

Regulations for first-cycle, second-cycle and long-cycle study programs

I. General provisions

§ 1

1. The Regulations shall apply to all first-cycle, second-cycle and long-cycle degree study programs, hereinafter referred to as 'studies', conducted at the Jagiellonian University, hereinafter referred to as 'the University'.
2. Terms used in Regulations shall have the following meaning:
 - 1) Regulations – regulations for studies at the University,
 - 2) faculty – organisational unit specified in the Statute of the University,
 - 3) ECTS credits – credits defined in the European Credit Transfer and Accumulation System as the volume of average workload of a learning person necessary to obtain the assumed learning outcomes,
 - 4) year of study – a passing unit towards completion of a study program,
 - 5) academic year – a calendar period during which classes, exams and course completions provided for in a study program are held,
 - 6) student – a person receiving education at a degree program, who was admitted to a degree program and took the oath,
 - 7) course – element of a study program which comprises a specified scope, conducted in the form of didactic classes, particularly in the form of a lecture, laboratory, practical classes, discussion classes, seminar, pro-seminar, practice, specified in a study program; a course may comprise more than one type of classes,
 - 8) course coordinator – a person appointed by the dean responsible for a course organisation,
 - 9) a person conducting classes – academic teacher employed in a teaching or research and teaching position or another person conducting classes who has competencies and experience indispensable for proper classes performance, specified in a schedule; as an exception, the dean may agree that classes are conducted by an academic teacher employed in a research position,
 - 10) sequential system of classes and exams – specified in a study program subject relation between courses determining that student cannot participate in classes or take an exam until obtaining course completion or passing an exam in another course,
 - 11) study program – specifies learning outcomes together with a description of the process leading to obtaining learning outcomes, as well as the number of ECTS credits assigned to classes,
 - 12) study plan – detailed specification of organisation and performance mode of a study program,
 - 13) course of study – course of a degree program particularly including passed years of study, periods of absence and retaking a year of study,
 - 14) schedule – detailed plan of classes in a semester within a given academic year, indicating persons conducting classes,
 - 15) dean – dean or vice-dean acting under the authority of the Rector,
 - 16) syllabus – element of a study program including i.a. detailed description of a course, drawn up in accordance with separate provisions,
 - 17) advance registration – registration for another year of study within the same academic year.
3. Rules regarding establishing study programs as well as documentation of the course of study shall be determined by separate provisions.
4. Rules for granting benefits to students shall be determined by separate provisions.

§ 2

1. The student is obliged to act in accordance with the oath and the Regulations, comply with the provisions in force at the University, follow the directives of its authorities, uphold the good name of the University, and respect its traditions and customs. Furthermore, the student is specifically required to attend classes in accordance with the Regulations, pass examinations, complete professional internships, and meet other requirements stipulated in the study program, as well as submit documents required by separate provisions, particularly those that condition the possibility of undertaking studies or being admitted to classes in a given subject. The student is also obliged to familiarize themselves with the conditions of tuition fees as set out in separate provisions
 2. Student is particularly entitled to:
 - 1) acquire knowledge within the chosen field of studies, develop their own academic interest, use for this purpose premises, equipment and means together with libraries of the University in accordance with binding provisions, as well as the assistance of academic teachers,
 - 2) participate in classes and take exams or course completions provided for in a study program according to rules specified in this program,
 - 3) participate in decisions made by collegiate authorities of the University by students' representatives,
 - 4) notify the University's authorities of proposals as regards study programs and matters related to social and living conditions,
 - 5) receive awards and distinctions in accordance with Regulations and separate provisions,
 - 6) associate with existing student organisations as well as establish new ones,
 - 7) participate in academic research as well as associate in research student associations operating at the University,
 - 8) develop cultural, tourist and sport-related interests, use for this purpose equipment and means of the University as well as the assistance of academic teachers and University's bodies,
 - 9) participate in open classes assigned to other fields of studies as well as other classes with the permission of the person conducting classes.
 3. Additionally, student is entitled to:
 - 1) transferring and acknowledging ECTS credits,
 - 2) study in accordance with individual organisation of studies,
 - 3) justify absence during classes,
 - 4) leave periods from classes and leave periods from classes with the possibility of taking part in verification of the obtained learning outcomes specified in a study program,
 - 5) change the field of study,
 - 6) transfer to a full-time program or part-time program,
 - 7) take a commission exam with the participation of an observer appointed by the student,
 - 8) retake specified classes due to unsatisfactory learning achievements
- in accordance with rules provided for in this Regulations.
4. Student shall receive a student identity card.
 5. Student identity card confirms student's status. Student identity card is valid not longer than till the day of graduating from degree program, suspending in student's rights or removing from the student list; in the case of first-cycle programs graduates – student identity card is valid till October 31st of the year of graduation from this program.
 6. Student is obliged to immediately inform about changes in surname and address, as well as in other data required by the University on the basis of separate provisions.
 7. Student's rights and obligations expire as of the day of degree program graduation or being removed from the student list. A person who graduated from the first-cycle degree program

keeps the student's rights till October 31st of the year of graduation from this program, subject to separate provisions.

8. A student may not be re-enrolled in the student list for the same field, level, form, and profile of studies where they currently hold the status of a student.
9. Bodies of self-governing student organisations represent all students of the University.
10. Appropriate bodies of self-governing student organisations are entitled to present opinions in all matters concerning students.
11. The University authorities are obliged to take actions aimed at levelling the opportunities for students with special needs, including those with disabilities, in the completion of the study program, taking into account the justified needs of students resulting from their health and/or psychophysical condition, the specificity of the field of study, and ensuring the achievement of learning outcomes.
12. In matters where issuing an administrative decision is not necessary, student may submit an application via:
 - a) university e-mail account in student.uj.edu.pl domain on rules defined by the dean;
 - b) USOSweb system.

