**UNIVERSITY REGULATIONS**

**OF THE UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN**

**I. GENERAL PROVISIONS**

§ 1

1. The University Regulations at the University of Warmia and Mazury in Olsztyn, further referred to as the “University” define the organization and course of studies as well as students’ rights and obligations.
2. Provisions of the University Regulations apply to full-time and part-time BA (undergraduate) studies, supplementary MA (graduate) studies and long-cycle MA studies.
3. Whenever the Regulations refer to:
   1. University – it should be understood as the University of Warmia and Mazury in Olsztyn,
   2. Rector - it should be understood as the Rector of the University of Warmia and Mazury in Olsztyn,
   3. dean – it should also be understood as the deputy dean for students’ matters, director and deputy director for students’ matters of another unit of the University, to which a major is assigned, with the Rector’s authorization to perform specific activities,
   4. faculty – it should also be understood as another unit of the University, to which a major is assigned,
   5. studies without further specification – they should be understood as BA studies, supplementary MA studies and long-cycle MA studies,
   6. level of education – it should be understood as BA studies, supplementary MA studies and long-cycle MA studies,
   7. professional title – it should be understood as a title of Bachelor, Engineer, Master, Master Engineer or an equivalent title,
   8. scientific title of professor, scientific degree of habilitated doctor or scientific degree of doctor – it should be understood also as professor of arts, habilitated doctor of arts and doctor of arts,
   9. act – it should be understood as the act of 20 July 2018 – Law on Higher Education and Science (Journal of laws from 2018, item 1668, as amended).

**II. ORGANIZATION OF STUDIES**

§ 2

1. The academic year begins on October 1 and lasts until September 30 of the following calendar year and is divided into two semesters - winter and summer.
2. Each semester includes:
3. a 15-week period of didactic classes,
4. an examination session,
5. re-sit examination session,
6. In the case of studies starting from the summer semester of a given academic year, the first year of studies is carried out over two semesters, i.e.
7. first semester (summer) – in the academic year of commencing studies,
8. second semester (winter) – in the next academic year.
9. The framework organization of the academic year is determined annually by the Rector before it begins.
10. The Rector may establish additional days off from classes during the year and, if necessary, suspend classes on specific days and times.
11. The detailed organization of the academic year at the faculty, major, level and year of study is established by the dean in consultation with the faculty body of the Student Government, subject to sec. 7 and § 3 sec. 2 and 3.
12. It is possible to start classes earlier than in October, apart from classes at the first year of studies.

§ 3

1. The curriculum, including syllabuses containing, *inter alia*: the purpose of education, description of content and learning outcomes, forms and conditions for passing individual subjects and internships, and description of acquired qualifications, are made available to students on the faculty website and using other information media adopted at the University.
2. The weekly timetable developed after consulting the faculty body of the Student Government shall be made available to students at least 7 days before the start of each semester, being posted on the dean’s office notice board and on the faculty website.
3. A detailed plan of examination sessions is prepared by the faculty body of the Student Government in agreement with the teachers, approved by the dean and communicated to students at least 7 days before the start of the examination session being posted on the dean’s office notice board and on the faculty website.

§ 4

1. In order to improve the process of education, year tutors and tutors of scientific circles are appointed from among the academic teachers; tutors of student groups may also be appointed for full-time studies.
2. Year tutors and tutors of student groups are appointed and dismissed by the dean after consultation with the faculty body of the Student Government.
3. Tutors of scientific circles are appointed and dismissed by the dean after consultation with a representative of the dean for scientific circles.
4. Basic duties of a tutor include providing students with help, advice and consultations on matters related to their didactic and social problems, as well as providing opinions at the student’s request or at the dean’s request for individual matters related to the course of study.
5. Detailed tasks of year tutors, tutors of student groups and tutors of scientific circles are specified by the dean.
6. Year tutors also perform the function of scientific supervisors for persons admitted to studies as part of the procedure of confirming learning outcomes.
7. Persons admitted to studies under the procedure of confirming learning outcomes, implement the education process according to the individual organization of studies referred to in § 12.
8. Faculty Tutors of Disabled Students are appointed from among the academic teachers to organize and conduct activities aimed at ensuring equal opportunities for the implementation of the curriculum and study plan by persons with disabilities. The decision on this matter is made by the dean.
9. Detailed tasks of Faculty Tutors of Disabled Students are defined by the dean.

§ 5

1. Studies at the University are conducted as BA studies, supplementary MA studies and long-cycle MA studies.
2. Studies are conducted according to specific curricula adjusted to learning outcomes for a given major, level and education profile as well as principles for the development of curricula by the Senate.
3. The curriculum may include sequential classes, i.e. subjects including knowledge, skills and social competences with learning outcomes assigned to them, the achievement of which allows them to acquire knowledge in the areas specified for the subjects provided for in the curriculum of the next semester.
4. As part of the curriculum, the period of completing a subject/internship and the method of completing it are determined. Every subject/internship ends with an exam or credit.
5. Lectures are conducted by academic teachers with the academic title of Professor or holding the academic degree of habilitated doctor.
6. In particularly justified cases, after consulting the dean’s council, the dean may entrust lectures to an academic teacher holding the scientific title of doctor.
7. In particularly justified cases, at the dean’s request, approved by the dean’s council, the deputy rector competent for education may entrust teaching classes related to practical professional preparation to a person with a title of master, master engineer or equivalent, having professional experience acquired outside the university, adequate for classes.
8. The course of studies is documented in semester periodic cards of student achievements prepared in the form of printouts from information systems and can be documented in subject completion reports prepared in the form of printouts of electronic data.

