

‘Consolidated text of 27 February 2025’

**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 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, 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. The terms used in the Regulations 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 undergraduate, postgraduate 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 the 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, their placement in individual semesters, forms of teaching and their duration, ECTS credits and the form of course completion;
- 13) prerequisite – a compulsory course, 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 – Code of Administrative Procedure (Journal of Laws of 2024, item 572).

## § 2

1. The University conducts studies.
2. Studies are conducted within the framework of fields of study. Studies are conducted in full-time or part-time form in accordance with the study programmes established by the Senate.
3. Studies are conducted on a full-time or part-time basis in accordance with study programmes set by the Senate.
4. The Rector is the superior of all University students and supervises the recruitment and education process.
5. The superior of students of a given Faculty is the relevant Dean. The Dean makes decisions 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 are specified in the Act and the Senate resolution.
2. Admission to studies takes place by entry on the student list. Entry on the student register is made by the relevant Dean, authorised by the Rector.
3. A person admitted to studies commences his/her studies and acquires student rights upon taking the oath. A person admitted to studies confirms 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 simultaneously undertake

studies in the same field of study in full-time and part-time forms.

5. From the moment of taking the oath, the student is obliged to comply with the provisions of the Regulations and to fulfil the obligations arising therefrom and also acquires the rights arising therefrom.
6. The rights and obligations of the student expire on the date of graduation or on the date on which the decision to remove him/her from the list of students becomes final, subject to paragraph 7.
7. First-cycle graduates 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 takes place through:
  - 1) recruitment, the conditions, procedure, date, manner of commencement and completion, and method of conduct of which are 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 recruitment process to a uniform master's degree programme in the same field. The Dean, at the student's request, may issue a decision on enrolment in the appropriate semester of study after verifying the learning outcomes achieved.
10. The student receives the student ID card. The following persons have the right to possess and use the student ID card:
  - 1) first-cycle students, until 31 October of the year of graduation;
  - 2) second-cycle or long-cycle master's degree students, until the date of graduation.
11. The student ID card remains valid until the date of graduation, suspension of student rights (until the date of a final decision) 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.
12. The validity of the student ID card is confirmed each semester.
13. The student is obliged to immediately notify the University of the destruction or loss of the student ID card.
14. Documentation of the course of study is kept in the form of the student's personal file with the support of IT tools.

§15 The index is kept in the form of a printout of data from the IT system for managing the course of study. Students have the right to have their achievements and other information contained in the index printout confirmed by the University with the support of IT tools.

16. Once enrolled, each student is assigned an e-mail account in the University's domain, for which he/she receives access data in the form of an address (login) and password. The login and password are the basic data for logging into other systems operating at the University (IT system for managing the course of study, e-services system, edurom).
17. In his/her contacts with the University, the student is required to use only the e-mail address referred to in paragraph 16. The University sends electronic correspondence to the student to the e-mail address referred to in paragraph 16.

18. Students are required to familiarise themselves with and comply with the University's e-mail Regulations.
19. Students are required to check their University e-mail regularly, at a frequency that allows them 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 are governed by separate regulations.

#### § 5

1. The Dean appoints, from among academic teachers, year tutors for individual years of study, for the entire period of study.
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 has the right, in particular, to:
  - 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, in justified cases, at the request of the Dean, in the work of teams programming and evaluating the teaching and organisational activities of the University.
4. The duties of the year tutor 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 social and living conditions.
5. The year tutor participates with the students of a given year in ceremonies organised by the University.

### III. STUDENT RIGHTS AND OBLIGATIONS

#### §6

1. The student has the right to:
  - 1) have his/her dignity respected by every member of the University community;
  - 2) receive training in student rights and obligations;
  - 3) transfer and recognise ECTS credits, in accordance with the rules set out in the Regulations;

- 4) study according to an individual study plan on the terms specified in the Regulations;
- 5) justify absences from classes, leave of absence from classes and leave of absence from classes with the possibility of verifying the learning outcomes included in the study programme on the terms specified 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) taking an examination and passing the commission credit with the participation of an observer indicated by the student on the terms specified in the Regulations;
- 9) repeat specific classes due to unsatisfactory academic performance on the terms specified in the Regulations;
- 10) inspect written coursework and examination papers within 14 days of the announcement of the results, with the proviso that if a failing grade is obtained in the first attempt, inspection 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 one month of the date on which they were scheduled;
- 15) complete part of the study programme at another domestic or foreign university on the terms specified in § 12;
- 16) submit proposals to the University authorities concerning modifications to the study programme and the organisation of the educational process;
- 17) evaluate, at least once per academic year, the academic teacher's fulfilment of his/her educational obligations, in accordance with the rules specified 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 supervising these projects;
- 19) join student organisations and associations;
- 20) study according to an individual study programme, in accordance with 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 regulations;
- 24) receive awards and distinctions;
- 25) health insurance;
- 26) apply for benefits if he/she meets the conditions specified in generally applicable legal regulations.

