

Annex to Resolution No. 18/2015 of the Senate of the Jan Kochanowski University in Kielce as passed on 26 February 2015

RULES FOR STUDY

AT THE JAN KOCHANOWSKI UNIVERSITY IN KIELCE

I. GENERAL PROVISIONS

§ 1

1. Rules for study at the Jan Kochanowski University in Kielce, hereinafter referred to as ‘the University’, defines the organization and course of studies, and the related rights and obligations of the student of the University.
2. Studies at the University are conducted under regulations pursuant to binding provisions, in particular:
 - 1) Act of 27 July 2005, the Law on Higher Education (Official Journal of Laws of 2012, Item 572 as amended), referred to as ‘the Act’,
 - 2) University Statute, referred to as ‘the Statute’,
 - 3) Rules for study at the University, referred to as ‘the Rules’.

§ 2

1. Studies are conducted within study specialities. Studies may be organized as inter-area individual studies as stipulated by the Act.
2. Studies are conducted as full-time or extramural in accordance with the educational programmes adopted by the council of the primary organizational unit of the University.
3. The primary organizational unit of the University conducting studies is the Faculty.
4. The Rector is the superior of all University students, and is empowered to solve individual student matters covered by the Rules.
5. The Dean is the superior of particular Faculty students. The Dean makes decisions related to the study schedules, if not reserved by other University authorities.

§ 3

1. Principles, conditions and mode of commencing studies are specified by the Act and Resolution of the University Senate.
2. A person is accepted for enrolment as a student of the University upon matriculation and taking the Oath, of the wording stipulated in the Statute of the University, and signing an agreement with the University. The admitted person confirms taking the Oath upon signature.

3. Following matriculation and signing the Oath the student acquires the student rights and receives the Student ID card and course grade book.
4. Student's rights and duties end on the day of completion of study or removed from the students' register, subject to paragraph 5.
5. Graduates of the first-cycle studies retain student rights until 31 October of the year of completion of study.
6. Studies at the University may also be commenced in the following modes:
 - 1) transfer from another university;
 - 2) resumption of study;
7. The following have the right to possess and use a student ID card:
 - 1) students of the first-cycle studies until 31 October of the year of completion of study;
 - 2) students of the second-cycle study until the day of completion of the study.
8. A student loses the right to possess and use the student ID card in the case of removal from the students' register or suspension of student rights.
9. A student who has lost the right to possess and use the student ID card is obliged to return it to the University.
10. A student is obliged to immediately notify damage to or loss of a student ID card.
11. The course grade book is the property of the student. In the case of commencing second-cycle studies, or studies of a different speciality at the University, the student receives a separate course grade book.

§ 4

1. Higher education studies at the University may be undertaken by persons who are not Polish citizens, in accordance with provisions of the Act.
2. The principles of payment for the studies for foreigners are governed by separate regulations in effect at the University.

§ 5

1. All students at the University form a Student Council.
2. The Student Council is the exclusive representative of all students at the University.
3. The Student Council has the right to present applications and proposals to the Senate and other University authorities in matters covered by these Rules.

§ 6

1. The Dean, at the request of the head of the unit conducting the study speciality, appoints course leaders of individual years of study from among the academic staff.

2. The appointment of a course leader takes place after consulting the faculty authority of the Student Council.

3. The Dean may dismiss the course leader at the request of the faculty authority of the Student Council at the end of a given semester.

4. The course leader has the right to represent the interests of students with respect to the University authorities at all levels, particularly with respect to:

1) expression of opinions and formulation of proposals in matters concerning:

a) organization of the didactic process;

b) financial assistance for students;

c) forms and degree of satisfaction of cultural needs;

d) methods and types of application of awards and penalties;

2) participation in tests and examinations conducted before an examination board with an advisory capacity;

3) participation in the activities of the teams developing programmes and giving opinions concerning the didactic and organizational activity at the University, faculty and units conducting a study speciality.

5. Duties of the course leader concern in particular:

1) providing students with basic information concerning the organization of the study and rules in effect at the University;

2) introduction of students to independent acquisition of knowledge through the shaping of skills to organize own work, and assistance with obtaining indispensable educational aids;

3) organization of the process of adaptation of students to the conditions at the University and local environment;

4) recognising the social and financial needs of the students;

5) inspiration, coordination and organization of students' social activity on behalf of the University and the environment, and cooperation in this area with the authorities of the Student Council and student organizations functioning at the University;

6) provision of advice and assistance in solving personal problems of students;

6. The course leader closely cooperates with the Dean, the head of the unit conducting a study speciality, and the authorities of the Student Council, primarily with the year representative, in matters related with the process of education, and in living and housing matters of students.

7. The course leader participates together with students at a given course in ceremonies organized by the University, faculty, or an organizational unit of the faculty conducting the study speciality.

II. STUDENT RIGHTS AND DUTIES

§ 7

1. The University should provide optimum conditions for the education and development of the personality of students through the realization of rights specified in paragraph 2.
2. The student has the right to:
 - 1) acquire knowledge at one selected primary study speciality and develop own scientific, artistic, and occupational interests, and to use the University rooms, educational facilities and resources, for this purpose;
 - 2) study, apart from own primary speciality, an optional number of specialities, under the provisions of the Resolution of the Senate of the University,
 - 3) use additional classes apart from own main study speciality on the principles of payment;
 - 4) assistance from the University authorities, academic staff and other employees in matters related with the realization of the didactic programme;
 - 5) consultations carried out by the academic staff during their duties,
 - 6) realization of the part of the study at a different Polish or international university under the condition of satisfying the requirements resulting from arrangements or international agreements where the University is a party, and obtaining an appropriate number of ECTS credit points, in accordance with §12;
 - 7) reporting to the faculty and University authorities of postulates concerning the study curriculum and organization of the didactic process;
 - 8) expression of opinions concerning the didactic classes conducted at the studied speciality;
 - 9) association with scientific circles and participation in scientific-research, developmental and implementation activities carried out at the university, within the scope agreed with the academic staff managing these activities;
 - 10) study according to own organization of the studies, under the terms specified in the Rules;
 - 11) study according to individual education programmes, under the terms specified in the Rules;
 - 12) participation in open classes at other study specialities, also in optional courses conducted by the University;
 - 13) use the library-information technology resources of the University;
 - 14) use the material base of the University in accordance with the regulations in effect;
 - 15) association in student organizations and associations;

- 16) development of cultural, tourism, and sports interests, and use the University facilities and equipment for this purpose;
 - 17) awards and distinctions;
 - 18) health insurance;
 - 19) use of financial assistance if the student satisfies the conditions specified by separate regulations;
 - 20) accommodation in a student house of residence on conditions specified by separate regulations;
3. The student may apply for the granting of financial assistance, in accordance with the Act and Rules for granting material assistance in effect at the University.
 4. Any methods for providing disabled or chronically ill students in participation in the academic community are governed by detailed principles of introduction and application of alternative solutions with respect to students with disabilities, which constitute Annex No.1 to these Rules, and separate regulations in effect at the University.