§ 6

1. Studies at the University are conducted in a specific major, at a specific level and profile.
2. Education may take place within specific scopes of particular studies.
3. If there are several scopes of study, the student chooses one of them within the time limit set by the dean.
4. If organizational considerations do not allow admission of all interested persons to a given scope, the dean shall decide about the admission, taking into account, among others organizational capabilities, student interests and past study results.
5. When choosing a laboratory related to the scope of education and the diploma seminar, the provisions of sec. 3-4 shall apply.
6. Students undertake studies according to the curriculum in force in the academic year in which they started studying. Changes to the curriculum may be introduced no later than 5 months before the beginning of the academic year.
7. The provisions of sec. 6 do not apply to students repeating a semester or transferred from another university and continuing education after at least one year’s leave. In this case, the student is required to complete compensatory courses to resolve differences in curricula. The dean decides about the scope, manner and deadline for completing compensatory courses.
8. Didactic classes at the University may be conducted in a foreign lecture language.
9. In the case referred to in sec. 8, knowledge and skills tests, as well as diploma exams, are conducted in the language of the lecture. Diploma dissertations may also be prepared in a foreign language.
10. Didactic classes during studies may be conducted using remote learning methods and techniques.
11. Didactic classes during studies, as well as credits and exams, may be conducted using alternative solutions facilitating the study for persons with disabilities referred to in § 18 sec. 8 and § 20 sec. 5. The methods used should take into account the degree and nature of a student’s disability and the specificity of individual majors.
12. Students referred to in sec. 11 include:
    1. persons with disabilities who have a valid disability certificate or equivalent document,
    2. chronically ill persons who do not have a disability certificate, whose health situation is confirmed by medical documentation, submitted to the office for the disabled,
    3. persons whose sudden illness or accident results in temporary inability to fully participate in classes, and these circumstances are confirmed by medical documentation submitted to the office for the disabled.
13. The use of alternative solutions must not lead to a reduction in the substantive requirements for students with disabilities.
14. The decision to apply specific alternatives to a student with a disability is made by the dean at the student’s written request. The dean may consult the head of the office for disabled persons.

§ 7

1. The University has a European Credit Transfer and Accumulation System (ECTS).
2. In the case of credits and exams, apart from grades, appropriate evaluation of learning outcomes is used.
3. One ECTS point corresponds to learning outcomes, which require an average of 25-30 hours of work for a student, the number of hours of student work includes classes organized by the university, in accordance with the curriculum and students’ individual work.
4. Points are assigned for passing each of the classes and internships provided for in the curriculum; the number of ECTS points does not depend on the grade obtained, and the condition for granting them is that the student meets the requirements for achieving the assumed learning outcomes, confirmed by completing classes or internships, and preparation and submission of the diploma dissertation or preparation for the diploma examination.

**III. TRANSFER AND RECOGNITION OF ECTS POINTS**

§ 8

* + 1. Transfer and recognition of ECTS points allows education to be continued in the major to which the student is being transferred from another university or from a different major.
    2. Transfer and recognition of ECTS points obtained by a student at an organizational unit of the University or at another university, including a foreign one, involves the transfer of learning outcomes expressed in ECTS points, also called student achievements.
    3. The condition for transferring ECTS points obtained outside the home university, including foreign universities, in place of points assigned to the subjects included in the curriculum, is the confirmation of convergence of the obtained learning outcomes. The elements subject to verification also include the form and scope of classes and the manner of receiving credit.
    4. The decision to transfer ECTS points is made by the dean at the student’s request, after reviewing the student’s documentation of the course of study carried out at another organizational unit of the University or at another university.
    5. When making the decision to transfer ECTS points, the dean takes into account the learning outcomes obtained in another organizational unit of the University or at another university as a result of the implementation of classes and internships corresponding to the classes and internships specified in the curriculum at the student’s major.
    6. In the event of convergence of the results obtained, the student receives the number of ECTS points that is attributed to the learning outcomes obtained as a result of the implementation of relevant classes and internships at the University at the studies where the student is studying.
    7. If the subjects or classes passed at another university do not have an assigned number of points - it shall be determined by the dean. The dean converts the assessment into the system used at the University.
    8. In the event of differences in the curriculum, the dean specifies the conditions, date and manner of completing compensatory courses resulting from differences in the curricula.
    9. If the student repeated a subject or semester before changing the university, major or form of study, these circumstances are taken into account from the point of view of the provisions of these Regulations, as if they had occurred while studying at the University or the major to which the student transferred.

**IV. STUDENTS’ RIGHTS AND OBLIGATIONS**

§ 9

1. A person admitted to studies acquires the rights of a student of the University at the moment of taking the oath, the content of which is specified in the University Statute. The student signs the oath, which is kept in the student’s personal file.
2. A student commencing studies shall receive a student ID. The Student ID is a document certifying the status of a student.
3. The validity of the student ID is confirmed every semester by updating data in the electronic system and placing a hologram.
4. The Student ID is valid until the day of graduation, suspension in the student’s rights or removal from the list of students, and in the case of graduates of BA studies - until October 31 of the year of graduation. After this time, the ID card is annulled by updating data in the electronic system.
5. A student who meets the conditions set out in separate regulations may additionally be issued an electronic document stored and presented using the public mobile application "mLegitymacja studencka" (mStudent ID), which is valid during the period of validity of the student ID.
6. In the event of the destruction or loss of the student ID, the student is required to immediately notify the University.
7. Students shall have the right to:
   1. acquire knowledge,
   2. develop their own scientific and artistic interests and use teaching rooms and devices for this purpose, use IT services offered within the financial and organizational capabilities of the University,
   3. participate in scientific, development and implementation work carried out at the University, subject to the consent of the managers of these works and on the conditions specified by them,
   4. associate in university student organizations (including scientific, sports, artistic and other) on the principles set out in separate provisions,
   5. material assistance, on the principles set out in the Regulations for student benefits,
   6. submit to the University authorities and faculties - through the Student Government bodies - remarks and postulates regarding curricula, organization of studies, social and living conditions and other matters related to the implementation of the didactic process,
   7. take advantage of consultations with the academic teacher regarding classes carried out,
   8. training in student rights and obligations,
   9. obtain prizes and awards in accordance with the rules for their granting,
   10. access the results of their own, evaluated final dissertation/examination.
8. A student may apply for:
   1. transfer to a different university, to a different major,
   2. a change of the form of studies,
   3. participation in student mobility programs,
   4. undertaking studies in more than one major,
   5. simultaneous implementation of more than one scope of studies within a major, level and profile or implementation of additional subjects at the University as well as other universities according to principles specified in § 11 and § 16,
   6. implementation of studies in the form of individual organization of studies according to principles specified in § 12.
9. The student’s absence from classes may be justified in the case of:
   1. temporary inability to participate in classes caused by illness, confirmed by dismissal or a medical certificate,
   2. personal summoning of the student to appear in person by the authority competent for universal defense, government administration or local government, court, prosecutor’s office or police,
   3. representation of the University in official events,
   4. other important documented random events.
10. The student shall justify an absence with the lecturer immediately after the cause of the absence has ceased (but no later than within 7 calendar days from the day of its withdrawal), presenting documents confirming the circumstances referred to in sec. 9. The lecturer shall then determine the manner and deadline for completing compensatory courses in terms of the curriculum content.
11. In case of doubts as to the credibility and reliability of the justification of the student’s absence from classes, including the documents presented by them, the decision to justify the absence is made by the dean.
12. At the student’s request - a member of a collegial body of the University or a university/faculty committee, the dean or chairman of the committee, respectively, may justify their absence at the didactic classes taking place within the meetings of a given body or committee.