2. The University should ensure high quality education and opportunities for personal development of students by implementing the rights specified in paragraph 1.
3. All methods of ensuring that students with disabilities or chronic illnesses can participate in the academic community are 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 separate provisions.

#### § 7.

1. Student responsibilities include acting in accordance with the oath and the regulations in force at the University.

2. In particular, the student is obliged to:

- 1) acquire knowledge, skills, competences and appropriate social attitudes;
- 2) take care of the University's good name;
- 3) observe the principles of collegial coexistence;
- 4) respect the dignity of all members of the academic community;
- 5) take examinations and obtain credits in an ethical manner;
- 6) respect intellectual property when preparing theses and other works and projects;
- 7) respect the University's property and bear financial responsibility for its destruction or loss.

3. The student is obliged to:

- 1) participate in 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) participate in lectures if they are the only form of classes scheduled for a given subject;
- 3) justify absences;
- 4) comply with the rules of attendance set out in § 39, included in the study programme schedule;
- 5) complete 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;
- 6) pay his/her financial obligations to the University on time;
- 7) immediately inform the University of any change of name and contact details;
- 8) immediately inform the University of any change in financial status if such a change may affect the amount of benefits granted under separate regulations;
- 9) settle accounts with the University Library by 30 September each year, in accordance with the rules specified by the Library.

#### § 8

The student is subject to disciplinary responsibility 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 form student self-government.
2. The student self-government is the sole representative of all students at the University.
3. The student self-government operates 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 are subject to approval by the Rector.

#### **IV. ORGANISATION OF STUDIES**

##### **1. General rules**

###### **§ 10**

1. The academic year begins on 1 October and lasts until 30 September of the following calendar year. The academic year includes:
  - 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 no less than 12 days;
  - 3) two resit examination sessions (winter and summer), each lasting no less than 9 days;
  - 4) an inter-semester break preceding the resit examination session in the winter semester, lasting no less than 5 days;
  - 5) professional internships, the types and duration of which are specified in the study programme for a given field of study, level and profile.
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 is determined by the Rector after consulting the student self-government, no later than 5 months before its commencement.
4. The detailed organisation of classes in a semester or academic year, including the staffing of classes, for students of all fields and forms of study at the Faculty shall be approved by the Dean.
5. Class schedules shall be announced based on the detailed organisation of classes.
6. Class schedules for part-time studies are communicated to students and lecturers via the IT system for study course management no later than two weeks before the start of classes.
7. Class schedules for full-time studies are communicated to students and lecturers via the IT system for study progress management no later than seven days before the start of the semester, and exam schedules no later than one week before the start of the exam session.

###### **§ 11**

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

###### **§ 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, are set out in the relevant provisions and standards of the ECTS system, established in separate

regulations.

3. For the student undertaking studies at another university as part of an exchange programme, the individual study programme is 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, is 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 conflict 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 is 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 is recorded in the IT system for the management of the course of study 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 are 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 record.

### § 14

Study documentation includes:

- 1) student album;
- 2) student personal files;
- 3) diploma register (book).

### § 15

1. Professional internships specified in study programmes are an integral part of the teaching process and are 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 is assessed by the relevant internship supervisor.
4. The assessment of internships is 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 student with activities performed by him/her, in particular as part of employment, internship or voluntary work, including abroad, 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 are set out in separate regulations.

#### § 16

1. Classes may be conducted using distance learning methods and techniques. Such conduct of classes is 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 decision on taking the diploma examination in a foreign language, considering the organisational capabilities of the University, is 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 are specified in separate regulations.

#### § 17

1. In the case of first-cycle, second-cycle and long-cycle master's programmes, the thesis 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 by the Dean.

### **2. Individual organisation of studies**

#### § 18

1. In a given semester, the student may study a specific field and level of study, according to the individual organisation of studies.
2. Approval to pursue full-time studies in a specific field and level, according to the individual organisation of studies, cannot be refused to:
  - 1) a pregnant student;
  - 2) the student who is a parent.
3. Individual study arrangements may be made in particular for the student who:
  - 1) is a member of a national sports team or sports section representing the University in league competitions at least at the voivodship level;
  - 2) demonstrates outstanding activity for the benefit of the University;
  - 3) is in a difficult health or life situation;
  - 4) who has a disability certificate, after obtaining the opinion of the University unit responsible for persons with special needs;
  - 5) who has the status of a carer for a person with a disability;
  - 6) who has been admitted as a result of confirmation of learning outcomes;

7) who is pursuing studies according to an individual study programme.

4. The decision on the individual organisation of studies is made by the Dean, at the student's request, taking into account:

- 1) the need to set the dates and forms of teaching activities resulting from the study programme and the schedule for the implementation of the study programme;
- 2) the possibility of exempting the student from the obligation to participate in some of the classes;
- 3) the need to obtain credits and take examinations by the end of the resit session in a given academic year at the latest.