§ 8

1. A student's duties include the use of educational possibilities created by the University, and conducted in accordance with the contents of the Oath and the Rules.
2. The student is especially obliged to:
 - 1) acquire knowledge, skills and social competences resulting from the chosen study specialty;
 - 2) uphold the good name of the University;
 - 3) observe the principles of students' community life;
 - 4) respect the dignity of all members of the academic community;
 - 5) ethically pass examinations and obtain credits;
 - 6) respect intellectual property while preparing diploma theses and other dissertations and projects requiring independent work;
 - 7) respect University property and bear financial responsibility for damage or loss;
 - 8) observe the regulations in effect at the University.
3. The student has a duty to:
 - 1) participate in classes within the study curriculum, including:
 - a) obligatory lectures if they are the only form of classes planned for the realization of a given subject. The council of the basic organisational unit may consider lectures in individual subjects as obligatory;
 - b) to obtain credits within education at individual years of study;

- 2) to justify short-term absence on principles established by the academic staff member conducting classes;
- 3) to obtain credits in all subjects in accordance with the education cycle within the study curriculum;
- 4) to observe principles concerning presence in classes within the study curriculum established by the academic staff member conducting didactic classes;
- 5) to obtain credits promptly, pass examinations, participate in work placements, and fulfill other duties resulting from the course of study;
- 6) to promptly pay financial commitments with respect to the University;
- 7) to instantly inform the relevant Dean about change of surname, place of residence or address for correspondence;
- 8) to instantly inform the relevant Dean about change of material status if this change will exert an effect or may exert an effect on the amount of financial assistance provided in separate regulations;
- 9) to account with the University Library by 30 September each year, according to the principles specified by the Library.

§ 9

For violation of the laws and legal regulations in effect at the University the student bears accountability as specified by separate regulations.

III. ORGANIZATION OF STUDIES

1. General provisions

§ 10

1. The academic year starts on 1 October and lasts until 30 September of the next calendar year, and covers:

- 1) two periods of didactic classes (winter semester and summer semester), lasting not less than 15 weeks each;
- 2) two examination sessions free of classes (winter and summer), lasting not less than 10 days each;
- 3) two re-sit examination sessions (winter and summer), lasting not less than 7 days each;
- 4) inter-semester break, preceding re-sit examination session in the winter semester;
- 5) occupational apprenticeships, the type and duration of which is specified by the curriculum of each profile and level of education.

2. The Rector may specify additional days and hours free of didactic classes during the academic year.
3. Organization of the academic year for full-time and extramural studies is established by the Rector after consulting the Student Council and the Senate, not later than 5 months prior to its beginning.
4. Detailed organization of didactic classes during semester or academic year, including the dates of credits and examinations for students of all specialties and forms of study within the primary organizational unit of the University, is passed by the council of the primary organizational unit of the University after consulting the heads of units conducting the study specialty.
5. Schedules of didactic classes and examinations are announced based on the detailed organization of didactic classes approved by the proper council of the primary organizational unit,.
6. Schedules of didactic classes and examinations for extramural studies are announced to students and academic teachers conducting classes not later than two weeks before the start of didactic classes in the Virtual University system.
7. Schedules of didactic classes for full-time studies are announced to students and academic teachers conducting classes not later than 3 days before the beginning of the semester, and examination schedules not later than 1 week prior to the beginning of examination session in the Virtual University system.

§ 11

1. Studies are conducted in accordance with the valid educational programmes, containing study curricula adopted by the relevant council of the primary organizational unit.
2. Educational programmes are not subject to changes during the academic year, except for changes resulting from the Act, and in other justified cases according to the guidelines stipulated by the Senate.
3. The education programme specifies:
 - 1) form of study;
 - 2) number of semesters and number of ECTS credit points necessary to obtain qualifications equivalent to the level of study;
 - 3) education modules covering subjects together with outcomes of education and number of ECTS credit points ascribed to each module;
 - 4) method of verification of the assumed outcomes of education achieved by the student;
 - 5) plan of study;

6) dimension, principles and form of work placement.

4. Study plan should be available to students not later than within 2 weeks prior to the commencement of the study, during which the given classes are conducted.

5. Study plan should be made available to students on University websites and information boards in the building of the primary organizational unit, and in buildings of units conducting the study specialty.

§ 12

1. Student may realize a part of education programme at another Polish or international university, especially based on agreements where the University is a party.

2. The principles of referring students of the University for study at a different university and undertaking studies there, as well as the principles of admission for the studies at the University of students from other universities, are specified by relevant regulations and standards of the ECTS system.

3. The Dean, at the request by the head of the organizational unit conducting the study speciality, individually establishes the education programme for the student undertaking studies at another university on the principles specified in the ECTS system. If, in the case when the student has not achieved the outcomes of education required for a given level and study speciality, the Dean specifies differences in the curriculum, which should be credited within the period of the subsequent two semesters following return from another university.

4. Satisfaction of the requirements on the principles specified in subparagraph 3 constitutes a basis for completing the semester or year.

5. The rules for obtaining credits for individual periods of study for students who study at another university in the ECTS system, are specified by the Dean. The number of ECTS credit points is ascribed to all subjects for which the student obtained credits, except for trainings, and consistent with the study schedule and the standards laid down for the ECTS system. The number of ECTS credit points considers the student's labour input in the form of nominal time required to achieve the specified outcomes of education.

6. The ECTS credit points are a numerical value assigned to all subjects according to the principles provided for the ECTS system. Credit points are also assigned to:

1) diploma dissertation (licentiate, engineering, Master) on the first-cycle studies, engineering studies, second-cycle studies, and uniform Master degree studies;

2) optional subjects;

3) research or implementation work thematically related with the subject constituting an integral part of the study schedule;

4) work placement, if it constitutes an integral part of the study schedule.

7. Study schedules should be constructed in the way that the joint student burden was equivalent to 30 credit points in the ECTS scale in a semester, and 60 30 credit points on the ECTS scale in the scale of the academic year.

§ 13

1. The student may, on voluntary basis, participate in other lectures conducted at the University, except for closed lectures, without the possibility to confirm participation in these lectures in the documentation of the course of study.

2. The participation of the student in classes not covered by the schedule of the student's main study speciality, confirmed in the documentation of the course of study, are determined by the following principles:

1) the student may participate in classes not covered by the study schedule with the consent of the relevant Dean and head of the unit conducting the study speciality if the classes do not interfere with obligatory classes covered by the study schedule;

2) participation in classes not covered by the study schedule may take place upon written application by the student;

3) obtaining credit by the student for classes not covered by the study schedule is registered in the grade book, the chart of periodical student's achievements and credit-examination protocols on generally adopted rules;

4) in the case of obtaining credits for all subjects within the extra speciality, the student receives a record concerning the completion of study within an additional speciality in the graduation diploma and in the supplement;

5) organizational conditions for participation in classes not covered by the study schedule and the regulations concerning payment for these classes are specified by separate regulations.

§ 14

The study documentation includes:

1) course of study documented in subject credits protocols and chart of periodical student's achievements in the form of signed electronic printed copies;

2) the diploma dissertation in a written and electronic form recorded on an electronic data carrier.

§ 15

1. Work placement sessions specified by study schedules constitute an integral part of the didactic process and are subject to mandatory credit within the dates provided in the study schedules.

2. The condition of obtaining credit for work placement resulting from the study schedule is the obtaining of a positive opinion or opinions, and assessment by the representative of the institution where the work placement took place.
3. Credit for work placement is granted by the relevant work placement coordinator.
4. Work placement is evaluated using the grading scale in effect at the University.
5. The student may, for the reasons acknowledged by the Dean of faculty, complete work placement at another time than provided in the study schedule. Not obtaining credit for work placement is equivalent to not obtaining credit for the subject.
6. A basis for obtaining credit for the entire work placement or its part may be the participation of the student in activities of the research camp under the condition that the programme of the camp is equivalent to the requirements specified in the programme of this work placement. The decisions concerning the obtaining of credit for work placement upon the above-mentioned conditions are made by the head of the unit conducting the study speciality.
7. The work placement coordinator of the unit conducting the study speciality, based on the relevant documents, may give credit to the student as a work placement or a part of this work placement, for the paid employment or in the form of voluntary work performed by the student, including abroad, if the character of this work satisfies the requirements of the programme of the work placement. The rule concerning giving credit for work as a work placement does not concern specialities specified by the Senate in a separate resolution.
8. Detailed principles of organization, undertaking and obtaining credit for work placements are specified by separate regulations.

