

STUDY RULES & REGULATIONS AT THE UNIVERSITY OF ZIELONA GÓRA

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CHAPTER 1. GENERAL PROVISIONS

§ 1

1. Study rules & regulations at the University of Zielona Góra apply to full-time and part-time first-cycle (bachelor's and engineering), second-cycle (master's) and uniform master's studies.
2. Under the conditions specified in the Act, at the University of Zielona Góra, hereinafter referred to as the University, individual inter-disciplinary studies, joint studies with another university, an institute of Polish Academy of Sciences, a research institute, an international institute, a foreign university or a scientific institution may also be conducted. In addition, the University may conduct studies in cooperation with an authority granting the right to practice a profession, an authority conducting an examination procedure as part of obtaining the right to practice a profession, the professional self-government authority, the economic organization or the registration authority, as well as dual practical studies conducted with the participation of the employer.
3. The conditions, procedure and the date of commencement and completion of enrolment for studies are determined by the University Senate, hereinafter referred to as the Senate. Admission to studies may also take place through confirmation of learning outcomes and transfer from another university, including a foreign one.
4. The University undertakes activities aimed at ensuring equal opportunities for the implementation of the study program by students with special needs, including those with disabilities, considering the degree and nature of disability or special needs and the specificity of a given field of study.

5. Detailed forms and methods of ensuring that students with special needs, including those with disabilities, participate in the educational process at the University, and the procedure and rules for applying for support within the above-mentioned scope are regulated by separate regulations in force at the University.
6. The terms used in these regulations assume the following meanings:
 - 1) Act - the Act on Higher Education and Science of July 20th, 2018,
 - 2) The Statutes - the current Statutes of the University of Zielona Góra,
 - 3) study program - specified for a given field of study, level and profile of studies:
 - a) learning outcomes referred to in the Act on the Integrated Qualifications System, taking into account the universal characteristics of the first level specified in this Act and the characteristics of the second level specified in the regulations issued on the basis of this Act,
 - b) description of the process leading to the achievement of learning outcomes,
 - c) the number of ECTS credits assigned to the subject;
 - 4) subject - classes or a group of different forms of classes identified by a common name, subject to joint assessment, to which the total number of ECTS credits is assigned,
 - 5) syllabus - a description of a subject in accordance with the model adopted at the University, specifying, inter alia, learning outcomes and curriculum content, recommended literature, forms and methods of education, ensuring the achievement of these effects and the conditions for passing the subject, communicated to students in the manner adopted at the University,
 - 6) academic teacher - a person who conducts and credits specific classes,
 - 7) responsible for the subject - an academic teacher or other person conducting classes authorized to make entries regarding the grade for a given subject in the documentation of the course of study,
 - 8) student with special needs - a student who, due to their external or internal characteristics, or due to the circumstances in which they find themselves, has to take additional measures or takes additional measures to overcome a barrier in order to achieve the learning outcomes provided for in the study program, where a special need may result from a disability, permanent or temporary impairment of mobility or perception skills (e.g. using crutches, prostheses, wheelchairs, hearing loss, visual impairment, manual and cognitive difficulties, short or tall height, social distance during a pandemic or other health reasons, etc.),
 - 9) timetable - timetable for conducting classes in a specific semester of the academic year,
 - 10) electronic index - an internet system integrated with the Dziekanat system, by means of which information related to the course of studies is collected, including the results of credits and exams, conditional entries, information on repeating a subject, repeating a semester/year; detailed rules for making entries are specified in the Rector's decision,
 - 11) the day of entering the credit or examination grade into the student's electronic record book

- the day on which the information about entering the result of the credit or examination grade in the electronic student's book was delivered to the student's e-mail address,
- 12) SSO - Student Servicing Office.
- 7. The provisions of the regulations relating to the semester of studies shall apply accordingly to the year of study, unless a specific provision states otherwise.

CHAPTER 2. STUDENT'S RIGHTS AND RESPONSIBILITIES

§ 2

1. A person admitted to studies begins studies and acquires the rights of a student at the moment of taking the oath by signing the oath with the contents and within the time specified in the Statutes.
2. The student receives a student ID and gains access to the electronic index.
3. The student is entitled to:
 - 1) training in the field of student's rights and responsibilities,
 - 2) ECTS credits transfer and recognition,
 - 3) studying according to an individual organization of studies,
 - 4) justifying absences from classes, leaves from classes with the possibility of proceeding with the verification of the obtained learning outcomes specified in the study programs,
 - 5) transferring to full-time or part-time studies,
 - 6) changing the field of study,
 - 7) taking the examination before an examination board with the participation of an observer indicated by them,
 - 8) repeating certain classes due to unsatisfactory learning results,
 - 9) acquiring knowledge, developing their own scientific interests, using the help of employees and bodies of the University to this purpose, as well as university rooms, devices, resources and library collections, in accordance with applicable regulations,
 - 10) participating in open classes carried out throughout the University,
 - 11) participating in scientific clubs and in research conducted by the University,
 - 12) submitting complaints and applications to the University's authorities regarding the course of studies, the teaching process and social and living conditions,
 - 13) associating in student organizations,
 - 14) electing their representatives to the bodies of the student government and collegiate bodies of the University and applying for election to these bodies,
 - 15) developing cultural, tourist and sports interests and using university devices and resources to this purpose,

