



Item 186

**RESOLUTION No. 441  
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

of 19 June 2019

**on the adoption of the Rules and Regulations of Study at the University of  
Warsaw**

Pursuant to Article 28 s.1 point 2 in conjunction with Article 75 section 1 of the Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws, item 1668, as amended), the Senate of the University of Warsaw resolves as follows:

§ 1

The Rules and Regulations of Study at the University of Warsaw, hereinafter referred to as the "Rules and Regulations", are hereby adopted with the text of the Rules and Regulations constituting an annex to this resolution.

§ 2

The entitlements acquired on the grounds of the decisions and verdicts of the authorities of the University of Warsaw adopted before the effective date of the Resolution shall remain in force.

§ 3

1. The provisions binding until now shall apply to the proceedings instituted before the day of these Rules and Regulations coming into force.

2. The provisions binding until now shall apply to persons who were removed from the list of students as a result of failure to submit the thesis within the time limit in the academic years 2017/2018 and 2018/2019, with respect to matters concerning the resumption of studies.

§ 4

1. The executory provisions to the Rules and Regulations hitherto in forced, referred to in paragraph 5 and not inconsistent with the Rules and Regulations, shall remain binding until new executory provisions come into force.

2. By 30 September 2020, the University Education Council, teaching and learning councils and heads of the teaching units will issue relevant executory regulations referred to in the Rules, in order to implement them as of 1 October 2020 r. The executory regulations issued by teaching and learning councils and heads of the teaching units shall be promptly presented to the University Education Council.

§ 5

The Rules and Regulations of Study at the University of Warsaw attached as the annex to Resolution No. 351 of the Senate of the University of Warsaw of 22 April 2015 on the adoption of the Rules and Regulations of Study at the University of Warsaw (text: UW Monitor 2015, No. 71) shall cease to have effect as of 30 September 2019.

§ 6

The resolution shall enter into force on the day of its adoption and the Rules and Regulations shall come into force as of 1 October 2019.

Rector of the University of Warsaw:  
*M. Palys*

Annex

to the Resolution No. 441 of the Senate of the University of Warsaw of 19 June 2019  
on the adoption of the Rules and Regulations of Study at the University of Warsaw

**THE RULES AND REGULATIONS OF STUDY  
AT THE UNIVERSITY OF WARSAW**

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# THE RULES AND REGULATIONS OF STUDY AT THE UNIVERSITY OF WARSAW

## I. GENERAL PROVISIONS

### § 1

1. Studies at the University of Warsaw shall be conducted based on applicable regulations, including in particular:

- 1) The Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the "Act";
- 2) Statute of the University of Warsaw, hereinafter referred to as the "Statute";
- 3) Rules of Study at the University of Warsaw, hereinafter referred to as the "Rules."

2. The Rules and Regulations determine organisation and course of studies, as well as related rights and obligations of the students studying at the University of Warsaw.

3. The Rules and Regulations shall apply to: first cycle study, second cycle study, and long second cycle study, conducted both on a full-time basis and a part-time basis.

### § 2

Terms used in the Rules and Regulations shall have the following meaning:

- 1) OPD – the Office for Persons with Disabilities.
- 2) Study cycle – a credit period (academic year or semester) comprising a teaching class session, a regular exam session, and a re-sit exam session.
- 3) Educational cycle – full period of study determined by the study curriculum and the study plan.
- 4) ECTS – European Credit Transfer and Accumulation System – the European system for transfer and accumulation of credits, used to estimate the student's workload required for achieving learning outcomes.
- 5) Learning outcomes – knowledge, skills and social competencies acquired by the studying person.
- 6) Study term – a part of the study curriculum, identified in the study plan, to be completed in a specific study cycle.
- 7) Teaching unit – organisational unit of the University of Warsaw within the meaning of the Statute, arranging education in the particular field or fields of study.
- 8) Periodical student achievement record – a record of grades received by the student for a given study cycle, together with information about settlement of the study term.
- 9) HTU – the head of the teaching unit within the meaning of the Statute.
- 10) Announcement – immediate publication of a document on the web site of the responsible teaching unit or the University of Warsaw, or in the IT study support system.
- 11) Study plan – a document defining the courses and the related lectures, classes and student placements, as provided for in the study curriculum together with the number of hours and principles for awarding study term credits, as well as

requirements that the student should satisfy in order to be granted a credit for each of these terms.

- 12) Scheduled study completion time – study completion time arising from the study plan.
- 13) Linking – allocation, in the IT study support system, of the course to the particular study curriculum and in the case of courses allocated to the particular term in the study plan – also to this term.
- 14) Study curriculum – a document containing a description of a field of study, comprising a description of assumed learning outcomes and the education process to achieve these outcomes, as well as the ECTS credit number allocated to the courses.
- 15) Equivalent courses – courses whose assumed learning outcomes are identical or similar and whose completion is regarded as equivalent in the settlement of a study term.
- 16) Teaching and learning council – a collegiate body within the meaning of the Statute, competent for one or more fields of study.
- 17) Course syllabus – a description of the course, including its substantial content, learning outcomes, form of classes, teaching methods used, language of the course, list of literature related to the subject, description of requirements for class participation, including permissible number of explained absences, as well as principles for the class and course credit award (including re-sit credit award), methods and criteria of assessment and number of ECTS credits allocated to the course.
- 18) UCTL – the University Council for Teaching and Learning within the meaning of the Statute.
- 19) University – the University of Warsaw.

### **§ 3**

1. Studies shall be run by the University.
2. The Rector shall be the supervisor and tutor of the students.
3. The Rector shall exercise supervision of the enrolment and the education process.
4. The Rector shall appoint the teaching unit arranging education in the particular field of study, in accordance with the principles set out in the Statute.

### **§ 4**

1. The UCTL shall coordinate the educational policy of the University.
2. The UCTL shall issue opinions, submit motions and proposals addressed, in particular, to the Senate and the Rector, pertaining to enrolment, education process and quality, fee for educational services, as well as shall issue general recommendations on hiring academic teachers for research and teaching positions as well as teaching positions, and other persons running lectures and classes.
3. The UCTL shall issue guidelines for teaching and learning councils or HTUs, with respect to matters pertaining to:

- 1) study curriculum drafting;
- 2) enrolment principles and procedure;
- 3) course syllabuses;
- 4) conducting examinations and assessment of students;
- 5) recalculation of ECTS credits for courses related to completion of a part of the study curriculum at another university or institution, and acceptance of related grades;
- 6) the diploma examination process;
- 7) collection, analysis and use of information on education at the teaching units;
- 8) information policy in the education area;
- 9) principles, time frames and procedures for presentation to the UCTL of the acts issued based on the Rules and Regulations and other acts pertaining to the student education process;
- 10) procedure and standards for the evaluation of the education process by students;
- 11) procedure and standards for the regular evaluation, by students, of work of administrative units supporting the study process;
- 12) procedure and standards for the evaluation, by the students, of work of HTUs and study heads;
- 13) standards and procedures to be followed in the case of:
  - a) students obtaining course credits and passing examinations in an unethical way;
  - b) preparation of term papers and degree theses in a manner breaching the law, including copyrights.

