

Appendix

to Resolution No. 142 of the Senate of the University of Warsaw  
dated 18 October 2006  
on the adoption of Rules of Studies at the University of Warsaw

## **RULES OF STUDY at the University of Warsaw**

### **I. GENERAL PROVISIONS**

#### **§ 1**

1. Studies at the University of Warsaw are organized pursuant to binding provisions, and in particular:

- a) The Act of 27 July 2005: Law on Higher Education (Polish Official Journal No. 164, item 1365 as amended), hereinafter referred to as the Act;
- b) Statutes of the University of Warsaw, hereinafter referred to as the Statutes;
- c) Rules of Study at the University of Warsaw, hereinafter referred to as the Rules.

2. The Rules determine the organization and course of studies, as well as the related rights and obligations of students of the University of Warsaw.

3. The Rules apply to: first cycle students, second cycle students, and students of long second cycle studies, both full-time and part-time.

#### **§ 2**

The terms used in the Rules mean:

- 1) programme completion – fulfilling the requirements of a degree programme, except for the submission of a degree thesis and the passing of a degree examination. The date such completion is achieved falls on the day when the last of the requirements defined in the degree programme was met, exclusive of the situations provided for in § 10 item 10 and § 36 item 4, where the date such completion is achieved falls on the last day of the study term when the degree requirements were met;
- 2) didactic cycle – a credit period (academic year, semester, trimester) comprising a class session, a regular exam session, and a re-sit exam session;
- 3) dean – the head of a faculty or another university unit conducting or organizing studies, or a person to whom the dean delegated his/her powers. The dean competent for a student of simultaneous studies is the dean of the faculty identified in the agreement between the faculties running such studies;
- 4) ECTS (European Credit and Accumulation System) – the European system of transfer and accumulation of credit points, serving the purpose of assessment of the student's progress in acquiring knowledge and skills, as well as confirmation of completion of subsequent study terms. The ECTS determines the student's work load required for the completion of the curriculum, tied with learning outcomes;

- 5) study term – a part of the degree programme identified in the study plan to be completed in a specific period of time;
- 6) individual course of study – a curriculum and degree programme prepared for an individual student, pursued under the supervision of a tutor;
- 7) individual completion procedure – completion of classes or courses in a manner and time period different from those stipulated in course syllabuses and the class and exam schedules;
- 8) parent unit – a university organizational unit appointed to run all affairs of a student pertaining to the course of study and financial assistance;
- 9) limit of extra-curriculum classes – a limit of classes not required for the completion of a degree programme, determined by the appropriate faculty council and including classes accounting for no less than 10% of the number of ECTS credits required for the completion of studies;
- 10) announcement – publication of a document on the web site of the unit responsible for running the studies, or the University;
- 11) study plan – a document defining the courses and related lectures and classes as well as professional placements together with the number of hours, rules for completion, learning outcomes and the number of ECTS credits allocated to the courses and placements whose completion is prerequisite to the award of a given degree. The study plan defines the total duration of studies, identifies study terms and specifies requirements which have to be met in order to complete each of these terms. The study plan also lists other requirements which have to be met to be awarded a given degree;
- 12) study curriculum – a document containing a description of a field or a macro-field of study as well as study specialties (majors), specifying learning outcomes to be achieved by the student and stating the sequence and time frame for these outcomes to be achieved;
- 13) equivalent courses – courses whose intended learning outcomes are identical or similar and whose completion is regarded as equivalent in the clearing of a study term;
- 14) faculty council – a collective body competent for a faculty or another unit running studies. For interdisciplinary programmes or macro-field studies, the competent council is the council of the unit appointed for the organization of these studies. For simultaneous studies, the powers of the faculty council, as provided for in the Rules, are vested in the collective bodies of the units jointly running these studies;
- 15) open enrolment – the procedure of admitting students to the University, pursuant to the rules adopted by the University Senate;
- 16) internal enrolment – the procedure of admitting students to another field of study or major, or a thereof;

- 17) equivalence of study terms – recognition of a teaching curriculum offered by a unit other than the parent unit as equivalent to the teaching curriculum for a given study term at the parent unit;
- 18) visiting student – a student whose parent institution is not the University of Warsaw who pursues a part of his/her study curriculum at the University on the basis of a referral by the parent institution under an agreement between the two institutions, or a decision by the dean;
- 19) studies – pursuance of a study curriculum and degree programme defined for a given field, macro-field or multiple fields, leading to the award of one or several degrees in these fields;
- 20) simultaneous studies – studies organized and run jointly in two or more fields of study or study majors to which students are admitted simultaneously;
- 21) part-time studies – a form of studies different from full-time studies, as identified by the University Senate;
- 22) parallel studies – studies undertaken by a student in another field or fields, or as another major;
- 23) full-time studies – a form of university studies where the study curriculum is pursued by means of classes and lectures which require direct participation of academic teachers and students, in a number of hours defined by the teaching standards adopted for this form of studies;
- 24) course syllabus – a description of the subject content, learning outcomes, form and teaching methods of classes related to a course, together with a list of literature constituting the basis for its curriculum and a specification of requirements for class participation and credits award, including re-sit credits award, as well as forms and criteria of assessment;
- 25) autonomous classes – classes conducted as a separate course or a leading class in a given course, as defined by the degree programme or the course syllabus.

