

Resolution N° 45/IV/2015
adopted by the Jagiellonian University Senate
on April 29, 2015

on the Rules and Regulations of the 1st and 2nd Level and Uniform Master's Programs at the Jagiellonian University.

Pursuant to Article 62 sec. 1.2 and Article 161 sec. 4 of the Higher Education Act of July 27, 2005 (consolidated text: Official Journal of Laws Dz. U. of 2012, item 572, as amended), it is provided as follows:

§ 1

The Rules and Regulations of the 1st and 2nd Level and Uniform Master's Programs at the Jagiellonian University constituting an annex to this Resolution shall be hereby introduced.

§ 2

The Resolution N° 41/VI/2010 adopted by the Jagiellonian University Senate on June 30, 2010 on announcing the consolidated text of the Rules and Regulations of the 1st and 2nd Level and Uniform Master's Programs at the Jagiellonian University as amended and the Resolution N° 43/IV/2012 adopted by the Jagiellonian University Senate on April 25, 2012 on the Rules and Regulations of the 1st and 2nd Level and Uniform Master's Programs at the Jagiellonian University as amended shall expire.

§ 3

The Rules and Regulations shall enter into force on October 1, 2015, with the stipulation that:

- 1) the study year carried out in the academic year 2014/2015 shall be completed on previous terms;
- 2) applications concerning students' individual matters that were submitted before October 1, 2015 shall be examined on previous terms.

Rules and Regulations of the 1st and 2nd Level and Uniform Master's Programs

I. General Provisions

§ 1

1. The Rules and Regulations shall apply to all forms and majors of the 1st and 2nd level and uniform master's programs conducted at the Jagiellonian University, hereinafter referred to as "the University."

2. The terms used in the Rules and Regulations shall have the following meanings:

- a) faculty – an organizational unit specified in the Jagiellonian University's Statutes conducting at least one major;
- b) ECTS points – points defined in the European Credit Transfer System as a measure of the average amount of work performed by a studying person, necessary to achieve the assumed education outcomes;
- c) study year – a credit unit of implementing the study plan;
- d) academic year – a calendar period in which classes and examinations provided in the study plan and curriculum are conducted and credits are granted;
- e) student – a person participating in the 1st or 2nd level or uniform master's program who obtained the final decision on admission to the program and took an oath specified in the Statutes;
- f) course – an element of the curriculum containing a specific syllabus, conducted in the form of classes determined in the curriculum, particularly in the form of a lecture, laboratory class, practical class, tutorial, seminar, proseminar or internship; a course may include more than one form of classes; a course or a group of courses may constitute a module to which assumed education outcomes were assigned in the curriculum;
- g) class instructor – a university teacher holding a postdoctoral degree or another university teacher authorized to conduct classes provided for in the curriculum;
- h) sequential system of classes and examinations – thematic relation between the courses determined in the curriculum which makes participation in classes or sitting for an examination conditional on receiving a credit for classes or passing an examination in another course;
- i) credit point system – rules of completing a study year determined in § 10, § 11, §12.1 and § 14.1 of the Rules and Regulations;

- j) curriculum for a given major and level of education as well as for a given educational profile or profiles in this major includes a description of the assumed education outcomes and a curriculum constituting a description of the educational process leading to achieve these outcomes;
- k) study plan determines in detail the organization and manner of implementing the curriculum;
- l) Rules and Regulations – the rules and regulations of the 1st and 2nd level and uniform master's program at the Jagiellonian University.

§ 2

1. A student shall be required to act in accordance with the content of the oath and the Rules and Regulations, to comply with the provisions binding at the University, to follow the orders issued by its authorities and bodies, to take care of the University's good reputation and to respect its tradition and customs.
2. A student shall particularly have the right to:
 - a) acquire knowledge in a selected major, develop his/her scientific interests and, for this purpose, make use of the premises, equipment, resources and the entire library collection of the University in accordance with the provisions in force, as well as to receive assistance from the University teachers and bodies;
 - b) participate in classes and sit examinations provided for in the study plan and curriculum in accordance with the rules determined therein;
 - c) participate in decision making by the University collective bodies through the agency of student representatives;
 - d) provide the University authorities with demands regarding study plans and curricula, as well as issues related to living and housing conditions;
 - e) receive awards and distinctions in accordance with the Rules and Regulations and separate provisions;
 - f) belong to the existing student associations and establish new ones;
 - g) participate in scientific research and belong to research clubs run by the University;
 - h) develop cultural, tourist and sports interests and, for this purpose, make use of the University equipment and resources and obtain assistance of the University teachers and bodies;
 - i) participate in open classes in other majors and in other classes with the consent of their instructors.
3. A student shall receive a student identity card.
4. A student identity card is a document that confirms the student status. Students shall have the right to use a student identity card until the day of graduation, suspension of student rights or removal from the student register, whereas in the case of the 1st level program graduates – by October 31 of the year of graduation in this program.
5. A student shall immediately inform the Dean about a change in name, address or other particulars required by the University pursuant to separate provisions.
6. The rights and obligations of a student shall expire as of the day of graduation or removal from the student register. A person who graduated in the 1st level program shall retain the student rights by October 31 of the year of graduation in this program, subject to separate provisions.
7. The authorities of the student government shall represent the University's student community.
8. The appropriate authorities of the student government shall be authorized to express their standpoint on all issues regarding students.
9. The University authorities shall be obliged to undertake activities to ensure equal chances for implementing the study plan and curriculum by disabled students, taking into account the degree and character of their disability and the specificity of a given major and specialization.

