

**RESOLUTION NO. 96**  
**of the Senate of West Pomeranian University of Technology in Szczecin**  
**of 25 April 2022**

**on Study Regulations at West Pomeranian University of Technology in Szczecin**

Pursuant to Art. 28(1) of the Act of 20 July 2018 The Law on Higher Education and Science (consolidated text Journal of Laws of 2022, item 574, as amended):

**§ 1.**

The Senate of West Pomeranian University of Technology in Szczecin resolves, in compliance with Art. 75(3) of the Act of 20 July 2018 Law on Higher Education and Science, the Study Regulations at West Pomeranian University of Technology in Szczecin, constituting an annex hereto.

**§ 2.**

From 30 September 2022,

- 1) the following shall no longer be valid: Resolution no. 31 of the ZUT Senate of 26 April 2019 on resolving of the Study Regulations at West Pomeranian University of Technology in Szczecin as well as the amending resolutions:
  - a) Resolution no. 79 of the ZUT Senate of 28 June 2019,
  - b) Resolution no. 75 of the ZUT Senate of 27 April 2020,
- 2) Resolution no. 103 of the ZUT Senate of 31 May 2021 on the Study Regulations at West Pomeranian University of Technology in Szczecin shall be revoked.

**§ 3.**

The resolution comes into force on 1 October 2022.

pp. Chairman of the Senate

dr hab. inż. Krzysztof Pietruszewicz, prof. ZUT  
Vice Rector for Organisation and University Development

# **STUDY REGULATIONS**

## **IN West Pomeranian University of Technology in Szczecin**

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## Definitions used in the Regulations

**education cycle** – the full nominal duration of the curriculum in a given field, level, profile and form of study for a given group of students, aimed at achievement of all the specified learning outcomes for that group of students;

**cycle of classes** – the time of completion of curriculum within a given class or group of classes ending on the last day of the examination session, immediately following the completion of classes;

**administrative decision** – administrative act issued in the manner specified in the provisions of the Code of administrative proceedings and Law on higher education and science act, taken in an individual student's case;

**formal education** - education carried out by public and private schools and other entities in the education system, universities and other entities of higher education, within the curricula leading to obtaining full qualifications, qualifications granted upon completing postgraduate studies or professional qualifications;

**non-formal education** – education and training carried out within the curricula which do not lead to obtaining qualifications awarded in the formal education process;

**learning outcomes** – knowledge, skills and social competence acquired in formal and non-formal education;

**form of studies** – full-time or part-time studies;

**form of classes** – lectures, auditorium exercises, laboratory exercises, project exercises, field exercises, foreign language classes, conversation classes, seminars, diploma seminars, workshop classes;

**individual organization of studies** - the way in which an individual course/module of study is organised for one semester and the timing and method of verification of the learning outcomes (examinations, passes) provided for in the programme of study concerned;

**individual study programme** – a study programme designed for a given student including a list of courses/modules necessary to achieve the expected learning outcomes in a given field of study;

**individual interdisciplinary studies** - the programme with a curriculum developed individually for a given student; a solution for organizing the studies in a way which enables the student to obtain a diploma of completion of studies in more than one field;

**field of study** - a separate part of one or more disciplines implemented at the university in a manner specified by the curriculum;

**qualifications** - a set of learning outcomes in terms of knowledge, skills and social competence acquired in formal education, non-formal education or through informal learning, in line with the requirements for a given qualification, whose achievement has been verified by means of validation and formally confirmed by an authorized certification body;

**course module** - a thematically coherent and separate unit of the curriculum carried out during one semester, having specific objectives and learning outcomes; it may comprise several courses;

**academic teacher responsible for the classes/course module** - an academic teacher who conducts lectures within the given forms of classes. If there are several lectures or no lectures among the forms of classes belonging to classes/course module, the teacher responsible for the classes/course module shall be appointed by the dean from among the teachers conducting the forms of classes belonging to these courses;

**obligatory form of classes** - a form of classes which the student is obliged to participate in;

**weighted average grade for classes/course modules (studies)** - calculated grade determined to two decimal places, upon the following correlation:

$$X_s = \frac{\sum_{i=1}^m w_i X_i}{\sum_{i=1}^m w_i}$$

where:  $X_s$  – weighted average,

$X_i$  – assessment of a given component (in the case of calculating the weighted average for studies - assessment for classes/course module),

$w_i$  – weighting factor of the component (in the case of calculating the average weighted for the studies, the weighting factor is ECTS points assigned to given classes/course module)

$m$  – number of components

**confirmation of the learning outcomes achieved in the process of learning outside of the system of studies** - a formal process of verification of the acquired learning outcomes carried out at the University and leading to the definition of the programme of studies for a given student;

**level of education** - first degree studies, second degree studies or uniform master's studies;

**study profile** - practical profile or general academic profile;

**practical profile** - a profile of the curriculum including modules of classes aimed at acquisition of practical skills and social competences by the student, carried out based on the assumption that more than half of the curriculum specified in ECTS points covers practical classes forming these skills and competences, including the skills obtained during the workshop classes conducted by persons with professional experience gained outside the University;

**general academic profile** - a profile of the curriculum including modules of classes related to scientific research conducted at the university, carried out on the assumption that more than half of the curriculum specified in ECTS points includes classes aimed at acquisition of in-depth knowledge by the student;

**curriculum** - a set of interrelated classes/course modules, their contents, learning outcomes and methods of verifying these outcomes, subordinated to common educational goals. The forms of educational activities, their hourly dimension, applied didactic tools and ECTS points determining the student's workload in the process of obtaining learning outcomes are assigned to individual classes/courses modules;

**ECTS credits** - credits defined in the European Credit Transfer System as a measure of student's average workload, necessary to achieve the assumed learning outcomes;

**year of study** - the time of realization of the curriculum corresponding to two semesters of student's education. For students starting their studies in the winter semester, the year of study corresponds to the academic year. For students beginning studies in the summer semester, the study year consists of the summer semester of a given academic year and the winter semester of the following academic year;

**program differences** – classes/modules of study specified by the dean which the student is required to complete additionally due to transfer from another higher education institution, change of faculty, field of study, form of study, change of study programme, or resumption of study in order to make up for deficiencies as compared to the existing study programme;

**student** - a person studying at West Pomeranian University of Technology in Szczecin;

**dual studies** - a practical higher education course, conducted with the participation of employers, on the basis of an agreement between the employers and the University;

**studies in the points system** - a programme in which student's achievements are accounted for on the basis of the accumulated number of ECTS points. ECTS credits earned in subsequent semesters are aggregated. Study programmes in a given field of study specify the number of ECTS points assigned to particular classes/course modules and their forms.