### **§ 3**

1. The Rector shall be the superior and tutor of the students.
2. The Rector shall be responsible for general supervision of enrolment, teaching process and course of study.

### **§ 4**

1. Specific rules of study, including the matters of the organization and course of study in the extent not regulated by the Rules, are determined by the faculty council in agreement with the competent body of the student government. In the absence of such agreement, the specific rules of study are passed by a 2/3 majority of votes of the faculty council with at least half of its members present.

2. Specific rules of study, in the extent stipulated in the provisions of the Rules, include:

- 1) rules for completion of study terms, including the award of conditional enrolment for a subsequent study term or referral to repeat a term of study;
- 2) rules for resuming studies;
- 3) rules for pursuing an individual course of study;
- 4) rules for changing the form of studies;
- 5) rules for conducting a diploma examination;
- 6) determination of the limit of extra-curriculum classes, which are free of tuition;
- 7) terms and mode of participation of extremely talented learners in classes prescribed in the course of study in the fields conforming to their talents, and the rules for the completion of these classes;
- 8) other matters stipulated in the Rules and separate provisions.

3. The faculty council shall define specific rules of study mentioned in item 2 points 1-4 no later than three months prior to the commencement of the academic year in which these rules are to be effective, and rules listed in item 2 point 5 no later than six months prior to this date.

4. The Senate may revoke provisions of the specific rules of study which are contrary to the Rules, upon a motion by the Rector or the Board of Student Government and after considering the position of the competent faculty council.

5. The dean shall:

- 1) determine the specific organization of the academic year and the organization of classes;
- 2) announce course syllabuses and the rules for the award of course credits;
- 3) announce the staffing and schedule of classes;
- 4) define rules for enrolment in classes;
- 5) determine the procedure of resignation from obtaining credits for classes, pursuant to § 23b item 2;
- 6) define the rules for excusing absences from classes;
- 7) define the rules for conducting exams and excusing absences from exams, excluding the diploma examination;
- 8) define the rules for repeating courses;
- 9) define the rules for awarding course credits based on participation in research projects, if such option is provided for by the degree programme;
- 10) define the rules for awarding credits for placements, based on their regulations;
- 11) set the rules for determining the equivalence of courses and study terms;
- 12) set the rules for determining curriculum differences when resuming studies, transferring to the University from another institution, pursuing a part of studies at another institution, changing a field or a specialty (major) of studies, or changing the form of studies;
- 13) determine the schedule of exams during an examination session;
- 14) undertake other duties stipulated in the Rules and separate provisions.

6. The dean shall perform the duties mentioned in item 5 points 2-12 no later than four months prior to the commencement of the academic year in which they are to be effective. In substantiated cases, the dean may perform them at a later date.

7. The regulations mentioned in items 2 and 5 apply to students for whom a given department is a parent unit and to other students insofar as they take classes at this faculty.

8. Rules of study at inter-university units and common units set up on the strength of Article 31 of the Act or applicable to studies conducted on the strength of Article 168 of the Act are stipulated in separate provisions.

## **§ 5**

1. The dean shall make decisions pertaining to the completion of a degree programme, unless they fall within the competence of other university bodies. In case of a student who was not assigned any parent unit, such decisions shall be made by the head of a unit identified by the Rector.

2. Upon the consent of the faculty council, the dean may delegate his/her powers – except for the power to strike a person off the list of students – to the deputy dean, the head of an institute, or the head of another organizational unit of his/her department provided these units run autonomous studies. The dean shall inform the Rector of such delegation of powers.

## **§ 6**

1. Decisions of the dean pertaining to individual student matters may be appealed against to the Rector. The Rector's decision shall be final.

2. An appeal shall be made via the body which has issued the administrative decision being challenged within the period of 14 days of its service.

3. An appeal against a decision mentioned in item 1 which is not administrative in nature shall be made via the body which has issued the decision within the period of 14 days of their announcement in the manner adopted by a given unit.

## **§ 7**

The competent bodies of the student government shall act as the representative of the students, authorized to express opinions on student matters.

## **II. TAKING UP STUDIES**

### **§ 8**

1. The terms and conditions of admission to the University are stipulated by the Act and a relevant resolution of the Senate.

2. A person admitted to the University shall acquire student rights upon matriculation and taking of the oath. The taking of the oath shall be confirmed by the person admitted in writing.

3. The terms of tuition payments shall be defined by a written agreement. The content of the agreement and the terms of its formation shall be defined by the Senate.

4. The student shall receive a student ID, which is subject to return upon the completion of studies or striking off the list of students.

5. Upon his/her motion, the student shall receive a credit book, which remains a personal property. The credit book shall not constitute the basis for documentation of the course of studies.

6. Studies at the University may be undertaken by resumption of studies. Resumptions shall be allowed from the second year of studies, or earlier if so stipulated by the specific rules of study. A student who undertakes studies by resumption is obliged to take the oath.

