

**THE RULES AND REGULATIONS OF STUDIES  
AT POZNAŃ UNIVERSITY OF ECONOMICS AND  
BUSINESS**

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## I. General Provisions

### § 1

1. The hereby Rules and Regulations of studies at Poznań University of Economics and Business, hereinafter referred to as PUEB or University, shall specify organization of studies and the related rights and obligations of a student.
2. The principles specified in the hereby Rules and Regulations shall not concern organization of doctoral studies in the meaning of the Act of 27 July 2005 – Higher Education Act, education in doctoral schools and preparation of doctoral students under the programme “Implementation Doctorate” as well as education on post-graduate studies under other forms of education in the meaning of the Act of 20 July 2018 – Higher Education Act, hereinafter referred to as the Act.
3. Studies or their part may be conducted in a foreign language.
4. Whenever a rector is specified in the hereby document, it shall be understood also as authorized by rector to act on his behalf vice-rector for education and students.

### § 2

1. The University conducts education in the framework of studies on specified major, level and profile. The University assigns majors to at least 1 discipline.
2. In case of assigning the major to more than 1 discipline, the leading discipline must be indicated under which more than half of study effects shall be obtained.
3. The University may carry out joint studies with:
  - 1) Another university,
  - 2) Polish Academy of Science institute,
  - 3) Research institute,
  - 4) International institute,
  - 5) Foreign university or scientific institution.

The principles of cooperation are specified by an agreement concluded in a written form which, in particular, specifies the subject responsible for introducing data to the Integrated System of Information on Higher Education and Science POL-on and authorized to

Obtain financial resources for educating students at jointly conducted full-time studies.

4. The University may carry out studies in cooperation with:
  - 1) an organ assigning entitlement to carry out a profession,
  - 2) an organ carrying out examination procedures under obtaining entitlements to carry out a profession,
  - 3) an organ of professional self-government,
  - 4) economic organization or
  - 5) registering authority.

The principles of cooperation upon conducting studies are specified within the agreement concluded in a written form. The agreement may specify the input of the entity specified above in elaborating the curriculum of studies and the manner of realizing internships.

5. The University may carry out dual studies which are studies with a practical profile, conducted with participation of the Employer. The organization of studies is specified within the agreement concluded in a written form.
6. Studies at PUEB are carried out in the form of:
  - 1) full-time studies under which at least half of the ECTS credits (European Credit and Accumulation Transfer System) covered by the curriculum of studies is obtained under classes with direct participation of academic teachers or conducting classes in an alternative manner and students,
  - 2) Extramural studies specified in the resolution of the Senate, under which less than half of the ECTS credits covered by the curriculum of studies may be obtained with direct participation of academic teachers or other persons conducting classes and students.
7. Classes during full-time studies are conducted separately to classes of extramural studies.
8. Studies at PUEB are carried out at the following levels:
  - 1) First cycle Studies – Bachelor Studies or Engineer Studies,
  - 2) Second cycle Studies – Master Studies.
9. The following profiles of studies may be conducted at PUEB:
  - 1) practical, where more than half of ECTS credits are assigned to classes designated to form practical skills,

- 2) general academic, where more than half of ECTS credits are assigned to classes related to the scientific activity carried out by the University.

### § 3

1. Students are admitted to PUEB pursuant to taking of an oath. A person who already holds the status of a student of a given major course at PUEB may not be admitted as a student of the same major course in another academic year. Furthermore, a person may not be enrolled in the same major course at PUEB simultaneously in a full-time and extramural mode.
2. Upon the payment of a relevant fee a student is issued with a student ID card.
3. The course of studies and the credits received are recorded in an electronic system and in the student's academic progress periodic cards, if issued to the student by the University.
4. Any documents related to the course of studies are kept in the student's personal file.
5. A student holds the status of a student until completing their studies (i.e. until passing the diploma examination) or until being suspended or dismissed from the student body. A person who has completed first-cycle studies continues to hold the rights of a student until October 31 of the year in which the studies are completed, with the exclusion of the right to apply for a social scholarship, disability grant, relief and rector's scholarship.

### § 4

1. The Rector is in charge of the entire student body of the University.
2. A relevant director of studies is the direct supervisor of studies at a given major course.

### § 5

1. The sole representative of all students at the University is students' self-government which operates through its bodies.
2. Students are entitled to associate in university student organizations.

## II. ORGANISATION OF UNIVERSITY COURSES

### § 6

1. Each academic year commences on 1 October and ends on 30 September of the following calendar year and is divided into two semesters.
2. Prior to the commencement of each academic year the Rector specifies the duration of:
  - 1) semesters,
  - 2) examination periods in each semester, including resit periods,
  - 3) breaks and days off (lasting jointly at least 6 weeks, including at least 4 weeks without interruption in the summer and at least 1 week between the winter and summer semesters).
3. The academic year schedule is announced by the Rector no later than by May 31 of the calendar year in which the relevant academic year commences.
4. Throughout the academic year the Rector may announce additional days off.
5. The teaching process and formal and legal order, as well as the students' compliance with the rules and regulations in a given major course, is supervised and monitored by the relevant director of studies.

### § 7

1. Studies are carried out at PUEB on a specified major course, level and profile, on the basis of the curriculum of studies, which specifies:
  - 1) Learning outcomes, as specified in the Act of 22 December 2015 on Integrated Classification System, bearing in mind the universal characteristics of the first-cycle studies, specified in this act as well as the characteristics of the second-cycle studies specified in the provisions issues on the basis of Art. 7 (3) of this Act,
  - 2) description of the process carried out until achieving the learning outcomes,
  - 3) number of ECTS credits assigned to classes.
2. The curriculum specifies the duration of studies and covers the list of classes or groups of classes, including student internships (if applicable), including the list of hours, credits, exams and ECTS credits for a given major course.

3. The curriculum for individual major courses is published on the University's website by May 31 of the year preceding the academic year in which the said curriculum shall take effect.
4. ECTS credits constitute a measure of average workload of a student, necessary to be achieved in order to obtain the learning outcomes. ECTS credits correspond to 25–30 student working hours, covering classes organized by the University and their individual work related to these classes.
5. ECTS credits are assigned for successfully completing each class and mandatory internships as provided for in the curriculum, with the proviso that the number of ECTS credits is not contingent upon the grade earned, but rather on students meeting all requirements with respect to the desired learning outcomes, confirmed by successfully completing a class or internship.
6. In accordance with the study plan students are required to obtain at least 30 ECTS credits per semester.
7. The number of ECTS credits required for the completion of:
  - 1) first-cycle studies – amounts to at least 180 or at least 210 in case of an engineering degree,
  - 2) second-cycle studies – amounts to at least 120 or at least 90 in case of continuing studies after earning an engineering degree.
8. Should specificity of education on a specific major course allow for this, part of the learning outcomes covered by the curriculum may be obtained under classes carried out with the use of methods and techniques of distance learning with the use of infrastructure and software allowing for a synchronized and asynchronized interaction between students and teachers. The number of ECTS credits which may be obtained under education with the use of remote learning methods and techniques cannot exceed 50% of the number of ECTS credits, as specified in art. 7.
9. The curriculum with a practical profile envisages professional internships in the following minimum dimension:
  - 1) 6 months – in case of first-cycle studies and uniform Master's studies,
  - 2) 3 months – in case of second-cycle studies.

