

STUDY RULES AND REGULATIONS OF THE UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN

1. GENERAL PROVISIONS

§ 1

1. The Study Rules and Regulations of the University of Warmia and Mazury in Olsztyn, hereinafter referred to as the "University", shall outline the timetable and course of studies, as well as the related rights and duties of the student.
2. The provisions contained in the Study Rules and Regulations apply to BA/BSc studies, supplementary MA/MSc studies, and uniform Master's studies, which includes both full-time and part-time programmes.
3. The terms and phrases used in the Rules and Regulations shall have the following meaning:
 - 1) dean - the head of the basic organisational unit,
 - 2) educational outcomes - the store of knowledge, social skills and competencies gained in the process of studying,
 - 3) learning outcomes - the store of knowledge, social skills and competencies gained in the process of learning outside the university,
 - 4) electronic support system of studies - the University support system of studies, including all academic records in digital form. The student shall have access to the system in so far as it is relevant.
 - 5) type of study - full-time and part-time programmes,
 - 6) matriculation - the act of being registered or added to the list of students at the University,
 - 7) individual timetable - a kind of study organisation based on an individual timetable established for realising the curricular requirements,
 - 8) individual multi-area study - a programme that allows the expansion of the scope of knowledge by at least two areas of study within the course of study, including the student's participation in research,
 - 9) individual study programme and curriculum - a programme that allows the expansion of the scope of knowledge within the course of study or Major pursued, by combining two or more Major fields within one or more field of study, including the student's participation in research,
 - 10) uniform Master's studies - the study programme for candidates with A-level certificates, which ends with a Master's degree,
 - 11) field of study - a separate part of one or more areas of study pursued at the University according to the curriculum,
 - 12) National Framework for Polish Higher Education - a description of the educational outcomes and qualifications gained in the Polish higher education system,
 - 13) qualifications - the educational outcomes confirmed by a diploma, certificate or other document issued by an authorised institution, documenting that the assumed educational outcomes have been obtained,
 - 14) Master's degree - the educational outcomes of the supplementary MA/MSc studies, which end with a Master's degree - Master of Arts, Master of Science or equivalent, in a given field of study and according to a given educational profile, and confirmed by a relevant diploma,
 - 15) BA/BSc studies - the educational outcomes of the BA/BSc studies, which end with a Bachelor's degree - Bachelor of Arts, Bachelor of Science or equivalent, in a given field of study and according to a given educational profile, and confirmed by a relevant diploma,
 - 16) educational module - a course or a group of courses, including internship, preparation of a diploma thesis, with a specific number of ECTS points allocated,
 - 17) area of study - the store of knowledge and skills in a given field according to the regulations issued on the basis of the Act on Academic Degrees and Academic Titles, as well as Arts Degrees and Titles,
 - 18) general academic profile - a profile that includes the curriculum, which allows the student to gain in-depth theoretical knowledge,
 - 19) curriculum - a list of courses/modules defined in particular semesters for a given field of study/Major field, type of programme and educational profile, including: the type of studies, order and status of courses/modules, internship, diploma thesis (except for the fields of study where no diploma thesis is required according to the educational system), number of hours, evaluation of courses/modules, form of crediting a course/module, and summary quantitative data,
 - 20) basic organisational unit - the faculty,

- 21) practical academic profile - a profile that includes the curriculum, which allows the student to develop practical skills,
 - 22) study programme - a description of the consistent educational outcomes defined by the University, in line with the National Framework for Polish Higher Education, leading to obtaining such outcomes together with the ECTS points allocated to particular modules; the studies board determines the study programme for a given field of study, Major field, level of study, and profile and type of study, including the description of the assumed educational outcomes and curriculum,
 - 23) course - a group of classes defined with one name, to be completed in a given semester of the curriculum, subject to total evaluation with the number of ECTS points allocated,
 - 24) sequential course - a course that covers knowledge, social skills and competencies with the educational outcomes ascribed thereto, whose achievement allows gaining more knowledge within the scopes as determined for particular courses/modules stipulated in the curriculum in the following semester,
 - 25) ECTS points - the points defined in the European Credit Transfer and Accumulation System for measuring the average performance of a student, necessary to obtain the assumed educational outcomes,
 - 26) studies board - the boards of the basic organisational unit,
 - 27) timetable - a class schedule in a given semester of the academic year, approved by the dean and faculty body of the Student Self-Government,
 - 28) education standards - a set of rules for degree programmes preparing for the profession of teacher or other professions, in the case of which the requirements of the legal framework of the European Union concerning the educational process and its outcomes apply,
 - 29) Statutes - the Statutes of the University of Warmia and Mazury in Olsztyn,
 - 30) student - a person admitted to a degree programme or course at the University,
 - 31) supplementary MA/MSc studies - the study programme for candidates with at least a Bachelor's degree, which ends with a Master's degree,
 - 32) multi-area study - a programme including at least two areas of study, and leading to the award of a diploma in at least one field of study offered by a University basic organisational unit entitled to award a PhD degree in the area related to such field of study,
 - 33) part-time study - a type of studies other than full-time studies, indicated by the Senate of the University,
 - 34) BA/BSc studies - the study programme for candidates with A-level certificates, which ends with a Bachelor's degree,
 - 35) full-time studies - a type of studies, during which at least half of the curriculum is in the form of classes requiring the direct participation of academic teachers and students,
 - 36) Act - the Act of 27 July 2005 - The Law on Higher Education (consolidated text, Journal of Laws of 2012, item 572, as amended),
4. Any references hereinafter to:
- 1) unspecified studies - shall be deemed to mean a higher education programme,
 - 2) education level - shall be deemed to mean BA/BSc studies, MA/MSc studies or uniform Master's studies,
 - 3) degree - shall be deemed to mean a Bachelor's degree (*licencjat*), Engineer's degree (*inżynier*), Master's degree (*magister*), Master of Science in Engineering (*magister inżynier*) degree or equivalent,
 - 4) academic title of Professor, academic degree of Associate Professor (*doktor habilitowany*) or PhD degree (*doktor*) - shall be deemed to mean the title of Professor of Arts, Associate Professor of Arts, or PhD in Arts.

§ 2

1. The superior of all students at the University shall be the Rector. The superior of students of the faculty shall be the dean.
2. The admission into the first year of BA/BSc studies, supplementary MA/MSc studies, or uniform Master's studies shall be according to the enrolment principles adopted by the Senate of the University.
3. Foreigners shall undertake and pursue their studies on the general terms and conditions stipulated in the provisions of the Act and regulations of the Minister for Higher Education.
4. All persons admitted to graduate studies as part of the procedure for evaluating the learning outcomes shall pursue the study programme according to the individual timetable mentioned in § 16.
5. Students of BA/BSc studies, supplementary MA/MSc studies and uniform Master's studies shall create the Student Self-Government. The bodies of the Student Self-Government shall be the only representative of all students of the University. The Student Self-Government functions on the basis of the Act and regulations adopted by the legislative body of the Student Self-Government, which outline the rules of organisation and

mode of operation of the Self-Government, including the types of collegial and single-person bodies, the manner of their appointment and their competencies.

2. TIMETABLE

§ 3

1. The academic year starts on 1 October and ends on 30 September of the following calendar year.
2. The academic year consists of:
 - 1) 15-week periods of classes (semesters),
 - 2) 2 examination sessions (winter and summer) and 2 re-sit sessions (winter and summer),
 - 3) winter and summer holidays, at least 6 weeks long, including 4 weeks of uninterrupted summer holidays.
3. In the case of studies that start in the summer semester, the first year consists of two semesters, i.e.:
 - 1) first semester (summer) - in the academic year in which the studies commence,
 - 2) second semester (winter) - in the following academic year.
4. The framework organisation of the academic year is established on an annual basis, prior to its commencement, by the Rector.
5. The Rector may appoint extra days off in a given academic year and, if necessary, suspend the classes on particular days and during particular hours, indicating whether they shall be worked off or not.
6. The detailed timetable of the academic year for the faculty, field and year of studies shall be established by the dean in consultation with the faculty body of the Student Self-Government, with reference to § 4 sec. 2 and 3.
7. It is possible to start classes earlier than in October, excluding first year classes.
8. The planned date of graduation shall be:
 - 1) 30 September - for studies that end in the summer semester,
 - 2) 28 February - for studies that end in the winter semester.

