

*Annex to the Opole University of Technology  
Senate resolution no. 320 on 29<sup>th</sup> May 2019*

**Study Regulations at the Opole University of Technology**

adopted by the Senate of the Opole University of Technology on 29<sup>th</sup> May 2019  
in accordance with the Law on Higher Education from 20<sup>th</sup> July 2018

Opole, 2019

## **Table of contents**

Chapter 1. General Provisions .....	4
§1. General provisions.....	4
§2. The positions of rector, dean and tutor of the year .....	4
§3. Administrative decisions and other decisions in individual cases.....	5
§4. Obtaining student status .....	5
§5. Student Government.....	6
§ 6. Degrees, forms of higher education and professional titles.....	6
Chapter 2. Student Rights and Obligations .....	7
§ 7. Student rights.....	7
§ 8. Loss of student rights .....	8
§ 9. Obligations of a student.....	8
Chapter 3. Organization of studies .....	9
§ 10. Organization of the academic year .....	9
§ 11. Organization of classes.....	9
§12. Individual organization of study.....	11
§ 13. Transfers.....	13
§ 14. Studies on the additional programme and extracurricular subjects .....	13
§ 15. Mobility of students.....	13
Chapter 4. Completion of the study period .....	14
§ 16. Credit system.....	14
§ 17. Grading scale.....	14
§ 18. General terms .....	15
§ 19. Completion of classes.....	15
§ 20. Examinations .....	17
§ 21. Completing a semester .....	18
§ 22. Registration for the following semester .....	18
§ 23. Repeating a semester .....	19
Chapter 5. Striking off, resumption of study, leaves.....	20
§ 24. Striking off .....	20
§25. Resuming studies.....	20
§26. Leave .....	21
Chapter 6. Diploma thesis .....	22

§27. General provisions.....	22
§28. Promoter and reviewer of the diploma thesis .....	22
§29. Subject of diploma thesis .....	23
§30. Final evaluation of the thesis.....	23
§31. Rigors .....	24
Chapter 7. Diploma examination.....	24
§ 32. General provisions.....	24
§33. The course of the diploma examination .....	25
§34. Final grade for the diploma examination.....	25
§35. Rigors .....	26
Chapter 8. Graduation .....	26
§36. Final result of studies .....	26
§37. Graduation.....	27
Chapter 9. Awards, distinctions and penalties.....	27
§38. Prizes and awards .....	27
§39. Penalties.....	28
Chapter 10. Final, transitional and adaptation provisions .....	28
§40. Final Provisions.....	28
§41. Provisional provisions .....	29
Chapter 11. Index of terms .....	29

## **Chapter 1. General Provisions**

### **§1. General provisions**

1. The Study Regulations at the Opole University of Technology, hereinafter referred to as the Regulations, apply to all students, academic teachers and administrative staff of the Opole University of Technology, hereinafter also referred to as the University.
2. The Regulations apply to full-time and part-time, first and second cycle studies as well as uniform master's studies.
3. The regulations define the organization and course of studies, as well as the rights and obligations of a student of the Opole University of Technology related to it.
4. The terms used in the Regulations mean:
  - 1) Act - the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
  - 2) Rector - Rector of the Opole University of Technology or Vice-Rector acting on his behalf;
  - 3) dean - dean of the faculty or deputy dean acting in his place.
5. The Regulations define the organization and proper implementation of the teaching process according to the needs of students who are disabled, including the adaptation of study conditions to the type of disability. The University and its employees provide the disabled with conditions for full participation in the educational process, scientific research and participation in the life of the University's academic community, while respecting the right to privacy and the dignity of the disabled.

### **§2. The positions of rector, dean and tutor of the year**

1. The superior of all students is the rector and the direct superior of students at the faculty is the dean.
2. The Dean may appoint an academic tutor of the group. He also has the right to change the tutor.
3. The basic duties of the tutor include providing students with help, advice and consultation on matters related to their didactic and social problems, close cooperation with leader of lecture groups, familiarizing students with the structure and functioning of the University, with these regulations, as well as giving opinions at the student's request or at the dean's request for individual matters related to the course of study.

### **§3. Administrative decisions and other decisions in individual cases**

1. Administrative decisions regarding studies are issued in the cases specified in the Act. The student may appeal against the administrative decision issued in the first instance by the dean to the rector. On behalf of the dean the administrative decisions may be issued by vice-dean and on the behalf of rector - vice-rector.
2. The provision of para. 1 shall not apply to issuing administrative decisions in the situations referred to:
  - 1) in art. 72 section 3 and 4 of the Act and § 4 para. 1 of the Regulations;
  - 2) in art. 86 section 2 and 3 of the Act and § 7 point 8 of the Regulations.
3. To issue administrative decisions referred to in para. 1, the provisions of the Code of Administrative Procedure shall apply.
4. In individual matters related to studying, in which no administrative decisions are issued, decisions are made. On behalf of the dean the administrative decisions may be issued by vice-dean and on the behalf of rector - vice-rector.
5. The dean makes the decision at first instance. The student may appeal against the dean's decision to the rector within 14 days of delivery or receipt of the decision. The appeal must be lodged in writing via the Student Service Center.
6. Administrative decisions and other decisions in individual cases issued pursuant to the Act or the Regulations must be in writing.

### **§4. Obtaining student status**

1. Admission to the first semester of study is as follows:
  - 1) by entering on the student list made by the chairman or authorized members of faculty recruitment commissions;
  - 2) by rector's decision.
2. Upon taking the oath, a person admitted to studies shall acquire the rights of a student.
3. The person admitted to studies receives the student number and individual student account in the USOSweb system.
4. After acquiring student rights, the student receives a student's ID.
5. First-year students undergo training on how to use the USOSweb system.
6. Admission of a student on the basis of resuming studies or transfer takes place on the basis of the decision of the dean of the receiving faculty.

7. A student from another university may undertake part-time studies at the University, referred to in §15 of the Regulations, on the basis of an agreement concluded between the universities and the consent of the dean of the relevant faculty of the University.
8. A graduate may take up studies at the University only after meeting the recruitment conditions being in force at the University.
9. The right to participate in classes in a given field of study, except for lectures that are open to the public, have students registered for a given semester of studies.