4. The UCTL shall monitor education quality, in particular by:

- 1) analysing results of surveys;
- 2) reviewing study curricula;
- 3) evaluating the education process in the particular field of study;
- 4) analysing the practices for the student assessment and examinations;
- 5) analysing the student teaching support system.

5. At the request of the teaching and learning council in charge of interdisciplinary studies consulted with a competent students' self-government body, the UCTL shall determine the manner of organisation of studies allowing obtaining a diploma in more than one study areas, in particular covering:

- 1) principles of individual cooperation between students and academic tutors;
- 2) extend of individual organisation of such studies;
- 3) procedure and principles for determining and modifying the individual study curriculum for the student within the framework of areas covered by the studies.

## § 5

1. In accordance with guidelines of the Senate and the UCTL, the teaching and learning council shall design the education process in one or more fields of study, in particular:

- 1) shall develop the concept of education in line with the mission and strategy of the University;
- 2) shall formulate enrolment rule propositions;
- 3) shall prepare proposed amendments to study curricula;

- 4) shall determine the maximum number of equivalent courses or ECTS credits for equivalent courses, which will form the basis of credit award for a study term or the entire study curriculum;
- 5) shall determine detailed criteria for changing a form of study taken by the student;
- 6) shall determine the principles for professional placements and credit awards in this respect;
- 7) shall determine the principles for conducting examinations and the principles for taking examinations before the regular exam session;
- 8) shall determine detailed rules of the diploma examination process, including preparation and assessment of thesis and the diploma examination;
- 9) takes into account conclusions from external accreditation and internal education quality evaluation.

2. In accordance with guidelines of the Senate and the UCTL, the teaching and learning council shall monitor the education process in one or more fields of study, in particular, it shall carry out the analysis of:

- 1) the enrolment process and results;
- 2) the exam session process and results;
- 3) results of student surveys and class inspections;
- 4) the diploma examination process and results;
- 5) the student teaching support system, in particular library infrastructure and resources used in the education process;
- 6) compliance of scientific and teaching competences of persons running the classes with learning outcomes assigned to the classes;
- 7) internationalisation of the education process;
- 8) careers of graduates;
- 9) support for activities of university student organisations related to the study field.

## **§ 6**

1. The HTU shall be responsible for organisation of education in the fields of study in the particular teaching unit.

2. In particular, the HTU shall:

- 1) approve and announce course syllabuses;
- 2) determine and announce staff allocation and the schedule of classes;
- 3) determine the principles for registration for classes;
- 4) approve learning outcomes achieved during the study, placement, training outside the University or as a result of participation in research works;
- 5) grant consents to individual study organisation and determine detailed principles in this respect;
- 6) award credits for professional placements;
- 7) determine the equivalence of courses and study terms by considering the particular course or study term as equivalent to the course or study term that the student was obliged to take or complete in accordance with the study curriculum and plan;
- 8) award credits for study terms;
- 9) award conditional registration for a subsequent study term;
- 10) refer to repeat a term of study;
- 11) determine curricular differences in individual cases;
- 12) change the form or field of the student study;

- 13) resume studies;
- 14) enrol to studies as a result of transfer from another university or foreign university;
- 15) determine the schedule of exams in the exam session in consultation with a competent students' self-government body;
- 16) approve periodical student achievement records;
- 17) at the request of the student, verify correctness of data in the IT student support system;
- 18) in consultation with a competent students' self-government body, determine guidelines pertaining to enabling the students to view their examination works and works providing a basis for credits, as well as to obtain the grade justification;
- 19) carry out other activities specified in the Rules and Regulations and separate regulations;
- 20) carry out other activities mandated by the Rector.

3. The HTU shall carry out the activities listed in section 2 points 1-3 at least four months before the beginning of the semester, to which these activities pertain.

4. The HTU may appoint, from among academic teachers in the particular field or fields of studies, the following persons and determine their scopes of duties:

- 1) the study head carrying out the activities related to the organisation of the study process, based on the authorisation of the HTU;
- 2) mobility coordinator responsible for exchange of students between the University and domestic and international universities and institutions;
- 3) professional placement tutor;
- 4) tutor for the particular year of study or separate groups of students.

5. The HTU shall be obliged to appoint a tutor for the first year of first cycle study or the first year of long second cycle study.

6. Persons referred to in section 4 points 1 and 4, and s 5, shall be appointed by the HTU in consultation with a competent students' self-government body.

7. In justified instances, a person, who is not an academic teacher, may be appointed the mobility coordinator referred to in section 4 point 2.

## **§ 7**

1. Competent students' self-government bodies shall act as representatives of students, authorised to express their opinions on matters related to students.

2. The competent student self-government body shall express its opinion within 14 days of the day of receiving the request for such an opinion. Failure to express an opinion within this time limit shall be considered expressing a positive opinion.

## **§ 8**

1. Individual matters of students shall be resolved by administrative decisions and verdicts.



2. Administrative decisions referred to in section 1 shall be issued in instances specified in the Act or separate regulations. The Rector shall announce, in the announcement, a list of matters subject to the Code of Administrative Procedure.

3. Individual matters of students that are not resolved by an administrative decision shall be resolved by a verdict. Verdicts shall be issued immediately, but no later than within thirty days of submitting the application, unless a detailed regulation decides otherwise.

4. The procedure and rules of conduct in matters referred to in section 3, within the scope not addressed in the Rules and Regulations or separate regulations, can be issued by the Rector in form of an ordinance, after seeking an opinion of a competent students' self-government body.

5. The text of the resolution referred to in section 3 shall allow determining:

- 1) entity issuing the verdict;
- 2) date of issuing the verdict;
- 3) addressee of the verdict;
- 4) the outcome of the case;
- 5) legal and actual motives of the verdict.

6. A student shall be entitled to examine the content of the verdict referred to in section 5.

7. If the student's motion is accepted in whole, it shall be possible to renounce justification of the administrative decision or the verdict.

8. In individual matters of students pertaining to the study process:

- 1) subject to an administrative decision – a student shall submit the application in writing or any other form provided for in provisions of the Code of Administrative Procedure;
- 2) subject to a verdict – a student shall submit the application in writing or through the IT study support system.

9. The date of receipt, name of the teaching unit and signature of persons accepting the application shall be put on the application submitted in writing. Submission of the application shall be confirmed at the request of the person submitting the application/.

10. In the case of submitting the application referred to in section 8 point 2 through the IT study support system, it shall be considered that the verdict in the case was submitted on the day of loading the verdict into this system. After the verdict is loaded into the IT study support system, the student shall be notified immediately, by e-mail to the address with the domain of the University.

