

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 I cycle and II cycle studies and the related rights and obligations of a student. The Rules of studies are hereinafter referred to as the Regulations.
2. Whenever a rector is specified in the hereby document, it shall be understood also as authorized by rector to act on their behalf vice-rector for education and students.

§ 2

1. The University conducts education in the framework of studies on specified programme, level and profile.
2. The studies at PUEB are conducted at the following levels:
 - 1) first-cycle studies – bachelor's or engineering studies;
 - 2) second-cycle studies – master's degree.
3. Studies or their part may be conducted in a foreign language.
4. Planned study time is determined by the study programme established for the programme, form and level of studies.
5. Studies at PUEB are carried out in the following forms:
 - 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 other persons conducting classes 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.
6. Classes during full-time studies are conducted separately to classes of extramural studies.
7. The following profiles of studies may be conducted at PUEB:
 - 1) practical,
 - 2) general academic.

8. 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.

9. 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 association,
- 4) business entity or
- 5) registration 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.

10. 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.

§ 3

1. Students admitted to PUEB begin studies and acquire student rights pursuant to taking of an oath. A person who already holds the status of a student of a given programme course at PUEB may not be admitted as a student of the same programme in another academic year. Furthermore, a person may not be enrolled in the same programme 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 educational path and the credits received are recorded on the student's account in an electronic system.
4. Any documents related to the educational path 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 removed from the student body. A person who has completed first-cycle studies continues to hold the rights of a student until 31st October of the year in which the studies are completed, with the exclusion of the right to apply for a social scholarship, a social scholarship for the disabled, an on-off benefit, 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 (otherwise known as a programme director) is the direct supervisor of students in a given programme.

§ 5

1. The sole representative of the entire student body of the University is students' government which operates through its units.
2. Students are entitled to associate in university student organizations under the terms of separate regulations.

II. ORGANISATION OF UNIVERSITY COURSES

§ 6

1. Each academic year commences on 1st October and ends on 30th 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 sessions in each semester, including re-take sessions,
 - 3) breaks and days off (lasting jointly at least 6 weeks, including uninterrupted periods of at least 4 weeks 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 31st May 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 a given programme's students' compliance with the rules and regulations, is supervised and monitored by the relevant

director of studies.

§ 7

1. Studies are carried out at PUEB in a specified programme, level and profile, on the basis of the curriculum of studies, which specifies:
 - 1) the form of study, the number of semesters and the number of ECTS required for graduation;
 - 2) the professional title awarded to alumni;
 - 3) courses (otherwise known as subjects) along with the assignment of learning outcomes and study content ensuring the achievement of these outcomes;
 - 4) methods of verification and assessment of learning outcomes achieved by the student throughout the study cycle.
2. The curriculum for each and every study programme is published on the University's website by 31st May of the year preceding the academic year in which the said curriculum shall take effect.
3. ECTS credits constitute a measure of a student's average workload necessary in order to obtain the learning outcomes. 1 ECTS credit corresponds to 25–30 hours of a student's work, which includes covering classes organized by the University and the student's individual work related to these classes.
4. ECTS credits are assigned for successfully completing each course 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 course or an internship.
5. In accordance with the study plan, students are required to obtain at least 30 ECTS credits per semester.
6. 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.

7. Should specificity of education in a specific study programme 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.
8. Detailed semester 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. Each student follows the curriculum established for the study programme in which he or she is a student.
2. The courses selected by the student from the group of elective courses indicated in the curriculum become a binding element of the curriculum pursued by the student.
3. In justified cases the student may request a change in the range of the chosen electives. The request must be submitted within 14 calendar days from the date the semester commences in the relevant student affairs office. Any changes of electives shall be binding as of the date they are approved by the relevant director of studies.
4. A student may, subject to the consent of the relevant director of studies, include in their study path classes not provided for in the curriculum, including classes in another study programme. Credits for classes attended beyond the curriculum need to be obtained on general terms. The University may charge a fee for classes extending beyond the curriculum. The fee shall be specified in a regulation by the rector.

§ 9

1. Exceptionally gifted students may apply for the permission to follow their study path or any part thereof pursuant to individual curricula. A student seeking to follow courses in that manner needs:
 - 1) in the case of first-cycle studies – a 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 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 list of courses, which the student would follow as their curriculum on terms of an individual study plan. The list of courses shall be prepared by the student and approved by the research supervisor. Studies followed in this manner may not result in the change in the duration of studies.