## **§5. Student Government**

1. Bodies of the Student Government of the Opole University of Technology, hereinafter referred to as the Student Government, are the sole representative of all University students. The Student Government operates on the basis of the Act and the Regulations of the Student Government of the Opole University of Technology.
2. The representative of all students in the group is the leader elected in direct elections in accordance with the Student Government Regulations.
3. If the leader is not appointed, the dean may apply to the university body of the Student Government for its immediate appointment.

## **§ 6. Degrees, forms of higher education and professional titles**

1. Higher studies conducted at the University:
  - 1) first degree;
  - 2) second degree;
  - 3) uniform master's studies.
2. Higher studies are conducted as:
  - 1) full-time
  - 2) part-time.
3. Full-time studies last
  - 1) for first cycle studies, at least six semesters for undergraduate studies and seven semesters for engineering studies,
  - 2) in the case of second cycle studies from three to five semesters,
  - 3) in the case of uniform Master's studies from nine to twelve semesters.
4. Part-time studies may last one or two semesters longer than the corresponding full-time studies.

5. Conducted studies are:

- 1) practical, where more than half of the ECTS points are assigned to classes developing practical skills,
- 2) academic, where more than half of the ECTS credits are assigned to classes related to the scientific activity conducted at the university.

6. The graduates of higher education are given the titles:

- 1) bachelor,
- 2) engineer,
- 3) architect engineer,
- 4) master
- 5) master of science in engineering,
- 6) master of science in architecture

## **Chapter 2. Student Rights and Obligations**

### **§ 7. Student rights**

1. Students are eligible to

- 1) student's ID and student record book (on the request),
- 2) develop their interests in the areas of research and use of teaching premises, equipment and technical facilities of the University as well as receive support from the academic staff and bodies of the University for this purpose,
- 3) join student organizations and scientific clubs,
- 4) participate in the University research projects, implementation projects and development projects realized at the University
- 5) participate in the elections for the University collegial bodies and the Student Government, based on Student's Government Regulation
- 6) co-decide by means of the Student Government bodies on issues associated with the education process,
- 7) receive prizes and distinctions,
- 8) receive financial support in accordance with Regulations of granting the social support for the University's students
- 9) express opinions regarding the classes (in a form of an anonymous survey);
- 10) inspect their assessed written works;
- 11) obtain an entry assessments to the student record book, if having one;

- 12) transfer and recognition of ECTS credits,
  - 13) study according to the individual organization of studies,
  - 14) excuse absences from classes, leave from classes and leave from classes with the possibility of proceeding to verify the learning outcomes specified in the study program,
  - 15) changes in the field of study,
  - 16) transfer to full-time or part-time studies,
  - 17) taking an exam before a commission with the participation of an observer indicated by the student,
  - 18) repetition of classes due to unsatisfactory results,
  - 19) training in the rights and obligations of the student,
  - 20) protection of your personal data in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general data protection regulation).
2. The trainings referred to in item 19 are conducted by the Student Government in cooperation with the Student Parliament of the Republic of Poland.

### **§ 8. Loss of student rights**

The loss of student rights is followed by:

- 1) striking off the list of students,
- 2) resignation of studies,
- 3) expulsion from the University,
- 4) transferring to another university.

### **§ 9. Obligations of student**

The student is required to:

- 1) act in accordance with the oath taken and Study Regulations
- 2) comply with the provisions and principles of social coexistence and care for the property of the University
- 3) obey the regulations of occupational health and safety as well as anti-fire protection rules ,
- 4) participate in all lectures, classes and organizational activities, according to the plan of study and training of health and safety at work and fire protection training;
- 5) taking examinations, undergoing apprenticeships and meeting other requirements provided for in the study program,
- 6) notify immediately the Student Service Centre to amend the personal data and change of the material conditions if they affect granting of financial aid and its amount;

- 7) excuse absences during the next classes,
- 8) timely submissions of fees to the University referred to in the contract between the student and the University;
- 9) familiarize with orders, commands and notices of the University published on the Student Service Centre's website;
- 10) use individual university email box;
- 11) participate in polls organized by the authorities of the University, including fulfillment of anonymous surveys assessing the quality of student activities.

## Chapter 3. Organization of studies

### **§ 10. Organization of the academic year**

1. The academic year commences on the 1<sup>st</sup> of October and lasts until the 30<sup>th</sup> of September and comprised two semesters – winter and summer semester.
2. The detailed organization of an academic year, including the dates of the start and end of classes, exam sessions and breaks in classes is determined by the Rector at least three months before the beginning of an academic year.
3. One semester shall be the academic settlement period.
4. The semester comprises 15 weeks of classes, examination session, hereinafter referred to as “session”, and internship or other activities determined by the plan of studies. The last semester of first degree of engineering studies and the first semester of second degree studies can last shorter than 15 weeks. In case of the last semester of first degree of engineering studies, the date of examination session can be indicated by the Dean right after the end of classes.
5. Within an academic year, Rector can set certain days or hours free from classes.
6. Dean shall set the timetable for each semester as well as the timetable for on-campus sessions for the part-time programme and publish it at least a five days before the start of the semester.
7. Timetables for examination sessions shall be established by Dean, and published at least seven days before the session starts.

### **§ 11. Organization of classes**

1. The studies are conducted in the frame of field of study, form, level and profile of studies.
2. Study programs are adopted by the University Senate after consulting the Student Government.
3. Study programs define the scope of knowledge, skills and social competences specific to individual subjects and practices that the student should master during the course of studies.

Study programs, including study plans, are made available to students on the University's website in the Public Information Bulletin within 14 days of their adoption.

4. Didactic classes for each of the forms of study listed in §6 para. 2 are organized according to a separate schedule and conducted in the frame of student groups

5. The number of student groups on various types of classes is determined by the rector and announced at least three months before the beginning of the academic year.

6. The number of groups in a given field of study is determined by the dean. Students are assigned to groups by the Student Service Center in USOS system no later than five working days before the beginning of the semester. It is allowed to introduce students' independent enrollment to study groups and publish them in the USOSweb system.

