

ACADEMIC REGULATIONS THE WEST POMERANIAN UNIVERSITY OF TECHNOLOGY, SZCZECIN

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Glossary of terms used in the regulations:

Act – the Act of 27 July 2005 Law on Higher Education (Journal of Laws, no. 160, item 1365 as amended)

Higher studies – first-cycle studies, second-cycle studies or uniform Master's degree courses provided by University

Student – a person pursuing a degree programme at the West Pomeranian University of Technology

Matriculation – an act of admission to university

Student record book – a document which records the course of studies of the student. A student record book in the form of an official document is a student's property. Documentation of the course of studies can be carried out in an electronic form. The Rector, by means of an order, defines the terms to be met for the purposes of electronic documentation of the course of studies of a student at the faculty or university; also, rules of access of individual students to their own documentation shall be defined

Area of studies – scope of knowledge and skills in one of the areas of knowledge defined in regulations issued on the basis of Article 3 part 1 of the Act of 14 March 2003 on academic degrees and academic title as well as on degrees and title in art (Journal of Laws no. 65, item 595 as amended)

Field of studies – a separate part of one or more areas of studies taught at university in a way defined by study/educational programme

Level of studies – first-cycle studies, second-cycle studies or uniform Master's degree courses;

Educational profile – practical profile, comprising modules/courses of classes which allow a student to acquire practical skills, or general academic profile, comprising modules/courses of classes which allow a student to acquire detailed theoretical skills;

Forms of studies – full-time and part-time programmes;

Qualifications – learning outcomes achieved by a person, confirmed by a diploma, certificate, certification or another document issued by an authorized institution (institution of higher education);

Learning outcomes – knowledge, skills and social and personal competences acquired in the education process by a student;

Educational programme – a description of coherent learning outcomes for a given field of studies, level and profile of studies, defined by the university in conformity with National Qualifications Framework for Higher Education and description of the process of teaching leading to achievement of these outcomes along with allocated ECTS points (European Credit Transfer System);

Studies programme – an integral part of the educational programme, constituting a set of interrelated modules/courses, their content, learning outcomes, and methods of verification

of these outcomes, subordinated to a common objective of learning. Individual modules/courses are allocated with the form of classes, their number, applied teaching tools and ECTS points describing the amount of a student's work in the process of achievement of learning outcomes;

Learning cycle – full, nominal time of completing an educational programme in a given field, level, profile and form for a given group of students, leading to achievement of all defined learning outcomes by individual members of this group;

Cycle of classes – time of completing an educational programme within a given module/course finishing on the last day of the session directly following classes in this module/course;

Year of studies – time of completing programme of studies equivalent to two semesters of a student's learning. For students commencing their studies in the winter semester the year of studies overlaps with the academic year. For students commencing their studies in the summer semester the year of studies is made of the summer semester of the given academic year and the winter semester of the following academic year;

Module – thematically coherent and selected unit of the studies programme completed in one semester, having specified objectives and learning outcomes, which may comprise a few courses;

Course – a unit of the studies programme (or a module), completed in one semester, having specified objectives and learning outcomes, made up of at least one form of classes;

ECTS credit points – credit points defined in the European system of accumulation and transfer of points as measurement of an average amount of effort of a learner, indispensable for achieving the expected learning outcomes;

Elective module/course – module/course included in the studies schedule of a given field of studies, whose availability (i.e. whether or not this particular module/course is going to be provided) depends on the choice of a group of students;

Forms of classes – lectures, lecture classes, laboratory classes, project classes, field classes, foreign language courses, tutorials, seminars, diploma seminars, workshops;

Compulsory form of classes – a form of classes in which the student is obliged to participate;

Obtaining a credit for a module/course – a student's achievement of all learning outcomes foreseen in the educational programme of a given module/course confirmed by a positive mark in all forms of classes of the module/course or passing the examination (examinations);

Academic teacher responsible for a module/course – an academic teacher giving lectures in the module/course when lecture is included in the forms of classes in the module/course. If the forms of classes for the module/course include a few lectures or no lecture is available, a teacher responsible for the module/course is appointed by Dean from the teachers who teach courses for this module/course;

Studies in the credit point system – studies in which assessment of a student's achievement is done on the basis of accumulated ECTS points. ECTS points accumulated in

subsequent semesters are added. Study programmes in a given field define the number of ECTS points allocated to individual modules/courses;

S_n – number of ECTS points accumulated by a student in semester n.

P_n – number of ECTS points accumulated by a student from the first semester to semester n inclusive;

Studies in non-point system – studies in which assessment of a student's achievement is done on the basis of the subjects passed, which were not allocated ECTS points;

Weighted average grade – assessment grade determined accurate to two decimal places, according to the following formula:

$X_s =$

where: X_s – weighted average grade

X_s – grade for the component data (in the case of calculating the weighted average grade for studies – grade for module/course)

w_i – weight coefficient of the component (in the case of calculating the weighted average grade for studies the weight coefficient of the component is the ECTS points allocated to a given module/course)

m – number of components.

Chapter 1. General rules

§1.

1. These regulations set the organization and course of studies as well as the related to them student rights and duties at West Pomeranian University of Technology, hereafter referred to as the University.
2. The University provides first-cycle, second-cycle or uniform Master's degree courses as full-time and part-time programmes.
3. Provisions of these regulations are binding to all students of studies listed in section 2, unless stated otherwise.