10. Detailed semestral schedules of classes are announced on the University's website within the term of at least one week prior to commencing classes in a given semester of studies.

## § 8

1. A student follows the study programme as part of their individual study path, taking into consideration the student's individual interests, guidelines issued by the research supervisor (if appropriate) and the number of ECTS credits allocated to particular classes or groups of classes in the study plan. The draft individual study path suggested by the student and approved by their research supervisor (if applicable) must be submitted in the relevant student affairs office within the term specified by the relevant director of studies. The individual study path proposed by the student becomes binding upon its approval by the relevant director of studies.
2. In justified cases the student may request that the individual study path be amended. The application approved by the research supervisor (if applicable) must be submitted within 14 calendar days from the date the semester commences in the relevant student affairs office. Any changes to the individual study path shall be binding as of the date they are approved by the relevant director of studies.
3. If at the moment the individual study path is established/changed the student does not have a tutor/research supervisor, the study path is approved only by the relevant director of studies.
4. A student may, subject to the consent of the relevant director of studies, include in their individual study path classes not provided for in the study plan, including classes attended in another academic major course. Credits for classes attended beyond the study plan need to be obtained on general terms. The University may charge a fee for classes extending beyond the study plan, including classes taken by a student to acquire the missing learning outcomes necessary to enrol in second-cycle studies in a given major course. The fee shall be specified in a regulation by the Rector.
5. Classes conducted in a foreign language comprise 270 hours of tuition in first-cycle full-time courses and 150 hours of tuition in first-cycle extramural courses, where 240 hours concern foreign language trainings on full-time courses and 120 hours are devoted to foreign language trainings in first-cycle extramural courses, respectively, with 30 hours devoted to a lecture held in one of the two final semesters of first-cycle full-time and

extramural studies.



6. In case of second-cycle studies:
  - 1) Realization of 30 hours of a lecture in a foreign language during one of the final semesters of full-time studies is obligatory as well as realization of 18 hours of a lecture in a foreign language during one of the two final semesters of extramural studies. This lecture ought to be realized in groups which do not exceed 40 attendees,
  - 2) Allocating foreign language training within the plan of studies in the dimension up to 120 hours in the entire curriculum is possible.
7. The provisions of Art. 5 and 6 shall not apply to foreign-language studies.

#### § 9

1. Exceptionally gifted students may apply for the permission to follow their courses or any part thereof pursuant to individual curricula, including study plans. A student seeking to follow courses in that manner needs:
  - 1) in the case of first-cycle studies – a mean grade point average for the first year of studies of at least 4.55,
  - 2) in the case of second-cycle studies – the final score for first-cycle studies of at least 4.55 and the mean grade point average for the first semester of second-cycle studies of at least 4.55,
  - 3) to demonstrate exceptional interest in the field of study represented by the selected research supervisor.
2. A student shall submit the relevant application to the relevant director of studies. The application requires a positive recommendation by a member of academic staff with the habilitated doctor degree or a professor's title, who, at the same time, agrees to become the student's research supervisor. The application shall be supplemented by the draft individual study plan and curriculum prepared by the student and approved by the research supervisor. Studies followed in this manner may not result in the extension of the study period.

#### § 10

1. First-cycle studies last 6 semesters (in case of B.A. courses) or 7 semesters (in case of Engineering courses) and incorporate classes or groups of classes listed in the study plan approved by the faculty council and in the curriculum approved within this plan by the

Senate.

2. Second-cycle studies last 3 (Master's degree courses after the completion of Engineering courses) or 4 semesters and incorporate classes or groups of classes listed in the study plan approved by the faculty council and in the curriculum approved within this plan by the Senate.
3. The number of ECTS credits required to obtain a first-cycle and second-cycle degree is specified in Art. 7 (7) hereof.

#### § 11

1. In justified cases the student is entitled to submit an application to the relevant director of studies for granting consent for individual organization of studies (IOS).
2. IOS may be applied for in the following cases:
  - 1) poor health (documented by a doctor's certificate or a disability certificate specifying the degree of disability),
  - 2) pregnancy (documented by a doctor's certificate),
  - 3) being a parent (documented by an appropriate extract from the civil register),
  - 4) difficult family situation (i.e. necessity to provide care over a sick family member),
  - 5) impossibility of continuing studies in the existing major course or speciality for reasons attributable to PUEB.
3. A student applying for an individual course of studies for reasons other than those listed in Art. 2 needs to demonstrate a mean grade point average for the previous semester of at least 3.80, whereas a student of the first semester of second-cycle studies – the final mean grade point average for first-cycle studies of at least 4.00.
4. Subject to the provisions of art. 5 the basis for obtaining consent for IOS from the relevant director of studies is submission within 21 days from commencing the semester of a written application an integral part of which is an IOS sheet (attachment no. 1 to the Rules and Regulations). The sheet should be signed by the academic staff members in charge of lectures or classes in a given semester, indicating whether they agree on an individual course of studies with respect to their class or not. The teaching staff may also specify the detailed terms of obtaining credits for their course to be observed by the applicant.

5. In case of a Student who applies for IOS in relation to the occurrence of circumstances as specified in art. 2 (1-4), a written application to the relevant director of studies may be submitted without maintaining the term specified in art. 4.
6. Subject to the provisions of art. 7 the consent for IOS of relevant director of studies is issued for a period of one semester and concerns solely those classes the tutor of which has expressed consent for same.
7. In case of a female student who is pregnant and a student who is a parent, one cannot reject an application for IOS of a student of full-time studies. Such a consent is issued until completion of studies unless, pursuant to an application of the student, a shorter term has been indicated. A student specified in the preceding sentence is obliged to submit to the relevant director of studies an individual organisation of studies sheet within the term of 21 days form commencing a given semester.

### **III. DOMESTIC AND INTERNATIONAL STUDENT MOBILITY**

#### **§ 12**

- 1 PUEB students may follow some of their courses provided for in the curriculum at another domestic or foreign accepting institution, hereinafter referred to as the accepting university, pursuant to, in particular:
  - 1) university exchange agreements,
  - 2) domestic and international programmes and projects,
  - 3) government grants,
  - 4) decision of the relevant director of studies issued at the student's personal request.
- 2 Studies at accepting universities referred to in Art. 1 (1-3) may not be undertaken by students as part of long-term leaves, unless stipulated otherwise in the terms of agreement/programme/project etc.
- 3 The basis for realization of the programme of studies in an accepting university, except for studies referred to in Art. 1 (4), shall be a learning agreement, developed in co-operation with the faculty's ECTS co-ordinator and approved by the relevant director of studies and by the accepting university. The learning agreement should incorporate:
  - 1) classes at the accepting university for which at least 20 ECTS credits can be obtained per semester,

2) subjects which the faculty council has deemed mandatory in a given semester in a given major course for persons following part of their curriculum at another domestic or foreign university or their equivalent subjects at the accepting university,

3) a diploma seminar if studies abroad are undertaken in the final semester.

The total number of ECTS credits in the learning agreement per semester should amount to at least 30.