§ 3

1. The 1st and 2nd level and uniform master's programs may be conducted as full-time studies or part-time studies.
2. The scheduled duration of the programs is as follows:
 - a. in the case of 1st level program – at least 6 semesters;
 - b. in the case of 2nd level program – 3 or 4 semesters;
 - c. in the case of uniform master's program – from 9 to 12 semesters.
3. Part-time studies may last 1 or 2 semesters longer than the corresponding full-time studies.

4. In the case of repeating a year, obtaining leave of absence or sitting for a diploma examination following the end of the last academic year within the course of studies, the maximum period for implementing the curriculum shall be appropriately extended.

5. Enrollment shall take place in accordance with the rules adopted by the Senate at the request of a competent faculty council, taking into account other provisions applicable at the University.

§ 4

1. Programs in a given major, level and profile shall be conducted at the University in accordance with the education outcomes to which curricula including study plans are adjusted. The curriculum including study plan shall be adopted by the faculty council at the Dean's request, after consulting the student government's competent authority, pursuant to the guidelines developed by the Jagiellonian University Senate.

2. The curriculum may allow for conducting selected courses in a foreign language. Compulsory courses may be conducted in a foreign language if it results from the specific nature of a given major or specialization or when they are conducted also in Polish. The Dean, acting in consultation with the instructor responsible for a given course, may permit to take examinations, including diploma examinations, and to submit diploma theses in a foreign language.

3. In the case of majors related to language education, the faculty council, while adopting the curriculum, may introduce an obligation to take examinations, including diploma examinations, and to submit diploma theses in a foreign language.

4. The curriculum may provide for a list of compulsory courses that must be taken to complete a given study year or to graduate, the sequential system of classes and examinations and the obligation to complete internship or other special classes.

5. The curriculum particularly determines the manner of achieving the assumed education outcomes in the form of a syllabus in a given major or specialization, the form of implementing particular courses, the number of ECTS points related to implementing the courses, the conditions for graduating and obtaining a diploma, as well as the number of points and other requirements allowing to sit a diploma (bachelor's or master's) examination if it is provided for in this curriculum.

6. A student shall be obliged to submit a declaration of selection of courses to be carried out in a given study year and to declare at least 60 ECTS points for both semesters, except for the cases mentioned in § 10 sec. 2.2 and § 11. The declaration of selection of courses shall be completed in the USOSweb system and its printed and signed copy shall be delivered to the competent student administrative office by a deadline determined by the faculty council, however not later than by November 7 in the case of courses implemented in the winter semester and all-year courses and not later than by March 22 in the case of courses implemented in the summer semester. The faculty council may release a student from the obligation to submit such a declaration if it is impossible for the student to select courses in a given study year.

7. A student shall be obliged to complete all declared courses before graduation.

8. The faculty council shall adopt a curriculum 3 months prior to the commencement of a given academic year and shall announce it in the USOSweb system and on the unit's website.

9. In the curriculum, the faculty council shall determine the conditions and mode of highly gifted students' participation in classes provided for in the course of studies, in the majors consistent with their talents, as well as the rules of receiving credits for these classes.

10. A student shall be entitled to resign from a declared course if the schedule of classes is changed during the academic year. The student shall inform the Dean about his/her resignation from the course within 7 days as of the date of arising the reason for such resignation.

§ 5

1. A student shall receive grades for examinations and credits, unless the curriculum stipulates otherwise.

2. Examination and credit grades shall be assigned according to the following scale:

very good – 5.0

good plus – 4.5

good – 4.0

satisfactory plus – 3.5

satisfactory – 3.0

fail – 2.0

3. The rules and criteria for assigning a grade, as well as the manner of calculating the grade in the case of a course including more than one form of classes, shall be determined by the instructor responsible for such a course and announced in the USOS system and during the first lecture or class in the said course.

4. The course of studies shall be recorded in:

a) student's academic progress reports drawn up in the form of data printouts from the University ICT system;

- b) records of receiving credits for a course drawn up in the form of electronic data printouts;
- c) the University ICT system.
5. The detailed rules of recording the course of the 1st and 2nd level and uniform master's programs shall be determined in the order issued by the University Rector.
6. The grade average received in a given academic year or in the entire course of studies shall be calculated as a weighted average with the weights determined by the values of appropriate ECTS points obtained for all the grades, including fails, received in this period.
7. The weighted average of grades shall include the grades received in examinations, whereas in the case of courses that do not end in an examination – only the final grade received.
8. In the case of a course comprised of separately assessed forms of classes, the grade average shall include the final grade assigned as a result of completing the entire course.
9. The grade average shall include the grade received in an examination taken before a board, excluding the grade received in a disputable examination pursuant to § 15.1 of the Rules and Regulations.
10. The weighted average shall be calculated in the following manner:
- a numerically expressed grade received for each course that forms the basis for calculating the average shall be multiplied by the number of points assigned to it;
 - the obtained multiplication results shall be added up;
 - the total obtained in point b shall be divided by the total number of points received for all the courses that form the basis for calculating the average;
 - the result shall be rounded off to two decimal places.
11. In the case of determining the weighted average on the basis of grades received at a different university and assigned in the scale from 2 to 6, the following conversion shall apply:

Grade assigned in the scale from 2 to 6	Corresponding grade in the scale from 2 to 5
2	2
2.5	2
3	3
3.5	3
4	3.5
4.5	4
5	4
5.5	4.5
6	5

II. Organization of Classes

§ 6

- The academic year starts on October 1, lasts until September 30 of the following calendar year and is divided into 2 semesters.
- The rules of organizing the academic year, including its division into semesters and dates of conducting classes and examination sessions, shall be determined by the Rector in consultation with the student government by May 1 of the previous academic year at the very latest. The detailed organization of the academic year for all forms and majors conducted by the faculty shall be determined by its Dean in consultation with the student government and pursuant to the rules determined by the Rector and shall be announced not later than three months prior to the commencement of the academic year.
- The Dean shall determine and announce the detailed schedule of classes not later than 2 weeks prior to the commencement of a semester.
- The instructor responsible for a given course, acting in consultation with the Dean, shall determine the rules of participation in classes included in the course and shall announce them in the USOS system and during the first lecture or class in the given course. Participation in such classes, excluding compulsory courses, may depend on meeting additional criteria determined by the instructor.

5. Classes may be conducted with the use of distance education methods and techniques. Conducting classes with the use of distance education methods and techniques shall be governed by separate provisions.

§ 7

1. When the curriculum provides for an obligatory internship, the Dean may release a student who had performed work consistent with the internship objectives from doing such an internship in full or in part.
2. Section 1 shall apply accordingly to other compulsory classes that are conducted in a special form.

§ 8

1. The Dean shall be entitled to appoint, in consultation with the student government, a tutor for a given specialization, study year, a group of students or internship.
2. The Dean shall determine, in consultation with this unit's council and student government, the scope and form of such tutors' work.

III. Completing a Course and a Study Year

§ 9

1. A study year shall be a credit unit in the course of studies. Completing a study year shall be confirmed by the enrollment in a subsequent study year entered in the study records.
2. A student shall be required to complete a study year by the end of the academic year in which he/she was enrolled at the very latest.
3. If the study plan for a given major provides for completing the program in the winter semester, a student shall be obliged to complete the last study year not later than by the end of the winter retake session (winter semester) in the last academic year in the course of studies.
4. At a student's request, he/she may be enrolled in a subsequent study year before the end of the academic year. In such a case, the deadline for completing the current year shall be the end of the subsequent academic year.

§ 10

1. Completing a study year shall be conditional on obtaining at least 60 ECTS points, unless the Rules and Regulations stipulate otherwise.
2. If the total duration of the part-time program exceeds the duration of the corresponding full-time program:
 - 1) the total number of points required by the part-time program study plan and curriculum shall be equal to the number of points required by the study plan and curriculum of the corresponding full-time program;
 - 2) the number of points required by the study plan and curriculum for the part-time program semester and academic year shall be reduced accordingly.
3. The condition for completing the 1st level program shall be obtaining at least 180 ECTS points.
4. The condition for completing the 2nd level program shall be obtaining at least 90 ECTS points in the case of a 3-semester program and at least 120 ECTS points in the case of a 4-semester program.
5. The condition for completing a uniform master's program shall be obtaining at least 300 ECTS points, and in the case of a program lasting 12 semesters in accordance with the adopted study plan – at least 360 points.
6. At a student's request, the Dean shall agree to enroll him/her in a subsequent study year if the student obtains at least 50 ECTS points by the deadline mentioned in § 9.2, 9.3 or 9.4 sent. 2 and meets other requirements determined in the curriculum (conditional enrollment). The curriculum may enable the above-mentioned enrollment also in the case of failure to meet the conditions for completing a given study year determined in the curriculum.
7. In the case mentioned in § 10 sec. 2.2, the faculty council may determine a lower number of ECTS points required for the enrollment referred to in section 6.
8. If a student is enrolled in a subsequent study year pursuant to section 6, he/she shall be obliged to obtain, by the deadline mentioned in § 9.2, 9.3 or 9.4 sent. 2, a certain number of points to complement the difference in points remaining from the previous study year, and to meet other conditions provided for in the curriculum. The detailed conditions and rules of complementing the difference in points shall be determined by the faculty council.
9. The failure to complete a given course may be the basis for enrollment referred to in section 6 only once during the course of studies.
10. The curriculum may stipulate a student's obligation to indicate, by a specified deadline, the courses that constitute the basis for complementing the difference in points determined in section 6.

11. A student shall submit the request mentioned in section 6 prior to the commencement of the academic year in which he/she wishes to be enrolled. If it is necessary for the student to retake some courses, the student shall indicate these courses in his/her request.

12. A given course may be taken into account only once as the basis for enrollment in a subsequent year in the course of studies.

13. The curriculum may stipulate additional requirements for completing a given study year.

§ 11

1. If a student obtains more ECTS points than it is required to complete a given study year pursuant to § 10.1 of the Rules and Regulations, the surplus obtained shall be counted towards a subsequent study year and then towards subsequent study years at a given level, if it concerns the courses included in the curriculum.

2. At a student's request, the Dean may agree to recognize a completed course within five years as of the date of completing it in the case of reinstatement in the same major or specialization, participation in a student exchange program joined by the University, completing courses in another major or specialization or at another university and in the case of readmission to the program.