§ 3

1. Degree programs may be conducted in the form of full-time programs and part-time programs.
2. Provisions stated herein apply to all forms of degree programs unless the Regulations state otherwise.
3. Degree programs last:
 - a) in the case of first-cycle program – at least 6 semesters;
 - b) in the case of second-cycle programs – from 3 to 5 semesters;
 - c) in the case of long-cycle programs – from 9 to 12 semesters.
4. Part-time degree programs may last longer than corresponding full-time programs.
5. In the case of retaking a year, being granted leave period from classes or taking a diploma exam after the end of the last academic year within the course of a degree program, the maximum time of study shall be accordingly extended.

§ 4

1. Degree programs within the specified field, level and profile are conducted at the University on the basis of a study program.
2. The study program may allow certain courses or subjects to be conducted in a foreign language. In the case of studies conducted in Polish, compulsory subjects may be taught in a foreign language if this is due to the specificity of the given field of study or if they are also offered in Polish. The Dean, in consultation with the subject coordinator or the supervisor—in the case of diploma seminars or other classes leading to the submission of a diploma thesis—may permit certain exams, including diploma exams, and course completions, as well as the submission of diploma theses, to be conducted in a foreign language..
3. In the case of fields of study related to linguistic education, a faculty council may introduce the obligation to sit specified exams, including diploma exams, and course completions, as well as submitting diploma theses in a foreign language.
4. Study program may provide a list of obligatory courses performance of which determines passing a given year of study or completion of a degree program, sequential system of classes and exams, obligation to obtain credit for practice or other classes of exceptional character.
5. Student is obliged to submit a declaration of courses choice taken in a given year of study and declare totally for both semesters the number of ECTS credits not less than required for passing a given year of study, with the exceptions for cases referred to in § 10 (2) (b) and § 11. Declarations of courses choice shall be filled in the USOSweb system. A faculty council may

exempt students from the obligation of submitting declarations in the case of fields of study regulated by educational standards.

6. Student is obliged to pass in a given academic year all declared for that year courses, unless a study program allows them to perform this obligation till the degree program completion.
7. Student is entitled to resign from a declared course in the case of schedule change during an academic year. Student is obliged to notify a dean of the resignation within 7 days from the moment of occurrence of the reason for resignation.

§ 5

1. Exams and course completions end up with grade unless the study program provides otherwise.
2. Exam and course completion grades are awarded according to the following scale:
 - very good – 5,0
 - good plus – 4,5
 - good – 4,0
 - satisfactory plus – 3,5
 - satisfactory – 3,0
 - fail – 2,0
3. Rules and criteria for awarding grades, as well as mean of counting grade in the case of a course which includes more than one form of classes are determined in a syllabus and made public to students at first classes within a given course.
4. Course of a degree program is documented in:
 - a) reports of periodic student's achievements;
 - b) the USOS system.
5. Mean grade for a given academic year or the whole course of study is counted as a weighted mean with weightings determined by values of ECTS credits for all grades awarded within that period, subject to Sections 6-9. The mean grade shall be counted as follows:

$$\acute{s}rw = \frac{O_1 \cdot w_1 + \dots + O_n \cdot w_n}{w_1 + \dots + w_n}$$

where respective components denote:

$\acute{s}rw$ – mean grade counted to two decimal places;

O_n – grade for course n which is taken into account according to rules determined in Sections 6-9;

w_n – weighting attributed to a given course n, expressed in ECTS credits.

6. If a student sits an exam more than once, in order to count a mean grade a value which is arithmetical mean from grades acquired from all exams, including fail grades, counted to two decimal places, shall be taken into account.
7. In a mean grade grades for exams are considered, and in the case of courses which do not end up with an exam – a final grade. In case of courses delivered in parts for succeeding years of study in a mean grade a grade for exam or final credit should be considered together with the sum of all ECTS credits provided for particular parts of a course.
8. In the case of a course which includes separately assessed forms of classes, in a mean grade there shall be included a final grade awarded as a result of passing the whole course.
9. When counting a mean grade a grade for commission exam is considered, omitting a grade for the questioned exam in accordance with § 15 (1) hereunder.
10. In the case of transferring credits obtained at another university, including a foreign university with a different grading scale, the following formula shall be used to determine the grade:

$$O_n = \frac{O_s}{O_m} \cdot 100\%$$

where the individual components represent:

O_n – grade converted to the scale used at the University;

O_s – grade obtained by the student at the other university;

O_m – maximum grade possible according to the grading scale used at the other university.

The obtained percentage result should be matched to the following scale:

The obtained result	Grade at the Jagiellonian University (UJ)
Below 50%	2.0
From 50%	3.0
From 60%	3.5
From 70%	4.0
From 80%	4.5
From 90%	5.0

11. Agreement on cooperation establishment may specify other means of determining grade than the one referred to in Section 10 hereinabove.

II. Classes organisation

§ 6

1. Academic year shall commence on October 1st and last till September 30th of the following calendar year and shall be divided into two semesters.
2. Rules for academic year organisation, including division into semesters and indication of dates for delivering didactic classes and examination sessions, shall be determined by the Rector, after consultation with self-governing students organisation, not later than till May 1st of the preceding academic year. Detailed organisation of an academic year for all forms and fields of study shall be determined by the dean after consultation with self-governing students organisation, with observance of rules determined by the Rector, and announced not later than three months before commencement of an academic year.
3. The dean shall determine and announce the schedule not later than two weeks before the commencement of a semester.
4. Syllabus shall specify rules of participating in classes which are part of a course. These rules shall be announced during the first classes within a given course. Participation in classes may depend on fulfilling additional criteria specified by the person conducting classes, except for obligatory courses.
5. At the request of the student, the course instructor shall recognize an absence from classes as justified in the case of: ill health confirmed by a medical certificate, participation in a meeting of a University authority or collegial body, and representing the University at a national or international forum, confirmed by an appropriate certificate issued by the Rector or an authorized person. In the event of other circumstances, the subject coordinator may, upon a justified request from the student, recognize the absence from classes as justified. The request for justifying an absence must be submitted within 7 days from the date the reason for the absence ceases to exist.
6. Classes may be conducted with the appliance of methods and techniques of distance learning. Conducting classes with the appliance of methods and techniques of distance learning is regulated by separate provisions.