§ 4

1. The study programme and curriculum, including the syllabuses containing, i.a.: the purpose of education, description of the content and educational outcomes, types of and conditions for getting credit for the particular courses/modules and internships, and descriptions of the obtained qualifications are disclosed to students by publication on the website of the faculty, and by using other means in which the information is transmitted, and approved by the University. The curriculum constitutes an appendix to a written agreement on the terms and conditions of remuneration for the educational services rendered by the University, concluded between the student and the University.
2. The weekly timetable prepared upon consultation with the faculty body of the Student Self-Government shall be made available to students 7 days before the beginning of each semester by posting announcements on the notice board near the dean's office and publishing them on the website of the faculty.
3. The detailed schedule of the examination session shall be prepared by the faculty body of the Student Self-Government upon consultation with the academic teachers and approval by the dean, and made available to students 7 days before the beginning of every examination session by posting announcements on the notice board near the dean's office and publishing them on the website of the faculty.

§ 5

1. In order to improve the teaching process, year tutors shall be appointed from among the academic teachers, and in the case of full-time studies - tutors of student groups and tutors of student research clubs.
2. The dean shall appoint and recall the year tutors and tutors of student groups, upon consultation with the faculty body of the Student Self-Government.
3. The dean shall appoint and recall the tutors of student research clubs, upon consultation with the Dean's Proxy for Research Clubs.
4. The core duties of the tutor include supporting, advising and meeting the students to discuss their learning and social problems, as well as providing opinions, upon the request of a student or request of the dean, on individual matters related to the course of studies.
5. The detailed tasks of the year tutors, tutors of student groups and tutors of student research clubs shall be determined by the dean.
6. The year tutors shall also be academic advisers for persons enrolled on a degree programme under the procedure for confirming the educational outcomes.

7. The Faculty Tutors for Disabled Students shall be appointed from among the academic teachers to organise and perform activities aimed at ensuring equal opportunities for completing the study programme and curriculum by students with disabilities. The dean shall make a decision on that matter.
8. The dean shall determine the detailed tasks of the Faculty Tutors for Disabled Students.

§ 6

1. The degree programmes offered at the University are in the form of Ba/BSc studies, supplementary MA/Msc studies or uniform Master's studies.
2. The studies are organised according to the study programme and curriculum adapted to the educational outcomes provided for a given field of study, education level and profile, as well as guidelines defined by the Senate, and adopted by the faculty board upon consultation with the faculty body of the Student Self-Government.
3. The study programme and curriculum may include sequential courses, which shall be defined by the faculty board.
4. The faculty board, within the framework of the curriculum, shall determine the completion period of a course/module/internship and the manner of getting credits therefor. The course/module/internship ends with an examination or credit.
5. The academic teachers who are professors or associate professors or associate professors of arts deliver lectures at the University.
6. In duly justified cases, the dean may – with the consent of the faculty board - entrust the duties of lecturing to an academic teacher who holds a PhD degree or a PhD in Arts.
7. In duly justified cases, upon the request of the dean approved by the faculty board, an appropriate Pro-Rector may entrust the duties of teaching professional practical classes to a person who holds an MA degree, MSc degree or equivalent, and who has sufficient professional experience gained outside the University adequate to the topics covered during such classes.
8. The course of studies shall be documented in the course credit records in the form of print-outs of electronic data and grading period student achievement forms in the form of print-outs from IT systems.

§ 7

1. The degree programmes offered at the University are pursued within the field of study.
2. The student may pursue various Majors within particular fields of study.
3. If more than one Major is available in the field of study, the student may choose between them, subject to the deadline set by the dean.
4. If the organisational aspects make it impossible to accept all interested students into a given Major, the dean shall make a decision in that respect, while considering, among other things, the results of the selection procedure or the current credits and interests of the student.
5. When choosing a workshop or diploma seminar, the provisions of sec. 3-4 shall apply accordingly.
6. The student pursues the studies according to the study programme and curriculum effective in the academic year in which the student started education. The faculty board may introduce amendments to the study programme and curriculum not later than 5 months before the beginning of the academic year.
7. The provisions of sec. 6 shall not apply to a student who must repeat a semester or who has transferred from another university and continues education after at least one year's break. In such a case, the student shall catch up on material and bridge the difference in the study programmes and curriculum. The dean shall decide on the scope, manner and date of catching up.
8. Classes at the University may be taught in a foreign language of instruction.
9. In the event described in sec. 8, the tests measuring knowledge and skills, as well as diploma examinations, shall be in the language of instruction. Additionally, diploma theses may also be written in a foreign language.
10. Classes in the studies may also be taught remotely, according to the terms and conditions defined by the Minister for Higher Education.
11. Classes in the studies, as well as tests and examinations, may be organised with the use of alternative solutions that facilitate the studies of disabled students. The applied methods should include the level and type of the student's disability, as well as the specificity of particular fields of study.
12. The students mentioned in sec. 11 shall include the following:
 - 1) persons with disabilities that have legal confirmation of disability, or an equivalent document,
 - 2) chronically ill persons that do not have legal confirmation of disability, but whose health condition is confirmed by medical records submitted to the Disability Support Service,

- 3) persons, in the case of whom sudden illness or accident results in a temporary inability to participate in classes, when such circumstances are confirmed by medical records submitted to the Disability Support Service.
13. The application of alternative solutions may not lead to any diminishment of the essential requirements for disabled students.
14. The dean shall decide on applying certain alternative solutions in the case of a disabled student, upon written request thereof, and upon consultation with the Head of the Disability Support Service.

§ 8

1. The University uses the European Credit Transfer and Accumulation System (ECTS). Apart from giving grades to students, the University also applies the points system for evaluating educational outcomes in the case of tests and examinations. One ECTS point corresponds to the educational outcomes which require, on average, 25-30 hours of study, where the number of hours of study also includes classes organised by the University in accordance with the curriculum and self-study. The points are obtained for completing every course and internship provided for in the study programme, whereas the number of ECTS points shall not depend on the grade obtained, but on satisfying the requirements of the assumed educational outcomes by the student, confirmed by getting credits for the courses or internships, as well as preparing and submitting the diploma thesis or preparing for the diploma examination.
2. The board of the basic organisational unit shall approve the detailed final point evaluation of the educational outcomes for particular courses/modules and internships, subject to provisions defined by separate regulations.
3. The condition for completing the semester is to obtain at least 30 ECTS points according to the curriculum and study programme.
4. The prerequisite for obtaining the graduation diploma is to obtain a specific number of ECTS points:
 - 1) at least 180 ECTS points in the case of BA/BSc studies organised in 6 semesters,
 - 2) at least 210 ECTS points in the case of BA/BSc studies organised in 7 semesters,
 - 3) at least 90 ECTS points in the case of MA/MSc studies organised in 3 semesters,
 - 4) at least 120 ECTS points in the case of MA/MSc studies organised in 4 semesters,
 - 5) at least 300 ECTS points in the case of uniform Master's studies lasting 5 years,
 - 6) at least 330 ECTS points in the case of uniform Master's studies lasting 5.5 years,
 - 7) at least 360 ECTS points in the case of uniform Master's studies lasting 6 years.

