

## **Rules and Regulations for the first-cycle, second-cycle and single master degree studies**

### **I. General provisions**

#### **§ 1**

1. The Rules and Regulations apply to all first-cycle, second-cycle and single master degree studies (the "studies") conducted at the Jagiellonian University (the "University").
2. Terms used in the Rules and Regulations have the following meanings:
  - 1) Rules and Regulations – the rules and regulations for the studies at the University,
  - 2) faculty – an organisational unit as defined in the Articles of Association of the University,
  - 3) ECTS credits – credits defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner requisite to achieve assumed learning outcomes,
  - 4) year of the studies – a pass unit of the study programme,
  - 5) academic year – the calendar period in which classes are taught, as well as examinations are taken and passes obtained as provided for in the study programme,
  - 6) university student – a person pursuing a course of the studies who has been admitted to the studies and has taken the university student's oath,
  - 7) subject – an element of the study process including specific topical contents delivered in the form of classes, in particular in the form of a lecture, laboratory, exercise, conversation class, seminar, proseminar, or placement, provided for in the study programme; a subject may include more than one (1) form of classes,
  - 8) subject coordinator – a person appointed by the Dean, which person is responsible for the organisation of the subject,
  - 9) class teacher – an academic teacher employed in a teaching or research and teaching position and another person teaching classes with the requisite competences and experience to implement such classes properly, as indicated in the timetable; in exceptional cases, the Dean may grant permission for classes to be taught by an academic teacher employed in a research position,
  - 10) sequential system of classes and examinations – a topical link between subjects defined in the study programme, which link makes attending classes or taking an examination conditional on

passing the classes or the examination in another subject,

- 11) study programme – specifies the learning outcomes and a description of the process leading to their achievement as well as the number of ECTS credits allocated to the classes,
  - 12) study plan – a detailed statement of the organisation and delivery of the study programme,
  - 13) course of the studies – takes into account in particular the years of the studies completed, including any leave of absence from classes taken and any retaking a year of the studies,
  - 14) timetable – a detailed timetable of classes in a semester in a specific academic year with the indication of lecturers,
  - 15) Dean – a Dean or Vice-Dean acting under the authority of the Rector,
  - 16) syllabus – an element of the study programme including but not limited to a detailed description of the subject, drawn up pursuant to separate provisions,
  - 17) promotion – entry into the next year of the studies within the same academic year.
3. The rules related to the creation of study programmes and the documentation of the course of the studies are provided for in separate provisions.
4. The principles for granting student benefits are provided for in separate provisions.

## § 2

1. University students are obliged to conduct themselves in accordance with the oath and the Rules and Regulations, observe the provisions in force at the University, fulfil orders of its authorities, care for the good name of the University and respect its traditions and customs. Additionally, the university student is obliged in particular to attend classes in accordance with the Rules and Regulations, take examinations, undertake placement and meet other requirements provided for in the study programme, as well as to submit documents required under separate regulations, in particular the ones which determine the option to take up the studies or being admitted to classes in a specific subject, and is also obliged to familiarise themselves with the terms and conditions of payment for the studies, pursuant to the principles specified in separate provisions.
2. In particular, the university student has the right to:
- 1) acquire knowledge in their chosen field of the studies, to develop their own research interests, to use the University's premises, facilities and resources and the entire library collection for this purpose in accordance with the applicable provisions, and to receive assistance from the academic staff,
  - 2) participate in educational classes and take examinations or passes provided for in the study programme according to the principles specified therein,
  - 3) participate in the decision-making of the University's collegiate bodies through university student representatives,
  - 4) make suggestions to the University authorities on study programmes and matters related to social and living conditions,

- 5) receive prizes and awards in accordance with the principles specified in the Rules and Regulations and separate provisions,
- 6) associate with existing university student organisations and set up new ones,
- 7) participate in academic research and associate with the University's research clubs,
- 8) develop cultural, tourist and sporting interests, make use of the University's facilities and resources for this purpose and to receive assistance from the academic staff and University bodies,
- 9) participate in open classes of other courses and other activities with the permission of the class teacher.

3. Additionally, the university student is entitled to:

- 1) transfer and have their ECTS credits recognised,
- 2) study according to their individual organisation of the studies,
- 3) excuse absences from classes,
- 4) take leaves of absence from classes and with the option to proceed to the verification of the acquired learning outcomes provided for in the study programme,
- 5) change the field of the studies,
- 6) transfer to the full-time or part-time studies,
- 7) take the board examination with the participation of an observer designated by them,
- 8) retake certain classes due to unsatisfactory academic performance

– under the terms and conditions hereof.

4. The university student receives a university student card.

5. The university student card is the document that certifies the university student status. The university student card remains valid until no later than the date of graduation, suspension or removal from the list of university students and, in the case of first-cycle graduates, until 31 October of the year of graduation from the studies.

6. The university student must notify the University immediately of any change of surname and address, as well as of any data required by the University pursuant to separate provisions.

7. The university student's rights and obligations expire on the date of graduation or removal from the list of students. A person who has completed the first-cycle studies retains student rights until 31 October of the year in which they have completed the studies, subject to separate provisions.

8. The university student may not be re-enrolled in a course, level and profile of study in which they have university student status (regardless of the form of study).

9. The university student self-government bodies are representative of the University's students as a whole.
10. The relevant university student self-government bodies are entitled to express a position on all matters concerning university students.
11. The University authorities are obliged to take measures to ensure equal opportunities in the implementation of the study programme for university students with special needs, including disabilities, taking into account the legitimate needs of university students resulting from their health and/or psycho-physical situation, the specific nature of the field of the studies and ensuring the implementation of learning outcomes.
12. For matters not requiring an administrative decision, the university student may apply through:
  - a) e-mail in the domain student.uj.edu.pl in accordance with the principles specified by the Dean;
  - b) USOS web system.

### § 3

1. The studies may be conducted as the full-time or part-time studies.
2. The provisions of these Rules and Regulations apply to all forms of the studies unless otherwise stated in the Rules and Regulations.
3. The duration of the studies is as follows:
  - a) in the case of a first-cycle studies, at least six (6) semesters;
  - b) in the case of second-cycle studies, three to five (3-5) semesters;
  - c) nine to twelve (9-12) semesters as for the single master degree studies.
4. The duration of the part-time studies may be longer than the corresponding full-time studies.
5. In case the university student retakes a year, taking a leave of absence from classes or taking a diploma examination after the end of the last academic year within the course of the studies, the maximum duration of the course of the studies is to be extended accordingly.