§2.

1. The rules and mode of admission to studies are determined by separate regulations.
2. A student shall be admitted to the West Pomeranian University of Technology upon matriculation and taking the academic oath, whose content is defined by the University Statute. After matriculation the student shall receive a student identity card. A full-time student shall sign a statement that he or she meets the requirements to matriculate for and continue studies at the University without paying a fee.
3. A candidate to become a student who was admitted to studies in the recruitment process but failed to take the oath and sign the statement described in section 1, and within two weeks from matriculation day failed to present an excuse note for absence defined in § 41 section 1, is regarded as a person not commencing the studies.
4. Towards a student of the first semester of studies who ceased to attend classes and whose total absence at classes exceeds 20% of classes in semester, the Dean takes a decision on the terms of continuation of studies.
5. A student hands in a resignation from studies in writing to the Dean of the faculty providing a field of studies and within two weeks from the date of resignation the Dean makes a decision to remove the student from the register of students in agreement with § 42 section 1 point 2.
6. Students of the University matriculated for studies after the regulations have entered into force shall studies in the point system. In the case of students who studied in non-point system, the Dean converts the students' achievements from the previous period of studies to the point system.

§3

1. The Rector is the ultimate authority for all students.
2. The Dean is the authority for the students of a faculty.
3. Student self-government bodies shall represent the interests of all students of the University.

§4

1. The University shall be entitled to charge fees for educational services. The principles of charging fees are subject to separate regulations.

Chapter 2. Organization of Studies

§5

1. The academic year commences on 1 October and continues until 30 September of the next calendar year. If applicable, depending on the number of working days in the calendar year, the Senate of the University, setting the detailed organization of the academic year, may take a decision on earlier – than described above – dates of commencing and finishing the academic year, however within the limits of five working days from the dates shown above. For the students commencing their first-cycle studies, Dean, before the commencement of the academic year, schedules introductory classes, including a training on student rights and duties.

2. The academic year shall include two (winter and summer) semesters, intersession and summer holidays. The winter semester shall include 15 weeks of classes, the winter examination session, commencing directly after the classes are over, and winter holidays. The summer semester shall include 15 weeks of classes, the summer examination session, commencing directly after classes the are over, spring holidays and summer holidays, as well as the autumn examination session.

3. A detailed organization of the academic year shall be established by the Senate on the Rector's motion, not later than until 30 April of the year when this academic year shall commence.

4. The total period of all examination sessions in the academic year shall not be shorter than six weeks, particularly: the winter examination session shall not be shorter than 17 days; the autumn session scheduled for September of each academic year shall not last shorter than two weeks.

5. The winter intersession break shall not last shorter than 5 working days.

6. Practical placements included in the overall studies schedule and educational programme in the summer holiday shall not last longer than six weeks.

7. The Rector may establish class-free days or hours for all students of the University or for the students of individual faculties, fields of studies, forms or years.

§6

From among the academic teachers, Dean may appoint the year's or student groups' tutors and set the scope of their duties. The tutors shall be appointed with the approval of student self-government.

§7

1. Degree programmes and educational programmes are announced to the students by Dean on the faculty's Internet website no later than two months before the commencement of the learning cycle.

2. Learning outcomes (in a given field, level, form and educational profile) in agreement with which a given academic year commences, shall not change until the scheduled completion of this learning cycle. A student, whose learning cycle to date changes, may studies following another degree programme and educational programme, different from the one he or she followed to date on condition on achievement of required learning outcomes. The decision on the further course of studies shall be taken by Dean.

3. A detailed class timetable of a given semester shall be published by Dean before the commencement of this semester on the faculty notice board and in the Internet on the faculty website no later than three days before classes shall begin.

4. A detailed class timetable shall take into account a possibility of participating in these classes by disabled people. In particular:

- in groups comprising students with motor disabilities, breaks between individual classes shall be adjusted in a way allowing these persons to relocate between classrooms or other places located in the same or other buildings.

- in groups comprising students with reduced sight or hearing, classes shall be conducted in rooms with suitable equipment assisting reception of programme content by these persons.

5. The Dean of a faculty shall inform the teaching staff conducting classes with groups comprising disabled students about the number and type of disability of these students.

6. While conducting classes with groups comprising disabled persons, the teaching staff shall be obliged to take into consideration the types and degrees of disability of these persons in the process of teaching and employ specialized devices assisting the teaching process.

7. On Pro-Rector for Education's consent, disabled students shall be entitled to participate in classes along with interpreters of the sign language or an assistant of motor disabled or blind persons, including a guide dog. A person assisting a disabled person who is a student or an interpreter of the sign language may participate in final tests and examinations unless they are factually or professionally connected with the course in which the student is taking the examination or final tests.

§8

1. Classes and checking the knowledge and skills may be conducted in foreign languages on condition such a possibility is announced and a list of such classes (indicating the lecture language) is included in degree programmes and educational programmes. This principle shall also apply to thesis preparation and defence.

2. In cases other than described in section 1, conducting classes, checking the knowledge and skills as well as preparation and defending the thesis in foreign languages shall be allowed on the Dean's and students' consent.

3. Partial conducting of classes within a given module/course or thesis in a foreign language shall be carried out in agreement with the conditions set in sections 1 and 2.