- 4 A student who qualifies to follow part of the curriculum at another domestic or foreign university is required to obtain the consent from the relevant director of studies. The prerequisite for such a consent being granted is the successful completion of the semester preceding the semester in which the studies abroad are to be undertaken. Such a student may apply to the relevant director of studies for permission to obtain credits and take exams sooner in the semester preceding the studies abroad.
- 5 Courses completed at another university and the ECTS credits allocated thereto are recognised by the relevant director of studies pursuant to a credits report forwarded by the accepting university, incorporating: the list of subjects, the grades earned, the number of ECTS credits, the number of realized hours of tuition for each subject and the overview of the grading scale applied at the accepting university.
- 6 If a student has passed part of the curriculum at a foreign university which has not introduced the ECTS system, the manner in which the grades and hours of tuition will be converted into the system in force at PUEB shall be decided upon by the relevant director of studies.
- 7 A student wishing to transfer the credits obtained at a university other than the home university, including foreign accepting universities, shall be allocated the number of ECTS credits assigned to the learning outcomes achieved as a result of following the relevant classes and internships at the accepting university.
- 8 The prerequisite for recognizing the courses and classes followed away from the home university, including at foreign accepting universities, and transferring the credits obtained there in place of the credits allocated to the classes and internships specified in the curriculum and study programme, is determining, based on the syllabus, the similarity of the learning outcomes achieved.
- 9 If a student fails to successfully complete a course in a subject listed in the learning agreement, the student is required to obtain credits at PUEB for the subject(s) indicated

by the relevant director of studies, in order to bring the number of ECTS credits to the total of at least 30 per semester.

- 10 A student who obtains less than 10 ECTS credits per semester at an accepting university shall, upon submitting the relevant request to the relevant director of studies and getting permission, repeat that semester at PUEB. Failure to submit such an application to the relevant director of studies shall result in deletion from the body of students due to failure to credit the semester.

#### § 13

1. PUEB welcomes visiting students from other Polish or foreign universities who can follow some of their courses at PUEB.
2. Visiting students can follow courses at PUEB, in particular, pursuant to:
  - 1) university exchange agreements,
  - 2) domestic and international programmes and projects,
  - 3) government grants,
  - 4) the relevant director of studies' decision issued at the student's personal request.
3. Visiting students may follow courses at PUEB pursuant to the procedure and the terms of the agreement/programme/project etc.
4. Upon the completion of each semester of studies at PUEB the visiting student receives a credits report incorporating the list of subjects taken, the grades earned, the number of ECTS credits, the number of hours of tuition for each subject and the overview of the grading scale applied at PUEB.
5. At the request of the visiting student the University shall provide them with the syllabuses of the classes and courses followed.

### **IV. IV. TUITION FEES**

#### § 14

1. The level of tuition fees for studies or educational services provided by PUEB is established by the rector prior to commencing recruitment for the subsequent academic year.
2. Conditions related to tuition fees for studies or educational services, as specified in art. 1, may be defined in the agreement contained in a written form between the University and the Student.

3. Detailed principles governing the charging of tuition fees, including the manner of and grounds for exempting students – in full or in part – from paying for studies or education services are set forth by the Rector in relevant regulations.

## **V. STUDENT'S RIGHTS AND RESPONSIBILITIES**

### § 15

1. A student has the right to study and gain knowledge in a given major course, as well as the right to:
  - 1) attend classes as part of other major courses at another university or a number of universities; the relevant director of studies may permit a student to obtain credits for classes taken as part of other major courses provided that the student fulfils all responsibilities related to their primary major course,
  - 2) participate in the University's research activities,
  - 3) submit, by means of student self-government organs, to the rector or the relevant director of studies postulates concerning the curriculums and organization of the teaching process.
2. Subject to the consent of the relevant directors of studies and in accordance with the terms specified by them, a student may, upon successfully completing the first semester, change their major course. In such case, having approved the student's transfer, the director of studies of the major where the student intends to follow courses after changing the transfer may recognise the credits for classes and internships already obtained by the student. The prerequisite for deeming the classes and internships equivalent to the classes and internships provided for in the study plan and curriculum of the new major course is determining, based on the syllabuses, the similarity of the learning outcomes achieved. If the classes are recognised in that manner by the relevant director of studies for the given major, the student is awarded the same number of ECTS credits as allocated to the learning outcomes achieved in the relevant classes and internships in the previous major course. In case of curriculum differences the relevant director of studies may oblige a student to make up for the relevant credits and exams within the period specified by him.
3. A Student may apply for transfer from full-time studies to extramural studies within the same major and – upon completion of the first year of studies – from extramural Studies to full-time studies within the same major. The transfer of



The student is approved by the relevant directors of studies. A director of studies, while undertaking such a decision, is guided in particular by the achievements of the student in the course of education. In case of curriculum differences the relevant director of studies may oblige a student to make up for the relevant credits and exams within the period specified by him.

4. As part of their right to study and other rights, a student may make use of University facilities and other University resources intended for common use, as well as obtain assistance of academic staff and the University's governing bodies.
5. In order to continue studying as part of second-cycle programme, a student has the right to take the first-cycle diploma examination on a date that enables the student to comply with the enrolment requirements for second-cycle studies commencing at PUEB in the following academic year or, in case of students following the engineering degree course - to second-cycle studies commencing at PUEB in the following semester.

#### § 16

1. A PUEB student, upon successfully completing the first semester of studies, may apply to be transferred to another university, subject to the consent of such university's relevant bodies, on condition that the student has complied with all responsibilities towards PUEB as provided for in the regulations in force.
2. A student of another university, upon successfully completing the first semester of studies, may apply to be transferred to PUEB. Decision Regarding the acceptance or refusal to accept the Student is taken by the Rector, upon obtaining an opinion from the relevant director of studies. The terms and conditions of admission, as well as the date and manner of making up for curriculum differences are specified by the Rector.
3. Having approved the student's admission, the Rector may recognise the credits for classes and internships already obtained by the student. The prerequisite for deeming the classes and internships equivalent to the classes and internships provided for in the study plan and curriculum of the major course selected by the student at PUEB is determining the similarity of the learning outcomes achieved. If the classes are recognised the student is awarded the same number of ECTS credits as allocated to the learning outcomes achieved in the relevant classes and internships at the student's former university.

## § 17

Provided that no binding provisions of law state otherwise, a student is entitled to:

- 1) apply to the University for regular or incidental financial assistance,
- 2) use health care and medical assistance services as provided for in separate regulations.

## § 18

1. At the request of a student holding a disability certificate opinionated by the Rector's Representative for Disabled Students the relevant director of studies may agree to change the terms on which a disabled student attends classes, in particular:
  - 1) permitting the presence in class of third parties acting as assistants to a disabled person, such as a sign language interpreter, a reader, a shorthand typist or a laboratory aid,
  - 2) permitting the use of alternative recording techniques (e.g. Braille, large-size font, audio recordings, video recordings, electronic or digital recordings) and the use of additional technological devices (voice recorders, computers, tablets, screen readers, Braille devices, alternative keyboards and real-time translators),
  - 3) changing organization of classes, consisting in particular of:
    - a) allowing a student to exceed the standard limit of absences or modifying the forms of testing in the course of classes,
    - b) other equivalent actions consisting, for instance, in participation in other classes,
    - c) modifying the standard form of internship if a student is unable to complete it due to their disability.