11. In the case of submitting the application referred to in section 8 point 2 in writing, the student shall be notified of the content of the verdict immediately, personally or by e-mail to the address with the domain of the University, The date of the delivery of the verdict shall be the day of providing the student with the notification referred to in the first sentence.

## **§ 9**

1. Administrative decisions and verdicts issued with respect to individual matters of students can be appealed against to the Rector. The request for the re-examination of the case can be submitted with respect to administrative decisions of

the Rector issued in the first instance. The administrative decision or verdict of the Rector issued as a result of the appeal or request for the re-examination shall be final.

2. The appeal shall be submitted through the entity that issued the administrative decision appealed against – within 14 days of the date of submission of the decision.

3. Appeals against verdicts shall be submitted through the entity that issued the verdict appealed against – within 14 days of the date of submission of the verdict in the way referred to in paragraph 8 sections 10-11.

4. The appeal should include a justification.

5. The appeal together with the case file and its opinions shall be transferred by the entity that issued the administrative decision or the verdict in the first instance to the Rector within seven days of submission of the appeal, unless within the same time frame it issue the administrative decision or verdict, respectively, fully reflecting the appeal.

6. In the case of formal omissions in the appeal, the entity that issued the administrative decision or the verdict in the first instance shall call the appellant to supplement these omissions within the time frame set, no less than seven days, otherwise the appeal shall remain unexamined. This provision shall apply to other requests respectively. After formal omissions are supplemented on a timely basis, section 5 shall apply respectively.

## **II. UNDERTAKING STUDIES**

### **§ 10**

1. A person admitted to the study shall acquire rights of a student upon taking of the oath. The taking of the oath shall be confirmed by the person admitted in writing.

2. The student shall receive a student ID card after acquiring rights of the student. The student's ID card shall remain valid no longer than until the day of completing study, suspension of rights of the student or removal from the list of students, and in the case of graduates of first cycle study – until 31 October of the year of completing the study.

3. Upon request, the student shall receive a student credit book, which shall remain a personal property. The student credit book shall not constitute documentation of the course of study, but it may constitute an evidence of the course thereof. Entries in the student credit book shall be made upon the student's request.

### **§ 11**

No later than from the second year of studies, the student shall be assigned to a specific field of study or individual interdisciplinary studies.

### **§ 12**

1. The student of the particular field of study at the University can be enrolled to study in another field of study by open enrolment.

2. A student may be admitted to the study by transfer from another university, not before completing the first year of study. The Senate shall determine the limit of admissions, procedure and principles for the transfer from another university to individual fields of study.

### **§ 13**

1. At the justified request of the student removed from the list of students, the HTU may allow resumption of study, taking into account the student's previous learning outcomes and period since the date of the student's removal from the list of students and amendments to the study curriculum since that time. In such the case, the student shall resume the same studies from which the student was previously removed, subject to verdicts issued in the study process until that time. Upon the student's consent, the HTU may allow for resuming the studies at the study term earlier than the study term at which the student was removed from the list of students.

2. Resumption of studies is permissible only with respect to a person who has been removed from the list of students of the University, except those who have been removed due to a disciplinary penalty involving expulsion from the University. Resumption of studies shall be impossible if more than 10 years expired from the day of the first removal from the list of students in the particular field of study.

3. Studies can be resumed subject to completing the first year of studies and paying overdue fees to the University. Resumption of studies shall be effective no sooner than from the following semester after the removal date, except for the cases mentioned in sections 5 and 6 as well as a removal resulting from the failure to pay applicable fees. In well justified cases, the HTU may set an earlier resumption date.

4. In the case of a different curriculum in the academic year of the study resumption vs. the study curriculum upon removal from the list of students, the student shall be obliged to make up curricular differences specified in the verdict of the HTU, except for the cases mentioned in sections 5 and 6.

5. A person who has ended studies, i.e. has fulfilled all the requirements set out in the study curriculum except for obtaining credit for the last cycle of the degree seminar due to the failure to submit a thesis envisaged in the curriculum or failed to obtain credit for any other course required to submit a thesis, may apply for resumption of studies without the requirement to make up curricular differences mentioned in section 4 within the non-extendable period of two years of being removed from the list of students. The HTU, in consultation with the student's thesis supervisor, may decide on specific terms of completing the degree seminar. In the event of the student's re-removal from the list of students, resumption of studies shall be possible only subject to making up curricular differences.

6. Provisions of section 5 shall apply respectively to students, who had been removed from the list of students to failure to take the diploma examination within the required time frame, and filed the application for study resumption within the non-extendable period of two years of being removed from the list of students.

7. In the event that the studies from which the student was removed are no longer run, the HTU may grant permission for the resumption of studies in another field of study. The HTU will then determine the number of ECTS credits and curricular differences with respect to the resumed studies, and the study term in which the

student is to be enrolled. Resumption of second-cycle studies shall be conditional upon the holding of a degree of *magister*, *licencjat*, *inżynier* or their equivalent.

8. In the event that the full-time studies from which the student was removed are no longer run, the HTU may allow the resumption of studies on a part-time basis.

#### **§ 14**

1. A change of the field of study shall be possible in justified instances, upon consent of competent HTU, after the student completes the first study term. When issuing a verdict on the change of the field of study, the HTU competent for the new field of study shall determine curricular differences to be made up by the student.

2. A student pursuing individual interdisciplinary studies, after completing the first study term, may move to another field study. Provisions of section 1 shall apply respectively.

#### **§ 15**

1. At the request of the student, the HTU may change the study form of the student by transferring the student from full-time studies to part-time studies, or in the case of student with significant learning achievements, from part-time studies to full-time studies. The HTU shall determine curricular differences to be made up by the student changing the study form.

2. The study form may be changed after completing the first year of study.

3. Detailed criteria for changing a form of study taken by the student shall be determined by the teaching and learning council.

#### **§ 16**

The HTU shall define the time frame and method of making up the curricular differences by the student moving from other institutions or resuming their studies, taking into account learning outcomes of the student up to the date.

### **III. RIGHTS AND OBLIGATIONS OF THE STUDENT**

#### **§ 17**

1. The student has the right to have his/her dignity respected by all members of the University academic community.

2. Students shall have the right to:

- 1) participate through their representatives in decision making by the University's collegiate bodies, in accordance with the principles set out in the Statute;
- 2) participate through their representatives in addressing individual issues of students related to the study process;
- 3) make proposals regarding study curricula and study plans, as well as other matters of importance for the course of study or personal development of students;
- 4) evaluate the education process;
- 5) evaluate work of administrative units supporting the study process and formulate conclusions on this work;

- 6) regularly evaluate work of HTUs and study heads;
- 7) report problems important for the community of the University;
- 8) use the assistance of the University Ombudsman or the Student Ombudsman.

