

**Attachment to the Resolution no 4/2015  
of the Senate of Alcide De Gasperi University  
of Euroregional Economy in Józefów of 23rd April 2015**



**The Regulations of Studies  
of the Alcide De Gasperi  
University of Euroregional Economy  
in Józefów**

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## **Chapter I: General provisions**

### **§ 1**

The regulations of studies, hereinafter referred to as "Regulations", concern the conducting the higher education in the form of full-time and part-time studies at the Alcide De Gasperi University of Euroregional Economy in Józefów, hereinafter referred to as "the University".

### **§ 2**

1. The studies at the University are paid. The information on tuition fees and the dates of their payment is published by posting on the notice boards and on the University's website.
2. The fees associated with the studies are determined by the appropriate Chancellor's Order and with the corresponding study agreement between the University and the student.

### **§ 3**

1. The person admitted to the studies acquires the student's rights after the matriculation and making an oath, the content of which is determined by the University Statute.
2. The admission of a student takes place to a specific field of study.
3. The student is obliged to act in accordance with the content of the oath and with the Regulations, to observe the university rules, the orders of its authority and organs, to take care of the good name of the University and to respect its traditions and customs, in particular, the student is obliged to:
  - 1) the systematic and active acquisition of knowledge, the acquisition of skills and social competences, the implementation of the education program, take the examinations and passes according to the schedule,
  - 2) respect for other students and employees of the University,
  - 3) observe the good habits of the academic community, including the Code of Student Ethics,
  - 4) take care of the student's dignity of and the good name of the University,
  - 5) take care of the University's property,
  - 6) pay the fees on time,
  - 7) promptly notify the head of the relevant basic organizational unit about the change of personal and contact details or other data affecting the obtaining of financial assistance,
  - 8) immediate written notification to the Dean about resignation from studies,
  - 9) show student ID at the University upon the request of employees of the University.
4. For violation of the applicable regulations, the student is responsible on the bases of the principles set forth in the Act - Law on Higher Education and in the University Statute.

## § 4

The student has right to:

- 1) acquire knowledge, develop their own scientific interests and for this purpose, to use the facilities, resources, and the entire university library collections in accordance with applicable regulations as well as to use the assistance of academic teachers and university authorities;
- 2) study on one or more than one majors (field of study) and on one or more than one specialization and to developed own interests;
- 3) change the form, major (field of study) and the specialization;
- 4) participate in the classes and take the examinations provided in the study plan (syllabus) based on specified terms;
- 5) study according to the individual study program (ISPro) included individual study plan (ISPI);
- 6) participate in consultations given by the academic teachers focused on the realization of the education programs;
- 7) repeat unpassed terms of study;
- 8) gather in the existing student's organizations and opening the new organization;
- 9) receive the awards and prizes based on the rules described in the Regulations;
- 10) receive the material help and support according the separate rules being in force in the University;
- 11) transfer to another higher education institution after fulfilling all the obligation toward the University;
- 12) receive the leave of absence granted by the Dean of the Faculty based on principles describe in § 41- 43;
- 13) participate in decision making process done by the collegial university organs through the student body representatives;
- 14) report to the authorities of the University postulates concerning study plans and programs and matters related to social welfare conditions;
- 15) participate in the incentive system supporting the development of knowledge, skills and social competences;
- 16) evaluate the didactic process;
- 17) participate in scientific research and associate in scientific circles conducted by the University;
- 18) develop cultural and sports interests, using, for this purpose, the facilities and resources of the University and the help of academic teachers and bodies;
- 19) obtain respect for their dignity by all persons and organizations forming an academic community, take active or passive participation in the University's activities.

## § 5

1. The student receives the student ID card which is a document proofing the student status.
2. The right to hold a student card is valid until the date of graduation, suspension of student rights or deletion from the list of students, and in the case of graduates of the first degree - until 31<sup>st</sup> October of the year of completion of these studies.
3. The rights and obligation of student expire on the date of graduation or deletion from the list of students.
4. A graduate, after graduation, receives an academic university diploma confirming his / her bachelor's degree, engineer degree, master's degree or master - engineer degree.

## **§ 6**

1. The student government is the representation of all students towards the authorities of the University, established to protect their interests.
2. The appropriate bodies of student government are entitled to express their views on all matters concerning students.
3. Th student government regulations and its amendments are passed by the Student's Council. The new regulations come into force after the University Senate has determined its legality.

## **§ 7**

A rector is a main supervisor for the students at the University, and the Dean of the Faculty is their immediate supervisor.

## **Chapter II: The organization of studies**

### **§ 8**

Higher education is taught:

- a) as first or second degree studies
- b) as a long-cycle studies – Master’s degree programme, and they are run in the majors determined by the general law provisions;
- c) as a full-time or part-time study
- d) as a practical profile study or a general-academic profile study
- e) in Polish or in a foreign language.

### **§ 9**

1. The decision about the admission is made by the Dean of Faculty after the verification of the documents submitted by the candidate.
2. The Dean decision may be appealed to the Rector within 14 days of the date of delivering the decision.
3. The appeal may only be based on an indication of the violation of the terms and conditions of the recruitment procedure.
4. The conditions and procedures of the recruitment procedure and the form of studies in particular fields shall be determined by the resolution of the Senate of the University published to the public no later than 31<sup>st</sup> May of the year preceding the academic year to which the resolution refers.

### **§ 10**

1. The academic year begins on 1<sup>st</sup> October and lasts to 30<sup>th</sup> September of the next calendar year and it is divided into two semesters.
2. The rules of organization of the academic year, with the division into semesters and the separation of dates of classes and examination sessions, shall be determined by the Rector, after consultation with the student government, by 31<sup>st</sup> May of the previous academic year.
3. The detailed organization of the academic year for all forms and fields of studies conducted by the faculty is determined by the Dean after consultation with the student government and in keeping with the principles established by the Rector. It should be announced no later than three months before the start of the academic year.
4. The Dean sets and publishes a detailed schedule of classes not later than 2 weeks before the beginning of the semester.
5. During the academic year, apart from the holiday, there are two breaks in the course connected with Christmas and Easter.
6. The Rector may establish during the academic year additional days or hours free from didactic classes, which are called the Rector’s days or the Rector’s hours.