4. In case a mutual agreement is signed between the University and a university functioning in the system of higher education of the member states of the European Union, member states of the Organization for Economic Co-operation and Development (OECD) or member states of the European Free Trade Association (EFTA) – the parties contracting European

Economic Area and part of the agreement is to issue a diploma confirming completion of higher education studies conducted together, a thesis written at the partner university shall be accepted. The provisions of the agreement shall include the conditions and mode of defence of the thesis at the University or/and at partner university.

§9

1. The selection of speciality, specialization or elective modules/courses shall be free within the frames of faculty's and the University's possibilities.
2. In case when more students than the set limit enroll for a given speciality, specialization or elective modules/courses, the criterion for admission shall be the achievements of the students to day, defined by Faculty Board.

§10

1. Attendance at lectures by the students of the first year of studies is compulsory. In the case of older years of first-cycle studies and at second-cycle studies, the academic teacher decides whether the students' attendance is compulsory and specifies the way to control it.
2. A student's attendance at classes conducted in other forms than a lecture is compulsory.
3. A student's absence, even if justified, exceeding 20% of the number of classes in a given form, where attendance is compulsory, may be the basis for failure to complete this form of classes. In the case of justified absences, the university shall not charge a fee for a student repeating these classes.
4. In case of proven random incidents, at the student's request, Dean may agree to organize a test of a given form of classes in a situation where a student's absence exceeds the limit of absence defined in section 3.

Chapter 3. Rights and duties of students

§11

Students shall have the right to:

- 1) acquire knowledge, skills, social and personal competences as well as develop their academic interests, and for this purpose receive support from the University, within its capabilities;
- 2) develop their interests in culture (including artistic interests), tourism and sport as well as receive support from the University;
- 3) receive prizes and distinctions for appropriately good results in education, sport and artistic achievements;
- 4) voice their opinions and remarks, and formulate proposals referring to the conducted classes as well as other areas of activity of the University and the whole academic society;
- 5) have access to his or her assessed assignments, class tests, tests, reports from laboratories, projects, semester papers as well as examination papers on dates specified by the course tutor.

§12

1. A full-time degree programme student of the University shall have the right, without paying a fee, to attend classes for which he or she may obtain a number of ECTS credit points defined in degree programmes and educational programmes for individual fields of studies.

2. Apart from the limit of ECTS credit points mentioned in section 1, a full-time degree programme student of the University shall have the right, without paying a fee, to attend classes at a given level of studies for which he or she may be additionally given no more than thirty ECTS credit points, while a student completing education within individual multi-area studies – no more than ninety ECTS credit points.

3. At the request of a student, following the Rector's decision, the student shall have the right to attend classes mentioned in section 2 upon the consent of the Deans: of the faculty which conducts the field of studies for which he or she is registered, and the Dean of the faculty which conducts the classes. Successful completion of additionally chosen module/course shall be entered in the documentation of the course of studies of a student. If a student fails to complete the course, he or she shall not have to repeat this course, however, the number of credit points allocated to this module/course shall be included in the limit of additional ECTS credit points specified in section 2. A student shall have the right to repeat the uncompleted module/course if he or she pays a fee for it.

4. A student or graduate of the first field of studies of a full-time degree programme at a public university shall have the right to commence studies at the second field of studies of a full-time degree programme at the University free of charge.

5. A student shall have the right to continue studies free of charge in the next year of studies, specified in section 4, if he or she has met the criteria of being granted Rector's scholarship for the best students at the previous year of studies (in the second field of studies).

6. A student of the first year of studies specified in section 4, who failed to meet the criteria specified in section 5, shall be obliged to pay a fee for the first year of studies.

7. The right specified in section 4 shall apply once only.

8. Admission of a candidate mentioned in section 4 to the second field of studies at the University shall be performed on the basis of recruitment in agreement with principles set in the Senate's resolution for a given academic year.

§13

1. At a student's written request, he or she may follow an individual studies programme and educational programme if:

- 1) he or she has been registered at the fourth or higher semester of first-cycle studies or uniform Master's degree course or the second or higher semester of second-cycle studies;
- 2) the average grade from all modules/courses since the commencement of studies is at least 4.0.

2. Faculty Board shall specify detailed principles of studies programme and educational programme of studies on an individual basis.

3. Individual studies programme at full-time and part-time studies shall not prolong the period of studies by more than one semester, and the number of additional ECTS points obtained by a student shall not exceed thirty. At full-time studies, these points shall be added as additional without having to pay a fee as provided in § 12 section 1 and 2. At part-time studies, a fee shall be paid for all additional classes taught within individual studies programme.

4. At a written request to the Dean, a student may follow an individual studies programme upon the Dean's consent and on conditions set by the Dean.

5. A student shall have the right to resign from an individual studies programme or individual organization of studies. After submitting the resignation, Dean shall take a decision on the conditions of continuation of studies.

6. A student shall have the right to commence an individual multi-area studies if:

1) he or she has been registered at the fifth or higher semester of first-cycle studies or uniform Master's degree course or the second or higher semester of second-cycle studies;

2) average grade from all modules/courses since the commencement of studies is at least 4.0;

3) the field of studies at which he or she has studied so far is included in one of the areas of knowledge which make up an individual multi-area studies;

4) among the academic tutors who have at least the academic degree of *doktor habilitowany* (or have rights equivalent to those of *doktor habilitowany* on the basis of Art. 21a of the Act of 14 March 2003 on academic degrees and academic title as well as on degrees and title in art) is a person who will assume the role of the tutor of this student and together with the person will design an individual studies programme, whose scope shall cover at least two areas of knowledge;

5) he or she receives consent of the Deans of the faculties which conduct studies in the areas of knowledge that are included in an individual multi-area studies programme for completion of classes within an individual programme of studies;

6) the board of the faculty conducting the field of studies where the student studies approves of the educational programme of an individual multi-area studies programme.

