

# THE STUDY REGULATIONS OF THE WSB UNIVERSITY

in Dąbrowa Górnicza

## CHAPTER 1 GENERAL PROVISIONS

### § 1

1. The WSB University, hereinafter referred to as "the University" acts pursuant to the Act of 27 July 2005 - Law on Higher Education / Journal of Laws No 164, item 1365 as amended, hereinafter referred to as "the Act", the Statute of the University and the provisions issued on its basis.
2. Students are admitted to the University after fulfilling the conditions of recruitment and qualifying the candidate for the first year in the manner determined by the Senate.
3. The University student's rights are acquired:
  - A) upon matriculation and taking the student oath,
  - B) after transfer from another university on the basis of the decision of the receiving Dean.
4. Following the matriculation and taking the oath, the Student receives a student identity card.
5. All Students of the University form a student government whose elected bodies (representatives of the student government) have exclusive competence to represent all University Students.
6. Representatives of the Student Government:
  - A) give opinions on the study regulations,
  - B) give opinions on curricula,
  - C) at the request of Students, participate in examination commissions,
  - D) participate in the work of scholarship, disciplinary and other committees.
7. Decisions pertaining to student affairs not stipulated under the Act, statute and the agreement for the provision of educational services that are taken by other organs of the University, to the extent and in the manner specified in the Study Regulations, are taken by

the Dean.

## CHAPTER 2 STUDENT'S RIGHTS AND RESPONSIBILITIES

### § 2

1. The Student is entitled to:

- a) develop his/her own scientific interests and use, for this purpose, the didactic rooms, facilities and resources of the University and the help of academic teachers,
- b) study according to an individual plan of study and curriculum,
- c) form political and social organizations on a basis of provisions set out in the Act,
- d) express opinions on and assess the University classes and the teachers conducting them,
- e) participate in open classes of other specializations,
- f) receive awards and distinctions.

2. The Student is obliged to:

- a) act in accordance with the content of the oath,
- b) observe the study regulations,
- c) observe other regulations in force at the University,
- d) participate in didactic and organizational activities according to the study regulations,
- e) acquire knowledge,
- f) take examinations, undertake an apprenticeship and fulfill other requirements provided for in the study plan,
- g) participate in research into the quality of education in the mode and on the basis of separate regulations,
- h) show respect to the University employees and observe the principles of coexistence,
- i) care for the dignity of the Student and the good name of the University,
- J) take care of the property of the University and incur material liability for its destruction or loss,
- K) observe copyright, defined by separate regulations, of the authors of books, textbooks, course books and other scientific aids.

3. The Student shall be liable to the disciplinary board or the peer-to-peer board of student councils for any conduct prejudicial to the student's dignity and the violation of the regulations in force at the University, subject to the rules set forth in separate regulations.

### § 3

1. The Student may move to another university with the consent of the Dean if he/she fulfills all obligations resulting from the regulations in force at the University.
2. The Student from another university may be admitted to the University after completing at least one semester of studies.

### CHAPTER 3 ORGANIZATION OF STUDIES

#### § 4

1. Studies take place according to the curricula of the University, determined in the manner specified in the Act. The curriculum for a particular field of study and cycle of education and for a particular profile in this field includes a description of the assumed learning outcomes and the curricula, describing the learning process leading to the achievement of the outcomes. The curriculum includes a detailed study plan that defines the courses, examinations and credits required in the course of study, apprenticeship, and includes arrangements for:
  - a) the duration of studies,
  - b) the sequence of courses and number of hours per the course,
  - c) the method and the forms of obtaining credit for the course, taking into account the principles of the European of Credit Transfer and Accumulation System.
2. The student studies according to the study plan and the curriculum in the academic year in which he / she starts the program.
3. Par.2 does not apply to students who repeat a semester of study, continue studies after the leave, resume studies, study part-time outside the University or who have moved from another university.
4. Curricula are made available to Students on notice boards or on the internet not later than 7 days before the beginning of the academic year.
5. The language of instruction at the University is Polish. However, the Senate may decide that foreign languages are used during:
  - a) some classes (individual lectures or modules) within the framework of programs conducted in the Polish language (e.g. elective lectures); in this case, knowledge or skills tests in the course are in that foreign language in which they were taught,
  - b) all classes in the curriculum, excluding Philology, (e.g. programs within the framework of international educational programs entirely in a foreign language); in this case, knowledge or skills tests and the diploma examination are in a foreign language (language of instruction).
  - c) classes within the framework of language programs (Philology); in this case, knowledge or skills tests, the thesis and the diploma examination are in a foreign language (language of instruction).