## § 11

1. Studies are lasted:
  - 1) in case of the first degree studies - at least 6 semesters,
  - 2) in case of the second degree studies - from 3 to 5 semesters,
  - 3) in the case of the long-circle master's studies - from 9 to 12 semesters.
2. Non-stationary studies may take one or two semesters longer than the corresponding full-time studies.
3. In the case of repeating the year, obtaining a leave or taking a diploma exam after the end of the last year of studies during the course of studies, the maximum duration of the program of study shall be appropriately extended.

## § 12

1. The University studies are conducted in accordance with the effects of education, to which the study programs, including study plans are adjusted.
2. The studies are conducted according to the program of study approved by the faculty council at the request of the dean, after consultation with the competent body of the student government, in accordance with the guidelines set by the Senate of the University.
3. The description of the learning outcomes for the field of studies is adopted by the Senate of University.
4. The study program specifies in particular the manner of realization of the assumed learning outcomes in the form of the content of education in a given field or specialization, the form of realization of particular subjects, the number of ECTS points connected with the realization of subjects, the conditions of graduation and obtaining the diploma and the number of points and other requirements for admission to the diploma examination if provided for in this program.
5. In the academic year, after the end of each semester, the exam sessions are scheduled: the regular one and correction one (retake exam session).
6. The program of study in Polish language may permit the conducting selected subjects in a foreign language, while the compulsory subjects may be taught in a foreign language, if this is due to the specificity of the given subject or the specialty of study specialization.
7. The Dean, in agreement with the lecturer conducting the subject, may authorize the submission of specific passes or examinations, including the diploma examination and submitting diploma theses in a foreign language.
8. The faculty council issues the curriculum (the education program) and, at latest three months before the start of the academic year, the faculty announces the program in the virtual Dean's office and on the University's website.

9. The faculty council determines in the curriculum, and in the plan of studies, the conditions and mode of attending of the highly-gifted students in the courses provided in the course of study in the fields of aptitude and the principles of passing these classes.

### **§ 13**

1. The study program may provide a list of compulsory subjects which completion is a subject to the completion of a given year of studies or completion of studies, a sequential system of classes and examinations, the obligation to participate in the internship or other special activities.
2. The program of study may provide the possibility of conducting general-university courses and optional subjects in another unit of the University as well as in the other universities, including foreign ones, on the basis of agreements concluded by the University.
3. The lecturer determines the rules of participation in the classes included in the subject and announces them in the Virtual Dean's Office system and during the first classes of the subject. The participation in them may be subject to fulfil the additional criteria specified by the instructor. This does not apply to the compulsory subjects.

### **§ 14**

1. The classes may be conducted using the distance learning methods and techniques.
2. The use of distance learning methods and techniques is governed by separate regulations.

### **§ 15**

1. During the course of study, the compulsory professional internships or other compulsory classes are conducted if they are part of the study program.
2. The general rules of conducting and classifying the classes mentioned in section 1 are defined by the appropriate ordinance of the Rector of the University.
3. The detailed rules for conducting and passing of the classes mentioned in section 1 are specified by the study programs adopted by the relevant faculty councils.
4. Where the study program foresees compulsory internship, the dean may exempt from the all or part of it a student who has completed a work connected with the goals of internship in accordance with the rules laid down by the Senate of the University.
5. The section 4 applies accordingly to other compulsory classes in a special form.



## **Chapter III: European Credit Transfer System (ECTS) and transferring and recognizing of the courses passed by the student**

### **§ 16**

1. The University uses a credit system in accordance with standards of the European Credit Transfer System (ECTS).
2. The courses passed by the students, being in accordance with the study program, are receiving the ECTS points.
3. The ECTS points are given for:
  - 1) the total amount of student work involved in achieving the assumed learning outcomes in terms of knowledge, skills and social competencies assigned to particular classes covered by the study plan - the number of ECTS credits is not based on the received mark (grade).
  - 2) preparation and submission of diploma thesis,
  - 3) the internship or other compulsory classes of special interest if they are part of the education program.
4. The ECTS points corresponds to learning outcomes, which require an average of 25-30 hours of work from the student, both during the course of study in accordance with the study plan in the given field of study and the individual workload.

### **§ 17**

1. The requirement for obtaining ECTS credits is to pass the subject according to the requirements specified for it, and in the case of an examination or a pass which ends with the issuance of marks, obtaining at least a satisfactory grade (3).
2. The condition of completing the first cycle program is to obtain at least 180 ECTS credits.
3. The condition for completing the second-cycle program is to obtain at least 90 ECTS credits - for three semesters program and at least 120 ECTS credits - for four semesters program.
4. The condition for completing the 10-semester Master long-cycle program is to obtain at least 300 ECTS credits, and in the case of studies lasting under the accepted 12-semester study plan - at least 360 credits.
5. If the total duration of part-time studies is longer than the duration of the relevant full-time studies, then:
  - 1) the total number of points provided for by the study plan and the part-time program is equal to the number of points provided for by the study plan and the program of study of the corresponding full-time studies;
  - 2) the number of points provided for by the study plan and the curriculum for the semester and year of part-time studies is reduced accordingly.

## § 18

1. The student may, with the dean's agreement, have recognized the subjects from other field and specializations and also the student may conduct and pass part of the study program in other higher education institutions, including foreign universities.
2. Student of another university, including foreign ones, with the agreement of the dean, may have conduct and pass the subjects held at the University.
3. While deciding on the transfer of achievements, the dean takes into account the learning outcomes obtained in another organizational unit of the University or another university as a result of activities and practices corresponding to the specified courses and internships in the program of study in the field of study where the student is studying.
4. The condition for transferring classes from another department of the University or outside the University - including in foreign universities - is the recognition of convergence, by the dean of the student's receiving faculty, in obtained learning outcomes and obtaining not less than 30 ECTS credits for each semester, as determined by the competent faculty council.