§ 10

1. The student is obliged to comply with the content of the oath and the regulations in force at the University.
2. In addition to the obligations specified in sec. 1, the Student is obliged to:
   1. participate in all forms of didactic and organizational classes,
   2. pass examinations, complete internships and other requirements provided for in the curriculum in a timely manner,
   3. prepare all dissertations respecting copyrights,
   4. immediately notify the dean in writing of resignation from further education,
   5. timely payment of fees for studies and educational services and other provided for by generally applicable law, in accordance with the principles set out at the University,
   6. immediately notify the dean’s office about changes in personal data relevant to the course of studies, in particular name, surname and address,
   7. check information on the course of studies in the electronic system functioning at the University and immediately report any irregularities in the data contained therein,
   8. use the electronic mail system provided by the University in contacts with the University,
   9. justify absences from classes and completion assessments,
   10. respect University property.

§ 11

* + 1. A student may pursue additional subjects at the University or at another university outside the curriculum after prior notification and obtaining the consent of the dean and obtaining the consent of the receiving dean.
    2. The dean of the faculty at which the student intends to carry out additional subjects may withhold his/her consent if organizational reasons prevent this.

**V. INDIVIDUAL ORGANIZATION OF STUDIES**

§ 12

1. At the student’s request, the dean may agree to the individual organization of studies, in relation to the student:
   1. pursuing studies at more than one major,
   2. pursuing studies in more than one scope within the major,
   3. with a disability,
   4. particularly involved in social activities in the academic community,
   5. in a difficult personal situation, recognized by the dean in consultation with the faculty body of the Student Government,
   6. being a member of the national sports team, the national team reserve or the Universiade team, regardless of club affiliation,
   7. undergoing part of their studies at another domestic or foreign university.
2. The Dean, at the student’s request, agrees to the individual organization of studies in relation to:
   1. pregnant students,
   2. students who are parents,
   3. admitted to studies within the procedure of confirming learning outcomes.
3. Individual organization of studies consists in setting individual deadlines for the implementation of didactic obligations arising from the curriculum. The individual organization of studies does not lead to an extension of the date of graduation.
4. Individual organization of studies does not release students from the obligation to participate in and pass courses and internships provided for in the curriculum.
5. The dean determines the rules and procedure of individual organization of studies for a period not longer than an academic year.
6. In the event of a student’s violation of the established rules for the implementation of individual organization of studies or lack of progress in learning, in relation to decisions taken pursuant to sec. 1, the dean may withdraw consent to this mode of study.

**VI. CHANGE OF UNIVERSITY, MAJOR AND FORMS OF STUDIES. STUDENT MOBILITY**

§ 13

1. A University student who intends to move to another university is required to:
2. notify the dean in writing, not later than 14 days before the proposed date of transfer, of the name of the university where he/she intends to continue his/her studies,
3. submit the orientation checklist.
4. A person who has met the conditions specified in sec. 1, ceases to be a University student on the day of obtaining confirmation of admission from the receiving university.

§ 14

1. After completing the first year of studies, a student at another university, including a foreign university, may apply for transfer to the University.
2. A University student may apply for a change of major or form of study.
3. The decision on the transfer, at the student’s written request, is taken by the dean of the receiving faculty, indicating the semester and year of study.
4. The dean of the receiving faculty shall immediately notify the student’s current university or dean of the faculty in which the student has been studying about entering him/her on the list of students.
5. The dean, when making a decision on transfer, decides on the recognition of completing subjects on the basis of transferring ECTS credits.

§ 15

1. In deciding on a transfer to the University from another university, the following shall be taken into account, in particular:
   1. compliance of the disciplines to which the major is assigned,
   2. meeting the recruitment criteria, in particular, exceeding the point threshold applicable in recruitment to the major to which the student intends to transfer, in the year of recruitment of a given educational cycle,
   3. results obtained during previous studies,
   4. the possibility of recognizing learning outcomes obtained in the current course of study.
2. The dean refuses to transfer a student from another university, including a foreign one, as well as to change the major or form of study if:
   * 1. organizational reasons prevent it, including a lack of places in student groups or the inability to realize program differences,
     2. the student failed to complete the first year of studies,
     3. the student is suspended,
     4. disciplinary proceedings are pending against the student,
     5. pending removal from the list of students at the current university.

§ 16

1. A student may study in more than one major. Admission to parallel studies is carried out by recruitment, confirmation of learning outcomes or transfer from another university.
2. The basic major is the major previously started. When undertaking more than one major at the same time, the student shall designate the basic major.
3. A student may study at the same time in more than one scope of education of given studies (at a given major, level and profile) if they cover the same year of study.
4. Taking up parallel studies at more than one scope of education of a given major is subject to the dean’s consent.
5. The dean may refuse to admit a student to an additional scope of education, if this is prevented by organizational considerations or if the previous credits were obtained late (this concerns majors in which the selection of the scope of education does not take place immediately after admission to studies).