7. A student may be admitted to the University by transfer from another institution, provided he/she fulfills the obligations resulting from the provisions adopted by this institutions. The general terms of transfer from other institutions and the limit of admissions are set for by the faculty council and approved by the Senate. The decision on this matter shall be made by the dean.

8. The decision on resumption of studies shall be made by the dean. Resumption of studies shall be effective no sooner than from the following academic year after the strike-off date, except for the cases mentioned in items 9 and 10 and a strike-off resulting from the failure to pay the due fees. In particularly well substantiated cases, the dean may set a different resumption date.

9. A person who was struck off the list of students after the completion of a degree programme may apply for resumption of studies for the day of the diploma examination. The resumption of studies is conditional upon the submission of a degree thesis, approved by an academic teacher supervising it, within the non-extendible period of two years of the completion of the degree programme.

10. A person who was struck off the list of students after the completion of a degree programme and failed to submit a degree thesis or pass the diploma examination within two years of completion, may apply for resumption of studies in their final year. The rules defined in item 13 shall apply accordingly.

11. Resumption applies to the same studies from which the student was previously struck off, unless specific terms of studies allow otherwise.

12. Resumption of full-time studies is available exclusively to a former student of such studies.

13. The dean shall define the conditions, time period and method of making up outstanding courses resulting from differences in degree programs or study curricula by students transferring from other institutions or resuming their studies.

## **§ 9**

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

2. The choice of a field and a parent unit running a given degree programme, in accordance with item 1, shall be made in course of the open enrolment or the first year of studies, according to the criteria stipulated by a relevant Senate resolution.

3. Having completed at least the first year of studies in a given field or specialty (major), the student may apply for parallel studies by internal enrolment.

4. Studies in a parallel field may be pursued as full-time or part-time.

5. Full-time and part-time students shall have the same right to apply for parallel full-time or part-time studies.

6. The faculty council shall set the admission limits for parallel studies, separate for full-time and part-time studies. These limits are subject to approval by the Senate.

### **§ 10**

1. Change of the study field or specialty (major), or of the parent unit shall be permitted in substantiated cases upon the consent of competent deans. The dean competent for the new study field or specialty (major) shall determine the student's duties resulting from differences in curricula.

2. Having completed a study term, a student of inter-field or simultaneous studies may give up this system of studies and transfer to studies run by one of the faculties involved in running these studies. The terms of transfer shall be agreed on by the dean of the appropriate faculty and the head of the unit designated to organize these studies.

### **§ 11**

If a student changes the form of studies, the dean shall determine the student's duties resulting from differences in curricula.

## **III. STUDENT'S RIGHTS AND OBLIGATIONS**

### **§ 12**

1. Students have the right to:

- 1) participate through their representatives in the decision making process by the University's collective bodies, except for scientific councils of units which do not run studies;
- 2) participate in decision making regarding matters pertaining to the course of studies and individual student situations, in accordance with other provisions of the Rules;
- 3) make proposals regarding study curricula, degree programmes and their performance as well as other matters to the governing bodies of units conducting studies;
- 4) assess the teaching process;
- 5) address the dean on matters of their own studies.

2. Students may form student organizations, especially academic societies.

3. Students have the right to respect for their dignity by all members of the academic community.

4. In accordance with the Rules as well as resolutions of the Senate and faculty council, students, in particular, have the right to:

- 1) acquire knowledge and skills and develop interests by taking advantage of the University's full teaching offer;
- 2) participate in academic research;
- 3) take up parallel studies;
- 4) take courses required by degree programmes to which they have been admitted, including courses of higher terms than those they are currently enrolled for, as well as take other courses and receive credits for them, although priority is given to students who need to take a given course in order to complete their current study term and then to other students for whom the course is intended;
- 5) take advantage of consultations provided by academic teachers during their office hours;
- 6) pursue a part of their degree programme at another domestic or foreign institution, provided they meet the requirements set forth in separate provisions;
- 7) use the University's assistance in seeking jobs and obtaining internships or professional placements, even if they are not a part of their degree programme, or the extent defined in separate provisions;
- 8) use the resources of the University's library and IT system;
- 9) use the University's material resources, in accordance with the provisions in force;
- 10) access the information gathered in all university data bases which is relevant for awarding credits for their study terms;
- 11) access their personal data file.

5. Students shall be entitled to financial assistance, provided they meet the conditions set forth in separate provisions.

6. Specific means of ensuring the participation of disabled or chronically ill students in the University's teaching offer are regulated in a separate ordinance of the Rector.

### **§ 13**

1. Students who achieve above-average results in their academic performance or other kinds of activity may be granted awards or distinctions, in particular:

- 1) scholarships awarded by the minister competent for higher education;
- 2) awards granted by the Rector;
- 3) awards granted by the dean;
- 4) awards funded by state institutions, academic societies, public organizations, or other sponsors;
- 5) scholarships for academic or sport performance.

2. Having completed their studies, the best graduates shall be awarded a diploma with distinction in accordance with the terms stipulated in § 39 item 4.