7. Enrollment in a foreign language as part of the language course takes place electronically in the USOSweb system in the semester preceding the semester in which the classes will take place. A student who fails to make a choice on time is assigned to the group by the subject coordinator.

8. The rules for admission or qualification of students for specialties and elective subjects during studies are established by the dean.

9. Guardians (assistants) of disabled persons may participate in the classes. These guardians should have the dean's permission to participate in the classes.

10. Didactic classes during studies may be conducted using distance learning methods and techniques, using infrastructure and software ensuring synchronous and asynchronous interaction between students and persons conducting classes, in accordance with the regulation issued on the basis of art. 81 point 4 of the Act.

11. The academic teacher conducting the classes informs about the consultation hours in his/her individual (personal) timetable, at least two hours a week in the weeks of didactic classes and exam session. Consultations take place at the University.

12. In the event of a prolonged absence of the academic teacher/lecturer, after consulting the head of the appropriate organizational unit, the dean may authorize another academic teacher to take over the duties.

13. The person conducting the subject or other academic teacher indicated by the dean determines the conditions for passing the subject, coordinates and agrees the scope of all classes that make up the subject, sets the rules for verification of learning outcomes and publishes them in the subject description card before the beginning of the academic year and in the first classes

14. Five exams are allowed in a semester, but their total number in the academic year may not exceed eight.
15. The dean may decide to conduct selected didactic classes, papers and diploma examinations in a foreign language.
16. Internships are carried out at full-time and part-time studies as defined in the study program adopted by the University Senate. According to the study program ECTS credits are assigned to internships.
17. The matters related to internships are coordinated by the dean or tutor and coordinator of internship appointed by the dean.
18. The method and manner of completing student internships is determined by the dean. Detailed rules for crediting, form and dates of student internships are set out in separate regulations.
19. A student participating in meetings of collegiate bodies and electoral bodies operating within the structures of the University, including Student Government structures, has a justified absence from classes taking place during these meetings.
20. A person admitted to studies in the mode of confirming learning outcomes before the beginning of the academic year is obliged to submit to the dean an application for crediting the subjects recognized in the mode of confirming learning outcomes.

## **§12. Individual organization of study**

1. Individual organization of studies, hereinafter referred to as IOS, consists in the student implementing the applicable study program by at least one of the following adaptations:
  - 1) individual selection of subjects, methods and forms of education,
  - 2) modification of the form of passing and exams,
  - 3) modification of the number of ECTS points required to pass the semester,
  - 4) modification of the weekly schedule of classes, if possible, by choosing a group and / or hours of classes in a way that allows the implementation of the current study program, adapting to the student's time capabilities,
  - 5) changing the dates of examinations and credits in consultation with the teacher of the subject or classes.
2. It is allowed to apply for IOS by students who are:
  - 1) particularly talented,
  - 2) undergoing apprenticeships and internships under the signed contract,
  - 3) being members of the national, olympics sports team, possessing the first sports class, as

well as representatives of the University in the Polish Academic Championships who took places 1-3,

4) bringing up children or caring for the closest family member whose student is the only guardian,

5) being disabled persons,

6) who study in more than one field of study,

7) elected to the College's collegiate bodies,

8) in other important cases recognized by the dean.

3. Particularly talented and outstanding students are provided with didactic and scientific support through individual selection of subjects, methods and forms of education. The academic tutor is appointed by the dean at the student's request.

4. Disabled students, students in a difficult life situation, students studying more than one field of study and students selected to the college's collegiate bodies are given the opportunity to study according to the individual schedule of the study program and the weekly schedule of classes by choosing a group and / or hours of classes in a manner enabling the implementation of the applicable study program, adapting to the student's time capabilities.

5. IOS of a disabled person should be adapted to his/her individual needs and capabilities in terms of:

1) teaching materials,

2) adjusting the conditions of classes,

3) forms of classes,

4) additional support.

6. Adaptations resulting from IOS only apply to the organization of classes, they may not apply to major learning outcomes and the content of subjects considered in the study program to be compulsory for a given field of study, level and profile.

7. The decision to grant IOS is made by the dean.

8. A student who has completed the first year of first cycle studies or uniform master's studies may apply for IOS. A second cycle student, a disabled student and a student referred to in para. 2 point 3 may apply for IOS from the first semester of study. The consent for IOS is issued for one semester.

9. A student applying for IOS is obliged to submit an application within two weeks of starting the class. The attachment to the application are individual arrangements with those teaching the subject as to the method and date of passing it within a given semester.

10. Student registration for the next semester with a credit is the basis for refusing to grant IOS to the student.

### **§ 13. Transfers**

1. A student may seek transfer from another higher education institution to the University, from one faculty of the University to another or within the same field or within a related field of study, upon the consent of Dean of the receiving faculty and the Dean of the faculty from which student is leaving, provided that he or she has fulfilled all obligations resulting from the regulations in force at the faculty or the higher education institution which he or she is leaving.
2. The conditions of transfer, mentioned in the point 1 are determined by Dean.
3. A student transferring the courses passed at other university, including the universities abroad, shall receive the same amount of ECTS points as it was attributed to learning results and achievements at the host university.
4. Condition of the transfer shall be in correlation of the learning outcomes achieved during realization of programme at the another university, approved by the Dean.
5. A student may change the full-time degree programme for part-time degree programme after the written consent from Dean, or in particularly justified cases from the part-time degree programme to the full-time degree programme. The specific regulations of transfers are determined by Dean.
6. Transfer from another university, transfer to another faculty, field of study or form of study shall be submitted in a written form at the Student Service Center before the start of the semester. In exceptional cases Dean can agree for transfer during the academic year.

### **§ 14. Studying additional programme and extracurricular subjects**

1. A student may take up studies in an additional field of study.
2. Upon the permission of Dean a student can choose extracurricular courses if he or she fulfills all requirements related to the main degree programme.
3. The main degree programme is the one formerly began by a student.
4. Dean shall decide whether the courses completed at other degree program are treated either as an integrated part of a programme degree or as extracurricular courses.
5. Extracurricular courses shall be noted in the student's documentation of study, as well as in the supplement to the diploma. Points and marks gained in additional courses shall not be taken into account in the overall settlement of studies or applying for the scholarship.