## **Chapter IV: Completion (passing) of the course and the year of study**

### **§ 19**

1. The completion (passing) unit for the course of studies is the year of study (academic year) and the semester is an ancillary period. The completion of the year is confirmed by registration for the next year of studies in the documentation recording the course of studies.
2. The condition of completion the year of studies and enrolment in the list of students for the following year of studies is:
  - 1) passing all examinations and obtaining all passes from classes in the proper period,
  - 2) obtaining no less than 60 ECTS and in the semester as ancillary period - no less than 30 ECTS credits.
3. The student is obliged to pass the year of study at the latest within the time limit set for the program of the year of studies for which he or she has been registered.
4. If a program of study in a given field provides the completion of studies in the winter semester, the student is obliged to pass the last year of studies at the latest by the end of the winter retake session (winter semester) in the last year of studies during the course of studies.
5. At the student's request entry for the next year may take place before the end of the year of studies, but this does not affect the deadline for passing the year of study to which the previous entry was made.

### **§ 20**

1. All classes end with a pass or an exam on the dates specified in the examination session schedule given at least 14 days before the beginning of the session.
2. The instructor (lecturer) in the agreement with the dean sets deadlines for the examinations or passes. The lecturer can set other dates for exams or passes also outside the examination session, not later than by the end of the academic year.
3. The instructor (lecturer) determines the requirements, rules, form and conditions of admission to the examination or pass in accordance with the applicable study plan and educational program, announcing them in the virtual Dean's office system and during the first classes of the course.
4. The detailed forms and principles of passing the course are specified in the syllabus.
5. The student taking an exam or a pass is obliged, in case of request, to present a document confirming the identity, in particular the student ID card. The lack of document is the basis for refusing a student to take an exam or a pass.
6. At least one date for an exam or a pass must be scheduled in a regular session and at least one date in a retake session. In the case of subjects conducted in the winter semester, the last term of exam or pass should be set by the end of the winter retake

session, and for subjects held in the summer semester - by the end of the summer retake session.

### **§ 21**

1. The basis for passing is the achievement of the assumed learning outcomes confirmed by the positive result of the final colloquium or other form of verification of acquired knowledge, acquired skills and social competences specified in the syllabus.
2. The examinations and passes are carried out by the academic teacher conducting the classes. In exceptional cases, the examinations and passes are conducted by another academic teacher authorized by the dean.

### **§ 22**

The passes of professional student internships, if included in the education program, are made by the dean in accordance with the rules set forth in the Regulations of professional student internship.

### **§ 23**

1. A student who, in a given session, has received an unsatisfactory grade (2) or did not report for justified reasons, recognized by the dean, for a pass or an examination may proceed to the correction(retake) session.
2. At the request of the student, submitted within 14 days of the scheduled date of the examination or pass, the dean may consider it as a justified absent for the examination or pass and appoint - in agreement with the course lecturer - an additional deadline for examination or pass, not later than by the end of the given study year. This also applies to the retake exam or the retake pass and it is a subject to § 54 point 5 and 6.

### **§ 24**

The instructor may order the preparation of a list of entries for particular dates of passes or examinations. The lists are closed no earlier than 3 days before the exam or pass date determined in accordance with § 20, point 2. After closing, student cannot be signed to nor remove from the list without the instructor's permission.

### **§ 25**

1. If student fail to fulfil the conditions of being allowed to take an exam or a pass or fail to take an exam or a pass for other reasons, he or she will not receive unsatisfactory grade (2) from the examination or the pass – the rules of § 28, point 3 applied in this case. The fact of not attending the exam is recorded in the documentation of the course of studies.
2. A student who has received an unsatisfactory grade or has failed to participate, for no valid reason, recognized by the Dean, in a pass or an examination in a retake session,

submits a request for the conditional entry and is sent to repeat the academic year or is excluded from the list of students in accordance with § 31, § 32 and § 45.

### **§ 26**

1. The academic teacher informs the students of the results of the pass or the exam not later than within 10 days of the date of pass or examination. Announcing the grades for a certain course takes place in the Virtual Dean's system.
2. The instructor is obliged to deliver to the Dean's office the signed protocols of the examination within 14 days of the date of the examination or passing, but no later than by 30<sup>th</sup> September, and in the case of marks issued in the winter semester not later than 7 days after the end of the winter retake session.
3. In the case of written assessment and examination papers, the student has the right to inspect his/her work within 2 weeks from the date of publication of the pass or examination results.
4. The assignment and the examinations are archived on the basis of separate regulations.

### **§ 27**

1. The exams and passes from subjects covered by the study program end with the grade (mark) being given.
2. The exams and passes grades (marks) are given according to the following scale:
  - 1) very good – 5,0;
  - 2) good plus (+) – 4,5;
  - 3) good – 4,0;
  - 4) satisfactory plus (+) – 3,5;
  - 5) satisfactory – 3,0;
  - 6) unsatisfactory – 2,0.
2. The rules and criteria receiving the grades (marks) are determined by the instructor and announced in the virtual Dean's office system and during the first classes of the course.

### **§ 28**

1. The average grade for a given academic year or the whole course of study is calculated as the arithmetic mean of all grades obtained during this period, including unsatisfactory grades. The result is rounded to two decimal places.
2. Calculating the average of grades, the grade for the commission examination is taken into account, excluding the grade from the questioned exam in accordance with the procedure provided for in § 34 of the Regulations.
3. For the purposes of calculating the average grade, the fact of not attending to the pass or exam without valid reason, or as a result of the student's failure to meet the conditions for admission to the examination or pass, an unsatisfactory grade is assigned.

