given course.
4. Credit for a course that is not subject to an examination shall be based on the rules specified in Paragraph 3(1).
5. Credit shall be awarded by the person conducting classes, who shall enter the student's grade in the IT system for the study management not later than the last day of the resit

session. The credit report, generated in the IT system for the study management, shall be submitted to the relevant Dean's Office within 5 days of the end of the resit session.

6. The rules for crediting each course should be in line with the course/class description is based on the provisions of the study programme. The rules referred to above shall be explained during the first class by the person in charge of the course or by the person conducting classes.
7. In the event of receiving an unsatisfactory grade for a given course, the student shall have the right to take a resit assessment for that course.
8. The person conducting classes shall be obliged to inform the student of the results of the credit in time to allow the student to take the re-assessment and resit examination (where the study programme provides for an examination) in accordance with the organisation of the academic year referred to in § 10(3).
9. The student shall have the right to access his/her written work assessed within 7 days of the announcement of the results, provided that where unsatisfactory grade is obtained at the first sitting, access must be made possible before the resit assessment for the course concerned. At least two dates shall be set on which the work may be accessed.
10. The results of the credit assessment shall be announced to the student by the person conducting classes in the IT system for study management. The student shall verify the grades entered in the IT system for study management. Should any incorrect entries be found, the student shall be obliged to immediately report the irregularities to the teacher who entered the grade.
11. The dates for crediting a given course, including resits, shall be set by the person in charge of the course, taking into account the organisation of the academic year. For courses that are subject to an examination, the dates for crediting and resits shall be set in such a way that they end before the start of the relevant examination session, at a time that enables the student to take the examination on the first available date. The requirement referred to in the preceding sentence shall not apply to the assessment before a board referred to in Paragraph 15.
12. The student participating in research or implementation work may be credited with attendance at classes in a course that is thematically related to the work. Decisions on crediting attendance at classes shall be made by the person in charge of the course.
13. Failure to obtain credit in accordance with the procedure set out in this paragraph:
 - 1) in the case of a course that is subject to an examination – before the start of the relevant examination and assessment session;
 - 2) in the case of a course that is not subject to an examination – by the end of the relevant resit examination and assessment session– shall be tantamount to receiving an unsatisfactory grade, subject to Paragraph 15. The

unsatisfactory grade shall be entered by the Dean.

14. The students shall have the right to appeal to the Dean in the event of reservations regarding the form of the resit or the objectivity of the assessing person, within 3 days of the date of the credit.
15. If the appeal is upheld, the Dean shall set a date for the assessment before a board and shall appoint the board. The assessment before a board should take place within 7 days of the date of the student's appeal. The timely lodging of an appeal and its acceptance shall suspend the recording of the unsatisfactory grade referred to in Paragraph 13(1) until the assessment before a board has been completed. If the assessment before a board is successful, the student shall be awarded a credit for the scope covered by the assessment before a board, and in the case of a course that is subject to an examination, the Dean shall ensure that the student is given the opportunity to take the examination on the date regarded as the first sitting of that examination session; this date shall be set by the Dean in consultation with the person conducting the examination.
16. The assessment before a board shall be conducted by a board consisting of three persons:
 - 1) the Vice-Dean or an academic teacher appointed by the Dean – as the Chair;
 - 2) an academic teacher who lectures on the course covered by assessment, and if the lecture is not conducted or if the lecture and exercises are conducted by the same person – another person specialised in the course covered by the assessment;
 - 3) another specialist in the course covered by the assessment or a related subject.
17. The year tutor and, at the student's request, another academic teacher named by the student, as well as a representative of the student self-government, may participate in the assessment before a board as observers.
18. The grade awarded by the board referred to in Paragraph 16 shall replace the disputed grade.
19. The student's unjustified failure to appear on the set date for the assessment before a board shall result in an unsatisfactory grade. The unsatisfactory grade shall be entered by the Dean. The provisions of § 28(8)-(10) shall apply accordingly.
20. In the event of a negative result of the assessment before a board, the Dean may, at the student's request, issue a ruling on referring the student to repeat the semester.
21. In the absence of a request from the student referred to in Paragraph 20, the decision to remove the student from the student register due to failure to obtain credit for the semester within the prescribed deadline shall be taken by the Rector.
22. Shall the assessment before a board be unsuccessful, conditional enrolment for the next semester shall not be possible.

3. Examination

§ 27

1. Examination is a verification of the degree to which the student has achieved the learning outcomes specified in the course/class card based on the provisions of the study programme for the course concerned.
2. Examination shall take place at the seat of the University or Branch. Where classes are conducted using distance learning methods and techniques, or in cases provided for in separate regulations, examination may take place outside the University or Branch, using electronic means of communication in accordance with the rules set out in separate regulations.
3. Examination for each course shall be taken separately and shall be subject to separate assessment. The grading scale is specified in § 25(1).
4. Examination shall have a written, oral and/or practical form.
5. The examiner shall be obliged to inform the student of the examination results within a time frame that allows the student to take a resit exam, in accordance with the organisation of the academic year referred to in § 10(3).
6. The student shall have the right to access his/her written work assessed within 7 days of the announcement of the results, provided that where unsatisfactory grade is obtained at the first sitting, access must be made possible before the resit examination for the course concerned. At least two dates shall be set on which the work may be accessed.
7. The results of the examination shall be announced to the student by the person conducting the examination in the IT system for study management.
8. The person conducting classes shall enter the student's examination grade into the IT system for the study management by the last day of the resit session. The examination report, generated in the IT system for the study management, shall be submitted to the relevant Dean's Office within 5 days of the end of the resit session.
9. The student shall verify the examination grades entered in the IT system for study management. Should any incorrect entries be found, the student shall be obliged to immediately report the irregularities to the academic teacher who entered the grade.
10. Examination requirements must be consistent with the course/class card based on the provisions of the study programme. The requirements referred to above shall be communicated during the first class by the person in charge of the course or the examiner.
11. Examination shall be conducted by an academic teacher lecturing on the course, subject to Paragraph 13.
12. Conducting an examination shall consist in verifying the degree of learning outcomes

achieved by the student in a given course and performing the necessary organisational and formal activities related to the examination.