3. Students may associate in university student organisations, and especially in academic societies.

4. On the terms specified in the Rules and Regulations, the resolutions of the Senate, the Rector's ordinances and course syllabuses, the student shall have, in particular, the right to:

- 1) acquire knowledge and skills and develop their interests by taking advantage of the University's full teaching offer, including participation in classes in other fields of study or other study terms than the one they are enrolled to;
- 2) participate in academic research, and use the support of the University with respect to preparation and implementation of research projects;
- 3) take advantage of consultations provided by academic teachers during their office hours, which are available to students of all forms of studies;
- 4) pursue a part of their study curriculum at another domestic or foreign university or institution;
- 5) excuse absences from classes and examinations;
- 6) benefit from the University's support in planning their professional career, taking up professional placement or training;
- 7) use the resources of the library and information system of the University;
- 8) uses the assets of the University;
- 9) view the information providing a basis for the settlement of the study term, gathered in the IT study support system;
- 10) receive a justification of the grade awarded by an academic teacher;
- 11) examine their personal data files;
- 12) examine the normative acts concerning students' rights and obligations;
- 13) be trained by the students' self-government body on rights and obligations of the student.

5. A student may receive scholarships and other financial benefits based on separate regulations, in particular the Rules and Regulations for awarding students' benefits.

### **§ 18**

1. Students who excel in academic performance or other kinds of activity may be granted awards or distinctions in accordance with specific regulations.

2. Having completed their studies, the best graduates shall be awarded a diploma with distinction, in accordance with the terms stipulated in paragraph 52 ss 4-5.

### **§ 19**

1. The duties of the student shall include acting in accordance with the text of the oath and the Rules and Regulations, and in particular:

- 1) acquiring knowledge and skills;
- 2) respecting dignity of all members of the University community and good academic customs;
- 3) taking care of the good name of the University;

- 4) obtaining credits for classes and preparing term papers and degree theses while respecting copyrights;
- 5) complying with the universal law and regulations binding at the University;
- 6) showing respect for the property of the University.

2. The student shall be obliged to:

- 1) attend classes and obtain course credits, as well as take exams in accordance with the study curriculum and study plan;
- 2) timely perform their obligations to the University, in particular make due payments, enrol for classes envisaged in the study plan, and enter links;
- 3) promptly notify the authorities of the teaching unit about change of name, address and any other data, especially the data which may bear on receiving scholarships and other financial benefits;
- 4) use the e-mail account allocated with the domain of the University and the IT study support system.

3. The student shall bear disciplinary responsibility on terms stipulated in Act.

## **§ 20**

1. The student's rights and obligations shall expire upon graduation or removal from the list of students, whereas the right to resume the study shall expire 10 years after the day of the first removal from the list of students in the particular field of study.

2. . A person who has completed studies of the first cycle shall retain full student rights until 31 October of the year when the studies were completed, excluding the right to the social scholarship, scholarship for disabled, allowances and the rector's scholarship.

## **IV. ORGANISATION OF STUDIES**

### **§ 21**

1. The academic year shall last from 1 October to 30 September, and shall be divided into two semesters.

2. The organisation of the next academic year, divided into semesters with identified start and end dates of class sessions and exam sessions, dates of foreign language certification exams as well as deadlines for course resignation in the particular semester and entering links, shall be determined by the Rector in consultation with a competent students' self-government body.

### **§ 22**

1. Studies shall be carried out in accordance with study curricula and plans resolved by the Senate.

2. Amendments to the study curriculum shall be made after seeking an opinion of a competent students' self-government body, in accordance with the procedure specified in the Act and on terms adopted by the Senate.

3. Amendments to study curricula shall be made as at the beginning of a new educational cycle. During the educational cycle, only the following amendments can be made to study curricula:

- 1) amendments related to the selection of the teaching content transferred to students during classes, taking into account recent scientific, artistic or professional achievements;
- 2) necessary to:
  - a) eliminate irregularities detected by the Polish Accreditation Committee;
  - b) adjust the study curriculum to amendments to universally binding regulations.
4. The study curriculum and plan shall be announced at least six months before the beginning of the academic year, in which they will apply.
5. At least four months before the beginning of the semester, the HTU shall announce the staff allocation and the schedule of classes, as well as the curricula of courses offered by the teaching unit in the semester.
6. Enrolment for classes in each semester shall be held in two rounds. After the first round of enrolment, elective classes whose start is not expedient due to insufficient enrolment shall be withdrawn from the class offer. The modified offer shall be announced no later than two weeks before the start of classes.
7. The student may change their enrolment to classes within no more than three weeks after these classes start. Enrolment change shall not apply to laboratory classes. In especially justified instances, the HTU can grant his/her consent to changing the registration on a later date.
8. The first round of enrolment for physical education classes shall take place within the two weeks preceding the beginning of a given semester.
9. The schedule of exams in an examination session shall be announced by the HTU after consultation with a competent students' self-government body, no later than one month prior to the beginning of the session.
10. In the case of individual interdisciplinary studies, the rules for class enrolment shall be agreed by the HTU of the unit running such studies with the head of the teaching unit offering particular classes. Students of individual interdisciplinary studies who pursue the individual curriculum leading to obtaining a degree at a given faculty shall enrol to classes in the same field of study, based on the same rules that apply to students in the particular field of study, subject to paragraph 4 section 5.

### **§ 23**

1. In the case of the field of study in Polish language, selected classes and the diploma exam may be varied out in Poland. Also a diploma thesis can be also prepared in a foreign language.
2. In the case of the field of study in foreign language, all classes specified in the study curriculum shall be held in a foreign language. The diploma thesis and the diploma exam shall also in foreign language.

### **§ 24**

1. Conducting graduate seminars and supervising magister (master) degree theses written outside diploma seminars shall be entrusted to the academic teachers holding at least a doctoral degree.

2. Giving lectures, conducting undergraduate seminars, supervising *licencjat* degree theses written outside diploma seminars, as well as examining students shall be entrusted to the academic teachers holding at least a doctoral degree. Persons holding a magister degree may conduct the above lectures, undergraduate seminars, manage preparation of *licencjat* degree thesis outside diploma seminars or examine students subject to approval of the HTU, upon consent of the teaching and learning council. The authorisation shall pertain to specific classes and shall remain in force for one study cycle.

3. Foreign language courses and exams shall be conducted in accordance with the Rules and Regulations adopted by the Senate.

## § 25

1. Studies at the University can be conducted in form of individual interdisciplinary studies, allowing to obtain the diploma of the study completion in more than one field of study.

2. The student shall pursue individual interdisciplinary studies under the supervision of an academic tutor, and based on individual study curriculum and plan.

3. The HTU of the unit running the individual interdisciplinary studies shall approve a scientific tutor of the student pursuing these studies.

4. The student together with the scientific tutor shall jointly determine the individual study curriculum and plan for the next teaching cycle. The study curriculum and plan are subject to approval by the HTU of individual interdisciplinary studies.

## § 26

1. A student may pursue studies organised on an individual basis.

2. At the request of the student, the HTU shall grant consents to individual study organisation, while determining detailed principles in this respect.