§ 7

1. If a study program provides for practice, the dean may agree to award credit for practice to a student who has confirmed experience corresponding to the aims and outcomes of practice.
2. In case of other obligatory classes which are delivered in a specific form, Section 1 hereinabove shall apply accordingly.

§ 8

Dean may, after consultation with self-governing students organisation, appoint a tutor for a given year of study, group of students or practices, as well as specify the scope and form of their work.

III. Passing of a subject and a year of study

§ 9

1. A passing unit within the course of study shall be a year of study. Passing a year shall be confirmed by registration for the succeeding year of study in the documentation registering the course of a degree program. Documentation may be kept in electronic form.
2. Student is obliged to pass a year of study not later than till the end of an academic year in which student was registered. A given course may be counted only once towards basis of registration for another year within course of study.
3. If a study plan for a given field of study provides for completion of a degree program in a winter semester, the student is obliged to pass the last year of study not later than till the end of repeat winter examination session (winter semester) during the last academic year within the course of study.
4. Upon student's request the dean may agree to the advance registration. In such case, the student is obliged to pass this year till the end of the academic year, in which the student was granted the advance registration.

§ 10

1. In order to pass a year of study student must acquire at least 60 ECTS credits, unless the Regulations provide otherwise. In the case when the last year of study lasts one semester, for passing the last year of study it is required to acquire at least 30 ECTS credits. Study program may provide for additional requirements for passing a given year of study.
2. If the total duration of part-time degree programs is longer than the duration of respective full-time degree programs:
 - a) the total number of credits provided for in a part-time study program shall be equal to the number of credits provided for in a study program of respective full-time degree program;
 - b) the number of credits provided for in a study program for a semester and academic year of a part-time degree program shall be respectively less.
3. A condition for completing the first-cycle study program is the attainment of at least 180 ECTS credits.
4. A condition for completing the second-cycle study program is the attainment of: at least 90 ECTS credits for studies lasting three semesters, at least 120 ECTS credits for studies lasting four semesters, and at least 150 ECTS credits for studies lasting five semesters..
5. A condition for completing the long-cycle study program is the attainment of at least 300 ECTS credits, and in the case of a degree program lasting, in accordance with the adopted study program, twelve semesters – at least 360 ECTS credits.
6. Upon a student's motion the dean agrees to register student to a succeeding year of study in the case of acquiring at least 50 ECTS credits within dates referred to in § 9 (2), (3) or (4) sentence

2 (dates for passing a year of study) and meeting other conditions specified in a study program (conditional registration). A study program may allow the possibility to use the abovementioned registration also in the case of failure in completion of conditions for passing a given year of study determined in a study program. In the case referred to in Section 2 (b) hereinabove, the faculty council may determine a lower number of ECTS credits required to acquire a conditional registration.

7. In the case of acquiring a conditional registration for the succeeding year of study, the student is obliged to acquire the number of credits which will complete the credit deficit remaining for the preceding year of study, as well as fulfil other conditions provided for in a study program within dates for passing a year of study. Detailed conditions and rules for completing credit deficit shall be determined by the faculty council.
8. Failure to pass the same course may be the basis for conditional registration only once in the course of study.
9. Faculty council may determine a student's obligation to indicate courses which are the basis for completing the credit deficit referred to in Section 3 hereinabove within the specified date.
10. Motion referred to in Section 6 hereinabove shall be filed by a student before the commencement of the academic year in which student wants to be registered. In the case of the necessity of retaking courses, the student is obliged to indicate retaken courses in the motion.

§ 11

1. If student acquires more ECTS credits than required in order to pass a given year of study, the acquired surplus shall be counted towards the succeeding year and then – towards following years of study at a given level of a degree program, if it concerns courses included in a study program.
2. Upon a student's motion the dean may agree to transfer and acknowledge ECTS credits within the period of five years from the date of passing a course. In such cases also grades are transferred, both positive and negative. Provision of § 5 shall apply.
3. In the case referred to in Section 2 the dean decides, having examined documentation of the course of a degree program. The dean may request consultation with course's coordinator.
4. A condition for transferring ECTS credits against credits assigned to classes and practice determined in a study program shall be verification of correspondence of the obtained learning outcomes.
 - 4a. Detailed conditions and rules for transferring and acknowledging ECTS credits may be determined by the Faculty council with the approval of the self-governing student organisation.
5. Classes and practice against which ECTS credits are transferred may be the basis for a year passing if they are included in a study program in force for a given academic year.
6. In exceptional circumstances, the dean may agree to transfer and acknowledge ECTS credits even after the dates referred to in Section 2 hereinabove. Detailed rules for passing foreign language classes, as well as the list of recognized certificates, shall be determined by the Rector by means of an ordinance.
7. Credits for classes, including practice performed within exchange programs, are transferred on the basis of and in accordance with approved by the University and partner institution agreement on carrying out part of the study program or agreement on the practice program. Detailed rules for exchange programs organisation are specified in separate provisions. ECTS credits shall be acknowledged without repeated verification of learning outcomes if education was held in accordance with the agreement concluded between institutions.
 - 7a. Detailed rules for performance, as well as completion of university-wide courses, shall be determined by separate provisions.
8. Student shall receive the number of ECTS credits which is assigned to learning outcomes acquired as a result of carrying out specified courses and practice within the field of study to which ECTS credits are transferred.