13. In justified cases, the Dean may authorise another academic teacher – a specialist in the course covered by the examination or a specialist in a related course – to conduct the examination.
14. In addition to the academic teacher conducting the examination, other academic teachers may participate in the examination in a supporting role. Academic teachers participating in the examination in a supporting role may not examine or assess the student.
15. Students who submit a language proficiency certificate at the level required by the study programme of a given field of study shall not be required to take the final examination in a foreign language. The grade from the certificate shall be considered the examination grade.
16. In the case of an examination that consists of two or more parts, the student shall be awarded a single final grade for the examination. The method for determining the final grade and the rules governing the conduct of the individual parts of the examination shall be set out in the course/class card, and the examination requirements, which must be communicated to students not later than the first class, must be consistent with it; these rules may not be altered once the course has commenced.
17. Subject to Paragraph 18, failing one part of an examination shall not deprive a student of the right to take the remaining parts of that examination. The result of the examination shall be determined by the final grade, which shall be established in accordance with Paragraph 16. A student may only take the resit examination referred to in § 29 once he/she has completed the entire multi-part examination. In the event of an unsatisfactory grade, the resit shall cover only those parts of the examination which, in accordance with the course/class card, have not been passed, unless the course/class card provides for rules that are more favourable to the student.
18. In cases justified by the specific nature of the course, the course/class card may provide for a stage-based examination, which is a specific form of examination comprising several parts, in which passing a particular part of the examination is a prerequisite for being admitted to the next part of the examination. The introduction of a stage-based examination shall require an order issued by the Dean following consultation with the Faculty Council.
19. In the case of a stage-based examination, the course/class card shall specify, in particular, the sequence of the examination components, the conditions for admission to successive components, the method of determining the final grade, and the rules governing resits. If a student fails a component of a stage-based examination, the pass mark for which is a prerequisite for admission to the next component, he/she shall be entitled to take a resit examination for that component. Upon passing the resit

examination for that component, the student shall be entitled to take the next component of the stage-based examination. Shall the student fail the next component of a stage-based examination, he/she shall be entitled to take a resit examination for that part as well, whilst retaining the passing marks for the components that he/she has already passed. The final grade for a stage-based examination shall be determined only after all components of the examination scheduled for a given student have been completed; if even one component of the examination is passed in a resit, the grade for the examination shall be recorded as having been achieved during in a resit.

§ 28

1. Based on the study programme, the Dean shall determine the list of examinations that students should take in a semester or academic year.
2. The dates of examinations for a given course in the examination and resit sessions shall be set by the person in charge of the course, considering the detailed organisation of teaching classes referred to in § 10(4).
3. A student may take an examination before the set date provided that the academic teacher conducting the examination approves it after consulting the person conducting classes. If the student receives an unsatisfactory grade in an examination taken before the set date, that grade shall not be entered into the IT system for study management.
4. The student shall be required to take examinations on the dates specified in the examination schedule.
5. The student may take an examination in a course for which the study programme provides for forms of classes other than lectures only after receiving credit for them.
6. Failure to receive credit for the classes referred to in § 26(3)(1) before the start of the relevant examination session shall result in the student losing the right to take the examination during that session and in receiving an unsatisfactory grade, subject to § 26(15). The unsatisfactory grade shall be entered by the Dean.
7. An unjustified failure to appear for an examination on the set date shall be tantamount to the loss of the right to take the examination and shall result in receiving an unsatisfactory grade. The unsatisfactory grade shall be entered by the Dean.
8. Justification for absence from an examination should be submitted to the examiner not later than on the day of the examination, unless the failure to provide the justification is due to reasons beyond the student's control. If the justification was not submitted on the day of the examination, the student shall submit the justification to the Dean within 3 days from the date on which the reason for absence from the examination ceased to exist.
9. If the student's absence from the examination on the set date is deemed justified, the Dean shall set a new date for the examination. The examination with the new date shall then be treated as being taken on the appropriate date.

10. In the event of a long-term illness or other unforeseen circumstances, the student may, with the Dean's approval, obtain another date for the examination or final credit after the end of the semester, but not later than 30 days after the end of the semester, with the exception of the diploma seminar in the last semester of study, the date of which may be postponed according to the Dean's ruling to extend the deadline for submitting the diploma dissertation pursuant to § 42(2) and (3).

§ 29

1. If the student receives an unsatisfactory grade in an examination, he/she shall have the right to take one resit examination for that course, subject to § 27(19).
2. The student shall be obliged to take the resit examination during the resit examination session.
3. The date of the resit examination shall be set by the Dean in consultation with the examiner, taking into account the detailed organisation of teaching classes referred to in § 10(4).
4. The student may take the resit examination before the date set in accordance with Paragraph 3, provided that the examiner has given his/her consent.
5. Persons conducting classes shall submit examination and credit reports generated in the IT system for study management to the relevant Dean's Office within maximum 5 days of the end of the resit session.

§ 30

1. In the event of reservations regarding the form of the resit examination or the objectivity of the assessing person, the student shall have the right to submit a request to the Dean for an examination before a board within 7 days of the resit examination.
2. Admitted to the examination before a board may be a student who has received credits for classes included in the course concerned.
3. If the request for an examination before a board is granted, the Dean shall set the date of the examination before a board and appoint the board. The examination before a board should be scheduled within 14 days of the student's request.
4. The Dean may also order an examination before a board on his/her own initiative.
5. An examination before a board shall be conducted in oral form. In justified cases, resulting from the specific nature of the course, a written or practical form shall be acceptable.
6. An examination before a board shall take place before a board consisting of three persons:
 - 1) the Dean, Vice-Dean or academic teacher appointed by the Dean – as the Chair;
 - 2) two specialists in the course covered by the examination or specialists in a related course, appointed by the Dean.