3. Individual organisation of studies shall comprise:

- 1) individual study curriculum implemented in cooperation with the academic tutor;
- or
- 2) individual study plan; or
- 3) individual process and time frame for obtaining course credits; or
- 4) individual study process for disabled students or students suffering from a chronic illness.

4. Consent to individual study organisation may be granted in particular to:

- 1) students achieving outstanding learning outcomes;
- 2) students participating in research works not included in the study plan;
- 3) students with outstanding sport achievements, who represent the University;
- 4) students with outstanding cultural or artistic achievements;
- 5) students referred to study at another domestic or foreign university or institution;
- 6) students pursuing studies in more than one field;
- 7) disabled students or students suffering from a chronic illness;
- 8) pregnant students and students who are parents;
- 9) students enrolled to studies as a result of the confirmation of learning outcomes;



10) in justified instances other than listed in points 1-9, including those related to fortuitous events pertaining to the student.

5. The academic tutor, selected by the student from among academic teacher, shall express his/her opinion on the student's request to individual study organisation, as referred to in section 3 point 1, including the proposed individual study curriculum. The individual study curriculum has to satisfy requirements resulting from learning outcomes specified for the study field.

6. When granting consent to individual study organisation, as referred to in section 3 point 1, the HTU shall approve the individual study curriculum and the academic tutor of the student.

7. The opinion of the academic tutor and appointment of the academic tutor shall not be required in the situation referred to in section 4 point 5.

8. In the case of the request for individual study organisation, as referred to in section 3 point 4, an opinion of the OPD shall be required.

9. Pregnant students and students who are parents shall be entitled to pursue full-time studies with individual organisation of studies until their graduation.

10. Persons, in the case of whom the consent to pursuing studies with individual organisation of studies is granted, shall be enrolled as a result of the formal process of verification of learning outcomes achieved outside the study system, allowing starting studies at the University in accordance with principles adopted by the Senate.

11. Pursuing studies with individual study organisation shall mean a release from achieving learning outcomes defined in the study curriculum.

## **§ 27**

1. If the student's disability or illness limit his/her ability to fully participate in classes, including passing exams and classes, the student can apply for an individual study organisation, as referred to in paragraph 26 section 3 point 4.

2. The student with a disability or a chronic illness shall submit the request for an individual study organisation to the HTU via the OPD.

3. The HTU shall take the decision on approving the individual study organisation for students with disabilities or chronic illnesses based on an opinion of the OPD.

4. Forms of support available to students with disabilities or chronic illnesses within the framework of the individual organisation of studies shall be specified in separate ordinances of the Rector.

## **§ 28**

1. The student may complete a part of the study curriculum at another domestic or foreign university or institution, based on an individual study curriculum, in particular within the framework of understandings or programmes signed by the University.

2. Principles for delegating students of the University for studies, internship, placement or other forms of education at other universities or institutions, and pursuing studies therein, as well as principles for accepting students from other universities for the purposes of studies at the University are set forth in separate regulations.

3. The mobility coordinator, in consultation with the student intending to complete a part of the study curriculum outside the University, shall conclude, and if necessary, amend the understanding on the study curriculum and agree on the related duties of the student at another university or institution. Additionally, in the case of individual interdisciplinary studies, the arrangements are made in consultation with the student's academic tutor. These arrangements shall be approved by the HTU.

4. The individual study curriculum agreed in line with section 3 and completed at another university or institution shall be considered equivalent and provides a basis for the HTU recognising the study term as completed.

5. If the condition referred to in section 4 is not satisfied due to curricular differences between the study plan at the University and the teaching offer of the university or institution, to which the student was referred, before the student leaves to study at another university or institution, the HTU – in the understanding on the study curriculum – determines courses supplementing curricular differences and timing for getting credits for these courses. Courses and timing for getting credits for these courses can be changed only upon the student's consent. Additionally, in the case of a student pursuing individual interdisciplinary studies, courses and time frames referred to in the previous sentence shall be determined by the HTU after seeking an additional opinion of the academic tutor referred to in section 3. Satisfying these conditions shall result in completing the relevant study term.

6. In especially justified instances, the HTU may, at the request of the student, grant consent to completing a part of the study curriculum at another university or institution that did not conclude the understanding referred to in section 1. Provisions of sections 2-5 shall apply respectively.

7. The student referred to studies to another university or institution shall be obliged to get credits for courses and pass relevant exams determined in the individual study curriculum, while complying with the principles of the hosting university or institution.

8. Credits for examinations and courses referred to in section 7 shall be taken into account when granting credits for completing a study term at the University, after recalculation to the grade scale referred to in paragraph 34 section 2.

9. The list of students referred to study at another university or institution shall be public.

## **§ 29**

Courses included in the curriculum of the particular field of study, upon consent of the person running the particular course, shall be available to students of other fields of studies, subject to satisfying requirements for participation in these courses. However, priority shall be given to students who need to take a given course in order to complete the particular study term.

## **§ 30**

1. The course of study shall be documented in the course credit protocols and in the periodical records of student academic achievements approved by the HTU. The documentation of studies shall also include a degree thesis.

2. Course and examination credit protocols shall be entered into the IT study support system immediately, no later than within two weeks of the test or examination.

## V. OBTAINING COURSE CREDITS

### § 31

1. Obtaining credit for a courses shall be conditional upon enrolling in the course in compliance with the principles for enrolling in the course.

2. Registration to classes covered by the study curriculum of the particular term can be carried out by the HTU. In such the case, an automatic notification shall be sent to the student via the IT study support system.

3. Within the time limit set by the Rector, the student shall declare a given course as:

1) part of the study curriculum; by linking the course to this curriculum. If the student pursues studies in more than one field, he/she should indicate the one within which the course is taken;

2) included in the study plan of the current term, by additionally linking the course to this term. This requirement shall apply to each course which is covered by the study plan for the current term.

4. At the student's request, filed within the time frame defined by the Rector, the link of a course to a study curriculum may be deleted.

5. The HTU may correct links made in breach of the Rules and Regulations of Study, in particular by deleting the links of courses to a given study term if the courses are not covered by the study plan for this term, and linking courses included in the study plan to the study term. In such cases, an electronic notification shall be sent to the student.

### § 32

1. The student shall be obliged to obtain credits for all courses for which he/she has enrolled in a given Study cycle, except for the situations described in sections 2 and 3, with the proviso that participation in courses not covered by the study plan of the current term or resignation from getting credits for completing the course included in the study plan shall not change the requirements which have to be met to be awarded credit for this study term. The consequences of failure to obtain credits for courses required by the study plan for the particular study term are stated in paragraph 42 section 4.

2. The student shall have a right to resign from attending a course if its dates, the person running the classes or principles for getting credits have been changed,

within 14 days of such a change. The student shall notify the HTU of his/her resignation within the same time frame.

3. Regardless of section 2, the student shall have a right to resign from obtaining credit for a course before the date indicated in the organisation of the academic year as the course credit resignation deadline for a given semester. This right may be exercised once during first and second cycle studies. The student of long second-cycle studies shall be entitled to exercise this right two times.