### § 4

1. The studies in a specific field, level and profile are provided at the University on the basis of the study programme.
2. The study programme may allow selected studies or subjects to be taught in a foreign language. In the case of the studies in Polish, compulsory subjects may be taught in a foreign language if this results from the specific nature of the field of the studies or if the studies are also taught in Polish. The Dean, in agreement with the subject coordinator or supervisor – in the case of a diploma seminar or other classes leading to the submission of a diploma thesis – may authorise the submission of specific examinations, including diploma examinations and passes, as well as the submission of the diploma thesis in a foreign language.

3. In the case of fields of the studies related to language education, the Faculty Council may make it compulsory to take certain examinations, including diploma examinations, and passes, and to submit diploma theses in a foreign language.

4. The study programme may provide for a list of compulsory subjects, whose completion is a prerequisite for passing a specific year of the studies or for graduation, a sequential system of classes and examinations, an obligation to pass the placement or other classes of a specific nature.

5. University students are required to submit declarations of choice of subjects to be taken in a specific year of the studies and to declare a total of ECTS credits for both semesters that is not less than the number of ECTS credits required to pass a specific year of the studies, with the exception of cases referred to in §10(2) (b) and §11. Declarations on the selection of subjects must be completed in the USOS web system. The Faculty Council may waive the declaration requirement in the case of courses of the studies regulated by educational standards.

6. The university student is required to pass all subjects declared for that year, unless the study programme allows this obligation to be fulfilled by the time of graduation.

7. The university student has the right to withdraw from a declared subject if the schedule changes during the academic year. The university student is required to notify the Dean of resignation within seven (7) days of the occurrence of the reason justifying the resignation.

## § 5

1. Examinations and passes end in granting a grade, unless the study programme states otherwise.

2. Grades for examinations and passes are granted according to the following scale:

- very good – 5.0
- good plus – 4.5
- good – 4.0
- sufficient plus – 3.5
- sufficient – 3.0
- inadequate – 2.0

3. The principles and criteria for awarding a grade, as well as the method of calculating the grade in the case of a subject including more than one (1) form of classes, are provided for in the syllabus and communicated to university students during the first classes of the subject.

4. The course of the studies is documented in:

- a) the university student's periodic achievement sheets;
- b) USOS system.

5. The grade point average for an academic year or the entire course of the studies is calculated as a weighted average with weights determined by the values of the corresponding ECTS credits from all the grades obtained during that period, subject to paragraphs 6 to 9. The grade point average is calculated as follows:

$$\text{weighted average} = \frac{O_1 \cdot w_1 + \dots + O_n \cdot w_n}{w_1 + \dots + w_n},$$

where the respective components stand for:

weighted average – grade average calculated to two (2) decimal places;

$O_n$  – the grade in subject n, to be taken into account in accordance with the principles specified in paragraphs 6 to 9;

$w_n$  – the weighting assigned to a course n, expressed in number of ECTS credits.

6. If the university student has taken the examination more than once, the value which is the arithmetic mean of the grades obtained in all the dates, including failing grades, rounded to two (2) decimal places, is to be used to calculate the average grades.

7. Examination grades are included in the grade average and, for subjects that do not result in an examination – the final grade. In the case of subjects provided in parts over successive years of the studies, the grade of the final examination or pass and the sum of all ECTS credits provided for respective parts of a subject are included in the calculation of the average grade.

8. In the case of a subject comprising separately assessed forms of classes, the pass of the entire subject is included in the grade average.

9. In the calculation of the grade point average, the grade from the board examination is taken into account, disregarding the grade from the examination challenged in accordance with the procedure provided for in § 15( 1).

10. In the case of the transfer of credits obtained at another university, including a foreign university with a different grading scale, the following formula is used to determine the grade:

$$O_n = \frac{O_s}{O_m} \cdot 100\%,$$

where the respective components stand for:

$O_n$  – the grade having conversed to the scale applicable at the

University;  $O_s$  – the grade obtained by the university student at another university;

$O_m$  – the maximum grade possible according to the grading scale effective at another university.

The percentage score obtained should be compared to the scale below:

<i>Result obtained</i>	<i>Assessment obtained at the</i>
<i>Less than 50%</i>	<i>2.0</i>
<i>from 50%</i>	<i>3.0</i>
<i>from 60%</i>	<i>3.5</i>
<i>from 70%</i>	<i>4.0</i>
<i>from 80%</i>	<i>4.5</i>
<i>from 90%</i>	<i>5.0</i>

11. The cooperation agreement may stipulate a different method for determining the assessment than that indicated in paragraph 10.

## **II. Organisation of activities**

### **§ 6**

1. The academic year begins on 1 October and lasts until 30 September of the following calendar year and is divided into two (2) semesters.

2. The principles for the organisation of the academic year, including the division into semesters and the timing of classes and examination sessions, are to be specified by the Rector, having consulted with the university student self-government, by 1 May of the preceding academic year at the latest. The detailed organisation of the academic year for all forms and fields of the studies are specified by the Dean having consulted with the university student self-government and in accordance with the principles specified by the Rector and published no later than three (3) months before the beginning of the academic year.

3. The Dean sets and announces the schedule before the registration deadline, no later than two (2) weeks before the start of the semester.

4. The syllabus sets out the principles for participation in such classes as may be included in the subject. These principles are announced in the first classes of the subject. Participation in classes may be subject to the fulfilment of additional criteria, as determined by the class teacher, with the exception of compulsory subjects.

5. At the university student's request, the class teacher recognises absence from classes as excused in the case of: ill health certified by a medical certificate, attendance at a meeting of a body or collegiate body of the University and representation of the University at a national or international forum confirmed by an appropriate certificate issued by the Rector or an authorised person. Should other circumstances arise, at the justified request of the university student, the subject coordinator may consider the absence from the classes as excused. A request to excuse an absence from classes must be made within seven (7) days of the date on which the reason for the absence ceases.

6. Classes may be conducted with distance learning methods and techniques. The provision of classes with distance learning methods and techniques is provided for by separate provisions.