7. Multi-area studies may last no more than three semesters longer than the studies where a student applying for completion of an individual multi-area studies programme actually studies.

8. Apart from the limit of ECTS credit points allocated in the educational programme of a full-time degree programme for a given field of studies, a student of this field of studies applying for completion of an individual multi-area studies programme shall have the right, without tuition fees, to complete additional classes, for which he or she may obtain no more than ninety ECTS credit points.

9. A student shall have the right to resign from an individual multi-area studies programme, without tuition fees for additional classes, if the additional number of ECTS credit points for modules/courses which he or she completed, including those not completed, is smaller than thirty. In the case of resignation from an individual multi-area studies programme, tuition fees

shall be paid for completed classes, including those not completed, and for which he or she may have obtained additionally more than thirty ECTS credit points. The Dean of the faculty, where the classes were conducted on the basis of the Rector's order, shall specify the cost of them.

10. At part-time degree programmes, all additional classes within an individual multi-area studies are subject to tuition fees. No upper limit of the number of semesters by which an individual multi-area studies can be prolonged is specified.

11. A student of part-time degree program shall have the right to resign from an individual studies programme. After submitting the resignation, the Dean shall take a decision on the conditions of continuation of the part-time degree programme.

§14

1. A student may transfer to another field of studies conducted by the West Pomeranian University of Technology, Szczecin from another institution of higher education (including those from abroad), another faculty, field of studies or form of studies. A prerequisite for transfer is delivering a certificate of fulfillment of all obligations resulting from the regulations in force at the higher education institution or faculty which he or she is leaving. The certificate should also contain a list of learning outcomes achieved so far by the student at the institution of higher education or faculty which he or she is leaving.

2. The Dean of the receiving faculty shall compare the learning outcomes achieved by a student with the learning outcomes defined for the field of studies to which a student is transferring, and shall make a decision on the transfer, including registration at a given semester as well as a list of the learning outcomes which a student shall make up by a specified time.

§15

A student is entitled to apply for financial aid. Eligibility terms for these benefits are set forth in separate regulations.

§16

A student shall:

- 1) conduct himself or herself in accordance with the academic oath and the Academic Regulations laid down in the Statutes of the University;
- 2) participate in teaching and organization classes as laid down in the Regulations and do practical placements included in overall studies schedule and educational programme;
- 3) take examinations, complete classes and receive confirmation of learning outcomes obtained during practical placements included in overall studies schedule and educational programme;
- 4) observe regulations in force at the University;
- 5) pay tuition fees by the specified deadlines in accordance with the regulations in force at the University;

- 6) immediately notify Dean of any change of personal data and, if granted financial aid, of any change of financial situation affecting the amount of this aid;
- 7) submit his or her student record book to Dean by deadlines determined by Dean and published on faculty notice board or on the faculty Internet website – in case of documenting the progress of studies in an official form;
- 8) undergo medical examinations indicated by Dean of faculty.

Chapter 4. Self-government and student organizations

§17

1. Students of higher education programmes at the West Pomeranian University of Technology in Szczecin shall create student self-government.
2. Student self-government shall function on the basis of the Act, the Statutes of the University and regulations of student self-government.

§18

Students shall have the right to form university student organizations, in particular academic circles and artistic circles, tourist and sports clubs on principles laid down in the Act.

Chapter 5. Disciplinary liability of students

§19

1. For any breach of the regulations in force at the University and for acts demeaning the dignity of the student, a student shall be held disciplinary responsible.
2. Possessing, using and distributing drugs and similarly acting substances or alcohol, as well as using unauthorized means of aid by the student during examinations, tests or any other form of checking the knowledge, shall be considered demeaning the dignity of the student.

Chapter 6. Expressing the learning outcomes in the European Credit Transfer System

§20

1. At all fields of studies at the University, student achievements shall be expressed by means of ECTS credit points. At the University, it shall be assumed that achieving the learning outcomes requires twenty-five to thirty hours of a student's work, including contact hours with an academic teacher within individual forms of classes and duty hours. An exception to the rule shall be recognition of the learning outcomes of students who commenced their degree programme in a non-point system and until its completion the system has not been changed into a credit point system.
2. At all fields of studies of full-time degree programmes, a student may obtain no less than thirty ECTS credit points in each semester. An exception to the rule may be degree programmes and educational programmes designed before these Academic Regulations came into force and binding until completion of the degree programme.
3. At the request of a student of a full-time degree programme or of first-cycle, second-cycle or uniform Master's degree course, after presenting the documentation of the progress at the

studies conducted outside the home university (including abroad), the Dean of the faculty providing education shall take a decision on the transfer of confirmed learning outcomes expressed in ECTS credit points, hereafter referred to as “student achievements”.