7. The year tutor and, at the student's request, another academic teacher named by the student, as well as a representative of the student self-government, may participate in the examination before a board as observers.
8. The grade awarded by the board referred to in Paragraph 6 shall replace the disputed grade.
9. The board's resolution on the examination shall be final.
10. If the student fails the examination before a board, the Dean, at the student's request, shall issue a ruling to refer the student to repeat the semester.
11. In the absence of a request from the student referred to in Paragraph 10, the decision to remove the student from the student register due to failure to obtain credit for the semester within the prescribed deadline shall be taken by the Rector.
12. Shall the examination before a board be unsuccessful, conditional enrolment for the next semester shall not be possible.
13. The student's unjustified failure to appear on the set date for the examination before a board shall result in an unsatisfactory grade. The unsatisfactory grade shall be entered by the Dean. The provisions of § 28(8)-(10) shall apply accordingly.

4. Conditional entry, repeating a semester or year of study

§ 31

1. The Dean shall grant credit for the semester based on the student's periodic achievement card generated in the IT system for study management, confirming that the student has met the requirements specified in § 24.
2. In relation to the student who has not passed the semester within the prescribed deadline:
 - 1) the Dean shall make a ruling on permitting repetition of the semester, except that in the case of the first year of studies, the permission shall apply only to repeating the second semester, or
 - 2) the Dean shall make a ruling on conditional permission to continue studies in the next semester (conditional entry), or
 - 3) the Rector may decide to remove the student from the student register.
3. The rulings referred to in paragraph 2(1) or (2) shall be made by the Dean at the student's request.
4. The right to apply for permission to repeat a semester shall not be granted to a student who:
 - 1) has previously received a positive ruling on permission to repeat the semester for which he/she is reapplying, unless the reason for the repeated failure is the student's illness or other significant circumstances preventing him/her from

passing that semester;

- 2) has previously received a positive ruling on permission to repeat a semester twice during his/her studies;
 - 3) resumed his/her studies from the semester he/she is applying to repeat;
 - 4) has failed to receive credit for a course from the prerequisite group.
5. The right to apply for permission to receive a conditional entry shall not be granted to a student who:
- 1) has previously received approval for a conditional entry for the course for which he/she is reapplying, unless the reason for the repeated failure of the course covered by the conditional entry is the student's illness or other significant circumstances preventing him/her from passing that semester;
 - 2) has failed to receive credit for a course from the prerequisite group;
 - 3) has failed to pass an assessment before a board or an examination before a board.
6. In the cases referred to in Paragraphs 4 and 5, the ruling shall be made by the Dean.

§ 32

1. The ruling on repeating a semester shall be made by the Dean.
2. A student repeating a semester shall not be required to retake credits or exams in courses in which he/she previously received positive grades, provided that the learning outcomes for the course have not changed.
3. If a ruling is made to allow a semester to be repeated, the Dean shall determine the list of courses that the student should pass, with the proviso that if there have been modifications to the study programme or changes in the learning outcomes in relation to the previous semester, the student shall be required to pass all courses resulting from the programme differences.
4. In justified cases, at the student's request, the Dean may allow a student who has been referred to repeat a given semester to participate in classes in the next semester and to take the credit assessments and examinations concluding those classes.

§ 33

1. The ruling on a conditional entry shall be made by the Dean.
2. A ruling on conditional entry for the next semester may be made if, in the previous semester, the student obtained at least 2/3 of the ECTS credits resulting from the completion of the study programme in that semester, and the failure to pass the courses does not interfere with the possibility of continuing the studies.
3. If a ruling is made to grant a conditional entry, the Dean shall specify the deadline for making up for the programme backlog and, after obtaining the opinion of the person in charge of the course, shall determine whether it is necessary for the student to repeat

the classes in the courses covered by the conditional entry. If the student is required to repeat certain classes, he/she shall be obliged to pay a fee determined on the basis of separate regulations.

4. The ruling referred to in Paragraph 3 shall be made not later than within 7 days after the student submitted the request.
5. If the student fails to make up for the programme backlog within the prescribed deadline, the Dean shall make a ruling on referring the student to repeat the semester.
6. The ruling referred to in Paragraph 5 shall be made by the Dean at the student's request. The student shall submit a request to repeat the semester not later than within 7 days from the end of the resit session or refusal of a conditional entry.
7. If the request is not submitted within the time limit referred to in Paragraph 6, the Rector shall decide to remove the student from the register due to a failure to pass the semester within the prescribed time limit.
8. The student who has received a conditional entry may take the exam in the course in which he/she has a backlog twice, after passing the compulsory classes for that course.

5. Resumption of studies

§ 34

1. At the request of a person who has been removed from the student register the University, the Dean may issue a ruling to restore the student's rights (resumption of studies).
2. The procedure for resuming studies shall be applied in particularly justified cases and only in relation to persons who have previously studied at the University.
3. Resumption of studies shall not be permitted if the University no longer offers the given field of study.
4. A person who has previously studied at the University and completed at least the first semester of studies and has no debts towards the University may apply for the resumption of studies.
5. The Dean shall issue a ruling allowing the student to resume his/her studies, provided that the programme differences can be made up by the student during subsequent semesters, but not later than by the end of the studies.
6. The Dean may issue a ruling to permit a student to resume his/her studies in a semester or academic year one level lower than, respectively, the semester or academic year which was not passed prior to his/her removal from the student register if the Dean considers that significant changes have taken place in the study programme for the relevant field of study, level and profile since the time of the student's removal from the register.
7. In the ruling permitting the resumption of studies, the Dean shall specify the courses

that must be completed to make up for the programme differences, the form of their completion, the dates of examinations and credits, as well as other requirements related to the resumption of studies necessary to meet the conditions referred to in Paragraph 5.

A student resuming his/her studies shall not be required to retake credits or exams in courses in which he/she received positive grades during his/her previous studies, provided that the learning outcomes for the course have not changed.