- 16) applying for financial assistance provided for in the Act,
 - 17) receiving benefits, material assistance on the terms specified in the Act,
 - 18) recognising learning outcomes obtained in another educational unit on the terms specified in the Act,
 - 19) participating in industrial action and strike - on the terms specified in the Act.
4. The basic responsibilities of the student include:
 - 1) acting in accordance with the wording of the oath, rules and regulations of the studies and other regulations in force at the University,
 - 2) acquiring knowledge in accordance with the principles of honesty,
 - 3) participating in classes,
 - 4) respecting good manners and practices of the academic community,
 - 5) taking care of the good name of the University and student's dignity,
 - 6) respecting the property of the University,
 - 7) immediately notifying of the relevant SSO about the change of personal data (name, surname, correspondence address and e-mail address),
 - 8) securing the login and password to the electronic index against unauthorized access and also immediately notifying the proper SSO about each case of unauthorized access or takeover of the login and password,
 - 9) knowing the University's student regulations.
 5. For significant scientific or artistic achievements related to studies, or significant sports achievements, the student may receive a scholarship from the minister responsible for higher education. The rules and procedures for granting the minister's scholarship are specified in separate regulations.
 6. For the conduct violating the student's dignity and violation of the regulations applicable at the University, the student is liable to disciplinary action on the terms specified in the Act and the Statutes.
 7. The student's rights and responsibilities expire on the day of graduation or removal from the list of students, subject to sec. 8.
 8. A person who has completed the first-cycle studies retains the student's rights until October 31st of the year in which they completed these studies, excluding the right to a need-based grant, grant for the disabled, Rector's allowances and scholarships.

§ 3

1. The Rector is the head and guardian of all students of the University.
2. The Rector exercises general supervision over matters related to recruitment, the didactic process and the course of study.

§ 4

1. The Rector makes decisions in individual matters relating to the course of studies.
2. The student is entitled to appeal measures against Rector's decisions as specified in generally applicable laws.
3. In the course of issuing decisions, relevant provisions for administrative proceedings apply. The decision should contain a notice of appeal measures available to the student.

§ 5

1. Bodies of the student government, and at the faculty level - representatives of the student government are the representatives of all the students at the University.
2. The representative of the year of studies or the student group is the starost of the year or the group as chosen by the students.

§ 6

The dean, in consultation with the representatives of the student government and the director of the relevant institute, appoints year guardian tutors from among academic teachers and, if necessary, appoints guardian tutors for student groups. The duties of the guardian tutor are determined by the dean

CHAPTER 3. ORGANIZATION OF STUDIES

§ 7

1. The academic year begins on October 1 and ends on September 30 of the following year and is divided into the winter and the summer semesters.
2. The organization of the academic year is determined by the Rector by June 15th of the previous academic year following consultations with the deans and the competent body of the student government. Changes in the organization of the academic year during its duration may be made by the Rector following consultations with the deans and the competent body of the student government.
3. In special cases, the Rector may announce the rector's days or hours, and the dean - dean's hours, which are free from classes. The dean may take a decision on making up for dean's hours.

§ 8

1. Education at the University is carried out in the form of full-time and part-time studies, of a general academic or practical profile.
2. Classes in full-time studies are conducted separately from classes in part-time studies.
3. Studies are carried out according to the study programs for the fields of study, adopted by the Senate, after consulting the representatives of the student government, in accordance with the provisions of the Act, implementing secondary legislation issued on its basis and the Statutes. The study programs provide for their implementation within the ECTS (European Credit Transfer System).
4. The study programs adopted by the Senate are made available at the University Public Information Bulletin (PIB) no later than five months before the start of the education cycle. Changes in study programs are introduced at the beginning of a new education cycle.
5. During the education cycle, only the following changes may be introduced in the study program:

- 1) selecting the content of education provided to students during classes, taking into account the latest scientific, artistic or professional developments,
- 2) necessary for:
 - a) removing irregularities identified by the Polish Accreditation Committee,
 - b) adapting study programs to changes in generally applicable regulations.
6. Changes in study programs introduced during the education cycle referred to in sec. 5 are made available at PIB of the University at least one month before the beginning of the semester they refer to.
7. Classes, knowledge or skills' tests, examinations, including diploma examinations, as well as knowledge tests for persons resuming studies, may be conducted in a foreign language. Diploma papers may also be prepared in a foreign language.
8. Detailed regulations of the matters referred to in sec. 4 and 5 are determined by the Senate.

§ 9

1. In the course of their studies, the student is required to complete all subjects, including vocational practice, as specified in the curriculum and study plan of the selected field, level and profile of education.
2. The study program for the field of study, level and profile of education determines, in particular:
 - 1) the form or forms of studies, the number of semesters and the number of ECTS credits necessary to complete studies at a given level,
 - 2) the professional title awarded to graduates,
 - 3) classes or groups of classes, regardless of the form of their conduct, together with the assignment of learning outcomes and program content pertaining to them, ensuring the achievement of these effects,
 - 4) the total number of hours of classes,
 - 5) ways of verifying and assessing the learning outcomes achieved by the student throughout the entire education cycle,
 - 6) the total number of ECTS credits that the student must obtain in the course of classes conducted with the direct participation of academic teachers or other persons conducting the classes,
 - 7) the number of ECTS credits that a student must obtain during classes in the field of humanities or social sciences, no fewer than 5 ECTS credits - in the case of fields of study assigned to disciplines within domains other than humanities or social sciences, respectively,
 - 8) the number of hours, rules and form of vocational practice as well as the number of ECTS credits that the student must obtain as part of such vocational practice for a field of study with a practical profile, and in the case of a field of study with a general academic profile - when the program of education at these studies includes vocational practice,

- 9) the number of hours of physical education in the case of first-cycle studies and long-cycle studies conducted in a full-time manner, not less than 60 hours; physical education classes are not assigned ECTS credits,
 - 10) the learning outcomes in the field of foreign language proficiency.
3. The study program enables the student to choose the classes to which ECTS credits are assigned in the amount of no fewer than 30% of the number of ECTS credits referred to in sec. 2 pt. 1.
 4. The study program for a field assigned to more than one discipline determines the percentage share of the number of ECTS credits in the number of ECTS credits referred to in sec. 2 pt. 1 for each of these disciplines with an indication of the leading discipline.
 5. The study program for a field of study with a practical profile includes practical classes in the amount of more than 50% of the number of ECTS credits referred to in sec. 2 pt. 1.
 6. The study program for a field of study with a general academic profile includes classes related to the academic activity carried out at the university in the discipline or disciplines to which the field of study is assigned in the amount greater than 50% of the number of ECTS credits referred to in sec. 2 pt. 1, and shall take into account the participation of students in classes preparing them to conduct scientific activity or participation in such activity.
 7. In the study program conducted in Polish, classes conducted in a foreign language are allowed, however, they may only be classes chosen by the student or conducted simultaneously in Polish.