§ 10

1. First-cycle studies last 6 semesters (in case of B.A. courses) or 7 semesters (in case of Engineering courses).
2. Second-cycle studies last 3 semesters (Master's degree studies after the completion of Engineering studies) or 4 semesters (Master's degree after Bachelor's degree or Engineering degree).
3. The number of ECTS credits required to obtain a first-cycle and second-cycle degree is specified in Art. 7 (6) 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 entitles the student to attend the classes provided for in a given semester of studies and to pass these classes on the terms and at the dates individually agreed on with the relevant teachers, as well as may entitle the student not to participate in the classes in that semester of study, which, however, does not release the student from the obligation to pass them.
3. IOS may be applied for based on the following:
 - 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 a copy of an appropriate civil status certificate),
 - 4) difficult family situation (e.g. necessity to provide care for a sick family member),
 - 5) serving as chair or vice-chair of students' government of PUEB,
 - 6) impossibility of continuing studies in the existing study programme or speciality for reasons attributable to PUEB.
4. A student applying for an IOS for reasons other than those listed in Art. 3 needs to demonstrate a 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 grade of at least 4.00 stated on the diploma, which was the basis of admission to the second-cycle programme.
 5. Subject to the provisions of Art. 6 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 outline sheet (attachment no. 1 to the Rules and Regulations). The sheet should be signed by the teachers in charge of the relevant classes (lectures or labs) 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 class to be observed by the applicant.
 6. In case of a Student who applies for IOS in relation to the occurrence of circumstances specified in Art. 3 (1-5), a written application to the relevant director of studies may be submitted without maintaining the term specified in Art. 5.
 7. Subject to the provisions of Art. 8 the consent for IOS of relevant director of studies is issued for a period of one semester and concerns solely those classes the teacher of which has expressed consent for same.
 8. In case of a pregnant female student and of 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 first sentence is obliged to submit to the relevant director of studies an individual organisation of studies outline 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 institution, hereinafter referred to as the receiving 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 individual request.
2. Studies at receiving universities referred to in Art. 1 (1-3) may not be undertaken by students during a study break, unless stipulated otherwise in the terms of agreement/programme/project etc.
3. A student can take part in:
 - 1) long-term mobility which lasts minimum 1 semester or
 - 2) short-term blended mobility (physical mixed with virtual) where student's stay at another institution lasts from 5 to 30 calendar days.
4. A consent for a short-term blended mobility is granted only once per academic year.
5. A short-term blended mobility does not entitle to extend the session for semester credit.
6. The basis for realization of some of the courses provided for in the curriculum at the receiving university, except for studies referred to in Art. 1 (4), shall be an agreement on the curriculum during the mobility, hereinafter referred to as learning agreement. A learning agreement shall be developed in cooperation with the relevant ECTS coordinator and approved by the relevant director of studies and by the receiving university. The total number of ECTS credits in the curriculum set for the semester in which the student participates in a short-term blended mobility or in a long-term mobility, must be at least 30.
7. During the long-term mobility a student must earn at least 20 ECTS credits at the receiving university, while in a short-term blended mobility – 3 ECTS.
8. Detailed rules for student participation in a blended short- and long-term mobility for a given academic year are announced by the rector.

9. Before a mobility, a student who qualifies to follow part of the curriculum at another domestic or foreign university is required to obtain the consent for the mobility from the relevant director of studies. The necessary prerequisite for such a consent being granted is the successful completion of the semester preceding the semester in which the mobility is 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. If the permission is granted, relevant teaching staff is required to schedule end-of-semester tests, exams etc. at an earlier date for such a student.
10. 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 receiving university, incorporating: the list of courses, the grades earned, the number of ECTS credits, the number of realized teaching hours for each course, and the overview of the grading scale applied at the receiving university.
11. 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 teaching hours will be converted into the system in force at PUEB shall be decided upon by the relevant director of studies.
12. A student wishing to transfer the credits obtained at a university other than the home university, 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 receiving university.
13. The prerequisite for recognizing the classes followed away from the home university and transferring the credits obtained there in place of the credits allocated to the classes and internships specified in the curriculum is determining the similarity of the learning outcomes achieved.
14. If a student fails to successfully complete a course listed in the learning agreement, the student is required to obtain credits at PUEB for the course(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, subject to the provisions of Art. 15.
15. A student who obtains less than 15 ECTS credits per semester at a receiving university during long-term mobility 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 removal from the body of students due to failure to pass 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 a request of the visiting student the University shall provide them with the Student ID card.
5. Upon the completion of each semester of studies at PUEB the visiting student receives a credits report incorporating the list of courses taken, the grades earned, the number of ECTS credits, the number of realized teaching hours for each course, and the overview of the grading scale applied at PUEB.