§ 17

1. A student, with the dean’s consent, may pursue part of his/her studies at another university, including a foreign university, if the studies at this university concern the same field as the studies at the University.
2. A student leaving the University shall agree on the curriculum with the dean, taking into account the required learning outcomes, which after completing the classes included in the agreement together with the list of credits shall constitute the basis for obtaining credit for the period of study at another university.
3. Before the student’s departure to another university, the dean shall determine the conditions, dates and manner of completing compensatory courses in terms of any curriculum differences by the student resulting from the divergence of curricula at the University and the university in which the student will pursue part of his/her studies.
4. A positively completed period of study at another university is credited at the University together with assigned ECTS points. Grades are rewritten on the University scale.
5. In the case of international mobility (e.g. Erasmus +), upon returning to the University, the student is required to provide the orientation checklist that finishes participation in the curriculum and confirms the achievements recognized by the mother unit. Changes in the curriculum implemented as part of international mobility, with the consent of the dean and the University administration unit competent for foreign mobility, may be introduced by the student within the dates specified in the given mobility program.
6. In the event of failure to obtain a credit for a subject included in the agreement on the curriculum at another university, the student shall complete the program differences indicated by the dean at the University.

**VII. CONDITIONS AND FORM OF DIDACTIC CLASSES AND SEMESTER COMPLETION**

§ 18

1. The following scale of grades shall apply at the University:

- very good (5.0)

- good plus (4.5)

- good (4.0)

- satisfactory plus (3.5)

- satisfactory (3.0)

- unsatisfactory (2.0)

1. Unsatisfactory grade means failure to obtain credit or failure to pass an exam.
2. A semester is a grading period.
3. The condition of passing a subject or internship is that the student fulfils the requirements provided by the academic teacher or internship supervisor.
4. Credits are awarded by the person conducting classes or the subject coordinator on the basis of grades, activity and attendance.
5. The person conducting classes is obliged to provide students with information during the first classes and to provide in a place accessible to students pursuing this subject the following information:
   1. description of the subject, including learning outcomes, curriculum and list of recommended literature,
   2. rules of classes, specifying the required form of participation in classes, the method of ongoing control of teaching results, the mode and schedule of credits, including the manner and mode of announcing the results of the assessment of reports, tests, projects and other forms of credits, principles of justifying absences from classes, scope and form examination, the possibility of using auxiliary materials during tests, the principle of determining the total grade of the subject and other rules,
   3. date and place of consultation.
6. A student participating in research or implementation works may be exempted from participating in some classes in the subject with which the work is thematically related. The decision on this matter is taken by the subject manager at the student’s request assessed by the person supervising these works or the tutor of the scientific circle. The subject manager informs the head of the class unit and the dean about his/her decision.
7. A student with a disability, in justified cases, may apply for the adaptation of classes to individual needs arising from the type of disability, in particular to:
   1. receive in writing (printed or electronic) didactic materials from the teacher,
   2. record the course of classes on sound recording devices,
   3. use specialized equipment enabling or facilitating education (e.g. magnifying glasses, enlargers, Braille notebooks, specialized computer programs),
   4. change the form of receiving credit from written to oral or from oral to written,
   5. extend the grading period,
   6. other adaptations, resulting from the type of student disability.
8. A student who has not completed compulsory classes, but raises justified reservations as to the impartiality of the assessment or the method of receiving credit, has the right to submit an application to the head of the unit conducting the classes for a verification of knowledge commission. The application is submitted within 3 days of announcing the results of passing the classes. The head of the faculty organizational unit (institute, chair, department, clinic, study) may order a commission to verify the student’s knowledge. The decision of the head of the faculty organizational unit may be appealed to the dean.
9. Knowledge is verified before the commission consisting of the head of the competent organization unit as the chairperson of the commission, the year tutor, two specialists in the subject and a representative of the Student Government. The academic teacher who graded the student whose knowledge is verified by the commission shall not participate in the procedure.
10. The grade given by the commission shall replace the verified grade.
11. A protocol is prepared concerning the verification and stored in the student’s personal file.
12. The student admitted to the University within the procedure of confirming learning outcomes is released from the obligation to complete learning objectives which have been recognized in the process of confirming learning outcomes.

§19

1. The Head of the School of Physical Education and Sport may release the student from the obligation to participate in physical education classes requiring physical fitness on the basis of a medical certificate, with the simultaneous obligation to carry out substitute classes according to the offer prepared by the School.
2. At the request of a student actively participating in sports club classes, assessed by the coach of a given section, the head of the School of Physical Education and Sport may release him/her from the obligation to participate in physical education classes and pass them.

§ 20

1. The student takes an exam after completing compulsory classes in a given subject.
2. The number of examinations in an academic year may not exceed 8, and not more than 4 per semester.
3. The examination is conducted by the academic teacher teaching a given subject or another specialist appointed by the head of the organizational unit. Information on a change in the academic teacher conducting the examination should be made immediately available to students.
4. The student is obliged to take examinations on the dates specified in the framework organization of the academic year and agreed with the examiners.
5. A student with a disability, in justified cases, may apply for an exam to be adjusted to the individual needs arising from the type of disability, in particular for:
   1. change of the form of the exam from written to oral or from oral to written,
   2. extension of the exam time,
   3. use of specialized equipment enabling proper transfer of knowledge (e.g. a Braille machine, computer equipped with screening or magnifying software),
   4. change of the examination room into a room accessible to people in wheelchairs,
   5. other adjustments, resulting from the type of student disability.
6. There are three exam dates for a given subject in one semester:
7. Date I,
8. Date II (re-sit I),
9. Date III (re-sit II).

These dates fall respectively in the summer or winter examination session (Date I) and in the autumn re-sit or winter re-sit examination session (Date II and III).

1. If an unsatisfactory grade is obtained during the exam on Date I, the student has the right to take two re-sit examinations, i.e. on Date II (re-sit I) and Date III (re-sit II) for each failed examination.
2. The student, on the terms set out by the examiner and with his/her consent, may take examinations before the session without losing the right to take each exam three times in the session. A negative result of the exam taken before the session is not registered.
3. A student taking an exam or tests is required to present a student ID or ID card upon request.
4. A student who failed to take the examination on the agreed date is obliged to immediately inform the examiner of the reason for his/her absence and provide the examiner with justification within a period not exceeding 7 days after the cause ceases to exist. If the examiner considers them to be sufficient, he/she shall set another date for the examination.
5. The student may appeal against the examiner’s rejection of a justification within 7 days, to the dean, whose decision is final.
6. Failure to justify a student’s absence on Date I or Date II is tantamount to missing these dates and the lack of assessment.
7. Failure to justify the student’s absence on Date III results in a lack of assessment and failure of the subject.