3. In the case specified in section 2, the Dean shall take an appropriate decision in consultation with the instructor responsible for a given course, after becoming familiar with the study records and bearing in mind the curriculum applicable in a given major or specialization even if it differs from the curriculum applicable in a previous major or specialization. In the case of curricular differences resulting particularly from divergent education outcomes, the Dean may determine a smaller number of ECTS points to be recognized or not recognize the given course whatsoever.

4. The course mentioned in section 2 may constitute the basis for completing a year if it is included in the curriculum applicable in a given academic year.

5. The Dean may agree to recognize a completed course and a certain number of ECTS points also upon lapse of the time limit stipulated in section 2, particularly in the case of achieving coincident education outcomes.

6. The detailed rules of receiving a credit for a foreign language course on the basis of a certificate confirming the knowledge of the foreign language and the list of recognized certificates shall be determined in the order issued by the Rector.

§ 12

1. Students shall obtain ECTS points only when the grading procedure reveals that they have achieved the assumed education outcomes for a given course/form of classes. If the course includes more than one form of classes, the curriculum may provide for obtaining ECTS points for completing each of these forms separately, provided that education outcomes are assigned to each form of classes and their verification and assessment methods are determined.

2. The instructor responsible for a course shall determine, in consultation with the Dean, the requirements, rules, form and conditions for admitting to an examination or credit in accordance with the binding study plan and curriculum, by announcing them in the USOSweb system and during the first lecture or class held in this course.

3. The instructor responsible for a course shall set, in consultation with the Dean, the dates for taking examinations or receiving credits, as well as other examination or credit dates even outside the examination session, not later than by the end of the summer retake session. Students shall be informed about examination or credit dates one month prior to the commencement of a regular examination session at the very latest.

4. At least one examination date shall be scheduled in the regular examination session and at least one in the retake session. In the case of courses conducted in the winter semester, the last date for taking an examination or receiving a credit shall be scheduled by the end of the winter retake session, whereas in the case of courses conducted in the summer semester – by the end of the summer retake session.

5. A student taking an examination or other tests to receive a credit shall be obliged, if so requested, to present a proof of identity.

6. A student who received a fail grade shall be entitled to one retake examination in a given course and study year, prior to the lapse of time limit mentioned in § 9.2, 9.3 or 9.4 sent. 2. A student may sit for an examination for the first time in the retake session. A student who sits an exam for the first time on the last date scheduled pursuant to section 3 loses his/her right to a retake examination.

7. The instructor responsible for a given course may order to prepare lists of names scheduled for respective examination dates. The lists shall be closed not earlier than four days prior to the examination date scheduled pursuant to section 3. When the list is closed, no names can be added or deleted from it without the consent of the instructor responsible for the course.

8. In the case of failure to receive a credit for practical classes, which is the condition for sitting an exam, a student shall be entitled to use one additional date to receive a credit prior to the commencement of the retake session, if the type of classes enables it.

9. In the case of failure to sit for an examination on a scheduled date, a student may take this examination only as a retake examination, unless an additional examination date was scheduled pursuant to section 10.

10. At a student's request submitted within 7 days as of the scheduled examination date, the Dean may consider the failure to sit for this examination as excused and set, in consultation with the instructor responsible for a given course, an additional examination date, not later than by the end of a given academic year; this provision shall also refer to a retake examination. The additional examination date cannot be reinstated.

11. A student's failure to meet the conditions for admitting to an examination or failure to sit for an examination for other reasons shall not be the basis for assigning a fail grade for this examination. The failure to sit for an examination shall be entered in the study records.

12. Grades received in a given course shall be announced in the USOSweb system.

13. The instructor responsible for a given course shall be obliged to:

- a) announce the grades within 10 days as of the examination or credit date,
- b) provide a competent administrative office of the unit running the program with signed consolidated records of completing the course within 10 days as of the last examination or credit date.

14. A student shall have the right to access his/her graded paper.

§ 13

1. In the case of a justified suspicion that a student has claimed credit for the whole or a part of another person's work, the instructor responsible for a given course shall immediately inform the Dean about this fact in writing.

2. If the circumstances mentioned in section 1 are sustained, the Dean shall apply to the Rector for commencing disciplinary proceedings against the student.

3. The application mentioned in section 2 shall result in the failure to receive a credit and in the case of a course that requires assigning a grade, it shall result in assigning a fail grade.

§ 14

1. At a student's request, the Dean shall agree to repeat a study year if a student fails to obtain the number of ECTS points required to be enrolled in a subsequent study year or fails to meet the conditions specified in § 10.8 or other conditions for completing a given study year in accordance with the curriculum. When repeating a study year, a student shall be entitled to participate in classes and sit for examinations scheduled for the subsequent study year, unless it is excluded by the sequential system of classes or examinations or meeting other conditions provided for in the study plan or curriculum.

2. A student shall be entitled to repeat a study year once in the course of the 1st and 2nd level and uniform master's program.

3. A student shall not be entitled to repeat a study year if he/she fails to complete the first year of the 1st level and uniform master's program. Prior to the lapse of time limits specified in § 9.2, 9.3 or 9.4 sent. 2 (deadlines for completing a study year), it shall not be allowed to repeat a course during the same study year, unless the Rules and Regulations stipulate otherwise.

4. In exceptional, well justified cases, the Dean may agree, once in the course of the program, to repeat the same or another study year one more time.

5. In exceptional, well justified cases, the Dean may agree, once in the course of the program, to repeat a course during the same study year prior to the lapse of time limits specified in § 9.2, 9.3 or 9.4 sent. 2.