## § 5

1. The academic year commences on 1 October and lasts until 30 September of the following calendar year.
2. The academic year includes:
  - 1) a period divided into two semesters (winter and summer semesters);
  - 2) winter and summer exam sessions and resit sessions,
  - 3) apprenticeship according to the curriculum and study plan,
  - 4) winter, spring and summer holidays and inter-semester breaks for full-time students.
3. The schedule of the academic year is determined by the Rector, who specifies:
  - 1) the duration of semesters,
  - 2) the duration of the examination sessions in each semester,
  - 3) the duration of the resit session in each semester,
  - 4) the duration of the inter-semester break
  - 5) the duration of winter, spring and summer holidays.

## § 6

1. The detailed organization of the academic year is determined by the Dean, based on the study plans approved by the Senate.
2. The timetable and the duration of the examination and resit sessions developed after consulting the Student Government are announced before the beginning of each semester in the electronic study system.
3. The Rector may establish additional days off from classes during the academic year.

## § 7

In order to improve the studying process, the Dean, at the request of the Student Government or students of a given group, may appoint a year tutor.

## § 8

1. The rules, procedures and credits of the apprenticeship program in the curriculum are set out in the apprenticeship regulations.
2. Credits for apprenticeship are given by the Student Apprenticeship Plenipotentiary on the basis of documents confirming the apprenticeship.
3. A Student who, for reasons that are not his/her fault, has failed to complete the apprenticeship, may obtain the Dean's consent to do an apprenticeship at a different time, which does not interfere with the course of study.
4. When the Student fails to obtain credit for an apprenticeship, the Dean may make a decision that the Student is obliged to repeat the semester.

## § 9

1. Students moving from other universities to the University of Dąbrowa Górnicza for the second and subsequent semesters of studies are obliged to obtain credit for courses resulting from curriculum differences. The method of compensating for curriculum differences is determined by the Dean, in consultation with academic teachers.
2. Credits and ECTS credits obtained at another university may be recognized instead of the courses and credits assigned to them, included in the study plan if the learning outcomes of these courses at both universities coincide. The decision is taken by the Dean after reading the documentation of the course of studies taken at another university submitted by the student.
3. Courses with ECTS credits from another, foreign university as transferred by the student are recognized as achievements expressed in ECTS credits at the University.
4. In addition to studying in his/her primary field of study, the Student may, with the consent of the Dean, study in other fields and specializations or study selected subjects if he/she fulfills all the obligations related to the course of study in the primary field.
5. The Dean may withdraw her consent to study in another field if the students fails to fulfill the obligations related to the course of study in the primary field.
6. A student who has not passed the semester in the second field due to unsatisfactory academic results is removed from the list of students in the second field.
7. The financial conditions of studying in the second field are determined by the Rector's order.

8. A Student of a given field and mode of study is obliged to choose a particular specialization according to the study plan. The Student selects a specialization in the semester preceding the beginning of classes in a given specialization or at another time defined in a separate order by the Rector. The Dean takes a decision on starting the specialization, taking into account the University's possibilities. In the event that the specialization he/she selects is not offered, the Student is entitled to select another specialization from among those that offered. A Student who fails to meet the required dates of selecting a specialization will be, according to the Dean's decision, put on the specialization list, depending on the vacancy.

9. The Student may apply for studying in two specializations. The decision is made by the Dean at the request of the Student submitted at least one week before the beginning of the semester.

10. If consent to study two specializations at the same time is given:

- 1) the primary specialization is the first specialization selected by the student,
- 2) the average of all grades received in particular semesters is taken into account in terms of the award of scholarships for academic performance,
- 3) the Student writes one thesis,
- 4) the Student takes one diploma exam,
- 5) the basis for determining the final grade is the arithmetic of grades for all courses passed in the course of study, in accordance with §31 para. 2 point 1 and para. 4-5,
- 6) the graduate receives one diploma in his/her primary specialization. Information about the second specialization is included in the Diploma Supplement.

11. The Dean may agree to change:

- 1) a field of study,
- 2) a mode of study.

12. The Dean determines the conditions, date and manner of compensating for curriculum differences by the Student.

13. A student wishing to move from the long-cycle Master's degree program to a two-cycle program (within a specific field of study) may continue his/her studies at the University only in the first-cycle (Bachelor) program. If the Student continues the studies at the second cycle (Master's) program after completing the first-cycle program, the courses he/she passed during the long-cycle Master's program will be recognized provided that learning outcomes are the same like for the second-cycle program. The decision is taken by the Dean after familiarizing himself/herself with the documentation of the course of studies at another university, submitted by the student. Students who have been reinstated to their studies and who studied in the long-cycle Master's program prior to being removed from the list of students may continue the studies at the second-cycle program only if they have completed the first-cycle program.