$S_n$  - number of ECTS points accumulated by a student in semester  $n$ , according to the curriculum in that semester,

$P_n$  – number of ECTS points accumulated by the student from the first semester to semester  $n$  inclusive;

**studies** - first-cycle, second-cycle, or single master's degree studies conducted by the University;

**first-cycle studies** - a form of education for which candidates holding a certificate of maturity are accepted, ending with obtaining a first-cycle qualification;

**second-cycle studies** - a form of education for which candidates holding first degree qualifications are accepted, ending with obtaining second degree qualifications;

**uniform master's degree studies** - a form of education for which the candidates holding a certificate of maturity are accepted, ending with obtaining a second-degree qualification;

**the act** - the Act of 20 July 2018 - Higher Education and Science Law (consolidated text: Journal of Laws of 2021, item 478, as amended).

**credit for classes/course module** - obtaining all learning outcomes assumed in the curriculum of the given classes/course modules, confirmed by a positive grade for all their forms or passing the exam(s) by the student;

**classes (subject)** - a unit of the curriculum (or a course module), carried out during one semester, having the objectives and learning outcomes assigned, consisting of at least one form of classes;

**elective courses** - classes included in the study plans of a given field of study, carrying out of which (the so called "launch") depends on the course being chosen by a group of students.

## **Chapter 1.**

### **General provisions**

#### **§ 1.**

1. These regulations define the organization of studies and the related rights and obligations of a student at West Pomeranian University of Technology in Szczecin, hereinafter referred to as "the University".
2. Studies at the University are conducted as first-cycle studies, second-cycle studies or uniform master's studies in the form of full-time or part-time studies of general academic or practical profile.
3. The University may conduct dual studies programmes. The organization of studies, including the rules of carrying out and completion of practical training, shall be specified in an agreement concluded in writing and these regulations.
4. The University ensures equality of rights and responsibilities in the educational process, including accessibility for persons with disabilities and other special needs.
5. The provisions of these regulations shall apply to all students of degree programmes referred to in sections 2 and 3, unless otherwise agreed.

#### **§ 2.**

1. University admission methods:
  - 1) recruitment,
  - 2) confirmation of learning outcomes,
  - 3) transfer from other university, domestic or foreign.
2. Admission method for the second field of study is recruitment.
3. Conditions, manner and time of recruitment, as well as the method of conducting the process, is specified by a resolution of the University Senate for the given academic year.
4. At the same time, a student may study two specializations at one field of study, within the additional ECTS limit granted by the University, or as classes outside the elementary curriculum. The consent for studying two specializations is granted by a deputy rector for educational affairs. Completing both specializations at the same time is the condition necessary to obtain the consent.
5. Shall a student request admission to university by transfer from another university, domestic or foreign, the condition of admission shall be submission of certificate of completion of all obligations resulting from regulations in force at the university the student is leaving. Such a certificate should also contain the list of learning outcomes achieved by the student. Manners and condition of admission by transfer from another university or foreign university are similar to those specified in § 16.
6. The person admitted to study at West Pomeranian University of Technology in Szczecin commences studies and acquires students' rights upon giving an oath, whose text is specified by University's Statute.
7. University issues a student ID card to the student.
8. A first year student, whose unexcused absence from classes amounts to at least 80% of all scheduled classes by:
  - a) 31 October – in the case of programmes starting in winter semester;
  - b) 31 March – in the case of programmes starting in summer semester;is considered as not having commenced studies (§ 42 section1 point1).

9. The student shall submit their resignation in writing to the dean's office of the faculty of the given field of study. Within a period not exceeding two weeks from the date pursuant to §42 section 1 point 2).

### **§ 3.**

1. The Rector is the superior of all students of the University.
2. The dean is the superior of all students of the given faculty.
3. The student self-government is the representative of all students of the University.

### **§ 4.**

The University may charge a fee for the provision of educational services. The rules of charging fees are governed by separate regulations.

## **Chapter 2. Organisation of studies**

### **§ 5.**

1. The academic year runs from October 1 to September 30 of the following calendar year and is divided into two semesters (winter and summer).
2. For students commencing their studies, the dean, in consultation with the students' self-government, conducts an introductory class, which includes training in student rights and responsibilities.
3. Winter holiday may not last less than 5 working days.
4. Rector specifies the detailed organization of the academic year, no later than on 30 April of the year in which the academic year starts.
5. Practical trainings included in the curriculum during summer holiday may not last longer than six weeks.
6. Rector may designate days or hours free of classes for all students of the University or for students of the designated faculties, majors, forms or years of study.

### **§ 6.**

A dean may appoint academic teachers as year or student group tutors and specify their scope of duties. Tutors are appointed in agreement with the student's self-government body at a particular faculty.

### **§ 7.**

1. The curriculums are made available on the University's website no later than one month before the beginning of the education cycle.
2. Learning outcomes (at a given faculty, level, form and profile), according to which the cycle of education begins in a given academic year, shall not be changed until the planned completion of this cycle of education, subject to the introduction of the changes necessary for:
  - a) removal of irregularities identified by the Polish Accreditation Committee;
  - b) adjustment of the curriculum to changes in generally applicable regulations.
3. The student, for whom the current cycle of education in a given field of study has changed, may study according to a different syllabus than the one according to which the student has studied before, provided that the student achieves the required learning outcomes specified for the new cycle. The decision regarding the further course of study is made by the Dean, upon comparing the learning outcomes achieved by the student with those of the new curriculum.