§ 10

1. The timetable for a given semester is determined by the dean and made known to students no later than a week before the beginning of the semester.
2. The timetable of classes includes the place and date of their conduct and the names of the teachers in charge.
3. Changes in the timetable may only be made by the dean, on the dean's own initiative, at the request of the teacher after consultation with the group, or at the request of representatives of the student government. The changes are announced to students not later than three days before their implementation.

§ 11

1. Classes are conducted by academic teachers employed at the University or other persons with competences and experience allowing for the proper conduct of the classes.
2. In the fields of study whose study programs follow educational standards, classes are conducted by persons indicated in these standards.

§ 12

1. The subjects resulting from the study program are assigned ECTS credits, with the exception of physical education.
2. ECTS credits are a measure of the average student workload necessary to achieve the

assumed learning outcomes.

3. ECTS credits are assigned for completing each subject provided for in the study program, and the number of ECTS credits does not depend on the grade obtained, and the condition for awarding them is that the student meets the requirements for achieving learning outcomes confirmed by a credit of the subject.
4. One ECTS credit corresponds to 25-30 hours of work of a student including classes run by the university as well as student's individual work related to these classes.

§ 13

1. Lectures at the University are open according to the rules set out in the Statutes.
2. Other classes are conducted in an open form, with the dean's consent, after obtaining the opinion of the person conducting the classes.

§ 14

1. The student is required to participate in the classes provided for in the study plan followed by the student in a given semester. The maximum number of hours of classes organized by the university per week, not including practical classes, may not exceed 32, and 27 in the first semester of first-cycle studies.
2. At the student's request, the dean may increase the maximum number of hours referred to in sec. 1.

§ 15

1. Enrolment for classes is organized in such a way that they can be started at the beginning of the semester.
2. Enrolment for classes in the subjects offered in the academic year is made electronically, through an individual account within the StudNet system.
3. If the study program in a field of study provides for studies solely within the specialization, the student chooses one of them within the time limit set by the dean. The dean decides on the admission to the specialization within the existing possibilities of the major.
4. Detailed rules, deadlines and the procedure for accepting enrolments referred to in secs 1, 2 and 3 are determined by the dean. These rules include:
 - 1) the mandatory sequence of subjects,
 - 2) the mode of selecting or assigning the student to the group in which they will participate in classes.
5. The student has the right to consult teachers during their free time from classes.

§ 16

1. During the studies in the field of an educational profile, students are required to complete apprenticeships, and in the case of studies in the field of general academic profile - when the study program provides for vocational practice.
2. Detailed rules for organizing, completing, supervising and crediting compulsory vocational practice in a given field of study are specified by the competent Faculty Council for Education in consultation with the Department of Documentation and Student Practice, taking into account the internal legal acts of the University in force in this regard.
3. The schedule of vocational practice is established by the dean and announced

to students no later than at the beginning of the semester.

4. The dean, in consultation with the director of the institute substantively relevant for a given field of study, appoints the vocational practice coordinator.
5. The vocational practice coordinator is in charge for crediting vocational practice. The duties of the vocational practice coordinator are specified in separate regulations.
6. The student who, for justified reasons, has not completed their vocational practice may obtain the dean's permit to complete it at a different date which does not collide with the timetable of classes.

§ 17

1. The student is obliged to justify the absence from classes within 5 days from the occurrence of the reason for the absence.
2. The basis for justifying the absence from classes is in particular: sick leave, certificate of stay in hospital, discharge from hospital, certificate issued by the police, prosecutor's office or court, certificate issued by other authorized bodies or entities.
3. The documents referred to in sec. 2 should be submitted to SSO with the course teacher notified.
4. The absence from classes is justified by the teacher.
5. In case of doubt, the dean decides whether to justify the absence.
6. The student is required to complete the information related to the missed classes, and the form of evaluating the knowledge is determined by the teacher.

§ 18

1. In justified cases, the student may apply for an individual organization of studies.
2. The pregnant student and the parent student are entitled to study at a specific field and level according to the individual organization of studies until their completion.
3. The decision on the individual organization of studies for a period of one semester, with the possibility of extension, is made by the dean, who specifies its detailed rules.
4. In the case of individual organization of studies, the dean may release the student from the obligation to participate in some or all classes, after consulting the respective teachers. Individual organization of studies does not release the student from the obligation to obtain credits and take exams in a timely manner in accordance with the session schedule.
5. If the student violates the established principles of individual organization of studies or fails to make progress in learning, the dean may withdraw the consent.

§ 19

1. The student may simultaneously study in more than one field of study at the University or at another university, including a foreign one, on the terms specified in the Act.
2. The student may transfer to another field of study at the University, from full-time to part-time studies, or vice versa, under the conditions set out

by the relevant Faculty Council for Education. The decision is made by the Rector at the student's request.

3. The provisions of sec. 2 shall also apply in the case of a student's transfer from another university, including a foreign one, if they have fulfilled all the obligations resulting from the regulations in force at the university they are leaving.
4. The student transferring classes credited at a university other than the home university, including a foreign one, is assigned the number of ECTS credits appropriated to the learning outcomes obtained as a result of the implementation of the respective classes and vocational practice at the host university.
5. The decision to transfer the classes is made, at the student's request, by the dean of the receiving faculty, after reviewing the documentation of the course of study presented by the student and confirming the convergence of the learning outcomes with the learning outcomes assumed in the study program for the field, level and profile of education to which the student is transferred.
6. A Polish citizen or a citizen of Ukraine whose stay in the territory of the Republic of Poland is considered legal on the basis of art. 2 sec. 1 of the Act on assistance to Ukrainian citizens in connection with an armed conflict in the territory of that state of March 12th, 2022, who on February 24th, 2022 was a student at a university operating in Ukraine and who declares that on that date they studied in a specific year of studies at a given field and level of studies and does not have documents confirming study periods, passed exams, credits or vocational practice, issued by this university - may obtain consent to transfer to studies at the University after confirmation by the dean, on the basis of a verification interview, the convergence of the obtained learning outcomes with the learning outcomes assumed in the study program for the field, level and profile of education to which the student is transferred.
7. If the dean finds any differences in the study program or learning outcomes, the dean may oblige the student referred to in sec. 6, to pass specific exams or complete vocational practice.