### **§ 14**

1. Students' obligations shall comprise conduct consistent with the oaths and the Rules, and in particular:

- 1) care for the University's good reputation;
- 2) respect for the dignity of all members of the academic community;
- 3) acquisition of knowledge;
- 4) ethical obtaining of course credits and preparation of term and degree theses in a manner respectful of copyrights;
- 5) observance of the provisions effective at the University;
- 6) respect for the University's property.

2. Students shall be obligated to:

- 1) participate in classes and receive credits for them in compliance with the degree programme, as well as take exams in academic courses after having fulfilled the detailed requirements for these class, course credits or exams;
- 2) timely perform their duties to the University, including enrolment for classes, payment of due fees, and documentation of the course of study in conformity with separate provisions;
- 3) promptly notify the governing bodies of the parent unit about any change in the name, address, and other data which bear on the financial aid received;
- 4) use the allocated e-mail address at the domain assigned to the University.

3. Students shall bear disciplinary liability for disciplinary misconduct in conformity with rules defined in separate provisions.

4. (deleted)

#### **§ 14a**

Students' rights and obligations shall expire upon graduation, or being struck-off from the list of students.

### **IV. TUITION FEES**

#### **§ 15**

1. Fees for university courses may be charged for:

- 1) classes offered in part-time studies;
- 2) classes offered in full-time studies which are taught in a foreign language;
- 3) repetition of classes, in all forms of studies, for which no credit was awarded, including elective classes specified in a degree programme, even if the student has changed them;
- 4) classes not specified in a degree programme for a given study term, if the student enlisted but has not been awarded a credit;
- 5) classes not specified in a degree curriculum and exceeding the limit of tuition-fee free extra-curriculum classes;
- 6) supplementary development courses.

2. The amounts of fees are determined by the Rector upon motions from appropriate faculty councils and after consulting the competent bodies of the student government.

3. The Rector shall announce the fee amounts no later than six months prior to the commencement of the academic year. The amounts of fees for first year courses are announced no later than six months before the start of the period when candidates submit documents.

4. With respect to courses related to the field or specialty (major) of studies offered by a given faculty, the limit of classes not included in the degree programme mentioned in item 1 point 5 shall be determined by the faculty council, and the limit of other classes shall be set by the Senate. These limits are announced no later than half a year prior to the commencement of the academic year to which they apply. Classes of higher study terms than the one for which the student is registered which are included in his/her degree programme are not treated as falling within the above limit.

5. Deadlines and methods for the payment of the fees are set by faculty councils, except that the total or the first installment of the fees mentioned in item 1 points 1-3 and 5-6 are to be paid prior to the beginning of the semester or trimester when these studies or classes will be given. Fees for classes defined in item 1 point 4 are to be made within two weeks of the end of the semester or trimester when these classes or related to them exams or final assessments were given.

## **V. ORGANIZATION OF STUDIES**

### **§ 16**

1. The organization of the academic year into semesters or trimesters with identified class and exam sessions, as well as the dates of foreign language certification exams shall be determined by the Rector after consultation with competent student government bodies no later than by the 1<sup>st</sup> of February of the preceding academic year.

2. The specific organization of the academic year shall be determined by the competent dean after consultation with competent student government bodies no later than by the 1<sup>st</sup> of March of the preceding academic year.

3. The decisions regarding the organization of the academic year mentioned in item 2 may not apply to irregular classes, in particular those conducted by visiting professors.

### **§ 17**

1. Studies are run according to study curricula and study plans. Their amendments shall be introduced by resolutions of faculty councils after consultation with the student government, in conformity with the guidelines adopted by the Senate.

2. Study curricula and study plan shall be announced no later than half a year prior to the commencement of the academic year.

3. The dean shall announce the staffing and schedule of classes, as well as syllabuses of courses offered in a given study cycle.

4. On the basis of the offer of classes submitted by faculties, which is mentioned in item 3, the Rector shall prepare information about classes offered at the University in a given didactic cycle and announce it prior to class enrolment.

5. Enrolment for classes in each semester or trimester shall take place in two rounds. After the first round of enrolment, classes whose start is not expedient due to insufficient number of registered participants shall be withdrawn from the class offer. The modified offer shall be announced no later than two weeks before the start of classes. Students cannot change their enrolments after the beginning of the academic year, unless the faculty council decides otherwise.

6. The enrolment schedule shall be announced by the Rector no later than by 1<sup>st</sup> February of the preceding academic year.

6a. (deleted)

7. The first round of enrolments in physical education classes takes place within two weeks prior to the beginning of a given semester.

8. The schedule of exams in an examination session shall be announced by the dean after consultation with student government bodies no later than one month prior to the beginning of the session.

9. In case of interdisciplinary studies, the arrangements for the organization of classes shall be determined in the agreements concluded by the head of the unit designated to organize these studies with the deans of the faculties which participate in their running.

## **§ 18**

Classes, tests of achievement and proficiency, and other forms of obtaining course credits may be conducted in a foreign language. The degree thesis may be written in a foreign language and the diploma examination may be held in a foreign language as well. Obligatory classes given in a foreign language are listed in the study plan.