§ 9

1. Transfer and validation of the student's achievements in the organisational unit at the University or other higher education institution, including foreign universities, shall be in compliance with the principles of transferring achievements.
2. Transfer of accredited classes means the transfer of the confirmed educational outcomes of the student expressed in ECTS points, referred to as the student's achievements.
3. The transfer of the student's achievements shall be performed while taking into consideration the principles of allocating and acknowledging ECTS points defined in separate regulations, with special emphasis on the method for evaluating the educational outcomes expressed in ECTS points.
4. The condition for transferring the student's achievements obtained outside the home university, including foreign universities, is to recognise differences in the achieved educational outcomes instead of awarding points for courses included in the curriculum and study programme.

3. TERMS AND CONDITIONS FOR THE PARTICIPATION OF EXCEPTIONALLY GIFTED SECONDARY SCHOOL STUDENTS IN COURSE WITHIN THE DEGREE PROGRAMMES

§ 10

1. Exceptionally gifted secondary school students may participate in some courses within the degree programmes.
2. Students shall submit to the dean of a given faculty a request to participate in courses within the degree programmes related to their talents.
3. The dean of a relevant faculty shall make a decision on such participation upon obtaining recommendations from the secondary school Head, and, in the case of under-aged students, with the consent of their parents or legal guardians.

4. Secondary school students allowed to participate in courses shall be entitled to use the didactic rooms and equipment of the University, as well as to obtain support from the University staff and bodies. Secondary school students may also participate in the activities of the student research club.
5. They shall observe the rules and regulations effective at the University.
6. Secondary school students shall get credits for the courses according to the terms and conditions stipulated in the Rules and Regulations and documented in the student achievement form. The faculty board may establish an individual manner of completing the courses by secondary school students.
7. Secondary school students admitted to studies in a given field, where they pursued certain courses while still in secondary school, may be released from the obligation to pass such courses if they obtained credits before, and their educational outcomes did not change while attending the courses. The academic teacher shall make a decision in that respect.
8. Secondary school students admitted to studies in another field may be released from the obligation to pass courses if the academic teacher decides that their educational outcomes are satisfactory.
9. If secondary school students decide to stop their participation in the courses, they shall submit a written resignation confirmed by the secondary school Head, and, in the case of under-aged students, also by their parents or legal guardians.

4. RIGHTS AND OBLIGATIONS OF THE STUDENT

§ 11

1. A person admitted to a degree programme shall assume the rights of a student of the University of Warmia and Mazury in Olsztyn at the time of matriculation and taking the oath, whose content is in the Statutes of the University. The student shall sign the oath, which is then kept in the student's personal records.
2. The student shall receive a student card. The student card, also available in electronic form, is a document certifying that a given person is registered as a student.
3. The validity of the electronic student card shall be confirmed every semester by updating the data in an IT system and placing a hologram on it.
4. All students shall have the right to hold and use the electronic student card until the date of their graduation, suspension of student rights, or removal from the list of students, including the provisions of sec. 5.
5. Graduates of BA/BSc studies shall retain the right to keep their electronic student cards till 31 October of the year in which they finished their studies.
6. In the case of damage or loss of the electronic student card the student shall immediately notify the University thereof.
7. The student shall be entitled to:
 - 1) gain knowledge,
 - 2) develop their own scientific and academic interests, and to use for that purpose the didactic rooms, equipment and IT services offered by the University, where possible, in terms of both finance and organisation,
 - 3) participate in academic research (R&D) performed at the University,
 - 4) become members of student research clubs, University student organisations, as well as cultural and sports sections and other associations operating according to the rules stipulated in separate provisions,
 - 5) obtain financial aid according to the principles stipulated in the Rules and Regulation of the University of Warmia and Mazury in Olsztyn regarding the amount, allocation and payment of financial support benefits,
 - 6) report to the authorities of the University and faculty - via the bodies of the Student Self-Government - any remarks or demands concerning the curriculum and study programme, organisation of studies, social and existential conditions, and other matters related to the educational process,
 - 7) support from the academic teachers and bodies of the University,
 - 8) undergo special training on students' rights and obligations,
 - 9) healthcare,
 - 10) obtain awards and distinctions,
 - 11) review the results of their own projects/examination papers.
8. The student may apply for:
 - 1) transfer to another university, or other field of study,
 - 2) a change in the type of study,
 - 3) participation in student mobility programmes,
 - 4) studies within more than one field,

- 5) parallel studies with more than one Major, or studies with any courses at the University or different university, according to the rules stipulated in § 23 and § 24 hereof,
 - 6) studies according to the individual timetable and curriculum or individual timetable, according to the rules stipulated in § 14 and § 16 hereof,
 - 7) individual multi-area studies, according to the rules stipulated in § 15 hereof.
9. Upon the request of the student – a member of the collegial body of the University (Senate, faculty board) or university/faculty committee, the dean or chairperson of the committee, respectively, shall justify the absence of a student during classes that took place at the same time as the meetings of a given body or committee.

§ 12

1. The fundamental obligation of the student is to behave in compliance with the content of the oath, the Rules and Regulations, and the Student Code of Ethics.
2. The student shall in particular:
 - 1) participate in all types of classes and organisational meetings,
 - 2) pass examinations on time, undergo internships, and meet other requirements provided for in the study programme and curriculum,
 - 3) write all papers respecting copyrights,
 - 4) immediately inform the dean in writing about resignation from further education,
 - 5) observe the regulations, resolutions, orders and decisions in force at the University, with special emphasis on the rules and manner of operation of the IT systems related to the course of studies,
 - 6) pay university fees, educational services fees and other charges in compliance with the laws of general application and principles of the University,
 - 7) immediately inform the dean's office about any changes in the student's personal details that are significant for the course of studies, in particular such as name, surname and address,
 - 8) make a statement on not receiving any financial support benefits in more than one faculty, and other statements documenting the course of studies within the scope and mode of study stipulated in separate provisions,
 - 9) verify the information on the course of studies in the electronic system of the University and immediately report any potential incorrectness of data published therein,
 - 10) respect the property of the University.
3. The student shall bear disciplinary liability before the disciplinary board or fellow-members arbitration committee of the University Student Self-Government for breaching the regulations of the University and behaving in a way that offends the dignity of the student.

5. UNIVERSITY FEES

§ 13

1. The University, in compliance with the provisions of the Act, may impose charges for the studies and educational services rendered with respect to the following:
 - 1) part-time study,
 - 2) repetition of specific courses in full-time and part-time studies,
 - 3) completion of courses in a foreign language,
 - 4) completion of courses not included in the curriculum, including courses supplementing educational outcomes necessary for pursuing MA/MSc studies within a given field of study.
2. The student shall pay the fees laid down by generally applicable law, in particular for the issuance of:
 - 1) a student card and its duplicate,
 - 2) a higher education qualification, its duplicate, and an additional copy translated into a foreign language.
3. The detailed principles of charging, as well as the manner and conditions for exemption therefrom, shall be defined by the Senate of the University.
4. The conditions for the payment of university fees shall be stipulated in writing in the agreement executed by and between the University and the student.

6. INDIVIDUAL STUDY PROGRAMME AND CURRICULUM

§ 14

1. The individual study programme and curriculum allows the expansion of the scope of knowledge within the course of study or Major pursued, by combining two or more Major fields within one or more field of study,

including the student's participation in research. The individual study programme and curriculum may help shorten the period of education.

2. Students that have at least good educational achievements, i.e. an average point grade of at least 4.00, may pursue the individual study programme and curriculum.
3. Students interested in the individual study programme and curriculum shall file a written request with the dean.
4. The detailed principles of studying according to the individual study programme and curriculum shall be determined by the faculty board, which also appoints the academic tutor. The faculty board may transfer its rights in that respect to the dean. Prior to the decision, the dean shall ask the educational committee/programme committee of the faculty to give their opinion on the principles of studying according to the individual study programme and curriculum.
5. Within the framework of the individual study programme and curriculum, special educational and academic supervision, as well as individual selection of the content and manner of pursuing the courses, shall be provided.
6. By the end of the academic year the tutor shall inform the dean of the progress of the student supervised thereby. If the student fails to make satisfactory progress, the dean or the faculty board, respectively, shall make a decision or adopt a resolution on withdrawing the permission to pursue the individual study programme and curriculum.