## § 19

1. A student with an exceptional academic record or outstanding achievements in their work for student organisations may receive awards and distinctions.
2. The terms and manner of granting awards and distinctions are regulated by separate provisions.

## § 20

Undertaking by a student of paid employment cannot constitute the basis for applying for justification of non-execution of their student duties.

## § 21

1. Subject to the provisions of § 22, upon non-conditional crediting of the first semester of studies a student may apply for obtaining student leave of absence or student leave of absence with a possibility of attending verification of the obtained learning effects, specified in the curriculum of studies, should in their opinion circumstances occur which prevent their continuing education in accordance with the established plan of studies.
2. Leaves of absence specified above shall be granted in a semestral dimension, for the period not exceeding 2 consecutive semester, regardless of the type of leave of absence granted, subject to the provisions of § 22.
3. In exceptional, properly documented cases dictated by health circumstances of a given student, the relevant director of studies may grant them a leave of absence also in the first semester of studies or prolong the period of granting a leave of absence, however, not longer than up to 4 consecutive semesters.
4. Subject to the provisions of § 22, a written application for obtaining a leave of absence, containing causes of applying for such a leave of absence, is submitted by the student to the relevant director of studies no later than within 28 days from the date of commencing classes in a given semester. In case of applying by a student for a leave of absence due to causes related to health, which occurred after the expiry of the term specified in the preceding sentence of the hereby paragraph, the application along with justification ought to be submitted to the relevant director of studies no later than 14 days from occurrence of an event preventing the given student from continuing tuition in accordance with the plan of studies.
5. Decision regarding granting of the leave of absence from classes and refusal to grant such a leave of absence occurs in a form of a decision issued by the relevant director of studies.
6. In case of a leave of absence with the possibility of verification of the obtained learning effects, the student must specify within the application for obtaining a leave of absence the subjects which he/she intends to pass during the leave of absence. A student is not obliged to participate in classes

within these subjects, whilst he/she should attempt to pass them within the term agreed individually with the relevant class tutors.

7. With regards to the subjects the passing of which has been declared by the student in the course of his/her leave of absence, general principles concerning crediting them and passing exams with the exception of deleting the student due to lack of participation in obligatory classes shall apply.
8. Upon completion of the leave of absence with the possibility of verification of the obtained learning effects, the relevant director of studies confirms in writing obtaining by the given student of the declared credits in the course of the assigned leave of absence. Marks and ECTS credits allocated to the relevant subjects as per the plan of studies that have been obtained by the student are assigned to these subjects.
9. Subjects declared by the student and not credited by them in the course of their leave of absence from classes with the possibility of verification of obtained learning effects are upon completion of the leave of absence according to the general rules provided for in the hereby Rules and Regulations.

## § 22

1. Applications for the leave of absence submitted by pregnant students and students who are parents cannot be rejected, as specified in § 21.
2. Students who are parents submit an application for the leave of absence in the period of 1 year from the date of child's birth.
3. Leave of absence for:
  - 1) pregnant students are granted for the period until the date of child birth,
  - 2) students who are parents are granted for the period up to 1 year,However, should the final date of the leave of absence fall in the course of the semester, such a leave may be prolonged until the end of that semester.

## § 23

During the leave the student retains a valid student ID and the right to health care.

## § 24

1. In exceptional cases, caused by health, family or random situations, a student who successfully completed the first year of studies only to be dismissed from the student body in subsequent years, may apply to resume their studies (to be reinstated as a student) no later than 3 years from dismissal, provided that the University continues to offer studies in the major course selected by the student prior to their dismissal. This entitlement shall not be granted to the student, as specified in § 49 par. 4 of the Rules and Regulations.
2. A written application for reinstating studies must contain justification indicating occurrence of circumstances specified in par. 1 and, furthermore, it must be supported by relevant documents, evidencing the occurrence of such circumstances.
3. Reinstating of studies may only occur once. Conditions of reinstating studies (reactivating) are specified in appropriate form by the relevant director of studies.
4. Reinstating studies (reactivating) means entering a given student onto the body of students in the semester following the semester which the student successfully and unconditionally completed, and in case of deleting a given student from the final semester of studies – on the body of students of the final semester of studies.
5. In case of curriculum differences the relevant director of studies may oblige a student to make up for the relevant credits and exams within the period specified by him. If the number of curriculum differences that need to be made up for as a result of reinstatement is deemed by the relevant director of studies to be too significant to be made up, they may reinstate a student to a lower semester than provided for in par. 4.
6. Refusal to reinstate studies occurs in the form of a decision issued by the Rector upon obtaining an opinion from the relevant director of studies.

## § 25

1. A student is obliged to:
  - 1) follow the provisions of the oath, generally binding provisions of the law and internal regulations of the University, including the Rules and Regulations of studies,
  - 2) attend classes deemed mandatory by the faculty council in a given major course,

- 3) notify the relevant director of studies immediately of any change of name, marital status or address, as well as any changes to the student's financial situation, if such changes affect the entitlement to or the amount of financial assistance,
  - 4) evaluate the quality of teaching by academic staff at the date and in the form specified by the University.
2. In case of introduction by the Rector of an obligation of concluding agreements between students and the University regarding tuition payments for studies and educational services, a student is obliged to conclude such an agreement regarding payment terms for studies or educational services and submit it at the relevant office for student affairs no later than within 30 days from the date of commencing classes and, furthermore, to conduct payments for studies in a timely manner.
  3. Students, who in the course of their studies may be exposed to harmful, toxic or hazardous substances, shall be subject to periodical medical check-ups based on the referral by the relevant director of studies. In case of noting within a doctoral certificate the occurrence of health counterindications to attend a given major of studies, the student may apply to be transferred, upon consent of the relevant directors of studies, to another major of studies related to the discipline to which they were allocated previously. In such a case the relevant director of studies of the major on which the student is transferred specifies by way of a decision the conditions of such a transfer.

#### § 26

The rules of students' disciplinary liability and the manner in which disciplinary proceedings shall be conducted are specified in separate provisions.

### **VI. VI. CREDITS AND EXAMS**

#### § 27

1. Credits shall be obtained within a semester. If a student attends courses at an accepting university with a different academic year schedule, at the request of the student the Dean may extend the period for obtaining credits.  
At the request of a student attending courses at an accepting university for two consecutive semesters, the Dean may agree to a one-year period for obtaining credits.