4. In the case of establishing the average based on the grades obtained at another institution using the scale from 2 to 6, the following conversion is used:

<b>Grades (marks) given in the scale from 2 to 6</b>	<b>Suitable grade (mark) in the scale from 2 to 5</b>
2	2
2,5	2
3	3
3,5	3
4	3,5
4,5	4
5	4
5,5	4,5
6	5

### § 29

1. The passing of the study period is made by the dean on the basis of the entries in the documents confirming the achievement of the learning outcomes of study program and getting at least 60 ECTS points in the year of study.
2. In the case of a student who does not pass an academic year, the Dean may allow for: the passing the courses during the summer time (summer school) or year repetition or conditional enrolment for the next year of study, or the Dean makes a decision removing the student from the student's list. The decisions about the individual study plan is made by the Dean.
3. In relation to a student who was conditionally entered for a period of study and did not meet the condition within the prescribed time limit, the dean shall decide whether to allow the student to repeat the period of studies (at the student's request) or to withdraw from the student list.

### § 30

1. A student receiving a conditional entry for the next year of studies receives the right to repeat the unpassed courses in the given year of study and the regular number of passes or exams for those courses.
2. The formal passing of the year of study for which a student has obtained conditional entry is possible only after passing all subjects covered by the study program of a given year of studies.
3. The lack of those passes (passes that are mentioned in the sec. 2) within 14 days of the end of the retake session ending the year of study, make that the Dean is issuing the decision about repeating the unpassed year of studies with the reservation of rules included in § 32 point 3.

### § 31

1. The dean, at the request of the student, agrees to conditional entry for the next year of studies in the case of obtaining at least 45 ECTS points within the time limit referred to in § 19, points 3-5.
2. If the student received the entry referred to in section 1 for the next year of study, the student is obliged within the time limit referred to in § 19, points 3-5, to obtain the number of points that will complete the point difference remaining from the previous year of study and to meet other conditions enrolled in the study program. The detailed terms and rules for completing the point difference are set by the faculty council.
3. The student is required to submit the request (application), referred to in section 1, before the start of the year of study for which he/she wishes to receive an entry, except for the use of the specified situation described in § 32, point 5. If student needs to repeat the year or the course according to the way described in § 32 point 5, the student is obliged to indicate in the application the course that will be repeated by the student.
4. The lack of application mentioned in section 3, results in the Dean's decision about the repetition of a given year of studies with reservation of § 32 point 3.
5. The certain subject can only be taken into account once, as the basis for a conditional entry for another year in the course of studies.
6. The program of study may provide additional requirements for passing a given year of study.

### § 32

1. The Dean, at the request of the student, agrees for the repetition of the year of studies in case of not obtaining the number of ECTS points required for enrolment in the next year of studies, failing to meet the conditions referred to in § 19, point 2 or § 31 point 1 or other conditions for passing a given year of study in accordance with the program of study.
2. The repeating of year is permissible once, both in the course of first-degree and second-degree studies, and in the long-circle master's degree.
3. Repeatability of the year is not permissible in the absence of the completion of the first year of first-cycle studies or long-cycle master's studies. By the deadlines set forth in § 19, points 3-5 (dates of passing the year of study), repetition of the subject during the same year of study is not allowed.
4. In exceptional, particularly justified cases, the dean may once during the course of study, agree to repeat the same or different year of study.
5. In exceptional, particularly justified cases, the dean may once during the course of study, agree to repeat one or more subjects during the same year of studies before the expiry of the time limits referred to in § 19, points 3-5.
6. In the cases mentioned in sections 1 and 4, the students are required to apply before the start of the year of study for which they wish to obtain entry.
7. With the request, in the cases mentioned in sections 1, 4 and 5, the students are required to indicate the subject that will be repeated.

### § 33

1. If a student receives more ECTS than required to complete a given year of study in accordance with § 19, point 2, subpoint 2 and § 29, point 1 of the Regulation, the surplus obtained is counted towards the next, and then towards the subsequent years of study at a given level of study, as far as subjects is covered by the study program.
2. In the case of repeating the year, resuming studies in the same field or specialization, or participating in a student exchange program to which the University has acceded, the student shall have the right to take into account the subject already passed and the ECTS credits obtained therefrom within five years of the date of passing this subject.
3. The Dean may, at the request of the student, agree to take into account the subject already passed and the ECTS credits thus obtained in the period mentioned in section 1 *in fine*, also if he/she takes additional studies in another field or specialization, change the field of studies or specialization, passed the subjects during studying in another field or specialization or in another university and in the case of readmission.
4. In the case mentioned in section 3, the final decision is made by the Dean, in consultation with the subject instructor, after reviewing the course of studies, guided by the curriculum of the course or specialization, even if there are differences in the program of studies in the previous field of study or specialization. In the case of differences in program, in particular resulting from different learning outcomes, the Dean may specify a lower number of ECTS credits to be taken into account or make the decision about not recognizing certain subject.
5. The subject motioned in section 2 may be the basis for passing the year if it is covered by the academic program valid for the academic year.
6. The Dean may agree to pass the subject and take into account the specified number of ECTS points also after the expiry of the time limit provided for in section 2, especially in the case of convergence of the obtained learning outcomes.

### § 34

1. The Dean may order the commission examination if:
  - 1) during the examination, there was an irregularity in the examination;
  - 2) the scope of the exam goes beyond the scope determined in accordance with § 20, point 3 of the Regulation.
2. A student, a student government body, or an examiner may submit a request for the commission examination within 5 days from the date of publication of the examination results, providing detailed grounds for the allegations.
3. The commission examination shall be conducted within 2 to 14 days from the date of its order.
4. The examination committee shall be composed of the chairperson and two members appointed by the dean among the academic teachers representing the same specialization or related to the commission examination subject. At least one member of the committee



must have a scientific title or a doctoral degree. In justified cases, the dean may appoint additional persons to the committee.

5. The Dean's or his authorized member of the board may participate in the commission examination. At the request of the student, in the commission exam, the supervisor of the year or specialization and representative of student government or student rights ombudsman may also attend with the observer's rights. The academic teacher who has issued the grade that is reviewed by the commission may take part in the examination as an observer.
6. The form and date of the examination shall be determined by the dean in consultation with the chairman of the commission. The protocol from the commission examination must be prepared.
7. The grade received by the student on the commission examination is final.
8. The positive result of the commission exam is taken into account as the basis for passing the given year of studies also when it was conducted after the deadlines referred to in § 19, points 3-5 of the Regulation.
9. The provisions stated in sections from 1 to 8 apply accordingly to the passes of subjects.