5. A request to study according to an individual study plan in a given semester or year of study should be submitted to the Dean no later than 14 days from the start of that semester or year, otherwise the request will not be considered.

6. The Dean's decision on the individual organisation of studies should include a schedule of classes, credits and examinations covered by individual education, together with an indication of the persons conducting the classes.

7. The application of individual organisation of studies for the student admitted as a result of confirmation of learning outcomes may be the basis for shortening the period of study.

### **3. Studies according to an individual study programme**

#### **§ 19**

1. The student with significant academic, artistic or sporting achievements related to his/her studies may study according to an individual study programme. Achievements specified in the regulation of the Minister responsible for higher education on ministerial scholarships shall be considered significant.
2. The decision on the establishment of an individual study programme is made by the Dean at the student's request.
3. The 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 decision on the rules and procedure for studying according to an individual study programme is made by the Dean. Such decision should specify:
  - 1) the individual study programme;
  - 2) the name of the academic supervisor selected from among academic teachers with at least a doctoral degree.
5. The decision 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 conditions set out in the Dean's decision on the individual study programme, the Dean, after consulting the academic supervisor, may issue a new decision on the withdrawal of the permission for the individual study programme.

#### **4. Transfer**

##### **§ 20**

1. The student has the right to transfer from another university, including a foreign one, if he/she has fulfilled all obligations under the regulations in force at the university he/she is leaving and after completing at least the first semester of studies.
2. The student has 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 fulfilled all obligations arising from the study programme at the time of submitting the transfer application and the Dean confirms that the conditions specified in paragraph 5 have been met.
3. In justified cases, a full-time student has the right to transfer to part-time studies, and a part-time student may transfer to full-time studies.
4. The change in the form of study may take place after completing the first year of study.
5. Decisions 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 allows for 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) the organisation of the educational process in the field of study allows for the transfer;
  - 3) differences in the study programmes can be made up by the student during subsequent semesters, but no 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.
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, such decision shall also specify the conditions, deadline and manner of making up for the differences in the number of ECTS credits.
7. The Dean shall issue a decision 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. The student applying for a transfer shall submit an application within the deadlines specified by the relevant Dean, taking into account the organisation of the academic year.
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 uniform master's studies, or
  - 3) a diploma of completion of first-cycle or second-cycle studies, or uniform master's studies (a copy 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 for transfer to provide additional, supplementary documentation necessary to make a decision on the transfer.
11. The student who intends to transfer to another university is obliged to:
  - 1) notify the Dean in writing of this intention no 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 the University;
  - 2) submit a circulation card;
  - 3) settle all financial obligations towards the University;
  - 4) return his/her student ID card.
12. The decision to refuse admission as a result of a transfer from another university shall be made by the Rector.

#### § 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 is based on the recruitment procedure.
3. Studies in additional fields for full-time students are 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, provided that the application for such a leave of absence is 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 is 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 the validation of learning outcomes**

#### § 22

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

### **V. COMPLETION OF A SEMESTER OR YEAR OF STUDIES**

#### **1. General rules**

#### § 23

The assessment period for studies is one semester.

#### § 24

The conditions for passing the semester are:

- 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 uses the following grading scale:
  - 1) very good (5.0);
  - 2) good plus (4.5);
  - 3) good (4.0);
  - 4) satisfactory plus (3.5);
  - 5) satisfactory (3.0);
  - 4) unsatisfactory/failing (2.0).
2. A negative result in an examination or assessment results in a failing grade.
3. The results of all examinations and credits are entered into the appropriate credit or examination record in the IT system for study course management.
4. The following are included in the average grade for the course:
  - 1) all courses covered by the study programme;
  - 2) courses additionally selected by the student outside the study programme are not included.
5. The average referred to in paragraph 4 is calculated as the arithmetic mean of all final grades (including failing grades) from credits and examinations obtained by the student. The average also includes 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 is 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 study programme for a given course.
2. Credit for a course is awarded at the University's headquarters or at the Branch. In the case of classes conducted using distance learning methods and techniques, or those specified in separate regulations, credit may be awarded outside the University or its Branch, using electronic means of communication in accordance with the rules set out in separate regulations.
3. Credit for a course covered by an examination is awarded based on:
  - 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 testing the extent to which the student has achieved the learning outcomes for a given course.
4. Credit for a subject not covered by an examination is based on the rules specified in paragraph 3(1).
5. The credit is awarded by the lecturer, who enters the student's grade into the IT system for the management of the course of study no later than the last day of the resit session. The credit report, generated in the IT system for the management of the course of study, is submitted to the relevant Dean's Office within 5 days of the end of the resit session.