14. Moving to another field of study within the University as well as changing the mode of studies by moving to full-time or part-time studies is possible provided all the obligations related from the course of study are fulfilled.

Rules for granting individual plan of study terms (IOS)

1. There is a possibility of granting individual plan of study terms to Students:

- 1) with disabilities
- 2) who have particularly distinguished scientific achievements,
- 3) students studying in two fields,
- 4) participating in the international / inter-university exchange program,
- 5) others, when Dean considers the situation justified.

2. An individual plan of study /IOS/ consists of implementing the current curriculum and determining individual deadlines for fulfilling duties resulting from the plan of study. An individual plan of study may consist in particular of:

- 1) modifying the way of achieving of objectives and learning outcomes described in the study plan, the sequential system of classes and examinations, and the forms of examinations, number of ECTS credits required to complete the year of studies, the order of the classes in the course of studies,
- 2) appointing an individual tutor,
- 3) passing the courses externally, in agreement with the teacher conducting the course,
- 4) changing the dates of exams and receiving credits for the courses.

3. Granting IOS terms does not imply a change in the scope of requirements related to the area and level of knowledge of the courses provided for in the curriculum in a given field of study.

4. Only a Student who has completed at least the first semester of study may apply for IOS terms. In special cases, the Dean may grant approval for the individual plan of study from the first semester.

5. Permissions for individual organization of studies are granted by the Dean for one semester or one academic year.

6. Upon receiving the Dean's consent, the Student must arrange the schedule of tests/obtaining credits and examinations with teachers within 30 days, and then submit it to the Dean for approval. Teachers decide about the manner and date of receiving credits and examinations, which cannot be later than the final date of the re-sit session.

7. The Dean may withdraw the consent to grant IOS terms if the Student no longer fulfills the agreed conditions that are the basis for granting the IOS terms.

## § 11

### Rules for granting an individual plan of study plan and curriculum (IPSC)

1. Students who have completed the first year of the first-cycle program or the first semester of the second-cycle program and who demonstrate outstanding academic performance may apply for a permission to study according to their individual plan of study and curriculum (hereinafter referred to as IPSC). Studies according to IPSC aim at enriching knowledge acquired by the student of the field or specialization studied. The curriculum should include content that leads to achieving the learning outcomes of the curriculum for a particular field of study and may not lead to the extension of the time limit for completion of studies.
2. The decision to allow a Student to study according to the individual plan of study and curriculum shall be made by the Dean at the written request of the Student, taking into account the Student's progress in study, abilities and interests.
3. For those who study according to their individual plan of study and curriculum, the Dean appoints tutors from among academic teachers holding an academic degree or an academic title.
4. The individual plan of study and curriculum is prepared by the Student and approved by the tutor. Study according to the individual plan of study and curriculum cannot last longer than is provided for by the study plan and curriculum for the particular field and specialization.
5. In the case of unsatisfactory academic results, the Dean may withdraw his / her consent to study according to an individual plan of study and curriculum.
6. Detailed rules for the organization of IPSC are defined by separate regulations.

## CHAPTER 5

### THE MODE AND PRINCIPLES OF RECEIVING CREDITS

## § 12

1. Studies are consistent with the European Credit Transfer and Accumulation System (ECTS).



2. Courses are conducted in the form of lectures, classes, laboratory classes, proseminars, seminars, tutorials, foreign language classes, e-learning, field practice and projects.
3. The presence of the Student is obligatory during classes, proseminars, seminars, tutorials, foreign language classes, laboratory classes, and field practice.
4. In the case of short-term absences during the classes referred to in par. 2, in order to excuse them, the Student is obliged to present circumstances confirmed by relevant documents to the teacher at the earliest possible date but not longer than 14 days from the first day of absence
5. At the beginning of the semester, the teacher is obliged to inform the Students of the learning outcomes included in the curriculum and the conditions for passing a course. If the course ends with an examination, the examiner shall present the basic requirements for the examination to students. The examination is a test of the knowledge and skills acquired by the student in the scope defined by the curriculum.
6. The term for receiving credit shall be defined as one semester.
7. In order to complete a semester it is necessary to achieve learning outcomes provided for in the curriculum, which is confirmed by obtaining credits and passing examinations within the time frame specified in the study schedule and completing the apprenticeship provided for by the plan of study and obtaining the required number of ECTS credits.
8. A minimum of 60 ECTS credits is required to complete the academic year. A condition for completing the full first-cycle program of study is to obtain at least 180 ECTS credits and at least 210 ECTS credits for engineering studies, while a full second-cycle program requires obtaining at least 120 ECTS credits for Bachelor's degree holders and at least 90 credits for the graduates of engineering programs.
9. The condition for obtaining ECTS credits is to pass the given course according to the requirements specified, and in the case of an examination or credit with a grade, to obtain at least a satisfactory grade. If the course has more than one form, it may be necessary to obtain ECTS credits for each of these forms.
10. If a Student has more ECTS credits than required to complete a given year of study, the surplus obtained is credited towards the next or subsequent years of study, as far as courses covered by the curriculum are concerned.
11. In the case of repeating a year or semester, re-admission to the same field of study or specialization, or participation in a student exchange program, the Dean may take into account the course already passed and the ECTS credits thus obtained. This right also applies to undertaking additional studies in another field or specialization, a change in the field of study or specialization, receiving credit for courses in another field or specialization or at another

university.