## **§ 19**

1. Conducting graduate thesis seminars and supervising graduate theses being written outside those seminars shall be entrusted to the academic teachers holding at least a post-doctoral degree. The faculty council may authorize a teacher holding a doctoral degree to conduct a graduate thesis seminar in a given didactic cycle. This principle applies also to the supervision of a graduate thesis written outside a degree seminar.

2. Academic teachers holding at least a doctoral degree shall have the right to give lectures, conduct undergraduate thesis seminars, supervise undergraduates' theses and teach other autonomous classes, with the exception of master-degree seminars, as well as examine students. Teachers holding a second cycle (magister) degree may conduct the above classes and exams upon the authorization by the faculty council. Such authorization shall apply to a specific class and be valid for one didactic cycle. The proportion of autonomous classes conducted by persons holding

second cycle (magister) degrees cannot exceed 10%. A higher number shall be subject to the Rector's approval.

3. A faculty council may delegate its powers in the area of conducting classes, referred to in items 1-2, to an institute council, provided this institute conducts autonomous classes.

4. Foreign language courses and exams shall be conducted according to the rules adopted by the Senate.

## **§ 20**

1. The dean shall appoint a tutor for a student pursuing an individual course of study and approve an individual study programme. The individual study programme must conform to the requirements resulting from the teaching standards (core curriculum) defined on the basis of the Act.

2. The dean of interdisciplinary studies shall appoint a tutor for a student pursuing this type of studies. The student and his/her tutor jointly determine a study programme and teaching curriculum for the following study cycle. The degree programme and the teaching curriculum are subject to the approval by the dean of the interdisciplinary studies, after consultation with the dean competent for the field.

## **§ 20a**

For disabled students and long-term ill or convalescent students, as well as in other substantiated cases, the dean may set an individual procedure for obtaining course credits and taking exams, without breaching the duties resulting from the pursuance of the study programme.

## **§ 21**

Where necessary, the dean may appoint a tutor for a specific group of students.

## **§ 22**

1. A student may pursue a part of the study curriculum at another domestic or foreign institution, particularly under agreements or programmes to which the University is a signatory.

2. The rules of referring the University's students to studies at another institution and of studying there, as well as the rules of admitting students of other institutions to study at the University are regulated by separate provisions.

3. The study curriculum for a student undertaking studies outside the University shall be determined individually by the exchange supervisor/tutor and approved by the dean. The curriculum determines the period of studies for which the student is being referred to the other institution and a list of courses to be completed or a number of ECTS credits to be obtained there.

4. The procedure for the appointment of an exchange tutor shall be determined by the faculty council in the specific rules of study.

5. The study curriculum, determined in accordance with item 3, ensuring the completion of a study term provided for in the degree programme at the University shall be treated as its equivalent and shall constitute a basis for awarding credits for the study term pursued at another institution.

6. If, due to differences in curricula between the study programmes offered at the University and at the institution to which a student was referred, the condition defined in item 5 has not been met, the dean shall determine courses supplementing these differences as well as the time limits for obtaining credits for them. Meeting these conditions shall result in receiving credits for the given study term.

7. The rules for determining the equivalence of courses taken during exchange programmes with other universities shall be set by the dean.

8. In special cases, the dean may, upon a student's request, consent to the pursuit of a part of the study programme at an institution with which no student exchange agreement has been made. The provisions of items 207 shall apply accordingly.

### **§ 23**

1. Classes conducted for the given studies shall be available to other students, if they meet the requirements regarding participation in these classes and if, applying the principles of priority defined in § 12 item 4 point 4, there are places available. These classes shall be available free of charge as part of the limit of classes determined by the Senate or faculty council, or for a fee outside that limit, pursuant to § 15 item 4.

2. The classes identified in item 1 shall be available to visiting students of other institutions, including students of foreign institutions, according to the rules defined in separate provisions.

3. In special circumstances, if provided by the rules in force at the unit conducting the studies, the classes referred to in item 1 may be made available to other persons, who are not students of the University, for a fee. Such cases shall be determined by the dean.

### **§ 23a**

The course of study shall be documented in the course credits protocols and on student transcripts of records in the form of signed printouts of electronic data. The documentation of studies shall also include a degree thesis in paper form and in an electronic form on a data carrier.

## **VI. AWARDING COURSE CREDITS**

### **§ 23b**

1. Obtaining credits for academic courses shall be conditional on enrolling in these courses in compliance with the study programme and rules of these enrolments, if so required by the specific rules of study.

2. Student shall be obligated to obtain credits for all the courses in which they have been enrolled in a given study cycle:

- 1) subject to a condition that the class times and terms of obtaining credits have not been changed, where any such change shall entitle the student to give up the class upon notifying the dean within 14 days of the occurrence of the new situation ;
- 2) with the reservation of a situation where the student has executed the right to resign from obtaining credits in a given course, submitted no later than on the last day of classes in the semester when this course is offered, unless the specific rules of study stipulate otherwise. In course of study, first cycle and second cycle students are entitled to execute this right once, while students of long second cycle programmes are entitled to execute this right twice.
- 3) with the reservation of classes listed in § 15 item 1 point 4.