8. Studies cannot be resumed in the same credit period in which the decision to remove the student from the student register became final.
9. A student who has been removed from the student register may resume his/her studies, with the Dean's consent, within a period not exceeding 5 years from the date on which the decision to remove him/her became final.
10. Re-admission to studies of a person who was removed from the student register during the first semester of studies shall be subject to the general rules governing admission to studies.
11. If the deadline specified in Paragraph 9 has passed, admission to studies shall take place in accordance with the general rules of admissions.
12. If the programme differences are not made up within the time limits specified in the ruling permitting the resumption of studies, the Rector may decide to remove the student from the student register.
13. A person who has been removed from the student register may be granted permission to resume his/her studies only once.
14. A person who has obtained a positive ruling from the Dean on the resumption of studies and has not resumed studies may not reapply for resumption, unless the reason for not resuming studies was a long-term illness of the student or other significant circumstances preventing the student from resuming studies.
15. The decision on the resumption of studies by a foreign national shall be taken by the Rector. The provisions of Paragraphs 1-14 shall apply accordingly.

§ 35

1. A person applying for resumption of studies in the relevant semester shall submit an application for such resumption within the following deadlines:
 - 1) by 15 February – for persons applying for resumption of studies from the beginning of the summer semester;
 - 2) by 15 September – for persons applying for resumption of studies from the beginning of the winter semester.
2. A person applying for resumption of studies shall attach the following documents to the application:
 - 1) a completed personal questionnaire;

- 2) a photocopy of his/her secondary school leaving certificate (together with the original for inspection, for the purpose of certification of conformity by the University) in the case of applying for resumption of first-cycle studies or long-cycle master's studies, or
- 3) a first-cycle or second-cycle degree certificate or a long-cycle master's studies diploma (a duplicate or a copy certified by the University) together with a diploma supplement or, in its absence, another document allowing the establishment of the average grade and the results of studies in the case of applying for resumption of second-cycle studies.

§ 36

Persons who have been expelled from the University under a final decision of the disciplinary committee may apply for resumption of studies only if the penalty has been remitted or expunged, according to the procedure and rules specified in the regulations on disciplinary proceedings against students.

VI. LEAVES OF ABSENCE

§ 37

1. At the request of a pregnant student, the Dean shall grant her leave of absence from classes. The application shall be submitted together with a document confirming the circumstances justifying the leave; the application should be submitted as soon as practicable after these circumstances arise, where possible.
2. The leave referred to in Paragraph 1 shall be granted for a period up to the date of the child's birth; however, if the end of the leave falls during a semester, the leave may be extended until the end of that semester.
3. A student who is a parent shall, at his/her request, be granted a leave of absence from classes by the Dean. A student who is a parent shall submit an application for leave within one year of the child's birth.
4. The leave referred to in Paragraph 3 shall be granted for a period up to one year; however, if the end of the leave falls during a semester, the leave may be extended until the end of that semester.
5. Furthermore, a student may apply for:
 - 1) a short-term leave – lasting not longer than one month;
 - 2) a long-term leave – lasting not less than one semester, but not longer than two semesters;
 - 3) a health leave – lasting for the duration of illness, treatment or rehabilitation that prevents or seriously hinders the continuation of studies.
6. A student may apply for the leave referred to in Paragraph 5(1) and (2) not earlier than

after successfully passing the first semester of first-cycle or second-cycle studies or long-cycle master's studies, or after each successfully passed subsequent semester.

7. A leave shall be granted by the Dean, who shall specify in the ruling the type of leave and its start and end dates. An application for a leave of absence, together with a statement of reasons and supporting documents, shall be submitted by the student immediately after the circumstances justifying the granting of the leave arise. If the circumstances justifying the granting of the leave are known to the student in advance, the application shall be submitted before the start of classes in the semester, if possible during the inter-semester break. Submitting an application after the start of classes shall not preclude the possibility of being granted leave, provided that the student can demonstrate that it was not possible, or was significantly difficult, to submit the application earlier.
8. A leave shall not be granted with retroactive effect; in particular, the start date of a leave may not be earlier than the date on which the application was submitted, and a leave may not cover the period of the previous semester or academic year.
9. The student may apply for the leave referred to in Paragraph 5(1) not more than once per semester.
10. The long-term leave referred to in Paragraph 5(2) may be granted to a student once during the entire duration of a given study cycle, subject to Paragraph 11(3).
11. The Dean may grant a short-term or long-term leave of absence on the grounds of important, duly documented circumstances which prevent or significantly hinder attendance at classes, in particular where the student:
 - 1) has undertaken studies at another university;
 - 2) has found himself/herself in a difficult life situation;
 - 3) is awaiting the start of classes in the next semester due to repeating the semester;
 - 4) is taking part in individual or group trips within the country or abroad organised by the University, the student self-government or student organisations.
12. The Dean may grant a student the health leave referred to in Paragraph 5(3) on the basis of medical documentation; the mere fact of holding a disability certificate shall not in itself constitute grounds for granting a medical leave, and learning performance may not be used as a reason for granting a medical leave. A student may apply for a health leave a maximum of:
 - 1) 4 times during long-cycle master's studies;
 - 2) 2 times during first-cycle studies;
 - 3) 1 time during second-cycle studies.
13. The following students shall not be entitled to a leave of absence:
 - 1) professional soldier candidates or professional soldiers who have undertaken

studies under referral by the competent military authority and have received assistance in connection with their studies based on the provisions on military service of professional soldiers;

- 2) public servants in the probationary period or public servants who have undertaken these studies under referral or approval of the competent superior and have received assistance in connection with their studies based on the provisions on service.
14. The Dean shall confirm the granting of a leave of absence by making an entry in the study documentation.

§ 38

1. During a leave of absence, the student shall retain his/her student rights, with the right to benefits being determined under separate regulations.
2. If the ruling on the leave provides for a leave from studies with the option of taking assessments and examinations (verification of learning outcomes) during the leave period, the Dean shall specify the scope and conditions under which these rights may be exercised.
3. The granting of a short-term leave shall not exempt the student from the obligation to obtain credits and take examinations within the prescribed deadlines, as set out in the detailed organisation of teaching classes for the semester concerned, unless the Dean rules otherwise in the leave ruling.
4. Upon returning from a long-term leave, the student shall be required to obtain credits for all programme differences within the time limit specified by the Dean.
5. Failure by a student to notify the resumption of studies upon returning from the leave referred to in § 37(1)–(4) and § 37(5)(2) and (3), before the start of classes in the semester concerned shall constitute the basis for removal from the student register on the grounds of failure to resume studies.