## **§ 7**

1. Where the study programme provides for placement, the Dean may give permission for it to be passed by the university student who has documented experience corresponding to the objectives and outcomes of the placement.
2. In the case of other compulsory activities having a specific form, the provision of paragraph 1 applies accordingly.

## **§ 8**

The Dean may, in consultation with the university student self-government, appoint a supervisor for a specific year of the studies, group of students or placements and determine the scope and form of work.

# **III. Pass of a subject and year of the studies**

## **§ 9**

1. The pass unit within the course of the studies is the year of the studies. Successful passing the year is confirmed by entry in the next year's course of the studies in the registration documentation of the course of the studies. Records may be maintained in electronic form.
2. University students are required to pass the year of the studies by the end of the academic year of entry at the latest. A specific subject can only be taken into account once as a basis for entry into the following year within the course of the studies.
3. If the study plan for a course of the studies provides for graduation in the winter semester, the university student must pass the final year of the studies by the end of the winter resit session (winter semester )of the final academic year in the course of the studies at the latest.
4. At the request of the university student, the Dean may give permission for promotion. In this case, the time limit for the pass for that year will expire at the end of the academic year in which the university student was approved for promotion.

## **§ 10**

1. A minimum of sixty (60) ECTS credits is required to pass a year of the studies, unless the Rules and Regulations state otherwise. Where the final year of the studies lasts a semester, a minimum of thirty (30) ECTS credits is required to pass the final year of the studies. The study programme may provide for additional requirements to pass a specific year of the studies.
2. Where the total duration of the part-time studies is longer than the duration of the corresponding full-time studies:
  - a) the total number of credits of the part-time study programme is equal to the number of credits of the corresponding full-time studies;
  - b) the number of credits prescribed in the study programme for the semester and academic year of part-time studies is reduced accordingly.
3. A minimum of one hundred and eighty (180) ECTS credits is required to complete the first-cycle study programme.



4. A prerequisite for the completion of a second-cycle study programme is the acquisition of: at least ninety (90) ECTS credits – for studies lasting three (3) semesters, at least one hundred and twenty (120) ECTS credits – for studies lasting four (4) semesters, at least one hundred and fifty (150) ECTS credits – for studies lasting five (5) semesters.

5. The completion of a single master degree studies requires a minimum of three hundred (300) ECTS credits and, in the case of studies lasting twelve (12) semesters according to the adopted study programme, a minimum of three hundred and sixty (360) credits.

6. At the request of the university student, the Dean may give permission for promotion if at least fifty (50) ECTS credits from the pool of ECTS credits allocated to the study programme and plan applicable to the university student have been obtained in a given academic year by the deadlines specified in §9(2), (3) or (4, sentence 2) (deadlines for passing the year of the studies) and other terms and conditions specified in the study programme have been met (conditional entry). The study programme may also allow for the option to use the aforementioned entry in the event of non-fulfilment of the pass requirements specified in the study programme for a specific year of the studies. In the case referred to in paragraph 2 (b), the Faculty Council may specify a lower number of ECTS credits required for conditional entry.

7. If the university student is granted conditional entry to the following year of the studies, they are obliged to obtain a number of credits within the time limit to pass the year of the studies to make up for the credit difference remaining from the previous year of the studies and to fulfil other terms and conditions provided for in the study programme. The Faculty Council may specify detailed terms and conditions for making up the credit difference.

8. Failure to pass the same subject can only be grounds for conditional entry once during the course of the studies.

9. The Faculty Council may stipulate that the university student must indicate, within a set time limit, the subjects on which the credit difference referred to in paragraph 3 is to be made up.

10. The application referred to in paragraph 6 is to be submitted by the university student before the beginning of the academic year for which they wish to be enlisted. If necessary to retake certain subjects, the university student is obliged to indicate in the application the subjects they will retake.

## **§ 11**

1. If the university student obtains more ECTS credits than the ones required to pass a specific year of the studies, the excess is to be credited to the next year of the studies and then to subsequent years of the studies at the relevant level of study, insofar as it is related to subjects included in the study programme.

2. The Dean, at the university student's request, may agree to transfer and recognise ECTS credits within a period of five (5) years from the date of passing the subject. In this case, evaluations, both positive and negative, are also transferred. The provision of § 5 applies accordingly.

3. In the case referred to in paragraph 2, the Dean is to make a decision having reviewed the documentation of the course of the studies. The Dean may request an opinion from the subject coordinator.

4. The transfer of ECTS credits in place of credits allocated to classes and placements specified in the study programme is conditional on the convergence of the learning outcomes achieved.

4a. The detailed terms and conditions and mode for the transfer and recognition of ECTS credits may be determined by the Board of

Faculty in consultation with the university student self-government.

5. Classes and placements for which ECTS credits are transferred may be taken as a basis for passing the year, provided they are included in the study programme for the academic year.

6. In exceptional cases, the Dean may agree to transfer and include ECTS credits also after the deadline provided for in paragraph 2. Detailed rules for passing foreign language courses and a list of recognised certificates are specified by the Rector by means of a regulation.

7a. Detailed principles for the implementation and passing of general university courses are provided for in separate provisions.

7. The transfer of credits for classes, including placements conducted as part of exchange programmes, are to be based on and in accordance with a partial study programme agreement or internship agreement approved by the University and the partner university or institution. Detailed principles for the organisation of exchange programmes are provided for in separate provisions. ECTS credits are recognised without the reverification of learning outcomes if the learning occurred pursuant to an agreement by and between the universities.

8. The university student is awarded the number of ECTS credits attributed to the learning outcomes achieved through the relevant coursework and placements in the course to which the ECTS credits are transferred.

## § 12

1. University students are only awarded ECTS credits if the assessment procedure demonstrates that they have achieved the expected learning outcomes for a specific subject/part thereof. Credits may be awarded for passing parts of a subject if learning outcomes are assigned to each part separately and methods for their verification and assessment are specified.

2. The syllabus provides for the form and terms and conditions for passing courses, including the principles for admission to an examination or a pass, in accordance with the applicable study programme. The above information is also announced to university students in their first classes.

3. The subject coordinator, in consultation with the Dean, specifies the dates for examinations or passes, and may also set other dates for such examinations or passes outside the examination session, but no later than until the end of the summer resit session. Information on the dates of examinations or passes should be communicated to university students at least one (1) month before the first scheduled date.