§ 21

1. At the student’s request, submitted within 3 days of the date of the first re-sit examination, in which he or she raises significant reservations as to the impartiality of the assessment or the course of the examination, the second re-sit examination shall be conducted as a commission re-sit examination.
2. The commission examination should take place within 10 days from the date of submitting the application.
3. The Dean appoints a commission to conduct the examination before the commission, which consists of:
4. the dean (in exceptional cases an academic teacher authorized by the dean) as chairperson of the commission,
5. two specialists in the subject of the examination or related specialization,
6. year tutor,
7. representative of the Student Government.
8. The academic teacher who gave the grade being verified before the commission does not participate in the commission examination.
9. The person designated by the student as an observer may attend the sitting of the examination commission. The observer does not have the right to vote. An application for an observer’s participation in the examination commission shall be submitted by the student to the dean of the faculty within the time limit specified in sec. 1.
10. A commission examination may be conducted orally or in writing. If a written form is used, the commission examination consists in checking the examination work by the commission.
11. A commission examination may be considered positive if at least 2/3 of the student’s answers to partial questions are assessed as at least satisfactory.
12. A protocol of the examination is prepared and stored in the student’s personal file.
13. The result of the commission examination is the final result.

§ 22

1. The condition for passing a semester is that the student obtains credit and passes exams in all subjects and internships provided for in the curriculum for a given semester, i.e. obtaining a set limit of ECTS points.
2. Passing or failing a subject and internship shall be confirmed by an entry in the electronic system.
3. The semester card of the student’s periodic achievements, prepared in the form of printouts of data from the electronic system, after the end of the exam session is signed by the dean making the entry for the next semester.

§ 23

1. In relation to a student who has failed a semester, the dean, upon the student’s written request submitted within 7 days after the end of the re-sit examination session, may issue a decision on:
2. conditional enrolment to the next semester with the need to repeat subjects for which the student has not received credit - applies to non-sequential subjects failed, or
3. permission to repeat a semester with the need to repeat subjects for which the student has not received credit.
4. The dean may allow the subject(s) to be repeated in the event that:
5. the student has not repeated a given subject during the studies, unless the reason for repeated failure was a long-term illness or other important reasons duly justified, and
6. the ECTS point deficit caused by failure to obtain credit for subjects, is not higher than the value of the sum of ECTS points awarded for two subjects with the highest point valuation in the failed semester.
7. The dean may authorize the repetition of a semester if the student has not repeated one of the semesters during the study period, unless the reason for the repeated failure was a long-term illness or other important reasons duly justified.
8. The dean, making the decision, determines the conditions for continuing studies.
9. Repetition of full-time subjects due to unsatisfactory results is payable. The rules for charging fees are set out in separate provisions.
10. Provisions of sec. 1 item 2 shall not apply to first-year students.

§ 24

* 1. A student who repeats a given semester may obtain permission to participate in some classes of the next semester and to take credits and examinations to complete it, if the following conditions are met:
  2. they do not violate the sequence of subjects set in the curriculum and the student has achieved learning outcomes that enable him/her to acquire knowledge in the areas specified for subjects envisaged in the study plan of the next semester,
  3. ECTS points deficit caused by failure to obtain credit for subjects may not be higher than the value of the sum of ECTS points awarded for two subjects with the highest point valuation in the failed semester.
  4. The decision in the case referred to in sec. 1 is taken by the dean in consultation with the head of the subject.
  5. In the cases referred to in sec. 1, the dean sets a deadline by which the student is required to obtain credit or pass examinations in given subjects.

**VIII. MODE OF COMPLETING AND PASSING STUDENT INTERNSHIPS**

§ 25

1. The rules, procedure and passing internships are defined in the faculty internship regulations, based on the curriculum defined by the Senate for a given major, level and profile of education.
2. Decisions on completing internships referred to in sec. 1, are taken by the dean or a tutor authorized by the dean who can:
   1. give credit to a student for the internship based on the employer’s certificate of completion and fulfilment of the requirements for the learning outcomes provided for the internship program,
   2. recognize participation of a student in works of a scientific camp as an internship in part or in full, if the camp program corresponds to the requirements specified in the educational program for given internships,
   3. release a student from specific internships, recognizing work performed by the student as internships, if its nature fulfils the requirements in terms of obtained outcomes provided for in the internship program,
   4. dismiss a student from internships in the event of the student’s violation of the employer’s work regulations,
   5. refuse to give credit for the internship, if the student failed to fulfil the established conditions for completing and passing the internship,
   6. establish another form of internships in the case of disabled persons for whom their disability prevents them from completing it in the generally assumed form.
3. In relation to a student who failed to complete his/her internship, provisions of § 23 sec. 1 and § 26 sec. 2 item 2 and 3 shall apply respectively.

**IX. REMOVAL FROM THE LIST OF STUDENTS**

§ 26

* 1. The dean shall remove a student from the list of students in the case of:
  2. failure to undertake studies, i.e. in particular:
     1. unjustified failure to take the oath by the person admitted to the studies by the end of the first full week of classes, or
     2. failure to provide the proper medical certificate (if required by separate regulations), with the option of the dean extending the deadline for submitting the certificate at the student’s written request,
  3. resignation from studies,
  4. failure to submit a diploma dissertation or take a diploma examination within the deadline, i.e. when a student who has obtained credits for all subjects and internships and has passed all the examinations included in the curriculum, failed to submit within the deadline specified in § 31 sec. 3 or sec. 5 the diploma dissertation, and in the case of artistic faculties, in addition, did not receive a positive assessment of the artistic work, or did not pass the diploma examination within the prescribed period,
  5. being punished with a disciplinary punishment in the form of expulsion from the University.
  6. The dean may remove a student from the list of students in the event of:
  7. confirmation of the lack of participation in compulsory classes, i.e. unjustified non-participation in compulsory classes provided for in the curriculum for a minimum of three weeks of classes per semester,
  8. confirmation of the lack of progress in education, i.e. documented failure to obtain credit during a semester from tests of knowledge in a given subject, provided for in the curriculum. No academic progress in a given subject is reported by an academic teacher in the manner adopted at the faculty,
  9. failure to obtain credit for the semester within the specified deadline,
  10. failure to pay fees related to studies.
  11. Removal of a student from the list of students due to his/her resignation from studies shall take place based on the student’s written request submitted to the dean.