### § 33

The student shall be obliged to immediately his/her absence from classes included in the study plan, in keeping with the principles set out in the course syllabus. The request to excuse absence shall be submitted without undue delay to the person running the classes, while presenting true and reliable justification of absence.

### § 34

1. All courses in which the student has chosen to obtain credits, except for physical education, degree seminar and courses preparing for university studies in all fields and listed in a relevant ordinance of the Rector, shall carry a performance grade, given in conformity with the principles set in the course syllabus.

2. The following positive grades shall be used for assessment: excellent, very good, good plus, good, satisfactory plus, satisfactory, and the negative grade: unsatisfactory.

3. The grades listed in section 2 shall correspond to the following numerical values:

1) excellent (5!)	– 5;
2) very good (5)	– 5;
3) good plus (4.5)	– 4.5;
4) good (4)	– 4;
5) satisfactory plus (3.5)	– 3.5;
6) satisfactory (3)	– 3;
7) unsatisfactory (2)	– 2.

4. Students shall be informed about course credits and exam results obtained in the IT study support system.

### § 35

1. There shall be two dates for the exam in a given course in a study cycle. These dates shall fall, respectively, in the main examination session and in the resit examination session, set for the study cycle in which a given course is offered.

2. In justified instances, in particular, when the examination date is in conflict with the date of another examination, the HTU may change the examination date at the student's request.

3. The student shall have the right to take an exam on a date falling before the examination session. Framework principles, in particular conditions for taking an exam on a date falling before the examination session shall be set by the teaching and learning council, in consultation with a competent students' self-government body.

4. The student may take a course exam during the resit examination session, if he/she has not previously taken the final exam in that course or received an unsatisfactory grade. The teaching and learning council may resolve to grant the right to take an exam during the resit session also to students who have previously received a positive grade in a given course.

5. Admission to an exam in a given course may be conditional on receiving credit for classes which make up the course, or meeting other conditions defined in the course syllabus.

6. Unexcused absence at an examination shall result in the loss of one exam date and no credit.

7. In the case of absence at an examination which is excused by the HTU, in particular when the absence was caused by an illness, the student shall have a right to an additional exam date. In the case of absence due to illness, the medical certificate excusing this absence should be submitted to the HTU within seven work days of the last day of the leave specified in the certificate. An additional exam date for the particular examination may be granted only once in a given study term. In especially justified instances, the HTU may grant an extra exam date.

8. The student who is taking an exam or another form of assessment shall be obliged to allow his/her authentication, including shall be obliged to show an identity card upon request.

9. The student shall have the right to view his/her graded exam or term paper and to receive a justification of the grade awarded. The students shall be granted access within no more than seven dates of the day of awarding the grade. In the case of the oral examination, the grade justification shall be presented upon awarding the grade.

## **§ 36**

1. Within seven days of the date of the end of courses or announcement of their results, in case of objections as to the form of the credit awarding procedure or impartiality of exam grading, the student shall be entitled to file a request to the HTU for resolving the verification of the student's grades by a commission.

2. Within seven days of the date of the examination, in case of objections as to its form or conduct, the student shall have the right to file a request to the HTU for an exam before a commission.

3. Within seven days of the date of announcing the examination result, in case of objections as to impartiality of exam grading, the student shall have the right to file a request to the HTU for an exam before a commission.

4. In justified cases, the HTU may order an exam before a commission on his/her own initiative, at the request of the examiner or a competent students' self-government body.

5. In instances referred to in sections 1 to 4, the HTU of the unit running the course shall be the competent HTU.

6. Verification by a commission of the student's course assessment result, forming the basis of credit award, shall take place within 14 days of the date when the request for such verification was submitted. An exam before a commission shall be held within 14 days of the date when the student's request was submitted.

7. An exam or course assessment verification by a commission shall be conducted by a commission made up of: the HTU as the chairperson, or an academic teacher authorised by the HTU, and two specialists in the subject area subject to the request or a related area. The academic teacher who awarded the grade being verified in the procedure shall not participate in the exam by commission. Upon the student's request, one person chosen by the student may participate in the examination as an observer.

8. The grade obtained as a result of an exam or assessment verification by a commission shall replace the grade challenged.

## **VI. AWARDING CREDIT FOR A STUDY TERM**

### **§ 37**

1. Credits for a study term shall be awarded in the study cycle determined in the study plan.

2. All courses covered by the study plan for a given study term (i.e. linked to the curriculum and the study term), excluding the courses referred to in paragraph 32 sections 2 and 3, shall be considered in the settlement of that term.

3. Meeting all the requirements provided in the study plan for a given study term and stipulated in the Rules and Regulations shall result in obtaining credit for that study term.

4. The course taken into account in awarding credits for another study term cannot be indicated by the student for the purposes of settlement of the study term. In especially justified instances, the HTU may grant considered the particular course as an equivalent one.

### **§ 38**

1. A student who has failed to get credits for all courses stipulated in the study plan for a given term may, at his/her request, be conditionally enrolled for the next study term if the total number of ECTS credits allocated to uncompleted courses does not exceed 1/3 of total ECTS credits included in the study plan for the particular term.

2. A student cannot be conditionally enrolled for the next study term if he/she failed to get credits for the courses, to complete which he/she was obliged when

issuing consent to enrolment to the next study term or referral to repeat a term of study, in the case referred to in paragraph 39 section 1 point 3.

### **§ 39**

1. A student who has failed to get credits for all courses stipulated in the study plan for a given or previous term may, at his/her request, be referred to repeat the study term if:

- 1) the total number of ECTS credits allocated to uncompleted exceeds 1/3 of total ECTS credits included in the study plan for the particular study term or failure to get credits for courses hinders continuing the study curriculum in the next study term; or
- 2) the student failed to get credits for the last study term; or
- 3) the student failed to get credits for the courses, to complete which he/she was obliged when issuing consent to enrolment to the next study term.

2. The student, who had already been referred to repeat the same study term, shall not be entitled to referral to repeat the study term.

3. The student referred to repeat the study term may participate in courses stipulated in the study plan for subsequent study terms subject to consent of the HTU.

### **§ 40**

Conditional registration for the subsequent term of study or the referral to repeat a term of study shall obligate the student to retake the failed courses or equivalent courses. In case of curricular differences in the study curriculum, including in the study plan, the student shall be obligated to make up the curricular differences.

### **§ 41**

1. The HTU shall remove a student from the list of students in the case of:

- 1) failure to undertake studies, which is ascertained, in particular, when the person enrolled to studies failed to confirm in writing taking the oath or failed to enrol to courses included in the study plan for one month since the beginning of the semester;
- 2) a written resignation from studies submitted by the student;
- 3) failure to submit a degree thesis within the scheduled time frame for study completion, subject to paragraph 47 section 2;
- 4) failure to pass the diploma examination within the scheduled time frame for study completion or the time frame set in accordance with paragraph 51 section 2;
- 5) punishment by the disciplinary penalty of expulsion from the University.