4. A detailed timetable of classes in a given semester is announced by the Dean to the students, no later than two days before the beginning of classes of that semester, in the University IT System (USI) and on the Internet website <https://plan.zut.edu.pl>.
5. The detailed timetable of classes should take into consideration the possibility of these classes being chosen by persons with disabilities. Specifically:
  - in groups where there are students with mobility impairments, the breaks between different classes should be adjusted so that the students can move between classrooms and other rooms located in the same or different buildings,
  - in groups where there are students with hearing or vision impairment, the classroom with appropriate equipment enhancing the reception of the educational contents by these students should be chosen as the location where classes are held.
6. The dean is obliged to inform the academic teachers conducting classes with groups of students with disabilities about the support they are entitled to in the process of their education and scientific activity, the rules of which are contained in the Regulations of the ZUT Disability Support Office.
7. The academic teachers conducting classes with groups of persons with disabilities are obliged to take into consideration the types and degree of disability these persons have in the process of conducting the teaching classes and during examinations, final tests or knowledge and skills tests. The teachers are also obliged to use the available specialist devices supporting the educational process during classes with these groups.
8. The Rector's Plenipotentiary for students and doctoral students who are persons with disabilities shall inform the dean of the relevant faculty about the participation of a student in classes together with a sign language interpreter or an assistant for persons with impaired vision and mobility, including a guide dog. A person who is a caretaker for a student with disabilities or a sign language interpreter may participate in classes or exams, as long as they are not or professionally related to the subject or experts in the field in which the student takes the exam or obtains credit for.
9. Specific guidelines for the implementation of equal rights and obligations, including accessibility for persons with disabilities or special needs, are governed by separate University regulations.

## § 8.

1. Studies may be conducted in foreign languages, provided that the students have been informed about this possibility and a list of such classes (with the language of instruction indicated) has been provided in the curricula. This rule also applies to diploma papers and submission of diploma exams.
2. Selected classes as well as tests of knowledge and skills, conducted during the studies in Polish, may also be conducted in foreign languages, provided that the students have been informed about this possibility and a list of such classes (with the language of instruction indicated) has been provided in the curricula. This rule also applies to diploma papers and submission of diploma exams.
3. In cases other than those specified in sections 1 and 2, conducting the classes, knowledge and skills tests as well as preparation of diploma paper and taking of the diploma examination in foreign languages are allowed upon the consent of the dean and the students.
4. Partial completion of classes or the diploma paper in a foreign language is conducted in accordance with the conditions specified in sections 1 - 3.

5. Shall the University sign an agreement for conducting joint studies with another university, the institute of the Polish Academy of Sciences, a research institute, an international institute, a foreign university or a scientific institution, and the issuance of a diploma confirming the completion of studies conducted jointly constitutes an element of the agreement, the diploma paper developed in a partner institution shall be recognized. The provisions of the agreement should, in particular, include the conditions and procedure for taking the diploma examination at the University or at a partner institution.

#### **§ 9.**

1. The choice of specialization or classes/modules of elective classes is free within the faculty and the University, while the curriculum allows the student to choose classes that have been assigned ECTS credits in the amount not less than 30% of the number of ECTS credits necessary to complete a given course.
2. Shall the number of students who register be higher than the set limit for a given specialization or classes/course modules of elective courses, the admission criteria are the students' achievements to date specified by the Dean.

#### **§ 10.**

1. Lectures at the University are open. In particular cases, justified primarily by the concern for high quality of education or justified interests of the State or the University, the Rector may exclude the openness of a lecture or series of lectures. Attendance at lectures is obligatory for students of the first year of first-cycle studies and uniform master's studies. In the senior years of first-cycle studies, second-cycle studies and uniform master's degree programmes, the academic teacher who conducts the lectures shall decide whether the attendance of students at lectures is obligatory and shall define the control procedure and inform the students about it no later than during the first two classes/meetings.
2. Student's attendance at classes conducted in forms other than lectures is obligatory.
3. Student's absence, even if justified, exceeding 20% of the class size of a given form of classes where attendance is obligatory, may be the grounds for failure to obtain the credit for this form of classes. In the case of justified absences, the School does not charge fees for repeating these classes.
4. In the case of documented random events, at the request of a student, the dean may agree to conduct the final test for the course in question if the student's absence exceeds the absence limit specified in section 3.

#### **§ 11.**

1. At the request of an exceptionally talented secondary school student, confirmed by the headmaster of the school the student attends, the dean may agree for the student to participate in the classes provided for in the course of study consistent with their talents.
2. The Dean has the right to refuse the student to participate in the classes specified in section 1 if participation in these classes requires the knowledge of specific learning outcomes (knowledge, skills, and social competences) mandatory for the earlier cycle of study of this field of study.
3. The student participating in the classes is bound by the rules set forth herein.



4. A student who has completed a full cycle of classes referred to in section 1 has the right to take an examination (final test). Positive assessment of the examination (final test) together with the assigned ECTS points for a given course or module of classes, confirmed by the dean, may constitute the grounds for granting the credit for these classes in the event that the high-school student becomes a student in a given field of study. The dean takes the decision to grant credit for these classes.

### **Chapter 3.**

#### **Rights and obligations of the students**

##### **§ 12.**

1. In particular, the students have the right to:
  - 1) acquire knowledge, skills, social competences and develop their own scientific interests, using the University's assistance, within the limits of its capabilities;
  - 2) develop cultural (including artistic), tourist and sport interests and use the University's assistance for this purpose within the limits of its capabilities;
  - 3) participate in scientific research and associate in student organizations; in particular, in the scientific circles, associations and artistic groups, tourist and sports clubs;
  - 4) participate in open classes of another fields of study and other classes with the consent of the teacher;
  - 5) express opinions and comments, formulate proposals concerning the conducted teaching activities and other spheres of activity of the University and the entire academic community;
  - 6) evaluate the academic teacher's performance regarding fulfilment of the teacher's duties related to education;
  - 7) review their evaluated works: tests, quizzes, reports from laboratories, projects, test assignments, as well as examination works within the time limit specified by the lecturer.
2. Moreover, the student has the right to:
  - 1) transfer and recognition of ECTS credits,
  - 2) individual organization of studies
  - 3) provide excuses for absence from classes,
  - 4) leave from classes and leave from classes with the possibility to verify the obtained learning outcomes specified in the study program,
  - 5) change the field of study on the principles of supplementing curriculum differences, taking into account the achieved learning outcomes,
  - 6) transfer to full-time or part-time studies (change of form of study),
  - 7) take the committee examination with the participation of an observer indicated by the student
  - 8) repetition of specific classes due to unsatisfactory learning outcomes on the principles set out in § 27 points 3-5.