CHAPTER 4. COMPLETION OF THE STUDY SEMESTER

§ 20

1. The credit period for first- and second-cycle studies is a semester, while for uniform master's studies it may be a semester or an academic year.
2. The student is required to complete all subjects in a given semester or year, not later than by the end of the examination session.
3. The minimum number of ECTS credits required to complete a semester of study is specified in the study program.

§ 21

1. At the beginning of the semester, the person responsible for the subject and the person conducting the classes present the program of the subject and classes, as well as the rules and method of crediting them.

The method of crediting the classes may be changed during the semester in consultation with the students participating in the classes.

2. The results of credits and exams are recorded in the electronic index.
3. The grades obtained by the student are subject to the protection of personal data.
4. The student has the right to view their assessed works on the dates agreed with the teacher.
5. In special cases, upon a written request from the student submitted to the dean, the person conducting the classes shall make the assessed work available for inspection on the date and place appointed by the dean.

§ 22

1. For exams and credits, the following grades and their possible abbreviations are used:
 - 1) positive bardzo dobry (bdb) very good - 5.0
dobry plus (db plus) good plus - 4.5
dobry (db) good - 4.0
dostateczny plus (dst plus) satisfactory plus – 3.5
dostateczny (dst) satisfactory – 3.0
 - 2) negative niedostateczny (ndst) unsatisfactory - 2.0.
2. The study program may include subjects the completion of which does not require a grade. Such a credit is recorded with the zal. (credit) entry, and failure to pass - with niezal. (fail) entry .
3. The student who attempts to pass a knowledge test or an exam without regard for honesty receives the unsatisfactory grade.
4. Unauthorized failure to take the exam, also due to the lack of required credits, results in the unsatisfactory grade.
5. The lecturers and examiners enter the results of credits and examinations into the electronic index within seven days from the date of the credit or examination.
6. The student receives information about the result of a credit or exam entered in the electronic index automatically to their e-mail address.

§ 23

1. The average grade for the completed period (semester, semesters, year) of studies and for the studies is calculated as the weighted average of grades in subjects, rounding the score to two decimal places, and the weights are proportional to the number of ECTS credits for individual subjects being assessed, i.e.: the weight of each subject is the result of dividing the number of ECTS credits for that subject by the sum of the number of ECTS credits for all graded subjects.
2. The semester average is not determined for a failed semester of studies.
3. In the case of subjects carried out in the form of repeating classes, only the grades for the completed subjects are taken into account. These grades are included in the average grade for the semester not completed previously.

§ 24

1. The condition for completing the course and obtaining ECTS credits for the course is passing all classes included in this course.
2. The course is credited and the result is entered by the teacher. The completion of classes in the first semester takes place before the beginning of the examination session. If the course teacher is unable to give credits and enter the results, these activities are performed by the person responsible for the subject.
3. The grade for the subject is determined and entered by the person responsible for this subject on the basis of the grades and credits for all classes included in this subject and the grade for a possible exam, in accordance with the rules set out in the syllabus, while the grade for the subject may not be lower than the lowest or higher than the highest grade of the classes included in this course. When determining the grade, negative grades obtained from credits and examinations are also taken into account.
4. In the event of inability to give the credits and enter them by the person referred to in secs 2 or 3, the credit and its entry is performed by a person authorized by the Rector.
5. If, in the student's opinion, the result of a credit or an exam entered in the electronic index differs from the actually obtained result, the student may submit an objection electronically within 3 days from the date of entering the result into the electronic index.
6. If the reservation is justified, the person referred to in secs 2-3, performs the correct entry. Provisions of sec. 4 shall apply accordingly.
7. The student has the right to get a credit for the classes in the event of an unsatisfactory grade or *no credit* entry.
8. The dean may order a final attempt commission test. The provisions of the regulations concerning final attempt commission tests shall apply to the examination before the examination board.

§ 25

1. In the event that the study program provides for an exam in a subject, the condition for admission to the exam is the prior completion of all forms of classes carried out within a given subject.
2. Exams take place during the exam session.
3. The date of the exam is suggested by the examiner in consultation with the students.
4. The schedule of the examination session is established by the dean, taking into account the examiners' suggestions, and is communicated to students no later than two weeks before its commencement.

§ 26

1. The dean may change the session schedule at the request of the representatives of the student government or on their own initiative.
2. The number of compulsory subjects with an examination in one semester may not exceed four. A greater number of subjects with an examination in one semester is allowed, provided that the student has enrolled in such subjects.
3. The scope of the examination may include the program of one subject, carried out in the previous semesters, provided they did not end with the examination.

§ 27

1. The exam is carried out by the person in charge of the subject.
2. In special cases, the dean may appoint another academic teacher specializing in the subject to conduct the examination.
3. In exceptional and particularly justified cases, the dean may order the examination to be repeated.
4. The student has the right to review the assessed written examination paper within two working days from the issuance of the grade, at the place and time specified by the examiner.

§ 28

1. The student is required to take the exams on the dates specified in the session schedule.
2. With the consent of the examiner, the student who has met the conditions for taking the examination may take it on a different date - also before the beginning of the examination session, but not later than before its end. The examiner shall inform the dean about the change of the date of the examination.
3. The terms and conditions for taking the exam on a date other than the one set in the session schedule are specified by the relevant Faculty Council for Education.
4. The dean may, in particularly justified cases, allow the student to take the exam after the exam session, but not later than two weeks after its completion. Taking the exam in this mode does not exempt the student from participating in the following semester's classes.