- In such case the student shall retain the rights to student benefits throughout that period.
2. Credits for lectures that do not conclude with an examination, seminars, practical classes, tutorials, laboratory or field classes and foreign language classes shall be obtained pursuant to the terms and in the form specified by the teacher.
  3. If a given subject is taught by two or more teachers, the credits shall be obtained with the teacher designated by the head of a given organisational unit in charge of a class.
  4. In the first class the teacher shall inform the students of the conditions for and form of obtaining credits.
  5. Obligatory classes are conducted on the basis of attendance list.
  6. A student is required to present to the class teacher an excuse for their absence in a mandatory class within 7 business days from the date of absence. Such an excuse shall be made in writing and include a photocopy of the document confirming the student's inability to attend a class. An absence may also be excused in an electronic format by e-mailing the class teacher the scan of the document confirming the student's inability to attend. The class teacher may request the student to present the original copy of the document confirming the objective cause for the student's absence, with a proviso that such documents may include only a doctor's note certifying the inability to study or any other official proof of unforeseen contingencies that prevented the student from attending the class.
  7. Students shall be notified of the dates of tests two weeks in advance by the class teacher either verbally in class or in the electronic format commonly used at the University for communicating with students.
  8. A student who has complied with all requirements shall receive a credit for the class immediately upon class completion.
  9. The credits for the classes referred to in Art. 2, shall be entered into electronic grade reports before the exam period commences, as well as in the student's academic record book and academic progress report (if a student has been issued with those). Classes that end with a grade are credited with the relevant grade, whereas classes that do not end with a grade are credited with the word "pass" (zaliczono, zal.). Classes which do not end with a grade include, in particular:

the first semester diploma seminar, physical education classes, internships and the preparation of the diploma dissertation (if included in the study plan).

10. With regards to a student holding a doctoral note regarding inability to attend PE classes for the period of a given semester, the Head of Physical Education and Sport Section performs an entry into the electronic register "exempt from classes".
11. A student holding a language certificate is authorized to apply to the Head of SPNJO with an application to pass the foreign language course without fulfilling standard requirements. Decision regarding passing of classes is undertaken by the Head of SPNJO, whilst crediting is granted by the relevant foreign language teacher.

#### § 28

1. At the request of a student holding a valid disability certificate, the Representative for Disabled Students shall agree with the class tutors the form of tests or examinations adjusted to the type of disability.
2. Adjusting the form of the final credit tests/examinations may involve:
  - 1) holding an oral exam instead of a written one or vice versa,
  - 2) using alternative recording techniques and additional technical devices,
  - 3) extending the duration of the final test/examination,
  - 4) permitting the assistance of third parties during the final credit test/examination, e.g. a sign language interpreter, shorthand typist or a reader.
3. Final credit test/examination materials shall be adjusted accordingly using alternative recording techniques by the Office for Disabled Students.

#### § 29

1. A student who has not obtained class credits obtains within the electronic protocol as well as the periodical sheet of student achievements (if applicable) an entry: fail (niedostateczny, ndst) in the case of classes that end with a grade or the phrase "not credited" (nie zaliczono, nzal), in the case of classes that do not end with a grade.



2. A student has the right to retake credit tests or examinations. If a student obtains a credit for the class at the first class resit date, a “fail” grade is entered for the examination held at the first examination date. If a student obtains a credit for the class at the second class resit date, a “fail” grade is also entered for the examination held at the first examination resit date, subject to the provisions of Art. 29.6.
3. A student who has failed to obtain a credit for the class is entitled to retake the test at the first class resit date and, if unsuccessful, at the second class resit date, with the proviso that the resit date may not be scheduled sooner than two days after the given resit test results are announced, subject to the provisions of Art. 5.
4. The first and second resit results shall be entered by the class tutor in the electronic system within 3 business days as of the date of the credit test/examination, subject to the provisions of Art. 5.
5. The date a student obtains a credit for a class or sits examinations having taken advantage of all resit options may not extend beyond the last day of the examination period. In the case of classes that conclude with an examination, the credit test should be held at such a date as to enable the student to take a resit examination within the resit period.
6. A student who failed classes in the mode of second resit may apply to the head of organizational unit carrying out classes (Chair or Study) with an application for resit before the board of examiners, indicating irregularities in the scope of mode or form of carrying out the second resit or lack of objectivism of the person in charge of the second resit. If the class in question is taught by the head of the organisational unit, the student shall apply for a resit before the board of examiners to the relevant director of studies. Should the person conducting classes be the Head of the Chair who is at the same time the relevant director of studies for the major realized by the student, the student ought to apply for exam before the board of examiners to the Rector.
7. The application with a detailed statement of reasons referred to in Art.6 should be submitted no later than two business days after the results of the second resit are announced. Subject to the approval of the application, the resit before the board shall be held no earlier than the third and no later than the seventh business day since the application is submitted, subject to the provisions of Art. 5.

8. The resit takes place before the board of examiners comprising the chairperson, i.e. head of the organisational unit or another person designated by the relevant director of studies, the person teaching the class who gave the student a “fail” (niedostateczny, ndst – 2.0) grade and another expert in a given subject. The student may also request the presence (without the right to vote) of an observer designated by the student.
9. The grade received at the resit before the board shall be final and binding.

### § 30

1. A student is required to take exams in the examination period.
2. A prerequisite for taking an exam is successfully completing a mandatory class in a given subject. In the case of paid courses or classes an additional condition is the prior payment of the tuition fee.
3. A student taking an examination is required to carry a valid student ID and a student’s academic progress report, and, if a student has been issued with one, a student’s academic record book.
4. The exam results shall be published by the examiner in the electronic system within 5 business days as of the date of the examination, subject to the provisions of Art. 31. Sec. 2.
5. A student who does not take an examination at the first examination date due to failing a mandatory class in a given subject may take an examination in that subject in the relevant resit mode only upon obtaining a credit for the class, as provided for in Art. 29. sec. 2.
6. Should the didactic process not allow for this, the class teacher may, upon the request of students, designate a preliminary term of exam. The setting up of an exam date prior to the examination period does not release the examiner from the obligation to arrange a regular exam date during the examination period.

### § 31

1. The detailed exam dates are specified by the examiners, taking into account students’ suggestions and are announced on the University’s website.

2. A resit examination may not take place sooner than 3 business days after the results of the preceding exam are announced. The resit examination date should be announced on the University's website.
3. In justified circumstances the relevant director of studies may, at the request of a student, extend the examination period. Students are informed of the maximum extension of the examination period in a given semester by the rector prior to the commencement of the regular examination period through a notice posted on the office of student affairs' notice board and published online on the University's website.
4. The number of exams in a given major course may not exceed nine in an academic year and five in a single examination period (however, that limitation shall not apply in case of exams taken in subjects followed when making up for curriculum differences, exams in subjects repeated at the request of a student, nor exams taken by the student as part of their individual study plan and curriculum).

On a single day in a given year of studies, major course and specialty an exam may be held only in a single subject. At the students' written request, the relevant director of studies may consent to more than one exam being held on a single day.

#### § 32

1. A student is required to present to the examiner an excuse for their absence at the exam or credit test within 4 days from the date of the exam/credit test. Such an excuse shall be made in writing and include a photocopy of the document confirming the student's inability to sit an exam/credit test. An absence may also be excused in an electronic format by e-mailing the examiner/tutor giving the credit test the scan of the document confirming the student's inability to attend. The examiner/tutor giving the credit test may request the student to present the original copy of the document confirming the objective cause for the student's absence, with a proviso that such documents may include only a doctor's note certifying the inability to study or any other official proof of unforeseen contingencies that prevented the student from attending.

2. A student who fails to present an excuse for their absence at the exam/credit test receives an “absence unexcused” entry (nieobecny nieusprawiedliwiony) in the electronic grade report in the electronic system, the student’s academic record book and the student’s academic progress report (if a student has been issued with those). If the examiner/tutor giving the credit test fails to make such an entry, it shall be made by the relevant director of studies. This entry is deemed equivalent to a “fail” grade (ndst – 2.0) when calculating the arithmetic average of grades.