6. As regards the issues mentioned in sections 1 and 4, a student shall be obliged to submit an application prior to the commencement of the academic year in which he/she wishes to be enrolled.

7. If a student must repeat some courses, he/she shall be obliged not only to submit an application concerning the issues mentioned in sections 1, 4 and 5 but also to indicate the courses to be repeated.

§ 15

1. The Dean may order to conduct an examination before a board in the following cases:

- a) if any irregularities have arisen during an examination;
- b) if the scope of the conducted examination exceeds the scope determined in the announcement referred to in § 12.2 of the Rules and Regulations.

2. An application for conducting an examination before a board may be submitted by a student, a student government body or an examiner within 5 days as of the date of announcing examination results and shall contain a detailed explanation of charges.

3. An examination before a board shall be conducted within 2 to 14 days as of the date of ordering to conduct it.

4. The examination board shall be composed of a chairman and two members appointed by the Dean from among the university teachers representing the same specialization or a specialization related to the subject matter of the examination taken before a board. At least one member of the examination board must hold a

postdoctoral degree. In well justified cases, additional persons may be appointed by the Dean as members of the board.

5. The Dean or an authorized member of the unit's council may participate in the examination conducted before a board. At a student's request, a year or specialization tutor and a student government representative may also participate in the examination conducted before a board as observers. A university teacher who assigned the grade reviewed before a board shall be entitled to participate in the examination as an observer.

6. The form and date of the examination shall be determined by the Dean in consultation with the chairman of the board. It shall be required to draw up a report of the examination conducted before a board.

7. A positive result of the examination taken before a board shall be the basis for completing a given study year even if it was conducted upon lapse of the time limits specified in § 9 of the Rules and Regulations.

IV. Diploma Theses, Examinations and Graduation

§ 16

1. In order to graduate, a student shall prepare and submit a diploma (bachelor's/engineer's or master's) thesis and pass a diploma (bachelor's/engineer's or master's) examination.

2. The condition specified in section 1 shall be met when a student has received a positive grade for his/her diploma thesis.

3. The obligation to meet the condition specified in section 1 shall constitute an element of the last study year's plan.

4. The conditions for graduating in the majors in which educational standards apply shall be stipulated in separate provisions.

§ 17

1. A student shall prepare his/her bachelor's/engineer's thesis under the supervision of a university teacher who holds at least a Ph.D. degree and is employed at least in the position of an assistant professor or senior lecturer.

2. The faculty council may authorize a person who is not employed in the position specified in section 1 and holds at least a Ph.D. degree to supervise a bachelor's/engineer's thesis.

3. A student shall prepare his/her master's thesis under the supervision of a university teacher who holds a postdoctoral degree. The faculty council may authorize a university teacher who holds at least a Ph.D. degree and is employed in the position of an assistant professor or senior lecturer to supervise such a thesis.

4. The faculty council may authorize a person who is not employed at the University and holds a postdoctoral degree to supervise a master's thesis.

5. At a student's request, the Dean may change a diploma thesis supervisor.

6. A diploma thesis may be prepared by more than one student if sections prepared individually by each student can be clearly identified therein and it is possible, on this basis, to determine the contribution and actual value of work performed by each of them.

7. In well justified cases, a person employed in another faculty may act as a diploma thesis supervisor or reviewer.

§ 18

1. A student shall be obliged to submit the final version of his/her diploma thesis approved by the thesis supervisor, in a paper and electronic form alike, by the end of September in the last academic year in the course of studies at the very latest. It shall be necessary to submit such a thesis to complete a diploma seminar or other classes that lead to submitting the diploma thesis.

2. In the case mentioned in § 9.3, a student shall submit the final version of his/her diploma thesis approved by the thesis supervisor, in a paper and electronic form alike, by the end of the winter retake session (winter semester) in the last academic year in the course of studies at the very latest. It shall be necessary to submit such a thesis to complete a diploma seminar or other classes that lead to submitting the diploma thesis.

3. A student shall be obliged to submit his/her diploma thesis for final approval by the thesis supervisor two weeks prior to the lapse of time limits specified in sec. 1 and 2 at the very latest.

4. A diploma examination shall take place within one month as of the day of submitting a diploma thesis. For justified reasons, the Dean may extend this deadline by another month.

§ 19

1. A diploma thesis shall be assessed by the thesis supervisor and reviewer in accordance with the scale determined in § 5.2 of the Rules and Regulations. The reviewer must hold at least a Ph.D. degree and in the case mentioned in § 17.3 sent. 2, a postdoctoral degree.

2. The grade shall be assigned in accordance with the scale determined in § 23.4 of the Rules and Regulations, on the basis of the arithmetic average of grades assigned by the diploma thesis supervisor and reviewer.

3. If the grade assigned by the reviewer is a fail, the Dean shall appoint an additional reviewer.
4. In the case specified in section 3, the thesis shall be positively assessed if the additional reviewer has assigned at least a satisfactory grade to it.

§ 20

A student shall be allowed to sit a diploma examination if:

- a) he/she meets all the requirements determined in the curriculum;
- b) his/her diploma thesis is verified with the use of an antiplagiarist program cooperating with all-Polish repository of written diploma theses;
- c) he/she receives a positive grade for his/her diploma thesis pursuant to § 19;
- d) he/she submits all the required documents in the administrative office of the unit responsible for the course of studies.