§ 12

1. Student shall receive ECTS credits only if the procedure of assessment proves that they acquired the assumed learning outcomes for a given course/part of a course. It is allowed to assign credits for completion of a part of a course if each individual part was assigned with learning outcomes and for each part was determined a method of verification and assessment.
2. A syllabus shall determine the form and conditions for passing classes, including rules for being admitted to an exam or course completion in accordance with the study program in force. The abovementioned information shall be as well announced to students during the first classes.
3. The course coordinator, acting in consultation with the dean, determines the dates of exams or course completions. The course coordinator may also determine other dates of exams or course completions, also outside examination session, not later than till the end of the summer repeat session. Information concerning dates of exams and course completions should be announced to students no later than two months before the first scheduled date.
4. As a rule, at least one exam date should be scheduled during the regular session and at least one during the repeat session. In the case of courses delivered in the winter semester, the last date of exam or course completion should be scheduled till the end of the winter repeat session , and in the case of courses delivered in the summer semester – till the end of the summer repeat session. Where justified, the dean may agree not to schedule dates during the session provided that another exam date will be scheduled not earlier than after 14 days from the first date of the exam of course completion.
5. If requested, student sitting an exam or course completion is obliged to present a personal identification document.
6. In the case of obtaining a failing grade, the student has the right to one retake exam or retake course completion in a given year of study, before the date for passing a year of study. Student may sit an exam or course completion for the first time during a repeat session. Student who sat an exam or course completion for the first time in the last scheduled date loses the right to retake exam or retake course completion.
7. A retake exam or course completion in order to improve a positive grade shall not allowed.
8. Person conducting classes may decide to prepare register lists for particular dates of exams and course completions. Lists shall be closed not earlier than four days before the date of exam or course completion established in accordance with Section 3 hereinabove. After the close of the list student cannot register to exam or course completion or deregister from the list without permission of the person conducting classes.
9. In case of failure in obtaining credit for classes which are condition for sitting an exam, student is entitled to one retaking date of credit before the retake session commencement, provided that learning methods and verification methods allow for such retake.
10. In case of failure in sitting an exam or course completion in a scheduled date, student may sit this exam or course completion for another time only as a retake exam or course completion, unless additional exam or course completion date was scheduled under Section 11 hereunder.
11. At the justified request of a student, submitted within 7 days of the scheduled date of the exam or course completion, the subject coordinator shall recognize the failure to attend the exam or course completion as justified in the case of: ill health confirmed by a medical certificate, participation in a meeting of a University authority or collegial body, and representing the University at a national or international forum, confirmed by an appropriate certificate issued by the Rector or an authorized person, setting an additional exam or course completion date, no later than the end of the academic year. This also applies to retake exams or course completions. In the event of other circumstances, the subject coordinator may, upon a justified request from the student, recognize the absence from the exam or course completion as justified, setting an additional date for the exam or course completion, no later than the end of the academic year;

this also applies to retake exams or course completions. The reinstatement of an additional exam or course completion date is not permitted.

12. A student's failure to meet conditions for being admitted to an exam or course completion or failure to sit an exam or course completion for other reasons shall not be the basis for a failing grade for this exam or course completion. Failure to sit the exam or course completion shall be noted in the documentation of the course of study.
13. The person conducting classes is obliged to announce results in the USOSweb system within 10 days from the date of exam or course completion, not later than the end of a given academic year.
14. Student has the right to review an assessed written work within 14 days from the day of the results announcement, with the stipulation that in case of obtaining failing grade on the first attempt, the review must be allowed before the retake exam or retake course completion of a given course. There should be scheduled at least two dates for reviewing works. During the review, the student has access particularly to the examination or completion paper and the student's assignments with the answers.

§ 13

1. The rector shall immediately order conducting an investigation procedure in the case of suspicion of committing an act involving:
 - 1) appropriation of authorship or misleading as regards authorship of a whole or part of somebody else's work or artistic performance;
 - 2) dissemination, without giving author's name or pseudonym, of somebody else's work in an original or as a elaboration;
 - 3) dissemination, without giving author's name or pseudonym, somebody else's artistic performance or public deformation of such work, artistic performance, phonogram, videogram or conferral;
 - 4) infringement of somebody else's copyright or related rights in a way different than referred to in points 1-3 hereinabove;
 - 5) falsification of research or research results or other academic fraud.
2. If evidence gathered in an investigation procedure proves committing an act referred to in Section 1 hereinabove:
 - 1) the rector suspends the procedure regarding conferment of a professional degree till the moment of ruling issuance by the disciplinary commission as well as files notification as regards suspicion of offence commitment;
 - 2) student does not pass classes till the moment of ruling issuance by the disciplinary commission.
3. Course coordinator is obliged to inform the dean on circumstances referred to in Section 1 hereinabove. The dean immediately submits the case to the Rector.

§ 14

1. Upon a student's motion the dean may agree to repeat a year of study in the case of failure in obtaining the number of ECTS credits which is required in order to register for another year of study, failure in meeting conditions referred to in § 10 (7) hereinabove or other requirements for passing a given year of study in accordance with the study program. When repeating a year, student is entitled to participate in classes and sit exams provided for another year, unless it is impossible for the reason of a sequential system of classes or exams or meeting other requirements stated in a study program.
2. It is allowed to repeat a year only once, as regards the course of study of a first-cycle degree program, second-cycle degree program and long-cycle degree program.

3. It is not allowed to repeat a year in the case of failure in passing the first year of study. Before the lapse of date for passing a year of study it is not allowed to repeat a course during the same year of study.
4. In justified cases the dean may agree once within a course of study to another repetition of the same or other year of study.
5. In justified cases, the dean may, once during the course of first-cycle studies and once during the course of second-cycle studies, grant permission to set a third examination date within the same academic year prior to the deadline for the completion of the year of study. In the case of a long-cycle program, the setting of a third examination date is possible in justified cases up to two times during the course of study, provided that the student can utilize this option only once in a given academic year. The request for the setting of a third examination date must be submitted in a timely manner to allow for the third examination date to take place within the same academic year.
- 5a. Provisions of Section 5 shall apply to a final assessment if learning methods and verification methods are allowing that. In the case of sequential courses completion of which is required to attend courses in the next semester, the deadline for submission of request is 5 days from the date of announcement of the grade for the second attempt of the exam or courses completion.
6. In matters referred to in Sections 1 and 4 hereinabove, student is obliged to file a motion before commencement of the academic year for which they want to be registered.
7. In the case of necessity of repeating courses, together with the motion concerning matters referred to in Sections 1 and 4 student is obliged to indicate courses which will be repeated.