6. The rules for obtaining credit for each course are determined by the person responsible for the course or the lecturer and are presented during the first class.
7. In the event of receiving a failing grade for a given course, the student has the right to retake the exam for that course.
8. The lecturer is obliged to inform the student of the results of the credit in time to allow the student to take the resit and the examination (if the study programme provides for an examination), according to the organisation of the academic year referred to in § 10(3).
9. The results of the credit assessment are announced to the student by the lecturer in the IT system for study progress. The student verifies the grades entered into the IT system for study progress. Should any incorrect entries be found, the student is obliged to immediately report the irregularities to the teacher who entered the grade.
10. The deadlines for awarding credit for a given course are set by the lecturer, taking into account the detailed organisation of classes referred to in § 10 paragraphs 4-7. In justified cases, the student may obtain credit for a given subject earlier than the set deadline, after agreeing on this deadline with the lecturer.
11. The student participating in research or implementation work may be credited with attendance at classes in a course related to the work. Decisions on crediting attendance at classes are made by the person responsible for the course.
12. Failure to obtain credit by the end of the resit examination session is tantamount to receiving a failing grade. The failing grade is entered by the Dean.
13. Students have the right to appeal to the dean in the event of reservations regarding the form of the resit or the objectivity of the assessment, within 7 days of the date of the credit.
14. If the appeal is upheld, the Dean shall set a date for the commission credit by a commission and appoint the commission. The commission credit should take place within 14 days of the date of the student's appeal.

§15 The commission credit shall be conducted by a commission consisting of three persons:

- 1) the Vice-Dean or an academic teacher appointed by the Dean – Chair;
- 2) an academic teacher who lectures on the course covered by credit, and if the lecture is not given or if the lecture and classes are given by the same person – a second person, a specialist in the course covered by credit;
- 3) another specialist in the course covered by credit or a related subject.

16. The year tutor and, at the student's request, another academic teacher indicated by that student, as well as a representative of the student self-government, may participate in the committee assessment as observers.
17. The grade awarded by the commission referred to in paragraph 15 replaces the disputed grade.
18. An unjustified failure to appear on the set date for the commission credit results in a failing grade. The failing grade is entered by the Dean. The provisions of § 28 paragraphs 8-10 apply accordingly.
19. In the event of a negative result in the commission credit, the Dean may, at the student's request, issue a decision on referring the student to repeat the semester.
20. In the absence of a request from the student referred to in paragraph 16, the decision to remove the student from the student register due to failure to obtain credit for the semester within the specified time limit shall be taken by the Rector.

21. In the event of failure to obtain a commission credit, conditional enrolment for the next semester is not possible.

### **3. Examination**

#### **§ 27**

1. The examination verifies the extent to which the student has achieved the learning outcomes specified in the study programme for a given course.
2. The examination takes place at the University or at a Branch. In the case of classes conducted using distance learning methods and techniques, or in cases specified by separate regulations, the examination may take place outside the University or its Branch, using electronic means of communication under the rules specified in separate regulations.
3. The examination for each course is taken separately and is subject to separate assessment. The grading scale is specified in § 25(1).
4. The examination takes the form of a written, oral and/or practical test.
5. The examiner is obliged to inform the student of the exam results within a time frame that allows the student to take a resit exam, in accordance with the academic year organisation referred to in paragraph 10(3).
6. The exam results are announced to the student by the examiner in the IT system for study course management.
7. The lecturer shall enter the student's exam grade into the IT system for the administration of studies by the last day of the resit session. The exam report, generated in the IT system for the administration of studies, shall be submitted to the relevant Dean's Office within 5 days of the end of the resit session.
8. The student verifies the examination grades entered into the IT system for study progress. If incorrect entries in the IT system for study progress have been identified, the student is obliged to immediately report the irregularities to the academic teacher who entered the grade.
9. Examination requirements are announced during the first class by the teacher lecturing on the course or the person conducting the examination.
10. The examination shall be conducted by the academic teacher lecturing on the course, subject to paragraph 12.
11. Conducting an examination consists 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.
12. 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.
13. 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 cannot examine or assess the student.
14. Students who submit a language proficiency certificate at the level required by the study programme of a given field of study are not required to take the final examination in a foreign language. The grade from the certificate is considered the examination grade.

#### **§ 28**

1. Based on the study programme, the Dean shall determine the list of examinations that students should pass in a semester or academic year.
2. The dates of examinations for a given course during the examination and resit sessions shall be determined by the lecturer teaching the course, considering the detailed organisation of classes referred to in paragraph 10(4).
3. The student may take an examination before the set date with the academic teacher conducting the examination's approval, after consulting the course lecturer. If the student receives a failing grade on an examination taken before the set date, this grade will not be entered into the computerised study progress system.
4. The student is required to take the examinations on the dates specified in the examination schedule.
5. The student may take the examination for a course for which the study programme provides for forms of classes other than lectures only after receiving credit for them.
6. Failure to earn credit for a given course is tantamount to the student losing the right to take the examination on the first date and results in a failing grade. The failing grade is entered by the Dean.
7. An unjustified failure to appear for an examination on the set date is tantamount to the loss of the right to take the examination and results in a failing grade. The failing grade is entered by the Dean.
8. Justification for absence from an examination should be submitted to the examiner no later than on the day of the examination, unless the failure to provide justification is due to reasons beyond the student's control. If justification was not submitted on the day of the examination, the student shall submit 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 having been taken on the correct date.
10. In the event of 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 no 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 decision to extend the deadline for submitting the diploma thesis on the basis of § 42 paragraphs 2 and 3.