7. INDIVIDUAL MULTI-AREA STUDY

§ 15

1. The mode and conditions of studies within the individual multi-area degree programme shall apply to the courses pursued as part of the individual study programme and curriculum, respectively, subject to sec. 2.
2. The establishment of the individual multi-area study programme and curriculum allows the expansion of the scope of knowledge by at least two areas of study within the course of study or Major pursued, including the student's participation in research.

8. INDIVIDUAL TIMETABLE

§ 16

1. The dean, upon the request of a student, may agree on an individual timetable for a student:
 - 1) who pursues more than one field of study/Major,
 - 2) who has children,
 - 3) who is disabled,
 - 4) who is substantially involved in social activities in the academic environment,
 - 5) who is disadvantaged, according to the dean in consultation with the faculty body of the Student Self-Government,
 - 6) who is a member of a national team, on the reserve bench of a national team or universal team, regardless of club membership,
 - 7) who completes certain courses at other national or foreign universities,
 - 8) who was admitted to a degree programme under the procedure for confirming educational outcomes.
2. The individual timetable is a kind of study organisation based on an individual timetable established for realising the curricular requirements. The application of the individual timetable shall not cause any extension of the graduation date.
3. The individual timetable shall not release the student from the obligation to participate in and obtain credits for the courses/modules and internships outlined in the curriculum and study programme.
4. A semester shall be the settlement period for the students mentioned in sec. 1.
5. The dean shall decide on the principles and manner of implementing the individual timetable for a period not longer than one academic year.
6. In the case of a breach of the rules of the individual timetable by the student, or lack of progress in education, the dean may withdraw the consent given with respect to the individual timetable.

9. CHANGE OF UNIVERSITY, TYPE AND FIELDS OF STUDY.

MOBILITY OF STUDENTS

§ 17

1. A student of the University who is planning on transferring to a different university shall:
 - 1) advise the dean in writing of the name of the university where the student intends to continue education not later than 14 days before the suggested date of such transfer,

- 2) submit the circulation sheet,
 - 3) return the student card.
2. A person that meets the criteria defined in sec.1 ceases to be a student of the University on the date of receipt of the Confirmation of Acceptance for Studies at the accepting university.

§ 18

1. A student of another university, including a foreign institution, upon completing the first year of studies, may apply for admission to the University provided that the student has fulfilled all the obligations resulting from the regulations of the university where the student used to study. The head of the basic organisational unit of the previous university shall confirm fulfilment of the aforementioned obligations. The procedure for accepting the student to the University shall be initiated upon the written request of the student.
2. In the case of a positive decision, the student mentioned in sec. 1 shall take the oath and sign the agreement for educational services. The documents signed by the student shall be kept in the student's personal records.

§ 19

1. A student of the University may apply for the change of the field of study.
2. The dean of the accepting faculty shall make a decision in that respect upon the written request of the student.
3. To apply for such a change of the field of study, the student shall submit to the dean of the accepting faculty a certificate by a competent dean confirming the fulfilment of all the obligations required in the given faculty from which the student transfers. The dean of the accepting faculty shall immediately inform the dean of the faculty where the student used to study about the issuance of the positive decision.

§ 20

The principles mentioned in § 18-§ 19 shall apply accordingly in the case of changing the type of study.

§ 21

1. The dean shall decide on the transfer or acceptance in cases stipulated in § 18-§ 20, define the terms and conditions, and set the date and manner of catching up with the course materials by the student due to differences in the study programme and curriculum. Additionally, the dean shall decide on accepting the credits awarded for courses in the form of an "achievement transfer".
2. The transfer of courses shall enable the student to continue education in a given unit (university, faculty) to where the student moves.
3. The decision on the transfer of courses shall be made by the dean, upon the request of the student, and on reading the documentation produced thereby with respect to the courses completed in another organisational unit of the University or at other university.
4. When deciding on the transfer of courses the dean shall consider the educational outcomes obtained in another organisational unit of the University or other university while completing the courses and internships corresponding to the courses and internships defined in the study programme and curriculum of the faculty where the student is studying.
5. The condition for transferring the courses completed in another organisational unit of the University or other university is to recognise differences in the achieved educational outcomes, according to the applicable provisions of law, instead of awarding points for specific courses and internships included in the study programme and curriculum.
6. If differences in the achieved educational outcomes mentioned in sec. 5 are found, the student shall obtain the number of ECTS points allocated to the educational outcomes obtained for completing certain courses and internships at the University.
7. In the event that the courses/modules of study or courses completed at another university have no ECTS points allocated they shall be defined by the dean. The dean shall convert the grades into the system applicable at the University.
8. If the student repeated a semester or year before changing the institution, field of study or type of study, such circumstances shall be taken into account in terms of the provisions of the Rules and Regulations as if they had occurred during the studies at the University or in the new field of study chosen by the student.

§ 22

The dean shall not admit a student from another higher education institution, including a foreign university, to the University or field of study, or agree to a change in the student's type of study in the following cases:

- 1) it is infeasible due to organisational reasons,
- 2) the student has not passed all modules in the first year,

- 3) the student is suspended from enjoying student rights,
- 4) an expulsion card has not been erased,
- 5) disciplinary proceedings have been instituted against the student.

§ 23

1. A student may study within more than one field of study.
2. A student may simultaneously have one or more Majors within a given field of study if they cover the same academic year and educational level.
3. An additional Major shall be determined with the consent of the dean.
4. The dean shall not allow the student to study the additional major if it is infeasible due to organisational reasons or if the student has obtained credits for courses irregularly (this refers to the fields of study where the Majors are not chosen upon admission by graduate studies).

§ 24

1. Apart from the basic field of study, the student may also pursue some additional courses offered by the University or another higher education institution, upon prior notification and consent of the dean and accepting dean.
2. The dean of the faculty where the student is planning to pursue additional courses may not give consent if organisational aspects make it impossible.

§ 25

1. A student, with the consent of the dean, may complete some of the modules at another university, including a foreign institution, if the studies at that university offer the same field as the studies pursued at the University.
2. A student who leaves the University shall reach agreement with the dean on the study programme, including the required educational outcomes that, upon completion of the courses contained in such an agreement together with the list of all credits, constitutes grounds for obtaining credits for the modules completed at another university.
3. Before a student goes to another university the dean shall define the terms and conditions, and set the dates and manner of catching up with the course materials by the student due to differences in the study programme and curriculum between the University and another higher education institution.
4. All the modules completed at another university shall also be considered completed at the University, together with the ECTS points allocated thereto. The credits are transferred using the scale of grades effective at the University.
5. If the student fails a course included in the agreement on the study programme, the student shall bridge the difference in the study programmes indicated by the dean.

10. CONDITIONS AND MANNER OF PARTICIPATION IN CLASSES, AND AWARDING CREDITS IN A SEMESTER

§ 26

1. The following scale of grades is used at the University:

- very good (bardzo dobry)	(5.0)
- good plus (dobry plus)	(4.5)
- good (dobry)	(4.0)
- satisfactory plus (dostateczny plus)	(3.5)
- satisfactory (dostateczny)	(3.0)
- fail (niedostateczny)	(2.0)
2. The fail grade means that a given examination has been failed and no credits have been awarded.
3. The grading period is defined as one semester.
4. To obtain credits for a course/module or internship, the student shall fulfil the requirements provided by the academic teacher or tutor in accordance with the guidelines of the faculty board.
5. The credits are awarded by the academic teacher or course coordinator based on the grades obtained by the student, the student's activity, and attendance at classes. The academic teacher shall inform the students - during the first class - and place the following information in a readily accessible place:
 - 1) course description, including educational outcomes, study programme and list of recommended reading,
 - 2) rules and regulations of classes, defining the type of attendance at classes, the manner of ongoing monitoring of educational outcomes, the type and schedule of tests and examinations, including the manner and mode of publishing the results of reports, tests, projects and other methods for obtaining

credits, the rules of justifying absences at classes, the scope and type of examination, the possibility of using supporting material during examinations, the rules of deciding on total grades for a given course, and other principles,