4. As a general rule, at least one (1) examination date should be set in the regular session and at least one (1) in the resit session. As for subjects taught in the winter semester, the last date for an examination or a pass should be set by the end of the winter resit session, and for subjects taught in the summer semester – by the end of summer resit session. In justified cases, the Dean may agree not to set deadlines during a session, provided that the next examination date is set no sooner than fourteen (14) days after the first examination or pass date.

5. The university student taking an examination or a pass, if called upon to do so,  
– is to show the proof of their identity.

6. In the event of a failing grade, the university student is entitled to one (1) resit examination or pass in the year of the studies before the end of the year of the studies. University students may take an examination or a pass for the first time in the resit session. The university student who has taken an examination or a pass for the first time on the last date set loses the right to take the resit examination or pass.

7. The resit examination or examination to improve a pass grade is not permitted/acceptable.

8. The class teacher may order enrolment lists to be prepared for respective examination or pass dates. Such lists are closed no earlier than four (4) days before the date of the examination or pass established in accordance with paragraph 3. Once closed, no person may enrol on or be removed from the list without the consent of the class teacher.

9. If the university student fails to obtain a pass in a course that is a prerequisite for an examination, they are entitled to one (1) resit pass before the start of the resit session, provided that the teaching and verification methods allow it.

10. If the university student fails to take an examination or a pass within the specified time limit, they may retake it only as a resit examination or pass, unless an additional date for an examination or a pass has been set under the principles specified in paragraph 11.

11. At the justified request of the university student, submitted within seven (7) days of the scheduled examination or a pass date, the subject coordinator recognises as excusable the failure to take this examination or pass in the case of: ill-health confirmed by a medical certificate, participation in a meeting of a body or collective body of the University and representation of the University at a national or international forum, confirmed by a relevant certificate issued by the Rector or an authorised person, setting an additional date for the examination or assessment, not later than by the end of the specific academic year; this also applies to a resit examination or pass. In the event of other circumstances, at the justified request of the university student, the subject coordinator may recognise absence from an examination or a pass as excused by setting an additional date for an examination or final course test not later than by the end of a specific academic year; this also applies to a resit examination or pass. The reinstatement of an additional examination or pass period is not permitted.

12. Failure by the university student to meet the entry requirements for an examination or a pass, or failure to take an examination or a pass for other reasons, does not constitute grounds for entering a fail grade for that examination or pass. Failure to take an examination or obtain a pass is recorded in the records of the course of the studies.

13. The class teacher is obliged to announce the results in the USOS web system within ten (10) days of the examination or pass date, no later than the end of the academic year concerned. In the case of an examination or assessment conducted in a winter examination session, the announcement of the results shall take place no later than 3 days before the start of the winter re-sit examination session, in accordance with the deadlines pursuant to the regulation § 6(2).

14. The university student has the right to inspect the assessed written work within fourteen (14) days of the announcement of the results, with the stipulation that in the case of a failing grade in the first term, inspection must be allowed before the resit examination or pass of a specific subject. At least two (2) dates are set in which the work can be inspected. When the work is reviewed, the university student is given access in particular to the examination or pass sheet and the student's work containing the answers provided.

## § 13

1. The Rector immediately orders an investigation if the university student is suspected of committing an act that involves:

- 1) misappropriation of authorship or misrepresentation as to the authorship of the whole or part of another's work or artistic performance;
- 2) the distribution, without the name or pseudonym of the author, of another person's work in its original version or as an adaptation;
- 3) the distribution, without the name or pseudonym of the author, of another's artistic performance or the public distortion of such work, artistic performance, phonogram, videogram or broadcast;
- 4) infringement of another's copyright or related rights by means other than those specified in points 1 to 3; falsification of academic research or its results or other scientific fraud.

2. If, as a result of the investigation, the material collected confirms the commission of the act referred to in paragraph 1:

- 1) The Rector suspends the proceedings for the conferral of a professional title pending the decision of the disciplinary board and files a notice of suspicion of an offence;
- 2) the university student fails the course pending a ruling by the disciplinary board.

3. The subject coordinator is obliged to notify the Dean of the occurrence of the circumstances referred to in paragraph 1. The Dean immediately refers the matter to the Rector.

## § 14

1. At the request of the university student, the Dean may give permission for the university student to retake a year of the studies if the student does not obtain the number of ECTS credits required for entry into the next year of the studies, does not fulfil the terms and conditions referred to in § 10(7) or other terms and conditions for passing a specific year of the studies in accordance with the study programme. When retaking a year, the university student has the right to attend classes and take examinations provided for the following year, unless this precludes the sequential system of classes or examinations or the fulfilment of other terms and conditions provided for in the study programme.

2. Retaking a year is allowed once, both within the course of the first-cycle and second-cycle studies and within the course of the single master degree studies.

3. Retaking a year is not allowed in the case of failure to pass the first year of the studies. It is not permissible to retake a subject during the same year of the studies before the end of the pass period.

4. In justified cases, the Dean may grant permission to retake the same or another year of the studies, no more than twice in the course of the studies.

5. In justified cases, the Dean may give permission once during the course of the first-cycle studies and once during the course of a second-cycle studies for a third deadline to be set during the same academic year before the deadline for passing a year of the studies. As for the single master degree studies, a third examination date may be set in justified cases –

twice at most during the course of the studies, with the university student only being capable of taking advantage of this opportunity once per academic year. A request for a third examination date should be submitted in a timely manner to allow the third examination date to be held during the same academic year.

5a. The provision of paragraph 5 also applies to final pass if the teaching methods and the methods of verification allow it. In the case of sequential subjects, whose passing is a prerequisite for participation in the following semester's subjects, the deadline for submission of the application is five (5) days from the date of the announcement of the grade for the second final examination or pass date.

6. In the cases referred to in paragraphs 1 and 4, the university student must submit an application before the beginning of the academic year for which they wish to obtain an entry.

7. If necessary to repeat subjects, the student is obliged to indicate the subjects they will retake, together with the application in the cases mentioned in paragraphs 1 and 4.

### **§ 15**

1. The Dean may, either ex officio or at the request of the university student or self-government submitted within twenty one (21) days of the announcement of the results, but no later than until 20 September for examinations in the summer resit session, order that a board examination be held if:

- 1) there occurred irregularities in the conduct of the examination or
- 2) the scope of the examination conducted went beyond that specified in the announcement referred to in § 12(2).