4. A basis for transfer of student achievements shall be similarity in the learning outcomes obtained outside the home university during completion of modules/courses and classes corresponding to modules/courses and learning outcomes allocated to classes defined in degree programme and educational programme at the field of studies where the student is being taught.

5. Transfer of achievements shall rely on the recognition by the institution to which a student transfers the same number of ECTS credit points as is allocated to modules/courses and classes at this institution. Dean shall confirm the achievements.

Chapter 7. Verification and assessment of achieved learning outcomes (final tests and examinations)

§21

Semester shall be the assessment period. The assessment of student achievements shall be performed by Dean.

§22

1. All learning outcomes defined in the educational programme for a given module/course within a field of studies shall be subject to verification and assessment. A student is given ECTS credit points after successful completion, at least to a sufficient degree, of all expected learning outcomes. The number of ECTS credit points is independent of the grade the student received during tests or examination passed.

2. Verification and assessment of the learning outcomes shall be performed as a test or examination by the academic teacher responsible for the module/course or the form of classes.

3. An academic teacher responsible for the module/course or form of classes, after completion of these classes shall make entry in the documentation of the progress of studies, stating the grade given. Classes may be completed with the entry “zal. (passed) or ‘nzal.’ (failed), if in the educational programme the defined learning outcomes are not subject to a grade, however require confirmation of their achievement by the student.

4. In exceptional cases caused among others by a teacher’s prolonged absence at work, the responsibilities described in section 2 may be carried out by another academic teacher appointed by Dean. The situation described may also be applied in case of diploma examination.

5. The University shall use the following scale of grades:

Table 1

Grade		
very good	5	bdb
above good	4.5	db plus

good	4	db
fairly good	3.5	dst plus
satisfactory	3	dst
fail (fail grade, no pass)	2	ndst

and the following principle of rounding in the case of giving credit on the basis of the average of grades:

Average grade value	Grade
< 3.25	3
≥3.25 and <3.75	3.5
≥3.75 and <4.25	4
≥4.25 and <4.75	4.5
≥4.75	5

§23

1. A student who fails to receive credit for a given form of classes by the last day of classes in a given semester (at least satisfactory grade or “zal.”) and fails to present justification shall be given a fail mark (or “nzal.”).
2. In the case a student is given a fail mark (or “nzal.”) in a given form of classes, he or she is entitled to two retake tests. The deadline for obtaining credit shall be the period of examination session commencing directly after the last classes in a given module/course.
3. The dates of retake tests are set by the academic teacher examining the classes in agreement with the students involved. One of the dates shall be set within the examination period commencing directly after the last classes in a given module/course.
4. An academic teacher may conduct more than two retake tests.
5. An academic teacher publishes the results of tests in the form of a list displayed on the notice board or in an electronic form, stating the number of the student record book, grade (zal./nzal.) within five days of the date of the conducted test.

§24

1. A student shall be entitled to take an examination after successful completion of all forms of classes belonging to a module/course. An academic teacher responsible for the module/course may allow a student take an examination even if he or she has not been given a pass.
2. An academic teacher, in agreement with the students involved, sets two dates of conducting the examination in the first date to be chosen by the students. A student shall be obliged to take the examination on one of the set dates.

3. At least one of the dates of the examination in the first date shall be set within examination session commencing directly after the last classes in a given module/course.
4. A student who entered his or her name on the examination list and failed to take the examination without giving justification shall be given a fail mark.
5. A student who failed to take the examination in the first date in either of the set dates without giving justification shall be given a fail mark.
6. In case a student is given a fail grade from an examination on the first date, he or she shall be entitled to two retake examinations. The deadline for taking a retake examination shall be the last day of the winter or autumn examination session commencing directly after the semester in which the student should take the examination in the first date.
7. The first retake date shall be set within examination session commencing directly after the last classes in a given module/course.
8. An academic teacher may conduct more than two retake examinations.
9. An academic teacher publishes the results of the examination in the form of a list displayed on the notice board or in an electronic form, stating the number of the student record book, grade (zal./nzal.) within seven days of the date of the conducted examination.

§25

1. In the case a student raises objections to the objectivity of assessment or correctness of conducting an examination (test), Dean, on a written request of a student, shall order and set the date of an examination (test) before an examination board. This date should be no later than on the fourth day since the submission of the request by a student. The form of the examination (test) should be the same as the examination (test) which was questioned.
2. An examination board shall be composed of:
 - 1) the Pro-Dean for Student Affairs as its chair;
 - 2) the examiner (testing teacher) who conducted the questioned examination (test);
 - 3) a specialist in the area of the examination (test) or in a related course, appointed by Dean from among academic teachers;
 - 4) tutor of the year or student group (if appointed by virtue of § 6);
 - 5) an observer indicated by the student without the right of decision.
3. In a situation when the Pro-Dean for Student Affairs conducted the questioned examination (tests of classes), the board is chaired by the Dean of the faculty.
4. Failure of the student to appear at the examination (test) before an examination board requires submission of a justification. In case a justification is not submitted, the grade given earlier shall be preserved.

§26

1. A module/course shall be considered completed after obtaining the pass from all forms of classes belonging to the module/course and passing all the examinations.

