

STUDY REGULATIONS

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I. GENERAL REGULATIONS

§ 1. SUBJECT MATTER AND SCOPE OF THE REGULATIONS

1. Study Regulations of the Hugo Kołłątaj Agricultural University in Krakow defines the organization of studies and the related rights and obligations of the student.
2. Whenever the regulations refer to:
 - 1) Act - it shall be understood as the Act of 20 July 2018 Law on Higher Education and Science, which defines the principles of the operation of the higher education and science system, including the principles of conducting education during studies,
 - 2) University - means the Hugo Kołłątaj Agricultural University in Krakow,
 - 3) statute - shall mean the Statute of the Hugo Kołłątaj Agricultural University in Krakow, which defines the principles of the organization and functioning of the University, including the principles of the organization of education,
 - 4) faculty - means an organizational unit of the University established to organize the teaching process and providing services for at least one field of study,
 - 5) dean's office - shall mean the faculty organizational unit that provides administrative and organizational services for the faculty, including students of the relevant fields of study,
 - 6) studies - means first-degree studies, second-degree studies and uniform master's studies conducted at the University in a specific field of study,
 - 7) semester - it shall mean the stage of studies included in the organization of the academic year, ending with the obligation to obtain all credits and exams provided for in the study plan for this stage,
 - 8) university IT system - it is understood as the IT system used to support and document the course of studies.
3. Pursuant to the act and the statute, the managerial functions at the University are held by:
 - 1) Rector - the superior of the University's employees, students and doctoral students who manages the University's activities and represents it outside
 - 2) Dean - manages the faculty and is responsible for the proper implementation of the teaching process at the faculty.
4. The tasks for the Rector specified in the regulations may be performed at the University by the vice-rector who performs the managerial function, whose responsibilities include student affairs and whose appointment took place in agreement with the student government of the University.
5. The tasks for the dean specified in the regulations may be performed at the faculty by the vice-dean who performs the managerial function, whose responsibilities include student affairs and whose appointment took place in agreement with the student self-government of the faculty.

II. STUDY SYSTEM

§ 2. STUDIES

1. Education at studies is conducted in the fields of science and scientific disciplines or in the field of art and artistic disciplines, in a specific field of study.
2. The field of study is assigned to at least one discipline. In the case of assigning a field of study to more than 1 discipline, the main discipline is indicated, within which more than half of the learning outcomes will be obtained, determined on the basis of the number of ECTS points.
3. The organization of the education process and administrative services for students of a given field of study are conducted by an organizational unit of the University, indicated in the acts of internal law issued on the basis of the statute.
4. The university may conduct joint studies with other entities. The principles of cooperation in conducting joint studies are specified in the agreement concluded between the University and the cooperating entity.
5. Studies at the University are conducted in the form of full-time studies. The University may conduct extramural studies, where classes are held separately from full-time studies.
 - 1) Full-time studies are a form of studies in which the student obtains at least half of the ECTS points covered by the study program during classes carried out with the direct participation of academic teachers or other persons conducting classes.
 - 2) Part-time studies are a form of studies in which the student obtains less than half of the ECTS points covered by the study program during classes conducted with the direct participation of academic teachers or other teachers.
 - 3) Part-time studies may last longer than the corresponding full-time studies.
6. Studies at the University are conducted at a specific field, level and profile.
 - 1) There are the following levels of studies:
 - a) first-degree studies - studies lasting at least 6 semesters and enabling obtaining at least 180 ECTS points, and if the study program includes learning outcomes enabling obtaining engineering competences - lasting at least 7 semesters and enabling obtaining at least 210 ECTS points;
 - b) second-degree - studies lasting from 3 to 5 semesters and enabling obtaining at least 90 ECTS points;
 - c) uniform master's studies - studies lasting from 9 to 10 semesters and enabling obtaining at least 300 ECTS points or from 11 to 12 semesters and enabling obtaining at least 360 ECTS points.
 - 2) There are the following profiles of studies:
 - a) practical - where more than half of the ECTS points specified in the study program are assigned to classes shaping practical skills;
 - b) general academic - where:
 - more than half of the ECTS points specified in the study program are assigned to classes related to the academic activity conducted at the university in the discipline or disciplines to which the field of study is assigned,

- participation of students in classes preparing for conducting scientific activity or participation in this activity is include.
- 7. The study program should enable the student to obtain at least 30 ECTS in each semester.
- 8. Lectures at the University are open. The basic language of instruction at the University is Polish.
- 9. Didactic classes, knowledge and skills tests as well as diploma theses and examinations may be conducted and carried out in a foreign language.
- 10. The scope and conditions of teaching classes, the implementation of diploma theses and the course of diploma examinations in a foreign language are the same as for studies conducted in Polish according to these regulations.