12. The curriculum may provide for additional requirements to complete a given year of study.

13. The condition of continuing studies in the next semester is to complete the previous semester and to pay the fees to the University (tuition fees and others).

14. An examination is conducted by the course teacher. In particularly justified cases, the Rector - at the request of the Dean - may appoint the second examiner of the subject.

15. The achievement of the learning outcomes by the student, as assumed in the course syllabus, is reflected by positive grades from classes (workshops) and examinations provided for in the curriculum. Passing the course is based on the Student's positive grades from current tests, final test, exercises and projects or other forms proving learning progress. The decision on this matter is taken by the course teacher, giving the requirements at the beginning of the semester.

16. When the condition set out in par. 15 is fulfilled, Students are entitled to an early exam date (the examiner does not enter unsatisfactory grades, the student's attendance is not obligatory). If a Student does not take an early exam or fails it, he or she has to take the scheduled exam or resit it (in the case of failure to take the scheduled examination). A Student who has received a positive grade is entitled to resign from the grade and take the scheduled exam. In this case, the grade from the scheduled exam applies.

17. It is the Student's duty to take each examination, subject to par.16, within the time limit specified in the exam session schedule. The examiner may conduct an exam, in agreement with the Students, also before the examination session, provided all the classes/lectures have taken place.

18. In exceptional cases (long-term illness, random event, etc.), the Dean may agree that the Student takes the examination on an individual basis.

19. Failure to take an exam by a Student without substantiated reasons on the scheduled date is tantamount to losing the date. In order to excuse absences, the Student is obliged to submit documents excusing the absence to the examiner within 7 days. Otherwise the examiner enters an unsatisfactory grade. In the case of an excused absence at any scheduled exam date, the teacher shall set another examination date for the student on an individual basis.

20. A Student who has received an unsatisfactory grade from the scheduled exam may take the resit exam only once, after receiving the credit for the course in the resit session.

21. If the Student fails to receive a positive exam grade in the resit session, he/she may submit an application to the Dean within seven days to repeat the semester or for a conditional permit

to continue his/her studies in the subsequent semester, under pain of passing the exam (receiving credit for the course) and completing the point differential remaining from the previous semester, within a duration of classes in a semester or within a period of assessment before the board. In justified cases, the Dean may allow the extension of the time limit for the examination that forms the basis of the conditional exam. Conditional continuation of studies in the subsequent semester is not allowed if the student does not receive a credit in the diploma or master's seminar.

22. If the Student fails to receive a satisfactory grade from the exam or conditional credit, he/she may file, within 7 days, an application to the Dean to repeat the semester, in which the deadline for passing the conditional resit exam has expired.

23. Following the application submitted by the student, filed within 7 days of the date of publication of the results of the resit exam, the Dean orders - in justified cases (reservations about the form, mode and course of the exam) – a resit exam before an examination board, which should take place within 14 days of the date of submission of the application. The student's knowledge is evaluated before the examination board, the composition of which is determined by the Dean. The form of the exam is determined by the chairman of the examination board, who informs the Student of the fact at least 7 days in advance of the scheduled examination date. The board consists of the Dean or Deputy Dean, as the chairman of the board, the examiner who conducted the previous exam or the course teacher and another academic teacher representing the same specialization or related to the subject of the examination and at the student's request, the representative of the student government he/she chooses, who does not participate in the substantive assessment but acts as an observer. The examination board cannot be chaired by a person who has previously examined the student.

24. Exam grades and credits are documented in the Student's academic progress report and the examination report.

25. The University does not record the course of studies in the student record book.

26. The Student is informed about the results of oral examinations directly after the exam, which are documented in the exam report of the subject. Students are directly informed about the results of written tests and examinations through individual electronic student accounts at the latest within 7 days of the examination and can be published on the Internet, subject to the requirements of the Personal Data Protection Act.

27. Within two weeks of the publication of the results, the Student is entitled to inspect the assessed work, if it is the basis for passing the course.