§ 29

1. The student who fails to appear at the exam within the prescribed period and fails to justify their absence within three days, loses the right to one exam date in this subject. The examiner records this by entering a fail mark.
2. The rules for justifying absences from exams are determined by the dean, taking into account the provisions of § 17.
 1. Provisions of sec. 1 shall apply mutatis mutandis to the student who was not admitted to the examination due to failing to pass the classes referred to in § 25 sec. 1. The student should be allowed to obtain credit for these classes before the second examination date in this subject.

§ 30

1. The student has the right to take one re-take examination in each subject.
2. The re-take examination may take place not earlier than one week after the first examination date in a given subject.

§ 31

1. The student who raises justified objections to the grade obtained in the exam or

to the course of the examination, has the right to submit an application to the dean for an examination before an examination board within three working days from the date of entering the grade into the electronic student record book.

2. At the student's request, the dean may order, in justified cases, an examination before an examination board, which should be held no later than within seven working days from the date of submitting the application.
3. The dean may also order an examination before an examination board on their own initiative, but not later than within seven days from the date of the questioned examination.

§ 32

1. The dean appoints an examination committee to conduct the commission examination before the examination board, which includes:
 - 1) an academic teacher with at least a doctoral degree as chairperson of the commission,
 - 2) two specialists in the subject covered by the examination or a related subject, excluding the examiner who conducted the previous examination.
2. An observer appointed by the student may take part in the examination before the examination board.
3. The grade from the commission examination invalidates the questioned grade.
4. The detailed rules for conducting the examination before an examination board, including the form of the examination, are defined by the dean.

§ 33

1. The student participating in research and development or implementation work may be exempt from participation in some classes within the subject the theme of which the work is related to.
2. The exemption referred to in sec. 1 shall be decided by the teacher in charge of the class from which the student is to be exempted.

§ 34

The student who fulfils the requirements provided for in the study program for a given semester of study receives a credit for this semester by the Rector and an entry for the following semester of study, recorded in the electronic index.

§ 35

1. The basis for completing a semester of studies for the student who was educated in another unit or university, in particular as part of a national or international exchange program, is the completion of an agreed study program confirmed by a person appointed to conduct related matters. Provisions of § 19 sec. 4 shall apply accordingly. Entries in the electronic index are made on the basis of the student's periodic achievement card, submitted by the date specified by the dean.
2. In the event of an unsatisfactory grade or failure to complete classes at another unit or university, the dean decides how these classes are to be credited in consultation with the person referred to in sec. 1.

§ 36

1. If the student has not completed a semester of study, the Rector, subject to § 53, decides on:
 - 1) conditional enrolment for the following semester of study, or
 - 2) ordering the student to repeat the semester of study, or
 - 3) removing the student from the list of students.
2. The decision referred to in sec. 1 pt. 1 or 2 is taken by the Rector only upon the student's request submitted not later than on March 20th in the summer semester and on October 20th in the winter semester.
3. The decision referred to in sec. 1 shall be taken by the Rector no later than on March 30th in the summer semester and October 30th in the winter semester.
4. The student with a conditional entry for the following semester of study may not receive a credit for this semester until they have met the conditions required to complete the previous semesters.

§ 37

The detailed rules and the mode of conditional enrolment for the following semester of studies, further study without registration for the following semester, repeating a subject and repeating a semester at the dean's request are determined by the Faculty Council for Education, taking into account the following principles:

- 1) the conditional entry is possible only when the backlog covers no more than two subjects, including no more than five forms of classes carried out within these subjects,
- 2) the conditional entry is an entry for the entire semester, and the Rector's decision should specify the date of meeting the conditions, which cannot exceed one year,
- 3) the conditional entry requires the student to repeat the failed classes in the manner specified in § 38,
- 4) while waiting for the retake of a semester of study, the student may, with the dean's consent, complete selected subjects from the following semester of study.

§ 38

1. In the case of repeating the subject, the student only pursues the previously failed classes or the corresponding classes in the study program applicable for the respective cycle of education. When determining the grade for the repeated subject in accordance with § 24 secs 1-3, the result of passing the above-mentioned classes is taken into account.
2. If the failed subject was not compulsory, the student may pursue another subject approved by the Rector in the course repeating mode.
3. The student who repeats a given semester of study is not obliged to participate in classes and obtain credits in the subjects in which they previously received a positive grade.
4. At the request of the student, the Rector may consent to the repetition of the previously completed subject by repeating the classes requested by the student.

§ 39

1. The Rector removes the student from the list of students in the case of:
 - 1) failure to undertake studies,
 - 2) resignation from studies,
 - 3) failure to submit the thesis or pass the diploma examination on time;
 - 4) punishment by a disciplinary penalty of expulsion from the university.
2. The Rector removes the student from the list of students in the event of:
 - 1) confirmation of the lack of participation in compulsory classes,
 - 2) determination of no progress in studying,
 - 3) failure to complete a semester or year within a specified period,
 - 4) failure to pay tuition fees.
3. The student has the right to appeal against the decisions referred to in secs 1 and 2, as defined in the generally applicable provisions of law. The decision should contain information on the means of appeal available to the student.
4. The Rector determines that the studies were not undertaken as referred to in sec. 1 pt. 1, if:
 - 1) the first-year student is not present at any classes and does not justify their absence within three weeks from the beginning of the classes;
 - 2) the student returning from a leave will not fulfil the condition specified in § 43 sec. 7.
5. The Rector, at the request of the course teacher, states that the student does not participate in the compulsory classes referred to in sec. 2 pt. 1, if the student is not present and does not justify their absence from compulsory classes for an uninterrupted period exceeding three consecutive classes in a semester.
6. The Rector states the lack of progress in studying referred to in sec. 2 pt. 2 when the degree of implementation of the study program by the student excludes the possibility of achieving the intended learning outcomes.
7. The student resigns from studies in writing.