## § 29

1. If the student receives a failing grade on an examination, he/she has the right to take one resit examination for that course.
2. The student is obliged to take the resit examination during the resit session.
3. The date of the resit examination is set by the Dean in consultation with the person conducting the examination, considering the detailed organisation of 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. Lecturers shall submit examination and credit reports generated in the IT system for the

administration of studies to the relevant Dean's Office within 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 assessment, the student has the right to submit a request to the Dean for a commission examination within 7 days of the resit examination.
2. The student who has earned credit for the courses included in a given course may be admitted to the commission examination.
3. If the request for a commission examination is granted, the Dean shall set the date of the commission examination and appoint a commission. The commission examination should be scheduled within 14 days of the student's request.
4. The Dean may also order a commission examination on his/her own initiative.
5. The commission examination is conducted orally. In justified cases, resulting from the specific nature of the course, a written or practical form is acceptable.
6. The commission examination is held before a commission consisting of three persons:
  - 1) the Dean, Vice-Dean or academic teacher appointed by the Dean – 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 designated by the student, as well as a representative of the student self-government, may participate in the commission examination as observers.
8. The grade awarded by the commission referred to in paragraph 6 replaces the disputed grade.
9. The commission's decision on the examination is final.
10. If the student fails the commission examination, the Dean, at the student's request, shall issue a decision on the course of action to be taken in referring the student to repeat the semester.
11. In the absence of a request from the student referred to in paragraph 11, the decision to remove the student from the student register due to failure to obtain credit for the semester within the specified time limit shall be taken by the Rector.
12. In the event of failure to obtain a commission examination, conditional enrolment for the next semester is not possible.
13. An unjustified failure to appear on the set date for the commission examination results in a failing grade. The failing grade is entered by the Dean. The provisions of § 28 paragraphs 8-10 apply accordingly.

### **4. Conditional entry (conditional registration, conditional pass), repeating a semester or year of study**

### § 31

1. The Dean grants credit for the semester based on the student's periodic achievement card generated in the IT system for study progress, 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 specified time limit:

- 1) the Dean shall decide on the course of action for permission to repeat the semester, except that in the case of the first year of studies, the permission applies only to repeating the second semester, or
- 2) the Dean shall decide 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 decisions 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 any student who:

- 1) has previously received a positive decision 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 decision 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) did not receive credit for a course from the prerequisite group.

5. The student is not entitled to submit an application for conditional entry if he/she:

- 1) has previously received approval for 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 pass a prerequisite course;
- 3) has failed to pass a commission credit or examination.

6. In the cases referred to in paragraphs 4 and 5, the decision shall be made by the Dean.

### § 32

1. The decision on repeating a semester is made by the Dean.
2. A student repeating a semester is not required to retake courses or exams in courses in which he/she previously received positive credits, provided that the learning outcomes for the course have not changed.
3. If a decision 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 is required to complete 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 credits and examinations concluding those classes.

### § 33

1. The decision on conditional entry is made by the Dean.
2. A decision 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 decision is made to grant conditional entry, the Dean shall specify the deadline for making up for the programme backlog and, after obtaining the opinion of the course lecturer, 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 is obliged to pay a fee, which is determined based on separate regulations.
4. The decision referred to in paragraph 3 shall be made no later than within 7 days after the student has submitted the request.
5. If the student fails to make up for the programme backlog within the set deadline, the Dean shall decide whether to refer the student to repeat the semester.
6. The decision 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 no later than within 7 days from the end of the resit session.
7. If the request is not submitted within the time limit referred to in paragraph 6, the Rector decides whether to remove the student from the register due to not completing the semester within the specified time limit.
8. The student who has received a conditional entry may take the exam in the course in which he/she is in arrears twice, after receiving credit for the compulsory classes for that course.