2. The board examination is to be held within two to fourteen (2-14) days of the date on which it is ordered, after consultation with the university student concerned.

3. The examination board consists of a chairperson and two (2) members appointed by the Dean from among the academic staff. At least one (1) member of the board must hold an academic degree or doctorate. In a justified case, the Dean may appoint additional persons to the board.

4. The Dean or their designee may attend the board examination. At the request of the university student, an observer designated by them may participate in the board examination. Participants in the board examination, as observers, may be the class teacher who granted the grade reviewed in the board procedure.

5. The form and date of the board examination is to be determined by the Dean in consultation with the chairperson of the board. Minutes of the conduct of the board examination are to be prepared.

6. The result of the board examination is also to be taken into account as the basis for the successful passing of a specific year of the studies even if it was conducted after the deadline for passing the year of the studies.

### **§ 15a**

The provisions of § 15 shall apply mutatis mutandis to the final course credit if the teaching and verification methods allow for a final course credit by board examination.

#### **IV. Diploma theses and examinations, and graduation from the studies**

##### **§ 16**

1. A prerequisite for the completion of first-cycle studies is the preparation and submission of the diploma thesis, insofar as the study programme stipulates the obligation to prepare and submit it, and passing the diploma examination.
2. A prerequisite for the completion of the second-cycle and single master degree studies is the preparation and submission of the diploma thesis and passing the diploma examination.
- 2a. The diploma thesis may be a written work or an academic article or a collection thereof. The Faculty Council determines the requirements for diploma theses in the form of an academic article or a collection thereof.
3. The condition specified in paragraphs 1 and 2 is fulfilled when the diploma thesis has been evaluated positively.
4. The obligation to fulfil the condition specified in paragraphs 1 and 2 is regarded as part of the plan for the final year of the studies.
5. The terms and conditions for graduation in fields of the studies where educational standards apply are provided for in separate provisions.

##### **§ 17**

1. The diploma thesis is to be prepared by the university student under the guidance of an academic teacher holding an academic degree, an academic post-doctoral degree or employed at the University as a university professor. The diploma thesis supervisor may also be an academic teacher with an academic doctoral degree if the Faculty Council so decides. The provision of § 1(2)(9) applies accordingly.
2. The Faculty Council may stipulate additional requirements for the conduct of diploma theses and may authorise persons with at least an academic doctoral degree to conduct them.
3. In justified cases, the Dean may change the supervisor.
4. The diploma thesis may be prepared by more than one (1) university student, provided that it is possible to distinguish the parts prepared independently by respective university students and, on this basis, to determine the effort and content value of each university student's work.

##### **§ 18**

1. The university student is obliged to submit the electronic version of the diploma thesis for final approval by the thesis supervisor no later than until 15 September in the final academic year of the course of the studies.
2. In the situation referred to in §9 (3), the university student is obliged to submit the diploma thesis in an electronic version for final approval by the supervisor by the end of the winter resit session (winter semester) of the final academic year in the course of the studies at the latest.
3. The thesis supervisor approves the diploma thesis by the end of September in the final academic year of the course of the studies, and in the case referred to in paragraph 2 within fourteen (14) days of the thesis submission. The approval of such a thesis is a prerequisite for passing the diploma seminar or other classes leading to the submission of the diploma thesis.
4. The thesis supervisor approves the diploma thesis if its originality is not in doubt. W

where the originality of the work is in questioned, the provisions of § 13 apply accordingly.

5. Detailed rules for the submission of diploma theses are laid down by the Rector by means of an ordinance.

6. The diploma examination should be held within a period not exceeding one (1) month from the date of fulfilment of the requirements for admission to that examination as stipulated in § 20(1)-(3) of the Rules and Regulations of the studies. For justifiable reasons, the Dean may extend this deadline by a further month.

## **§ 19**

1. The thesis is assessed by the diploma thesis supervisor and reviewer according to the scale specified in

§ 5(2). The reviewer must hold at least an academic doctoral degree and, where the thesis supervisor holds an academic doctoral degree, the reviewer must hold at least an academic post-doctoral degree. The Faculty Council may specify additional requirements for the reviewer.

2. The grade for the diploma thesis is determined according to the scale specified in § 5(2), based on the arithmetic mean of the grades awarded by the supervisor and reviewer.

3. In the event that the reviewer's assessment is inadequate, the Dean appoints an additional reviewer.

4. In the case referred to in paragraph 3, the thesis is awarded a positive grade if an additional reviewer has assessed the thesis with at least a sufficient grade.

## **§ 20**

To be admitted to the diploma examination, the university student is to:

- 1) complete all the requirements set out in the study programme,
- 2) check the written diploma thesis using the Single Anti-Plagiarism System,
- 3) obtain a positive grade of the diploma thesis pursuant to § 19,
- 4) submit all required documents as specified by the Rector's order to the secretariat of the unit conducting the course of the studies.

## **§ 21**

1. The diploma examination is conducted by a board appointed by the Dean, consisting of a chairperson and two (2) members. The chairperson of the board may be an academic teacher with at least an academic doctoral degree. In justified cases, the Dean may appoint additional persons to the board.

2. In the event that the board member is incapable of attending the diploma examination, the Dean is to appoint another person as a substitute.

3. The board conducting the master's examination must include a person with an academic degree or doctorate.

4. The diploma examination may be oral or written. The detailed form of the diploma examination is determined by the Faculty Council.

5. Upon completing the diploma examination, a grade for the diploma examination is to be given in accordance with the scale specified in § 5(2).



6. The minutes of the diploma examination are prepared in accordance with the principles provided for in separate provisions.

7. In the event of receiving an unsatisfactory grade in the diploma examination or an unexcused failure to take the examination, the Dean will designate the second examination date. The provisions of § 12(11) and § 15 apply accordingly.

8. The second diploma examination may not occur more than three (3) months after the date of the first examination.

9. In the event of failing the diploma examination on two dates, the Dean may set the third date for the diploma examination if they consider it justified. The third date of the diploma examination is set no earlier than one (1) month and no later than two (2) months after the date of the second date of the diploma examination.

10. In the event of receiving a failing grade in the third (1) diploma exam or failing to take the exam without justification, the university student is removed from the list of university students and may not benefit from the resumption of the studies.