VII. ATTENDANCE AT CLASSES

§ 39

1. The student shall be obliged to attend classes specified as compulsory in the study programme.
2. One unexcused absence in classes where attendance is compulsory shall be permitted in a semester. Subsequent absences must be justified by the student to the person conducting the classes. Absences, whether unexcused or justified, must not exceed 30 per cent of the total number of teaching hours required for the relevant course format.
3. The circumstances justifying the subsequent absences referred to in Paragraph 2 shall be:

- 1) the student's illness;
 - 2) participation in a blood donation campaign;
 - 3) the student's activities for the benefit of the University;
 - 4) sudden and unforeseen events such as an accident, scheduled visits to medical clinics (open only during class hours), official or court matters beyond the student's control.
4. The circumstances referred to in Paragraph 3 should be confirmed by the student with:
- 1) a medical certificate in the case of illness;
 - 2) a certificate from a blood donation centre in the case of participation in a blood donation campaign;
 - 3) a document signed by the University employee confirming the student's activities for the University, in particular confirming participation in the work of collegial bodies, committees, other organisational work, or the flag bearing party;
 - 4) another document signed by a natural person confirming the sudden and unforeseen event.
5. The student shall submit the documents referred to in Paragraph 4(1)-(4) to the person conducting classes within 7 days after the reason for the absence ceased to apply.
6. In the event of absence from classes for more than 14 days, the student should submit a written justification to the academic teacher and the Dean. The justification referred to in the previous sentence should be supported by documents confirming the factual circumstances invoked by the student.
7. In the event of a student's repeated absences from classes, which may result in him/her failing to pass the class, the person conducting classes shall inform the Dean.
8. If a student fails to justify an absence from classes lasting more than 14 days, the Dean, at the request of the person conducting classes, shall enter an unsatisfactory grade for the course concerned, unless the failure to provide justification is due to reasons beyond the student's control. The student shall submit the justification to the Dean within 3 days of the date on which the reason for absence from classes ceased to exist.

VIII. AWARDS AND DISTINCTIONS

§ 40

1. A student who has significant scientific, artistic or sporting achievements related to his/her studies and who has fulfilled his/her duties in an exemplary manner may be awarded awards and distinctions.
2. Detailed rules and procedures for granting awards and distinctions shall be set out in separate regulations.

IX. DIPLOMA DISSERTATION

§ 41

1. With the exception of fields of study where teaching standards do not require the submission of a diploma dissertation, depending on the level of studies, a student shall prepare his/her diploma dissertation as:
 - 1) a bachelor's dissertation, if provided for in the study programme;
 - 2) an engineer's dissertation;
 - 3) a master's dissertation.
2. A diploma dissertation shall be an independent elaboration of a scientific or artistic issue or an artistic achievement presenting the student's general knowledge and skills related to a given field of study, level and profile of education, as well as the ability to analyse and draw conclusions independently.
3. A diploma dissertation may consist of:
 - 1) a written work;
 - 2) authorship or co-authorship of a scientific monograph or a chapter in a scientific monograph published by a publishing house included on the list of publishers kept by the Ministry competent for higher education;
 - 3) a series of at least two papers published in a scientific journal included on the list of publishers kept by the Ministry competent for higher education;
 - 4) a project-based work, including the design and execution of a computer programme or system;
 - 5) a construction project;
 - 6) a technological project;
 - 7) an artistic project.
4. A student of the art education programme in the field of musical arts/stage music, regardless of the completion of his/her diploma dissertation, shall be required to take an artistic examination.
5. The student shall submit a written diploma dissertation in the form of a printout.
6. If the diploma dissertation submitted by the student is a written work, it shall be checked in the Uniform Anti-Plagiarism System, hereinafter referred to as "JSA". The dissertation supervisor shall be required to upload an electronic version of the dissertation to JSA.
7. A student shall prepare his/her diploma dissertation in Polish or in the language being the subject of the studies or in the language in which field of study is taught. Detailed regulations in this matter shall be specified in the study programme.
8. At his/her request, the student may prepare his/her diploma dissertation in a foreign

language with the approval of the dissertation supervisor and the Dean.

9. When submitting his/her diploma dissertation, the student shall be required to provide a written declaration regarding the dissertation's authorship, in which the student shall confirm that the submitted work does not constitute a substantial part of another person's work, scientific finding or artistic performance, and also state whether generative artificial intelligence was used in its creation.

§ 42

1. The student shall be required to submit his/her diploma dissertation to the Dean not later than the last day of the semester ending his/her studies.
2. At the request of the dissertation supervisor or the student, the Dean may postpone the deadline for submitting the diploma dissertation by no more than three months in the following cases:
 - 1) a long-term illness of the student, confirmed by relevant medical documentation;
 - 2) inability to complete the work within the prescribed time limit for justified reasons beyond the student's control.
3. In particularly justified cases, the Dean may extend the deadline for submitting the diploma dissertation referred to in Paragraph 2 once again, but not longer than by another two months.
4. In the event of the dissertation supervisor's absence which may affect the set date of the diploma examination, the Dean shall be obliged to appoint another dissertation supervisor.
5. At the student's request, and for important reasons, the Dean may change the dissertation supervisor after obtaining the opinion of the current dissertation supervisor.
6. A change of the dissertation supervisor during the last 6 months before the date for submitting the diploma dissertation may constitute grounds for extending the date for its submission in accordance with the rules set out in Paragraphs 2 and 3.
7. A student who fails to submit his/her diploma dissertation within the deadlines referred to in Paragraphs 1-3 shall be removed from the student register.

§ 43

1. The Dean shall assign the dissertation supervisor capacity to an academic teacher in accordance with the rules set out in § 17(1).
2. The topic of the diploma dissertation shall be proposed by the dissertation supervisor in consultation with the student and approved by the Dean based on the opinion of the relevant education committee at the Faculty or Branch.
3. When determining the topic of the diploma dissertation, the student's interests related

to the field of study, as well as the organisational, material and staffing capacities of the University, shall be taken into consideration.