**X. RESUMING STUDIES**

§ 27

1. Re-admission to the university of a person who has been removed from the list of first-year students takes place on the general principles of recruitment for higher education.
2. At the request of a former University student who has been removed from the list of students in the second year or higher, the dean, no later than 3 years after the date of removal, may agree for the student to resume studies from which the applicant was removed, provided that these studies are still conducted at the University, subject to sec. 7 and sec. 9.
3. When deciding on the resumption of studies, the dean determines the year and semester at which studies may be resumed, as well as the scope, manner and deadline for the student to complete compensatory courses arising from various curricula, taking into account the student’s previous achievements with ECTS credits.
4. After resuming studies, the student studies according to the current applicable curriculum. Potential changes in the curriculum oblige students to complete compensatory courses to resolve differences in curricula, regardless of previous semesters for which they received credit. The person resuming studies may complete them, if he/she achieves the same learning outcomes as other students of a given year.
5. At the request of a student resuming studies, the dean may authorize participation in some classes of the next semester and take final credits and examinations, if they do not violate the set sequence of subjects.
6. In the cases referred to in sec. 5, the dean sets a deadline by which the student is required to obtain a credit or pass the exam in a given subject.
7. Resumption of studies is not allowed in the case of persons who have been disciplinarily expelled from the University.
8. Resumption of studies in the case of a person removed under § 26 sec. 2 item 4 may take place after payment of overdue fees related to studies.
9. The dean may allow for the resumption of studies for a given person not more than twice in a given major, level and profile.
10. In special cases, the Rector may agree to the resumption of studies, also for persons whose break in studies is longer than specified in sec. 2.
11. A student removed from the list of students of long-cycle MA studies from a major where, at the time of submitting an application for resumption of studies only two-level education is offered, may resume BA studies with the dean’s consent.

**XI. LEAVES**

§ 28

1. A student may apply for:
   1. sick leave - due to prolonged illness confirmed by an appropriate medical certificate,
   2. special leave of absence:
2. for a pregnant student, for the period up to the day of birth,
3. due to important random situations, properly documented,
   1. parental leave – for a student who is a parent, upon request submitted within 1 year from the date of birth of the child, the leave is granted for a period of up to 1 year, with the proviso that if the end of the leave falls during the semester, the leave is extended until the end of this semester,
   2. special leave - for the period of referral to foreign studies.
4. A student may receive a leave in the amount of time specified as:
   1. short-term (granted to students in connection with group trips in the country or abroad, organized by the university or student organizations) for a period shorter than a semester,
   2. long-term, granted for one semester or a year (it does not apply to special leave).
5. A student of MA studies may obtain a long-term leave no more than twice, and a student of BA or supplementary MA studies once, excluding the leave referred to in sec. 1 item 2 letter a and sec. 1 item 3.
6. In the case of sick leave, a student may apply for one additional long-term leave, in addition to those listed in sec. 3.

§ 29

1. A student applying for leave shall submit a request for leave to the dean, immediately following the circumstances justifying the leave.

In the case of sick leave, the student shall additionally attach a medical certificate confirming the need to grant such leave.

1. The decision regarding leave is made by the dean, with the provision that the consent for leave referred to in § 28 sec. 1 item 2 letter a and § 28 sec. 1 item 3 cannot be refused.
2. In the case of a student completing more than one major sick leave is granted by the dean competent for the major, upon immediate notification of the dean responsible for the additional major. The sick leave granted covers all majors.
3. During the leave, excluding sick leave, the student may, with the dean’s consent, take part in some classes and take credits and examinations in these subjects.
4. If, up to the moment of applying for leave, a student has already taken certain exams, their result is taken into account after the student’s return from leave.
5. Short-term leave does not release the student from the obligation to obtain credits and take examinations in the subjects included in the curriculum on time, in accordance with the timetable of a given semester. The student, in consultation with the teacher, sets the manner and deadline for completing compensatory courses.
6. A student returning from a long-term leave is obliged to inform the dean’s office before the start of the semester.
7. A student returning from sick leave and completing a major where medical examinations are in force is required to present to the dean a medical certificate confirming his/her ability to study. In the case of incapacity to study, the student may apply for additional sick leave as referred to in § 28 sec. 4.
8. Granting long-term leave (also applies to special leave) may extend the planned date of graduation.
9. A student after the end of his/her leave studies according to the current curriculum, but cannot be treated from the point of view of the Regulations as a student repeating a year.
10. Granting leave is recorded in the student’s documentation.

**XII. BENEFITS, AWARDS AND DISTINCTIONS**

§ 30

1. A student may be granted benefits at the University on the principles set out in the Regulations for benefits for University students.
2. The conditions and procedure for granting and paying the ministerial scholarship and funded scholarships are governed by separate provisions.
3. Awards and distinctions may be awarded to the student when:
   1. he/she achieves high scientific, artistic and sporting achievements,
   2. he/she has significant achievements in the student scientific movement,
   3. he/she is active in student government or student organizations,
   4. in other recognized circumstances.
4. The student referred to in sec. 3 can be distinguished with:
   1. an award, diploma, congratulatory letter from the Rector or dean,
   2. an award funded by state institutions, scientific societies, social organizations and foundations, in accordance with the regulations applicable to these awards.
5. Detailed rules for awarding prizes and distinctions are set out in separate provisions.
6. A special form of distinction in a given academic year may be the award of the title of:
   1. the best graduate:
      1. of the faculty,
      2. of the University,
   2. the best student:
      1. of the faculty,
      2. of the University,
   3. the best athlete of the University.
7. The rules and procedure for granting the titles referred to in sec. 6, are determined by Rector and dean, respectively.
8. The dean, after consulting the dean’s council, may determine other forms of awards for students of a given faculty. The faculties cover the costs of awards with their own resources.