### **§ 15. Mobility of students**

1. A student may follow a part of his/her programme degree at another university including foreign university. A written application shall be submitted to Dean.

2. A student completing part of studies at another university shall implement a study program consistent with the program of the host university in a given semester.
3. The study program chosen by the student must be approved by the dean of the faculty of the University before sending the student to another university.
4. During the studies at another university student is obliged to host university regulations.
5. Before departure, it is necessary to sign the agreement on the curriculum by the student and the relevant deans.
6. A student completing a study period at other university shall submit the completed transcript of record to the Student Service Center by the end of an academic year.
7. Courses and semester completed at another university shall be accepted by Dean at home University, on the basis of marks and points indicated in transcript of records.

## Chapter 4. Completion of the study period

### § 16. Credit system

1. Full-time degree and part-time studies conform to the ECTS standards (European Credit Transfer and Accumulation System).
2. Regulations of a credit system:
  - 1) the number of ECTS points is assigned to subjects,
  - 2) ECTS points are a measure of the average student workload necessary to obtain learning outcomes,
  - 3) 1 ECTS point corresponds to 25-30 hours of student work including classes organized by College and its individual work related to these classes.

### § 17. Grading scale

1. The following marks shall apply for credit and examinations:

Marks in words	Abbreviation	Numerical mark
Very good	bdb	5,0
Good plus	db plus	4,5
Good	db	4,0
Satisfactory plus	dst plus	3,5
Satisfactory	dst	3,0
Unsatisfactory	nd	2,0

2. An average mark for a given period is a measure of the student's academic progress during this period and is calculated as a weighted arithmetic average of marks from courses completed in a given period. The weight index are the ECTS points assigned to courses:

$$\text{Average mark} = \frac{\Sigma(\text{arithmetic average marks} * \text{ECTS points for a course})}{\Sigma \text{ECTS points for a given course}}$$

3. Average mark for a given period is accurate to two decimal places, after having rounded up, if the figure at the third decimal place is greater than or equal to 5.

4. When calculating average mark, all additional courses that a student is studying, with consent of Dean, and courses without final assessment are excluded.

5. Unsatisfactory shall be equivalent to non-completion of a given course.

6. The physical education's courses which are not assigned with ECTS credits should be graded:

1) *classified* („zal.") – for the students who fulfilled the minimal requirements for the course;

2) *unclassified* („nzal.") – for the students who did not fulfill the minimal requirements for the course

### **§ 18. General terms**

1. In order to be granted the ability to complete the course and to take the exam is to be listed on the periodical performance charts and possession of an identity document. The periodical performance charts shall be published in USOSweb system not later than two weeks before the start of examination session.

2. The course of study shall be documented in periodical performance charts as well as in student periodic achievement form.

3. Student has three business day to verify grades from exams available in USOSweb.

### **§ 19. Completion of classes**

1. Completion of the subject covered by the exam is made on the basis of credit for all forms of classes conducted within this subject and a positive evaluation of the exam. The condition of admission to the exam is obtaining credit for lower forms of classes. The results of the course should be entered into the USOSweb system at the latest on the last day of teaching. The results of the exam should be announced within three business days of conducting it at the latest.

2. Completion of a non-exam subject is made on the basis of passing all forms of classes conducted within this subject.

3. Completion of lower forms of didactic classes and lectures not covered by the exam is carried out by those conducting the classes before the start of the exam session. The lecturer,

in consultation with the students, may set an additional deadline for completing classes until the end of the exam session. In justified cases, credit may be obtained by an academic teacher appointed by the dean.

4. Completion of classes is made on the basis of verification of learning outcomes in the form of: essays, tests, projects, papers and other forms of checking the knowledge, skills and social competences of students, as well as attendance, except for lectures.

5. In the case of disabled students, the forms of credits, tests, examinations and their duration should be adapted to the individual possibilities and needs of the student.

6. The formal confirmation of passing the individual forms of classes is the entry of the grade into the electronic protocol using the grade scale provided in §17 para. 1.

7. The student is obliged to check the correctness of final grades in all forms of classes and subjects entered into the USOSweb system and to report any incompatibilities immediately to the coordinator.

8. The subject coordinator, hereinafter referred to as the coordinator, is the lecturer in the given subject. The coordinator has access to all grades in the subject, i.e. grades from lower forms of classes. In the case of a lecture given by more than one lecturer, the coordinator is selected by the dean no later than three weeks before the start of the examination session.

9. The coordinator, at the student's request, explains the incompatibility of classes with the teachers. Corrections in the minutes may be made by the teacher or coordinator.

10. Protocols in the electronic system are made available to the lecturers at least two weeks before the start of the exam session.

11. A student who raises reservations regarding the correctness of passing the didactic classes has the right to submit, within three business days from the date of the announcement of the results, a justified request for the crediting of classes to the dean. The commissioning takes place on the same principles as the commission examination specified in §20 para. 12-16.

12. A student may obtain credit for selected didactic classes on the basis of confirmed participation in scientific research, development works or the provision of research services. The dean makes a decision on crediting upon the student's request, approved by the person conducting the examination, work or service, before the start of the classes to which the application relates.

13. Student participation in a science camp may be the basis for crediting all or part of the student practice, if the camp program meets the requirements of that practice. The decision on this matter is made by the dean at the student's request and after consulting the internship promoter and camp organizer.

14. In the case of physical education classes, students with medical exemption from sports activities are required to obtain a lecture in physical culture or tourism in exchange for sports activities. Replacement classes are assigned the same number of hours as sports activities.

## **§ 20. Examinations**

1. The examination timetable is determined by the group leader in agreement with an academic teacher. In absence of such arrangements, timetables are determined by the academic teacher conducting classes. It shall be delivered to the Student Service Centre no later than seven days before the beginning of the examination session.

2. All examinations have to be performed during the examination session, determined in the organization of an academic year. It does not apply to additional examinations, described in section 9 and 11.