## **Chapter V: The terms and conditions of studying according to the individual study program, including individual study plan**

### **§ 35**

1. At the request of the student, the dean may agree for studying according to the individual study program (ISPro) after completing the first year of studies, if the student has obtained an average grade of at least 4.5 and he/she can document particular scientific achievements such as active participation in scientific circles, research, participation in projects implemented by the University for business purposes, scientific publications, etc. - on the general principles specified by the Rector.
2. The Dean appoints the student's tutor who, together with the student, develops a project of an individual study program, taking into account the expected learning outcomes for a given subject - in terms of acquired knowledge, skills and social competences.
3. The Dean approves the program together with a detailed timetable for didactic classes conducted within ISPro.
4. If the student does not show satisfactory progress in the completion of his/her individual studies, the Dean directs the student to a general program of studies. At the same time, the Dean sets the scope and deadline for completing the program differences.
5. The student may resign from an individual program of study at the end of a completed year of study and continue his/her studies according to their general course. In this case, the Dean sets the scope and deadline for completing the program differences.

### **§ 36**

1. On the basis of a student's motivated application, the dean may determine the individual mode of passing the academic year or the whole course of study and agree to an individual study plan (ISPla) - on general terms as determined by the Rector.
2. The individual study plan may apply in particular to:
  - 1) people admitted to study as a result of confirmation of learning outcomes,
  - 2) people with disabilities,
  - 3) carers of the closest family member,
  - 4) people affected by long-term illness,
  - 5) outstanding athletes and artists.
3. An individual study plan may consist in particular:
  - 1) modification of sequential system of classes and examinations, modification of forms of passes and exams, number of ECTS points required to complete the year of studies, the schedule of didactic classes, duration of classes,
  - 2) obtain individual care of an academic teacher,
  - 3) extramural passing of classes, in agreement with the subject instructor,
  - 4) changes of the dates of subjects' exam and pass.

4. Student applying for an individual study plan shall submit for acceptance to the head of the basic organizational unit the mode of passes and exams provided for the given semester and the conditions of passing agreed and evaluated by the academic teachers responsible for the implementation of particular subjects in a given semester.
5. An individual study plan does not imply a change in the education program or a reduction in the duration of the studies.
6. The detailed terms and conditions of study according to the individual study program, including the study plan and the scientific tutoring, are determined by the faculty council.

## **Chapter VI: The change of the form, field and the specialization and the parallel studies**

### **§ 37**

1. The student may change the form, field or specialization of studies with the agreement of the Dean.
2. The change mentioned in section 1, requires a student's written application to the Dean not later than 14 days before the start of the study year, and in special cases - semester.
3. In the case of a Dean's positive decision, the student is obliged to supplement the program difference defined by the dean of the certain faculty due to the fact of change of field, specialty or form of education.

### **§ 38**

The student may move to another university after fulfilling all obligations under these Regulations.

### **§ 39**

1. A student of another university, including a foreigner who has completed the first year of study, may, with the agreement of the Dean, be transferred to the University without recruitment.
2. In the case mentioned in section 1, a student is obliged to submit to the Dean the application together with the justification, evaluated by the head of the organizational unit from which he or she intends to transfer and documents confirming the current course of studies.
3. The provision from sections 1 and 2 apply accordingly in the case of a change of field of studies or specialization of studies within the University.
4. The detailed terms and conditions of transfer from another university and the changes of field or specialization of studies within the University, shall be determined by the faculty council. The §18 shall apply accordingly.

### **§ 40**

1. A student who has earned an average of not less than 4.0 after the first year of study, may study more than one course of study (parallel studies). The next course may be implemented within the framework of an individual study plan, as determined by the dean.
2. A student of parallel studies prepares separate thesis and takes separate diploma exams.
3. The payments (tuition fee) for studying in another field of studies is determined individually by the Chancellor. The amount of tuition fee depends on the scope of the program implemented in the next field of education.

## **Chapter VII: Leave of absence**

### **§ 41**

1. The student is entitled to leave from the classes at the University after the end of the study year, in special cases - after the end of the semester preceding the period of leave.
2. The student is entitled to leave in the event of:
  - 1) disability,
  - 2) illness that prevents participation in classes,
  - 3) child birth or care of it,
  - 4) departure for abroad studies or internships,
  - 5) other important circumstances recognized and approved by the Dean.
3. The leave of absence is granted by the Dean at the student's request.
4. A student may apply for leave immediately after appearing his or her reason for leaving.
5. It is not permissible to give leave for the past terms or during an examination session, unless the reason justifying the granting of a leave has already arisen earlier.
6. The leave may be granted for a period not longer than one year.
7. The leave is confirmed by an entry in the documents recording the course of studies.

### **§ 42**

1. In special cases a student may, with the dean's agreement, take advantage of a short-term leave of less than one semester.
2. The Dean's office confirms the granting of short-term leave by a certificate in order to excuse the student's absence from compulsory classes.
3. In other cases, the student justifies a shorter absence from compulsory classes in a manner agreed with the academic teacher conducting the subject.

### **§ 43**

1. During the leave of absence, the student retains the student's rights except for the right to receive financial assistance, unless the rules governing such assistance provide otherwise.
2. In justified cases, the dean may permit partial implementation of the study program during the leave, including participation in classes and passing the subjects, according to the rules of payment determined individually by the chancellor, taking into account the number of subjects performed by the student.
3. During the leave of absence, except the case mentioned in section 2, a student does not pay tuition fee.

### **§ 44**

The student's failure to enrol for another year of study after returning from a leave of absence within 14 days of the beginning of the semester is considered as the student's decision about not continuing the studies and it is basis for deletion from the student list.