§ 21

1. A diploma examination shall be conducted by a board appointed by the Dean and composed of a chairman and two members. The board members shall be the thesis supervisor and reviewer. The board chairman may be a university teacher who holds at least a Ph.D. degree and is employed in the position of an assistant professor or senior lecturer. In well justified cases, additional persons may be appointed by the Dean as the board members.
2. If a member of the examination board cannot participate in a diploma examination, the Dean shall appoint another person to replace them.
3. The board conducting a master's examination must have among its members a person who holds a postdoctoral degree.
4. A diploma examination may be conducted in an oral or written form. The detailed form of a diploma examination shall be determined in the curriculum or in the rules of awarding diplomas binding in a given faculty.
5. A diploma examination shall be followed by assigning a grade in accordance with the scale specified in § 5.2.
6. It shall be required to draw up a report on the diploma examination pursuant to separate provisions.
7. In the case of receiving a fail for the diploma examination or in the case of unexcused failure to take this examination, the Dean shall set another, final date for taking the examination. § 12.10 and § 15 shall apply respectively.
8. A repeat diploma examination shall take place not later than within three months as of the date of the first examination.

§ 22

1. The bases for calculating the general result for the program shall be:
 - a) the grade average from all the courses included in the program, calculated pursuant to § 5 sections 6–9 of the Rules and Regulations;
 - b) the grade received for a diploma thesis;
 - c) the grade received for a diploma examination or arithmetic average of grades if the diploma examination is taken on two dates.
2. The general result for the program shall be the total of 4/8 of the grade average mentioned in section 1(a), 3/8 of the grade mentioned in section 1(b) and 1/8 of the grade mentioned in section 1(c). The faculty council may decide on a different method of calculating the general result for the program, whereas the grade average from all the courses as stipulated in section 1(a) cannot be calculated with a smaller weight than 1/2.
3. If the study plan and the curriculum do not stipulate, in accordance with the binding educational standards, the obligation to prepare and submit a diploma thesis or to pass a diploma examination, graduation shall follow the full implementation of the study plan and the general result for the program shall be determined as the grade average specified in section 1(a).
4. The general result for the program shall be rounded up to two decimal places.

§ 23

1. Graduation takes place on the date of meeting the last condition stipulated in the study plan and the curriculum.
2. After having completed the entire curriculum, a student shall receive a professional title adequate for a given level, major and specialization and shall become the University graduate.

3. A graduate shall receive a university diploma with a professional title for a given level of studies within 30 days as of the diploma examination, and if the study plan and the curriculum do not provide for a diploma examination, within 30 days as of the date of meeting the last condition for graduation stipulated in the study plan and the curriculum.

4. The university diploma shall contain the general result for the program in accordance with the following rule:

4.51 – 5.00 – very good

4.21 – 4.50 – good plus

3.71 – 4.20 – good

3.21 – 3.70 – satisfactory plus

up to 3.20 – satisfactory

5. The result shall be rounded up to the nearest grade as in section 4 only in the entry in the diploma and in the supplement; all other certificates shall contain the actual general result for the program calculated as in § 22 sections 2–4 of the Rules and Regulations.

6. Along with a university diploma, a student shall receive a supplement containing the list of courses completed in the program with assigned grades. At a graduate's request, the supplement may be issued in a foreign language, pursuant to separate provisions.

V. Individual Organization and Changes in the Course of Studies

§ 24

At a student's request, the Dean may authorize the student to study in accordance with an Individual Curriculum or Individual Study Plan.

§ 25

1. An Individual Curriculum shall consist in modifying the regular curriculum in order to adapt it to the student's scientific interests or to enable him/her to conduct scientific research and in providing him/her with individual assistance from a university teacher.

2. A student who applies for an Individual Curriculum shall submit for the Dean's approval a proposal of curriculum for the nearest academic year agreed with the university teacher who acts as his/her supervisor. If the student fails to indicate a candidate for his/her supervisor, the supervisor shall be appointed by the Dean.

3. By agreeing to the Individual Curriculum, the Dean simultaneously approves the curriculum and the candidate for the supervisor.

4. The supervisor must hold at least a Ph.D. degree.

5. The Dean may agree to the Individual Study Plan at the request of a student whose personal circumstances prevent him/her from attending classes and receiving credits in accordance with the study plan, and particularly in the following cases:

a) disability or illness,

b) studying in more than one major or specialization,

c) providing childcare.

6. An Individual Study Plan may particularly consist in:

a) modifying the sequential system of classes and examinations and modifying the form of receiving credits and taking examinations, the order of classes in the course of studies or the number of class hours,

b) extramural completion of courses in consultation with the class instructor,

c) changing dates for taking examinations and receiving credits.

7. A student who applies for an Individual Study Plan shall submit for the Dean's approval the mode of receiving credits and taking examinations required in a given semester, and in the case of all-year courses in a given academic year, and the conditions for receiving credits agreed and approved by university teachers responsible for particular courses in a given semester.

8. The detailed rules of studying according to an Individual Curriculum or Individual Study Plan shall be determined by the faculty council.

§ 26

1. A person enrolled in the program in the learning outcomes validation mode shall be obliged to apply to the Dean for recognizing the courses completed in the learning outcomes validation mode prior to the commencement of classes.
2. The Dean shall establish an Individual Curriculum or Individual Study Plan in consultation with the person mentioned in sec. 1, on terms specified in § 25.