3. With the consent of the examiner, a student can take an exam before the examination session. This exam should be understood as an additional term.

4. The examiner is the teacher conducting subject. In justified cases, Dean of the Faculty can appoint another academic teacher to conduct the examination.

5. The examination results shall be published no later than three working days after the day of examination.

6. A student has a right to re-take examination from each course even though he was given a satisfactory mark on the first exam date.

7. An unexcused absence at the examination results in the loss of the student rights to one term of the examination, at the same time it shall not be the reason to obtain unsatisfactory mark. In that particular case, the leading teacher enters “absent” in a protocol and a periodical performance chart.

8. Double unexcused absence at the examination results in the unsatisfactory mark in a periodical performance chart and a student record book.

9. If the absence was excused, a student has a right to additional term of the examination.

10. A justification shall be submitted to the teacher no later than three days after the date of the examination. The decision concerning the student’s absence is undertaken by Dean.

In justified cases, Dean has a right to set an additional date of the examination. In the case of disabled students, a justification shall be submitted not later than seven days after the date of the examination. The Dean has a right to set an additional date of the examination taking into consideration the adjustment to individual needs of a disabled person.

11. The examination conducted before a commission examination board is ordered and organized by the Dean upon a written application of the student, submitted to Dean's office not later than 3 days after the date of the announcement of the examination results by the examiner, if the student has any stipulation with regard to his/her examination.

12. The decision about organizing a commission examination is determined by Dean according to the application or on Dean's own initiative. The right to apply for conduction of a commission examination has also the examiner and a Faculty Student Government.

13. The examination conducted before a commission examination board shall be held within one week from the submitting of the application.

14. The commission examination board, designated by Dean, is composed of:

1) Dean or Vice-Dean who chairs the board.

2) two University teachers, being specialists in the field of knowledge or the skills covered by the examination, who didn't take part in a first examination.

15. At the student's request, a representative of the Student Government may be appointed a member of the commission examination board.

16. The mark received in the examination before the commission examination board is entered into the student record book, periodical performance chart and replaces the original mark.

## **§ 21. Completing a semester**

1. In order to complete a semester successfully, a student is obliged to obtain required amount of ECTS points and fulfill programme and formal requirements.

2. The basis for completion of a semester in a foreign university (host institution), shall be fulfilling all requirements written down in the study plan agreement signed by the University and a host institution.

3. The sum of ECTS points obtained by the student is calculated on the basis of obtained credits for subjects provided for in the semester program or other classes recognized by the dean.

4. Successful completion of a semester is confirmed the student's academic progress report with a stamp and a signature of Dean.

## **§ 22. Registration for following semester**

1. Student's registration for the following semester is performed by Dean after the end of examination session on the basis of the state of records contained in a periodical performance chart.

2. Registration with a credit point (for a period of one year, but not longer than the planned date of graduation), is possible, if the total deficiencies do not exceed 18 ECTS points. The decision on this matter is taken by Dean.

3. Deficiencies in obtaining credit points in the winter semester are complemented by a student in the winter semester of the following academic year, and from the summer semester in the summer semester of the following academic year. In justified cases, Dean may agree for an earlier complementation of credit points.

5. At the student's justified request, the dean may agree to register with a credit loan if the deficiencies are greater than 18 ECTS points.

6. At the student's justified request, the dean may agree to register with a credit loan for the last semester.

### **§ 23. Repeating a semester**

1. A student is obliged to repeat a semester when:

- 1) a student has a deficiency in credit points exceeding the limit,
- 2) credit points were not obtained in a given period of time.

2. Repeating a semester is allowed only once after completion of the first semester of the studies. In justified cases, the Rector shall be obliged to allow for the second repetition of the semester.

3. A student who repeats the semester/year is exempt from the subjects in which he/she obtained credit, if the programme of the subject was not altered.

4. While waiting for repeating a semester a student maintains the student rights, excluding the right to achieve a financial support.

5. While waiting for repeating a semester a student may, upon previous consent of Dean, participate in the following semester courses, if these courses do not collide with the courses to retake. The courses strictly determined by Dean shall be entered into periodical performance chart of a student. Not completing these courses requires repetition the basis of general provisions.

6. A student who repeated a semester does not finish the study in the term provided by the plan of studies.

## **Chapter 5. Striking off, resumption of study, leaves**

### **§ 24. Striking off**

A student is removed from the list of students by administrative decision in the case of:

- 1) not taking up studies;
- 2) resignation from studies submitted in the form of a written application;
- 3) failure to submit a diploma thesis or diploma exam on time;
- 4) punishing the disciplinary penalty of expulsion from the University.

2. A student may be removed from the list of students by administrative decision in the case of:

- 1) statement of the lack of participation in compulsory classes;
- 2) statements of lack of academic progress;
- 3) failure to complete the semester within the prescribed period;
- 4) failure to pay fees related to studies.

3. Failure to take up the studies referred to in section 1 point 1 shall constitute the basis for striking off the list of students and shall occur in the case of:

- 1) failure to sign the oath;
- 2) student not reporting after returning from holidays.

4. Lack of participation in compulsory classes referred to in para. 2 point 1, states the teacher conducting classes in the event of an unjustified student's absence after three weeks of full-time studies and after two classes of extramural studies since the beginning of the classes. The lecturer reports this fact in electronic form to the Student Service Center.

5. Lack of progress in learning referred to in para. 2 point 2 is stated in the event of failure to obtain an entry for the next semester of studies, in particular due to exceeding the admissible limit of ECTS credits.

6. Striking off a student due to failure to submit the diploma thesis within the deadline takes place when all subjects in the study plan have been completed, with the exception of the diploma thesis.

### **§25. Resuming studies**

1. Re-admission to studies of a person who has not passed the first semester of studies is only possible by means of recruitment for studies.

2. A person who has been removed from the list of students, but who has completed the first semester of studies, may apply for resumption of studies for the field of study carried out prior to deletion. The application should be submitted no later than one week before the beginning

of the semester. The decision on this matter is made by the dean.