4. A work created as part of a student research project may constitute a diploma dissertation if it meets the requirements established for diploma dissertations. The decision in this matter shall be made by the dissertation supervisor.
5. The topic of a diploma dissertation should be determined not later than one year before the planned end of studies and should be closely related to the field of study.

§ 44

1. A diploma dissertation shall be reviewed by the dissertation supervisor and a reviewer appointed by the Dean. In special cases, when the dissertation supervisor is unable to prepare the review, the Dean shall appoint another reviewer.
2. In the event of a discrepancy in the assessment of a diploma dissertation, the final assessment shall be made by the Chair of the diploma examination committee, who may consult the second reviewer. The appointment of a second reviewer shall be mandatory if the first reviewer's assessment is negative. Two negative assessments shall mean that the student will not be admitted to the diploma examination.
3. The assessment of a diploma dissertation shall be based on the grading scale used for examinations.
4. The diploma examination committee shall submit to the team appointed by the Dean those dissertations which, in the opinion of the committee, deserve distinction. The team shall submit distinguished diploma dissertations to competitions organised by state institutions, universities, scientific organisations and societies, under the rules specified in the regulations for such competitions.

X. DIPLOMA EXAMINATION

§ 45

1. Depending on the level of studies, the student shall take his/her diploma examination as:
 - 1) a bachelor examination;
 - 2) an engineer examination;
 - 3) a master examination.
2. The conditions for admission to the diploma examination shall be:
 - 1) the student obtaining credits for all courses and other classes included in the study programme and passing all examinations;
 - 2) timely submission of the diploma dissertation;
 - 3) the student receiving at least a satisfactory grade for the diploma dissertation

- from the dissertation supervisor and reviewer;
- 4) the student obtaining a positive grade for the practical part of the diploma examination, if such a practical examination is included in the study programme;
 - 5) the student settling all financial obligations towards the University.
3. The diploma examination shall be held before a board appointed by the Dean.
 4. The diploma examination board shall consist of:
 - 1) the Dean or another academic teacher appointed by the Dean and holding at least a doctoral degree, as the Chair;
 - 2) the dissertation supervisor or another specialist in the discipline concerned appointed by the Dean, in the event of a documented absence of the dissertation supervisor;
 - 3) the reviewer of the diploma dissertation.
 5. In justified cases, the Dean may appoint an additional academic teacher to the diploma examination board.
 6. The diploma examination board must include a person holding the title of professor or a habilitation degree (*doktor habilitowany*).

§ 46

1. The diploma examination should take place within three months from the date of submission of the diploma dissertation in accordance with § 42(1). In the event of an extension of the deadline for submission of the diploma dissertation in accordance with § 42(2)-(3), the diploma examination should take place within one month from the date of its submission.
2. The Dean may set an individual date for the diploma examination for a student who has submitted his/her diploma dissertation before the deadlines specified in § 42(1).
3. The diploma examination takes place at the seat of the University or Branch, or may be conducted remotely outside the seat of the University and Branch with the use of electronic means of communication, according to the rules specified in separate regulations.

§ 47

1. During his/her diploma examination, a student should demonstrate the knowledge, skills and social competences specified for a given field of study, and in particular, knowledge of issues related to the topic of the diploma dissertation. In cases justified by the specific nature of the field of study, the diploma examination may also cover the student's practical skills.
2. The scope of knowledge, skills and social competences required from the student during the diploma examination should be consistent with the study programme.

3. Before the start of the diploma examination, the board shall review the student's documentation and determine the specific examination topics.
4. The diploma examination shall be an oral or practical examination, or both.
5. All resolutions of the board shall be taken by a simple majority of votes. In the event of a tie, the Chair shall have the casting vote.
6. The provisions of § 25(1) shall apply to the assessment of the examination results.
7. At the request of the student or at the request of the dissertation supervisor, in consultation with the student, the diploma examination may be held in an open form in accordance with the rules laid down in the procedures established at the Faculty level.

§ 48

1. Failure to take the diploma examination within the specified time limit shall result in an unsatisfactory grade.
2. An unjustified failure to appear for the diploma examination on the set date shall be tantamount to the loss of the right to take the examination and shall result in receiving an unsatisfactory grade.
3. If a student receives an unsatisfactory grade for his/her diploma examination, the Dean, at the student's request, shall set a date for a repeat diploma examination.
4. The repeat 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 repeat diploma examination or is absent without justification on the set date of the repeat diploma examination, the Rector shall issue a decision to remove the student from the student register.

§ 49

1. The date of graduation shall be the date of taking the diploma examination, subject to Paragraph 3.
2. Graduation shall take place upon taking the diploma examination with at least satisfactory grade and obtaining at least:
 - 1) 180 ECTS credits in six-semester first-cycle studies;
 - 2) 210 ECTS credits in seven-semester first-cycle studies;
 - 3) 90 ECTS credits in three-semester second-cycle studies;
 - 4) 120 ECTS credits in four-semester second-cycle studies;
 - 5) 300 ECTS credits in five-year long-cycle master's studies;
 - 6) 360 ECTS credits in six-year long-cycle master's studies.
3. The date of graduation in the field of medicine shall be the date of taking the last examination required by the study programme.

4. Upon graduation, the student shall become a graduate.
5. Within 30 days of the date of graduation, the University shall prepare and issue to the graduate a diploma of graduation together with a diploma supplement and duplicates thereof, and shall make an entry in the diploma register in accordance with the rules laid down in generally applicable regulations.