§ 27

1. With the consent of the heads of the basic organizational units, a student shall be entitled to complete courses in other majors and specializations, as well as to follow a part of the curriculum at other, also foreign universities.
2. In the case of classes that are not included in the study plan and are conducted in extra-departmental and interdepartmental units, sec. 1 shall apply accordingly.
3. With the Dean's consent, a student of another university, including a foreign one, shall be entitled to complete courses conducted at the University.
4. When deciding on the transfer of classes, the Dean shall take into account the education outcomes achieved at another organizational unit of the University or at another university as a result of carrying out classes and internships corresponding to the classes and internships specified in the study plan and curriculum of the major in which a student is enrolled. Achieving coincident education outcomes shall be the condition for transferring classes to the units assigned to the classes and internships specified in the study plan and curriculum.

§ 28

1. A student shall be entitled to change the form of his/her program from full-time to part-time within a given major or specialization, with the Dean's consent.
2. A student shall be entitled to change the form of his/her program from part-time to full-time only by following a full-time program enrollment procedure. In this case, § 11 sections 2-5 shall apply accordingly.

§ 29

A student shall be entitled to move to another university after having met all the obligations arising from the Rules and Regulations and the curriculum in a given major or specialization.

§ 30

1. With the Dean's consent, a student of another, also foreign university who completed the first study year may be transferred to the University's program without the necessity to take part in the enrollment procedure.
2. In the case mentioned in section 1, a student must provide the Dean with a well justified application approved by the head of the organizational unit from which he/she wishes to move and with the records of the course of studies completed so far.
3. Sections 1 and 2 shall apply respectively in the case of changing a major or specialization at the University.
4. The detailed rules and conditions of transferring a student from another university or changing a major or specialization at the University shall be determined by the faculty council. § 27.3 shall apply accordingly.

§ 31

1. Disabled students may apply for adapting the manner of organizing and implementing the educational process, including study conditions, to the type of their disability.
2. The students mentioned in section 1 shall include:
 - a) disabled persons who hold a valid disability degree certificate or an equivalent document,
 - b) chronically ill persons with no disability degree certificate, whose health condition is confirmed by the medical records submitted to the University's Disability Support Service,
 - c) persons whose sudden illness or accident result in a temporary inability to fully participate in classes, and such circumstances are confirmed by the specialist medical records submitted to the University's Disability Support Service.
3. Decisions in the matters mentioned in section 1 shall be taken by the Dean.
4. The detailed conditions of adapting the educational process to the needs of disabled persons shall be determined in the order issued by the University Rector.

VI. Leave of Absence

§ 32

1. A student shall be entitled to take leave of absence in the form of:
 - 1) student's leave,
 - 2) dean's leave.
2. Leave of absence shall be granted in semesters.
3. A student who completed the first study year shall be entitled to take the student's leave by submitting a declaration on his/her intention to take such leave to the Dean and indicating the length of such leave. The student's leave cannot last longer than 2 semesters. If a student has taken a one-semester student's leave in the course of studies, he/she shall still be entitled to the leave lasting only one semester.
4. In the case of submitting a declaration in the course of a semester, the student's leave shall be granted as of the following semester.
5. At a student's request, the Dean may grant the dean's leave due to important circumstances preventing the student from participating in classes, particularly those resulting from his/her health condition, disability or connected with giving birth to and raising a child. The total length of the dean's leave cannot exceed 4 semesters.
6. A student may apply for the dean's leave immediately upon arising the circumstances constituting the reason for taking the leave.
7. It shall not be allowed to grant the dean's leave retroactively or during the examination session, unless the reason that justifies granting the leave has arisen earlier.

§ 33

A student's failure to enroll in a subsequent study year after his/her return from the leave, prior to the commencement of classes in a given semester shall be considered as discontinuation of studies.

§ 34

1. When on leave, a student shall retain his/her student rights, excluding the right to receive financial assistance, unless relevant provisions stipulate otherwise.
2. When on leave, a student shall be entitled, with the Dean's consent and pursuant to the terms determined by the Dean, to participate in classes and receive credits for courses included in the curriculum.
3. In the case of granting a leave for health reasons, the consent mentioned in sec. 2 shall be conditional on providing the Dean with a certificate confirming the lack of contraindications to participate in classes, to take examinations and to receive credits.

VII. Discontinuation and Reinstatement

§ 35

1. The Dean shall remove a student from the student register in the following cases:
 - 1) discontinuation of studies;
 - 2) written request to withdraw from the program;
 - 3) failure to submit a diploma thesis or to pass a diploma examination by the deadline specified in § 18 sections 1-3;
 - 4) disciplinary penalty in the form of expulsion.
2. The Dean shall be entitled to remove a student from the student register in the following cases:
 - 1) lack of academic progress;
 - 2) failure to complete a study year by the deadline specified in § 9.2, 9.3 or 9.4 sent. 2;
 - 3) failure to pay due fees within 7 days as of receiving a written request for payment;
 - 4) failure to sign an agreement for payment of tuition fees by the student.
3. It shall be allowed to appeal against the decisions mentioned in sections 1 and 2 to the Rector. The Rector's decision shall be final.
4. The discontinuation of studies mentioned in sec. 1.1 shall be the case of failure to start the fulfillment of student's duties arising from the Rules and Regulations and the curriculum, and particularly the case of unexcused failure to submit a declaration of selection of courses, declaration of a too small number of ECTS points and the case mentioned in § 33.
5. A lack of academic progress shall be the case when the degree of implementing the curriculum prevents a student from completing a study year, unless he/she is entitled to repeat a study year or a course.