§ 3. STUDY PROGRAMME

1. Studies at the University are conducted at a specific field, level and profile, on the basis of the study programme, which is systematically assessed and improved.
2. The programme takes into account the educational standards, provided that the curriculum prepares students for the profession referred to in the Act.
3. The study programme determines the total number of hours of classes and the number of ECTS points necessary to complete studies at a given level and the professional title awarded to graduates.
4. The study programme defines in particular the learning outcomes and the description of the process leading to their acquisition, along with the ECTS points assigned to the activities carried out under this programme.
 - 1) Faculty learning outcomes are qualifications acquired in the learning process, described taking into account the universal characteristics of the first and second level of learning outcomes appropriate for a specific level of the Polish Qualifications Framework referred to in the provisions on the Integrated Qualifications System, where:
 - a) in the case of first-degree studies for full qualification at level 6 of the Polish Qualifications Framework,
 - b) in the case of second-degree studies and long-cycle studies for full qualification at level 7 of the Polish Qualifications Framework.
 - 2) Faculty learning outcomes include:
 - a) knowledge - a set of descriptions of objects and facts, principles, theories and practices, assimilated in the learning process, relating to a scientific or artistic discipline,
 - b) skills - the ability to creatively use and apply knowledge, acquired in the learning process, in particular to efficiently perform tasks and solve problems specific to a scientific or artistic discipline,
 - c) social competences - the ability developed in the course of learning to shape one's own development and autonomously and responsibly perform assigned tasks, including within team structures, argue and communicate, and participate in professional and social life, taking into account the ethical context of one's own conduct.

- 3) The specific learning outcomes specified in the study programme take into account the learning and use of a foreign language:
 - a) for first-degree studies - at level B2 of the European Description of Languages Education;
 - b) for second-degree and long-cycle studies - at the B2 + level of the European Description of Languages Education, including specialist terminology.
- 4) Faculty learning outcomes for studies ending with the award of the professional title of engineer or master of engineering also include the full range of learning outcomes enabling the achievement of engineering competences.
- 5) The description of the process leading to the achievement of faculty learning outcomes includes, in particular, a list of subjects and courses as well as other activities carried out in a justified order, along with the specification of:
 - a) subject learning outcomes and curriculum content ensuring the achievement of these outcomes,
 - b) methods of verification and assessment of the subject learning outcomes achieved by the student,
 - c) relationship between subject effects and directional effects,
 - d) the total number of hours of classes and the number of hours carried out within individual forms and methods of teaching, i.e. lectures and specific types of exercises,
 - e) the total number of ECTS points, including the number of ECTS points obtained in classes conducted with the direct participation of academic teachers or other persons conducting classes, resulting from the structure of student workload.
5. The study programme may define subjects and courses, the implementation of which is conditional upon prior completion of other indicated subjects, courses or their parts.
6. The study programme of first-degree studies and second-degree studies conducted in the form of full-time studies includes physical education classes of at least 60 hours, without assigning the number of ECTS points.
7. In the case of fields of study assigned to disciplines within fields other than humanities or social sciences, the program of studies includes classes enabling the student to obtain at least 5 ECTS points in the field of humanities or social sciences.
8. The study programme on a general academic profile may include, and on the practical profile, work placements, which enable the deepening of knowledge and development of the skills achieved by students during classes at the University, including the development of skills necessary in future professional work.
9. The study programme on a general academic profile takes into account the participation of students in classes preparing them to conduct scientific activity or participation in this activity. In this regard, the study program may include the implementation of the diploma internship, the purpose of which is to obtain the results necessary for the implementation of the diploma dissertation.