## **Chapter VIII: Deletion from student list, re-admission to study and resumption of studies**

### **§ 45**

1. The dean of the faculty removes the student from the list of students in case of:
  - 1) not taking up studies,
  - 2) written resignation from studies,
  - 3) failure to submit within the time limit of the thesis or diploma examination
  - 4) disciplinary punishment in the form of expulsion from the University.
2. The Dean may delete the student from the student list if:
  - 1) there is not the progress in learning,
  - 2) student is not passing the study period of the year within a specified period,
  - 3) there is not a payment of tuition fees, despite a written request for payment within 7 days of its service,
  - 4) the student does not sign a contract with the university about conditions of payment for studies or educational services.
3. Not taking up the studies mentioned in section 1, point 1 is stated in particular in the case referred to in § 44.
4. No progress in learning is stated when a student is not participating in compulsory didactic classes or the level of completion of the program of study indicates a future lack of ability to pass a year of study unless the student exercises his or her right to repeat the year of study or subject.
5. The decision referred to in section 1 and 2 are entitled to appeal to the Rector within 14 days of service of the decision. Rector's decision is final.

### **§ 46**

1. Re-enrolment of a person who has been removed from the list of students in the first year of studies is governed by the general rules applicable to the enrolment of students.
2. The Dean may agree to resume studies in a particular field or specialization at the request of a person deleted from the list of students of the second or subsequent year from the next semester or academic year for which the relevant part of the program is scheduled (resumption of studies), unless the removing from the student's list was based on the disciplinary punishment in the form of expulsion from the university.
3. The resumption of studies is permitted only once, within the same field or specialization of studies.
4. The resumption of studies is considered as the continuation of the previous course of studies.

5. In the case mentioned in the section 2, the Dean determines the number of ECTS credits to be taken into account and determines the year of study for which the student is enrolled, taking into account the program differences.
6. When determining the number of ECTS credits, the Dean is guided by the academic program of the given academic year, in the given field of study or specialization. In the case of the difference in the study program, the dean may specify a lower number of ECTS credits to be taken into account, or fail to recognise and pass the subject.



## **Chapter IX: The diploma theses, the diploma examination and the graduation**

### **§ 47**

1. The condition of graduation is the preparation and submission of a thesis (bachelor / engineer or master's) connected with the thesis examination (bachelor / engineer or master's).
2. A positive evaluation of the thesis is a condition for taking the diploma examination.
3. The obligation to meet the condition specified in section 1 is considered as part of the plan of the last year of study.
4. The requirements for graduation in the fields of study where there are the standards of education are set out in separate regulations.
5. The preferred form of diploma dissertation is the implementation of a project for the needs of the private sector, public administration, non-governmental organization or local community.
6. The diploma thesis is an independent study of a specific scientific or artistic problem or artistic performance presenting general knowledge and student skills related to a given field of study, the level and profile of education, and the ability to independently analyse and reason.
7. The diploma thesis may, in particular, be a written work, a published article, a design work, including design and execution of a program or computer system, and design, technology or art work.

### **§ 48**

1. The bachelor / engineer thesis is prepared by students under the guidance of an academic teacher with at least a doctoral degree and the position of adjunct or senior lecturer.
2. The faculty council may authorize a non-university employee who has at least a Ph.D. to lead the student's bachelor / engineer thesis.
3. A master's thesis is prepared by student under the guidance of an academic teacher holding a scientific title or a doctoral degree with habilitation. The board of a basic organizational unit may authorize an academic teacher holding at least a doctoral degree and employed as an adjunct or senior lecturer to conduct of such work.
4. The faculty council may authorize a person employed outside the University having a scientific title or a scientific degree of a doctor with habilitation to hold a master's thesis with the reservation to the regulation in section no 5.
5. The faculty council may authorize, to lead a master's thesis in the field with practical profile, a person employed outside the University who holds a doctoral degree if he or she can demonstrate significant practical experience in the specialty in which the dissertation is prepared.

6. At the request of the student, the dean may change the person who is the tutor of the diploma thesis.
7. The promoters of the diploma thesis are approved by the faculty council at the request of the Dean.

#### **§ 49**

1. Student has the right to choose a seminar.
2. In special cases, including a small number of applications for a seminar, the diploma dissertation may be carried out under individual supervision.
3. The dissertation can be prepared by more than one student, if it is possible to provide separation into sections prepared individually by individual students and on this basis, determine the amount and the merits of each of them.
4. In justified cases, the supervisor of the dissertation or the reviewer may be a person employed in another department.
5. The faculty council determines the form in which the dissertation is submitted.

#### **§ 50**

1. The student is obliged to submit the final draft of the diploma thesis accepted by the tutor, both in paper and electronic version, no later than by the last day of the last semester of studies, at the latest 14 days before the scheduled date of the diploma examination.
2. In special cases, the Dean may grant to a student who has passed all the subjects covered by the study plan, except for the diploma seminar, a permission to submit the diploma dissertation no later than during two consecutive semesters. The student then repeats the subject of the diploma seminar on the basis of fees set by the chancellor.
3. Submission of work is a prerequisite for completing and passing a diploma seminar or other classes leading to the completion of a dissertation.
4. In the situation mentioned in § 19 point 4, the student is obliged to submit the final dissertation approved by the promoter, both in paper and electronic version, at the latest by the end of the winter retake session (winter semester) in the last academic year in the course of studies. The submission of such work is a prerequisite condition for passing a diploma seminar or other classes leading to the completion of a diploma thesis.
5. The diploma examination should be held no later than one month from the date of submitting the diploma thesis. For justified reasons, the dean may extend this deadline by another month.

#### **§ 51**

1. The diploma dissertation shall be submitted by the student to the dean's office in two copies in writing and in one electronic version, after having received a positive opinion

from the promoter about its admission. The detailed rules for submitting the work are set by the Rector.