## **§ 24**

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

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

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

excellent	- 5
very good	- 5
good plus	- 4.5
good	- 4
satisfactory plus	- 3.5
satisfactory	- 3
unsatisfactory	- 2

4. The rules for converting grades received when obtaining credits for a part of the curriculum pursued at another institution into ECTS points shall be determined by the Rector.

5. (deleted)

6. A student who failed to obtain a credit for a course taken in a given didactic cycle may re-take it no more than once, unless the faculty council has resolved that the course can be re-taken more than once.

## **§ 25**

1. There shall be two exam dates for a given course in one didactic cycle. These dates fall, respectively, during the main exam session and the re-sit exam session determined for the didactic cycle in which a given course is offered.

2. The student shall have the right to take an exam at a date preceding the exam session according to the rules set by the faculty council.

3. A student may take an exam in a given course during the re-sit exam session, if he/she has not previously taken the exam in that course or received an unsatisfactory grade. The faculty council may resolve that the right to examination during the re-sit session be granted to students who have previously received a positive grade in the course.

4. Admission to an exam in a given course may be conditional on receiving credits for classes which make up this course or meeting other terms defined in the course syllabus.

5. Unexcused absence at an examination shall result in the loss of one exam date.

6. In case of absence at an examination which is excused by the dean, in particular when the absence was caused by an illness or another exam, the student shall have a right to an additional exam date.

7. The student who is taking an examination or another test shall be obligated to show an identification card upon request.

8. The student shall have the right to access to his/her graded exam or credit paper and to receive a justification for the grade awarded.

## **§ 26**

1. Within seven days of the date when classes were terminated or credit results announced, in case of objections to the form of the credit award or impartiality in the grade award, the student shall be entitled to appeal to the dean, who may resolve that the student's result be verified by a board.

2. Within seven days of the date of an examination, in case of objections to its form or conduct, the student shall have the right to apply to the dean for an exam before a board. In case of objections to the impartiality of exam grading, the right to apply for an exam before a board shall be exercisable within seven days of the date on which the exam results were announced. The dean shall decide whether an exam before a board is to be held.

3. In substantiated cases, the dean may order an examination before a board on his/her own initiative, upon a motion by the examiner or a body of the student government.

4. The verification of a student's results by a board, which forms a basis for awarding credits for course performance, shall take place within 14 days of the date when the application was submitted. An examination by a board shall take place within 14 days of the date when the student's application was submitted.

5. An examination by a board or verification by a board of a student's course performance shall be conducted by a board composed of: the dean as the chairperson, or an academic teacher authorized by the dean and two specialists in the subject area covered by the examination or in a related area. The academic teacher who awarded the grade being verified in the procedure may participate in the exam by a board as an observer. Upon the student's request, a representative of

the student government or an academic teacher chosen by the student may join the examination board as observers.

6. The grade obtained as a result of an exam by a board or credit verification by a board shall replace the grade challenged.

### **§ 27**

The faculty council may determine the maximum number of equivalent courses or ECTS credits obtained as credits for equivalent courses, which will form a basis for awarding credits for a study term or the entire study curriculum. This applies in particular to parallel studies.

### **§ 28**

A student who participates in a research project may, upon a motion by an academic teacher supervising the project, be exempt from participation in some classes in the course to which the project is thematically related. Credit awards and exemptions shall be subject to the rules determined by the dean.

### **§ 29**

1. A student who has been referred to study at another institution based on an individual study curriculum shall be obligated to obtain credits for courses and pass exams according to the curriculum, in compliance with the rules of the host institution.

2. Grades for examination and course performance referred to in item 1 shall be included in credits awarded for completion of study terms at the University after conversion to the grading scale defined in § 24 item 1, pursuant to separate provisions.

## **VII. AWARDING CREDITS FOR STUDY TERMS**

### **§ 30**

1. The credit period for a study term may be a semester, a trimester, or an academic year. The faculty council shall determine credit periods for particular fields, majors or forms of study.

2. All courses identified by the student as belonging to a given study term shall be considered while awarding credits for that term, regardless of the study cycle in which credits for them have been obtained, provided the student has not used them to obtain credits for another study term or studies, with the reservation of § 27.

3. Meeting all the requirements stipulated in the degree programme for a given term shall result in obtaining credits for that study term.

4. A student who has failed to meet all the requirements stipulated in the study programme for a given term may be conditionally awarded credit for that term and be registered for the next term. Specific rules for conditional credit award shall

be set by the dean on the basis of specific rules of study. The right to conditional credit award shall not apply to students in their last study term.

5. Referring students to repeat a study term shall take place in cases other than those listed in items 3 and 4, with a reservation that the referral does not apply to first year students or students who had already been referred to repeat a given study term, unless the specific rules of study stipulate otherwise.

6. Conditional registration for the subsequent term of study or repeating a term of study shall obligate the student to re-take the courses for which he/she failed to obtain credits.

7. The conditional award of credits and repeating of a study term shall not limit the student's right to participate in selected classes, according to the rules defined in § 12 item 4 point 4.