##### **§ 13.**

1. Upon written request, a student may study according to an individual curriculum, specified according to the rules set forth by the Senate, provided that:
  - 1) the student has been registered for the fourth or higher semester of the first-cycle study or for the second or higher semester of the second-cycle study;
  - 2) the weighted average of grades from all classes/class modules since the beginning of studies is at least 4.5.
2. Detailed rules for studying according to an individual study program are set out by the dean, specifying the manner in which academic teachers who hold at least the academic degree of doktor

habilitowany [habilitated doctor] or hold authorisation equivalent to this resulting from the degree of doktor habilitowany shall exercise scientific supervision, pursuant to the Act. The realization of studies according to an individual full-time and part-time program cannot last longer than the expected period of study.

3. A student may, upon a written request to the dean, study in accordance with an individual organisation of studies with the consent and in line with the rules specified by the dean if this possibility is provided by the faculty concerned.
4. In particular, the following students may apply for permission to study in accordance with an individual organization of studies:
  - 1) students with documented disability,
  - 2) students with documented difficult life situation,
  - 3) students taking part in national and international competitions,
  - 4) students who want to complete a part of their study programme at a different university,
  - 5) students studying in more than one field of study.
5. The dean may not refuse permission for full-time studies in a specific field and level according to the individual organization of studies until the student who is pregnant or who is a parent has completed studies.
6. The student has the right to resign from studies in line with an individual curriculum or individual organization of studies. The dean takes decision regarding the conditions for continuation of studies.
7. In the case of part-time studies, all additional courses of study conducted within the framework of an individual study programme are provided against payment.

#### **§ 14.**

1. A student has the right to take up individual interdisciplinary studies provided that:
  - 1) the student meets the requirements set out in § 13, section 1;
  - 2) the field of study the student is carrying out is included in one of the fields of study constituting the individual interdisciplinary studies;
  - 3) there is a person who will undertake the role of the student's research supervisor among academic teachers, holding at least the academic degree of doktor habilitowany or the authorisation equivalent to this resulting from holding the degree of doktor habilitowany, as set forth in the Act.
2. The curriculum of individual interdisciplinary studies, developed individually for a given student, shall be determined pursuant to the rules established by the Senate.
3. A student has the right to resign from individual interdisciplinary studies. The dean takes decision regarding the conditions for continuation of studies.

#### **§ 15.**

1. The candidate has the right to apply for admission to study at a specific field of study, level and profile as a result of confirming the learning outcomes obtained in the process of learning outside the system of studies.
2. The organization of confirmation of learning outcomes, including the terms, conditions, procedures and admissions shall be specified by the Senate. The rules of charging fees are governed by separate regulations.

## **§ 16.**

1. A student may, with the consent of the dean of the receiving faculty and after written notification to the dean of the faculty he or she is leaving, transfer to a course of study at the University from another university or foreign university, change faculty or course of study at the University or transfer to another form of study.
2. The basic condition for transferring, mentioned in section 1, is provision of a certificate of fulfilling of all obligations resulting from the regulations in force at the university which the student has left. Such a certificate should also contain the list of learning outcomes achieved by the student. The certificate is not required in cases referred to in section 1, conducted within the same faculty.
3. The dean of the receiving faculty compares the learning outcomes achieved by the student with the learning outcomes specified for the field of study in a given form of study on which the student wishes to study. The dean takes a decision and replies to the student's application in writing. The decision on granting consent for transfer includes registration for a specific semester, list of subjects with their assigned learning outcomes which the student should complete within the given deadline and the amount of fees to be paid by the student.
4. Confirmation of full convergence of the achieved learning outcomes in line with the procedure set forth in §21 sections 4-6 is the condition for transfer of classes completed at another institution, including a foreign institution or an organizational unit of the home institution, in place of ECTS credits assigned to the courses and trainings specified in the curriculum.
5. If the consent referred to in section 1 is obtained, the student shall study in accordance with the study programme applicable to the particular cycle of study for which the student has been admitted.

## **§ 17.**

The student may apply for financial assistance. The procedure and rules for granting such benefit are specified in separate regulations.

## **§ 18.**

The student is obliged to:

- 1) act in accordance with the Study Regulations and the content of the oath taken;
- 2) participate in classes and organizational activities in line with the rules set out in the Regulations, and take professional trainings specified in the curriculum;
- 3) take exams, obtain credits for classes and achieve learning outcomes during the trainings provided for in the study program;
- 4) observe the Copyright and Related Rights Act;
- 5) comply with the regulations in force at the University;
- 6) timely pay the fees, in accordance with the regulations in force at the University;
- 7) immediately notify the dean of any change in personal details and, in case of receiving financial assistance, of any change in financial conditions affecting the amount or entitlement to such assistance;
- 8) undergo medical examination ordered by the dean, when the obligation to undergo such examination results from generally applicable regulations.

## **Chapter 4.**

### **Student self-government and organisations**

## **§ 19.**

1. Students of West Pomeranian University of Technology in Szczecin appoint the student self-government which is a sole representative of all students of the University.

2. The student self-government acts pursuant to the Act, the University's Statute and the regulations of the student self-government.
3. The rules of operation, funding and dissolution of student organisations and associations in higher education institutions are specified by the Rector.

## **Chapter 5.** **Student disciplinary responsibility**

### **§ 20.**

1. The student is liable to disciplinary action for breaching the regulations in force at the University and for the act violating the student's dignity.
2. The act violating the student's dignity is considered to be, in particular: possession, use and distribution of drugs or psychoactive agents of similar nature or alcohol, the use of prohibited forms of assistance by the student during examination, quiz or other test of knowledge or skills, as well as appropriation or misrepresentation of the authorship of all or part of someone else's work.
3. The student is liable to disciplinary action if they exceed the permitted scope of use of the University's IT infrastructure.
4. In the case of a justified suspicion that a student has committed a crime, Rector may suspend the student, at the same time ordering an investigation until the disciplinary committee issues its decision.