§ 15

1. The dean, acting ex officio or upon a motion filed by student or self-governing student organisation within 21 days from the day of the results announcement, however not later than till 20th September when it concerns exams in summer retake session, may order conduction of commission exam in the case of:
 - 1) irregularities which occurred during exam conduction or
 - 2) the scope of conducted exam exceeded the scope specified in the announcement referred to in § 12 (2) hereinabove.
2. Commission exam shall be conducted within 2 to 14 days from the day of ordering its conduction, after consultation with the interested student.
3. The exam committee shall be composed of a chairperson and two members appointed by the dean from among academic teachers. At least one member of the commission must hold the academic title or the degree of doktor habilitowany. In a justified case the dean may appoint other persons to the committee.
4. Dean or person authorised by the dean may participate in a commission exam. Upon a student's motion, an observer appointed by the student may participate in the commission exam. Person conducting classes who awarded grade verified in a commission procedure may participate in commission exam, as an observer.
5. Form and date of commission exam conduction shall be determined by the dean after consultation with the committee chairperson. Minutes shall be drawn up from the commission exam conduction.
6. The result of the commission exam shall be considered as the basis for passing a given year of study even when the commission exam was conducted after the date for passing a year of study.

IV. Diploma theses and exams and completion of a degree program

§ 16

1. The condition for completing the first-cycle degree program is preparation and submission of a diploma thesis, if the study program provides for an obligation of preparing and submitting a diploma thesis as well as passing a diploma exam.
2. The condition for completing the second-cycle degree program and long-cycle degree program is the preparation and submission of a diploma thesis as well as passing a diploma exam.
- 2a. The diploma thesis may consist of a written work or a scientific article or a collection of scientific articles. The Faculty Council specifies the requirements for diploma theses in the form of a scientific article or a collection of scientific articles.
3. The condition referred to in Sections 1 and 2 hereinabove shall be fulfilled if the diploma thesis was assessed with a positive grade.
4. Obligation of meeting the condition referred to in Sections 1 and 2 shall be considered as a part of the plan of last year of study.
5. Conditions for completing a degree program within fields of study for which educational standards are in force, shall be determined by separate provisions.

§ 17

1. The student prepares the diploma thesis under the supervision of an academic teacher holding an academic title, the degree of doktor habilitowany, or employed at the University in the position of a professor. The supervisor of the diploma thesis may also be an academic teacher holding the degree of doktor if the Faculty Council so decides. The provision of § 1 (2) (9) shall apply accordingly.
2. Faculty council may establish additional requirements as regards the conduction of diploma theses as well as it may authorize to act as supervisors persons who hold at least the degree of doktor.
3. In justified cases the dean may change the supervisor.
4. Diploma thesis may be prepared by more than one student provided that it is possible to separate parts prepared independently by particular students and on that basis determine contribution and value of work of each of them.

§ 18

1. Student is obliged to submit the diploma thesis in an electronic version for supervisor's final acceptance not later than till 15th September in the last academic year within the course of study.
2. In the situation referred to in § 9 (3) hereinabove, the student is obliged to submit the diploma thesis in an electronic version for the supervisor's final acceptance not later than till the end of the winter repeat session (winter semester) in the last academic year within the course of study.
3. The supervisor approves the diploma thesis till the end of September in the last academic year within the course of study, and in the case referred to in Section 2 hereinabove – within 14 days from the day of thesis submission. Thesis acceptance is an indispensable condition for passing diploma seminar or other classes leading to diploma thesis submission.
4. Supervisor accepts diploma thesis if its originality does not raise doubts. In the case originality of the thesis raises doubts § 13 shall apply accordingly.
5. Detailed rules for submitting a diploma thesis shall be determined by the Rector by means of an ordinance.
6. The diploma examination should take place within a period not exceeding one month from the date of meeting the admission requirements for this examination specified in § 20 points 1-3 of the Regulations. For justified reasons, the Dean may extend this period by an additional month.

§ 19

1. The diploma thesis shall be assessed by the supervisor and reviewer in accordance with the scale determined in § 5 (2) hereinabove. The reviewer must hold at least the degree of doktor and if supervisor holds the degree of doktor – the reviewer must hold at least the degree of doktor habilitowany. Faculty council may establish additional requirements for reviewer.
2. The grade for the diploma thesis is established in accordance with the scale referred to in § 5 (2) hereinabove on the basis of the arithmetical mean of grades awarded by the supervisor and reviewer.
3. If grade awarded by reviewer is a failing grade, the dean shall appoint additional reviewer.
4. In the case referred to in Section 3 hereinabove the thesis shall be assessed with positive grade if additional reviewer awarded the thesis with at least satisfactory grade.

§ 20

A condition for being admitted to diploma exam is:

- 1) fulfilment of all requirements specified in a study program,
- 2) reviewing a written diploma thesis with the appliance of the Single Antiplagiarism System,
- 3) obtaining a positive grade for the diploma thesis in accordance with § 19 hereinabove,
- 4) filing all required documents specified in the Rector's ordinance in the secretary office of a unit administering the course of study.

§ 21

1. The diploma exam is held by a commission appointed by the dean and composed of a chairperson and two members. The chairperson may be an academic teacher who holds at least the degree of doktor. In a justified case the dean may appoint to commission additional persons.
2. If a commission member cannot participate in a diploma exam, the dean shall appoint in substitution another person.
3. One of the members of the exam commission appointed for the magister degree exam must be the person who holds the academic title or the degree of doktor habilitowany.
4. Diploma exam may be conducted as oral or written exam. The detailed form of the diploma exam shall be determined by the faculty council.
5. After the conduction of the diploma exam, a degree for the exam shall be awarded in accordance with the scale referred to in § 5 (2) hereinabove.
6. Minutes shall be drawn up from the diploma exam in accordance with rules specified in separate provisions.
7. In the case of obtaining fail degree for diploma exam or unjustified failure in sitting the exam, the dean shall schedule the second date of the exam. Provision of § 12 (11) and § 15 hereinabove shall apply accordingly.
8. The second diploma exam cannot be held later than three months from the date of the first exam.
9. In the case of failure in passing diploma exam in two scheduled dates, the dean may schedule the third date for the diploma exam, if it would be considered justified. The third date for the diploma exam is scheduled not earlier than a month and not later than two months from the date of the second diploma exam.
10. In the case of obtaining a fail degree for the third date of diploma exam or unjustified failure in sitting the exam, student shall be removed from the student register and is not entitled to be readmitted to a degree program.