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 after consulting with the Student government.
2. Conditions related to tuition fees for studies or educational services, as specified in Art. 1, may be defined in an agreement contained in a written form between the University and the Student.
3. Detailed principles governing the charging of fees, including the manner of and grounds for exempting students – in full or in part – from paying for studies or educational 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 study programme, as well as the right to:
 - 1) attend classes as part of other study programmes 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 study programmes provided that the student fulfils all responsibilities related to their primary study programme,
 - 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. As a part of the right to education and other rights, a student is entitled to use equipment intended for general use and other University's resources, as well as to help from members of academic staff and University's organs.

§ 16

1. 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 study programme. In such case, having approved the student's transfer, the director of studies of the programme 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 study programme 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 programme, 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 study programme. 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 them.

2. A Student may apply for transfer from full-time studies to extramural studies within the same programme and – upon completion of the first year of studies – from extramural studies to full-time studies within the same study programme. 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 them.
3. 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.

§ 17

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 curriculum of the study programme 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.

§ 18

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.

§ 19

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.

§ 20

The students undertaking of gainful employment cannot be the basis for claiming an excuse for the student's failure to fulfil his/her obligations as a student.

§ 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 semesters, regardless of the type of leave of absence granted, subject to the provisions of Art. 3 and § 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 teachers.
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 removing 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 removed 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 removal, provided that the University continues to offer studies in the study programme selected by the student prior to their removal. This entitlement shall not be granted to the student, as specified in § 49 Act. 4 of the Rules and Regulations.
2. A written application for reinstating studies must contain justification indicating occurrence of circumstances specified in Act. 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. Reinstating a semester following the reactivation of a semester – failure to complete which had previously resulted in removal from the student body – constitutes repeating that semester, and failure to complete it results in removal as stated in § 40 Act. 3
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 them. 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 Act. 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 study programme,
 - 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,
 - 5) use the university's e-mail for official intra-university contacts,
 - 6) use the electronic student service system introduced at 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 study programme, the student may apply to be transferred, upon consent of the relevant directors of studies, to another programme related to the discipline to which they were allocated previously. In such a case the relevant director of studies of the programme 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. 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 relevant director may extend the period for obtaining credits.

At the request of a student attending courses at an accepting university for two consecutive semesters, the relevant director 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. The student takes the credit with a valid student ID card. At the request of the course tutor, the student is required to show it to confirm his/her identity, under restriction of not being admitted for credit.

4. If a given subject is taught by two or more teachers, the credits shall be obtained with the teacher designated by the relevant director of studies.
5. A student has a right to review the graded credit or examination paper by the end of the semester in which the paper was evaluated.
6. In the first class the teacher shall inform the students of the conditions and form of obtaining credits.
7. Obligatory classes, that are listed in § 25 Art. 1 pt. 2, are conducted on the basis of attendance list.
8. A student is required to present to the class teacher an excuse for their absence in a mandatory class within 7 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 (including the rector's note or relevant director's statement) that prevented the student from attending the class.
9. 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.
10. The results of tests and other stage works that determine the passing of a course are communicated to students no later than 14 days from the date of the test/stage work, subject to the provisions Art.11
11. A student who has complied with all requirements shall receive a credit for the class immediately upon class completion but not later than 2 days before the date of examination for the particular course.
12. The credits for the classes referred to in Art. 2, shall be entered into electronic grade reports before the exam period commences. 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).

13. 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".
14. 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, while 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 an entry: fail (2.0 – 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.

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 teacher 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 programme 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 three 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, subject to the provisions of Act. 2.
2. In case of study programmes for which the course plan provides for modular education (in all subjects indicated in the curriculum), the student may take examinations during the semester. If a student fails an exam on the first date, the resit examination in this subject are scheduled during the next exam session provided for in the academic year schedule.
3. 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.
4. A student taking an examination is required to carry a valid student ID and At the request of the course tutor, the student is required to show it to confirm his/her identity, under restriction of not being admitted for examination.
5. 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 § 31 Art. 2.
6. 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 § 29 Art. 2.
7. 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 (not including the resit examination) are specified by the examiners, taking into account students' suggestions and are announced on the University's website at the latest 2 weeks before the exam session.
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 or the educational platform.

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 study programme 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, study programme 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.
5. In case of study programmes in which curriculum is conducted based on an agreement with an external institution (e.g. an organ assigning entitlement to carry out a profession, an organ carrying out examination procedures under obtaining entitlements to carry out a profession, an organ of professional association, business entity or registration authority), it is allowed to conduct a larger number of examinations during one academic year and one exam session, if it results from the curriculum established under the concluded agreement.