3. Resumption of studies in a field that is no longer conducted at the University is impossible.
4. A student who resumes studies shall be bound by the current study program. Any subjects to be completed along with the associated number of ECTS credits are determined by the dean regardless of previously completed semesters.
5. Uncredited subjects, carried out before being struck off the list of students, are considered repeated after resuming studies.
6. A person removed from the list of students due to failure to submit a diploma thesis or diploma examination within the deadline may resume studies for the last semester of studies on the terms set out by the dean.
7. A person who has been removed from the list of students due to disciplinary punishment or expulsion from the University has no right to apply for resumption of studies.
8. If the break in studies was longer than 5 years, re-admission may take place after passing the resumption exams. The scope and form of these exams are defined by the dean.

## **§26. Leave**

1. A student may be granted leave from classes for a period not longer than one year:
  - 1) dean's,
  - 2) health,
  - 3) educational.
2. Leave from classes is granted by the Dean at the student's request immediately after the reason justifying applying for this leave.
3. A dean's leave may be granted to students due to important circumstances preventing them from participating in classes.
4. A student's health leave can only be obtained on the basis of a medical certificate.
5. Parental leave may be granted to a pregnant student for the period up to the day of the child's birth and a student who is a parent for a period of up to 1 year, however, if the end of the leave falls during the semester, the leave may be extended until the end of this semester.
6. A condition for the continuation of studies after a health leave is the submission of a certificate of fitness to continue studies, issued by a doctor or occupational medicine doctor for fields of study which require such a certificate when recruiting. The student is required to provide a certificate before the start of the semester.
7. During the leave, the student retains the rights of the student, excluding the right to material allowance.
8. During the leave, the student may, with the dean's consent and under the conditions set out

by the dean, take part in classes and pass subjects included in the study program.

9. The granting of leave changes the date of completion specified in their study program accordingly.

10. After returning from vacation, the student studies according to the current study program.

If necessary, the dean fixes the program differences in writing and the deadline for supplementing them.

## **Chapter 6. Diploma thesis**

### **§27. General provisions**

1. A graduating student is required to complete and submit a diploma thesis, in accordance with the procedure adopted at the University for the preparation and conduct of defense, within the deadline specified in the organization of the academic year.

2. The student encloses to the submitted diploma thesis a written statement on the independent performance of the submitted thesis according to the current template.

3. The written diploma thesis before the diploma exam is checked using the Uniform Anti-Plagiarism System referred to in the Act, and the result report is submitted by the promoter at the diploma exam.

4. In the event of a suspicion of the student committing an act of attributing to himself the authorship of a significant fragment or other elements of someone else's work, the rector immediately orders the conduct of explanatory proceedings in accordance with the Act.

5. Diploma theses are carried out in the organizational units of the home faculty.

6. With the dean's consent, the diploma thesis may be carried out at another faculty of the University, at other universities, as well as in institutions ensuring proper care and conditions for its performance, as well as prepared in a foreign language.

### **§28. Promoter and reviewer of the diploma thesis**

1. Student prepares the diploma thesis under the supervision of a promoter.

2. The promoter of a bachelor's, engineering and master's thesis should be an academic teacher with at least a doctoral degree.

3. In justified cases, the diploma dissertation promoter may be, with the consent of the dean, a specialist from outside the University who has at least a professional title.

4. The reviewer of the diploma thesis should be an academic teacher holding the academic

title of professor or postdoctoral degree. If the thesis promoter is an academic teacher with the academic title of professor or postdoctoral degree, the reviewer of the diploma thesis may be an academic teacher with an academic degree.

5. At the student's justified request, the dean may change the thesis promoter.

### **§29. Subject of diploma thesis**

1. The subject of the diploma thesis should be determined at the beginning of the penultimate semester of studies. The subject of the diploma thesis is submitted to the student's file.

2. Thesis topics are set by the promoter in consultation with the head of the organizational unit in which the work is carried out, and approved by the dean.

3. When determining the subjects of diploma theses, students' scientific interests should be taken into account. The student has the right to propose his /her own thesis topic within the field of study being completed.

4. The number of diploma dissertation topics offered should enable the student to freely choose the topic.

5. At the request of the diploma dissertation promoter, agreed with the student, the head of the faculty organizational unit may change the subject of the thesis if it has a positive effect on achieving the learning objectives and does not extend the date of graduation. The dean should be informed about this fact.

6. Each topic should be implemented by one person. In exceptional cases, team diploma theses are allowed, however, the scope of work of each student must be clearly defined by the thesis promoter.

7. The diploma thesis may be included in scientific research or development works of the faculty organizational unit of the University or student scientific associations.

### **§30. Final evaluation of the thesis**

1. The diploma thesis is evaluated individually by the thesis promoter and reviewer. The thesis is submitted for review, positively assessed by the promoter.

2. If the reviewer assesses the diploma thesis for an unsatisfactory grade, the dean decides about the student's admission to the diploma examination after obtaining a positive grade from the additional reviewer.

3. The final grade of the thesis is determined on the basis of the arithmetic average of the grades issued by the promoter and reviewer/reviewers with an accuracy of two decimal

places.

4. The final grade of the diploma thesis is determined on the basis of the following table:

average	grade
4,75 – 5,00	Very good (5,0)
4,25 – 4,74	Good plus (4,5)
3,75 – 4,24	good (4,0)
3,25 – 3,74	Satisfactory plus (3,5)
Under 3,25	satisfactory (3,0)

### **§31. Rigors**

1. A student who fails to submit his diploma thesis by the end of the examination session is removed from the list of students.
2. At the student's request, positively assessed by the promoter of the diploma thesis, the dean may extend the deadline for its submission by no more than three months. During this period, the student retains the rights of the student, excluding the right to material assistance.
3. A person who has been deleted due to failure to submit the diploma thesis within the deadline may resume studies on the principles set out in §25 para. 6
4. In the case of resumption of studies, the dean, after consulting the current promoter, decides whether to continue the topic or assign a new one.