28. A Student, who studies abroad, with Dean's consent, under direct agreements or educational projects, appointed by the University or student organizations acting at the University, may apply to the Dean for the recognition of credits obtained abroad and for including these courses to the university study plan. A Student who has studied abroad on

his/her own may submit the application referred to in the preceding sentence upon presenting the documents stating that the school in which he / she studied is a higher education institution.

29. The Student is obliged to submit the copies of originals of obtained certificates certified by the notary and their sworn translations into Polish.

30. A Student who has studied abroad is entitled to complete a semester on the basis of a examinations passed at a foreign university, provided that he or she has obtained at least 30 credits according to the European Credit Transfer and Accumulation System (ECTS).

31. If the curriculum implemented abroad did not allow for achieving learning outcomes set out in the curriculum at the University, the Dean is obliged to determine curricular differences, which must be completed by the Student until the end of his/her studies.

32. After receiving credits and passing exams, the Student will be registered for the next semester based on the Dean's decision. The Dean gives credit for the semester on the Student's progress report, prepared in the form of electronic data printouts from the University Study-Oriented System. This credit is the basis for entry to the next semester.

### § 13

1. The following grades and letters are used for credits and examinations:

1) very good	(A)	5.0
2) good plus	(B)	4.5
3) good	(C)	4.0
4) Satisfactory plus	(D)	3.5
5) Satisfactory	(E)	3.0
6) Fail	(F)	2.0.

2. As regards the "Physical education" course, some specialization lectures, training, credit for the first semester of classes in the case of two-semester lectures (without workshops) included in the study plans for a given academic year and apprenticeship, the formula "pass" (Polish: zal.) without a grade is used.

### § 14

1. The Dean removes the Student from the list of students, in cases when he/she:

- 1) does not undertake studies,
- 2) resigns from studies,
- 3) fails to submit the thesis or take the diploma examination within the time limit,

- 4) is expelled from the university as a result of disciplinary proceedings,
- 5) does not sign an educational services agreement with the University,

2. The Dean may remove the Student from the list of students, if:

- 1) there is no progress in learning,
- 2) he/she fails to complete a semester,
- 3) does not pay fees related to the study.

3. The decisions referred to in par. 1 and 2 are subject to appeal to the Rector. The Rector's decision is final.

4. Not undertaking studies, referred to in par. 1. point 1), is declared after the investigation process, when:

- 1) a person admitted to study at the beginning of the first semester of study (no later than 30 November – in the case of starting in the winter semester and 30 March in the case of starting studies in the summer semester) does not collect a student ID card;
- 2) a Student resuming study or after leave granted by the Dean has not received curricular differences card within 30 days of the decision about readmission.

5. The resignation from the study referred to in § 14 par.1 point 2) means the situation in which the Student resigns in writing.

6. Acknowledgment of the lack of progress in learning referred to in § 14 par.2. point 1) means a situation when the student fails the courses obligatory in the study plan for a given semester unless the Student has obtained the Dean's consent to repeating the semester or the conditional enrollment for the next semester.

7. The Student is informed of the removal from the list of students in writing within the time limit of 7 days from the removal date. The Student is entitled to appeal against a decision resulting in removal to the Rector within 14 days from receiving the decision.

8. A Student who repeats a semester is not required to receive credits for repeated courses (credits and exams), the syllabus of which has not changed, provided that the grades obtained are positive.

9. The Student repeating the semester may, with the consent of the Dean and the teacher, receive credits for courses provided for by the study plan in the subsequent semester.

10. A Student who after passing the first or subsequent semesters of study has been removed from the list of students, is entitled to resume it within 5 years from the end of the semester in which the removal took place.

11. The re-admission of a person who has been removed from the list of students after 5 years from the end of the semester in which the removal takes place is subject to the general rules

for admission. The Dean, in agreement with academic teachers, may exempt the student from passing the courses whose syllabus has not changed, provided that the grades for the courses were positive.

12. The Student may resign from continuing the studies at the University at any time, provided that failure to undertake the study or resignation requires the Student's written resignation.

#### § 15

1. The re-admission to study of a person who has been removed from the list of students during the first semester follows the general rules of admission.

2. The Student who has been removed from the list of students after completing at least one semester may be granted permission to be readmitted, subject to par. 14, points 10 and 11.

3. The re-admission decision is made by the Dean, specifying the mode of completing the curricular differences.

#### § 16

##### *Principles of recognizing learning outcomes achieved in the process of learning outside the system of studies*

1. A candidate may apply for the recognition of the learning outcomes achieved outside the system of studies.

2. Learning outcomes can be confirmed for:

1) a person with a secondary school graduation certificate and at least five years of professional experience - if a person applies for admission to the first cycle program or the long-cycle master's degree program;

2) a person holding a Bachelor's degree or equivalent and at least three years of professional experience after completing the first-cycle program when applying for the second-cycle program;

3) a person holding a Master's degree or equivalent, and a minimum of two years of professional experience after completing the second-cycle program or the long-cycle Master's degree program, when applying for another field in the first or second-cycle program or the long-cycle Master's degree program.