2. A student is given one grade for a module/course by the academic teacher responsible for the module/course.
3. The grade for a module/course is the weighted average from the grades for all classes belonging to a given module/course, rounded in accordance with § 22 section 5 table 2 to the nearest grade from the binding scale of grades (§ 22 section 5 table 1). The weights assigned to individual forms of classes are laid down in the programme of the module/course. The average for a given form of classes is equal to the arithmetic mean from the grades obtained in all dates of final test or the examination in accordance with § 22 section 5 table 2 to the nearest grade from the binding scale of grades (§ 22 section 5 table 1).
4. In the case a student fails to achieve credit for a module/course by the deadline of its completion, the Dean orders the student to repeat this module/course.
5. The Dean may also order a student to repeat a module/course at his or her written request made before the deadline of completion.
6. If ordered to repeat a module/course, a student shall repeat all uncompleted forms of classes of this module/course.

§27

1. Practical placements are carried out in economic units, public institutions, scientific research institutions, education institutions, cultural institutions or within activities at the University, hereafter referred to as “work place”, which allow to obtain the expected learning outcomes. A student’s participation in a scientific camp or in research work carried out at the University may be the basis for a credit for the practical placement providing obtaining appropriate learning outcomes.
2. A student shall make a choice of the work place where he or she will conduct the practical placement, proving the possibility of achieving the expected learning outcomes. The possibility of achieving these learning outcomes shall be confirmed by the supervisor of the placement – an academic teacher appointed by the Dean. Achievement of this condition shall be the basis for concluding a contract (agreement) on practical placement between the University and the work place. The contract (agreement) shall be concluded by the Dean on the basis of authorization given by the Rector.
3. A student’s performance at practical placement shall be documented in a practical placement record book which shall describe all tasks conducted by the student as well the learning outcomes corresponding to them. The supervisor shall assess the learning outcomes achieved by the student and award the credit for practical placement in accordance with the requirements laid down in the educational programme.
4. A student may be awarded the credit for practical placement along with ECTS credit points allocated to it without the obligation to complete the placement if he or she provides confirmation of professional experience related to the course studied. The practical placement supervisor shall confirm correspondence of the learning outcomes described in the educational programme and the student’s professional experience.

Chapter 8. Registration for a semester

§ 28

1. A student of the n semester shall be registered for the next semester if he or she has fulfilled the following requirements:

1) has obtained at least S_n points for the modules/courses scheduled for the n semester and has obtained no less than P_n points for the modules/courses scheduled from the first semester to the n semester including it,

2) fulfills all other requirements stipulated in the degree programme and educational programme,

3) has paid all fees.

2. The Senate of the University, by means of a resolution, depending on the field and level of studies, profile and form of studies, defines the values of S_n and P_n mentioned in section 1, as well as the conditions of registration for the last semester of studies. The resolution is announced to the students on faculties' notice boards or on faculties' Internet websites before the commencement of the academic year.

3. A student who does not manifest satisfactory progress in learning, by the Dean's decision may be removed from the register of students in accordance with § 42 section 2 point 1. A boundary describing lack of progress in learning, excluding a documented random incident approved of by the Dean, shall be the achievement of less than 20% of the total ECTS credit points which a student should achieve in the last semester as well as outstanding ECTS credit points from the previous semesters.

§ 29

1. The first registration for a given semester means simultaneous registration of a student for all classes included in the degree programme and educational programme.

2. An element of settlement of a given semester shall also be the confirmation of the learning outcomes achieved while on practical placement included in the degree programme and educational programme in this semester.

3. In relation to a student who does not meet the requirements of registration for the next semester the Dean may take a decision on re-registering the student for the semester where he or she studied or a decision to remove a student from the register of students in agreement with § 42 section 2 point 1.

4. A student re-registered for the same semester shall not need to repeat the forms of classes already completed.

5. A student who was ordered by the Dean to repeat forms of classes of modules/courses or was allowed to participate in them outside his or her group shall register for these classes on conditions stipulated by the Dean.

§ 30

Faculty Board makes resolutions on periods lasting no longer than 8 weeks in the academic year devoted to conducting the registration of students for the next semester. In these

periods it shall not be allowed to take examinations and final tests. The resolution of Faculty Board shall be announced to students and academic staff in the form of announcement on the faculty notice board or on the faculty Internet website before the commencement of the academic year.

Chapter 9. Diploma thesis (if required by educational programme)

§ 31

1. The diploma thesis at higher education studies shall be prepared by a student under the supervision of scientific research staff or academic teachers. In justified cases, Faculty Board may appoint a supervisor from among persons outside the University with professional experience in an area related to the field of studies.

2. Faculty Board specifies the procedure and deadlines of elaborating, approving and assigning the topics of the diploma theses.

§ 32

A student shall be obliged to submit the diploma thesis in a written form or in a written and graphic form, depending on the decision of the Faculty Board of a given field of studies as well as in an electronic form. The Board specifies the number of submitted copies of the diploma thesis.

§ 33

1. A student shall be obliged to submit the prepared diploma thesis to the supervisor and to the Dean's office by the following deadlines:

- 1) 31 January on a degree programme ending with the winter semester,
- 2) 15 June on a degree programme ending with the summer semester.

2. In special cases, at the request of a student, with the thesis supervisor's consent, the Dean may extend the deadline for the submission of the diploma thesis for only a maximum period of three months.

3. In the case of documented random incidents, at the student's request, with the thesis supervisor's and Dean's consent, the Rector may extend the deadline for the submission of the diploma thesis specified in section 2.