10. The programme of second-degree studies and long-cycle studies takes into account the implementation of the diploma thesis, unless generally applicable regulations provide otherwise. Due to the need to verify the learning outcomes achieved by the student in the field of independent analysis and reasoning skills, the first-degree study program may also include the completion of the diploma thesis.
11. The study program includes taking the diploma examination, unless generally applicable regulations provide otherwise.
12. The study program enables the student to choose classes to which ECTS points have been assigned in the amount of not less than 30% of the total number of ECTS points specified for this program.
13. ECTS credits are a measure of the average student workload necessary to achieve learning outcomes, where 1 ECTS point corresponds to 25-30 hours of student work covering classes organized by the university and the individual work of the student related to these classes.
14. If the specificity of education allows it, some of the learning outcomes covered by the study program may be obtained during classes conducted with the use of distance learning methods and techniques.
15. In particular, persons holding managerial positions at the University referred to in the Statute, as well as academic teachers and students pursuing classes specified in this program, take part in the evaluation and improvement of the study program.
16. The study programs and amendments thereto are approved by the Senate on the motion of the dean of the faculty supporting the field of study, approved by the relevant discipline council and the student government council. In the event of an ineffective expiry of the deadline specified in the Statute, the requirement to consult the student government is deemed to be met.
17. Changes in the study program are introduced at the beginning of a new education cycle. During the education cycle, only changes may be made to the selection of the content of education provided to students during classes, taking into account the latest scientific, artistic or professional achievements as well as changes consisting in adapting the study program to the requirements of generally applicable regulations.
18. Changes to the study programs introduced during the education cycle are made available in BIP on the University's website at least one month before the beginning of the semester they concern.

§ 4. ACADEMIC TEACHER

1. The education of students at the University is conducted by academic teachers and other persons who have been commissioned or entrusted with the implementation and conduct of specific classes, hereinafter referred to as academic teachers.
2. In addition to transferring knowledge and shaping the skills and attitudes of students, the responsibilities of an academic teacher also include providing advice and assistance, and conducting permanent consultations for students.
3. The functions of an academic teacher are performed, in particular, by the coordinator, lecturer and teacher.

- 1) Coordinator - an academic teacher responsible for the selection of education content implementing specific learning outcomes and supervision over the teaching process implemented as part of a subject, course, seminar or other form of classes.
- 2) Lecturer - an academic teacher responsible for organizing classes carried out as part of a subject, course, seminar or other form of classes, and in particular responsible for conducting lectures and conducting exams and final credits.
- 3) Teachers - an academic teacher conducting specific didactic classes as well as controlling and assessing the level of learning outcomes achieved by students, assigned to these classes.
- 4) Within the scope of their competences, academic teachers are responsible for keeping current documentation of the course of classes and for recording students' learning progress and for archiving this documentation.
In particular, the documentation includes:
 - a) attendance list,
 - b) periodic control works and projects,
 - c) records of credits and final examinations.
 The archiving period of documentation is 1 year, starting from the date of closing the last protocol in a given academic year.
4. The Dean may appoint a tutor from among the faculty's academic teachers who will be responsible for providing help and advice to students in the scope specified in this appointment and exercising direct supervision over the tasks performed by students.
 - 1) Tutor of the year - an academic teacher appointed by the dean for the duration of studies by a specific year of students, in order to coordinate cooperation between the starost of the year and students and the authorities of the faculty and organizational units of the University conducting classes with this student year.
 - 2) The supervisor of the research club or section - an academic teacher entrusted by the dean with direct supervision over the formal and substantive activities of the research club or section, including submission of reports on activities and settlement of the funds granted.
 - 3) Academic supervisor - an academic teacher appointed to take care of a student studying according to the individual organization of studies.
 - 4) Supervisor of the student writing the diploma thesis - academic teacher appointed to exercise formal and substantive supervision over the diploma thesis prepared by the student. In the case of second-degree studies and long-cycle studies, the diploma thesis is prepared under the supervision of a person who has at least a doctoral degree.
5. In justified cases, at the request of the competent student government council, the dean may appoint a tutor responsible for the implementation of activities specified in the application and determine the time of performing the entrusted function.
6. The Rector or Dean may appoint his/her plenipotentiary or coordinator, who will be entrusted with the performance of strictly defined tasks related to the functioning of a separate system or program within the structure of studies. Appointed persons are obliged to provide students and academic teachers with information about this system or program and supervise its functioning and are responsible for keeping the related documentation.