- 3) the date and place of consultation.
6. A student involved in research or implementation work may be released from the obligation to participate in some courses that are thematically linked with the realised projects. The head of the course shall make a decision in that respect upon the request of the student filed with the favourable opinion of the person supervising the above-mentioned projects or tutor of the research club. The decision shall be submitted to the head of the unit organising the classes, and the dean.
7. In justified cases, a disabled student may apply for adaptation of the courses to the student's special needs arising from a type of disability, in particular:
 - 1) receiving the didactic materials in writing (both a hard copy and in electronic form) from the academic teacher,
 - 2) recording the classes by means of audio or visual recording equipment,
 - 3) using specialist equipment allowing or facilitating education (e.g. magnifying glasses, enlargers, Braille notetakers, specialist computer programmes),
 - 4) changing the mode of passing the tests or examination from written to oral, or from oral to written,
 - 5) extending the deadline for passing a course,
 - 6) other circumstances resulting from the disability of the student.
8. A student who has failed obligatory courses and raises justified objections as to the impartiality thereof shall be entitled to file a request with the head of the unit organising the classes for an examination before the faculty committee. The request shall be filed within 3 days from the date of the announcement of the results. The head of the organisational unit of the faculty (institute, department, unit, clinic, school) may decide on the examination before the faculty committee.
9. The examination before the faculty committee is composed of: the head of the competent organisational unit as the chairperson of the committee, the year tutor, an academic teacher, another specialist in a given area, and a representative of the Student Self-Government.
10. A report is made on the test mentioned in sec. 9, which is then stored in the student's personal records.
11. Students admitted to studies under the procedure for confirming educational outcomes shall be released from the obligation to complete the courses whose effects have been confirmed thereunder.

§ 27

1. The completion and manner of obtaining credits for courses organised by inter-faculty units shall be in compliance with the rules defined by the boards of such units and approved by the Rector.
2. The head of the School in the Physical Education Department may release a student from the obligation to participate in the PE classes based on a medical certificate. However, there is an obligation to participate in substitute classes according to the offer of courses prepared by the School.
3. Upon the request of a student who is an active member of a sports club, with the favourable opinion of the coach of a given chapter, the head of the School in the Physical Education Department may release the student from the obligation to participate in PE classes and award credits therefor.
4. The School of Foreign Languages shall organise foreign language courses, including the rules for obtaining credits.

§ 28

1. The student shall take an examination after obtaining credits for the obligatory courses.
2. The number of examinations in an academic year may not exceed 8, and not more than 4 per semester.
3. The examination is conducted by the academic teacher teaching a given course, or another specialist appointed by the head of the organisational unit. Students shall be immediately informed of the change of the academic teacher conducting the examination.
4. Student shall pass the examinations on dates defined in the framework timetable of the academic year and in consultation with the examiners.
5. In justified cases a disabled student may apply for adaptation of the examination to the student's special needs arising from a type of disability, in particular:
 - 1) changing the mode of passing the examination from written to oral, or from oral to written,
 - 2) extending the deadline for passing the examination,
 - 3) using specialist equipment allowing efficient transfer of knowledge (e.g. Braille device, computer with assistive technology, including screen readers and screen magnifiers),

- 4) changing the examination room to a room adapted for people in wheelchairs,
- 5) other circumstances resulting from the disability of the student.
6. The dean shall make a decision in that respect upon the written request of the student.
7. The dean may seek the opinion of the Head of the Disability Support Service.
8. Three examination dates are available for a given course in one semester:
 - 1) 1st date,
 - 2) 2nd date (1st resit exam),
 - 3) 3rd date (2nd resit exam).

The dates fall in the summer or winter examination session (1st date), respectively, and in the autumn or winter resit examination session (2nd and 3rd date).
9. If the student fails the examination on the 1st date, the student shall be entitled to two resit examinations, i.e. on the 2nd date (1st resit exam), and on the 3rd date (2nd resit exam) in every course that was failed.
10. A student may pass the examinations before the examination session, according to specific rules defined by the examiner and upon the examiner's consent, without losing their right to resit every examination three times. A negative result of an examination passed before the examination session shall not be recorded.
11. A student who did not take the examination on the set date shall inform the examiner about the reasons for the absence, and provide the examiner with the justification of absence when the reasons therefor cease to exist. If the examiner decides that the provided justification is sufficient, the examiner shall set a new date for the examination.
12. A student shall be entitled to lodge an appeal with the dean, whose decision is final, against the decision of the examiner stating that the justification is insufficient, within 7 days.
13. Lack of justification for a student's absence within the 1st or 2nd deadline shall be deemed to mean that these deadlines have expired and no credits may be obtained.
14. Unjustified absence on the 3rd deadline shall result in the lack of credit and cause the student to fail the entire course.

§ 29

1. Upon the request of a student filed within 3 days from the date of the second resit examination, in which the student raised some objections as to the impartiality of the examination, a resit examination before the faculty committee may be organised.
2. The examination before the faculty committee shall take place up to 10 days from the date of filing the student's request.
3. The examination before the faculty committee may take place with the consent of the dean. The dean shall appoint the committee and issue a list of names.
4. The faculty committee shall be composed of the following persons:
 - 1) the dean (in particular cases, an academic teacher authorised by the dean) as the chairperson of the committee,
 - 2) an academic teacher,
 - 3) another specialist in the field covered by the examination, or similar,
 - 4) the year tutor,
 - 5) a representative of the Student Self-Government.
5. A person appointed by the student may participate as an observer in the meeting of the faculty committee. The observer shall not be allowed to speak. The student shall submit the request for the participation of the observer to the dean of the faculty according to the deadline stipulated in sec. 1.
6. The examination before the faculty committee may be conducted orally or in writing. In the case of writing, the examination before the faculty committee shall involve a review and evaluation of the examination paper. The examination before the faculty committee may be considered passed in the event when at least 2/3 of the student's responses to sub-questions are graded as at least satisfactory.
7. A report is made on the examination mentioned in sec. 6, which is then stored in the student's personal records.
8. The result of the examination before the faculty committee shall be final.

§ 30

1. The condition for completing the semester is to obtain credits and pass the examinations from all courses/modules and internships included in the curriculum provided for a given semester, which means that the student shall obtain a certain number of points according to § 8 sec. 3 of the Rules and Regulations.

2. The pass or fail of the course/module or internship shall be acknowledged on the basis of the credit records in the form of a print-out of electronic data and in the grading period student achievement form in the form of a print-out of data from IT systems.
3. After the end of the examination session, the grading period student achievement form shall be printed and signed by the dean who admits the student to the next semester.

§ 31

1. In the case of a student who fails a semester, the dean - upon the written request of the student filed within 7 days after the end of the resit examination session - shall decide on:
 - 1) the conditional admission to the next semester, with the necessity to repeat the courses that the student failed - the provision refers to non-sequential courses, or
 - 2) the permission to repeat the semester, with the necessity to repeat the courses that the student failed.
2. The dean may also allow the student to repeat a course(s) in the event when:
 - 1) the student has not repeated a given course during the studies, unless the reason for another resit examination or test was a chronic illness or other duly justified reasons, and
 - 2) the deficit in ECTS points due to not obtaining credits for the courses is not higher than the total number of ECTS points allocated to two courses with the highest point allocation in the failed semester.
3. The dean may allow the student to repeat the semester if the student has not repeated any semester in the course of studies, unless the reason for another resit examination or test was a chronic illness or other duly justified reasons.
4. The dean shall make a decision on and define the conditions for continuing the studies.
5. The student may repeat the semester or courses against payment. The principles of charging are outlined by the Senate of the University. The payment terms and conditions for repeating courses shall be regulated in a separate agreement executed by and between the student and the University.
6. The regulation stipulated in sec. 1 point 2 shall not apply to first-year students.
7. A student who has been allowed to repeat the semester shall have the rights of a student, including the right to financial aid in the form of social benefits. The mode and scope of the financial aid are outlined in the Rules and Regulations referring to the calculation, granting, and payment of benefits for students of the University of Warmia and Mazury in Olsztyn.