§ 40

The re-admission to studies of the person who was removed from the list of students in the first semester of study for reasons other than failure to pay the fees referred to in § 46 sec. 1, follows the general rules of recruitment for studies at the University.

§ 41

1. The person removed from the list of students for the reason specified in § 39 sec. 1 pt. 4 may resume studies once the conditions specified in the provisions on disciplinary proceedings have been met.
2. The person removed from the list of students for the reason specified in § 39 sec. 2 pt. 4 may resume them:
 - 1) in the same semester, provided that an application for resumption is submitted and the overdue fees are paid no later than three weeks after the removal,
 - 2) in the following semester, provided that the application for resumption is submitted and that there are no arrears in obligations towards the University.
3. The person who was removed from the list of students after completing the first semester of studies

for reasons other than those specified in sec. 1 and 2 has the right to resume it in the following semester.

4. The decision to resume studies in the relevant semester of studies is made by the Rector, who determines the scope, mode and date of the necessary making up for curricular differences.
5. The Rector may refuse to grant the consent to resume studies, in particular when:
 - 1) the previous course of studies does not guarantee their timely completion,
 - 2) studies at a given field, level and profile are not conducted at the University.
6. Studies resume from the semester that the student failed to complete, taking into account the provisions of sec. 4. The provisions of § 38 and § 46 shall apply accordingly.
7. The resumption of studies is possible only by persons who were removed from the list of students of the University.
8. The resumption of studies is not possible if more than 5 years have elapsed since the first removal from the list of students of a given field of study.
9. A person who, due to the failure to submit the diploma paper provided for in the study program, failed the last semester / year of study and was removed from the list of students, may apply for resumption of studies within a period not exceeding two years from the date of removal from the list of students without the obligation to supplement curriculum differences, referred to in sec. 4. The Rector may decide on the individual terms for completing the diploma seminar. In the event of being removed from the list of students again for the above reasons, another resumption is possible provided that the curriculum differences are made up on the terms referred to in sec. 4.

CHAPTER 5. LEAVES

§ 42

1. The student may be granted a long-term leave from classes at the University in the event of:
 - 1) a long-term disease, documented with appropriate medical certificates,
 - 2) child care,
 - 3) departure for studies and field courses documented with appropriate certificates,
 - 4) important random circumstances or a difficult financial situation.
2. The student may be granted a long-term leave for the total period of no more than two years during studies, unless the reason for applying for the leave is long-term or recurring illness or maternity.

§ 43

1. Long-term leave is granted by the dean for a period of one year or one semester.
2. The leave granted is recorded in the Dziekanat system.
3. The leave should start at the beginning of the semester and be preceded by

completing the previous semester of studies.

4. In cases justified by the student's poor health or other important circumstances, the leave may be granted at any time during the academic year, in such a situation, however, the student may resume studies after the leave at the beginning of the semester during which the leave took place. After the leave granted due to ill health, the student is required to submit a medical certificate confirming the fitness to continue education to SSO.
5. During the long-term leave, the student retains a valid student ID and other student rights, unless separate regulations provide otherwise.
6. During the leave, the student may, with the dean's consent, take part in some classes, with the possibility of proceeding with the verification of the achieved learning outcomes specified in the study program.
7. The student is obliged to report their return to studies at least seven days before the end of the leave, otherwise the Rector decides to remove them from the list of students in accordance with § 39 sec. 1 pt. 1.
8. The provisions concerning students on long-term leaves apply accordingly to students waiting to repeat a semester and students who have obtained the dean's consent to postpone the submission of their diploma paper.

§ 44

1. Apart from long-term leave from classes, the student may - for justified reasons - also obtain short-term leave from classes.
2. The leave referred to in paragraph 1 is granted by the dean for a period shorter than one month.
3. Short-term leave from classes does not release the student from the obligation to obtain credits and pass exams in the subjects included in the study plan for the semester in a timely manner.

§ 45

1. The pregnant student and the parent student are entitled to leave from classes.
2. The student who is a parent shall submit an application for the leave referred to in sec. 1, within one year from the date of birth of the child.
3. The leave referred to in sec. 1, is granted by the dean to:
 - 1) the pregnant student - for the period until the child's birth,
 - 2) the parent student - for up to one year,
- still, if the leave ends during the semester, the leave may be extended until the end of that semester.
4. The decision to extend the leave referred to in sec. 3 is taken by the dean at the student's request.

CHAPTER 6. PAYMENT FOR CLASSES

§ 46

1. Under the provisions of the Act, the University may charge fees for the educational services provided and related to:

- 1) educating students in part-time studies,
 - 2) repeating certain classes in full-time studies due to unsatisfactory academic results,
 - 3) education at studies conducted in a foreign language,
 - 4) conducting classes not covered by the study program,
 - 5) educating foreigners in full-time studies in Polish.
2. The amount of the fees referred to in sec. 1, are determined by the Rector after consulting the competent body of the student government and communicated to the students before the enrolment begins. Until the completion of studies by persons admitted to studies for a given academic year, the university may not increase the amount of fees established for them or introduce new fees. This does not apply to increasing the amount of fees for teaching activities not included in the study program and for using student dormitories.
 3. The rules for paying tuition fees for studies and educational services, in particular: deadlines, terms and conditions of payment in instalments and exemption from payment in part or in full are determined by the resolution of the Senate.
 4. The student signs a declaration of familiarization with and acceptance of the payment conditions for studies at the University, according to the formula specified in the Rector's ordinance.
 5. The University does not charge fees for activities related to the verification of learning outcomes specified in the study program and for issuing documents related to the course of studies other than those specified in art. 79 secs 3-5 of the Act.