2. The thesis is subject to review by the reviewer and promoter on the appropriate form.
3. A review of the work is prepared by the academic teacher appointed by the dean. In the case of diploma thesis written on the order of so-called business practice, the opinion on the practical value of work are also formulated by client. The opinion is included in the final evaluation of the thesis.
4. The reviewer must have at least a doctoral degree.
5. The evaluation of the work shall be based on the scale defined in § 27, point 2 of the Regulation based on the arithmetic mean of the grades given by the diploma thesis supervisor (promotor) and the reviewer.
6. If one of the issued grades is unsatisfactory (2), the Dean designates an additional reviewer.
7. In the case mentioned in section 6, the thesis received a positive grade if the additional reviewer evaluates the work at least on the satisfactory (3) level.
8. A student who has submitted a diploma thesis but has not taken the diploma exam and was removed from the list of students and then resumed studies under the § 46 of Regulation, is obliged to have 15 hours of consultations with the promoter and until the completion of the diploma exam to pay fee set by the Chancellor.

## **§ 52**

1. The condition for the admission of a student to the diploma examination is:
  - 1) obtaining positive marks from the subjects covered by the study program, confirming the achievement of the assumed learning outcomes and obtaining the appropriate number of ECTS credits defined in § 17.
  - 2) completing the student's professional internship or other special classes if they are enrolled in a study program.
  - 3) obtaining a positive evaluation of the bachelor's / master's / engineer's thesis from the promoter and reviewer and, also if applied, the positive opinion of the institution ordering the subject of practical work.
  - 4) settlement of all liabilities towards the University (financial obligations, obligations towards the University Library, etc.) and the submitting the circulation card and other required documents to the dean's office.
2. The University is obliged to check the written thesis before the diploma exam using the anti-plagiarism program co-operating with a nationwide repository of written diploma theses.

## **§ 53**

1. The diploma examination is conducted by a commission appointed by the Dean composed of the chair person and two members.

2. In the case of a diploma examination, the promoter and the reviewer are members of the committee.
3. In justified cases, the dean may appoint additional people to the committee.
4. In the case when a member of the commission cannot participate in the diploma examination, the dean shall designate another person as a substitution.
5. The committee conducting the master's examination must be composed of a person holding a scientific title or a scientific degree of a habilitated doctor (PhD with habilitation).

#### **§ 54**

1. The diploma examination is an oral examination.
2. The questions formulated by committee members concern the issues of diploma thesis and the issues of the study program.
3. The mark for the graduation examination (diploma examination) shall be determined by the chairperson, after consultation with the members of the committee, and taking into account the answers to the questions, in accordance with the scale set out in § 27, point 2.
4. The examination protocol shall be prepared in accordance with the rules laid down in separate regulations.
5. In the case of receiving the unsatisfactory mark on the diploma examination or in the case of unexcused absence on the examination, the Dean shall designate a second, final date for the examination.
6. The re-examination may be conducted not earlier than 1 month after the first examination date and no later than 3 months after the first date of the diploma examination.
7. The student who submitted the thesis but did not pass the diploma examination and was removed from the list of students and then resumed his studies under the § 46 of Regulations, in connection with the obligation to prepare a new diploma thesis, repeats the subject - diploma seminary and pays the tuition fees set by the chancellor.

#### **§ 55**

1. The Dean may agree to hold an open diploma examination on a student or promoter's reasoned written request. This examination is conducted in the same manner and in the same way as in the case of closed (regular) examinations.
2. The application should be submitted by the student during submitting his / her dissertation to the dean's office. The application should indicate persons who, according to the will of the graduate or promoter, can participate in the diploma examination.
3. The information about the open diploma examination is posted on the notice board, at least 7 days before the exam date.

4. The observers of the open diploma examination shall not have the right to ask questions to the graduate.

#### **§ 56**

1. The completion of studies (graduation) takes place after the successful completion of the diploma examination with at least satisfactory (3) final result of the studies.
2. The date of graduation is the date of the diploma examination.

#### **§ 57**

The final result of the study is composed of the sum of:

- 1) the arithmetic mean of all grades from the exams and passes received during all study periods, determined in accordance with § 28, including negative (unsatisfactory) grades, converted with a coefficient of 0.60,
- 2) the arithmetic mean of the diploma thesis (promoter and reviewer and, if applied the opinion giver - the institution ordering the subject of practical work) converted with a coefficient of 0.20,
- 3) grade from the diploma examination, converted with a coefficient of 0.20.

#### **§ 58**

1. The student, after completing the full program of studies, obtains a professional title appropriate to the level, field and speciality of studies, and becomes a graduate of the University.
2. The graduate receives a diploma with a professional title for the degree of study, within 30 days of the diploma examination.
3. Together with graduation diploma, a student receives a supplement containing a list of subjects included in the course of studies and the received grades.
4. At the request of the graduate, the University shall issue additional copies of the diploma in translation into one of the following languages: English, French, Spanish, German or Russian. At the request of the graduate, the university shall issue no more than three copies of the Diploma Supplement in translation into English. The documents are issued within 30 days of the date of submission of the application, after paying the fee by the graduate and providing the current photography.

#### **§ 59**

1. The final result of the study shall be written down in the graduation diploma in accordance with the following principle:
  - 1) to 3.66 - satisfactory (3.0);
  - 2) 3.67 - 4.50 - good (4.0);
  - 3) 4,51 - 5,00 - very good (5,0).

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2. In other documents the general result of the study is given with the accuracy to two decimal places.

## **Chapter X: Classes, tests, diploma exams in foreign language**

### **§ 60**

1. The detailed rules of conducting didactic classes, tests of knowledge and the abilities, preparation the diploma theses and taking diploma examinations conducted in a language other than Polish are defined by the separate internal regulations of the University.
2. Those who study in a foreign language are subject to the provisions of these Regulations.
3. The university, accepting foreigners for the courses in foreign language, organizes for them Polish language classes and, if necessary, compensatory classes of foreign languages.

### **§ 61**

1. The decision to conduct studies in a foreign language is taken by the senate.
2. The consequence of starting a course in a foreign language is to conduct all forms of classes, passes and examinations in a foreign language. Also, a diploma thesis and a diploma examination shall be conducted in the foreign language.
3. The syllabus (the education program) in foreign language is identical to the educational program taught in Polish.

## **Chapter XI: Principles and conditions for the implementation of studies by students with disabilities**

### **§ 62**

The authorities of the University are obliged to undertake actions aiming at ensuring equal chances of realization of the study plan and the program of education by the students with disability, taking into account the level and nature of the disability and the specificity of the particular field and the specialty of study.