## **§ 22**

1. The calculation of the overall result of the studies is based on:

- 1) the average grade in all the subjects included in the course of the studies, calculated in accordance with the Rules and Regulations,
- 2) evaluation of the diploma thesis, if the study programme provides for it,
- 3) the diploma examination grade or the arithmetic mean of the grades in case of taking the diploma examination at more than one (1) time.

2. The overall result of the studies is determined as the sum of  $\frac{4}{8}$  of the grade point average listed in paragraph 1(1),  $\frac{3}{8}$  of the grade point average listed in paragraph 1(2), and  $\frac{1}{8}$  of the grade point average listed in paragraph 1(3). The Faculty Council may decide on a different method of calculating the overall result of the studies, with the grade point average for all subjects as defined in paragraph 1(1), not to be calculated with a weight of less than  $\frac{1}{2}$ .

3. Where, in accordance with the applicable educational standards, the study programme does not provide for preparing and submitting the diploma thesis or passing the diploma examination, graduation occurs after the full completion of the study programme and the overall result is determined as the average of the grades from paragraph 1(1).

3a. Where the study programme does not provide for the obligation to prepare and submit the diploma thesis, the overall result of the course of the studies is determined as the sum of  $\frac{1}{2}$  of the average grade listed under paragraph 1(1) and  $\frac{1}{2}$  of the grade listed under paragraph 1(3). Paragraph 2, sentence 2 applies accordingly.

4. The overall result of the studies is determined to two (2) decimal places with rounding up.

## **§ 23**

1. Graduation occurs on the date of completion of the last condition stipulated in the study programme.

2. Upon completing the studies, the university student obtains a degree appropriate to the level and field of study and becomes a graduate of the University.

3. Within thirty (30) days from the date of graduation, the University issues the graduate with a graduation diploma and a diploma supplement. Detailed rules for awarding the higher education graduation diploma and the diploma supplement are provided for in separate provisions.

4. The overall result of the studies is entered on the graduation diploma according to the rule:

- 4.51-5.00 – very good
- 4.21-4.50 – good plus
- 3.71-4.20 – good
- 3.21-3.70 – sufficient plus
- up to 3.20 – satisfactory

5. The levelling up to the full grade referred to in paragraph 4 applies only to the entry in the diploma and the diploma supplement; all the other certificates specify the actual overall result of the studies, calculated as specified in § 22(2)-(4).

6. The Diploma Supplement contains a list of subjects passed as part of the course of the studies and the grades obtained, as well as additional information provided for in separate provisions.

7. (deleted).

## **V. Individual organisation and changes as part of the course of the studies**

### **§ 24**

1. The Dean, at the university student's request, may grant permission for studies in the form of an Individual Study Programme or Individual Study Organisation.

2. A pregnant university student and a student who is a parent may not be refused permission to follow a specific course of the studies and level of the studies according to an individual organisation of the studies until completion – in the case of full-time studies.

3. The university student with a current certificate of moderate or severe disability cannot be denied the permission attend the studies according to the Individual Study Organisation.

### **§ 25**

1. The Individual Study Programme consists in modifying the programme of the studies to accommodate the student's academic interests or to enable the university student to conduct academic research, and granting individual supervision by an academic teacher.

2. The application for the Individual Study Programme must be submitted by the university student before the beginning of the academic year in which they wish to benefit from the Individual Study Programme. In exceptional cases, an application may be submitted during the academic year.

3. The university student applying for the Individual Study Programme will submit to the Dean for approval a programme proposal for the forthcoming academic year agreed with the academic staff member who has agreed to act as the academic supervisor. If the university student does not nominate an academic supervisor candidate, the supervisor is appointed by the Dean. The modification of the study programme must ensure that all learning outcomes defined in the study programme are fulfilled.

4. When granting consent for the Individual Study Programme, the Dean approves, at the same time, the study programme and the academic supervisor's candidature.

5. The academic supervisor may be an academic teacher with at least a doctoral degree.

6. The Dean may grant permission for an Individual Study Organisation at the request of the university student whose situation does not allow them to attend classes and pass subjects in accordance with the study programme, in particular in the case of:

- 1) disability or illness,
- 2) pursuing studies in more than one (1) field of the studies,
- 3) childcare,
- 4) participation in an exchange programme to which the University is a party,
- 5) active involvement in the university student self-government or the university's student organisation for the benefit of the University.

7. The Individual Study Organisation may consist in particular of:

- 1) modification of the sequential system of classes and examination and modification of the form of credits and examinations, the timetable of teaching within the course of the studies or the number of teaching hours, subject to § 10(1),
- 2) extracurricular credit for classes, in agreement with the class teacher,
- 3) changes to the dates of examinations and credits.

8. The university student applying for the Individual Study Organisation submits to the Dean for approval the mode of examinations and final course tests foreseen for a specific semester and, in the case of year-long subjects, for an academic year, as well as the pass requirements previously approved by the class teachers. A negative opinion of the instructor requires substantiation.

9. The detailed rules for the pursuit of the studies according to the Individual Study Programme or Individual Study Organisation are specified by the Faculty Council.

## **§ 26**

1. A person admitted to the studies through the procedure of confirming the learning outcomes is required to submit an application to the Dean for passing subjects recognised through the procedure of confirming learning outcomes before commencing the classes.

2. In agreement with the person referred to in paragraph 1, the Dean establishes the Individual Study Programme or Individual Study Organisation in accordance with the principles specified in § 25.

## **§ 27**

1. The university student may, with the consent of the Dean(s), pass subjects not included in the study programme, and may also follow part of the study programme at other universities, including abroad.

2. The university student from another university, including foreign universities, may, with the approval of the Dean, pass subjects provided at the University.

## **§ 28**

1. The university student may change the form of the studies from full-time to part-time during the year

academic year within a particular field of the studies with the approval and under the terms and conditions specified by the Dean.

2. The university student may change from a part-time course of the studies to a full-time course of the studies as of the following academic year within a given field of the studies with the approval of the Dean if the student has attained an average grade of at least 4.5 in the previous course of the studies. The Faculty Council may set additional terms and conditions for changing from a part-time course of study to a full-time course of the studies.