3. An applicant for admission to study by means of the recognition of learning outcomes may

receive no more than 50% of the ECTS credits assigned to a particular field of studies, program and educational profile.

4. Learning outcomes achieved in the non-formal and informal system are recognized based on the analysis of documents presented by the candidate, showing the achievement of learning outcomes following the life and professional experiences, which coincide with the learning outcomes indicated in the description of courses that the applicant applies to receive credits for.

5. If there are reasonable doubts about the learning outcomes of the applicant, it is possible to interview the applicant and to apply additional assessment tools for assessing the learning outcomes.

6. The decision pertaining to the recognition of learning outcomes is made by the Dean.

7. Passing the course as a result of the recognition of learning outcomes is documented in the credit record of the courses and in the student's progress report.

8. If the credit concerned the courses ending with a grade, according to the curriculum, "pass" is entered to the record and report referred to in par. 8, instead of a grade.

9. Courses passed as a result of the recognition of learning outcomes are not included in the average grade from studies.

10. Detailed rules of the process of recognizing learning outcomes achieved outside the system of studies and institution-based learning are defined by the Regulations of Recognition of learning outcomes achieved in the process of learning outside the system of studies that is in force at the University of Dąbrowa Górnicza.

## CHAPTER 6 LEAVES, AWARDS AND DISTINCTIONS

### § 17

1. The Student may be granted the following leave:

- 1) short-term (no longer than 1 semester),
- 2) long-term (longer than 1 semester, but not longer than 1 year).

2. The Student may be granted the leave in the case of:

- 1) a long-term illness,
- 2) important unexpected circumstances,
- 3) baby birth and care of it,
- 4) referral to study abroad,
- 5) important professional and family reasons.

3. The Student may be granted short-term leave due to group trips in the country or abroad organized by the University.

4. Leave is granted by the Dean at the request of the Student.

5. Student groups may obtain the Dean's permission for short-term (up to 3 days) breaks in classes for important reasons (study tours, team building trips, sightseeing trips, etc.) after agreeing with the course teachers that the classes will take place on other dates.

6. Application for short-term breaks in classes should be submitted to the Dean's Office at least 7 days before the proposed break.

#### § 18

Students with outstanding academic performance, organizational activity, and the very good performance of their duties may be awarded:

- 1) awards funded by state institutions, scientific societies, and social organizations,
- 2) Rector's awards and distinctions specified in separate orders.

### CHAPTER 7 THESIS

#### § 19

1. The Student writes a diploma thesis (Bachelor/ Master or Engineer) under the supervision of a Supervisor.

2. The Supervisor of a diploma thesis is an academic teacher who holds at least a Ph.D. degree.

3. The Dean appoints the Supervisor of the diploma thesis at the request of the Student. The supervisor may change in the same manner, in justified cases.

4. In the event of a longer absence of the Supervisor, which may affect the delay of the Student's submission of a diploma thesis, the Dean is obliged to appoint an academic teacher who takes over the duties of the Supervisor.

5. The Student submits the thesis in Polish language subject to §4 par. 3. If the Student participates in international educational programs, in didactic programs conducted in a foreign language, in double diploma programs, or has as possibility of continuing studies abroad, etc., he/she is allowed to write a thesis in a foreign language provided that a comprehensive abstract in Polish is enclosed with the thesis in a foreign language. The decision on this



matter is made by the Dean in consultation with the Supervisor of the diploma thesis.

6. The diploma thesis is subject to mandatory verification in the anti-plagiarism system.

7. A Student of full-time and part-time studies is obliged to submit a diploma thesis approved by the Supervisor in the last semester of study, no later than the deadline specified in the schedule of the academic year.

8. The Dean may postpone the deadline for submission of a diploma thesis for no more than one semester.

9. The Supervisor must give an opinion on the Student's request for an extension of the deadline for submission of a diploma thesis.

10. Acceptance of the thesis by the Supervisor is a condition for passing a diploma seminar.

11. The Supervisor and one reviewer evaluate the thesis. The thesis reviewer is an academic teacher with at least a PhD degree. In the case of a Master's thesis written under the supervision of an academic teacher with a PhD degree, a review by an academic teacher with the postdoctoral degree or with the title of professor is required.