CHAPTER 7. DIPLOMA PAPER

§ 47

1. The diploma paper is an independent development of a specific scientific, artistic or practical issue or a technical or artistic achievement presenting the student's general knowledge and skills related to studies at a given field, level and profile as well as the ability to independently analyse and draw conclusions. The diploma paper is understood as a master's, bachelor's, or engineer's thesis specified in the study program and accomplished by the student.
2. The diploma paper is accomplished by the student under the supervision of an academic teacher (supervisor) who holds at least a doctoral degree and appointed by the dean.
3. In justified cases dictated by the specificity of the field of study, it is allowed to accomplish the diploma paper under the supervision of two supervisors.
4. With the dean's consent, the student may also accomplish the diploma paper under the supervision of an academic teacher representing a discipline other than the one to which the field of study is assigned or from outside the University.
5. The rules, procedure and date of selecting or changing the supervisor are determined by the dean.
6. In the diploma paper, the student should demonstrate, in particular, the ability to apply the methods used in the discipline the work concerns, the ability to properly use sources or literature in the field of

the subject and the ability to properly edit the work, using logical argumentation, drawing correct conclusions and formulating theses.

7. The diploma paper may be carried out in cooperation with an external entity on the basis of an agreement concluded between the University and such external entity before proceeding to the implementation of the diploma paper. Detailed rules for the implementation of the diploma paper in cooperation with an external entity and the rules of supervision over the conclusion of the above-mentioned contracts are determined by the competent Departmental Council for Education.

§ 48

1. When determining the topic and form of the diploma paper, the assignment of the field of study to the appropriate discipline/disciplines, the student's scientific interests and the supervisor's scientific plan are taken into account.
2. The subject of the master's thesis should be established or approved by the supervisor and communicated to the student at least two semesters before the planned completion of studies, and – in the case of other diploma papers - at least one semester before the planned completion of studies.
3. In justified cases, the supervisor, in consultation with the student, may change the topic of the diploma paper not later, however, than before the beginning of the last semester of studies.

§ 49

1. The diploma paper may consist of in particular:
 - 1) an essay,
 - 2) a published article,
 - 3) project work , including the design and execution of a program or computer system,
 - 4) construction, technological or artistic work.
2. A work created as part of the student scientific movement may be considered a diploma paper.
3. With the dean's consent, the diploma paper may be a team work if it is possible to identify individual contributions of the respective students.
4. If the paper is a team work, all co-authors submit declarations specifying their contribution and participation in its preparation.
5. Detailed rules for diploma theses are specified by the Faculty Council for Education, subject to § 50 sec. 2.

§ 50

1. The student submits the diploma paper approved by the supervisor no later than:
 - 1) February 15th, if the last semester of studies falls in the fall semester,
 - 2) June 30th, if the last semester of studies falls in the summer semester,
2. The diploma paper is submitted in paper and electronic forms.
3. The approval of the diploma paper by the supervisor is essential to crediting the diploma seminar in the last semester of studies.
4. Before the thesis is sent for evaluation to the reviewer and the supervisor, it is checked by the Uniform Anti-plagiarism System. Specific

rules of the anti-plagiarism procedure are established by the Rector.

5. The thesis that did not obtain the final positive result in the anti-plagiarism procedure is not submitted for evaluation. In such a case, the Rector decides to:
 - 1) order the student to repeat an appropriate number of semesters,
 - 2) remove the student from the list of students pursuant to § 39 sec. 1 pt. 3.The decision referred to in pt. 1 is taken by the Rector only upon the student's request submitted within the time limit specified in § 36.
6. The diploma paper, which did not obtain the final positive result in the anti-plagiarism procedure, cannot be re-submitted.

§ 51

1. The dean, at the supervisor's request or at the student's request, may postpone the deadline for submitting the diploma paper no longer than April 30th, if the last semester of studies falls on the winter semester and no longer than September 14th, if the last semester of studies falls in the summer semester, in the case of:
 - 1) long-term illness of the student, confirmed by medical certificates,
 - 2) the inability to submit the diploma paper within the applicable deadline for justified reasons beyond the student's control.
2. In the event of a longer absence of the supervisor, which could affect the student's failure to meet the deadline for submitting the diploma paper, as well as for other justified reasons, the dean appoints a person who takes over the supervisor's duties.

§ 52

1. The thesis is assessed by the supervisor and at least one reviewer. Reviews of the diploma paper are open to public, except for the diploma paper the subject of which is legally protected. The text of the review is published in the StudNet system.
2. In the event of a significant discrepancy in the assessment of the diploma paper or the negative assessment of the reviewer, the dean appoints an additional reviewer.
3. The provisions of § 47 shall apply accordingly to reviewers.
4. The diploma paper is considered assessed positively if it has obtained two positive grades. Otherwise it is considered to have been assessed negatively. In the latter case, the Rector may remove the student from the list of students pursuant to § 39 sec. 1 pt. 3, due to the failure to pass the diploma examination or at the student's request, order them to repeat the appropriate number of semesters to enable them to prepare a new diploma paper.
5. The student has the right to read the supervisor's and the reviewer's assessments regarding the submitted diploma paper, in the event of a positive assessment of the thesis, not later than three days before the diploma examination.

§ 53

In relation to the student who did not submit the diploma paper on time, the Rector decides to:

- 1) order the student to repeat an appropriate number of semesters,
 - 2) remove the student from the list of students pursuant to § 39 sec. 1 pt. 3.
- The decision referred to in point 1 is taken by the Rector only upon the student's request submitted within the time limit specified in § 36.

CHAPTER 8. GRADUATION

§ 54

The condition for graduating from studies and receiving the graduation diploma is:

- 1) obtaining the learning outcomes specified in the study program, which have been assigned at least:
 - a) 180 ECTS credits - in the case of first-cycle studies,
 - b) 90 ECTS credits - in the case of second-cycle studies,
 - c) 300 ECTS credits - in the case of uniform Master's studies lasting 9 or 10 semesters,
 - d) 300 ECTS credits - in the case of uniform Master's studies lasting 9 or 10 semesters,
- 2) taking the diploma examination, with the exception of the fields of study specified in § 55;
- 3) positive evaluation of the diploma paper - in the case of second-cycle studies and long-cycle studies, and in the case of first-cycle studies, if provided for in the study program, with the exception of the fields of study specified in § 55.