§ 16

1. Classes may be conducted using the methods and techniques of e-learning.
2. The conducting of classes using the methods and techniques of e-learning is specified by separate regulations.
3. Didactic classes at the University and particular credits and examinations may be carried out in a foreign language, upon the principles specified by the relevant faculty council.
4. On application by the student, the diploma examination may be taken in a foreign language.
5. The decisions in the matter of taking the diploma examination in a foreign language, with the consideration of the organizational possibilities of the University, are made by the Dean after consulting the head of the organizational unit of the faculty conducting the given study speciality.

6. Conducting foreign language courses and passing examinations on completing foreign language courses takes place upon principles specified by separate regulations.

§ 17

1. Diploma seminars conducted at second-cycle studies and supervision of Master dissertations are endowed upon academic teachers who possess at least the degree of habilitated doctor. The council of the main organizational unit may authorize an academic teacher possessing a doctor's degree for conducting diploma seminars and carrying out the supervision of a Master dissertation.

2. All academic teachers possessing at least the scientific degree of Doctor of Science are entitled to conduct lectures, engineering seminars and seminars at the first-cycle studies, and supervision of engineering and licentiate dissertations.

3. Persons with the professional title of Master of Arts may conduct lectures under the condition that they are authorized by the council of the main organizational unit.

§ 18

1. Exceptionally talented school adolescents attending secondary and post-secondary schools may participate in classes provided in the course of study, based on the opinion of the teacher conducting the subject who specifies the type of talent, and the director of the school attended by this school adolescent.

2. The decision concerning the admission of a school adolescent is made by the head of the unit conducting the study speciality, based on a qualification interview.

3. The school adolescent can participate in selected classes with the consent of the head of the unit conducting the study speciality.

4. The school adolescent who is credited with a given subject in accordance with the educational contents is credited for the subject based on the criteria adopted at the study speciality.

5. The school adolescent, after obtaining credits for the selected subjects, receives a certificate issued by the head of the unit conducting the study speciality in accordance with the University regulations in effect.

6. In the case of obtaining the status of a student by the school adolescent referred to above, the Dean may give credit for the subject covered by the educational programme, based on the certificate issued by the head of the unit conducting the study speciality, in the case when taking the credit and receiving it, in accordance with the subparagraph 4, if the programme has not been changed.

2. Individual organization of study § 19.

1. A student in a given semester or academic year may study according to an individual arrangement of studies, except for study specialities indicated by the faculty councils.
 2. Individual organization of study may be established for the student who:
 - 1) independently rears a child;
 - 2) is a member of the national sports team or sports section representing the University in league competitions, at least on the regional level.
 - 3) is in a difficult health situation;
 - 4) whose life situation has changed during study;
 - 5) is admitted as a result of confirmation of educational outcomes.
 3. Individual organization of study is established by the faculty Dean, at the request of the student, after consulting the head of the organizational unit conducting the give study speciality, considering the following:
 - 1) the necessity to establish the dates and forms of realization of didactic duties resulting from the study programme and schedule;
 - 2) the possibility to exempt the student from the obligation to participate in some classes;
 - 3) the necessity to obtain credits and pass examinations until the end of the re-sit examination session in a given academic year.
 4. The student should submit to the Dean the application to study in accordance with an individual organization of the study in a given semester ort academic year not later than 14 days after the commencement of this semester, otherwise the application shall not be considered.
 5. The decision by the Dean concerning individual organization of study should cover the schedule of classes, credits and examinations covered by individual education.
 6. The application for individual organization of study may be the basis for prolonging or shortening the period of study, subject to subparagraph 7.
 7. The application of individual organization of study for a student admitted as a result of confirmation of educational outcomes, may be a basis for shortening the period of study.
3. Study according to an individual educational programme.

§ 20

1. The student who achieves very good educational outcomes may study according to an individual educational programme.
2. The decision in the matter of establishing an individual educational programme is made by the Dean at the request of the student.

3. The average grade, not lower than 4.0, authorizing study according in an individual educational programme, is established by the council of the main organizational unit where the given study speciality is conducted.
4. The individual educational programme should:
 - 1) contain educational outcomes which guarantee the obtaining of qualifications in accordance with the study speciality;
 - 2) consider individual interests of the student.
5. Decisions in the matter of the principles and mode of study according to an individual educational programme are made by the Dean, at the request of the unit conducting the study speciality. The application should contain:
 - 1) the individual educational programme;
 - 2) the surname of the tutor selected from among academic teachers who possess the title of Professor or habilitated doctor. In exceptional cases, with the consent of the council of the main organizational unit, an academic teacher with doctor's degree may become the tutor.
6. The application, referred to in subparagraph 5 may additionally contain the principles of participation of the student in scientific-research activities.
7. The making of the decision, referred to in subparagraph 5 requires previous approval of the individual educational programme by the council of the main organizational unit.
8. If the student does not satisfy the conditions resulting from the decision in the matter of individual educational programme, the Dean, after consulting the tutor, may issue the decision to withdraw permission for an individual programme of education.

4. Transfers

§ 21

1. The student may transfer from another university, including a foreign university, if he/she fulfilled all the duties resulting from the regulations in effect at a higher school which he/she leaves, after completing at least the first semester of study.
2. The student may apply for transfer to another study speciality or specialisation within the framework of one faculty or another faculty at the University, if he/she fulfilled all the duties resulting from the programme of study at the main speciality.
3. The full-time student may transfer to extramural studies.
4. In justified cases, the student of extramural studies, with the consent of the Dean, may transfer to full-time study.

5. The decisions concerning transfers, referred to in subparagraphs 1–4, is made by the Dean of the admitting faculty, after stating that there is a correspondence concerning the educational outcomes achieved which allows the transfer of classes, and additionally:

- 1) the student achieved the planned outcomes of education and obtained not less than 30 ECTS credit points for completing each semester;
- 2) organization of the process of education at the study speciality or the form of study allows the transfer;
- 3) the differences in the educational programmes may be supplemented by the student during the subsequent 2 semesters.

6. The Dean makes the decision concerning the levelling of the programme differences occurring as a result of transfer, specifies the conditions, date, and method of catching up by the student of differences resulting from the differences in the number of ECTS credit points, which was ascribed to the outcomes of education in the previous programme of study.

7. The person who satisfies the conditions specified in subparagraph 6 applies on the following terms:

- 1) until 28 February of a given year – students applying for transfer to study from the beginning of the summer semester;
- 2) until 30 September of a given year – students applying for transfer to study from the beginning of the winter semester.

8. In the case of transfer from a different university, to the application referred to in subparagraph 8, the student encloses:

- 1) completed data form for study candidates,
- 2) certificate of secondary education, original copy or a duplicate of this certificate;
- 3) documentation of to-date course of study.

9. In justified cases, the Dean may require from the person applying for transfer an additional supplementary documentation indispensable for making the decision in the matter of a transfer.

§ 22

1. The student who studies a main speciality may also study, apart from the main study speciality, another speciality under the condition that the organization of the process of education allows this person to study the second speciality.