8. The dean may strike a student off the list of students in case of:

- 1) failure to take up studies or resignation from studying;
- 2) failure to submit a degree thesis in the period defined in § 35 item 1, or take the diploma examination by the end of the final study term;
- 3) punishment by the disciplinary penalty of expulsion from the University.

9. The dean may strike a student off the list of students in case of:

- 1) confirmed lack of progress in learning, and in particular - failure to obtain credits for a given study term unconditionally more than once;
- 2) failure to obtain credits for a semester or an academic year in the time period specified;
- 3) failure to make due payments.

10. Students may appeal against the decisions mentioned in items 8-9 to the Rector via the competent dean within 14 days of receiving the decision. The Rector's decision shall be final.

### **§ 31**

1. The final grade in a course shall be calculated as an arithmetic mean of the grades received on both exam dates if the student took the exam twice, rounded off to two decimal places.

2. The average grade for a study term shall be calculated as an arithmetic mean of the final grades received in all courses comprising the degree programme for a given term, with the reservation of § 26 item 6, rounded off to two decimal places. If the degree programme for a given term provides for elective courses and the student received credits for more courses than the programme requires, the final grades considered while calculating the grade average shall be those indicated by the student, with the reservation of item 6. The grade obtained in a foreign language certification exam shall not be included in the grade average.

3. In calculating the average, all missing grades shall be treated as 2.0 if the absence of the grade resulted from:

- 1) failure to obtain credit for a course for which the student was enrolled in a given study term, with the reservation of § 23b item 2 point 2;

- 2) failure to enroll for a course required in a given term;
- 3) failure to enroll for an elective course with a required number of ECTS credits, in which case the missing credits are assigned a set number of credits based on the degree programme.

4. The average grade for several study terms shall be calculated in accordance with items 2-3, taking into account the grades considered while calculating the average for all the terms included in these calculations.

5. The average grade for the entire studies shall be calculated in accordance with item 2, taking into account the final grades considered while calculating term averages, as well as grades for other, extra-curriculum courses for which the student obtained credits and which he/she identified as included in the degree programme for which the grade average is being calculated.

6. A course identified by the student for the purpose of obtaining credits for a study term or the entire studies shall be a course which has not been considered while awarding credits for studies in another field, unless the dean decides otherwise.

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

### **§ 32**

1. The dean may grant a student the following types of leave:

- 1) sick leave, due to sickness or disability;
- 2) parental leave, due to the birth of a child;
- 3) research leave, for the pursuit of other studies at the University, studies at another institution, or research;
- 4) compassionate leave in other, substantiated circumstances.

2. Students shall be granted sick leave for the period of sickness, treatment or rehabilitation which exclude continuation of studies or render it considerably difficult. The decision to grant a sick leave shall be made by the dean based on medical documentation or an opinion of the Disabled Persons Office.

3. Students may be granted research or compassionate leaves upon having obtained credits for at least the first year of studies and for a period of up to one year. The next leave may be granted after obtaining credits for another year of studies. In substantiated cases, the dean may determine the term or duration of a leave otherwise.

4. During the leave, the student shall retain student rights. The rules for granting financial assistance during the period of leave are stipulated by separate provisions.

5. The student's return to studies after a leave shall be subject to the rules defined by the dean. § 8 item 13 shall apply accordingly.

6. Granting of a leave shall postpone the date of the scheduled completion of studies.

## **IX. COMPLETION OF STUDIES**

### **§ 33**

1. Having completed an first cycle programme and submitted an undergraduate's thesis, if so stipulated in the study programme, as well as having passed the first cycle-degree examination, the student shall be conferred a degree of licencjat.

2. (deleted)

2. Having completed a second cycle degree programme or a long second cycle degree programme as well as having submitted a graduate's thesis and passed a second-cycle degree examination, the student shall be awarded the degree of magister.

3. The completion of studies shall take place on the day the degree exam has been passed.

### **§ 34**

1. The diploma thesis shall be prepared by the student under the supervision of an authorized academic teacher.

2. The diploma thesis must be prepared independently, meet the formal and content-related requirements relevant for a given field and specialty (major ) of study, set by the faculty council, and be submitted in print and in an electronic form in accordance with the standards defined in separate provisions.

3. A degree thesis may be written jointly by several students, provided each co-author's contribution is clearly specified. The rules in this respect shall be defined by the faculty council.

4. The rules for the assessment of the diploma thesis shall be set by the faculty council.

5. The diploma thesis shall be assessed by the teacher supervising its preparation and one reviewer. The reviewer shall be appointed by the dean. The grading scale defined in § 24 item 2 shall be applied.

6. If the reviewer has negatively assessed the diploma thesis, the dean shall appoint another reviewer. If the second reviewer has awarded a positive grade, the student's admission to the diploma examination shall be decided by the dean. If the second reviewer has awarded a negative grade, the thesis cannot form the grounds for the completion of studies.

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

### **§ 35**

1. The diploma thesis should be submitted no later than one month before the scheduled date of completion of studies, unless specific study rules provide otherwise. The specific date of thesis submission is stipulated by separate provisions.