## **Chapter 7. Diploma examination**

### **§ 32. General provisions**

1. Completion of studies by a student takes place immediately after the student has passed their diploma examination, except from physiotherapy students at uniform Master's studies, who need to complete the last scheduled internship.
2. Diploma examination is composed of:
  - 1) defense of a diploma thesis;
  - 2) final examination.
3. In order to be admitted to a diploma examination, a student shall have fulfilled all semesters of study, formal and programme requirements.
4. The diploma examination should take place within the time limit specified in the organization of the academic year.

5. The diploma examination takes place in front of a commission appointed by the dean, which consists of at least three persons, including the chairman, promoter and reviewer. In justified cases, the reviewer or promoter may be replaced by an academic teacher appointed by the dean.
6. The diploma examination committee is chaired by the dean, appointed by the dean as vice-dean or academic teacher holding the academic title of professor or postdoctoral degree.
7. In the case of completing a diploma thesis for the needs of a specific employer, the dean may appoint a diploma examination board, in an advisory capacity, to represent the employer.

### **§33. Diploma examination**

1. The diploma examination is an oral examination.
2. The diploma examination may be open at the written request of a student and thesis promoter submitted to the dean of the faculty at least three business days before the scheduled date of the examination. The open examination may be attended by persons indicated by the student or the promoter.
3. At the diploma examination, the student presents the thesis and answers questions related to it, and then passes the final examination.
4. In the case of team work, each co-author presents the scope of his part of the work.
5. During the final examination, the student receives at least three examination questions from the field of study.
6. The list of examination issues should be made available to students on the faculty website before the beginning of the last semester.

### **§34. Final grade for the diploma examination**

1. The diploma examination board shall assess separately the defense of the diploma thesis and the final exam.
2. The commission determines the grade from the defense of the diploma thesis, taking into account the way it is referenced and the answers to questions related to the thesis. The assessment scale used is the one specified in §17 para. 1.
3. Each question of the final exam is assessed separately according to the scale specified in §17 para. 1.
4. The condition of passing the final exam is obtaining positive grades from most of the answers.

5. The final exam grade is determined on the basis of the arithmetic average of the grades for individual answers determined to two decimal places on the basis of the table in §30 para. 4.
6. The condition of passing the diploma examination is obtaining a positive grade from the final examination and defending the thesis.
7. The grade for the diploma examination is determined on the basis of the arithmetic average of the grades for defending the diploma thesis and the final examination, determined with the accuracy of two decimal places and determined on the basis of the table given in §30 para. 4.
8. In the case of obtaining a positive grade from the defense of the diploma thesis and a negative grade from the final examination, the student repeats only the final examination on the next date.

### **§35. Rigors**

1. In the event of failing the diploma examination or unjustified failure to take the examination within the set time limit, the dean shall set the second examination date as the final one. The second exam may not take place earlier than one month and not later than three months after the date of the first exam. While waiting for the second exam, the student retains the rights of the student, excluding the right to material assistance.
2. In the event that the student's failure to register for the diploma examination was justified, the dean shall set a new date for the examination, treated as the first. The excuse for absence at the diploma examination should be submitted to the dean within three business days of the exam date.
3. In the event of failure or failure to take the diploma examination under the conditions set out in paragraph. 1 and 2, the student shall be removed from the list of students.
4. A person who has been deleted due to failing or fails to take the diploma examination may resume studies on the terms specified in § 25 section 6.

## **Chapter 8. Graduation**

### **§36. Final result of studies**

1. The average from the course of studies is a weighted average of the arithmetic average grades for individual subjects provided in the study program, including the supervisor's grade for the diploma thesis calculated according to the formula provided in §17 para. 2, determined with an accuracy of two decimal places and rounded in accordance with the rule provided in

§17 para. 3.

2. The final result of the studies, determined to two decimal places and rounded in accordance with the rule provided in §17 para. 3 is the result of a weighted average of the following ratings:

- 1) grades from the course of studies: with a weight of 0.60,
- 2) final grade of the diploma thesis: with a weight of 0.20,
- 3) the grade for the diploma examination: with a weight of 0.20.

3. The final study result, determined on the basis of the following table, shall be entered in the diploma and all other documents:

Final study result	grade entered in the diploma
4,60 – 5,00	Very good (5,0)
4,26 – 4,59	Good plus (4,5)
3,76 – 4,25	good (4,0)
3,26 – 3,75	Satisfactory plus (3,5)
Under 3,26	satisfactory (3,0)

### **§37. Graduation**

1. The completion of studies takes place on the day of passing the diploma examination in accordance with §32 section 1.

2. The graduate should settle all liabilities towards the University documented with an electronic circulation card filled in in the USOSweb system no later than on the day of receiving the diploma.

3. Within 30 days of graduation, the University shall draw up and issue to the graduate a diploma with a diploma supplement and 2 copies thereof, including, at the graduate's request, their copy in English, and shall enter an entry in the book of diplomas.

## **Chapter 9. Awards, distinctions and penalties**

### **§38. Prizes and awards**

1. A student who stands out with academic performance or organizational activity and enjoys an impeccable reputation in the academic community can be awarded the following distinctions and awards:

- 1) congratulatory letter,
  - 2) in-kind or cash prize,
  - 3) special award or scholarship funded by state institutions, scientific societies, social organizations, etc.
2. The awards and prizes referred to in para. 1 items 1 and 2 are granted by the rector on the request of the dean or student government.
3. A distinction, prize or special scholarship may be awarded to a student for special scientific, sporting, artistic, organizational and other achievements.
4. The rules and procedure for granting the awards referred to in para. 1 point 3 specify the regulations applicable to these awards.
5. The diploma with distinction is awarded to graduates who meet all of the following conditions:
- 1) completed their studies within the period specified in the study program,
  - 2) achieved an average grade of at least 4.60 during their studies,
  - 3) obtained very good marks (average 5.0) from the diploma thesis and the diploma examination.
6. At the dean's request, the Rector may award a diploma with distinction, which, for justified random reasons, did not meet the condition of section 5 item 1.