§ 22

1. The basis for counting general outcome of study shall be:
 - 1) mean grade from all courses covered by the course of study, calculated in accordance with the Regulations,
 - 2) grade for the diploma thesis, if it is required by the study program,

- 3) grade for diploma exam or arithmetical mean of grades in the case of sitting diploma exam for more than one time.
2. The general outcome of the study shall be established as the sup of $\frac{4}{8}$ of the mean grade of grades referred to in Section 1 (1) hereinabove, $\frac{3}{8}$ of the grade referred to in Section 1 (2) hereinabove and $\frac{1}{8}$ of the grade referred to in Section 1 (3) hereinabove. Faculty council may decide on different manner of counting the general outcome of study, however mean grade of all courses as stipulated in Section 1 (1) hereinabove, cannot be weighted for less than $\frac{1}{2}$.
3. If the study program, in accordance with educational standards in force, does not provide for the obligation of preparation and submission of diploma thesis and passing diploma exam, completion of the degree program shall follow the full performance of study program, and the general outcome of study is determined as the mean grade of grades referred to in Section 1 (1) hereinabove.
- 3a. If the study program does not require the preparation and submission of a diploma thesis, the overall study result is determined as the sum of $\frac{1}{2}$ of the average grade mentioned in Section 1 (1) and $\frac{1}{2}$ of the grade mentioned in Section 1 (3). Section 2, sentence 2, applies accordingly.
4. General outcome of study is determined with accuracy to two decimal places with rounding up.

§ 23

1. Completion of the degree program shall take place on the date of fulfilling the last condition provided for in the study program.
2. Student – after completing the full study program – is awarded a professional degree adequate to a given level and field of study and becomes a graduate of the University.
3. Within 30 days from the date of graduation the University issues to a graduate diploma of graduation together with supplement to diploma. Detailed rules for issuing the diploma of graduation together with the supplement to the diploma shall be determined in separate provisions.
4. The general outcome of study is entered on a graduation diploma in accordance with the following rule:
 - 4,51 – 5,00 – very good
 - 4,21 – 4,50 – good plus
 - 3,71 – 4,20 – good
 - 3,21 – 3,70 – satisfactory plus
 - up to 3,20 – satisfactory
5. Compensation to full grade, referred to in Section 4 hereinabove applies only to the entry to the diploma and supplement to diploma. In all other certificates there should be determined the real general outcome of study calculated in accordance with § 22 (2-4) hereinabove.
6. The diploma supplement contains a list of completed subjects within the course of study and the grades obtained, as well as additional information specified in separate provisions.
7. *(repealed)*

V. Individual organisation and change within the course of study

§ 24

1. The Dean may, at the request of the student, grant permission to pursue studies in the form of an Individual Study Program or Individual Organization of Studies.
2. A pregnant student or student who is a parent cannot be refused consent to study within a specified field and level according to individual organisation of study till the moment of its completion – in the case of a full-time degree program.
3. A student holding a current certificate of moderate or significant disability cannot be denied permission to pursue studies according to the Individual Organization of Studies.

§ 25

1. Individual Study Program involves modification of a study program in order to adapt the program to student's academic interests or to enable student to conduct research together with granting individual tutelage of an academic teacher.
2. Student is obliged to file a motion for granting Individual Study Program before the commencement of an academic year in which the student wishes to benefit from Individual Study Program. In exceptional circumstances, the motion may be filed during the academic year.
3. Student applying for granting the Individual Study Program shall present for dean's acceptance a proposal of program for the coming academic year consulted with academic teacher who agreed for the post of academic tutor. In the case of student's failure in indicating a candidate for academic tutor, tutor shall be appointed by the dean. Modification of the study program must ensure the achievement of all learning outcomes provided for in the study program.
4. When agreeing to Individual Study Program, the dean accepts at the same time the study program and the candidate for academic tutor.
5. As an academic tutor may be appointed academic teacher holding at least the degree of doktor.
6. Upon motion filed by student whose situation does not allow for attending classes and passing courses in accordance with the study program, the dean may agree to Individual Organization of Studies, particularly in the case of:
 - 1) disability or illness,
 - 2) studying at more than one field of study,
 - 3) taking care over a child,
 - 4) participating in an exchange program in which the University participates,
 - 5) active operation in the self-governing student organisation or academic students organisation for the University.
7. Individual Organization of Studies may particularly involve:
 - 1) modification of the sequential system of classes and exams as well as modification of forms of course completions and exams, schedule of classes within the course of study or volume of classes hours, subject to § 10 (1) hereinabove,
 - 2) extramural passing classes, in consultation with the person conducting classes,
 - 3) changes in exams and course completions dates.
8. A student applying for the Individual Organization of Studies presents to the Dean for approval the examination and assessment procedures planned for the given semester, and in the case of annual subjects, for the academic year, as well as the conditions for assessments previously reviewed by the course instructors. A negative opinion from the instructor requires justification.
9. Detailed rules for studying in accordance with the Individual Study Program or Individual Organization of Studies shall be determined by the faculty council.

§ 26

1. Before classes commencement, a person admitted to the degree program pursuant to the learning outcomes verification procedure is obliged to file a dean with a motion for crediting courses acknowledged under the learning outcomes verification procedure.
2. The Dean shall determine the Individual Study Program or Individual Organization of Studies in consultation with a person referred to in Section 1 hereinabove under the rules specified in § 25 hereinabove.

§ 27

1. Upon dean's/deans' consent, student may pass courses not covered by study program as well as perform part of study program in other higher education institutions, including those abroad.
2. Upon dean's consent, student of other institution, including one abroad, may pass courses delivered at the University.