**XIII. DIPLOMA DISSERTATION**

§ 31

1. The diploma dissertation applies to BA, supplementary MA, and long-cycle MA studies, subject to sec. 2.
2. The diploma dissertation does not apply to the majors specified in generally applicable provisions.
3. A student is required to submit the diploma dissertation in the dean’s office in the form of a bound printout and in electronic form, and additionally an artistic work in the case of artistic majors, not later than by:
4. February 15 – in the case of studies ending in the winter semester;
5. June 30 – in the case of studies ending in the summer semester.
6. The dean, at the request of the teacher supervising the dissertation or at the student’s request, may postpone the date of submitting the diploma dissertation, in the case of:
7. a student’s long-term illness, confirmed by an appropriate medical certificate,
8. the inability to complete the dissertation within the applicable deadline for justified reasons beyond the student’s control.
9. The deadline for submitting the dissertation in the cases referred to in sec. 4 may be moved not more than three months from the dates specified in sec. 3.
10. In the event of a prolonged absence of the teacher supervising the diploma dissertation, which could affect the delay in submitting the dissertation by the student, the dean is obliged to appoint a person to assume supervise the dissertation. A change of the teacher who supervises the dissertation in the last 6 months before the date of graduation may constitute the basis for extending the deadline for submitting the diploma dissertation, on the principles set out in sec. 4.
11. Postponing the deadline for submitting the diploma dissertation extends the period of graduation.
12. The number of copies of the diploma dissertation in the form of a printout and the number of artistic works in artistic fields shall be determined by the dean.

§ 32

1. A student shall prepare a diploma dissertation or artistic work under the supervision of an authorized academic teacher. Such rights are held by an academic teacher with the academic title of professor or holding the academic degree of habilitated doctor. In justified cases, the dean, after consulting the dean’s council, may authorize an academic teacher with the academic degree of doctor to supervise the diploma dissertation or artistic work.
2. The diploma dissertation should contain a title page, abstract and table of contents in Polish, as well as a title page and summary in a major foreign language.
3. The diploma dissertation may be written in one of the world languages, with the dean’s consent. The title page, abstract and table of contents in Polish should then be included in the presented dissertation.
4. In the case of studies conducted in a foreign language, the consent referred to in sec. 3 is not required if the dissertation is written in the language of lectures. The principle of translating the title page of the work, preparing an abstract and table of contents in Polish is binding.
5. If organizational reasons allow for it, the student shall have the right to choose an academic teacher under whose supervision he/she intends to complete a diploma dissertation or artistic work. The provision of § 6 sec. 4 shall apply accordingly.
6. Dissertation topics determined by the council of the institute or department (head of the independent institution) and approved by the dean should be announced and selected by students:
7. BA studies - one year before the date of graduation,
8. long-cycle MA studies - no later than 1.5 years before the date of graduation,
9. supplementary MA studies – in the first semester.
10. At the student’s justified request, after consulting the previous supervisor, the dean may agree to change the person supervising the diploma dissertation or artistic work.
11. When determining the topic of the diploma dissertation, a student’s scientific, professional and artistic interests as well as staff and organizational capabilities of the University should be taken into account.
12. A diploma dissertation may be deemed to have been created as part of a student research movement if the student’s individual contribution to the preparation of the dissertation is significant and determinable.
13. All written diploma dissertations prepared at the University are subject to anti-plagiarism verification, subject to art. 76 clause 6 of the Act.
14. Copyrights to the diploma dissertation are regulated by separate provisions.
15. A student may submit a declaration of consent to the University providing access to a diploma dissertation for the purposes of scientific and research or didactic activities, according to a formula established at the university by separate provisions.

§ 33

1. The diploma dissertation shall be evaluated by the supervisor and reviewer and, additionally at artistic majors, the artistic master of the work shall be evaluated by the supervisor and reviewer of the work. The reviewer of the work is appointed by the dean from a group of academic teachers in a given field. Such authorizations are held by an academic teacher with the academic title of professor or habilitated doctor.
2. The dean may appoint an academic teacher holding a doctoral degree as a reviewer of the work.
3. In the case of supervising a diploma dissertation or artistic work during long-cycle MA studies and supplementary MA studies by an academic teacher holding a doctoral degree, the dean shall appoint an academic teacher holding the academic title of professor or the academic degree of habilitated doctor as a reviewer of the work.
4. In the event of discrepancies in the evaluation of the diploma dissertation or artistic work, the dean shall decide about the admission to the diploma examination, after consulting the second reviewer appointed from among the authorized persons.
5. If the second reviewer’s evaluation is also negative, the dean shall direct the student to repeat the semester, and a negatively evaluated dissertation cannot be the basis for graduation.

**XIV. DIPLOMA EXAMINATION**

§ 34

1. The diploma examination applies to long-cycle MA studies, BA studies and supplementary MA studies, subject to majors for which separate provisions provide otherwise.
2. The condition of admission to the diploma examination is:
3. obtaining credit and passing examinations in all subjects and internships provided for in the curriculum,
4. obtaining at least a satisfactory grade from the diploma dissertation.
5. The diploma examination takes place before a commission appointed by the dean.
6. The rules for conducting and the scope of the diploma examination in individual majors are specified by the dean after consultation with the dean’s council. The program scope of the examination should be consistent with the curriculum (2/3 major issues and 1/3 issues related to the scope of education).
7. The diploma examination may be taken in a major language of the world , with the dean’s consent. The diploma examination protocol should then be accompanied by its translation into Polish.
8. In studies conducted in a foreign language, the consent referred to in sec. 5 is not required if the dissertation is written in the language of study. The diploma examination protocol should then be accompanied by its translation into Polish.
9. The provision of sec. 5 is not applicable in the procedure of conducting a diploma examination in the field of philology, in which neophilological scopes are implemented.
10. The diploma examination result may be considered positive if each student’s answer to a partial question is assessed as at least satisfactory.
11. Grades listed in § 18 sec. 1 are used when assessing results of the examination.
12. The diploma examination may be conducted in the form of an open diploma examination at the request of a student or supervisor, subject to sec. 11.
13. The request referred to in sec. 10 submitted by the supervisor, should be accompanied by the student’s written consent to use this form of exam.
14. The date of the diploma examination referred to in sec. 10 shall be made public, by posting information on the notice board in front of the dean’s office or by other means normally adopted at the faculty.
15. In special cases concerning students with disabilities, the diploma examination may be conducted using alternative solutions referred to in § 20 sec. 5. The provision of § 6 sec. 14 shall apply accordingly.