4. The diploma thesis shall be reviewed by the thesis supervisor and reviewer. The Dean shall appoint a reviewer holding the academic degree of *doktor*. The review shall include a grade for the diploma thesis, given in accordance with the scale of grades specified in § 22 section 5 table 1. If one of the grades is a fail grade, the Dean shall appoint an additional reviewer. In the case of two fail grades, a student may correct the thesis and submit it again to the supervisor, providing the deadlines specified in sections 1 - 3 are met. Such a thesis shall be subject to a new review following the same procedure.

Chapter 10. Diploma examination

§ 34

1. The diploma examination should take place by the following dates:
 - 1) 31 January on a degree programme ending with the winter semester,
 - 2) 15 June on a degree programme ending with the summer semester; however, not later than within two months of the date of its submission (if a diploma thesis is required by the overall studies schedule and educational programme).
2. In the case of extended deadline for submission of the diploma thesis on the basis of § 33 section 2 or 3, the diploma examination should take place no later than two months of the date of submission of the diploma thesis.

§ 35

1. In order to be admitted to the diploma examination and have its date set, a student shall:
 - 1) have completed all modules/courses as well as practical placements covered by the overall studies schedule and educational programme, in the whole period of studies;
 - 2) have received two positive grades in reviews of the diploma thesis (if a diploma thesis is required by the overall studies schedule and educational programme);
 - 3) have paid all fees required.
2. The diploma examination shall be taken before a board, including at least three members, appointed by the Dean, and composed of:
 - 1) the chairperson,
 - 2) the thesis supervisor, reviewer and another reviewer if appointed by the Dean to review the diploma thesis on the basis of § 33 section 4 (if a diploma thesis is required by the overall studies schedule and educational programme),
 - 3) other academic teachers or persons from outside the University with professional experience in an area related to the field of studies.
3. The chairperson of the board shall be an academic teacher holding the academic degree of at least *doktor*. The diploma examination board shall include at least one academic teacher holding the academic degree of *doktor habilitowany* or an academic title.

§ 36

1. The diploma examination shall be composed of an oral part or a written part which allows for checking the knowledge and skills achieved in the whole period of studies as well as defence of the diploma thesis – if a diploma thesis is required in the educational programme in a given field of studies. The Faculty Board shall specify the manner of conducting the diploma examination in a given field, level and educational profile.
2. At the written request of a student or the thesis supervisor, the diploma examination may be an open examination, with the participation of other persons than the members of the examination board. These persons shall have the right to ask questions related to the topic of

the diploma thesis. The request shall be submitted along with the diploma thesis following the deadlines given in § 33.

3. A student shall have the right to familiarize himself or herself with the reviews of the diploma thesis at least three days before the fixed date of the diploma examination.

4. When grading the diploma examination, the scale of grades specified in § 22 section 5 table 1 shall be applied. The calculated grade for the diploma examination shall be the arithmetic mean (accurate to two decimal places) from the grades awarded in the oral or written examination as well as the defence of the diploma examination - if a diploma thesis is required in a given field of studies by the overall studies schedule and educational programme.

§ 37

1. If for a justifiable reason a student fails to appear at the diploma examination, Dean sets the nearest possible, for the board and the student, date of the examination. The date of the diploma examination set in this manner shall be treated as the first date of the examination.

2. If a student has failed the diploma examination or has failed for no justifiable reason to take the diploma examination on the date fixed, the Dean shall set another date for the examination as the final date. The second examination should take place after one month has elapsed but no later than within three months of the first examination date.

3. The Dean shall remove a student from the register of students (§ 42 section 1 point 3) if a student fails the diploma examination on the second date, mentioned in section 2.

§ 38

1. Graduation shall take place once a student has passed the diploma examination.

2. For degree programmes whose educational programme requires a diploma thesis, the basis for calculating the final grade for the degree programme is:

1) the weighted average of all overall grades for courses without the grade for the diploma thesis calculated up to two decimal points,

2) the arithmetic mean of the grades in the reviews (including the unsatisfactory grade if the student has been given it) calculated up to two decimal points,

3) the grade for the diploma examination defined in accordance with provisions of § 36 section 4.

The final grade shall be the sum of: 0.6 of the grade mentioned in point 1, 0.25 of the grade mentioned in point 2, and 0.15 of the grade mentioned in point 3, calculated up to two decimal points.

3. For degree programmes whose educational programme does not require a diploma thesis, the basis for calculating the final grade for the degree programme is:

1) the weighted average of grades for calculated up to two decimal points,

2) the grade for the diploma examination defined in accordance with provisions of § 36 section 4.

The final grade for these degree programmes shall be the sum of: 0.7 of the grade mentioned in point 1 and 0.3 of the grade mentioned in point 2, calculated up to two decimal points.

4. In the higher education diploma, the grade for the degree programme shall be entered in accordance with the scale of grades given in § 22 section 4 table 1, fixed on the basis of the final grade (section 2 or section 3) after rounding in accordance with the principle given in § 22 section 5 table 2.

§ 39

The Rector shall take a decision to deem invalid the proceedings on awarding a professional title if in the thesis being the basis for awarding a professional title, the person applying for this title appropriated the authorship of an essential part or other elements of another person's work or scientific finding.

Chapter 11. Leaves and expulsions

§ 40

1. A student may be granted short-term leave of absence or long-term leave of absence from classes in the case of:

- illness, preventing from participation in classes;
- giving birth to a child;
- taking care of a child;
- legitimate circumstances beyond control or other important reasons.