§ 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/teacher giving the credit test the scan of the document confirming the student's inability to attend. The examiner/teacher 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 (including a certificate issued by the rector or a relevant director of studies) 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 “X” (nieobecny /nieusprawiedliwiony) and has a right to participate in resit dates for exam/credit. If the examiner/teacher 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 § 31 Art. 2 and § 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 4 business days after the results of the second resit examination are announced.
2. If a resit examination before the board is arranged, the relevant director shall specify the date and appoint the board, consisting of: 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 § 39 Art. 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 study programme offering general academic profile shall participate in an internship (if provided for in the curriculum) in accordance with the study plan.
2. The internship is documented in the internship record book and on programmes with general academic profile it is subjected to crediting by the person designated by the rector and on programmes 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. At the request of the student, the mandatory internships may be credited with activities, confirmed by relevant documents, performed by the students, in particular in the course of employment, internship or volunteer work, if they enabled the student to obtain the learning outcomes specified in the study programme for professional practice.
4. 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, subject to the provisions of § 43 Act. 2.
2. Entries in the electronic grade report in the electronic system 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. Completion of a semester of studies is confirmed by the relevant director in the student’s academic progress report .

§ 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 remove a student from the student body if a student:
 - 1) fails to commence studies,
 - 2) resigns from 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 remove 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. Removal 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 pt. 1 occurs:
 - 1) following the acceptance to studies or reinstating studies (reactivation) in case when a student, within 5 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 student 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 5 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 removal of their deletion from the body of students.

5. Resigning from studies, as specified in Art. 1 pt. 2 constitutes waiving from the student status and in accordance with the Act it results in removal 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 § 39 Art. 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 § 39 Art. 2, sentence 2 and 3).
- 3) failure to pass a retaken semester by a student (referred to in § 40 Art. 3),

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

7. Noting lack of participation in mandatory classes, as specified in Art. 2 pt. 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 absences in more than 60% 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 inform immediately the relevant director of studies on the occurrence of premises for removing a student from the body of students due to noting lack of attendance in mandatory classes and marking in the electronic system report "K" which means student's absence at more than 60% of the mandatory classes. In this case the student is not allowed to pass the class in resit dates.

§ 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 removed 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 remove 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 (including resit examination session and the extended resit examination session).
- 3 If the student fails the repeated semester, they shall be removed from the student body on the grounds of lack of academic progress.
- 4 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 specialization, 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 study programme under individual organization of studies, or
 - 2) realize the curriculum of study programme on the so far programme 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 programme, 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 programme under individual organization of studies, or
 - 2) realize studies on a different study programme related to the discipline to which he/she was allocated on the so far programme; in such a case the principles concerning a change of programme of studies are binding, as specified in § 16 Art. 1.
- 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 written by a student under the supervision of a professor, habilitated doctor or a doctor.
2. A student submits the diploma dissertation in electronic version in APD system. The rules

for submitting diploma theses in the use of APD are determined by the rector.

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, submitted not later than before the end of the penultimate semester, 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. Diploma theses (B.A., B. Sc. Eng. or an M.A. thesis) are subject to mandatory control using the Plagiarism detection software.
2. The prerequisite for successfully completing the final semester of studies is submitting a diploma dissertation in APD system in accordance with § 36 Art. 1 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.

3. A student who fails to submit the diploma dissertation in the indicated term, as stated in Art. 2, obtains:
 - 1) “fail” grade (ndst – 2,0) from the diploma seminar (including the resit attempts), unless the study plan for a given study programme 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 study programme.
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 § 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 in APD system at least 2 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 APD 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 nor 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 APD system (not sooner than 7 days from that date) and confirmed by the dissertation advisor.
2. The date of the diploma examination is set by the relevant director of studies, notifying the remaining board members and the student 7 calendar days in advance at the latest.

§ 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 § 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 Art. 6,
 - 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 remove a student from the student body.
- 4 In the case referred to in Art. 3 above, the person removed 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. The detailed rules of granting an honours degree are set forth in a separate regulation by the rector.

§ 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 STUDIES 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 designed for them information published on intranet networks.
6. The rights and the responsibilities of students carried out jointly are set forth in the rules and regulations of studies of the Home University unless the provisions concluded between the universities provide otherwise.
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. 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 study

programme, 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.

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 study programme, 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.

Attachment no. 1 to the Rules and Regulations at PUEB

Name and Surname.....

Study programme.....

Full-time, Part-time studies*

Album no.....

Semester.....

Bachelor/ Master studies*

INDIVIDUAL ORGANIZATION OF STUDIES SHEET¹

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

¹ 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.

*delete unnecessary