## **Chapter 6.** **Implementation of learning outcomes in European Credit Points Transfer system (ECTS)**

### **§ 21.**

1. In all fields of study at the University, the student's achievements are expressed by means of ECTS credits. The University assumes that achieving the learning outcomes corresponding to one ECTS point requires twenty five to thirty hours of student work, including contact hours with the academic teacher, carried out within the framework of particular forms of classes and consultations.
2. The number of ECTS credits, educational content and the conditions for obtaining the credit for classes/class modules included in the curriculum are consistent with the syllabuses available on the University's website prior to commencement of education in a given semester. In particularly justified cases and with the consent of the students, the teacher conducting classes may change the conditions for passing of the classes/course module. The change should be made no later than during the second class with the students concerned.
3. In all fields of study, a student may obtain a number of ECTS points not lower than the number assigned to a semester in the curriculum of a given field of study.
4. At the request of the student, upon presentation of documentation of the course of study in another field of study or outside the home university (including a foreign university), the Dean of the faculty conducting the study programme takes the decision regarding the transfer of confirmed learning outcomes expressed in ECTS points, hereinafter referred to as "student's achievements".
5. The grounds for transferring student's achievements is the convergence of learning outcomes achieved in another field of study or outside home institution during the course of the classes/course modules corresponding to classes/course modules and the learning outcomes assigned in the curriculum to the field, profile and level of study at which the student is studying.

- Transfer of achievements consists in the recognition of the number of ECTS credits assigned to the classes/course modules in the unit the student moves to. The achievements are confirmed by the dean.

## Chapter 7.

### Verification and assessment of the achieved learning outcomes (credits and exams)

#### § 22.

Educational period is one semester. The settlement of educational periods is made by the Dean.

#### § 23.

- All learning outcomes defined in the curriculum of a given field of study are subject to verification and evaluation. A student is awarded ECTS credits for classes/course module once they have achieved all the learning outcomes assumed for these classes/modules on satisfactory level at least. The number of ECTS points does not depend on the grade that a student has obtained as a result of a final test or a complex examination. Academic teachers are required to inform students during their first classes about the requirements for obtaining credit for the classes/module and the manner of obtaining the credit.
- Academic teachers responsible for a given class/course module or form of classes make an entry in the documentation of the course of studies, specifying the grade obtained, at the end of these classes. The course may end with an entry "zal. (passed) or "nzal. (failed), if the learning outcomes defined in the curriculum are not subject to assessment, but require confirmation of their achievement by the student.
- In the special circumstances caused by, among others, long-term absence of the teacher, the obligation to conduct the final test or examination may be carried out by another academic teacher, appointed by the dean.. The above situation may also apply with reference to taking the diploma examination.
- The University grading scale is as follows:

Table 1

| Grade                           |     |          |
|---------------------------------|-----|----------|
| very good                       | 5.0 | bdb      |
| good plus                       | 4.5 | db plus  |
| good                            | 4.0 | db       |
| satisfactory plus               | 3.5 | dst plus |
| satisfactory                    | 3.0 | dst      |
| unsatisfactory (negative, fail) | 2.0 | ndst     |

The rounding rule in the case of a grading based on the average grade is as follows:

Table 2

| Average value of grades  | Grade |
|--------------------------|-------|
| $\geq 3,00$ and $< 3.25$ | 3.0   |
| $\geq 3.25$ and $< 3.75$ | 3.5   |
| $\geq 3.75$ and $< 4.25$ | 4.0   |
| $\geq 4.25$ and $< 4.75$ | 4.5   |
| $\geq 4.75$              | 5.0   |

#### **§ 24.**

1. A student who does not obtain at least satisfactory or "zal." for a given form of classes by the last day of the teaching classes of a given semester and does not present an excuse, receives an unsatisfactory or "nzal.", subject to the provisions of § 10 usection 3.
2. In the case of receiving an unsatisfactory grade or "nzal." for a given form of classes, the student is entitled to two retake tests. The deadline for obtaining a credit is the last day of the winter or autumn session of the semester immediately following the semester in which the student should have obtained a credit.
3. The dates of retake tests are set by the academic teacher who gives credit for the course in consultation with the students in question. One of the retake dates must be set for the period of the examination session immediately following the end of the given classes.
4. For a given group of students, the academic teacher may conduct more than two retake tests, taking into account the provisions of section 2.
5. The academic teacher shall enter the results of the final test into the USI within five days from the date of the conducted test, but no later than the date of entry into the course documentation specified in the system. The closing of the system for entering of credits by academic teachers takes place one day after the end of the examination session: winter and autumn.

#### **§ 25.**

1. A pass in any form of class/course module may be taken regardless of the result in another form of class/course module.
2. The academic teacher, in consultation with students, sets at least one date for the examination as the primary attempt. If the teacher sets a date for the second attempt, to be chosen by the students, the student is obliged to take this examination at one of the set dates.
3. At least one date of the examination at the basic date must be set for the duration of the examination session starting immediately after the end of the classes/course module.
4. The student who did not take the exam without an excuse receives an unsatisfactory grade.
5. In case of receiving an unsatisfactory grade at the primary attempt of the examination, the student is entitled to two exam retakes. The final date for taking the retake expires on the last day of the examination session of the semester immediately following the semester in which the student should have made the primary attempt of the examination.
6. The first retake must be scheduled for the examination session immediately following the end of the classes/course module.
7. For a given group of students, the academic teacher may conduct more than two retake exams, subject to the provisions of section 6.
8. The dates of base exams and retakes must be set no later than 7 days before their beginning.
9. The academic teacher shall enter the results of the exam into the USI within seven days from the date of the exam, but no later than the date of entry into the course documentation specified in the system. The closing of the system for entering of exam results by academic teachers takes place three working days after the end of the examination session: winter and autumn.

#### **§ 26.**

1. If a student questions the objectivity of assessment or the correctness of the course of examination or granting a credit for a lecture, the dean, upon written request of the student, submitted within 3 working days of the day on which the student received the grade, is obliged to order and set a date for a committee examination or granting credit for a lecture. The aforementioned date should be set for no later than the fourth day following the date of the

student's submission. The form of a commission examination or granting credit by committee should consist of a written examination (lecture credit), the scope of which includes all learning outcomes provided for in the program of these classes / course module and an oral examination (lecture credit). Positive evaluation of the examination or credit for the lecture (consisting in the arithmetic mean of the grades for each form of examination) may be given provided that the student obtained positive grades for each of the given forms of committee examination or credit by committee for the lecture. The provisions of § 23 section 4 (tables 1 and 2) apply to the final grade from the committee examination.