§ 35

1. The diploma examination should take place within a period not exceeding 3 months from the date of submission of the diploma dissertation.
2. In the event of extending the deadline for submitting the diploma dissertation, referred to in § 31 sec. 5, the diploma examination should take place not later than one month from the date of submission of the diploma dissertation.
3. The dean may set an individual date for the diploma examination for a student who has submitted the diploma dissertation before the deadlines specified in § 31 sec. 3.

§ 36

* 1. If the diploma examination is not passed, i.e. an unsatisfactory grade is obtained from the diploma examination, or in the case of an unjustified failure to take this examination within the set deadline, the dean shall set the second date of the examination as the final one.
  2. The second diploma examination may not take place earlier than after one month and not later than three months after the date of the first examination.
  3. If an unsatisfactory grade is obtained from the diploma examination, the unsatisfactory grade from the first diploma examination shall be included in the final grade of the second diploma examination as one of the elements. An appropriate annotation is placed on the examination protocol.
  4. If the diploma examination is not passed on the second date, the dean shall issue a decision on removing the student from the list of students.
  5. Resumption of studies may take place on the principles set out in § 27.

§ 37

1. Studies shall be completed after passing the diploma examination with at least a satisfactory result, excluding majors for which separate provisions provide otherwise.
2. The graduate receives a diploma of completion along with a supplement confirming obtaining appropriate qualifications with the specification of the professional title, in accordance with separate regulations.
3. The original graduation diploma shall be issued only in the Polish language.
4. The procedure for documenting education obtained is governed by separate provisions.
5. The basis for calculating the final result of studies includes:
6. the arithmetic average of grades for all examinations and credits for the evaluation of subjects not ending with an examination, obtained during the entire period of study. In the absence of a grade/grades for a subject/internship provided for in the curriculum of a given semester, or failure to enrol in a subject required for a given semester, 0 (zero) is used to calculate the grade average,
7. the final grade of the diploma dissertation,
8. the final grade for the diploma examination (for nursing and emergency medicine, the final grade for the diploma examination is the arithmetic average of the grades obtained from the theoretical and practical parts of the examination, adjusted in accordance with the principle set out in sec. 7),
9. the final grade of artistic exam (applies to artistic majors).
10. The study result consists of:
11. a total of:
12. 0.6 of the grade specified in sec. 5 item 1,
13. 0.2 of the grade specified in sec. 5 item 2, which is the average of grades from the diploma dissertation given by the supervisor and reviewer of the diploma dissertation, rounded in accordance with the principle set out in sec. 7,
14. 0.2 of the grade specified in sec. 5 item 3

- for all study levels, except for arts, medicine and veterinary medicine as well as majors of BA studies for which the curriculum does not provide for the completion of a diploma dissertation.

1. a total of:
2. 0.6 of the grade specified in sec. 5 item 1,
3. 0.2 of the grade specified in sec. 5 item 2, which is the average of grades from the diploma dissertation given by the supervisor and reviewer of the diploma dissertation, rounded in accordance with the principle set out in sec. 7,
4. 0.1 of the grade specified in sec. 5 item 3,
5. 0.1 of the grade specified in sec. 5 item 4

- for arts majors,

1. grade specified in sec. 5 item 1 - for majors for which the education standard does not provide for a diploma examination,
2. a total of: 0.7 of the grade specified in sec. 5 item 1 and 0.3 of the grade specified in sec. 5 item 3 – for majors of BA studies for which the curriculum does not provide for the completion of the diploma dissertation.
3. The final result, subject to sec. 8 is rounded to the grade according to the principle:
4. up to 3.25 - satisfactory
5. from 3.26 to 3.75 - satisfactory plus
6. from 3.76 to 4.25 - good
7. from 4.26 to 4.50 - good plus
8. from 4.51 to 5.00 - very good
9. The final result for majors for which the education standard does not provide for the diploma examination is rounded to the grade according to the principle:
10. to 3.20 - satisfactory
11. from 3.21 to 3.50 - satisfactory plus
12. from 3.51 to 4.00 - good
13. from 4.01 to 4.30 - good plus
14. from 4.31 to 5.00 - very good
15. Rounding a grade specified in sec. 7 and 8 applies to an entry in the diploma and supplement. Other certificates contain the actual result calculated in accordance with sec. 6.
16. The diploma examination commission may increase the grade referred to in sec. 6 item 1 and 2 by 0.5 if the student received very good grades from the diploma dissertation and the diploma examination (at arts majors additionally from the arts examination) and during the last two years of studies obtained an arithmetic average from credits and examinations not lower than 4.0 calculated in accordance with the principle specified in sec. 5 item 1.
17. At majors for which the education standard does not provide for the diploma examination, the dean may increase the grade referred to in sec. 6 item 3 by 0.5 if the student in the last four semesters obtained an arithmetic average from credits and examinations not lower than 4.0 calculated in accordance with the principle specified in sec. 5 item 1.

**XV. FINAL PROVISIONS**

§ 38

1. In other matters concerning the order and mode of studies, decisions shall be made by the dean.
2. The dean fulfils competences in the scope of individual decisions in student matters, including administrative matters, based on appropriate authorization of the Rector.
3. In matters exceeding the dean’s competences, specified in these Regulations, decisions shall be made by the Rector.

§ 39

1. A student shall have the right to appeal against decisions made by the dean based on these Regulations within 14 days from the day of receiving the decision.
2. The Rector’s decision shall be final.
3. The Rector may change the dean’s decision without an option to appeal.
4. The decision made in the first instance by the Rector cannot be appealed against, however a student unsatisfied with the decision may submit a request for reconsideration to the Rector.

§ 40

The current provisions shall apply to pending proceedings and to requests submitted by students before the date of entry into force of these Regulations.

Agreed on with the Student Government.