2. The commencement of study of the second speciality takes place based of the recruitment procedure.

3. Studies of additional specialities for full-time students are free of charge.

4. In the case of granting the student who studies two specialities leave from classes, this leave is granted and applies only to one study speciality.
 5. In the case of the student not completing the semester or academic year due to a long-lasting disease or other causes independent of the student, he/she may obtain consent from the relevant Dean or Deans to retake studies at one, or simultaneously, two study specialities.
 6. The student who studies simultaneously at two or more study specialities may obtain the benefits of financial assistance, regulated by separate regulations, only at one study speciality indicated by the student.
 7. The student has the duty to notify the relevant Dean concerning the undertaking of studies at the second speciality, or undertaking studies at another university or in a different mode than provided for in this paragraph.
 8. The student who has not completed the semester or an academic year at the second study speciality may be removed from the students' register at this speciality.
5. The admission for study within the confirmation of the outcomes of education

§ 23

1. Principles, conditions, and mode of confirmation of the outcomes of education are specified by the Senate at the University by a separate resolution.
2. The outcomes of education may be confirmed for:
 - 1) the person possessing the certificate of secondary education, and at least 5 years of occupational experience – in the case of applying for admission to first-cycle studies or uniform Master studies;
 - 2) the person possessing a professional title of a licentiate or an equivalent title, and at least 3 years of occupational experience after completing first-cycle studies – in the case of applying for admission to second-cycle study;
 - 3) the person possessing the professional title of Master of Arts or an equivalent title, and at least 2 years of occupational experience after completing the second-cycle study or uniform Master study – in the case of applying for admission to the subsequent speciality - first-cycle or second-cycle study, or uniform master study.
3. In the case of graduates of teacher training colleges, foreign languages teacher training colleges, and colleges for employees of social services who apply for the confirmation of the educational outcomes, the condition to satisfy concerning 5 years of occupational experience is not required.

4. As a result of confirmation of the outcomes of education the student may be credited with not more than 50% of ECTS credit points ascribed to the given educational programme at a given speciality, level and profile of education.
5. The student who has been admitted to the study as a result of confirmation of the outcomes of education may be granted an individual organization of the study, under the terms specified in § 19.
6. The number of students at a given speciality, level or profile of education, who have been admitted to the study based on the best educational outcomes obtained as a result of confirmation of educational outcomes cannot be higher than 20% of the total number of students at this speciality, level or profile of education.

IV. COMPLETION OF A SEMESTER OR ACADEMIC YEAR

1. General provisions

§ 24

1. The completion period at the study is 1 semester.
2. The final year of first-cycle or second-cycle study may last for one semester.

§ 25

The conditions for completing a semester are:

- 1) obtaining all credits and passing all examinations at terms provided in the detailed organization of didactic classes;
- 2) obtaining the minimum number of ECTS credit points specified by the education programme;
- 3) fulfilment of the requirements resulting from the education programme;
- 4) submission within due time of the chart of periodical student's achievements;
- 5) settlement of financial liabilities with respect to the University, in accordance with separate regulations.

§ 26

1. The following grading scale is applied at the University to which the appropriate letters of the ECTS are ascribed:
2. negative outcome of an examination or credit results in obtaining an unsatisfactory grade.
3. results of all examinations and credits are registered in the chart of periodical student's achievements; grade book, and subject credit protocol in the Virtual University system.
4. Into the average grade from the study are calculated:
 - 1) all subjects covered by the programme of the study in the ECTS system:

very good: 5.0 - A

good plus: 4.5 - B

good: 4.0 - C

satisfactory plus 3.5 - D

satisfactory: 3.0 - E

unsatisfactory: 2.0 F

2) Subjects additionally selected by the student not covered by the programme of the study are not included in the calculation.

5. The average grade, referred to in subparagraph 4, is calculated as an arithmetic mean of all grades (including unsatisfactory grades) for credits and examinations obtained by the student. Into the average grade are also calculated grades for examinations and credits for crediting programme differences occurring as a result of transfer, re-taking of the study, repeating a semester or academic year, and return after Dean's leave. The average grade is calculated to 2 decimal places.

2. Obtaining credit

§ 27

1. Obtaining credit for the subject covered by the examination takes place based on:

1) obtaining credit for classes included in the given subject, based on obtaining positive results of control tests and other forms of verification of the outcomes of education;

2) credit which is the test to what extent the student achieved the outcomes of education provided for a given subject.

2. Obtaining credit for the subject not covered by the examination takes place based on principles specified in subparagraph 1, point 1.

3. The credit is granted by the person conducting the classes. The principles of granting credit for the subject the programme of which included a lecture ending with an examination is specified by the academic teacher (lecturer) who is responsible for the subject.

4. The results of credit are announced to the student by the person conducting the classes on the website of the Virtual University system. It is permitted to place them on the announcement board or other websites, and providing the student's registration number.

5. The terms for obtaining credit for a given subject are specified by the person conducting the subject, considering the detailed organization of didactic classes, referred to in § 10, subparagraphs 4–6. The student may obtain the credit for a given subject in a term earlier than established, after the arrangement of this term with the person conducting the subject.

6. The student participating in research or implementation activities may be credited for presence in the classes in the subject with which the given activities are related. The decisions concerning crediting for presence in classes are made by the academic teacher responsible for the subject.

7. Failure to obtain credit by the end of the re-set examination session is equivalent to obtaining an unsatisfactory grade. The registration of an unsatisfactory grade is performed by the Dean.

8. The student has the right to appeal to the Dean in the case of reservations with respect to the form of credit or objectivity of the person giving grades within 7 days from taking the credit.

9. In the case of consideration of an appeal, the Dean determines the date of the examination re-sit following appeal to the review board. The credit in front of the board should take place within 14 days after submitting the appeal by the student.

10. The examination re-sit following appeal to the review board is conducted by a commission consisting of:

- 1) the head of the organizational unit of the faculty conducting the study speciality, or an academic teacher appointed by this head;
- 2) the teacher conducting the classes which are the subject of the credit;
- 3) the academic teacher who carries out lectures in the subject covered by the credit, and in the case when the lecture is not conducted or the lecture and classes are not conducted by the same person – by another specialist.

11. At the request of the student, in the credit in front of the board, the year leader or another academic teacher indicated by the student, and the representative of the students' council may participate as an observer.

12. Unjustified failure of the student to appear for credit in front of the board at the determined time, will result in obtaining an unsatisfactory grade. Registration of an unsatisfactory grade is performed by the Dean. Regulations § 29 subparagraphs 8–10 are appropriately applied.

13. In the case of a negative result of the credit in front of the board, the Dean makes decisions concerning:

- 1) referring the student for repeating the semester;
- 2) removal of the student from the students' register due to the failure to complete the semester within the specified deadline.

14. The decisions referred to in subparagraph 13, point 1, are made by the Dean at the request of the student.

3. Examination.

§ 28

1. The examination is the test to what extent the student achieved the outcomes of education provided for a given subject.

2. Examination in each subject is applied separately and is subject to a separate evaluation. The grading scale is specified by § 26, subparagraph 1.

3. Examination takes place in a written, oral, or practical form.

4. The results of the examination are announced to the student on the website of the Virtual University system. It is allowed to place them on the announcement board or other websites providing the student's registration number.

5. The examination requirements and the principles of obtaining credits from various forms of classes within the subject are provided during the first lecture by an academic teacher who teaches the subject, or other teacher indicated by the head of the organizational unit conducting the given study speciality.

6. The examination is conducted by the academic teacher who teaches the given subject, subject to the provisions of subparagraph 8.

7. Conducting of the examination consists in the performance of the necessary organizational and formal activities related with the examination, as well as on the conducting of the examination consisting in the verification of the outcomes of education achieved by the student.

8. In justified cases, the Dean may authorize another academic teacher of the same speciality to conduct the examination.

9. Apart from the academic teacher conducting the examination, other academic teachers may participate in the examination. Academic teachers who alternatively participate in the examination cannot conduct the examination and evaluate the student.

10. The examination ending the foreign language course, which is at the same time the certification examination, is conducted in front of the board under the terms specified by separate regulations. The certification examination may be conducted by persons with the professional title of Master. Students who submit the certificate of knowledge of the language on the level required by the education programme at a given study speciality, have no

obligation to take the examination. The grade for the certificate is considered as the grade for the examination.