§ 50

1. The basis for calculating the final study result, with the exception of programmes where educational standards do not require the submission of a diploma dissertation, shall be as follows:
 - 1) the arithmetic mean of all grades from examinations and assessments referred to in § 25(4);
 - 2) the grade for the diploma dissertation;
 - 3) the grade for the diploma examination.
2. The study result, with the exception of programmes where educational standards do not require the submission of a diploma dissertation, shall be the sum of:
 - 1) $\frac{1}{2}$ of the arithmetic mean of the grades for all examinations and assessments,
 - 2) $\frac{1}{4}$ of the mean grade for the review of the diploma dissertation;
 - 3) $\frac{1}{4}$ of the mean grade for the diploma examination, with the exception of the stage music programme, where $\frac{1}{8}$ of the grade for the diploma examination and $\frac{1}{8}$ of grade for the artistic examination shall be taken into account.
3. The final study result on the diploma of graduates of the musical education programme in the scope of musical arts shall be the sum of:
 - 1) $\frac{1}{2}$ of the arithmetic mean of the grades for all examinations and assessments,
 - 2) $\frac{1}{8}$ of the mean grade for the review of the diploma dissertation;
 - 3) $\frac{1}{8}$ of the grade for the diploma lesson examination;
 - 4) $\frac{1}{8}$ of the grade for the diploma examination;
 - 5) $\frac{1}{8}$ of the grade for the artistic examination.
4. The final study result on the diploma of graduates of first-cycle studies in nursing, midwifery and emergency medical services shall be the sum of:
 - 1) $\frac{1}{2}$ of the arithmetic mean of the grades for all examinations and assessments,
 - 2) $\frac{1}{2}$ of the arithmetic mean of the grade for the professional diploma examination (the arithmetic mean of the theoretical and practical (OSCE) components).
5. The final study result on the diploma of graduates of the medical programme shall be the arithmetic mean of the grades obtained by the student during his/her studies, including unsatisfactory grades, in accordance with the rules set out in § 25.

6. The final study result shown on the diploma shall be rounded to a grade in accordance with the following rule:
 - 1) up to 3.25 – satisfactory (3);
 - 2) between 3.26 and 3.75 – satisfactory plus (3.5);
 - 3) between 3.76 and 4.25 – good (4);
 - 4) between 4.26 and 4.50 – good plus (4.5);
 - 5) between 4.51 and 5.0 – very good (5).

XI. REMOVAL FROM THE STUDENT REGISTER

§ 51

1. The Rector shall remove a student from the student register for the following reasons:
 - 1) failure to commence studies;
 - 2) resignation from studies;
 - 3) failure to submit the diploma dissertation or take the diploma examination in the prescribed time limit;
 - 4) disciplinary punishment resulting in expulsion from the University.
2. The Rector may remove a student from the student register in the event of:
 - 1) a failure to attend compulsory classes;
 - 2) a failure to make progress in his/her studies;
 - 3) a failure to pass a semester or year within the prescribed time limit;
 - 4) a failure to pay the fees related to his/her studies.
3. The decisions referred to in Paragraphs 1 and 2 shall be subject to the appeal measures provided for in the CAP.

XII. DECISIONS AND RULINGS IN INDIVIDUAL STUDENT CASES

§ 52

1. Individual student cases shall be handled by means of administrative decisions or resolutions upon a written request submitted by the student or via the IT system for study management.
2. Matters shall be dealt with in writing or in the form of an electronic document within the meaning of the provisions of the Act of 17 February 2005 on the computerisation of the activities of entities performing public tasks (Journal of Laws of 2026, item 160, as amended) served by electronic means of communication.
3. Decisions, rulings and letters in the course of the proceedings shall be served on the student pursuant to the provisions of CAP.

4. Decisions, rulings and letters in the course of the proceedings may be served by electronic means of communication pursuant to the provisions of CAP.

§ 53

1. Administrative decisions issued by the Rector in the first instance may be subject to an appeal for reconsideration. An administrative decision issued by the Rector as a result of an appeal for reconsideration shall be final.
2. An appeal for reconsideration shall be submitted within 14 days from the date of service to the relevant Dean's Office.
3. The Dean shall forward the appeal for reconsideration, together with the case files and the position on the student's appeal for reconsideration, to the Rector within 7 days from the date of lodging of the appeal.

§ 54

1. Individual student matters that are not subject to administrative decisions shall be dealt with by the Dean by way of a ruling. The ruling shall be issued immediately, but not later than 30 days from the date of submitting the application, unless specific provisions stipulate otherwise.
2. The content of the ruling referred to in Paragraph 1 shall permit determination of:
 - 1) the entity issuing the ruling;
 - 2) the date of issue of the ruling;
 - 3) the addressee of the ruling;
 - 4) the ruling made in the case;
 - 5) the legal and factual grounds for the ruling.
3. The student shall have the right to familiarise himself/herself with the content of the ruling.
4. If the student's request is granted in full, it shall be possible to resign from providing the grounds for the ruling.
5. The Dean's ruling may be appealed against to the Rector.
6. Unless the provisions of the Regulations provide otherwise, a complaint against the Dean's ruling may be lodged with the Rector within 14 days of the resolution's receipt.
7. Complaints shall be submitted to the Rector via the relevant Dean.
8. The complaint shall be submitted in writing if the submission of the complaint within the deadline suspends the execution of the ruling.
9. If the student lodges a complaint and the Dean considers that it should be upheld in its entirety, the Dean may, within 7 days of the date of lodging of the complaint, issue a new ruling in which the contested ruling is either repealed or amended.

10. The student may withdraw the complaint prior to the Rector's ruling. However, the Rector shall not accept the withdrawal of the complaint if it could lead to upholding a ruling that violates law or public interest.
11. The Dean shall forward the student's complaint, together with the case files and the Dean's opinion on the merits of the complaint, to the Rector within 7 days from its submission.
12. The Rector shall issue a ruling in which he/she:
 - 1) upholds the contested ruling;
 - 2) repeals the contested ruling in whole or in part and, in this respect, decides on the merits of the case or, by repealing the ruling, discontinues the first instance proceedings;
 - 3) discontinues the appeal proceedings;
 - 4) repeals the contested ruling in its entirety and refers the case back to the Dean for reconsideration when the resolution of the case requires a prior investigation in its entirety or in a significant part; when referring the case, the Rector may indicate what circumstances should be considered when reconsidering the case.
13. The Rector's ruling, issued following the examination of the complaint, shall be final within the University's internal appeal process and shall bring the proceedings to a close. The ruling shall not constitute an administrative decision within the meaning of CAP.
14. An application relating to a case in which a final ruling has been issued, based on the same factual and legal grounds, shall be dismissed without consideration.