### § 33

1. If a student receives a “fail” grade (ndst – 2.0) at the exam, they are entitled to take two resit examinations.
2. Resit examinations are governed, respectively, by Art.31.3 and Art. 32 hereof.

### § 34

1. A student who has failed the second resit examination may apply to the relevant director of studies to arrange a resit examination before the board of examiners, indicating any irregularities in terms of the manner or form of the second resit examination or any grounds for deeming the examiner in charge of the second resit examination biased. The application with a detailed statement of reasons should be submitted no later than three business days after the results of the second resit examination are announced.
2. If a resit examination before the board is arranged, the Dean shall specify the date and appoint the board, comprising the relevant director of studies or a person designated by him, the examiner who conducted the previous examination and another expert in the subject concerned. The resit examination before the board shall be held no earlier than the third and no later than the seventh business day since the application is submitted.
3. The student may also request the presence at the resit examination before the board of examiners (without the right to vote) of observer designated by the student.
4. The grade received at the resit examination before the board shall be final and binding.

5. If a student who has not obtained a credit for a class or has failed an exam in a given subject but has been provisionally allowed to progress to the next year of studies (see Art. 39. Sec. 1), fails the exam in that subject again, such a student shall not be entitled to an examination before the board.

#### § 35

1. A student of first-cycle studies in a major course offering general academic tuition shall participate in an internship (if provided for in the curriculum) no sooner than upon completing the first year of studies and no later than commencing the final semester of studies, in accordance with the study plan approved by the Senate.
2. The internship is documented in the internship record book and on majors with general academic profile it is subjected to crediting by the person designated by the relevant director of studies and on majors of studies with practical profile – by the entity indicated in the concluded agreement with the University concerning realization of education in the framework of these studies.
3. The detailed rules for participation in and obtaining credits for internships are provided for in separate regulations.

#### § 36

1. The prerequisite for successfully completing a semester is obtaining credits for all classes and passing all examinations, as well as completing the internship provided for a given semester in the study plan.
2. Entries in the electronic grade report in the electronic system, student's academic record book and the student's academic progress report (if a student has been issued with those) form the grounds for obtaining the "pass" entry for the whole semester. A student can only progress to the next semester if they have obtained the total number of ECTS credits required for passing a given semester and successfully completed all classes in a given semester.
3. The completed student's academic progress report (if a student has been issued with one) shall be submitted to the relevant office of student affairs by a student within 14 calendar days from the end of the examination period or, in the case of the resit examination period or extended examination period, within 14 days from the expiry of the resit examination period or the extension, otherwise a student may fail the semester.

### § 37

1. The University shall apply the following grading scale:

Grade	Abbreviation	Number	Letter
Very good (bardzo dobry)	bdb	5.0	A
Good plus (dobry plus)	db pl	4.5	B
Good (dobry)	db	4.0	C
Satisfactory plus (dostateczny plus)	dst pl	3.5	D
Satisfactory (dostateczny)	dst	3.0	E
Fail (niedostateczny)	ndst	2.0	F

2. Students are notified of their credits and exam grades in their individual accounts kept by the electronic system.
3. An arithmetic mean of grades from studies is calculated on the basis of all grades obtained by a student from tests and exams, rounded to two decimal places.

### § 38

1. The rector shall dismiss a student from the student body if a student:
  - 1) fails to commence studies,
  - 2) discontinues studies,
  - 3) fails to submit the diploma dissertation or take the diploma examination by the designated date
  - 4) commits a disciplinary offence.
2. The rector may dismiss a student from the student body if a student:
  - 1) fails to pass a semester or year of studies within the specified period,
  - 2) fails to pay the tuition fees
  - 3) fails to make satisfactory academic progress.
  - 4) fails to participate in obligatory classes.
3. Deletion from student body occurs by way of an administrative decision. A student may appeal against this decision to the rector for him to reassess the case. Rector's decision issued as a result of reassessing the case is final.
4. The failure to commence studies, referred to in Art. 1. point 1 occurs:

- 1) following the acceptance to studies or reinstating studies (reactivation) in case when a student, within 6 weeks from the end of commencing the semester, has failed to take any actions indicating the wish to continue their status of a student, in particular to exercise any rights or obligations related to said status.
- 2) upon expiry of the leave of absence or leave of absence with the possibility of verifying the obtained learning effects specified in the curriculum of studies, when a student has failed to take any actions within 6 weeks from completing such a leave of absence, indicating further use of the possessed status of student and, in particular, has failed to apply the rights or execute obligations related to this status.

Upon stating the fact of non-commencement of studies by the student, the rector issues a decision

of their deletion from the body of students.

5. Resigning from studies, as specified in art. 1 point 2 constitutes waiving from the student status and in accordance with the Act it results in deletion from the body of students. Statement of the student regarding resigning from studies requires a written form under the pain of nullity.
6. The basis for noting lack of progress in science is:
  - 1) failure to pass a retaken subject by a student in the first year of studies (referred to in Art. 39 sec. 2, sentence 1),
  - 2) failure to obtain a satisfactory grade in a repeated subject from a higher year of studies, if the student has not applied to repeat a given semester or year of studies (referred to in Art. 39 sec. 2, sentence 2 and 3).
  - 3) failure to pass a retaken subject by a student in the first year of studies (referred to in Art. 40 sec. 3),

After noting the fact of lack of progress in science the rector issues a decision on deleting the student from the body of students.

7. Noting lack of participation in mandatory classes, as specified in art. 2 point 4 occurs in case of student's absence in case when they failed to obtain the consent for individual organization of studies or failed to use the leave of absence from classes with the possibility of verification of obtained learning effects specified in the curriculum of studies, in case of not more than half of classes considered by the Programme Council as mandatory. Noting lack of participation occurs on the basis of attendance lists on classes.

Class teacher is



obliged to immediately inform the relevant director of studies on the occurrence of premises for deleting a student from the body of students due to noting lack of attendance in mandatory classes.

#### § 39

1. If a student has failed a single subject in a given semester, at the student's request the relevant director of studies may allow the student to obtain a credit for that subject in the subsequent academic year in one of the following ways:
  - 1) repeating the classes in the failed subject while continuing studies at a higher semester, unless such an arrangement collides with the course of studies; in their decision to allow a student to repeat classes while continuing studies at a higher semester the director of studies shall specify the terms and conditions, the date and manner of obtaining credits for the class or taking the examination in a failed subject,
  - 2) repeating the classes in the failed subject without the right to continue studies at a higher semester, in particular if a student repeats the subject taught in the final semester of studies,with the proviso that a student permitted to repeat classes in a given failed subject may apply to repeat classes in another failed subject only upon successfully obtaining credits for the subject previously repeated.
2. A student who has failed to obtain credits for the subject repeated from the first year of studies shall be dismissed from the student body on the grounds of lack of academic progress. In higher years a student may, upon submitting a relevant request, be allowed to repeat a semester in which the subject concerned commences. If a student fails to submit the request referred to in the preceding sentence, the rector shall dismiss the student from the student body on the grounds of failing to make academic progress.
3. The student shall submit the request to repeat a subject or repeat a semester to the relevant director of studies within 14 calendar days from the date the negative result of the final credit test or exam is announced.