§ 29

1. The head of the unit conducting the study speciality, based on the education programme, establishes the list of examinations which the students should take in a semester or academic year.
2. The terms of the examination in a given subject are established by the teacher conducting the subject, considering the detailed organization of didactic classes, referred to in § 10 subparagraph 4.
3. The student may take the examination prior to the established date if the academic teacher conducting the examination, after consulting the person conducting classes, expresses consent for this. In the case of obtaining by the student an unsatisfactory grade for examination taken before the term, this grade is not subject to registration into the chart of periodical student's achievements, examination protocol and the grade book.
4. The student is obliged to take the examinations within the terms established in the examination schedule.
5. The examination in the subject, for which the education programme provides the forms of classes other than lectures, may be taken by the student as late as after obtaining credit for them.
6. Failure to obtain credit for a given subject is equivalent to the loss by the student of the right to take the examination in the first term, and results in obtaining an unsatisfactory grade. The registration of the unsatisfactory grade is performed by the Dean.
7. Unjustified failure to appear at the examination at an established date is equivalent to the loss of the right to take the examination, and results in obtaining an unsatisfactory grade. The registration of the unsatisfactory grade is performed by the Dean.
8. Justification for absence at the examination should be submitted to the person conducting the examination on the day of the examination at the latest, unless the lack of submission of the justification results from causes independent of the student. In the case of failure to submit the justification on the day of examination, the student submits the justification to the Dean within 3 days of cessation of the cause of absence at the examination.
9. If it is accepted that the failure to be present at the examination is justified, the Dean establishes a new date for the examination. The examination with the new date is then considered as an examination taken at the proper time.

10. In the case of a long-lasting disease or other chance event, the student may obtain, with the consent of the Dean, another date of examination or final credit outside the examination session; however, not later than within 1 months after its end, except for the diploma seminar at the last semester of the study, the date of which may be changed in accordance with the decision of the Dean concerning the prolongation of the date of submission of the diploma dissertation, based on § 43, subparagraphs 2 and 3.

§ 30

1. In the case of obtaining an unsatisfactory examination grade, the student has the right to re-sit the examination in this subject.
2. The student is obliged to re-sit the examination during the re-sit examination session.
3. The date of the re-sit examination is established by the head of the unit conducting the given subject, in agreement with the person conducting the examination, considering the detailed organization of didactic classes, referred to in § 10, subparagraph 4.
4. The student may re-sit the examination prior to the date established in accordance with subparagraph 3, if the person conducting the examination expresses consent for this.
5. The person who conducts the re-sit examination submits the examination protocol to the Dean's office within the non-negotiable deadline of 5 days after the end of the re-sit session.
6. The student is obliged to submit to the Dean's Office the chart of periodical student's achievements and the grade book not later than on the subsequent workday after the end of examination session.

§ 31

1. In the case of reservations concerning the form of re-sit examination or objectivism of the examiner, the student, within 7 days after the re-sit examination, has the right to apply to the Dean for conducting the examination before an examination board.
2. To the examination before an examination board may be admitted the student who has obtained credit for the classes within the given subject.
3. In the case of allowing an appeal, the Dean specifies the date of the examination before an examination board. The date of the examination before a board should be provided within 14 days after submission of the appeal by the student.
4. The Dean may also, on own initiative, order the conducting of an examination before a board.
5. Examination before an examination board is held in an oral or practical form in front of a commission which includes:
 - 1) the Dean or head of the unit conducting the study speciality;

- 2) academic teacher who has conducted the re-sit examination;
- 3) specialist in the field of the subject covered by the examination, or a specialist in an allied subject, appointed by the head of the unit conducting the study speciality.
6. At the request of the student, in the examination before an examination board, the year coordinator or other academic teacher indicated by the student, and the representative of students' board may participate as an observer.
7. The Board cannot be presided over by the person who had previously examined the student. All decisions of the board are made by a large majority.
8. The decision by the Board in the matter of taking the examination is final.
9. In the case when the student does not take the examination before an examination board, the Dean makes the decisions concerning the following:
 - 1) referring the student to re-take the semester;
 - 2) removal of the student from the students' register due to not completing the semester within the specified term.
10. The Dean makes the decision referred to in subparagraph 9, point 1, on application by the student.
4. Conditional credit, repetition of the semester or academic year.

§ 32

1. The semester is credited by the Dean based on entries in the chart of a student's periodical achievements, confirming the meeting by the student of the requirements specified in § 25.
2. With respect to the student who has not credited the semester, the Dean makes the decision concerning:
 - 1) permission to re-take the semester; however, in the case of the first year of study, the permission concerns exclusively the re-taking of the second semester;
 - 2) conditional permission to undertake education in the subsequent semester (conditional credit);
 - 3) removal of the student from the students' register due to failure to complete the semester within the specified term.
3. The Dean makes the decision referred to in subparagraph 2, points 1 or 2, on application by the student.
4. The right to submit an application concerning re-taking the semester and application for permission for conditional credit the student does not apply to the student who:
 - 1) has previously obtained a positive decision concerning the re-taking the semester, for the re-taking of which he/she reapplies, unless the reason for not obtaining credit again is caused

by the student's illness, or other important circumstances, which rendered it impossible to credit the semester;

2) has previously obtained permission for conditional credit, for which he/she reapplies, unless the cause for not obtaining credit for the subject covered by conditional credit is student's illness, or other important circumstances, which rendered it impossible to credit the semester;

3) during the study obtained a positive decision in the matter of re-taking a semester twice;

4) has re-taken the study from the semester for the re-taking of which he/she applies;

5) has not obtained credit for the group of prerequisites (subjects, for which the student should obtain credit in order to attend defined classes during the subsequent semester). The subjects which have the status of prerequisites are specified by the board of the main organizational unit.

5. In cases referred to in subparagraph 4, the decisions are made by the Dean.

§ 33

1. Decisions in the matter of permission for re-taking the semester are made by the Dean, after consulting the head of the unit conducting the given study speciality.

2. The student who re-takes the semester has no obligation to obtain again the credits and pass examinations for which he/she has previously obtained positive grades, provided that the education programme in a given subject has not changed.

3. In the case of making the decision concerning the permission for re-taking the semester, the Dean establishes the list of subjects for which the student should obtain credit, with the reservation that if the education programme has changed, the student has an obligation to obtain credits for all the subjects resulting from the programme changes.

4. In justified cases the Dean may permit the student referred for re-taking of the given semester to participate in classes in the subsequent semester, and taking the credits and examinations completing these classes.

§ 34

1. The Dean makes the decision in the matter of conditional credit after consulting the head of the unit conducting the given study speciality.

2. The decision in the matter of granting the conditional credit may be made if during the semester the student obtained at least 20 ECTS credit points, and the lack of obtaining credits for subjects does not interfere with the possibility to continue the study.

3. In the case of making the decision concerning the granting of conditional credit, the Dean establishes the date to make up for the programme differences, also after obtaining an opinion

by the head of the unit conducting the study speciality and the person who teaches the subject, whether it is necessary for the student to participate again in the didactic classes in subjects covered by the conditional credit. In the case of imposing the obligation to repeat the specified didactic classes the student is obliged to make a payment, which is specified based on separate regulations.

4. The decision referred to in subparagraph 3 is made not later than 7 days after submission of the application by the student.

5. In the case when the student does not make up for the programme differences within the specified term, the Dean makes decisions concerning:

- 1) referring the student to re-take the semester;
- 2) removal of the student from the students' register due to the failure to complete the semester within the specified term.

6. Decisions referred to in subparagraph 5, point 1, are made by the Dean on application by the student.

7. The student who has obtained conditional credit may take the examination twice, for which he has to make up after obtaining credits for mandatory classes in a given subject.

5. Re-taking the study.

§ 35

1. On application by the person who has been removed from the students' list after completing the first semester in the first year of study, or at higher years of study at the University or other university, the Dean may issue the decision concerning admittance to the relevant study semester (re-taking of study).

2. The Dean makes the decision permitting re-taking the study after consulting the head of the unit conducting a given study speciality, provided that the student can make up for the programme differences during the period of the subsequent two semesters.