§ 5. STUDENT

1. Admission to studies takes place through entry on the list of students. A person admitted to studies begins studies and acquires the rights of a student upon taking the oath, the content of which is specified in the statute.
2. A student is admitted to a specific field of study as a result of recruitment or confirmation of learning outcomes, or transfer from another domestic or foreign university. The terms of recruitment are determined by the Senate.
3. A disabled student is a student who has the type and degree of disability confirmed by a decision of a competent authority.
4. The university is obliged to undertake activities aimed at ensuring equal opportunities for the implementation of the educational program by students with disabilities, including by enabling the implementation of studies in the mode of individual organization of studies.
5. The representative of all students of the University of Agriculture is the University Council of Students 'Self-Government, and the representative of students of a given faculty is the Faculty Council of the Students' Self-Government or the council of another unit organizing education in a specific field of study, which operate in accordance with the Act, statute and regulations of the student self-government.
6. The representative of the students of a given year of studies is the starost of the year. In particular, he represents students in contacts with the dean, academic teachers conducting classes and employees of the dean's office.
7. With the dean's consent, students of other universities may participate in classes as part of domestic and foreign exchange, as well as outstandingly gifted students, in the manner and under the conditions specified in these Regulations.
8. The course of studies is documented.
 - 1) Documentation of studies covers, in particular:
 - a) student albums that may be kept in an electronic version,
 - b) students' personal files,
 - c) reports of crediting subjects, courses and other modules of classes, including reports of commission tests,
 - d) periodic student record sheets in the form of printouts of electronic data,
 - e) book of diplomas.
 - 2) The course of studies may be documented in the university IT system, on the terms set out in separate regulations.
 - 3) The student receives a student ID with the album number entered. The ID card is a document confirming the student's status. The rules for issuing it are governed by separate regulations
 - 4) The validity of the ID card is confirmed every semester, on the basis of passing the semester or the dean's decision on conditional enrollment, subject to § 23 it. 6.
 - 5) The student is obliged to immediately notify the Dean of the destruction or loss of the student ID.
 - 6) The student is also obliged to notify the Dean in writing about the change of personal data collected in the student's album and data affecting the

receipt of financial aid, collected in the university IT system, within 14 days from the fact of the change.

- 7) The university provides the student with access to documentation of the course of study. At the student's request, the University issues a certified printout from the documentation of the course of study, which is a report of the university's IT system.

III. ORGANIZATION OF STUDIES

§ 6. ORGANIZATION OF CLASSES AT THE UNIVERSITY

1. The academic year begins on October 1st and ends on September 30th of the following calendar year.
2. The general organization of the academic year, binding throughout the University and concerning all levels and forms of education and fields of study, is established by the Rector and announced no later than 3 months before the beginning of the academic year.
3. For full-time and part-time studies, the academic year is divided into two semesters - winter and summer.
 - 1) The winter semester includes:
 - a) a period of classes, not exceeding 15 weeks,
 - b) winter holidays during Christmas and New Year,
 - c) a winter examination session lasting 2 weeks,
 - d) a resit examination session lasting at least 1 week, in which the dates of credits and resit exams may not conflict with the curriculum for the next semester,
 - e) an inter-semester break of at least 1 week.
 - 2) The summer semester includes:
 - a) a period of classes, not exceeding 15 weeks,
 - b) spring holidays during Easter,
 - c) summer examination session lasting 2 weeks,
 - d) a resit examination session lasting at least 2 weeks,
 - e) summer inter-semester break intended for holidays and field exercises, apprenticeships, and exams that could not take place during the period of classes in a semester or session.
4. A separate organization of the academic year is determined by the Rector for the diploma semester of the first degree of studies, the completion of which is scheduled for the fall semester.
5. In part-time studies, during the period of didactic classes, several-day meetings are organized, the dates of which are set by the Rector. The Dean may set an additional date for the meetings, about which he informs the Rector.
6. During the summer break, students are entitled to at least 1 month, if possible - uninterrupted summer holidays.
7. The Rector for all students of the University, and the dean for students of the fields of study at the faculty, for organizational reasons, after consultation with the competent student government council, may make changes to the division of the academic year.
 - 1) The changes may concern in particular:
 - a) suspension of classes for specific days or hours on a given day,
 - b) changes to the start and end dates of the semester, which do not result in a change in the number of classes carried out in the semester.
 - 2) The Dean informs the Rector about the decisions made.
8. In the event of suspension of the classes referred to in para. 7, point 1 lit. a), there are days allowing for making up for classes, including statutory holidays. It is also allowed to shorten the session.