§ 36

1. The reinstatement of a person who was removed from the student register during the first study year shall take place in accordance with the general rules of enrollment.
2. The Dean may agree, at the request of a person removed from the student register in the second or higher study year, to reinstate such a person in a given major or specialization starting from the following academic year (reinstatement), unless the removal from the student register has resulted from disciplinary expulsion or more than 5 years have passed since the date of such removal.
3. The reinstatement shall be allowed only once in a given major or specialization.
4. The reinstatement shall be considered a continuation of the previous course of studies.
5. The reinstatement shall be allowed from the beginning of an academic year.
6. In the case mentioned in section 2, the Dean shall determine the number of ECTS points to be recognized and the study year in which the reinstated student is enrolled, taking into account curricular differences. While determining the number of ECTS points, the Dean shall be guided by the curriculum followed in the academic year, in a given major or specialization. If any curricular differences are found, the Dean may determine a smaller number of ECTS points to be recognized or may not recognize the credit for a given course whatsoever.
7. If more than 5 years have passed since the date of removing a student from the student register, he/she shall be reinstated in accordance with the general rules of enrollment in the first study year, unless the Dean decides otherwise.

VIII. Awards, Distinctions and Disciplinary Responsibility

§ 37

1. Students who make excellent academic progress and fulfill their obligations in an exemplary manner may receive awards and distinctions granted by the Rector, Dean and external institutions at the University's request.
2. The information on granting awards or distinctions shall be entered in the student's personal records.

§ 38

1. To graduate with honors, students must:
 - a) graduate by the deadline stipulated in § 18, in accordance with the curriculum;
 - b) receive the grade 'very good' in their diploma examination;
 - c) receive the grade 'very good' for their diploma thesis;
 - d) obtain the weighted average of grades of at least 4.5 for the entire course of studies.
2. The condition stipulated in sec. 1(c) shall not apply to the majors in which the curriculum does not require preparing and submitting diploma theses.

§ 39

The disciplinary responsibility of students shall be governed by separate provisions.

IX. Final and Interim Provisions

§ 40

1. In students' individual matters, first instance decisions shall be taken by the Dean, unless the Rules and Regulations or separate provisions stipulate otherwise.
2. The Dean may authorize the Deputy Dean, institute director or vice-director or the head of another organizational unit of the faculty to take decisions in the matters provided for in the Rules and Regulations. The Dean shall be obliged to immediately inform the Rector about authorizations granted.
3. It shall be allowed to appeal to the Rector against the decisions on students' individual matters taken by the Dean or another authorized person in accordance with the Rules and Regulations. The Rector's decision shall be final and irrevocable.
4. An appeal shall be lodged through the agency of the body that issued the appealed decision within 14 days as of the date of service.
5. Decisions on the matters concerning the rules and course of studies not covered by the Rules and Regulations shall be taken by the Rector.
6. In the case of students participating in an individual interdisciplinary program, the head of this program shall have the powers of the Dean.

§ 41

1. The University shall be entitled to organize individual interdisciplinary programs that include at least two fields of study and lead to obtaining a diploma in at least one major conducted at the University by the basic organizational unit authorized to award a Ph.D. degree in the area of knowledge connected with this major.

2. The detailed mode and conditions of providing education as part of individual interdisciplinary programs shall be determined by the program council composed of the representatives of units conducting the given programs.

§ 42

1. The Rules and Regulations shall enter into force on October 1, 2015.

2. Paragraph 4 sec. 7 shall not apply to students who started their studies before October 1, 2012.

3. The students who started their studies before October 1, 2012 shall study in accordance with the previous study plans and curricula. Their reinstatement shall however take place only in accordance with the new rules. In this case, the Dean who agrees to their reinstatement shall determine the education outcomes achieved in the program pursued so far.

4. The obligation specified in § 20 (b) shall not apply to students who were in their last study year on October 1, 2014.

5. The faculty council shall formulate the rules of determining and recognizing the ECTS points in relation to students who:

a) are covered by the credit point system due to repeating a study year, changing or undertaking an additional major or specialization or being reinstated, if the study plan and the curriculum they followed so far did not provide for such a system;

b) complete the courses that are not included in the credit point system pursuant to § 27.3 of the Rules and Regulations.

6. If a part of the study plan was not covered by the credit point system, the grade average from all the courses included in the program and constituting the basis for determining a general result for the program shall be calculated as an arithmetic average.

7. A student of the uniform master's program who started the program before September 1, 2005 shall be entitled, despite moving from the uniform master's program to a two-level program, to complete it as a uniform master's program in accordance with an individual study plan and curriculum.

8. In the case of moving from the uniform master's program to a two-level program, a person removed from the student register in the uniform master's program who started his/her studies before September 1, 2005 may be reinstated in the appropriate 1st or 2nd level program provided that he/she holds the 1st level qualifications.

9. A student who obtained a certificate of completion of studies pursuant to the rules binding before October 1, 2009 and was removed from the student register may be reinstated pursuant to the rules binding as of October 1, 2010. In the case of changes in the study plan and in the curriculum, such a student shall be obliged to complement the curricular differences, unless the faculty council decides otherwise.

10. The Rules and Regulations and separate provisions shall apply to the majors governed by educational standards.