2. The HTU may remove a student from the list of students in the case of:

- 1) lack of progress in learning, which is ascertained if the student has failed to obtain credit for a given study term more than once. In the case of a student of first-cycle studies or long second-cycle studies, lack of progress in learning is ascertained if the study curriculum completion status excludes the award of credit for the study term;

- 2) failure to obtain credit for the study term by the deadline specified;
- 3) the student's failure to pay applicable fees despite a written request for payment within 14 days of receiving it;
- 4) failure to participate in obligatory courses.

3. Failure to participate in obligatory courses referred to in section 2 point 4 shall be identified by the HTU when the number of the student's absences hinders fulfilment of duties specified for the particular study cycle. This shall be determined taking into account course syllabuses, based on declarations of at least three academic teachers, each of whom runs a difference course included in the study plan for the particular term. The decision on removal from the list of students shall be taken by the HTU after the expiry of at least six weeks from the beginning of the particular study cycle, but not before the expiry of 14 days of submitting a notification to the student on the intent to remove him/her from the list of students due to failure to participate in obligatory courses.

4. The decision referred to in section 1 can be appealed against to the Rector, via the HTU, within 14 days of its submission.

## **§ 42**

1. The final grade in a course shall be determined in accordance with principles set out in the course syllabus.

2. If the student took an exam in a given course twice, the arithmetic mean of the grades received on both exam dates, rounded off to two decimal places, shall be taken into account when calculating the average grades for the study term.

3. The grade average for a study term shall be calculated as the arithmetic mean of the final grades received in all courses comprising the study plan for a given term (including the foreign language course), subject to paragraph 36 section 8, rounded off to two decimal places. If the study plan for a given term provides for elective courses and the student received credits for more courses than required, the final grades considered while calculating the grade average shall be those linked by the student to the particular study term, subject to paragraph 31 section 5 and paragraph 37 section 4. The grade obtained in a foreign language certification exam shall not be included in the grade average.

4. In calculating the grade average for the study term, all missing grades in courses comprising the study plan for the particular term shall be treated as equivalent to 2.0, if the absence of the grade has resulted from:

- 1) failure to obtain credit for a course for which the student was enrolled in a given study term, subject to paragraph 32 section 10, including also failure to take the final exam on any of the set exam dates in regular and resit exam sessions;
- 2) failure to enrol for a course covered by the study plan of a given study term;
- 3) failure to enrol for an elective course with a required number of ECTS credits, in which case the missing ECTS credits are assigned an equivalent of a minimum number of courses which meet this criterion.

5. In cases of failure to enrol to a course, the HTU shall enter the data needed to calculate the grade average for the study term into the IT study support system.



6. The grade average for several study terms shall be calculated in accordance with sections 3 and 4, taking into account the final grades received in the courses considered while calculating the average for all study terms included in these calculations.

7. The grade average for the entire studies shall be calculated in accordance with section 3, taking into account the final grades received in the courses considered while calculating the average for all terms of studies. Additionally, at the student's request, the grade average may also include the grades obtained by the student in the extracurricular courses taken. The request to include these grades shall be submitted prior to the final settlement of the degree programme.

8. The grade averages referred to in sections 3, 6 and 7 are calculated by the IT study support system based on the grades and links entered.

## **VII. LEAVES IN THE COURSE OF STUDY**

### **§ 43**

1. The HTU may grant students the following types of leave:

- 1) a sick leave, due to chronic illness or disability;
- 2) a research leave, for the pursuit of other studies, studies at another university or research;
- 3) a special leave in other justified cases.

2. The student shall submit the request for a sick leave to the HTU via the OPD. The student shall be granted a sick leave for the period of sickness, treatment or rehabilitation, temporarily excluding or seriously impeding the continuation of studies. The decision to grant a sick leave shall be taken by the HTU based on the opinion of the OPD issued on a basis of the student's medical documentation.

3. The student shall file the request for a sick leave without undue delay after the circumstances providing a basis thereof occur. After the end of the study cycle, the student cannot be granted a sick leave for this study cycle, unless he/she proves that circumstances providing a basis for the request hindered filing the request earlier.

4. Students may be granted research or special leaves for a period not exceeding one year and in the case of first cycle students or long second cycle studies, after obtaining credit for at least the first study term. The next leave may be granted after completing another study term.

5. During the leave, the student shall retain student rights.

6. When granting the leave, the HTU may grant consent to getting credits for selected courses included in the study plan during the leave.

7. The student's return to studies after the leave shall be subject to the rules defined by the HTU.

8. The granting of a leave shall postpone the date of the scheduled completion of studies.

9. At the request of the student, the HTU shall immediately issue the certificate confirming the leave granted.

### **§ 44**

1. In addition to instances referred to in paragraph 43 section 1, pregnant students and students who are parents shall be also entitled to:

- 1) leave from classes;
- 2) leave from classes with an option to verify learning outcomes defined in the study curriculum.

2. The leave referred to in section 1 shall be granted by the HTU:

- 1) pregnant students, for the period until the child's birth;
- 2) students who are parents, for a period of one year since the date of submission the request for the leave.

3. Students who are parents may submit the request for the leave referred to in section 1 within one year from the date of the child's birth.

4. If the leave referred to in section 1 ends during the semester, the HTU, at the student's request, shall extend the leave until the end of this semester.

## VIII. COMPLETION OF STUDIES

### § 45

1. After completing the study curriculum of the first cycle studies (including submitting a *licencjat* degree thesis) and passing the diploma exam, the student shall be awarded a degree of *licencjat* or *inżynier*.

2. After completing the study curriculum of the second cycle studies or long second cycle studies (including submitting a magister degree thesis) and passing the diploma exam, the student shall be awarded the degree of *magister* or *magister inżynier*.

3. The professional title shall be awarded by the commission carrying out the diploma examination.

4. The studies are completed on the day of the diploma examination.

5. The person who has completed first cycle studies retains student rights until 31 October of the year the studies were completed.

### § 46

1. The diploma thesis is an independent paper on a scientific, artistic or practical issue or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies in a given field, level and profile, as well as the ability to carry out independent analysis and draw conclusions.

2. The diploma thesis has to be prepared independently, and has to satisfy substantial and formal requirements set by the teaching and learning council for the particular field of study in accordance with guidelines of the UCTL.

3. The degree thesis shall be prepared under the supervision of an authorised academic teacher, in compliance with the rules set forth in paragraph 24 sections 1 and 2.

4. If a student wishes to prepare a degree thesis under the supervision of an academic teacher from outside the University, the teaching and learning council may authorise such a person to co-supervise the thesis, while appointing an authorised academic teacher to supervise the degree thesis development process.

5. In the event the thesis supervisor employment has expired, the HTU shall appoint a co-supervisor or a new supervisor, in consultation with the student.

6. A degree thesis may be written jointly by several students, provided the contribution of each co-author is clearly specified. The rules in this respect shall be set by the teaching and learning council in accordance with guidelines of the UCTL.