3. In the decision permitting re-taking the study with respect to making up for the programme differences, the Dean specifies the subjects necessary to credit, as well as the form of obtaining credit, the dates of examinations and credits, and other requirements related with re-taking the study necessary for the fulfilment of conditions referred to in subparagraph 2. The student who re-takes the study has no obligation to obtain credits and pass examinations again from which he /she has obtained positive grades, provided that the education programme in a given subject has not changed, and in the case of stating the equivalence of the educational outcomes.

4. Re-taking the study may take place in the same credit period when the decision concerning the removal from the students' register has become final.
5. In the case of failure to supplement the programme differences within the deadline specified in the decision permitting the re-taking of the study, the Dean may make the decision about removal from the students' register.
6. The person who has been removed from the students' register due to unsatisfactory education outcomes may obtain permission to re-take the study only once.
7. The person who obtained the Dean's permission to re-take the study and failed to appear, cannot apply again for the re-taking, unless the cause of failure to undertake the study was the student's long-term illness, or other important circumstances, which rendered it impossible to undertake the study.
8. The person who studied a uniform Master study and has not completed this study within the specified deadline, may re-take education at the first-cycle study, in accordance with the regulations in effect.

§ 36

1. The person who applies for admission to the relevant semester of study submits an application to re-take the study during the terms:
 - 1) until 15 February – persons who apply to re-take the study from the summer semester;
 - 2) until 30 September – persons who apply to re-take the study from the beginning of the winter semester.
2. Persons who apply to re-take the study encloses with the application the following documents:
 - 1) completed data form for study candidates;
 - 2) certificate of secondary education, original copy or a duplicate of this certificate;
 - 3) documentation of the to-date course of study.
3. In justified cases, the Dean may require from the person applying for transfer, additional supplementary documentation concerning the to-date course of study.

§ 37

Persons who have been removed from the University or other higher school due to the legally valid decision by the disciplinary commission, may apply to re-take the study only in the case when the punishment has been remitted or has been erased, in the mode and on principles specified in the regulations in the matter of disciplinary procedures with respect to students.

V. LEAVES OF ABSENCE FROM STUDY

§ 38

1. The student may apply for leave of absence:
 - 1) short-term – lasting not longer than 3 months;
 - 2) long-term – lasting not less than 1 semester; however, not longer than 2 semesters;
 - 3) health – lasting for the duration of the disease, treatment or rehabilitation which exclude or seriously hinder continuation of the study;
 - 4) scientific – lasting not less than 1 semester; however, not longer than 2 semesters.
2. The first-cycle student may apply for leave of absence referred to in subparagraph 1, points 1 and 2, after completing the first credit period.
3. Long-term leave of absence may be granted to the student once during the entire period of a given cycle study, subject to subparagraph 5.
4. The Dean may grant the student a short-term or long-term leave of absence in the following cases:
 - 1) bearing a child and child care;
 - 2) undertaking study at a different university on principles specified in settlements or agreements of which the University is a signatory;
 - 3) important chance events and difficult life situations.
5. Due to re-taking a semester, the Dean grants the student a long-term leave of absence during the period of awaiting the beginning of classes in the subsequent semester.
6. The Dean may also grant the student a short-term leave of absence in association with individual or group Polish or international visits organized by the University, students' board or students' organizations.
7. The Dean may grant the student health leave of absence due to an illness or disability. The decision concerning the granting of the leave is made by the Dean based on the medical records.
8. The Dean may grant the student scientific leave of absence due to the student's participation in research activities.
9. The granting of leave of absence by the Dean is confirmed by registration in the study documentation by the Dean.

§ 39

1. During the period of leave, the student retains the student's rights. The right to financial assistance is specified by separate regulations.

2. The granting of a short-term leave does not exempt the student from the obligation to obtain credits and take examinations covered by the detailed organization of didactic classes in a given semester.

3. The return of the student after leave of absence takes place on principles specified by the Dean.

§ 40

1. The student has the obligation to participate in classes defined as mandatory.

2. One unjustified absence from classes, the participation in which is obligatory, is accepted during a semester. The student should justify subsequent absences to the person conducting classes.

3. The circumstances which justify absence from the classes are important chance events, especially the student's illness.

4. In the case of absence from classes for more than 14 days, the student should submit to the Dean a justification in written form. The justification referred to in point 3 should be supplemented by documents confirming the actual circumstances to which the student refers.

5. In the case of failure to justify the absence from classes by the student, the Dean, at the request of the person conducting classes, registers an unsatisfactory grade for the given subject.

VI. AWARDS AND DISTINCTIONS

§ 41

1. The student distinguished by remarkable educational achievements and exemplary performance of duties may be granted awards and distinctions.

2. The detailed principles and mode of granting awards and distinctions are specified by separate regulations.

VII. DIPLOMA DISSERTATION

§ 42

1. With the exception of a medical speciality, according to the cycle of study the student prepares the diploma dissertation as a:

- 1) licentiate dissertation;
- 2) engineering dissertation;
- 3) Master dissertation.

2. The diploma dissertation is an independent research or artistic study, or an artistic performance presenting the general knowledge and skill of the student related with a given study speciality, the level of profile of education, and skills of independent performance of analysis and drawing conclusions.

3. The diploma dissertation may be:

- 1) a written report;
- 2) a cycle of at least 2 articles published in a reviewed scientific journal;
- 3) design work and performance of a software or computer system;
- 4) construction work;
- 5) technological work;
- 6) artistic work.

2. The student who studies on artistic education speciality in the area of the art of music, irrespective of the diploma dissertation, is obliged to take an artistic examination.

3. The student submits the diploma dissertation in a printed form, which is a document, and in an electronic version on an electronic carrier.

4. The dissertation submitted by the student is subject to checking in the anti-plagiarism system.

5. The student prepares the diploma dissertation in Polish, except for the speciality of philology, where the dissertation is prepared in the language which is the object of the study.

6. The student, on his/her own application, may prepare the diploma dissertation in a foreign language, with the consent of the dissertation supervisor and the head of the organizational unit conducting the given study speciality.

7. While submitting the diploma dissertation the student is obliged to provide a written statement concerning the authorship of the diploma dissertation, and that the dissertation does not constitute an important fragment nor other elements of another person's work.

§ 43

1. The student is obliged to submit the diploma dissertation to the Dean not later than on the last day of the semester completing the study.

2. At the request of the tutor or the student, the Dean may postpone the date of submission of the dissertation for not longer than 3 months, in the case of:

3. long-term illness of the student, confirmed by the relevant medical records;
4. absence of the dissertation supervisor, which may exert an effect on the established date of the diploma examination, the Dean is obliged to appoint another dissertation supervisor, after consulting the head of the unit conducting the given study speciality. A change of dissertation

supervisor during the period of the 6 months prior to the date of submission of the diploma dissertation may constitute a basis for the prolongation of the date of its submission, under the regulations specified in subparagraphs 2 and 3.

5. The student who fails to submit the diploma dissertation within the dates referred to in subparagraphs 1–4 will be removed from the students' register.

§ 44

1. The supervision of diploma dissertations is endowed to an academic teacher under the regulations specified in § 17.

2. While establishing the theme of the diploma dissertation, the scientific interests of the student should be considered, as well as organizational, material, and staff possibilities of the University.

3. The work completed within the framework of the student scientific movement may constitute a diploma dissertation if it satisfies the requirements posed for such dissertations. The decision in this matter is made by the dissertation supervisor.

4. The scope of problems of diploma dissertation should be established not later than 1 year before the planned end of the study, and remain closely connected with the study speciality.

5. The subject of the diploma dissertation is proposed by the dissertation supervisor, in agreement with the student, and is approved by the board of the unit conducting the study speciality.

§ 45

1. The review of the diploma dissertation is performed by the dissertation supervisor and a reviewer appointed by the board of the unit conducting the study speciality. In special cases related with the supervisor's lack of ability to prepare the review, the Dean appoints a second reviewer.