§ 55

Unless the Regulations provide otherwise, the student may raise objections to the Dean within 7 days from the date of receipt of a ruling concerning the course of study made by an academic teacher in accordance with the Regulations, and if the ruling was announced orally, from the date of its announcement to the student. The provisions of § 54(1)-(13) shall apply accordingly.

XIII. TRANSITIONAL PROVISIONS

1. Up to and including the 2027/2028, the first-cycle study result for graduates of nursing, midwifery and emergency medical services programmes shall be the sum of:
 - 1) 1/2 of the arithmetic mean of the grades for all examinations and assessments,
 - 2) 1/4 of the mean grade for the review of the diploma dissertation;
 - 3) 1/8 of the grade for the diploma examination;
 - 4) 1/8 of the grade for the professional diploma examination (arithmetic mean of the theoretical and practical (OSCE) components).

2. Up to and including the 2027/2028 academic year, the second-cycle study result for graduates of nursing and midwifery programmes shall be the sum of:
 - 1) $\frac{1}{2}$ of the arithmetic mean of the grades for all examinations and assessments,
 - 2) $\frac{1}{4}$ of the mean grade for the review of the diploma dissertation;
 - 3) $\frac{1}{8}$ of the grade for the diploma examination;
 - 4) $\frac{1}{8}$ of the grade for the practical examination.

XIV. FINAL PROVISIONS

§ 56

1. The Rector may introduce fees for educational services provided on the terms specified in separate regulations.
2. The amount of fees for educational services in a given academic year shall be determined by the Rector after consulting the student self-government, taking into account the cost of teaching classes, and shall be announced not later than 3 months before the start of the semester.
3. Detailed rules and deadlines for payment of fees shall be specified in separate regulations.

§ 57

If, in a thesis constituting the basis for the award of a professional title, the person applying for that title has attributed to himself/herself the authorship of a significant part or other elements of someone else's work or scientific findings, the Rector shall, by way of an administrative decision, declare the diploma invalid.

§ 58

The Rector shall also be the competent authority for reopening proceedings concerning the award of a professional title and the issuance of a diploma.

§ 59

Cases initiated before the date of entry into force of the Regulations and not concluded with a final decision or final ruling shall be governed by the existing regulations.

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RULES FOR INTRODUCING ADJUSTMENTS FOR STUDENTS WITH SPECIAL NEEDS RESULTING FROM THEIR HEALTH CONDITION, INCLUDING DISABILITIES

§ 1. General rules

1. All adjustments made during the course of study for students with special needs resulting from their health condition, including disabilities, shall be intended to equalise opportunities for completing a given level of study while maintaining the principle of not reducing the substantive requirements for such students.
2. Students may apply for adjustments if they:
 - 1) have disabilities;
 - 2) suffer from chronic illnesses;
 - 3) are temporarily unable to participate fully in classes due to a sudden illness or accident;
 - 4) have specific learning and functional difficulties based on the specialist documentation provided (a medical certificate, a document from a psychological and pedagogical counselling centre).

§ 2. Changes in the manner of participation in classes

1. If a student's disability or health condition hinders his/her full participation in classes, the Dean, at the student's request, may grant approval for:
 - 1) increasing the permissible absence to a maximum of 50% of the number of hours for a given course;
 - 2) studying, in justified cases, with the use of distance learning methods and techniques, up to a maximum of 50% of the ECTS credits required to complete studies at a given level, unless generally applicable regulations provide otherwise;
 - 3) changing the form of knowledge assessment;
 - 4) applying solutions involving the participation of third parties in classes, in particular a sign language interpreter, a note-taking assistant, a laboratory assistant;
 - 5) granting additional individual hours and consultation classes for courses that are particularly difficult;
 - 6) using additional devices to assist in note-taking during classes, including voice recorders, tablets, phones and laptops that permit recording of classes;
 - 7) using alternative forms of recording of teaching and scientific materials, including Braille alphabet, large print, electronic recording, raised graphics, swellable paper

or other available formats.

2. When using devices that record sound or sound and image during classes, students shall be required to submit a written declaration that they will not infringe the copyright of works created during these classes and that they will use the recorded materials for private purpose only.
3. The resolutions referred to in Paragraph 1 shall be made by the Dean after consulting the head of the general university unit competent for persons with special needs.

§ 3. Changes to the manner of taking examinations and obtaining credits

1. Depending on the type and nature of his/her disability or health condition, the student may submit a request to the Dean for a change in the manner of taking an examination in a given course.
2. To change the manner in which a student with a disability takes an exam, the Dean shall issue a ruling in which he/she may agree to:
 - 1) extend the duration of a given examination by up to 50% of the standard time;
 - 2) the use of technical devices during the examination, such as computers with speech synthesis software, Braille devices, alternative keyboards, magnifying glasses, devices for operating a computer using eye movements;
 - 3) the use of an alternative form of recording during the examination;
 - 4) change the form of the examination from written to oral or from oral to written;
 - 5) third-party participation in the examination, in particular a sign language interpreter, language teacher or University employee acting as an assistant;
 - 6) change the venue where the examination is held;
 - 7) conduct the examination using distance learning methods and techniques – such an examination must be reported in advance to the unit conducting the examination;
 - 8) short breaks during the examination;
 - 9) divide an examination with extensive content into parts.
3. The provisions set out in Paragraphs 1-2 shall apply accordingly to course credits.

§ 4. Changes to the organisation of examination sessions

1. If a student's disability or health condition prevents him/her from taking all the examinations and obtaining all the credits required in a given examination session, the student shall have the right to apply to the Dean for a change in the dates of examinations and credits outside the session, but not later than 30 days before the start of the next session.

The application must be submitted not later than 14 days before the start of the session

concerned; in justified cases, this deadline may be waived.

2. Rulings concerning changes to dates shall be made by the Dean after obtaining the opinion of the head of the general university unit competent for persons with special needs and the opinion of the person conducting the credit assessment or examination.
3. The change of dates referred to in Paragraph 1 shall permit enrolling the student referred to in § 1(2) for the next semester without conditional entry specified in § 31(2)(2) of the Regulations.

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