2. The committee is composed of:
  - 1) the vice-dean responsible for student affairs as the chairperson;
  - 2) two specialists in the field covered by the examination or credit for the lecture or related field, appointed by the dean from among the academic teachers;
  - 3) an observer appointed by the student without the right to establish regulations.
3. In a situation where the deputy dean responsible for student affairs conducted the examination in question (granted credit for the lecture), the committee is chaired by the dean.
4. Shall the student's fail to attend a commission examination (lecture credit), they should provide an excuse. In the case of failure to present an excuse, the previously obtained grade is retained.

#### **§ 27.**

1. The credit for classes/course module is considered to have been granted upon obtaining credit for all forms of the classes/course module and passing all exams.
2. The student receives one grade for the classes/course module. The grade for the classes/course module is a weighted average of the grades from all the forms constituting the course, rounded off in accordance with § 23 section 4 (Table 2) to the nearest grade included in the scale of grades in force (Table 1). The weights assigned to each form of classes are specified in the syllabus for the classes/course module.
3. Should a student fail to complete classes/course module upon the completion deadline, the dean shall refer the student to repeat the classes/course module. In justified cases, a student may submit a written request to postpone the repetition of classes/course module.
4. The dean may also refer a student to repeat the classes/course module at the student's written request submitted before the final date of completion.
5. Should a student be referred to repeat the classes /course module, they be required to repeat all forms of the classes/course module which they have not obtained the credit for.

#### **§ 28.**

1. The internships are carried out in business units, public institutions, scientific and research institutions, educational institutions, cultural institutions or within the framework of activities organized by universities, hereinafter referred to as "the workplace", which enable students to achieve the assumed learning outcomes. Participation of the student in a research camp or research work carried out at the University may constitute the grounds for obtaining the credit for the internship provided that the appropriate learning outcomes are achieved.
2. The student chooses the workplace to carry out the internship in, demonstrating the possibility of achieving the intended learning outcomes. The possibility of obtaining these outcomes is confirmed by the supervisor of the internship - the academic teacher indicated by the Dean. Fulfilling this condition constitutes the grounds for concluding a contract (agreement) for professional training between the University and the workplace.
3. The fact of carrying out the internship by the student is documented in the training log, describing the tasks performed by the student and the corresponding learning outcomes. The academic

teacher mentioned in section 2 verifies the learning outcomes achieved by the student and grants credit for the internship in accordance with the requirements specified in the curriculum.

## **Chapter 8.** **Registration for semester**

### **§ 29.**

1. A student of semester  $n$  shall be registered for the next semester if they meet the following conditions:
  - 1) has obtained at least  $S_n$  points, for classes/course modules planned for semester  $n$  and has obtained no less than  $P_n$  points for classes/course modules planned from the first semester to semester  $n$  inclusive;
  - 2) meets all other requirements of the program.
2. The Senate of the University shall, by way of a resolution, specify the  $S_n$  and  $P_n$  values referred to in section 1 for full-time and part-time degree programmes and the conditions of registration for the last semester of study. This resolution shall be announced to students on faculty's websites before the beginning of the academic year.
3. A student who fails to demonstrate sufficient progress in learning may, by decision of Rector, be removed from the list of students, pursuant to § 42 section 2 point 2. The basis for declaring lack of progress in learning, excluding documented random events recognized by Rector, is assumed to be the following:
  - 1) for a first-cycle student in the first semester of first-cycle studies and second-cycle studies - failure to meet the registration condition for the second semester;
  - 2) for other students - obtaining less than 20% of the required ECTS credits, the basis for calculation for which is the sum of the number of ECTS points a student should obtain in the semester for which they have been registered. The sum of ECTS credits is made up of the ECTS credits of the classes/course modules of the current semester as well as of the programme differences and the classes/course modules of the repeated classes to which the student has been referred.

### **§ 30.**

1. The first registration for a given semester means simultaneously entering the student on the list of all courses provided for the curriculum.
2. The settlement of a given semester also includes confirmation of the learning outcomes achieved during the internships set forth in the curriculum for that semester.
3. A student who does not meet the conditions for registration for the next semester shall remain registered for the semester in which they have studied or may be removed from the list of students by the Rector's decision pursuant to § 42 section 2 point 2.
4. A student is not obliged to repeat the forms of classes they have obtained credit for.
5. A student who has been referred by the dean to repeat forms of classes/course modules or who has obtained permission to participate in them outside of the student's dean's group shall be enrolled in a group carrying out a given form of classes.



## **Chapter 9.**

### **Diploma paper**

#### **§ 31.**

1. A student carries out a diploma paper under the supervision of research or teaching staff with at least the degree of a doktor. In justified cases, the dean may appoint a supervisor of the diploma paper with experience in the area related to the field of study from among other academic teachers.
2. If the thesis topic is submitted by an external entity, the dean may additionally appoint an external diploma paper supervisor from among persons representing that entity and having relevant experience in the area related to the field of study.
3. The procedure of the diploma process, including in particular the mode, forms and deadlines for formulation, approval and assignment of the subjects of diploma paper shall be determined by the Rector

#### **§ 32.**

The student is obliged to submit their diploma paper in an electronic form as well as in writing or in a written and graphic form or in a form of a technical achievement, depending on the field of study. The number of submitted copies of the diploma paper is determined by the Rector.

#### **§ 33.**

1. The final version of the diploma paper must be entered by the student in the computer system of the University (USI) no later than:
  - 1) 15 January, for programmes ending in the winter semester;
  - 2) 15 June, for programmes ending in the summer semester;
2. The supervisor shall, within 5 days of the student uploading the paper to the USI, check the paper and mark it in the USI as approved, assigning the status "Accepted".
3. Within 3 days of the supervisor's acceptance of the paper in the system, the student must download, print and submit the paper in a hard copy to the dean's office. At the request of the supervisor or reviewer, the student additionally submits the paper in a hard copy to the requesters.
4. In special cases, at the request of the student, with a positive opinion of the diploma paper supervisor, the dean may postpone the date of uploading of the diploma paper into the USI, specified in section 1, for a period not exceeding three months.
5. In special cases, at the request of the student, with a positive opinion of the supervisor of the paper and the dean, the Rector may postpone the date of uploading of the diploma paper specified in section 4.
6. The diploma paper is reviewed by the supervisor and the reviewer. The reviewer holding at least the academic degree of doctor is appointed by the dean. The review must include diploma paper evaluation, made in accordance with the grading scale specified in § 23 section 4 (Table 1). If one of the grades is unsatisfactory, the dean appoints an additional reviewer. In the case of two unsatisfactory grades, a student may introduce corrections to the paper - in agreement with the supervisor - and upload it into the system, provided that the deadlines indicated in sections 4 - 5 are observed. Such paper shall undergo the same procedure in the process of reassessment.
7. Written diploma paper shall be verified in terms of counteracting the infringement of copyright and related rights using the Uniform Antiplagiarism System (JSA) within the time limit specified by the Rector
8. The date of submission of the diploma paper is the date on which the supervisor generates a general report from the JSA on the outcome of the diploma paper examination.