§ 55

The date of graduation is the date of passing the diploma examination with at least a satisfactory result, in the case of studies in the fields of medicine, medicine-dentistry and veterinary medicine - the date of passing the last exam required by the study plan with the positive result, and in the case of studies in the fields of pharmacy and physiotherapy - the date of crediting the last practice required by the study program.

§ 56

1. The condition for taking the diploma examination is meeting the requirements of the study program, including the positive evaluation of the diploma paper.
2. A negatively assessed diploma paper cannot be re-submitted.

§ 57

The diploma examination is carried out by a commission of at least three persons as appointed by the dean. The chairperson of the commission is an academic teacher holding at least a doctoral degree. The commission includes the supervisor and the reviewers of the thesis. The supervisor and reviewers cannot chair the commission.

§ 58

1. The date of the diploma examination is set by the dean.
2. The diploma examination should be taken in time not exceeding

eighty days from the date of submitting the diploma paper.

3. In the event of a longer absence of the supervisor or reviewer, which could affect the failure to meet the deadline for the diploma examination referred to in section 1 and 2, the dean appoints a person who will take over the duties of the supervisor or reviewer.

§ 59

1. During the diploma examination, the student should demonstrate the knowledge of the given field of study, in particular, knowledge of issues related to the subject of the diploma paper.
2. At the dean's request the scope and form of the diploma examination are determined by the Faculty Council for Education.
3. A report is drawn up from the diploma examination, in which the commission states:
 - 1) the grade for the diploma paper determined on the basis of the arithmetic mean of the supervisor's and reviewers' grades, rounded up to the nearest grade specified in § 22 sec. 1,
 - 2) the grade for the diploma examination,- in accordance with the grading scale specified in § 22 sec. 1.
4. At the written request of the student or the supervisor, with the consent of the student, submitted at least two weeks before the scheduled date of the examination, the dean may order an open diploma examination, only members of the examination board, however, have the right to ask questions and determine the examination grade. Information about such an examination is made public in the manner adopted at the faculty.

§ 60

1. In the event of receiving the unsatisfactory grade or unjustified failure to take the diploma examination within the set time limit, the dean establishes a second date.
2. The retaken examination may take place not earlier than one month and not later than six months from the date of the first examination.
3. A positive grade from the repeated diploma examination replaces the previous grade.
4. In the event of an excused failure to take the diploma examination, the examination should take place within six months after the expiration of the cause of failure to take the exam.
5. In the event of failure to pass the diploma examination on the second date or unjustified failure to take the examination on this date, the Rector decides to remove the student from the list of students. In the case of excused failure to take the diploma examination three times within the prescribed period, the Rector decides to remove the student from the list of students.
6. In the cases specified in sec. 5, the student may resume studies in order to re-sit the diploma examination. The Rector may refuse to consent to the resumption if a period longer than two years has elapsed since the removal from the list of students.

§ 61

1. The basis for determining the result of studies is the weighted average obtained by adding:
 - 1) 1/2 of the average grade for the subjects included in the study program during the studies, calculated according to the rules specified in § 23 sec. 1,
 - 2) 1/4 of the diploma paper grade,
 - 3) 1/4 of the diploma examination grade,
2. The weighted average referred to in sec. 1 shall be rounded to two decimal places.
3. The graduation diploma shall include the study result determined on the basis of the weighted average specified in sec. 1 and in accordance with the principle:
 - 1) below 3.30 - dostateczny (sufficient),
 - 2) from 3.30 to 3.69 - dostateczny plus (sufficient plus),
 - 3) from 3.70 to 4.09 - dobry (good),
 - 4) from 4.10 to 4.49 - dobry plus (good plus),
 - 5) from 4.50 to 4.89 - bardzo dobry (very good),
 - 6) from 4.90 - celujący (excellent).
4. The basis for determining the result of studies for the fields of study for which the educational standards do not provide for a diploma paper or a diploma examination is the average of the grades obtained during studies in the subjects included in the study program, calculated according to the rules specified in § 23 sec. 1. The graduation diploma shall include the study result determined on the basis of the weighted average as specified in the preceding sentence and in accordance with the principle:
 - 1) below 3.30 - dostateczny (sufficient),
 - 2) from 3.30 to 3.69 - dostateczny plus (sufficient plus),
 - 3) from 3.70 to 4.09 - dobry (good),
 - 4) from 4.10 to 4.49 - dobry plus (good plus),
 - 5) from 4.50 to 4.89 - bardzo dobry (very good),
 - 6) from 4.90 - celujący (excellent).
5. Certificates shall include the result of the studies and the weighted average referred to in secs 1, 2, 3 and 4.

§ 62

1. A graduate of the University receives a diploma of completion of studies in a specific field and profile.
2. The types of diplomas and professional titles are specified in separate regulations.

§ 63

1. Exceptionally gifted secondary school students, hereinafter referred to as students, may, with the consent of the dean of a selected faculty, participate in classes provided for in the course of study in the fields of study compatible with their talents.
2. The dean makes a decision on the student's participation in the classes after obtaining the recommendation of the school head teacher, and in the case of underage students, also with the consent of the student's parents or legal guardians.
3. The provisions of these rules and regulations shall apply accordingly to students admitted to participate in the classes.

4. Students admitted to participate in the classes are obliged to comply with the rules and regulations in force at the University.
5. Students are awarded credits according to the rules set out in these rules and regulations which are recorded in the Student Credit Card.
6. In the case of admitting students referred to in sec. 1 for studies at the University, the person conducting the classes may release them from the obligation to participate or complete the previously credited classes.

CHAPTER 9. TRANSITIONAL AND FINAL PROVISIONS

§ 64

1. These Rules and Regulations enter into force on October 1, 2019.