§ 7. DETAILED ORGANIZATION OF CLASSES IN THE FIELD OF STUDY

1. The appropriate Dean is responsible for the organization of didactic classes in the field of study, in compliance with the rules established by the Rector.
2. The organization of classes in the field of study is based on the study plan, on the basis of which the schedules of classes and plans for accounting for these classes are prepared.
 - 1) Study plan including a semester list of subjects and courses as well as other groups of classes. It specifies in particular:
 - a) semester number of teaching hours for all planned forms and methods of education,
 - b) number of ECTS points,
 - c) the form of final credit.
 - 2) The timetable of classes is prepared before the beginning of the semester, separately for a specific form of studies and the level and stage of education, taking into account each group of students. It specifies, in particular, the date (days of the week and hours) and place of realization of all forms of classes.
 - 3) Class settlement plans are developed during a given semester, in particular for the purposes of settlement:
 - a) subjects and courses in sessions,
 - b) apprenticeships and internships,
 - c) study camps.
3. For the purposes of developing the schedule, the dean determines the dates and procedure of enrollment for optional classes, carried out as part of the optional classes.
4. The Dean informs the students of the schedule of classes no later than 7 calendar days before the start of classes in a given semester.
5. Having analyzed the number of students participating in specific classes, the Dean may change the number of groups in these classes during the semester. The Dean informs students of the new schedule of classes at least 7 days before the start of the next classes according to this schedule.
6. The plan for the settlement of subjects and courses in sessions is prepared by the starost of the year in consultation with the lecturer, and the dates of credits and exams should fall on the period of the session, specified by the Rector in the organization of the academic year, referred to in § 6 it. 2, the dean approves the credit plan for subjects and courses and makes it known to students no later than 7 days before the commencement of the session.
7. The duration of compulsory student apprenticeships is determined by the study programs. The apprenticeship plan is prepared by the dean's representative for apprenticeships in consultation with the starost of the year. Agreements specifying the terms of the internship should be concluded at least 2 weeks before their commencement.
8. The plan of science camps is prepared by the supervisor of the research club and approved by the dean. Participation of students in the work of a research camp on topics similar to the professional internship program, implementing the learning outcomes assigned to this internship, may be the basis for passing it.

§ 8. INDIVIDUAL ORGANIZATION OF STUDIES

1. Individual organization of studies, hereinafter referred to as IOS, concerns such changes in the organization of classes that enable the student to achieve all learning outcomes and to implement all the content of education resulting from the study program.
 - 1) For the standard study program, it may include a change:
 - a) study plan, i.e. changing the order in which subjects and courses are carried out, as well as other separate groups of classes,
 - b) schedule of the classes,
 - c) forms of conducting classes, including specialist classes and apprenticeships as well as physical education classes,
 - d) forms and dates of crediting didactic classes.
 - 2) In justified cases, in particular resulting from random events and health, individual organization of studies may take into account increased absenteeism at classes, exceeding the permissible threshold specified in § 14 it. 7, which requires a different form of implementation of these activities to be specified.
2. Education in the IOS mode is determined by the Dean at the student's request.
 - 1) Applies in particular to students:
 - a) with disabilities,
 - b) foreigners pursuing studies at the University,
 - c) admitted to studies as a result of confirmation of learning outcomes,
 - d) pregnant and being parents - in the case of full-time studies.
 - 2) In justified cases, the dean may give consent to students:
 - a) elected to the collegial bodies of the University,
 - b) studying in the second field of study at the University, provided that the average grade is at least 4.0 for the year or semester preceding the submission of the application,
 - c) taking part of their studies at another national or foreign university,
 - d) from other universities studying as part of the exchange,
 - e) in a difficult life situation.
3. A student applying for education under the IOS procedure shall submit an application to the Dean along with a justification, at least 14 days before the planned commencement of classes in this mode.
4. In justified cases, the students referred to in sec. 2 points 1 letter a) and b), may apply for the appointment of a tutor or for enabling the participation in classes by persons without whom the full participation of the student in the classes is impossible. The Dean appoints a tutor and defines the scope of his tasks.
5. The dean determines the rules of education and the duration of classes in the IOS mode and supervises the implementation of the adopted plan and schedule.
6. A person admitted to studies as a result of confirmation of learning outcomes, receives a protocol specifying the list of classes considered as passed, implemented under the study program for which he was admitted. The protocol is the basis for enrolling the student in the appropriate stage of studies and for determining the IOS. A person admitted on the basis of confirmation of learning outcomes is bound by the mode and rules of studies resulting from the dean's decision.