9. The diploma paper shall be deemed not to have been submitted on time when:
  - 1) it has not been uploaded into the USI within the deadline specified in section 1;
  - 2) a paper uploaded into the USI has not been assigned the "Accepted" status within the deadline specified in section 2;
  - 3) the student failed to submit the hard copy to the dean's office within the time limit specified in section 3.

## **Chapter 10.**

### **Diploma examination**

#### **§ 34.**

1. The diploma examination should be conducted until:
  - 20 February, for programmes ending in the winter semester,
  - 15 June, for programmes ending in the summer semester;however no later than 2 months from the date of admission to the diploma examination.
2. In case of prolongation of the date of submission of the diploma paper, pursuant to § 33 section 4 or section 5, the diploma examination should be conducted no later than 2 months from the date of admission to diploma examination subject to the requirements contained in § 35.

#### **§ 35.**

1. The condition for the student to be admitted to the diploma examination and for setting the date of the examination is as follows:
  - 1) the student has obtained credit all classes/course modules and professional trainings included in the curriculum during the entire period of study;
  - 2) the student has been evaluated positively in two diploma paper reviews;
  - 3) a general report has been generated from the Uniform Antiplagiarism System, constituting the final confirmation that the examined work does not bear the signs of plagiarism;
  - 4) the student has submitted the diploma paper to the dean's office (§ 33 section 3).
2. The diploma examination is taken before a committee of at least three members appointed by the dean, consisting in:
  - 1) a chairperson;
  - 2) the diploma paper supervisor, a reviewer and the second reviewer, if appointed by the dean to evaluate the paper, pursuant to § 33 section 6;
  - 3) other academic teachers or persons outside the University with professional experience in the field related to the field of study.
3. The committee may be chaired by an academic teacher holding at least the academic degree of doktor [PhD]. The diploma examination committee should include at least one academic teacher holding the academic degree of doktor habilitowany or a scientific title or employed in the position of a university professor.

#### **§ 36.**

1. Diploma examination consists of an oral or written part, allowing to verify the knowledge and skills acquired during the entire period of study and to defend the diploma paper.
2. At the written request of the student or supervisor, the diploma examination may be open, with the participation of persons other than members of the examination committee. These persons may ask questions related to the subject of their diploma paper. The application is submitted together with diploma paper subject to deadlines specified in § 33 section 3.

3. The student has the right to familiarize themselves with reviews of their diploma paper at least three days before the set date of the diploma examination.
4. The grading scale specified in § 23 pt. 4 (table 1) shall be used to assess individual issues discussed by the student in the oral or written part of the diploma examination and defence of their diploma paper. A condition necessary to obtain a positive mark from the diploma examination is obtaining positive grades from all answers to the questions asked during the oral or written part of the diploma examination and during the defence of the diploma paper. The computational grade for the diploma examination is the arithmetic mean (with an accuracy of two decimal places) of the grades given during the oral or written part of the diploma examination and during the defence of the diploma paper.

#### **§ 37.**

1. In the case of justified reason of failure to take the diploma examination, the dean shall specify the closest possible date of examination for the committee and the student. Thus, the date of the diploma examination such indicated should be considered the first date of the examination.
2. In the case of obtaining unsatisfactory grade or failure to take the diploma examination on the set date without justified reason, the dean sets the second date for the examination as the final date. The examination on the second date should be conducted not earlier than one month and not later than three months following the first examination date.
3. The Rector shall remove a student from the list of students (§ 42 section 1 pt. 3) should the student fail to obtain a positive grade from the diploma examination twice.

#### **§ 38.**

1. The date of graduation is the date of taking the diploma examination.
2. The basis for calculation of the final result of studies are:
  - 1) weighted average of grades obtained during the course of studies without the grade for diploma paper, determined to two decimal places;
  - 2) the arithmetic mean of the grades granted in the reviews of the diploma paper (including the unsatisfactory grade if the student received such a grade) determined to two decimal places;
  - 3) computational grade for the diploma examination determined (to two decimal places) pursuant to § 36 section 4;The final computational result of the studies is a sum of: 0.7 of the weighted average of the grades listed in point 1; 0.2 of the arithmetic mean of the grades granted in the reviews of the diploma paper listed in point 2 and 0.1 of the calculated grade for the diploma examination listed in point 3.
3. In a diploma of higher education, the result of the studies is entered in accordance with the grading scale specified in § 23 section 4 (Table 1), determined on the grounds of the final computational score (section 2), after it has been rounded off pursuant to the rule specified in § 23 section 4 (Table 2).

#### **§ 39.**

Rector, by an administrative decision, declares a diploma null and void should the person applying for professional title have appropriated the authorship of a significant part or other elements of another person's work or scientific finding in the diploma paper constituting the basis for awarding of his/her professional title.