## **5. Resumption of studies**

### **§ 34**

1. At the request of a person who has been removed from the list of students at the University, the Dean may issue a decision to restore the student's rights (resumption of studies).
2. The procedure for resuming studies is applied in particularly justified cases and only in relation to persons who have previously studied at the University.
3. Resumption of studies is not permitted if the University no longer offers the given field of study.
4. A person who has previously studied at the University, has completed at least the first semester of studies and has no debts to the University may apply for the resumption of studies.
5. The Dean issues a decision allowing the student to resume his/her studies, provided that the differences in the curriculum can be made up by the student during subsequent semesters, but no later than by the end of the studies.
6. In the decision permitting the resumption of studies, the Dean shall specify the courses that must be completed to make up for the differences in the curriculum, the form of their completion, the dates of examinations and credits, as well as other requirements related to the resumption of studies, necessary to fulfil the conditions referred to in paragraph 5. The student resuming his/her studies is not required to retake credits and pass examinations in courses in which he/she previously received positive grades unless the learning outcomes for a given course have changed.
7. Studies cannot be resumed in the same credit period in which the decision to remove the student from the student register became final.
8. If the programme differences are not made up within the time limits specified in the decision allowing the resumption of studies, the Rector may decide to remove the student from the student register.
9. A person who has been removed from the student register due to insufficient academic performance may obtain permission to resume studies only once.

10. A person who has obtained a positive decision from the Dean on the resumption of studies and has not resumed studies cannot reapply for resumption again, 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.
11. The decision on the resumption of studies by a foreigner is taken by the Rector. The provisions of paragraphs 1-10 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 – persons applying for resumption of studies from the beginning of the summer semester;
  - 2) by 15 September – 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 uniform master's studies, or
  - 3) a first-cycle or second-cycle degree certificate or a uniform master's degree certificate (a transcript or a copy certified by the university) together with a diploma supplement or, in its absence, another document allowing the calculation 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 as a result of 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. LEAVE OF ABSENCE (LOA)

### § 37

1. Upon request, the Dean shall grant a pregnant student a leave of absence until the date of childbirth, provided that if the end of such leave falls during a semester, the leave may be extended until the end of that semester.
2. Upon request, the Dean shall grant a student who is a parent a leave of absence for a period of one year from the date of the child's birth, provided that if the end of such leave falls during a semester, it may be extended until the end of that semester.
3. In addition, the student may apply for the leave of absence:
  - 1) short-term – lasting no longer than one month;
  - 2) long-term – lasting no less than one semester, but no longer than two semesters;
  - 3) health-related – lasting for the duration of illness, treatment or rehabilitation that prevents or seriously hinders the continuation of studies.

4. The student may apply for the leave referred to in paragraph 3(1) and (2) at the earliest after completing the first semester of study.
5. The student may apply for the leave referred to in paragraph 3(1) no more than once per semester.
6. Long-term leave may be granted to the student once during the entire duration of a given cycle of education, subject to paragraph 7(3).
7. The Dean may grant short-term or long-term leave to a student who, in particular:
  - 1) has commenced education 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 a semester;
  - 4) is participating in individual and group domestic and foreign trips organised by the University, the student self-government or student organisations.
8. The Dean may grant a student a health leave of absence due to illness or disability. The Dean will make a decision on granting a health leave of absence based on medical documentation.
9. The following students are not entitled to take leave of absence:
  - 1) candidates for professional soldiers or professional soldiers who have undertaken studies upon 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 upon referral or approval of the competent superior and have received assistance in connection with their studies based on the provisions on service.
10. The Dean confirms the granting of leave by making an entry in the study documentation.

### § 38

1. During the period of leave of absence, the student retains his/her student rights, with the right to benefits being determined by separate regulations.
2. The granting of short-term leave does not exempt the student from the obligation to obtain credits and pass examinations in a timely manner, as specified in the detailed organisation of classes for a given semester.
3. Upon returning from long-term leave, the student is required to obtain credits for all programme differences within the time limit specified by the Dean.

## VII. ATTENDANCE AT CLASSES

### § 39

1. The student is obliged to attend classes specified as compulsory in the study programme.
2. One unexcused absence per semester is permitted in classes where attendance is compulsory. Subsequent absences must be justified to the lecturer.
3. The circumstances justifying subsequent absences referred to in paragraph 2 are:
  - 1) student illness;
  - 2) participation in a blood donation campaign;
  - 3) the student's activities for the benefit of the University;
  - 4) sudden and unforeseen random 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:
  - 1) with a medical certificate in the case of illness;
  - 2) with a certificate from a blood donation centre in the case of participation in a blood donation campaign;
  - 3) using 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 bearer;
  - 4) using another document signed by a natural person confirming an urgent and unforeseen event.
5. In the event of absence from classes for more than 14 days, the student should submit a written excuse to the academic teacher and the Dean. The excuse referred to in the previous sentence should be supplemented with documents confirming the factual circumstances referred to by the student.
6. If a student fails to justify an absence from classes for more than 14 days, the Dean, at the request of the lecturer, shall enter a failing grade for the course, 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. Student who has made significant academic, 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 are set out in separate regulations.

## **IX. THESIS**

### **§ 41**

1. With the exception of medical studies, depending on the level of study, the student prepares his/her thesis as:
  - 1) a bachelor's thesis, if provided for in the study programme;
  - 2) an engineering thesis;
  - 3) a master's thesis.
2. A thesis is an independent study 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 thesis 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 publishing houses of the ministry responsible for higher education;
  - 3) a series of at least two articles published in a scientific journal included on the list of publishers of the ministry responsible for higher education;

- 4) a project, including the design and implementation of a computer programme or system;
- 5) a construction project;
- 6) a technological project;
- 7) an artistic project.