7. If the student does not obtain credits for the classes in accordance with the agreed schedule, the Dean withdraws the consent to study under the IOS mode and restores the standard mode of education.
8. With the dean's consent, exceptionally gifted students may participate in the classes specified in the schedule of classes, as long as their abilities are appropriate for a given field of study.
 - 1) The student conducts classes in the mode of an individual lesson plan, hereinafter referred to as the IPZ, which specified in particular:
 - a) the subject of the classes with the assigned number of hours,
 - b) schedule of classes with a list of teachers.
 - 2) The lectures and exercises specified in the IPZ are evaluated by the teachers conducting these classes, according to the rules applicable to students.
9. The students referred to in para. 9, may apply for classes under the IPZ procedure on the basis of an application submitted to the Dean by the director or a legal representative of the relevant educational institution:
 - 1) The application should be submitted at least 3 weeks before the commencement of a given semester of study. The appendix to the application constitutes a justification, specifying the student's interests and achievements as well as the content of education, the implementation of which he/she is interested,
 - 2) The Dean, from among the academic teachers carrying out the classes specified in the application, appoints a tutor who, in consultation with the representative of the educational institution and the student, prepares the IPZ.
10. The implementation of the IPZ is confirmed by the dean.

IV. FORMS OF CONDUCTING TEACHING COURSES AND THE CONDITIONS OF THEIR CREDITING

§ 9. FORMS OF CONDUCTING TEACHING CLASSES

1. Didactic classes at the University may be carried out in particular as part of a subject or course.
 - 1) Subject - is the basic element in the structure of the organization and settlement of the study program, having a proper name and corresponding education content and subject learning outcomes, appropriate for the fields of science and scientific disciplines or the fields of art and artistic disciplines to which the field of study has been assigned.
 - 2) Course - is a complex element in the structure of the organization and settlement of the study program, carried out with the use of various forms and methods of education, usually for several semesters, the implementation of which leads to the student achieving learning outcomes, which constitute the basis for obtaining specialist qualifications, usually professional. The course includes foreign language classes.
2. At the University, the basic forms of education include lecture, classes and a seminar.
 - 1) The lecture is a method of education addressed to a wide group of students, consisting mainly in the oral transfer of knowledge to students, in the form of definitions, procedures, algorithms of conduct or interpretation of the issues raised.
 - 2) Classes are a method of education addressed to numerically smaller groups of students, actively participating in classes, aimed primarily at solving problem tasks and carrying out experiments and experiments, aimed at consolidating knowledge and acquiring the ability to use this knowledge usefully. They can take the form of:
 - a) auditorium,
 - b) laboratory,
 - c) design,
 - d) workshop,
 - e) field classes
 - 3) The seminar is a method of education usually conducted in the last years of studies and addressed to a small group of students who have previously acquired knowledge in the field of the discussed issues, who actively participate in the classes by presenting papers and taking part in discussions, serving, among others, to prepare students for running a business research and the presentation by students of the assumptions and results of the diploma thesis.
3. Supplementary forms and methods of education include seminars, foreign language classes, physical education classes and classes carried out with the use of distance learning methods and techniques.
 - 1) Tutorials are organized instead of lectures and seminars or language courses, as a method of education addressed to a smaller group of students. It requires prior preparation of participants, as it enables the achievement of effects in the form of knowledge and social competences through conversations, the main purpose of which is to search for solutions to

specific problems and formulate conclusions.

- 2) With the use of distance education methods and techniques, classes are conducted with students who have undergone training courses preparing to participate in these classes, and for whom
 - a) didactic materials prepared in electronic form,
 - b) access to IT infrastructure and software enabling synchronous and asynchronous interaction between students and teachers,
 - c) the possibility of personal consultations with the teachers,
 - d) ongoing control of learning progress, based on the results of quizzes, tests and sets of tasks intended for independent solution, assessed by the system, and verification of the students' achievement of learning outcomes at the seat of the University.

were provided.