§ 32

1. A student who repeats a given semester of studies may be allowed to participate in some of the courses in the next semester and take the final tests and examinations if the following conditions are met:
 - 1) the courses do not disturb the order of the courses established in the study programme and curriculum, and the student has achieved the educational outcomes that allow gaining knowledge within the scope defined for the courses/modules provided for the curriculum of the given semester,
 - 2) the deficit in ECTS points due to not obtaining credits for the courses may not be higher than the total number of ECTS points allocated to two courses with the highest point allocation in the failed semester.
2. The dean shall make the decision mentioned in sec. 1 upon consultation with the academic teacher of a given course.
3. In the cases mentioned in sec. 1, the dean shall set the deadline by which the student shall obtain credits for, or pass the examinations in the courses.

11. MANNER OF COMPLETING INTERNSHIPS AND OBTAINING CREDITS

§ 33

1. The principles, manner of completing internships, and getting credits therefor according to the study programmes and curriculum shall be defined in the faculty rules and regulations of internships approved by the faculty board. The faculty board shall approve the detailed internship and Major programmes on the basis of the educational outcomes defined by the Senate of the University for a given field of study, education level and profile.
2. The decision on internships mentioned in sec. 1 shall be made by the dean or an authorised internship tutor that may:
 - 1) give credits for the internship based on the certificate from the student's place of employment confirming the completion of the internship and fulfilment of requirements with respect to the achieved educational outcomes stipulated in the internship programme,

- 2) consider the student's full or partial involvement in the activities of the research camp as the internship's completion if the programme of the research camp corresponds to the requirements stipulated in the specific study programme of a given internship,
 - 3) release the student from the obligation to finish the internship and give credits for the student's work if the job characteristics satisfy the requirements of the educational outcomes stipulated in the internship programme,
 - 4) dismiss the student from the internship if the student breaches the rules of the place of employment where the internship occurred,
 - 5) refuse to give credits for the internship if the student failed to meet the agreed conditions for participating in the internship and getting credits therefor,
 - 6) decide on a different form of completing the internship in the case of disabled persons with a disability that makes it impossible for them to complete the internship in a traditional way.
3. In the case of students that fail to complete the internship, the provisions of § 31 sec. 1 and § 34 sec. 2 point 2 shall apply accordingly.

12. REMOVAL FROM THE LIST OF STUDENTS

§ 34

1. The dean shall remove the student from the list of students in the event that:
 - 1) the person admitted to studies under the enrolment procedure does not undertake the studies, i.e.:
 - a) fails to take the oath by the end of the first full week of classes, starting from the date of the academic year defined in an appropriate decision of the Rector or
 - b) fails to provide a proper medical certificate (if required by separate regulations), with a possibility of prolonging the deadline for providing such a certificate by the dean upon the written request of the student or
 - c) does not attend the obligatory classes stipulated in the study programme and curriculum, without any justification for absence, for the first three weeks of classes in a given semester, during BA/BSc and MA/MSc studies, or uniform Master's studies,
 - 2) decides to quit the studies,
 - 3) fails to submit the diploma thesis within the set deadline, i.e. the student obtained credits for all courses, passed all examinations and completed the internship included in the curriculum, but failed to submit the diploma thesis within the deadline stipulated in § 39 sec. 3 or sec. 4, and in the case of artistic faculties - did not get a positive grade for art work,
 - 4) failed to take the diploma examination within the set deadline,
 - 5) disciplinary measures in the form of expulsion of the student from the University were applied.
2. The dean may remove the student from the list of students if:
 - 1) the student made no educational progress during the semester, i.e. obtained no credits for the tests in a given course, according to the study programme and curriculum, which was duly documented; the lack of progress is reported by the academic teacher teaching a given course, according to the procedure adopted at the faculty,
 - 2) the student failed to complete the semester within the prescribed period,
 - 3) the student failed to pay university fees,
 - 4) the student failed to sign the agreement provided by the university with respect to the terms and conditions of payment of the university fees and other educational services.
3. If the student decides to quit the studies, the student may be removed from the list of students upon a written request submitted to the dean.
4. A student removed from the list of students shall obtain all the documentation upon prior settlement of all outstanding matters with the University based on the circulation sheet and after returning the student card.

13. RESUMING STUDIES

§ 35

1. Re-admission to studies of a person that has been removed from the list of first year students shall be according to the general rules of enrolment in higher education.
2. A student who quits the studies after the first year, or has been removed from the list of students, shall be entitled to resume the studies with the consent of the dean, not later than after 3 years from the date of such removal, subject to sec. 7 and sec. 9.

3. The dean shall make a decision on the re-admission to studies, define the year and semester during which the student may continue education, and define the scope of studies, as well as the manner and deadline for catching up on material and bridging the difference in the study programmes and curriculum, including the previous achievements of the student and allocated ECTS points.
4. Upon resuming the studies, the student shall pursue a degree programme according to the currently binding study programme and curriculum.
5. Upon the request of the student the dean may consent to the student's participation in some of the courses in the following semester and obtain credits therefor, as well as take final examinations provided that they do not disturb the established order of the courses.
6. In the cases mentioned in sec. 5, the dean shall set the deadline by which the student shall obtain credits for or pass the examination in the pursued courses.
7. Students who have been expelled from the University on disciplinary grounds shall not be entitled to resume studies if three years have not elapsed from the time when the decision became final, unless the penalty has been erased according to the provisions of law.
8. A student who has been removed from the list of students according to § 34 sec. 2 point 3 may resume the studies upon paying outstanding university fees.
9. The dean may re-admit the student to the studies a maximum of twice within a given field of study. In special cases the Rector may also agree to re-admit persons whose break was longer than as stipulated in sec. 2.
10. The dean may allow a student who has been removed from the list of students in compliance with § 34 sec. 1 point 3 to resume the studies in order to submit the diploma thesis, and in the case of artistic fields of study - to submit art work and take the examination. The manner and rules of resuming the studies after being removed from the list of students pursuant to § 34 sec. 1 point 4 shall apply accordingly.
11. A student expelled from the uniform Master's studies in the field, where at the time of filing the request for resuming the study only two-tier degree programmes are possible, may resume the Ba/BSc studies with the consent of the dean.

14. LEAVE OF ABSENCE

§ 36

1. Students may take the following leave of absence:
 - 1) sick leave - due to chronic illness confirmed by an appropriate medical certificate,
 - 2) personal leave - due to giving birth to a child or other important events properly documented,
 - 3) special leave - to study abroad.
2. A student may be granted a leave of absence for a given period of time defined as:
 - 1) short-term leave (in the case of national or international trips organised by the University or student organisations), for a period shorter than one semester,
 - 2) long-term, for one academic year or semester (does not refer to special leave).
3. A student of the uniform Master's studies may take the long-term leave twice at most, and a student of BA/BSc studies or MA/MSc studies - only once.

§ 37

1. A student applying for leave shall submit to the dean a duly justified request for the leave, immediately after the occurrence of the circumstances which constitute grounds for such leave. In the case of sick leave, the student shall additionally attach a medical certificate confirming that such leave is required.
2. The dean shall make a decision in that respect.
3. A student studying at more than one faculty shall be granted sick leave by the dean of the basic faculty, who will immediately notify the dean of the supplementary faculty. The granted sick leave shall cover all faculties.
4. During the sick-leave period, the student may, with the consent of the dean, participate in some courses, obtain credits for, and take examinations in such courses.
5. If, by the time of filing the request for leave the student has already taken some examinations, their results shall be considered upon return from the leave.
6. Short-term leave shall not release the student from the obligation of obtaining credits and passing examinations according to the dates stipulated in the study programme and curriculum in line with the timetable in a given semester.
7. A student returning from the leave shall inform the dean about this fact before the beginning of the semester.