§ 28

1. Upon dean's consent student may change the form of degree program from full-time to part-time during academic year within a given field of study
2. Student may change the form of degree program from part-time to full-time in the next academic year in the case of achieving the mean grade from the current course of study not less than 4,5. The faculty council may determine additional conditions for the change of form of degree program from part-time to full-time.

§ 29

Student may transfer to another higher education institution after notifying the dean with the intent of transferring as well as fulfilling all obligations resulting from the Regulations and study program for a given field of study.

§ 30

1. Upon dean's consent, student of another institution of higher education, including one abroad, who passed the first year of a degree program, may be transferred to a degree program at the University, if learning outcomes obtained at the other institution enable registering student to at least the second year of a degree program at the University.
2. Upon dean's consent, student of another institution of higher education, including one abroad, who passed the first year of a degree program, may be transferred to first-cycle or long-cycle degree program at the University provided that they fulfilled admission requirements in force at the University for a given academic year.
3. In cases referred to in Sections 1 and 2 hereinabove student is obliged to file a dean with justified motion, accompanied by opinion issued by the head of unit from which the student intends to transfer and documents certifying current education and course of study.
4. In the case of the change of field of study within the University, provisions of Sections 1 and 3 shall apply accordingly.
5. Detailed conditions and rules for transferring from another institution or changing the field of study within the University shall be determined by the faculty council. Provision of § 11 (2-7) hereinabove shall apply accordingly.

§ 31

1. Student with disability may apply for organisation and conducting of educational process, including conditions of studying, adapted to the type of disability.
2. Students referred to in Section 1 hereinabove include the following persons:
 - 1) individuals with disability holding a valid medical certificate confirming the degree of disability or equivalent document,
 - 2) chronically ill individuals who do not possess a disability certificate, whose health condition is confirmed by medical documentation submitted to the appropriate unit,
 - 3) individuals whose illness or accident results in temporary inability to fully participate in classes, and these circumstances are confirmed by specialized documentation submitted to the appropriate unit.
3. Decisions in matters referred to in Section 1 hereinabove shall be made by the dean.
4. Detailed conditions for adaptation of the educational process for the needs of individuals with disabilities shall be determined by the Rector by means of ordinance.

VI. Leave of absence from classes

§ 32

1. Student may use leave of absence from classes in the form of:
 - 1) student's leave,
 - 2) dean's leave.
2. Pregnant student and student who is a parent cannot be refused granting permission for leave of absence referred to in Section 1 (2) hereinabove, even in the case of having used the full amount of the leave.
3. Student who is a parent files a motion for leave referred to in Section 1 within the period of 1 year from child's birth.
4. Leave referred to in Section 1 for:
 - 1) pregnant student shall be granted for the period to the day of child's birth,
 - 2) student who is a parent shall be granted for the period not longer than 1 year,

- and if the end of leave falls during a semester, the leave shall be extended till the end of this semester.
5. Leave of absence from classes shall be granted on a semester basis.
6. Student who passed the first year of a degree program may use student's leave filing a declaration concerning the intent of taking this leave with a dean and indicating the amount of leave. Student's leave cannot last longer than two semesters.
7. In the case of filing the declaration during a semester, student's leave is granted from the succeeding semester.
8. Upon student's motion the dean may grant dean's leave for important circumstances which make it impossible to participate in classes, particularly resulting from health condition, disability or related to childbirth and raising a child. Dean's leave may be granted twice within the course of study, in the maximum amount of four semesters, subject to Section 2 hereinabove. In exceptional cases, upon student's motion, the dean may additionally grant dean's leave once again provided that granted leave won't be longer than four semesters.
9. Student may apply for dean's leave directly after its reason occurrence.
10. It is not allowed to grant dean's leave for a previous period or during examination session, unless reason for granting the leave occurred earlier.
11. In the case of granting dean's leave for health related reasons, which make it impossible to participate in classes in order to undertake studying after the leave, student must present a dean with medical certificate confirming lack of contraindications for continuation of studies.

§ 33

Student's failure to report undertaking studying after the leave of absence from classes before the commencement of classes in a given semester shall be the basis for determining failure in registering for a degree program.

§ 34

1. In particularly justified cases upon dean's consent and in accordance with conditions determined by the dean, student may participate in classes and pass courses during the period of the leave.
2. In the case of granting a leave for medical reasons which make it impossible to participate in classes or because of pregnancy, consent referred to in Section 1 hereinabove may be granted provided that the student presents a dean with a medical certificate confirming lack of contraindications for participating in classes and sitting exams and course completions.

VII. Striking from students' register and readmission to degree program

§ 35

1. The dean removes a student from the list of students in the event of:
 - 1) Non-enrolment to degree program,
 - 2) written withdrawal from degree program,
 - 3) failure to submit diploma thesis or passing diploma exam within the period referred to in § 18 hereinabove,
 - 4) being punished with disciplinary punishment of expulsion from a university.
2. The dean may remove a student from the list of students in the event of:
 - 1) determining lack of participation in mandatory classes,
 - 2) determining lack of educational achievements,
 - 3) failure in passing a year within period referred to in § 9 (2) (3) or (4) sentence two hereinabove,
 - 4) failure in paying fees related to studying, in spite of written summons for payment within 7 days from the day of its service.
3. Decisions referred to in Sections 1 and 2 hereinabove may be appealed against to the Rector within 14 days of their service.
4. Non-enrolment in studies, as referred to in Section 1 (1), is established in the event of a student's failure to fulfil the obligations arising from the Regulations and the study program, particularly in the case of: not taking the oath, failing to submit within the required timeframe a certificate stating that there are no contraindications to undertaking studies during which students are exposed to harmful factors, not fulfilling the obligations specified in Article 21 Sections 3-8 of the act of 13 May 2016 on preventing threats related to sexual offenses (if due to the specificity of education in a given field, compliance is required for the obligation to complete certain subjects in the first year of studies or at a later stage of education), and unjustified failure to submit a declaration of choice of subjects, declaring too few ECTS points, or failing to declare all subjects planned for completion in the given year of study according to the study program, as well as in the case referred to in § 33.
5. The lack of participation in mandatory classes, as referred to in Section 2 (1), is established in the event of unjustified non-participation in classes for more than half of the subjects that the student is required to pass in the given academic year and in which attendance is mandatory according to the study program, or in the case where the student has not been allowed to attend classes for a subject due to failure to fulfil the obligations necessary for admission to the classes specified in separate regulations.
6. Lack of educational achievements referred to in Section 2 (2) shall be determined if the level of study program completion makes it impossible to pass a year, unless student is entitled to repeat a year of study.
7. The manner for determining the lack of participation in mandatory classes shall be specified by the faculty council.