In the case of classes that develop practical skills, distance learning methods and techniques can be used as a support.

4. A separate form of education are classes held at stations and experimental facilities of the University or outside the University, as well as internships and professional and diploma internships, if the study program provides them.
5. Classes carried out as part of a specific form of education or their selected groups should be credited on an ongoing basis, during the semester, on the dates specified by the teacher of these classes and according to the criteria provided to the students at the beginning of the classes.
 - 1) The methods of verifying and assessing the student's achievement of the assumed learning outcomes should be appropriate for the individual forms of education:
 - a) for lectures - oral or written test, preparation of a lecture or presentation, active participation in the discussion,
 - b) for exercises - a report, oral or written tests of current knowledge, assessment of acquired skills, including the performance of a research or project task, analysis, calculations or data processing and interpretation
 - c) for seminars - preparation and presentation of the presentation and active participation in the discussion, enabling the evaluation of the student's social competences in the field of arguing and justifying his own position.
 - 2) Verification of the student's achievement of learning outcomes in the field of professional skills may include conducting an examination or a practical test, carried out in conditions enabling students to perform practical activities.
6. Academic teachers and other persons conducting classes should be prepared for their implementation with the use of distance learning methods and techniques. The implementation of the classes is monitored on an ongoing basis by the University.
7. In justified cases, exams at the end of specific classes, with the Rector's consent, may take place outside the seat of the university or outside its branch, with the use of information technology ensuring control of the course of the exam and its registration.
8. The number of ECTS points that can be obtained within the framework of education with the use of distance learning methods and techniques may not

exceed 20% of the number of ECTS points necessary to complete studies at a given level and form of studies.

§ 10. COMPLETING TEACHING CLASSES

1. The person conducting the classes during the first class is obliged to define and inform the students of the rules of implementation as well as the conditions and criteria for passing the classes.

- 1) In particular, the teacher should specify:

- a) requirements for preparation for classes and active participation of the student in these classes,
 - b) the rules of assessment, including the criteria for obtaining credit in individual classes and the conditions for proceeding to a re-credit, in the absence of such a credit,
 - c) the conditions for obtaining the final credit for a specific form of education and the conditions for determining the final grade for the subject.

- 2) The teacher should also specify:

- a) the conditions for justifying absences and doing homework, if possible,
 - b) dates of consultations at the University's premises and methods of communication, including with the use of information technology.

2. Forming grade, issued for completing individual didactic classes by the student, supports the learning process and serves to improve the quality of education. Its results should be used to analyze the effectiveness of the teaching methods used.

3. Final credit for subjects and courses takes place during examination sessions. On the basis of arrangements with the head of the year, the lecturer may set a different date for the credit or examination, subject to the conditions specified in § 7 it. 2 point 3 letter a).

Final credit for subjects and courses is confirmed with one final grade, taking into account various forms of education, based on the documentation kept.

4. The form of getting credit for the final subject and course may be: examination, credit with a grade and credit without a grade.

- 1) Examination - may be conducted orally or in writing, in order to verify the student's achievement of learning outcomes appropriate for all forms of education, in particular those included in the lectures. The condition for taking the exam is the completion of the exercises by the student and fulfillment of other requirements specified in the syllabus.

- 2) Grading - is determined on the basis of the share of the components of credits, specified for individual forms of education, according to the rules defined in the syllabus.

- 3) For examinations and grades, the following grading scale and the corresponding ECTS scale apply:

- | | |
|----------------------------|----------|
| a) bardzo dobry (bdb) | 5,0 = A; |
| b) dobry plus (db+) | 4,5 = B; |
| c) dobry (db) | 4,0 = C; |
| d) dostateczny plus (dst+) | 3,5 = D; |
| e) dostateczny (dst) | 3,0 = E; |
| f) niedostateczny (ndst) | 2,0 = F. |