12. In the case of a negative evaluation of the diploma thesis by the Reviewer, the Dean will consult the second reviewer. In the case of a negative evaluation of the thesis by the second Reviewer, the Dean, at the request of the student, orders the student to repeat the last semester of study. The Student is obliged to write his/her diploma thesis and complete any possible curricular differences assigned by the Dean.

13. A Student who has been removed from the list of students as a result of the non-submission of a diploma thesis within the time limit may resume his/her studies no later than 5 years from the date of the removal, during the semester of study indicated by the Dean. The Student is obliged to write the diploma thesis and complete any possible curricular differences assigned by the Dean.

## CHAPTER 8 DIPLOMA EXAMINATION

### § 20

1. The condition for admission to the diploma exam is:

- 1) receiving credits for all semesters of studies,
- 2) positive grade from the thesis submitted,
- 3) settlement of liabilities towards the University.

2. The diploma examination should be held no later than one month after the student has submitted his/her thesis in the Dean's Office.
3. The diploma examination is an oral examination taken before the Board.
4. The diploma examination board consists of:
  - 1) the Chairman - Dean or an academic teacher authorized by the Dean,
  - 2) the Supervisor,
  - 3) the Reviewer.
5. At the request of a Student or Supervisor, the University conducts an open diploma examination. This application must be submitted when submitting a diploma thesis. The decision on setting the date of the open examination is taken by the Dean. Once the decision is taken 7 days prior to the date of the examination, an announcement will be posted on the University website. Open examination participants who are not Board members cannot ask the examinee questions and participate in closed deliberations with the purpose of evaluating the exam.
6. Prior to the diploma examination, the Student is entitled to familiarize himself/herself with the content of the review.
7. In the case of the long-cycle Master's program and first- and second-cycle programs, the examination board shall formulate three, separately evaluated questions:
  - 1) question 1 related to the thesis topic, formulated by the thesis Reviewer (as part of the evaluation, the Board takes into consideration the preparation and presentation of the thesis and detailed explanations of the examinee);
  - 2) question 2 related to the thesis topic, formulated in the context of the issue of the specialization studied and formulated by the thesis Supervisor;
  - 3) question 3 related to the thesis topic formulated in the context of the field studied and formulated by the thesis Reviewer.
8. If the grade for the diploma exam is unsatisfactory or the Student fails to take the exam without a valid reason, the Dean sets the second examination date as final. The re-examination may take place not earlier than after one month and no later than three months after the first examination.
9. In the event that the Student fails a diploma examination on the second date, the Dean issues a decision to remove him/her from the list of students or gives consent, at the Student's request, to repeat the last semester.
10. In the event that the Student fails to take the diploma examination on both the first and second dates, the Dean issues a decision about removal from the list of students.
11. If the Student is not admitted to take the diploma examination for the reason in question

in §19 par.1 point 3), the Dean issues a decision pertaining to the removal from the list of students one month after the student has submitted the thesis.

12. In the situations referred to in paragraphs 10 and 11, the Student may resume the study and be admitted to the diploma examination without the need to repeat the last semester of study at the written request of the Student within one year of the date of removal from the list of students after fulfilling the conditions referred to in § 19 par 1.

## § 21

1. The date of graduation is the date of passing the diploma examination (the grade must be at least satisfactory). A condition of obtaining a positive grade from the diploma examination is to obtain positive grades for the thesis presentation and for the individual parts of the diploma examination referred to in § 20 par. 7, points 2), 3). Graduates receive a diploma of higher education confirming that they have earned a relevant professional title.

2. In the diploma of higher education, the final grade of the study shall be entered, aligned to the grade:

- 1) satisfactory /3.0/ - average of 3.25;
- 2) satisfactory plus / 3.5 / - with an average of 3.26 - 3.75;
- 3) good /4.0/ - with an average of 3.76 - 4.25;
- 4) good plus / 4.5 / - average of 4.26 - 4.50;
- 5) very good /5.0/ - with an average of 4.51 and above.

3. The basis for calculating the final grade is:

- 1) the arithmetic mean of all grades obtained during the course of study (in the event that a semester is repeated, the grades forming the basis for completing the repeated semester are taken into account) in 1/2,
- 2) grade for the thesis in 1/4,
- 3) the grade for the diploma examination in 1/4.

4. The diploma of the completion of the first-cycle program and being conferred a Bachelor's degree shall entitle the graduate to pursue a second-cycle program, and being conferred a Master's degree/Master Engineer's degree entitles the student to pursue a third-cycle program.