4. Student of the art education programme in the field of music, regardless of the completion of a thesis, is required to take an artistic examination.
5. The student submits a written thesis in printed form.
6. If the thesis submitted by the student is a written work, it shall be checked in the Uniform Anti-Plagiarism System, known as 'JSA'. The thesis supervisor is required to upload an electronic version of the thesis to the JSA.
7. The student shall prepare the thesis in Polish or in the language of the course of study or in the language in which the course of study is conducted. Detailed regulations in this matter are specified in the study programme.
8. At his/her request, the student may prepare the thesis in a foreign language with the approval of the thesis supervisor and the Dean.
9. When submitting the thesis, the student is required to submit a written statement confirming the authorship of the thesis and that the thesis does not constitute a significant part of someone else's work, scientific findings or artistic performance.

#### § 42

1. The student is obliged to submit the thesis to the Dean no later than on the last day of the semester ending the studies, with the exception of pharmacy, which is governed by separate regulations.
2. At the request of the thesis supervisor or the student, the Dean may postpone the deadline for submitting the thesis by no more than three months in the following cases:
  - 1) long-term illness of the student, confirmed by appropriate medical documentation;
  - 2) inability to complete the thesis 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 thesis referred to in paragraph 2 once again, but not longer than by another two months.
4. In the event of the supervisor's absence, which may affect the set date of the diploma examination, the Dean is obliged to appoint another thesis supervisor.
5. At the student's request, for important reasons, the Dean may change the thesis supervisor after obtaining the opinion of the current supervisor.
6. A change of supervisor during the last 6 months before the deadline for submitting the thesis may constitute grounds for extending the deadline for its submission in accordance with the rules set out in paragraphs 2 and 3.
7. Any student who fails to submit his/her thesis within the deadlines referred to in paragraphs 1-3 shall be removed from the list of students.

#### § 43

1. The Dean assigns academic supervisors to supervise theses in accordance with the rules set out in § 17(1).
2. The topic of the thesis is proposed by the 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 thesis, the student's interests related to the field of study, as well as the organisational, material and human resources of the University, should be considered.
4. A paper written as part of a student research project may constitute a thesis if it meets the requirements for theses. The decision in this matter is made by the thesis supervisor.
5. The subject of the thesis should be determined no later than one year before the planned end of studies and should be closely related to the field of study.

#### § 44

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

### **X. DIPLOMA/GRADUATION EXAMINATION**

#### § 45

1. Depending on the level of studies, the student takes the diploma examination as:
  - 1) a bachelor's degree examination;
  - 2) an engineering examination;
  - 3) a master's degree examination.
2. The conditions for admission to the diploma examination are:
  - 1) the student must have earned credits for all courses and other classes included in the study programme and have passed all examinations;
  - 2) timely submission of the thesis;
  - 3) the student must have received at least a satisfactory grade for the thesis from the thesis supervisor and reviewer;
  - 4) the student must obtain 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 must settle all financial obligations towards the University.
3. The diploma examination is held before a committee appointed by the Dean.
4. The diploma examination committee shall consist of:

- 1) the Dean or another academic teacher appointed by him/her, holding at least a doctoral degree, as the Chair;
- 2) the thesis supervisor or another specialist in the given discipline appointed by the Dean, in the event of the documented absence of the supervisor;
- 3) the thesis reviewer.