2. In the case of discrepancies in the evaluation of the diploma dissertation, the president of the diploma examination board decides about its final evaluation, and may consult a second reviewer. The appointment of a second reviewer is obligatory when the evaluation of the first reviewer is negative. Two negative reviews result in non-admission to the diploma examination.

3. While evaluating the diploma dissertation, the grading scale applied during examinations is used.

4. Distinguished diploma dissertations may be submitted to competitions organized by State institutions, universities, organizations and scientific associations upon the principles specified in the regulations of these competitions.

VIII. DIPLOMA EXAMINATION

§ 46

1. According to the cycle of the study, the student takes the diploma examination as:
 - 1) a licentiate examination;
 - 2) an engineering examination;
 - 3) Master examination.
2. The conditions of admission to the diploma examination are:
 - 1) obtaining of credits by the student for all subjects and other classes within the education programme, and passing all examinations;
 - 2) prompt submission of the diploma dissertation;
 - 3) obtaining by the student of at least the satisfactory grade for the diploma dissertation;
 - 4) obtaining by the student of a positive grade for the practical part of the diploma examination in the speciality of artistic education, within the scope of the arts of music and medicine, upon principles specified in separate regulations by the board of the main organizational unit.
3. The diploma examination takes place before the board appointed by the head of the unit conducting the given study speciality.
4. The diploma examination board includes:
 - 1) another academic teacher appointed by this head, possessing the degree of at least habilitated doctor in the case of a Master dissertation, or at least the degree of a Doctor of Science in the case of licentiate or engineering dissertation;
 - 2) the diploma dissertation supervisor or the Dean in the case of justified and documented absence of the diploma dissertation supervisor;
 - 3) the reviewer of the diploma dissertation.
5. In the case of preparation of the diploma dissertation at the place of work or other institution, the head of the unit conducting a given study speciality may appoint also a representative of this institution into the composition of the board.

§ 47

1. The diploma examination should be held within a period not exceeding 3 months from the date of submission of the diploma dissertation. In the case of prolongation of the date of submission of the diploma dissertation in accordance with § 43, the diploma examination should take place within a period not exceeding 1 month from the date of its submission.
2. The Dean may establish an independent date for taking the diploma examination by the student who has submitted the diploma dissertation before the deadlines specified in § 43, subparagraph 1.

3. At the request of the student, the diploma examination, with the consent of the head of the unit conducting the study speciality, may be an open examination.

§ 48

1. During the diploma examination the student should show knowledge, skills and social competences specified for the given study speciality, in particular knowledge of the scope of problems related with the subject of the diploma dissertation. In cases justified by the specificity of study speciality, the object of the diploma examination may also be the student's practical skills.

2. The board of the main unit conducting the study speciality determines the scope of knowledge, skills and social competences which is compulsory for the student during the diploma examination.

3. Before the beginning of the diploma examination, the board becomes familiar with the student's documentation and determines a detailed scope of examination problems.

4. The diploma examination is an oral or practical examination, or in both forms.

5. All the decisions by the commission are made by the ordinary majority of votes. In the case of a tied vote, the president casts the deciding vote.

6. While evaluating the results of the examination, the provisions in § 26, subparagraph 1, are applied.

7. At the request of the student or dissertation supervisor, the diploma examination may be held in an open form on specified principles:

1) an announcement concerning the date and place of public defence is placed in the seat of the faculty, and information is included on the website of the faculty, at least 10 days prior to the date of the defence.

2) the announcement contains the place of submission of the diploma dissertation in order to enable those interested to become familiar with it;

3) public defence of the diploma dissertation takes place during an open meeting of the diploma examination board;

4) during the public defence of the diploma dissertation conducted by the president of the board:

a) the dissertation supervisor presents the student's profile;

b) the student presents the main assumptions of the diploma dissertation (first-person narrative summary),

c) the reviewers present their opinions, in the case of absence of one of the reviewers the president orders the reading of this reviewer's opinion;

d) the president opens a public discussion, which ends with a reply by the student.
5) after completion of the defence, an open meeting of the board is held during which the protocol is prepared in the matter of acceptance of the public defence of the diploma dissertation, and awarding the professional title. The voting of the board is held by secret ballot.

§ 49

1. Failure to take the diploma examination on the appointed date results in an unsatisfactory grade.
2. Non-excused absence of the student at the diploma examination on the determined date is equivalent to the loss of the right to take the examination, and results in the granting of an unsatisfactory grade. The regulations in § 27, subparagraphs 8–10, shall apply accordingly.
3. In the case of obtaining by the student of an unsatisfactory grade for the diploma examination, the Dean determines, at the request of the student, the date of re-taking the diploma examination.
4. The re-taking of the diploma examination cannot take place earlier than before the elapse of 1 month, and not later than 3 months from the date of the first diploma examination.
5. In the case of not re-taking by the student of the diploma examination or non-excused absence of the student on the determined date from the re-taken diploma examination, the Dean makes the decision concerning the removal of the student from the students' register.

§ 50

1. The date of completion of the study is the date of taking the diploma examination, subject to subparagraph 3.
2. Completion of the study occurs at the time of taking the diploma examination with at least a satisfactory grade, and obtaining by the student of at least:
 - 1) 180 ECTS credit points at licentiate six-semester studies;
 - 2) 210 ECTS credit points at six-semester engineering or licentiate studies;
 - 3) 90 ECTS credit points at three-semester second-cycle studies;
 - 4) 120 ECTS credit points at four-semester second-cycle studies;
 - 5) 300 ECTS credit points at five-year uniform Master studies;
 - 6) 360 ECTS credit points at six-year uniform Master studies.
3. The date of completion of the study in the speciality of medicine is the date of taking the last examination covered by the education programme.
4. At completion of the study the student becomes a graduate.

5. The graduate is granted the diploma of higher education with the professional title of a licentiate, engineer, or Master of Arts, together with a supplement.
6. Within 30 days from completion of the study, the University prepares and grants to the graduate the diploma of higher education, together with the diploma transcript, and makes the appropriate entry in the diplomas book. The condition of granting the diploma is payment by the graduate, and provision of an up-to-date photograph.
7. The graduate has the right to retain the grade book and student ID card in accordance with § 3, subparagraphs 7–10.

§ 51

1. The basis for calculation of the ultimate result of the study are:

- 1) the arithmetic mean of grades from all examinations and credits, referred to in § 26, subparagraph 5;
- 2) grade for diploma dissertation;
- 3) grade for diploma examination, and in the case of specialities: artistic education in the art of music and medical specialities, the grade for the artistic or practical examination, respectively.

2. The study result is the sum of:

- 1) $\frac{1}{2}$ of arithmetic mean from all examination and credits;
- 2) $\frac{1}{4}$ of the mean grade for the review of the diploma dissertation;
- 3) $\frac{1}{4}$ of the mean grade for the diploma examination, except for:
 - a) speciality of artistic education in the art of music, where $\frac{1}{8}$ of the grade for the diploma examination and $\frac{1}{8}$ of the grade for artistic examination are included;
 - b) specialities of nursing, obstetrics, and emergency medicine, where $\frac{1}{8}$ of the grade for the diploma examination and $\frac{1}{8}$ of the grade for practical examination are included.

3. The ultimate study result is included in the diploma of higher education, equalized to the grade in accordance with the following principles:

- 1) up to 3.25 – satisfactory (3);
- 2) from 3.26 to 3.75 – satisfactory plus (3.5);
- 3) from 3.76 to 4.25 – good (4);
- 4) from 4.26 to 4.50 – good plus (4.5);
- 5) from 4.51 - 5.0 – very good (5).