## **§ 29**

The university student may transfer to another higher education institution having notified the Dean of their intention to transfer and fulfilling all obligations under these Rules and Regulations and the study programme applicable to the course of the studies in question.

## **§ 30**

1. The university student of another higher education institution, including a foreign institution, who has passed the first year of the studies may, with the consent of the Dean, be transferred to the studies at the University if the learning outcomes achieved at the other institution enable them to be enrolled in at least the second year of the studies at the University.

2. Transfer to first-cycle or single master degree studies at the University is possible on condition that recruitment conditions applicable at the University in a given academic year have been met.

3. In the case referred to in paragraph 1 and 2, the university student is required to submit to the Dean an application together with a justification, endorsed by the head of the unit from which they intend to transfer, and documents certifying their previous education and course of the studies.

4. In the case of a change of the field of the studies within the University, paragraphs 1 and 3 apply accordingly.

5. The detailed terms and conditions and rules for transfer from another university and for changing the field of the studies within the University are determined by the Faculty Council. The provisions of § 11(2) to (7) apply accordingly.

## **§ 31**

1. University students with disabilities may apply to have the way in which the educational process is organised and appropriately delivered, including the terms and conditions of the studies adapted to the type of disability.

2. The university students referred to in paragraph 1 include:

- 1) with a disability who have a current certificate of disability or an equivalent document,
- 2) chronically ill persons without a disability certificate whose health situation is confirmed by medical documentation submitted to the competent body,
- 3) whose illness or accident results in a temporary inability to participate fully in the activities, and these circumstances are confirmed by specialist documentation submitted to the competent body.

3. Decisions on the matters referred to in paragraph 1 are to be taken by the Dean.

4. The detailed terms and conditions for adapting the teaching process to the needs of persons with disabilities are determined by the Rector by way of an ordinance.

## **VI. Holidays from classes**

### **§ 32**

1. The university student may take a leave of absence from classes in the form of:

- 1) student leave,
- 2) Dean's leave.

2. A pregnant university student and a student who is a parent may not be refused the leave referred to in paragraph 1(2), even if the full amount of such leave has been taken.

3. The university student who is a parent applies for the leave referred to in paragraph 1 within one (1) year of the birth of the child.

4. The leave referred to in paragraph 1 for:

- 1) pregnant university students are granted for the period up to the date of birth of the child,
- 2) of a university student being a parent is granted for a period of up to one (1) year,

– except that if the end of the leave falls during a semester, the leave is to be extended until the end of that semester.

5. The leave of absence from classes is granted on a semester basis.

6. A university student who has passed the first year may be granted a dean's leave of absence by submitting a declaration of intention to take such a leave to the Dean, indicating the length thereof.

7. . The university student leave of absence may not exceed two (2) semesters.

8. If a declaration is made during a semester, the student leave is granted from the following semester.

9. The Dean may, at the request of a student, grant the Dean's leave of absence due to compelling circumstances that make it impossible for the university student to attend classes, in particular due to a health condition, disability or those related to the birth and upbringing of a child. The university student may be granted the Dean's leave twice during the course of the studies, for a maximum of four (4) semesters, subject to paragraph 2. In a particularly justified case, the Dean, at the request of the university student, may grant Dean's leave only once more, on the condition that the leave granted does not exceed four (4) semesters.

10. The granting of dean's leave for a past period or during an examination session is only possible if, during the period of the requested leave, there were circumstances that prevented attendance at classes or the fulfilment of duties resulting from the study programme and the application for leave.

11. It is not permissible to grant the Dean's leave for a past period or during an examination session, unless the reason justifying the leave of absence arose earlier.

12. If the Dean's leave is granted for health reasons preventing participation in classes, the condition for taking up studies having returned from the leave is to present the Dean with a medical certificate stating that there are no contraindications to continuing the studies.

### **§ 33**

The university student's failure to declare the commencement of the course of the studies having returned from the leave of absence from classes before the commencement of classes for the semester in question constitutes grounds for a declaration of non-commencement.

### **§ 34**

1. In particularly justified cases, during the period of leave of absence, the university student may, with the approval of the Dean and subject to the terms and conditions specified by the Dean, attend classes and pass subjects.
2. Where the leave is granted for health reasons preventing attendance at classes or due to pregnancy, the condition for granting permission referred to in paragraph 1 is that the Dean is provided with a medical certificate stating that there are no contraindications to attend classes and to sit examinations and take examinations and obtain passes.

## **VII. Removal from and readmission to the studies**

### **§ 35**

1. The Dean removes the university student from the list of university students in the case of:
  - 1) failure to undertake the studies,
  - 2) written resignation from the studies,
  - 3) failure to submit the diploma thesis or the diploma examination by the deadline referred to in § 18,
  - 4) punishable by the disciplinary penalty of expulsion from the university.
2. The Dean may remove the university student from the list of university students if:
  - 1) it is determined that the student does not participate in compulsory classes,
  - 2) it is determined that the student does not achieve progress in learning,
  - 3) the student fails to obtain the pass for the year within the time limit specified in § 9(2), (3) or (4) sentence 2,
  - 4) the student fails to pay fees related to the course of the studies, despite a written request to do so within seven (7) days of its delivery.
3. Decisions referred to in paragraphs 1 and 2 may be appealed to the Rector for reconsideration within fourteen (14) days of the delivery of the decision.
4. Failure to undertake the studies referred to in paragraph 1(1) is established in the event of the university student's failure to fulfil the obligations under the Rules and Regulations and the study programme, in particular in the case of: failure to take the oath, failure to submit within the required time limit a certificate of lack of contraindications to undertaking the studies during which university students are exposed to harmful factors, failure to fulfil the obligations referred to in Article 21(3)-(8) of the Act of 13 May 2016 on Counteracting the Threats of Sexual Offences (if, due to the specific nature of education in a given field of study, its fulfilment is required due to the obligation to pursue certain subjects in the first year of the studies or at a further stage of education) and unjustified failure to submit a declaration of choice of subjects,

declaring an insufficient number of ECTS credits or not declaring all the subjects to be taken in a specific year of the studies according to the study programme and in the case referred to in § 33.

5. The lack of attendance at compulsory classes, as referred to in 2(1), is to be confirmed in the case of unexcused non-attendance at subjects the university student is required to pass in a given academic year and in which, in accordance with the study programme, attendance is compulsory when the student exceeds the maximum number of unexcused non-attendances permitted by the programme, or in the case when the university student has not been admitted due to a lack of fulfilment of the requirements for admission to the classes as provided for in separate provisions.