## CHAPTER 9 PARTICIPATION OF HIGHLY GIFTED SECONDARY SCHOOL STUDENTS IN CLASSES

## § 22

1. Highly gifted secondary school students may participate in classes of the first-cycle programs - in the fields relevant to their talents and interests.
2. An application for admission of a highly gifted student to classes shall be submitted to the Dean of the faculty by the secondary school principal by 30 June of the year in which the academic year begins.
3. The application referred to in par. 2, contains at least:
  - 1) the name and age of the student,
  - 2) the profile of the form which the student attends,
  - 3) an indication of the talents and achievements of the student and his or her interests,
  - 4) the average grade obtained during the last school year,
  - 5) an indication of the course which the student should attend,
  - 6) grounds for admittance
4. The application referred to in par. 2, should be accompanied by the student's application letter and consent of parents or legal guardians to student's participation in classes.
5. By giving a positive decision pertaining to the admission of the highly gifted secondary school student, the Dean shall indicate the name of the academic teacher conducting the course which the student is going to attend.
6. The Dean's office assigns the student to the appropriate group, taking into account the Dean's decision, in agreement with the student and the secondary school principal.
7. The student shall not be issued a student ID card or student academic progress report card.

## § 23

1. The course teacher is obliged to inform the student of the conditions for obtaining credit for the course at the beginning of the semester. As regards courses ending with an exam, the student must fulfill the exam requirements. The student is entitled to inspect the course description card.
2. The student passes the course under the terms and conditions set out in the Study Regulations. The student is not allowed to retake the test/exam to pass the course.
3. After the course has finished, the Dean shall issue a certificate to the student, having

received the written information on the course completion from the course teacher, including the number of hours and, in the case of the course ending with the examination, information on that examination.

4. In the event that the student is admitted to the University, he or she may apply to the Dean for credit for the course which he/she has completed.

CHAPTER 10  
CONDITIONS FOR ADJUSTING THE ORGANIZATION AND APPROPRIATE  
IMPLEMENTATION OF THE DACTACTIC PROCESS FOR THE SPECIAL NEEDS OF  
DISABLED STUDENTS

§ 24

1. The University enables changes to the way the Student attends classes if the Student's illness or disability does not allow him/her to attend classes in the standard mode.

2. Changes to the way the Student attends classes may include in particular:

- 1) increasing the standard level of allowed absenteeism,
- 2) change to the mode of study to extramural,
- 3) change to the forms of testing knowledge during the course,
- 4) a proposal to include third parties into classes, in particular as sign language translators, readers, stenographers, laboratory assistants, helping students with manual disabilities.

3. In the event that sound or video and audio recording equipment is used, the Student is obliged to sign the copyright declaration and that he/she shall use the recorded material for private use only.

4. In the event of failing a semester or a single exam due to the disability, the Dean, or other competent person, shall assign another equivalent task consisting, in particular, in: attending other classes, changing the form of apprenticeship, so as to enable the Student to receive credit or pass the examination.

5. If the student is unable to take his or her own notes due to his or her disability, the Dean, in consultation with the course teacher, shall allow for using additional technical equipment enabling the student to participate fully in the course.

6. In order to equalize the opportunities of a disabled student, the Student may apply for a change to the examination modes or to the form of completing the course, and the Dean may decide to change the mode of taking examinations and obtaining credit depending on the student's disability.

7. Within the framework of change to the form of receiving credit or taking an examination, it is possible to:

- 1) extend the duration of the test or examination,
- 2) use additional technical devices such as computers, screen reading software, Braille devices, and alternative keyboards,
- 3) use an alternative form of recording,
- 4) replace a written examination with an oral one and vice versa.
- 5) include third parties into an examination, such as sign language translators, stenographers and readers.

8. If there is more than one alternative form of an examination, the student chooses the form.

## CHAPTER 11 FINAL PROVISIONS

### § 25

1. Studies at the University are paid. The rules for paying tuition fees are set out in separate regulations (the University Statute and the relevant ordinances by University Authorities).

2. The terms and conditions of payment for studies are set out in a written agreement between the University and the student. An integral part of the aforementioned agreement is the relevant ordinances by the University Authorities, which are announced to Students on the notice board and intranet.

3. The tuition fee is paid directly by the interested party or the employer or other organization, charity, foundation, etc.

4. In particularly justified cases, the Rector, in accordance with the University Statute, may exempt from or reduce the amount of the fee.

### § 26

The amount of the fee is determined by the Rector's ordinance, in accordance with the University Statute.

### § 27

1. The Rector is the appeal authority in all matters covered by the Study Regulations.
2. The appeal shall be made in writing within 14 days of receipt of the decision. The Rector takes a decision within 14 days of receiving the letter. The Rector's decision is final.
3. In matters not regulated by the Study Regulations, the provisions of the Law on Higher Education and the University Statute are applicable.

§ 28

The Regulations shall enter into force on 1 October 2015.

RECTOR

Prof. nadzw. dr Zdzisława Dacko - Piekiewicz