5. In justified cases, the Dean may appoint an additional academic teacher to the diploma examination committee.

6. The diploma examination committee must include a person holding an academic title or a postdoctoral degree.

#### § 46

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

#### § 47

1. During the diploma examination, the 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 thesis. 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 committee reviews the student's documentation and determines the specific examination topics.
4. The diploma examination is an oral or practical examination, or both.
5. All resolutions of the committee 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 examination results.
7. At the request of the student or at the request of the thesis 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 results in a failing grade.
2. Unexcused absence of a student from the diploma examination on the scheduled date is tantamount to losing the right to take the examination and results in a failing grade.
3. If a student receives a failing grade on the 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 no 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 is the date of passing the diploma examination, subject to paragraph 3.
2. Graduation takes place upon passing the diploma examination with a minimum of satisfactory grade and obtaining at least:
  - 1) 180 ECTS credits in a six-semester first-cycle programme;
  - 2) 210 ECTS credits in a seven-semester first-cycle programme;
  - 3) 90 ECTS credits in a three-semester second-cycle programme;
  - 4) 120 ECTS credits in a four-semester second-cycle programme;
  - 5) 300 ECTS credits in a five-year uniform master's degree programme;
  - 6) 360 ECTS credits in a six-year uniform master's degree programme.
3. The date of completion of studies in the field of medicine is the date of passing the last exam required by the study programme.
4. Upon completion of his/her studies, the student becomes a graduate.
5. Within 30 days of the date of completion of studies, the university shall prepare and issue to the graduate a diploma of completion of studies together with a supplement to the diploma and copies 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 result of studies, with the exception of medical studies, shall be:
  - 1) the arithmetic mean of all grades from examinations and credits referred to in § 25(4);
  - 2) the grade for the (diploma) thesis;
  - 3) the grade from the diploma examination.
2. The result of studies, with the exception of medical studies, is the sum of:
  - 1)  $\frac{1}{2}$  of the arithmetic mean of all examination and credit grades;
  - 2)  $\frac{1}{4}$  of the mean grade for the thesis review;
  - 3)  $\frac{1}{4}$  of the mean grade from the diploma examination, with the exception of:
    - a) the field of artistic education in the field of music, where  $\frac{1}{8}$  of the diploma examination grade and  $\frac{1}{8}$  of the artistic examination grade are included;
    - b) nursing, midwifery and emergency medical services, where  $\frac{1}{8}$  of the diploma examination grade and  $\frac{1}{8}$  of the practical examination grade are included.
3. The final result of studies on the diploma of graduates of the medical programme is the arithmetic mean of the grades obtained by the student during the course of study, including failing grades, in accordance with the rules set out in § 25.
4. The final result of the studies, rounded to a grade in accordance with the following rule, shall be entered on the higher education diploma:
  - 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/LIST**

### **§ 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 a thesis or take a final examination within 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) failure to attend compulsory classes;
  - 2) failure to make progress in his/her studies;
  - 3) failure to complete a semester or year within the specified time limit;
  - 4) failure to pay the fees related to his/her studies.
3. The decisions referred to in paragraphs 1 and 2 are subject to the appeal measures provided for in the CAP.

## **XII. DECISIONS AND RESOLUTIONS IN INDIVIDUAL STUDENT CASES**

### **§ 52**

1. Individual student cases are handled by means of administrative decisions or resolutions upon a written request submitted by the student or via the IT system for study course management.
2. Matters are 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 2021, item 670), delivered by electronic means of communication.
3. Decisions, rulings and letters in the course of proceedings shall be delivered to the student pursuant to the provisions of the CAP.
4. Decisions, rulings and letters in the course of proceedings may be delivered by electronic means of communication pursuant to the provisions of the CAP.

### **§ 53**

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

### **§ 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 no later than thirty 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 allow for the 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 has the right to familiarise himself/herself with the content of the ruling.
4. If the student's request is granted in full, it is possible to waive the justification for the ruling.
5. The Dean's ruling may be appealed to the Rector.
6. Unless the provisions of the Regulations provide otherwise, an appeal against the Dean's ruling may be lodged with the Rector within 14 days of its 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 decision.
9. If the student lodges a complaint and the Dean considers that it should be upheld in its entirety, he/she may, within 7 days of the date of lodging the complaint, issue a new decision in which he/she revokes or amends the contested ruling.
10. The student may withdraw the complaint prior to the Rector's decision. However, the Rector shall not accept the withdrawal of the complaint if it would lead to the maintenance of a decision that violates the 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 decision in which he/she:
  - 1) upholds the contested decision;
  - 2) overturns the contested ruling in whole or in part and, in this respect, decides on the merits of the case or, by overturning the ruling, discontinues the proceedings of the first instance;
  - 3) discontinues the appeal proceedings;
  - 4) overturns 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 decision is final and does not constitute a decision within the meaning of the CAP.

## § 55

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

## XIII. 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, and shall be announced no later than three 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 is also the competent authority for resuming 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 provisions.

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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, are intended to equalise opportunities for completing a given level of study while maintaining the principle of not reducing the substantive requirements for these 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 (medical certificate, 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, using 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 allow for the recording of classes;
  - 7) using alternative forms of recording teaching and scientific materials, including Braille, 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 are 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 decisions referred to in paragraph 1 shall be made by the Dean, after consulting the head of the university unit responsible 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 way a student with a disability takes an exam, the Dean shall issue a decision in which he/she may agree to:
  - 1) extend the duration of a given exam 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) participate in the examination by third parties, in particular a sign language interpreter, language teacher or University employee acting as an assistant;
  - 6) change the place 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) take 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 for a given examination session, the student has the right to apply to the Dean for a change in the dates of examinations and credits outside the session, but no later than 30 days before the start of the next session.

The request must be submitted no later than 14 days before the start of the session; in justified cases, this deadline may be waived.
2. Decisions on changes to dates shall be made by the Dean after obtaining the opinion of the head of the university unit responsible for persons with special needs and the opinion of the person conducting the credit or examination.
3. The change of dates referred to in paragraph 1 allows the student referred to in § 1(2) to be enrolled for the next semester without conditional entry specified in § 31(2)(2) of the Regulations.

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