6. The lack of academic progress, as referred to in paragraph 2(2), is determined when the degree of passing the study programme precludes the possibility of completing the year of the studies, unless the university student is entitled to retake the year of the studies.

7. Manner in which non-participation in compulsory classes is determined by the Faculty Council.

### **§ 36**

1. The reenrolment of a person who has been removed from the list of university students in the first year of the studies is based on the general principles applicable to enrolment.

2. The Dean may grant permission for the resumption of the studies in a specific field of the studies at the request of a person removed from the list of university students in the second or higher year from the following academic year (resumption of the studies), unless the removal from the list of university students was due to a disciplinary penalty of expulsion from the university or more than five (5) years have elapsed since the date of the striking off. An application for the resumption of the studies must be submitted no later than until 20 September of the year preceding the academic year from which the studies are to be resumed.

3. The resumption of the studies is allowed only once within the same field of the studies, provided that the University continues to provide education in the same field, level, profile and form of study.

4. The resumption of the studies is considered a continuation of the previous course of the studies.

5. The resumption of the studies is permitted from the beginning of the academic year.

5a. The resumption of the studies is not allowed when the person removed from the list of university students is in arrears in fees for educational services in the field of the studies from which the university student was removed, or has other financial obligations to the University related to that field of the studies.

6. In the case referred to in paragraph 2, the Dean determines the number of ECTS credits to be transferred and recognised and establishes the year of the studies in which the resuming university student is registered, taking into account the identified programme differences and the study programme currently effective in that year. In the case of programme differences, the Dean may specify a lower number of ECTS credits to be transferred and recognised, or may not consider a specific subject to be passed at all.

7. If more than five (5) years have elapsed since the date of removal from the list of university students, re-entry into the degree programme is based on the general rules for admission to the first year of the studies, unless otherwise decided by the Dean.

8. The resumption of the studies is not permitted if the university no longer offers a course of the studies.

9. In the event of removal from the list of university students in a specific field, level and profile of the studies and failure to pursue studies in the same field, level, profile and form of the studies, the Dean may grant permission for the resumption of the studies on the condition that the learning outcomes coincide, taking into account programme differences.

10. The resumption of the studies is for a specific course of the studies and the study programme being pursued at the time of resumption. In such a situation, the Dean, when authorising the resumption of the studies, specifies the learning outcomes achieved in the previous studies. Any curricular changes oblige the university student to make up curriculum differences regardless of the number of semesters previously completed.

### **VIII. Prizes, awards and disciplinary responsibility**

#### **§ 37**

University students who stand out for their exceptional academic performance and exemplary fulfilment of their duties may be awarded prizes and distinctions: Rector, Dean and non-university institutions at the request of the University.

#### **§ 38**

1. A diploma with distinction is awarded to graduates who have cumulatively met the following terms and conditions:

- 1) graduate by the deadline referred to in § 18,
- 2) have not benefited from the repetition of a year of the studies during their studies, with the exception of retaking referred to in § 43(2),
- 3) have passed the diploma examination with a very good grade,
- 4) obtained a very good grade in their diploma thesis,
- 5) have obtained a weighted average grade of at least 4.51 over the entire course of the studies,
- 6) have not been punished by a disciplinary board during their studies.

2. The condition provided for in paragraph 1(4) does not apply to such fields of the studies in which the study programme does not provide for the preparation and submission of diploma theses.

#### **§ 39**

The disciplinary responsibility of university students is provided for in separate provisions.

### **IX. Final and transitional provisions**

#### **§ 40**

1. Individual cases of university students are to be decided in the first instance by the Dean, unless the Rules and Regulations or separate provisions state otherwise. At the request of the Dean, approved by the university student self-government, the Rector may authorise other persons to make decisions based on these Rules and Regulations, with the exception of decisions concerning leaves of absence from classes, transfer from another higher education



institution, removal from the list of students and resumption of the studies.

2. Decisions made by the Dean or a person authorised by the Rector in individual university student cases based on these Rules and Regulations may be appealed against to the Rector within fourteen (14) days of the day on which the decision was delivered. The Rector's decision is final.

2a. Decisions made by the subject coordinator or instructor in individual university student cases based on these Rules and Regulations may be appealed against to the Dean within fourteen (14) days of the day on which the decision was delivered. The Dean's decision is final.

3. The Rector decides on matters concerning the rules and mode of study that are not covered by the Rules and Regulations.

4. In the event of a breach of the rules for passing a subject by the class teacher or the subject coordinator, the university student or the competent body of the university student self-government has the right to present the matter to the Dean without undue delay.

#### **§ 41**

Education within individual interdisciplinary studies is provided at the University until the end of the training cycle commencing in the academic year 2021/2022, based on the current regulations.

#### **§ 42**

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

2. University students who commenced their studies prior to the entry into force of these Rules and Regulations study according to the existing programmes until the end of the period of the studies provided for in the study programme.

3. The pass for the 2018/2019 academic year is to be granted on the existing basis. Applications submitted prior to the entry into force of these Rules and Regulations are considered under the previous principles.

4. In the event that the period of the studies is extended beyond the period indicated in paragraph 2, the Dean determines the programme of the studies to be completed by the university student taking into account programme differences.

5. If, after the period referred to in paragraph 2, a given course of study is not pursued, the Dean, in consultation with the university student, determines the course of studies in which the university student will continue, taking into account programme differences.

6. A person removed from the list of university students in the single master degree studies who commenced their studies before 1 September 2005, in the event of a change from the single master degree studies to a two-cycle studies, may resume the studies in the corresponding first-cycle programme or in a second-cycle programme on the condition that they hold a graduation diploma, subject to § 36.

7. For such fields of the studies as may be governed by educational standards, these Rules and Regulations apply accordingly, taking into account provisions stemming from separate legislation.

8. The Faculty Council adopts resolutions on matters referred to in these Rules and Regulations having consulted with the university student self-government. The university student self-government expresses its opinion within fourteen (14) days of receiving the draft resolution. If the time limit has expired without effect, the requirement for consultation is deemed to have been met.

**§ 42a**

(repealed).

**§ 43**

(repealed).

**§ 44**

(repealed).