### **§39. Penalties**

1. For proceedings violating student dignity and violation of the provisions in force at the University, the student shall be liable to the disciplinary commission or to the student court of the Student Government on the principles set out in the University's statute and statute.
2. Disciplinary penalties are: admonition, reprimand, reprimand with warning, suspension of exercising certain student rights for up to one year and expulsion from the university.
3. For minor offenses, the rector may, without the disciplinary commission or peer court, impose a reprimand on the student after hearing the accused or his defender.

## **Chapter 10. Final, transitional and adaptation provisions**

### **§40. Final Provisions**

1. The Rector and deans are authorized to apply the Regulations in such a way as to enable a disabled person to fulfill the student's duties in accordance with his or her psychophysical abilities without violating its rules.

2. The rules and procedure for organizing studies and the rules for issuing a diploma of completion of studies conducted by the University together with foreign universities and for issuing a double diploma with a foreign university are set out in the relevant agreements or contracts with these universities.
3. To calculate time limits in matters not related to issuing administrative decisions, the provisions of Art. 110-116 of the Civil Code.
4. In matters not regulated by the Regulations, the dean shall make decisions.

#### **§41. Provisional provisions**

1. Studies started before the academic year 2019/2020 are conducted on the basis of existing education programmes.
2. Studies commenced in the 2019/2020 academic year or later are conducted on the basis of study programmes adopted by the University Senate after consultation with the Student Government.

### **Chapter 11. Index of terms**

**Student Service Centre (COS)** – the university administrative office dealing with the students and student administration, mediating the contact between Dean and a student.

**Administrative decision** - in relation to matters governed by the Regulations, it is an individual act issued by the University body towards the student under the Act, which is respected by the state bodies. Pursuant to the Act - the Code of Administrative Procedure, an administrative decision may be appealed against within 14 days of its delivery to the second instance authority, and the rector's decision may be reviewed. The decision issued in the second instance or as a result of the re-examination of the case, as well as the decision not appealed within the given time limit, is final and is enforceable. Administrative decisions are issued in matters regulated in the Regulations, which relate to:

- 1) refusal of admission to studies (Article 72 (3) and (4) of the Act and §4 (1) of the Regulations),
- 2) granting material assistance benefits (Article 86 paragraph 2 of the Act and §7 item 8 of the Regulations),

- 3) removal from the list of students (Article 108 (3) of the Act and §24 of the Regulations),
- 4) studies for foreigners (Article 323 (1) (6) and Article 324 (1) (1) of the Act).

**ECTS (European Credit Transfer and Accumulation System)** - is used to assess student progress in acquiring knowledge and skills; ECTS determines the student workload required to complete the study program.

**Learning outcomes** - knowledge, skills and social competences obtained in the process of learning in the study system.

**Rector's hours** - established by the Rector of the University, hours, or days free from classes.

**Student record book** - issued at the request of the student, a document, which evaluates course of study.

**Individual Organization of Studies (IOS)** – consists in implementing of existing plan of study and training program by a student, based on Dean's decision and according to the schedule annexed to the Dean's decision

**Charter of periodic student achievement** – an element of a documentation of the course of studies informing about the results of points and exams within the semester.

**Course Information Card (syllabus)** - a description of contents, learning outcomes and how to implement the subject matter and methods of related activities, bibliography for a program, a description of the examination, classes and the subject, and the forms and evaluation criteria.

**Course / subject coordinator** - lecturer or other lecturer appointed by the dean.

**Polish Qualifications Framework (levels 6 and 7)** - general characteristics of learning outcomes for qualifications at levels 6 and 7 of the Polish Qualifications Framework, referred to in the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2018 item 2153).

**Student ID card**- a document issued by the University certifying student's status.

**Final grade** - the grade obtained by the student after completing the semester based on obtaining credit for the given form of classes.

**Tutor of the year** - the person giving students the help and consultation on matters related to the implementation of the teaching process.

**Study plan** - schedule for the implementation of the study program in individual semesters and years of the education cycle.

**Confirming the effects of learning** - formal verification process of hold learning outcomes organized institutionally outside the system of study and learning unorganized institutionally implemented in the manner and methods of broadening knowledge, skills and social competence.

**Diploma thesis** - is an independent elaboration of a particular scientific issue or artistic issue or artistic accomplishment presenting general knowledge and skills related to the student's field of study, the level and type of education and skills of self-analysis. A diploma thesis may constitute in particular an essay, a published article, a project work, including the design and implementation of a program or a computer system and a design, technological or artistic work.

**Student internship** - carried out during stationary studies and extramural studies, in a dimension specified in the study plan. Its goal is to acquire practical skills.

**Educational programme** - a description specified by the University of coherent educational outcomes, in accordance with the National Qualifications Framework for Higher Education and a description of the learning process leading to the achievement of these outcomes together with values assigned to ECTS points of each module of this process.

**Electronic credit and examination protocol** - an element of the documentation of the course of studies containing the results of the credits and exams

**Lecturer** – a University teacher, appointed by Dean, leading particular classes.

**Course** – a part of a study program covering certain thematic content realized in the form of classes, defined in the study program; a course may include more than one form of classes; a course or a group of courses may be an education module, for which one has assigned in the curriculum established learning outcomes and the number of points.

**Academic year** - calendar period in which classes exams are held.

**Leader**- is the sole representative of all students of his/her lecture group. He/she is chosen by students from the lecture group. The competences of the leader include agreeing the schedule of the exam session and presenting the faculty authorities as well as the Chairperson of the Faculty Student Government with matters brought by students of a given lecture group.

**Student Government** - students of bachelor and master degree programs create a student government. The authorities of the Student Government are the sole representatives of all students of the University. The Student Government works in accordance with the Law on Higher Education and laws adopted by the University's authority.

**Student** - a person enrolled in the University for bachelor or master degree program, which has obtained a final decision on admission and took the oath set out in the statute of the University.

**Part-time programme** - a form of higher education, where classes are held on Saturdays and Sundays, according to the schedule of studies.

**Full-time programme** - a form of higher education, in which at least half of the training program is implemented in the form of classes requiring direct participation of teachers and students.

**Didactic classes** - are all kinds of activities conducted at the University in accordance with the curriculum. At the University one distinguishes lectures and lower forms of classes, i.e. exercise, laboratories, seminars, projects and foreign language courses.