8. A student returning from sick leave and studying at the faculty where medical examinations are required shall provide the dean with a medical certificate on being medically fit to continue education before resuming the studies. If the student is unfit to continue education, the student shall apply for sick leave. The provisions of § 36 sec. 3 shall apply accordingly.
9. Long-term leave (also special leave) may extend the time until graduation.
10. A student who resumes the studies after returning from the leave may not be treated as a student who repeats the academic year in compliance with the Rules and Regulations.
11. The leave is recorded in the student's documentation.
12. During the leave period, the student shall retain student rights, including the right to benefit from financial aid. The mode and scope of the financial aid are outlined in the Rules and Regulations referring to the calculation, granting and payment of benefits for students of the University of Warmia and Mazury in Olsztyn.

15. SCHOLARSHIPS, AWARDS AND DISTINCTIONS

§ 38

1. Students may be awarded:
 - 1) need-based grants,
 - 2) a scholarship for disabled students,
 - 3) a Rector's scholarship for the best students,
 - 4) a maintenance allowance,
 - 5) a scholarship of the Minister for outstanding achievements.
2. The detailed rules and manner of granting benefits mentioned in sec. 1 points 1-4 are outlined in the Rules and Regulations referring to the calculation, granting and payment of benefits for students of the University of Warmia and Mazury in Olsztyn, whereas the conditions and manner of awarding and paying scholarships of the minister are regulated by separate provisions.
3. Students may receive awards and distinctions in the case of:
 - 1) outstanding educational, artistic or sporting achievements,
 - 2) significant achievements in the student academic movement,
 - 3) involvement in the student self-government, organisations and associations,
 - 4) other highly appreciated activities.
4. Students mentioned in sec. 3 may receive the following distinctions:
 - 1) a diploma, or a letter of congratulations from the Rector or dean,
 - 2) an award financed by the state institutions, academic associations, social organisations and foundations in accordance with the rules and regulations provided for such distinctions.
5. Awards mentioned in sec. 3 may be granted to students who:
 - 1) satisfy the criteria defined in sec. 3,
 - 2) completed the semester within the deadline stipulated in the Rules and Regulations,
 - 3) have a grade average of at least 4.0 in a given academic year.
6. The detailed rules for granting awards and distinctions are defined in separate regulations and provisions.
7. The following shall be a special distinction:
 - 1) the title of the best graduate of the:
 - a) faculty,
 - b) University,
 - 2) the best student of the:
 - a) faculty,
 - b) University,
 - 3) the best sports person of the University.
8. The rules and manner of granting titles mentioned in sec. 7 shall be defined by the Rector and dean.
9. The faculty board may decide on different distinctions for the students of a given faculty. The cost of such awards shall be covered by the faculties from their own funds.

16. DIPLOMA THESIS

§ 39

1. The diploma thesis shall be written in BA/BSc studies, MA/MSc studies, and uniform Master's studies subject to sec. 2.
2. The diploma thesis shall not refer to such fields of study where the educational standard does not provide for the diploma thesis.

3. The student shall submit the diploma thesis to the dean's office in the form of a bound typescript or electronic file; within the artistic fields of study, it is also possible to perform a work of art. However, not later than by:
 - 1) 15 February - for studies that end in the winter semester;
 - 2) 30 June - for studies that end in the winter semester. The number of copies of the bound typescripts and the number of works of art shall be defined by the dean.
4. The dean may, upon the request of the academic teacher supervising the thesis, or at the request of the student, extend the deadline for filing the diploma thesis in the case of:
 - 1) chronic illness of the student, confirmed by an appropriate medical certificate,
 - 2) inability to write the thesis by the established deadline due to well-grounded reasons beyond the student's control.
5. The deadline for submitting the diploma thesis mentioned in sec. 4 may be extended by a maximum of three months from the dates mentioned in sec. 3.
6. In the case of a longer absence of the academic teacher supervising the diploma thesis, which could cause a delay in the submission thereof by the student, the dean shall appoint a person that may assume the duties of the academic teacher. The change of the academic teacher within the last 6 months before the date of graduation shall constitute grounds for extending the deadline for submitting the diploma thesis in compliance with the principles defined in sec. 4.
7. The change of the deadline for submitting the diploma thesis shall postpone the date of graduation.

§ 40

1. The diploma thesis or work of art shall be performed under the supervision of the academic teacher authorised thereto. A professor, associate professor or associate professor of arts shall be eligible to obtain such authorisation. In justified cases, the faculty board may authorise an academic teacher with a PhD degree or PhD degree in arts to supervise the diploma thesis.
2. The diploma thesis shall include a title page, a summary, and a table of contents in Polish as well as the title page and summary in a foreign language - congressional language.
3. The diploma thesis may be written in one of the congressional languages with the consent of the dean. In such a case, the title page, summary and table of contents need to be included in the Polish language as well.
4. In the case of a degree programme pursued in a foreign language according to sec. 3, the above-mentioned consent shall not be required if the diploma thesis has been written in the language of instruction. It is obligatory to translate the title page, summary and table of contents into Polish.
5. If it is possible in terms of organisation, the student shall be free to choose the academic teacher under the supervision of whom the student shall write the diploma thesis or prepare the art work. The provisions of § 7 sec. 4-5 shall apply accordingly.
6. The topics of the diploma theses should be determined and made available to students - upon approval by the faculty board or department (head of an independent department):
 - 1) BA/BSc studies - 1 year before the date of graduation,
 - 2) uniform Master's studies - at least 1.5 years before the date of graduation,
 - 3) MA/MSc studies - in the first semester of studies.
7. Upon the justified request of the student and upon consultation with the current tutor, the dean may agree to change the supervisor of the diploma thesis or work of art.
8. When establishing the topic of the diploma thesis, the academic, professional and artistic interests of the student, as well as the staff and organisational resources of the University should be taken into account.
9. A thesis that was created as part of the activities of the student movement may be considered a diploma thesis if the student's individual contribution in the preparation of such a thesis has been significant and possible to determine.
10. Any copyrights to the diploma thesis are regulated by separate provisions.
11. The student shall agree that the University releases the diploma thesis for research and development, as well as educational purposes according to separate regulations.

§ 41

1. The thesis supervisor and reviewer shall evaluate the thesis or the art work in the case of artistic fields of study. The dean shall appoint the supervisor/reviewer from among the academic teachers in a given field. Professors, associate professors/associate professors of arts shall be eligible to obtain such authorisation.

2. The dean may appoint an academic teacher with a PhD degree or PhD degree in arts as the supervisor/reviewer of the art work.
3. In the case of supervision of the diploma thesis or art work in the uniform Master's studies and MA studies by an academic teacher with a PhD degree or PhD in arts, the dean shall appoint an academic teacher who is a professor or associate professor/associate professor in arts to be the supervisor/reviewer of the art work.
4. In the case of any discrepancies in the evaluation of the diploma thesis or art work, the dean shall decide on admitting the student to the diploma examination, upon consultation with the second reviewer appointed from among the authorised persons.
5. If the evaluation by the second reviewer is also negative, the dean shall decide on the repetition of the semester by the student.