7. The rules for the assessment of the degree thesis, including assessment time frames, shall be specified by the resolution of the UCTL.

8. If the diploma thesis is a written document, before the diploma examinations, it will be verified in the Uniform Anti-Plagiarism System.

9. Assessment of the degree thesis shall be done by the teacher supervising its preparation and at least one reviewer. The reviewer shall be appointed by the HTU. The grading scale defined in paragraph 34 section 2 shall be used in the assessment.

10. After reviewing the diploma thesis, the reviewer may call the student to correct the thesis within the time frame set in consultation with the teacher supervising this thesis, while specifying in writing the issues to be corrected. After correcting the thesis as requested, the reviewer shall assess the thesis. If the thesis is not corrected as requested by the reviewer within the time frame set, the reviewer shall negatively assess the thesis.

11. If a degree thesis is finally negatively assessed by the reviewer, another reviewer shall be appointed by the HTU. If the second reviewer also awards a negative grade, the thesis cannot be the basis for graduation. Provisions of section 10 shall apply respectively.

12. The review of the diploma thesis together with the justification shall be public and will be published in the Archives of Diploma Thesis of the University. This rule shall not apply in the case of the review of the diploma thesis, the subject of which is confidential and is protected by the law.

13. The final grade on the degree thesis, taken into account while calculating the final result of studies, shall be the arithmetic mean of the grade awarded by the thesis supervisor and the reviewer or reviewers if more than one reviewer was appointed. The mean is rounded off to the second decimal place.

## **§ 47**

1. Submission of the final degree thesis approved by the thesis supervisor shall be prerequisite to obtaining credit for the last study term – the degree seminar or another course leading to the submission of a thesis. The degree thesis shall be submitted to the HTU no later than 14 days before the scheduled date of the diploma examination. The detailed procedure for submission of diploma thesis is set in separate regulations.

2. Upon the request of the student or the thesis supervisor, the HTU may extend the duration of studies by no more than three months, excluding the leave period, from the scheduled date of completion, in the case of:

- 1) the student's long illness, confirmed by an opinion of the OPD issued based on the student's medical documentation;
- 2) the student's inability to prepare a degree thesis within the binding deadline for legitimate reasons, beyond control of the student or the thesis supervisor.

3. If there were reasons on the part of the thesis supervisor which could significantly delay the submission of the thesis, the HTU, at the student's request, shall appoint an academic teacher who will take over the task of supervising the thesis. A change of the thesis supervisor during the last six months before the date of the completion of studies may constitute grounds for an extension of the deadline for thesis submission, in compliance with the rules set forth in section 2.

#### **§ 48**

1. Admission to the diploma examination shall be conditional upon:
  - 1) fulfilment of all the requirements stated in the study curriculum;
  - 2) obtaining the final grade of at least 3.0 on the degree thesis, subject to paragraph 46 section 13.
2. The diploma examination shall be held no later than within three months of the submission of the degree thesis, but no later than on the day preceding the scheduled graduation date.
3. The diploma examination shall be conducted in accordance with detailed rules for conducting diploma examinations set forth by the teaching and learning council for the particular field of study.

#### **§ 49**

1. The diploma examination shall be concluded by a board appointed by the HTU and made up of at least three persons: the HTU or an academic teacher appointed by the HTU, thesis supervisor and the reviewer.
2. At least two members of the board shall hold a doctoral degree.
3. The board shall be chaired by the HTU or a person appointed by the HTU. The board cannot be chaired by the supervisor of the student's thesis.
4. At the request of the student or the thesis supervisor, filed no later than one week before the scheduled examination date, the HTU may organise a public diploma examination. The open part of the public examination may be attended by all interested parties as observers.

#### **§ 50**

1. The diploma examination shall be recorded in minutes reflecting the decision of the board on awarding the professional degree. The decision shall be announced by the board chair on behalf of the board.
2. The decision on awarding the professional degree shall be enforceable with immediate effect, by virtue of law. It can be appealed against to the Rector, within 14 days of its announcement.

#### **§ 51**

1. The result of the diploma examination shall be expressed as a grade listed in paragraph 34 section 2.
2. If the student was awarded an unsatisfactory grade on the diploma examination or failed to take the examination without an excuse, the HTU shall set the second diploma examination date to be held no later than within three months of the scheduled study graduation date.

3. If the student took the diploma examination twice, the result considered while calculating the final result of studies shall be the arithmetic mean of both examination grades. The mean is rounded off to the second decimal place.

4. If the student fails to pass the diploma examination on the second date, the HTU shall remove the student from the list of students.

## **§ 52**

1. The final result of studies shall be calculated on the basis of the following:

- 1) the grade average from exams and final grades awarded in courses not ending with an exam, calculated in accordance with paragraph 42 s 5;
- 2) the final grade on the diploma thesis, calculated in accordance with paragraph 46 section 13;
- 3) the final result of the diploma examination calculated in accordance with paragraph 51 sections 1 and 3.

2. The final result of the studies shall be the total of the following parts of the grades listed in section 1, rounded off to the second decimal place:

- 1) for first cycle studies and long second cycle degree studies:
  - a) 0.7 of the grade referred to in section 1 point 1;
  - b) 0.2 of the grade referred to in section 1 point 2;
  - c) 0.1 of the grade referred to in section 1 point 3;
- 2) for second cycle studies:
  - a) 0.5 of the grade referred to in section 1 point 1;
  - b) 0.4 of the grade referred to in section 1 point 2;
  - c) 0.1 of the grade referred to in section 1 point 3.

3. The final result of the studies shown on the university diploma shall be entered in accordance with these Rules and Regulations:

- 1) under 3.40 – satisfactory;
- 2) from 3.40 to 3.80 – satisfactory plus;
- 3) from 3.80 to 4.20 – good;
- 4) from 4.20 to 4.60 – good plus;
- 5) from 4.60 to 4.90 – very good;
- 6) over 4.90 – excellent.

4. A diploma with distinction shall be awarded to graduates who:

- 1) have completed their studies within the time period specified by the study plan or the time periods defined in paragraph 43 section 8 and paragraph 47 sections 2 and 3;
- 2) have obtained the grade average of over 4.6 on all exams and courses not ending with an exam;
- 3) have been awarded the final grade of 5.0 on the diploma thesis and at least a very good grade on the diploma examination;
- 4) have not violated the principles included in the oath, in particular have not been punished by the disciplinary penalty.

5. Diplomas with distinction shall be conferred by the Rector. The Rector or the HTU may grant a financial award for obtaining a diploma with distinction.

## **§ 53**

1. Graduates shall receive a university diploma with a degree of *licencjat*, *inżynier*, *magister* or *magister inżynier*, together with a diploma supplement, at a date falling no later than thirty days after the date of the graduation.

2. The diploma supplement shall contain information about all the courses completed during the studies, referred to in paragraph 42 section 7, and the grades received.