**Chapter 11.**  
**Leaves, removals, readmissions**

**§ 40.**

1. The student has the right to leave from classes in the following cases:
  - an illness which makes participation in classes impossible;
  - important random circumstances or other important reasons.
2. A student applying for a leave referred to in section 1 shall submit an application to the dean immediately after the occurrence of the reason justifying the granting of leave.
3. A student may, in justified cases, upon a written request addressed to the dean, be granted permission to proceed with verification of the learning outcomes achieved, as defined in the study programme, during a leave.
4. The dean cannot deny the leave to:
  - 1) a pregnant student - for the period until the day of birth of the child,
  - 2) a student who is a parent - for the period up to 1 year,however, if the end of the leave falls during the semester, the leave may be extended until the end of this semester.
5. The dean may also not refuse a leave of absence to a student with a disability or other special needs in the event of a deterioration in the student's health, once this has been documented by a medical board, medical certificate or equivalent document.
6. A student who is a parent shall apply for the leave referred to in sections 1 and 4 within the period of 1 year from the date of the birth of the child.
7. Leave of absence from classes shall be granted by the dean, who specifies the date of its beginning and ending, at the written request of the student. The leave may last up to two semesters.
8. During the period of leave from classes, the student shall continue to be registered in the semester in which he or she was registered before the leave was granted, retaining the rights of the student, with a limited right to financial assistance, to the extent specified in separate regulations.
9. During leave from classes, the student may, with the consent of the dean, participate only in the classes which are subject to dean's decision.
10. Having returned from the leave from classes, the student shall study in accordance with the study programme applicable to the particular cycle of study for which the student has been admitted. If necessary, the dean shall specify the programme differences in writing and the dates for completing them.
11. The condition for a student to take up studies after a leave from classes shall be the need to inform the dean of his/her intention to continue his/her studies.
12. Shall the student fail to participate in mandatory classes following the leave of absence, the Rector may, within 2 weeks from the end of the leave of absence, remove the student from the list of students due to failure to participate in mandatory classes (§ 42 section 2 pt. 1).

**§ 41.**

1. Absence from classes, final tests and exams, including the diploma exam, is justified in cases of: an illness confirmed by a medical certificate, a documented random event, a confirmed necessity to appear on the summons of the police, court, state administration bodies or any other important reason acknowledged by the dean.

2. Excused absence, as defined in section 1, lasting continuously for less than three weeks, does not require additional decisions by the dean. The student shall cover for the compulsory classes they did not attend due to absence, according to the rules set forth by the academic teacher conducting the classes.
3. Excused student absences, as defined in section 1, lasting more than three weeks in total throughout the semester, require a decision by the dean regarding the conditions for continuing studies. The dean shall be informed of such a situation by the student.

#### § 42.

1. Rector, by an administrative decision, removes the student from the list of students in the following cases:
  - 1) failure to commence studies (§ 2 section 8);
  - 2) resignation from studies (§ 2 section 9);
  - 3) failure to submit the diploma paper (§ 33 section 9) or the diploma examination (§ 34 and § 37 section 3) on time;
  - 4) receiving the disciplinary penalty of expulsion from the University.
2. Rector, by an administrative decision, removes the student from the list of students in the following cases:
  - 1) failure to participate in obligatory classes (§ 40 section 11);
  - 2) lack of progress in learning process (§ 29 section 3 or § 30 section 3);
  - 3) failure to pay fees for studies.
3. A student who was removed from the list of students has the right to submit an application for reconsideration to the Rector within 14 days from the date of delivery of this decision in writing. The student retains their student status until the date on which the decision on removal from the students' list becomes final.
4. A person removed from the list of students is obliged to fulfil all financial and material obligations towards the University within 21 days from the date when the administrative decision on removal became final.
5. In the event of:
  - 1) student's death,
  - 2) student's loss of legal capacitythe student status is terminated, with effects analogous to those of removal from the list of students.
6. A person who had previously studied a given field of study at the University and who was registered for a third or higher semester of the first-cycle studies or for a second or higher semester of second-cycle studies at the time of removal from the list of students may apply to the Rector for resumption of studies. A student may not resume studies in the semester in which they were removed from the list of students, subject to sections 10 and 11 and if the field of study from which the student was removed is no longer being conducted.
7. Rector does not agree for resumption of studies if a student is removed from the list of students:
  - 1) due to receiving the disciplinary penalty of expulsion from the University;
  - 2) if the final decision on removal was issued before 1 October 2019;
  - 3) in the case of more than 3 years having elapsed since the date of the final decision on removal, subject to the provision that the final decisions on removal from the students' list issued between 1 October 2019 and 30 September 2022 do not count towards the 3-year period.

8. The decision on resuming studies includes the learning outcomes which the student should complete and those that have already been acknowledged.
9. The dean determines the manner of supplementing the missing learning outcomes, i.e., the necessity of conducting additional classes and the manner of verification of the achieved results. In justified cases, at the request of a student, provided that the conditions set forth in §13 section 1 or §14 section 1 are met, the student may complete learning outcomes on the grounds of an individual study program.
10. A person removed from the list of students due to failure to submit a diploma paper or take a diploma examination on time, who achieved all learning outcomes except for the outcomes assigned to the diploma paper, may be granted the consent of the Rector to resumption of studies, unless the time limit specified in section 7 points 2-3 has not elapsed. Should the resumption of studies defined in the first sentence happen in the following periods:
  - 1) up to one year from the first date of removal from the students' list - the dean shall acknowledge the obtained learning outcomes and the students shall be resumed to the semester in which he/she was removed;
  - 2) from one to three years from the date of removal from the students' list - the dean determines the manner of supplementing the missing learning outcomes, i.e., the necessity of completing additional classes/course modules and the manner of verification of the achieved results.
11. A person removed from the list of students due to failure to submit a diploma paper who has not achieved all learning outcomes from classes/course modules, may be granted the consent of the Rector to resumption of studies, unless the time limit specified in section 7 points 2-3 has not elapsed, taking into consideration section 9.

## **Chapter 12.**

### **Awards and distinctions;**

#### **§ 43.**

1. Students with particularly good academic performance and respect for the Student Code of Ethics may be awarded:
  - 1) Rector's awards and distinctions;
  - 2) priority at qualifications, e.g.: choice of specialization, participation in research work, participation in scientific camps;
  - 3) their name being placed in the Golden Book of Graduates.
2. Detailed rules for granting Rector's awards and distinctions are defined in separate regulations issued by Rector.

## **Chapter 13.**

### **Extraordinary circumstances**

#### **§ 44.**

1. If, as a result of extraordinary circumstances threatening the life or health of the members of the University's community, the competent authority temporarily limits classes or temporarily suspends the functioning of the University, all classes provided for in the timetables planned for the period of such suspension must be conducted in accordance with the regulations issued by the competent authority
2. The dean is responsible for informing students about the dates and form of conducting classes referred to in section 1.

**§ 45.**

These regulations are valid from the academic year 2022/2023.