16. DIPLOMA EXAMINATION

§ 42

1. The diploma examination is organised in the uniform Master's studies, BA/BSc studies and MA/MSc studies, subject to § 45 sec. 1.
2. The condition for admitting the student to the diploma examination shall be:
 - 1) obtaining credits and passing examinations in all courses and internships included in the curriculum,
 - 2) obtaining at least a satisfactory grade from the diploma thesis.
3. The diploma examination takes place before the faculty committee appointed by the dean.
4. The rules and scope of the diploma examination within particular fields of study shall be defined by the faculty board. The programme scope of the examination should be in line with the study programme and curriculum (2/3 of field questions and 1/3 Major questions).
5. The diploma examination may be in one of the congressional languages with the consent of the dean. The report of the diploma examination shall be then enclosed with its translation into Polish.
6. In the case of a degree programme pursued in a foreign language according to sec. 5, the above-mentioned consent shall not be required if the diploma thesis has been written in the language of instruction. The report of the diploma examination shall be then enclosed with its translation into Polish.
7. The provision of sec. 5 shall not apply to the procedure for diploma examinations at the faculty of philology, where Majors in modern languages are offered.
8. The diploma examination may be considered passed in the event when each of the student's responses to sub-questions is graded as at least satisfactory.
9. When evaluating the results of such an examination, the grades mentioned in § 26 sec. 1 of the Rules and Regulations shall apply.
10. The diploma examination may be in the form of an open examination upon the request of the student of the supervised subject to sec. 11.
11. The request mentioned in sec. 10 filed by the supervisor shall include the written consent of the student to this form of examination.
12. The date of the diploma examination mentioned in sec. 10 shall be made available by posting the information of the notice board next to the dean's office or otherwise, as commonly accepted at the University.

§ 43

1. The diploma examination shall take place within 3 months at the latest from the date of filing the student's request.
2. In the case of extending the date for submitting the diploma thesis, in accordance with § 39 sec. 3, the diploma thesis shall take place within a maximum of one month from the date of filing the diploma thesis.
3. The dean may set an individual date for the diploma examination of a student who submitted the diploma thesis before the deadlines stipulated in § 39 sec. 3.
4. Students of the faculty of veterinary medicine should obtain credits for all courses and pass all examinations provided for in the study programme and curriculum of the last semester of the studies before the end of the winter examination session. In justified cases, the dean may extend the above-mentioned date by a maximum of one month.
5. Students of the faculty of medicine should obtain credits for all courses and pass all examinations provided for in the study programme and curriculum of the last semester of the studies before the end of the summer examination session. In justified cases, the dean may extend the above-mentioned date by a maximum of one month.

§ 44

1. If a student fails the diploma examination or does not take the diploma examination on the scheduled date, without providing any justification of absence, the dean shall set the final date thereof.
2. The resit diploma examination may not take place earlier than after one month and later than after three months from the date of the first examination.
3. If a student fails the diploma examination on the second date, the dean shall issue a decision on removing the student from the list of students.
4. The student may resume the studies according to the rules defined in § 35 sec. 10 of the Rules and Regulations.

§ 45

1. The graduation degree is awarded after passing the diploma examination with at least a satisfactory grade, whereas in the faculty of medicine and veterinary medicine - after passing the last examination required by the curriculum with at least a satisfactory grade.
2. The graduate shall receive a university diploma of a relevant faculty and a diploma supplement confirming professional qualifications, with the stipulation of an occupational title, in compliance with separate regulations.
3. The original university diploma shall be issued only in Polish.
4. The procedure for documenting education is regulated by separate provisions of the law.
5. The grounds for calculating the results of the studies shall be the following:
 - 1) arithmetic average of grades from all examinations and credits obtained for courses that do not end with an examination in the course of the studies. In the case of a lack of grade/grades for the courses/modules/internships provided for in the study programme in a given semester, or if the student fails to subscribe for the course required in the semester, zero (0) shall be used to calculate the arithmetic average.
 - 2) final grade from the diploma thesis,
 - 3) final grade from the diploma examination (in the case of the faculty of nursing and medical rescue the final grade from the diploma examination shall be deemed to mean the arithmetic average of grades obtained for the theoretical and practical parts of the examination, rounded up according to sec. 7 point 3),
 - 4) final grade from the examination in arts (applies to artistic fields of study).
6. The result of the studies shall constitute:
 - 1) the sum total:
 - a) 0.6 of the grade mentioned in sec. 5 point 1,
 - b) 0.2 of the grade mentioned in sec. 5 point 2, which is the average grade of the diploma thesis given by the supervisor and reviewer, rounded up in accordance with the principle defined in sec. 7 point 3,
 - c) 0.2 of the grade mentioned in sec. 5 point 3 - for all levels of study, excluding artistic fields, the faculty of medicine and the faculty of veterinary medicine, as well as those fields of study that are taught within the framework of the BA/BSc programmes, where the study programme and curriculum do not provide for a diploma thesis.
 - 2) the sum total:
 - a) 0.6 of the grade mentioned in sec. 5 point 1,
 - b) 0.2 of the grade mentioned in sec. 5 point 2, which is the average grade of the diploma thesis given by the supervisor and reviewer, rounded up in accordance with the principle defined in sec. 7 point 3,
 - c) 0.1 of the grade mentioned in sec. 5 point 3,
 - d) 0.1 of the grade mentioned in sec. 5 point 4 for artistic fields of study,
 - 3) the grade mentioned in sec. 5 point 1 - for the faculty of medicine and the faculty of veterinary medicine,
 - 4) the sum total: 0.7 of the grade mentioned in sec. 5 point 1 and 0.3 of the grade mentioned in sec. 5 point 3 - for those fields of study that are taught within the framework of the BA/BSc programmes, where the study programme and curriculum do not provide for a diploma thesis.
7. The obligatory entries in the university diploma shall include:
 - 1) name of faculty and field of study;
 - 2) scope, Major, type of study, educational profile and area, and
 - 3) final grade, rounded up to a full grade based on the following formula:
 - a) to 3.25 - satisfactory
 - b) from 3.26 to 3.75 - satisfactory plus
 - c) from 3.76 to 4.25 - good

- d) from 4.26 to 4.50 - good plus
 - e) from 4.51 to 5.00 - very good
- 4) final result of the studies at the faculty of medicine or the faculty of veterinary medicine, rounded up to the full grade according to the following formula:
- a) to 3.20 - satisfactory
 - b) from 3.21 to 3.50 - satisfactory plus
 - c) from 3.51 to 4.00 - good
 - d) from 4.01 to 4.30 - good plus
 - e) from 4.31 to 5.00 - very good
8. The rounding up to the grade mentioned in sec. 7 points 3 and 4 refers to the entry in the diploma and supplement. The actual result of the studies calculated according to sec. 6 is provided in other certificates.
9. The examination board may raise the grade mentioned in sec. 6 points 1 and 2 by 0.5 grade if the student earned very good grades from the diploma thesis and diploma examination (in the case of artistic fields of study additionally - from the examinations in arts) and within the last two years of studies obtained an arithmetical average from tests and examinations of at least 4.00, calculated according to sec. 5 point 1.
10. In the faculty of medicine and the faculty of veterinary medicine, the dean may raise the grade mentioned in sec. 6 point 3 by 0.5 grade if within the last four semesters of studies the student obtained an arithmetical average from tests and examinations of at least 4.0, calculated according to sec. 5 point 1.
11. Before issuing the university diploma, the graduate shall settle all outstanding matters with the University based on the circulation sheet and return the student card, while considering the provisions of § 11 sec. 5.
12. Upon the request of the graduate who obtains the diploma by 31 December 2004, the dean may issue the so-called "certificate of academic record", which includes - apart from the list of courses, the number of hours and grades - the names of Majors, and the names of higher education institutions (also abroad) where the student obtained credits for particular courses or internships, with the consent of the dean.

18. FINAL PROVISIONS

§ 46

1. In matters concerning the order and mode of studies which have not been covered herein the decision shall be made by the dean.
2. In matters defined herein that exceed the dean's competence, the decision should be made by the Rector.

§ 47

1. Pursuant to the Rules and Regulations, the student shall be entitled to appeal to the Rector against the decision of the dean within 14 days from the date of receipt of such a decision.
2. The decision of the Rector shall be final.
3. The student may not appeal against the decision issued by the Rector in the first instance. However, the student may submit to the Rector a request for reconsideration.

In consultation with the legislative body of the Student Self-Government.
Regulation of the University Board of the Student Self-Government of 20 April 2015.