#### § 40

1. Beginning with the second year of studies, if a student has failed a class or an exam in two or more subjects in a given semester, the relevant director of studies may at the request of the student allow the student to repeat a semester. A student may apply to be directed to repeating the semester solely in case of obtaining the pass in all subjects from the previous semesters. In case of failure to submit an application by a student as specified in sentence 1, the rector deletes the student from the student body on account of failure to pass the semester.
2. An application of the student to be directed to repeating the semester must be submitted to the relevant director of studies within the term of 14 calendar days from the date of completing the exam session.
3. If the student fails the repeated semester, they shall be dismissed from the student body on the grounds of lack of academic progress.
4. If the student as specified in par. 1. sentence 1 cannot, due to causes resting on the side of the University, continue education on the so far major, upon consent and according to the conditions defined by the relevant director of studies, he/she is entitled to:
  - 1) Realize the curriculum of studies on the so far major under individual organization of studies (in this case the student is not obliged to abide by the requirement concerning the mean of grades, as specified in § 11 par. 3, or
  - 2) realize the curriculum of studies on the so far major but in another specialization.
5. If the student as specified in art. 1. sentence 1 cannot, due to causes resting on the side of the University, continue education on the so far major, upon consent and according to the conditions defined by the relevant director of studies, he/she is entitled to:
  - 1) realize the curriculum of studies on the so far major under individual organization of studies (in this case the student is not obliged to abide by the requirement concerning the mean of grades, as specified in § 11 sec. 3, or
  - 2) realize studies on a different major related to the discipline to which he/she was allocated on the so far major; in such a case the principles concerning a change of major of studies are binding, as specified in § 15 sec. 2.
6. In case as specified in art. 4 and 5 a written application for the change of principles of further realization of studies is submitted by the student to the relevant director of studies. The relevant director of studies decides on the further course of studies in writing.

## VII. MEANS OF COMPLETING THE STUDIES

### § 41

1. The diploma dissertation (B.A., B. Sc. Eng. or an M.A. thesis) is be written by a student under the supervision of a professor, habilitated doctor or a doctor.
2. A student submits the diploma dissertation in 3 hard copies and 1 electronic copy saved in the PDF format.
3. Diploma dissertations in courses conducted in the Polish language shall be written in the Polish language. The relevant director of studies may, at the request of the student approved by the dissertation advisor, agree for the dissertation to be written in a foreign language taught in language classes at the University, provided that the student supplements the foreign-language dissertation by the title, table of contents and a detailed abstract in the Polish language.
4. In courses conducted in a foreign language the language of diploma dissertations is the language in which a given course is conducted.

### § 42

1. The subject of the diploma dissertation is specified by the dissertation advisor, taking into account the professional or research interests of the student, the subject matter of the seminar and the needs of business practice.
2. The subject of the diploma dissertation should be specified no later than by the end of the penultimate semester.
3. A research paper completed as part of work performed in the student research association may be deemed equivalent to a diploma dissertation.
4. In legitimate cases, subject to the relevant director of studies' consent, the dissertation prepared by a student as part of their studies at a different university or other universities at home and abroad may be deemed equivalent to a diploma dissertation.
5. In legitimate cases, at the request of the dissertation supervisor lodged no later than by the end of the penultimate semester, the relevant director of studies may agree to a diploma dissertation (B.A., B. Sc. Eng. or an M.A. thesis) being prepared jointly by no more than 3 co-authors.

#### § 43

1. The prerequisite for successfully completing the final semester of studies is submitting a diploma dissertation no later than the end of the final semester, accompanied by a declaration that the student has prepared the dissertation independently and with the result of analysis by plagiarism detection software.
2. A student who fails to submit the diploma dissertation in the indicated term, as stated in art. 1, obtains:
  - 1) “fail” grade (ndst – 2,0) from the diploma seminar (including the resit attempts), unless the study plan for a given major course includes a separate credit for “preparing a diploma dissertation” (also in retake modes) if there is no separated item for “elaboration of diploma dissertation” in the curriculum of studies.
  - 2) a “not credited” entry (nie zaliczono, nzal) for “preparing a diploma dissertation” if such an item has been provided for in the study plan in a given major course.
3. Diploma dissertations (B.A., B. Sc. Eng. or an M.A. thesis) are subject to mandatory checks by plagiarism detection software.
4. A student who has not submitted a diploma dissertation and, consequently, failed to obtain a positive credit for the diploma seminar or preparing a diploma dissertation, while, at the same time, having successfully completed all other classes provided for in the study plan, shall, upon the relevant request lodged with the relevant director of studies, be permitted to repeat a seminar or prepare a diploma dissertation, respectively, without the right to continue studying at a higher semester.
5. If a student fails to obtain a positive credit for both the diploma seminar and preparing a diploma dissertation, the provisions of Art. 40 shall apply.

#### § 44

1. A diploma dissertation is evaluated by the dissertation advisor and the reviewer appointed by the relevant director of studies.
2. In justified cases the relevant director of studies may appoint an additional reviewer.
3. Written reviews of the diploma dissertation shall be made available to the student at their request at the relevant office for student affairs at least 3 business days before the diploma examination.

§ 45

The prerequisite for being allowed to take a diploma examination includes:

- 1) obtaining credits for all classes (including internship, if provided for in the curriculum) and passing all examinations provided for in the study plan,
- 2) submitting a diploma dissertation to the relevant office for student affairs no later than 14 calendar days before the scheduled date of the diploma examination and receiving at least a satisfactory grade for the dissertation from the dissertation advisor and from the reviewer; or from at least one of the reviewers if two reviewers are appointed by the relevant director of studies.

#### § 46

1. The diploma examination is closed to the public and it is held before the board appointed by the relevant director of studies.
2. The diploma examination board comprises the chairperson, the dissertation advisor and the reviewer(s).
3. The chairperson is the relevant director of studies or another member of the faculty authorised by him.
4. In the case of a prolonged absence of the dissertation advisor of more than 4 weeks, the relevant director of studies shall appoint a member of the faculty to take over their responsibilities.
5. The student or a dissertation advisor may request for the diploma examination to be open to the public. The request shall be submitted to the relevant director of studies of the relevant faculty no later than by the date the diploma dissertation is submitted. The decision to open the examination to the public is taken by the relevant director of studies. The individuals attending the public examination who are not members of the examination board may not ask the student any questions or participate in the confidential session evaluating the examination.

#### § 47

1. The diploma examination should be held within one month from the date of submission of the dissertation to the dissertation advisor at the latest, as confirmed by the entry made on the title page of the dissertation. A positive outcome of antiplagiarism verification is a condition for approving the diploma dissertation by the dissertation advisor.

2. The date of the diploma examination is set by the relevant director of studies, notifying the remaining board members 7 calendar days in advance at the latest. A student is informed of the term of their diploma examination by the relevant office on student affairs.

#### § 48

1. The diploma examination is an oral exam.
2. The scope, manner and rules of the examination shall be specified by the relevant director of studies.
3. When determining the result of the diploma examination the provisions of Art. 37 hereof shall apply.
4. The following are the conditions to be met in order to enable completion of studies and obtaining of a diploma:
  - 1) obtaining learning effects specified in the curriculum of studies which have been assigned ECTS credits specified in § 7 sec. 7,
  - 2) positive assessment of a diploma dissertation,
  - 3) passing the diploma examination.