IX. REMOVAL FROM THE STUDENTS' REGISTER

§ 52

1. The Dean removes the student from the students' register when:

- 1) the student has not undertaken the study, especially when the student took the Oath and did not attend classes for the study speciality to which he/she had been admitted;
- 2) the student submitted in writing a statement of intent concerning the failure to study (resignation from the study),
- 3) the student has not submitted within the fixed deadline of the diploma dissertation, or had not taken the diploma examination (did not obtain a positive result);
- 4) the student has been disciplinary punished by expulsion from the University.

2. The Dean may remove the student from the students' register in the case of:

- 1) the student did not sign the agreement submitted by the university concerning payment for the study or educational services within 30 days from the beginning of didactic classes;
- 2) stating the lack of progress in education, especially:
 - a) written information about 3 unjustified absences from mandatory classes in a given subject in a semester, submitted by the head of the organizational unit conducting a given study speciality;
 - b) stating *ex-officio* the lack of supplementation by the student of the programme differences within the determined deadline after re-taking the study;
- 3) stating *ex-officio* failure to complete the semester by the student within the dates specified by the Rector by separate regulations in the detailed organization of the academic year;
- 4) failure to make by the student payments related with carrying out studies, exceeding 30 days.

3. The decision referred to in subparagraphs 1 and 2 may be appealed to the Rector within 14 days after delivery of the decision, except for the decision referred to in subparagraph 1, point 4, actionable based on separate regulations.

4. The regulations in § 54, subparagraphs 2–8, shall apply accordingly.

X. FINAL PROVISIONS

§ 53

1. The Rector may introduce payments for the educational services provided based on the principles specified by separate regulations.

2. The amount of payment for educational services for a given academic year is determined by the Rector after consulting the Senate and student council, considering the cost of didactic classes, and announces this amount not later than 3 months before the beginning of the academic year.

3. The detailed principles and deadlines for making payments and the standard form of agreement are established by the Senate.
4. The conditions of payment for the study are specified in the agreement made between the University and the student in written form. The standard form of agreement is established by the Senate. The agreement is signed not earlier than after issuing the decision concerning the admittance to the study, and not later than 30 days from the beginning of the classes.

§ 54

1. If the Rules do not provide otherwise, the appeal against the decision made by the Rector may be submitted within 14 days from its receipt, and when the decision was announced orally, from the day of its announcement to the student.
2. The appeal is submitted to the Rector through the relevant Dean.
3. The appeal is submitted in written form.
4. Submission of the appeal within due time withholds execution of the decision.
5. If the student submits an appeal, and the Dean considers that this appeal deserves consideration as a whole, the Dean may, within 7 days from the day of submission of the appeal, issue a new decision in which the contested decision is revoked or changed.
6. The student may withhold the appeal prior to the making of the decision by the Rector. However, the Rector will not consider the withholding of the appeal if this would lead to the maintenance of the decision violating law or social interest.
7. The Rector issues the decision which:
 - 1) upholds the contested decision;
 - 2) revokes the contested decision as a whole or in part, and makes the judgements on merits, or by revoking this decision discontinues the proceedings at the first instance;
 - 3) discontinues the appeal proceedings;
 - 4) revokes the contested decision as a whole, and refers the matter for reconsideration by the Dean when the settling of the matter requires previous investigation procedure as a whole or in considerable part. In considering the matter, the Rector may indicate what circumstances should be taken into account while reconsidering the matter.
8. The decision by the Rector is final.

§ 55

If the Rules do not provide otherwise, the student may raise objections with the Dean concerning the settlement pertaining the course of study non-stipulated for the University authorities, and made by the academic teacher, within 7 days after its receipt, and when the

settlement was announced orally– from the day of its announcement to the student. The regulations in § 54, subparagraphs 1–7 shall apply accordingly.

§ 56

If in the work which is the basis for granting a scientific title, the person applying for this title has taken credit for the authorship of an important fragment or other elements of another person's work or scientific finding, the Dean, by means of a decision, states the nullifying of proceedings in the matter of granting this title.

§ 57

1. In the case of granting the diploma to the person as referred to in § 56, The Rector states the annulment of the decision concerning the granting of the professional title and issuing the diploma.

2. The Rector is also the competent authority for the resumption of proceedings in the matter of granting of the professional title and issuing the diploma.

§ 58

In the cases initiated until the date of entry into force of the Rules, and not completed by the final decision, the to-date regulations shall apply.

Annex No. 1
to the Rule of Study

DETAILED PRINCIPLES

for the introduction and application of alternative solutions with respect to students with disabilities.

§ 1

General provisions.

All alternative solutions applied in the course of study with respect to students with disabilities are aimed at the levelling of opportunities for completing the given cycle of studies, while maintaining the principle of not diminishing the essential requirements with respect to these students.

§ 2

Changes in the way of participation in classes.

1. If the student's disability renders his/her direct participation in didactic classes impossible, the Dean, at the request of the student may:

1) permit an increased allowable absenteeism;

2) establish an individual mode and conditions for attending classes, with consideration of additional classes and consultations;

3) express the consent for a change in the form of acquisition of knowledge.

2. If this results from the type and specificity of disability, the Dean, at the request of the student, may express the consent to apply solutions consisting in the incorporation into the classes of a third person functioning as: translators of sign language, typists, or laboratory assistants providing assistance for students with disability involving the hands.

3. In the case when the student's disability requires additional solutions in the performance of the contents of a given subject of study, the Dean, at the request of the student, may consider the necessity for individual extra hours of classes and consultations in this subject.

4. In the case when, due to the student's disability, an independent making of notes during classes is impossible, the Dean may grant the student with disability permission to use additional technical equipment which would enable full participation of the student in classes, and use of audio-video devices allowing the recording of didactic classes.

5. The Dean makes the decision referred to in subparagraphs 1–4, after consulting the head of the all-University unit for matters of the disabled.

6. In the case of use during classes of devices for sound, or sound and image recording, the student is obliged to provide a written declaration concerning non-violation of copyright to the work created during these classes, and utilise the registered materials only for private use.

§ 3

Preparation of materials in alternative forms of recording.

1. In the case when due to disability the student cannot use the didactic materials in ordinary print, in order to gain the possibilities to continue education, the student should report to the Dean the need for obtaining the didactic and scientific materials from the specified classes in an alternative form of recording. As alternative forms of recording are considered in particular: braille, print with a changed letter size, audio, and electronic recording.

2. The Dean makes the decision on the subject concerning the application of an alternative form of recording after consulting the head of the all-University unit for matters of the disabled.

§ 4

Changes in the mode and taking of examinations and obtaining credits.

1. According to the type of disability, the student may submit an application to the Dean for changing the way of taking the examination in a given subject.

2. In order to change the way of taking the examination by the student with disability, the Dean makes the decision about the expression of consent for:

- 1) prolongation of the duration of a given examination;
- 2) the use of technical devices during the examination, such as: computers, screen readers, braille devices, alternative keyboards;
- 3) the use during the examination of an alternative form of recording;
- 4) change of the form of examination from written to oral, or oral to written;
- 5) participation in the examination of a third party, especially a translator of sign language, typist, or lector.
- 6) change of the place of conducting the examination.

3. The regulations stipulated in subparagraphs 1–2 shall be applied accordingly to the obtaining of credit in the specified subject.

§ 5

Changes in the organization of examination sessions.

1. If the student's disability renders it impossible to take all examinations and credits provided within a given examination session, the student has the right to apply to the Dean for a change of the dates of taking examinations, and obtaining credits during a period outside the duration of the session, not later than 30 days preceding the beginning of the subsequent session. The decision concerning the change of dates is made by the Dean after consulting the head of the all-University unit for matters of the disabled, or the person conducting the credit or examination.

2. The change of dates referred to in subparagraph 1, enables admittance of the student with disability to the subsequent semester, without conditional credit, specified in § 32, subparagraph 2, of the Rules.