Short-term leave of absence may be granted for a period of up to five weeks of classes without including the examination sessions, intersession break and summer holiday. Long-term leave of absence may be granted for a period longer than five weeks and shorter than two semesters.

2. Leave of absence from classes shall be granted by Dean, defining the type of leave of absence as well as the date of its beginning and end. In special cases, Dean grants leave of absence at the written request of a student.

3. A student shall retain student rights throughout the duration of leave of absence with limitation of entitlement to financial support, as stipulated by separate regulations.

4. Throughout the duration of leave of absence, a student may, with Dean's consent, attend only those classes referred to in Dean's decision.

§ 41

1. Absence from classes, completions and examinations, including the diploma examination, shall be justified in the case of: illness certified with a medical certificate, documented random incident, certified summons to appear at the police station, in court, central government bodies or another legitimate reason accepted by Dean.

2. Justified absence described in section 1, lasting incessantly shorter than three weeks shall not require additional decisions of Dean. A student shall be obliged to make up compulsory

classes he or she missed due to leave of absence, on principles defined by the academic teacher conducting these classes.

3. A student's justified absence described in section 1, lasting altogether in the whole semester longer than three weeks shall require an additional decision of Dean on the conditions of continuation of studies. Dean shall be informed by a student about the current situation.

§ 42

1. Dean shall take a decision to remove a student from the register of students if he or she:

1) has not taken up studies (§ 2 section 3);

2) has withdrawn from studies (§ 2 section 5);

3) has not submitted the diploma thesis (§ 33) or has not taken the diploma examination (§ 34) by the specified deadline;

4) has been punished with the disciplinary penalty of expulsion from the University.

2. Dean may take a decision to remove a student from the register of students if he or she:

1) has made no progress in learning (§ 28 section 3 or § 29 section 3);

2) has not completed a semester or year by the specified deadline;

3) has not paid the tuition fees for studies.

3. The decision of Dean to remove a student from the register of students may be appealed against to the Rector within 14 days of the receipt of the decision in writing. The decision of the Rector shall be final.

4. An application to resume studies may be submitted by a person who at the moment of his or her removal from the register of students was registered at the third or higher semester of first-cycle studies (or uniform Master's degree course) or at the second or higher semester of second-cycle studies. Studies cannot be resumed earlier than after one semester has elapsed counting from the last day of the session of the semester when expulsion was made.

5. A person applying for resumption of studies, together with the request, provides a certificate issued by the university at which he or she studied earlier, confirming the achieved learning outcomes in the part of studies completed. In the case of a person applying for resuming studies who followed educational programmes which were not described in terms of learning outcomes in agreement with the National Qualifications Framework, he or she should attach documentation of the course of studies as well as a certificate including the profile of a graduate, overall studies schedules and educational programmes. This condition shall not apply to those resuming studies at the field of studies and faculty where the person studied earlier.

6. The decision on resuming studies shall be made by the Dean of the faculty providing a given field of studies, stating the student group where a student shall be registered, as well as the learning outcomes he or she should make up. The Dean shall also specify the manner of making up the missing learning outcomes, i.e. necessity of attending additional classes and manner of assessment of the achieved learning outcomes. In justified cases, at the

student's request, if the conditions stipulated in § 13 section 1 or 6 are met, a student may make up the learning outcomes on the principles of an individual studies programme or individual multi-area studies.

Chapter 12. Prizes and distinctions

§ 43

1. Outstanding students who achieve particularly good results in learning and exemplarily fulfill their duties may be awarded with:

- 1) prizes and distinctions of the Rector ,
- 2) precedence at qualifying, e.g. when selecting the studies specialization, participation in research work, participation in research camps, etc.
- 3) placing the name in the Alumni Golden Book.

2. Detailed rules for the award of distinctions and prizes of the Rector shall be laid down in separate regulations issued by the Rector.

Chapter 13. Final and transition provisions

§ 44

1. A student of uniform Master's degree course who commenced his or her studies before 1 September 2005 and was not registered for the next semester, and the learning cycle expired, by Dean's decision shall be transferred to two-cycle studies. The level of studies he or she shall be transferred to is dependent on the comparison of learning outcomes achieved by a student as well as learning outcomes allocated to individual levels of studies. After the defence of the diploma thesis, a student shall be awarded with the diploma of completion of first-cycle studies or completion of uniform undergraduate course, subject to an earlier decision of Dean on the level of studies a student shall be transferred to.

2. A student of uniform Master's degree course who commenced his or her studies after 1 September 2005 and was not registered for the next semester, and the learning cycle expired, by Dean's decision shall be transferred to first-cycle studies. Depending on the comparison of learning outcomes achieved by a student as well as learning outcomes allocated to individual levels of studies, Dean, defining an individual organization of studies, may order a student to attend specified classes or prepare and defend the diploma thesis.

3. A person applying for resuming studies who at the moment of his or her expulsion was a student of uniform Master's degree course, by Dean's decision shall be admitted to first-cycle studies. Depending on the comparison of learning outcomes achieved by a student as well as learning outcomes allocated to educational programme, Dean, defining an individual organization of studies, may order a student to attend specified classes or prepare and defend the diploma thesis.

4. The Regulations shall enter into force on 1 October 2012.