#### § 49

1. A student who has failed their diploma examination or has not excused their absence at the exam set for a given date, shall be permitted to take the diploma examination in the first resit mode. Should the student fail to obtain a positive grade or excuse their absence at the exam set for a given date in the first resit mode, the student shall be permitted to take the diploma examination in the second resit mode.
2. Neither the first nor the second retake of the diploma examination may be held sooner than four weeks or later than six weeks since the date of the previous examination.
3. If a student fails their second retake of the diploma examination, the rector shall dismiss a student from the student body.
4. In the case referred to in Art. 3 above, the person dismissed from the student body may not be reinstated as a student.

#### § 50

1. An honours degree may be granted to a student who fulfils all the requirements listed below:
  - 1) completion of studies within the timely manner,
  - 2) arithmetic average of grades from all exams and passes obtained during studies exceeds the level of 4.50,
  - 3) the grades received for the diploma dissertation from the dissertation advisor and the reviewer(s) and for the answers given to all examination questions are very good.
2. An honours degree is granted to the graduate by the Rector at the request of the relevant director of studies.

#### § 51

1. The final result of studies is established as follows:
  - 1) the arithmetic average of all exam grades and credits, including fail grades,
  - 2) the arithmetic average of grades given to the diploma dissertation by the dissertation advisor and the reviewer(s),
  - 3) the arithmetic average of grades obtained for replies to questions asked during the diploma examination,  
whilst, all arithmetic averages specified above are calculated with rounding up to 2 decimal places.
2. The share of averages, as specified in art. 1, in the final result of studies is specified in accordance with the following principle:
  - 1) 0.55 of the arithmetic average of all exam grades and credits, including fail grades (calculated with precision of up to 4 decimal places),
  - 2) 0.3 of the arithmetic average of grades from diploma dissertation from the dissertation advisor and reviewer(s) (calculated with precision of up to 4 decimal places),
  - 3) 0.15 of the arithmetic average of all grades obtained from replies to asked questions (calculated with precision of up to 4 decimal places).
3. If a student fails in the first take of the diploma examination, in case of retaking the exam the arithmetic average, as specified in art. 1 point 3. is calculated



taking into account the grades obtained both in the first taking of the exam and in the retaken exams.

4. The final result of studies is entered on the graduation diploma, including changes in values calculated in accordance with the principle specified in art. 2 for the relevant grade, in accordance with the following principle:
  - 1) up to 3.2000 – satisfactory,
  - 2) over 3.2000 up to 3.6500 – satisfactory plus,
  - 3) over 3.6500 up to 4.1000 – good,
  - 4) over 4.1000 up to 4.5500 – good plus,
  - 5) over 4.5500 up to 5.0000 – very good.

#### § 52

Prior to receiving the higher education diploma the student is required to fulfil all outstanding responsibilities towards the University.

### **VIII. DETAILED REGULATIONS CONCERNING CONDUCTED**

#### **JOINTLY**

#### § 53

1. The university in which the student has been enrolled shall hereinafter be referred to as their Home University.
2. The higher education diploma shall be awarded by the student's Home University. The diploma includes information about the joint programme and the involvement of the Partner University.
3. The teaching process in the studies shall be organised pursuant to a joint study plan and curriculum, approved by the relevant Partner University bodies, in accordance with the rules and regulations in force at the Universities in question.
4. The class schedules and list of credit tests and examinations in a given semester shall be published in the manner and on the dates customary for a given Partner University.
5. Partner Universities ensure mutually for the students of studies conducted jointly access to the designated for them information published on internet networks.

6. The rights and responsibilities of students carried out jointly are set forth in the rules and regulations of studies of the Home University. The principles of passing classes and exams in the partner university are specified in the Rules and Regulations of that university.
7. Students enrolled in joint studies are entitled to:
  - 1) attend classes held at the Partner University, to the extent provided for in the study plan and curriculum;
  - 2) participate in research activities conducted at the Partner University;
  - 3) make use of Partner University's facilities and other resources (library resources in particular) intended for common use by the student community;
  - 4) obtain assistance of academic staff and the Partner University's governing bodies.
8. The terms of obtaining credits for classes and examinations shall be governed by the rules and regulations of the University in charge of a given class.
9. The rules governing the taking of tests and examinations in a resit mode, as well as resits of credit tests and examinations before the board of examiners shall be set forth in the rules and regulations of studies in force at the Partner University where a given class or examination is held (i.e. the university in charge of a given subject). If the retaking of a credit test (or examination) before the board of examiners is held at the Partner University, at the student's request the board may include - as an observer - a person supervising in the home university the given major, carried out jointly or a person designated by them.
10. The requirements for successfully completing a semester or being provisionally allowed to progress to the next semester shall be specified by the rules and regulations of studies at the Home University.
11. The consequences of failing a subject or multiple subjects and not completing a semester or year shall be specified by the rules and regulations of studies at the Home University.
12. The terms of preparing a diploma dissertation, its evaluation and the implications of failing to submit it, as well as the requirements which a student needs to meet in order to be permitted to take the diploma examination shall be specified by the rules and regulations of studies at the Home University.
13. A student shall write a diploma dissertation under the supervision of a member of academic staff at the Home University who meets the requirements of that University. In exceptional, justified cases the person who supervises studies in the home university on

a given major, carried out jointly, may grant consent for the dissertation to be elaborated under the guidance of an academic teacher

who is an employee of the partner university, provided that they fulfil the requirements binding in the home university.

14. The terms of appointing board members to conduct a diploma examination, the composition of the board and the principles of its operation shall be specified by the rules and regulations of studies at the Home University.

## **IX. COURSE ATTENDANCE BY STUDENTS ENROLLED BASED ON VALIDATION OF LEARNING OUTCOMES**

### **§ 54**

1. Students admitted to the University based on the validation of learning outcomes which correspond to the learning outcomes to be accomplished in a given major course, shall attend classes on general terms.
2. The detailed rules of validating learning outcomes and the terms of class attendance by students admitted based on the validation of learning outcomes are provided for in separate regulations.

## **X. PROVISIONAL AND FINAL REGULATIONS**

### **§ 55**

1. All matters concerning students, unresolved within the hereby Rules and Regulations, are resolved by the relevant director of studies in the proper legal form, unless separate provisions define the rector as competent body to act in a given case.
2. The relevant director of studies' decision may be appealed against to the Rector within two weeks from the date the student receives the contested decision.

### **§ 56**

The following documents shall form an integral part of these Rules and Regulations:

- 1) Attachment no. 1 – Individual Course of Studies Sheet.

INDIVIDUAL ORGANIZATION OF STUDIES SHEET<sup>1</sup>

SUBJECT	FORM OF CLASSES L - lecture CL - classes LAB – lab	Class supervisor	Opinion of class supervisor (in case of positive grade - the principles of passing by the applicant of given classes)	Signature Class supervisor

<sup>1</sup> Concerns solely mandatory classes. Number of rows in the table must be adjusted to the number of classes covered by the application for individual organization of studies.