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

- 1) long-term sickness of the student, confirmed by medical documentation or an opinion of the Disabled Persons Office;
- 2) inability to prepare a diploma thesis by the deadline due to well-grounded reasons beyond the student's control.

3. If there have occurred reasons on the part of the thesis supervisor which may result in a delay in the submission of the thesis, the dean, upon the student's request, shall appoint an academic teacher who will take over the task of supervising the thesis. A change of the thesis supervisor during the last six months before the date of the completion of studies may constitute grounds for extension of the deadline for thesis submission in compliance with the rules defined in item 2.

### **§ 36**

1. The student who failed to submit a diploma thesis by the deadline stipulated in § 35 item 1, with the reservation of § 35 item 2, shall be struck off the list of students.

2. The student who submitted a diploma thesis after the deadline set in item 1 but before the lapse of two years of completing the study programme shall be obligated to resume studies in order to take the diploma examination in accordance with § 8 item 9.

3. In the event this period is exceeded, the diploma examination may only be taken after prior resumption of studies according to the procedure defined in § 8 item 10.

4. The student who submitted a diploma thesis two or more years after completing the study programme shall be obligated to make up differences in the curricula, if the curriculum or degree programme effective in the year when he is taking the diploma examination differ from those in force at the time when he/she was struck off the list of students. The provision of § 8 item 13 applies accordingly.

### **§ 37**

1. Admission to the diploma examination shall be conditional upon:

- 1) completing all degree courses;
- 2) obtaining the final grade of at least 3.0 on the diploma thesis, if such thesis is provided for in the study programme, with the reservation of § 34 item 6.

2. The diploma examination shall be held no later than within three month of submission of the diploma thesis, with the reservation of item 3.

3. If the diploma thesis was submitted at least one month before the scheduled date of the completion of studies, the diploma examination shall be held no later than on the day preceding the scheduled date of completion of studies.

4. The diploma examination shall be held by a board appointed by the dean and composed of at least three persons: the dean or deputy dean as the chairperson, the thesis supervisor and the reviewer, where at least one of these persons shall hold a post-doctoral degree.

5. The dean may entrust chairing the second cycle degree examination board to another academic teacher holding at least a post-doctoral degree, and chairing the first cycle degree examination board to a teacher holding at least a doctoral degree.

### **§ 38**

1. The result of the diploma examination shall be expressed as a grade, listed in §24 item 2.

2. If a student was awarded an unsatisfactory grade on the diploma examination or failed to take it without an excuse, the dean shall set another examination date as the final one.

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

4. If the student failed to pass the diploma examination on the second date or failed to take it, the dean shall strike him/her off the list of students.

### **§ 39**

1. The base for the calculation of the final result of studies shall be comprised of the following:

- 1) the average of examination grades and final grades in courses not ending with an exam, calculated in accordance with § 31 item 6;
- 2) the final grade received for the diploma thesis, if provided for in the degree programme, calculated in accordance with § 34 item 7;
- 3) the final grade on the diploma examination, calculated in accordance with § 38 item 3.

2. If the degree programme provides for the submission of a diploma thesis, then the final result of studies shall be the total of the following, rounded off to the second decimal place:

- 1) for first cycle studies and long second cycle degree studies: 0.7 of the grade referred to in item 1 point 1, 0.2 of the grade referred to item 1 point 2, and 0.1 of the grade referred to in item 1 point 3;
- 2) for second cycle studies: 0.5 of the grade referred to in item 1 point 1, 0.4 of the grade referred to in item 1 point 2, and 0.1 of the grade referred to in item 1 point 3;
- 3) for first cycle studies where the submission of a thesis is not required: 0.7 of the grade referred to in item 1 point 1 and 0.3 of the grade referred to in item 1 point 3.

3. The final result of studies shown on the diploma of completion of university studies shall be entered in accordance with this rule:

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

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

- 1) have completed their studies within the time period determined by the degree programme or the time periods defined in § 32 item 6 and § 35 items 2 and 3;
- 2) have obtained the average grade of over 4.6 on all exams and courses not ending with an exam;
- 3) have been awarded the grade of 5.0 on the diploma thesis and at least a very good grade on the diploma examination;
- 4) have not violated the principles included in the oath.

5. The diploma with distinction shall be conferred by the faculty council, The Rector or the dean may grant a financial award in connection with the award of the diploma with honors.

#### **§ 40**

1. The graduate shall receive a diploma of completion of university studies with a degree of licencjat or magister and a diploma supplement at a date set by the dean but no later than four weeks after the date of the diploma examination. A diploma with distinction shall be issued within four weeks of the relevant resolution by the faculty council, adopted at the first session convened after the date of the diploma exam.

2. The diploma supplement mentioned in item 1 shall contain information about the courses completed in course of studies and the grades earned. Upon the student's request, the supplement may be issued in the English language, pursuant to separate provisions. In case of part-time studies whose teaching curriculum and degree programme are the same as those of full-time studies, the supplement shall contain information about the compliance of the programme of the studies completed with the curriculum and degree programme of the full-time studies.