§ 36

1. A person who was removed from the list of students in the first year of study may be readmitted to a degree program in accordance with general rules for admission to a degree program in force.
2. The application for the resumption of studies must be submitted no later than September 20 of the year preceding the academic year in which the resumption of studies is to take place.
3. The resumption of studies is permitted only once within the same field of study, provided that the University continues to offer education in that same field, level, profile, and form of studies.
4. Resumption of studies shall be considered as a continuation of the previous course of study.
5. Resumption of studies is allowed as of the beginning of an academic year.
- 5a. The resumption of studies is not permitted in the case of an individual who has been removed from the list of students and has arrears in payment of fees for educational services related to

the field of study from which they were removed or other financial obligations to the University associated with that field of study.

6. In the case referred to in Section 2 hereinabove, the dean shall determine the number of ECTS credits to be transferred and acknowledged as well as the year of study to which the student who is resuming studies is registered, taking into consideration the stated program differences and the study program in force for a given year. In the case of stating program differences, the dean may determine a lower number of ECTS credits to be transferred and acknowledged or even decide not to acknowledge completion of a given course.
7. If more than 5 years have elapsed since the date of removal from the list of students, re-admission to studies shall take place under the general recruitment rules for the first year of study, unless the dean decides otherwise.
8. Resumption of studies is not allowed if a given field of study is not conducted at the University.
9. In the case of removal from the list of students in a specific field, level, and profile of study, and if studies are not being conducted in that same field, level, profile, and form of study, the Dean may grant permission for the resumption of studies, provided that there is alignment in learning outcomes, taking into account program differences.
10. Resumption of studies is performed to a specified field of study conducted at the moment of resumption. In such a situation, the dean, granting consent for resumption of studies, shall determine learning outcomes achieved during previous studies. Potential program changes oblige the student to complete program differences, notwithstanding the number of previously passed semesters.

VIII. Awards, distinctions and disciplinary liability

§ 37

Students with outstanding academic performance and exemplary obligations fulfilment may be granted awards and distinctions by the Rector, dean and outside-university institutions upon the University's motion.

§ 38

1. Diploma with distinction may be awarded to graduates who jointly met the following conditions:
 - 1) completed degree program within the period referred to in § 18 hereinabove,
 - 2) did not repeat a year of studies during the degree program, except for repeating a year of studies referred to in § 43 (2),
 - 3) passed diploma exam with the very good grade,
 - 4) diploma thesis was assessed with the very good grade,
 - 5) achieved mean grade for the whole course of study not less than 4,5,
 - 6) no disciplinary punishment was imposed during the degree program.
2. Condition provided for in Section 1 (4) hereinabove does not apply to fields the study program of which does not provide for preparation and submission of diploma theses.

§ 39

Students' disciplinary liability is regulated by separate provisions.

IX. Final and transitional provisions

§ 40

1. Decisions in individual students' matters in the first instance shall be made by the dean, unless the Regulations or separate provisions state otherwise. Upon the dean's motion, accepted by self-governing student organisation, the Rector may authorise other persons to issue decisions in accordance with the Regulations, except for decisions regarding leaves of absence from classes, transferring from other institution, removing from students' register and resumption of studies.
2. Against decisions made by the dean or person authorised by the Rector in individual students' matters in accordance with the Regulations, may be filed reservations to the Rector within 14 days from the day of decision service. The rector's decision is final.
3. In matters concerning rules and mode of studying which are not covered by the Regulations decisions shall be made by the Rector.
4. In case of violation of course passing rules by the person conducting classes or course coordinator, student or self-governing student organisation body has the right to inform the dean about the case immediately.

§ 41

Education within the framework of individual inter-area studies is conducted at the University till the end of educational cycle started in the 2021/2022 academic year on the basis of provisions hitherto in force.

§ 42

1. The Regulations shall come into force on October 1st, 2019.
2. Students who commenced degree program before the Regulations came into force shall study in accordance with current program till the end of study period provided for in a study program.
3. Academic year 2018/2019 shall be passed in accordance with current rules. Motions filed before entering into force of the Regulations shall be examined due to current rules.
4. If period of studying is extended over the period referred to in Section 2 hereinabove, the dean shall determine study program which student will be obliged to complete, with reference to program differences.
5. If – after the lapse of the period referred to in Section 2 hereinabove – a given field of study is not conducted any longer, the dean, having heard the student's opinion, shall determine the field of study at which the student will continue education, taking into consideration program differences.
6. Person removed from the list of students of a long-cycle degree program who commenced studies before 1st September 2005, in the case of a change in degree program from long-cycle to two-cycle degree programs, may resume the degree program at respective first-cycle degree program or second-cycle degree program, provided that the person holds graduation diploma, with reference to § 36 hereinabove.
7. To fields of study regulated by educational standards provisions of the Regulations shall apply with reference to separate provisions.
8. Faculty council shall pass resolutions in matters referred to in the Regulations, after consultation with self-governing student organisation. Self-governing students organisation shall issue an opinion within fourteen days from receiving the resolution draft. In the case of an ineffective lapse of that period, the requirement for obtaining an opinion shall be deemed to be satisfied.

§ 42a

(repealed)

§ 43

(repealed)

§ 44

(repealed)