### **§ 63**

1. Students with disabilities may apply for adapting the organization and proper implementation of the didactic process, including the conditions of taking studies to the type of disability.
2. The students mentioned in section 1 are people:
  - 1) with a disability having a current disability certificate or an equivalent document,
  - 2) chronically ill who do not have a certification about the disability level and whose health situation is confirmed by the submitted medical documentation,
  - 3) who sudden illness or accident results in temporary inability to fully participate in the class, and these circumstances are confirmed by the submitted specialist documentation.

### **§ 64**

1. All alternatives, applied in the course of studies towards students with disabilities, are aimed to equalize the chances of completing a field of studies while maintaining the principle of not reducing the substantive requirements towards these students.
2. In case when the student's disability prevents his / her direct participation in the didactic classes, the dean at the student's request may:
  - 1) allow for increased absence,
  - 2) establish an individual study plan,
  - 3) agree to change the form of knowledge check.
3. If this is due to the nature of the disability, the dean, at the request of the student, may agree to the participation of third parties, in particular the assistants of persons with disabilities.
4. If, due to the student's disability, it is not possible to make the notes by student during the classes, the dean may grant permission to the disabled student to use additional technical equipment enabling him or her to participate fully in the classes and to use audio-visual equipment enabling the registration of didactic classes.
5. When using sound recording equipment or sound and image recording equipment, the student is obliged to submit a written declaration of non-infringement of the copyright of



the works created during these activities and use the recorded material solely for private use.

## § 65

1. In order to change the manner of passing the examination, the dean may give to the student with a disability the permission for:
  - 1) extending the duration of the time of exam,
  - 2) the use of additional teaching resources,
  - 3) the use of alternative forms of recording during the exam,
  - 4) changing the form of the written examination to oral or oral examination to written,
  - 5) participation in the examinations of third-parties, in particular the assistant person with disability,
  - 6) the change of the examination location.
2. The provisions of section 1 shall apply to the passes of subjects.

## **Chapter XII: Awards, honours and disciplinary responsibility**

### **§ 66**

1. Students who are distinguished by special academic results and exemplary performance may be given prize of the Rector of the University, of the Dean and of outside-university institutions upon the University's request.
2. The information about the award is included in the student's personal file and it is included in the diploma supplement

### **§ 67**

1. The graduation diploma with honours is granted ex officio to the graduates who fulfil the following criteria:
  - 1) completed their studies within the time limit referred to in § 50 according to the study program;
  - 2) passed the diploma examination with a very good grade;
  - 3) obtained a very good grade from thesis;
  - 4) achieved a final grade of at least 4.76.
2. The graduation diploma with honours to a graduate who does not meet the conditions set out in section 1, may be given by the Rector on the request of the committee conducting the diploma examination.

### **§ 68**

Student disciplinary responsibility is governed by separate regulations.

## **Chapter XIII: Transitional and final provisions**

### **§ 69**

1. The provision of § 52 point 2 does not apply to the diploma theses of students who on 1<sup>st</sup> October 2014 studied at the last year of their studies.
2. The Rector, by 31<sup>st</sup> December 2016, is obliged to transfer to the nationwide written repository of the diploma theses referred to in § 52, point 2, the data on diploma theses, which were positively completed after 30 September 2009.

### **§70**

1. In individual cases of students, at first instance, the decisions shall be taken by the Dean unless this Regulations or separate provisions provide otherwise.
2. The dean may authorize the vice-dean, the director of the institute, the deputy director of the institute or the head of another department to make the decisions in matters provided in these Regulations. The Dean is immediately obliged to inform the Rector about the granted authorizations.
3. The decisions of the dean or the decisions of authorized by dean people, made in individual cases of students, only on the basis of these Regulations or other internal regulations of the University are entitled to appeal to the Rector. The Rector's decision is final and no further appeal is forthcoming.
4. The appeal shall be submitted through the authority which issued the challenged judgment within 14 days of the date of receiving the decision.
5. In cases concerning the rules and procedure of taking studies, not covered by this Regulation, a decision shall be made the Rector.

### **§ 71**

1. After obtaining at least four qualifications for granting the postdoctoral degree (PhD with habilitation), the University may organize individual interdisciplinary studies covering at least two areas of study and leading to the granting of a diploma in at least one field of study conducted at a given institution by a basic organizational unit entitled to confer doctoral degrees in the area of knowledge related to this field.
2. The detailed mode and conditions for the implementation of education according to individual interdisciplinary studies will be determined by the program council consisting of the representatives of the units conducting the studies.
3. In the case of students of individual interdisciplinary studies, the dean's right shall be passed to the head of such studies.

### **§ 72**

1. Regulation shall enter into force on 1<sup>st</sup> October 2015 and shall apply to students who:

- 1) are starting studies from the academic year 2015/2016,
  - 2) started their studies before the academic year 2015/2016 after receiving the information through the Virtual Dean's Office system.
2. Students mentioned in section 1 point 2, has the right to terminate the contract with the University by 30<sup>th</sup> September 2015. After that date, this Regulation is deemed to have been accepted.
  3. The Faculty Councils will determine the rules for determining and taking into account ECTS points for students who:
    - 1) due to the repetition of the year, change or take up additional study or specialization or readmission to the studies, are covered by the point system, if their previous study plan and the education program did not have the ECTS system;
    - 2) are passing the courses not covered by the point system under specified conditions mentioned in the § 18, point 3 of Regulation.
  4. The resumption of studies can only take place under the new rules. In this situation, the dean of the university, agreeing to the resumption of studies, determines the outcomes of education gained in the previous studies.
  5. If a part of the study plan was not covered by the point system, the average grade for all subjects covered by the course of studies and being the basis for determining the overall study result, is calculated as the arithmetic mean.

### § 73

In matters not regulated by these Regulations, the provisions of the Act of 27 July 2005 - Law on Higher Education (Journal of Laws of 2012, item 572, as amended) shall apply.