- 4) For credits without a grade, the annotation pass or fail applies, used in particular to determine:
 - a) credit for physical education classes by the student,
 - b) achievement by the student of the subject learning outcomes specified for the partial semester, in the case of subjects and courses carried out for at least two semesters,
 - c) compulsory training, carried out outside the study program.
5. Subjects and courses are considered to be completed if a positive grade was entered in the protocol kept in the electronic system and the student's periodic achievement sheet printed on its basis, i.e. at least a satisfactory grade (3.0) or the annotation "passed".
6. The final grade confirms the level of the learning outcomes achieved by the student and enables promotion to the next stage of studies. Obtaining a positive grade or an annotation "passed" is tantamount to passing all ECTS points assigned to this subject or course to the student.
7. The final grade for a subject or course is confirmed by the lecturer by entering it into the appropriate protocol created in the university IT system.
 - 1) Final grades should be entered within 7 calendar days from the date of passing the exam or passing the exam, and in the case of physical education classes, within 7 calendar days after the end of classes in a given semester.
 - 2) Information about the grade obtained from the examination or oral examination should be provided to the student immediately after the completion of the verification of the achievements.
8. The entries in the documentation concerning the classes should be mutually consistent.
 - 1) The student is obliged to report to the lecturer any inconsistencies regarding the assessment within 3 days of entering it into the university IT system, and the lecturer is obliged to immediately correct the entries in the documentation.
 - 2) In the case of unreported discrepancies, the information entered by the lecturer in the protocol in the university IT system is considered appropriate.
9. In the event of an unsatisfactory grade in the final pass or exam, the student has the right to correct the grade twice, on dates consistent with the class settlement plan in the session referred to in § 7 it. 6 or after individual agreement with the lecturer, subject to the conditions specified in § 7 sec. 2 point 3 letter a).
10. Credits, resit and commission exams may be held during the examination and resit session, but not later than by the end of the semester, unless the dean has set a different date. In this case, the final grades should be entered in the appropriate protocols immediately after the completion of the credit or the retake examination.
11. If a student is not dependent on the student's work during a credit or examination, the examiner enters the unsatisfactory grade and refers the case to disciplinary proceedings.
12. If the student cannot participate in the credit or examination within the prescribed period, he / she is obliged to successfully submit a justification to the appropriate lecturer within 7 calendar days. Unauthorized absence of a student

on the credit or examination within the prescribed period is the basis for noting the failure to pass and entering an unsatisfactory grade.

13. Reported absence on the agreed date of the credit or examination test obliges the Dean to appoint another teacher who will conduct the credit for this subject or course.

§ 11. COMPLETION OF PROFESSIONAL PRACTICE

1. During the studies, the student is obliged to complete a professional or diploma internship, if the study program provides for it. The internship is assigned ECTS credits. Failure to pass the internship is treated as equal to failure to pass a course or course.
2. Detailed rules for completing and completing professional internships, including the internship journal template, are specified by the study council competent for the field of study being studied.
3. The internships conducted in accordance with the study program may be carried out in the University's experimental and economic units or in workplaces cooperating with the University, under the conditions specified in the agreement.
 - 1) The student has the right to independently propose the place of internship, subject to the conditions set out in section 2.
 - 2) At the student's request, the apprenticeship may be credited on the basis of gainful employment or internship:
 - a) the learning outcomes achieved are consistent with the outcomes identified for this practice;
 - b) the period of employment or internship of the student is not shorter than the period of the internship specified in the study program.
4. The confirmation of the implementation of the professional internship is the internship journal confirmed by the workplace or the appropriate unit of the University.
5. Confirmation of the implementation of the professional practice referred to in sec. 3, point 2, may be a work certificate provided by the student, specifying the scope of duties and the opinion of the management of the workplace.
6. On the basis of the provided documentation confirming the implementation of the internship and after completing the verification test, the plenipotentiary for internships appointed by the Dean confirms the student's achievement of the assumed learning outcomes and completes the internship and enters the assessment in the appropriate protocols of the university IT system.
7. The implementation of internships should not interfere with the student's participation in classes.
8. The workplace or organizational unit of the University appoints an apprenticeship tutor who is responsible for providing help and advice to students implementing the internship and expressing opinions on the involvement of students and the skills acquired by them during the internship.
9. Completion of a part or all of the professional practice may be recognized on the basis of the student's participation in the work of a research camp, the subject matter of which and the results achieved by the student are comparable to the learning outcomes specified for the professional practice. The decision in this matter is made by the plenipotentiary for internships, on the basis of the

student's justified request and the report on the implementation of the research camp submitted by the supervisor of the research club.

§ 12. COMMISSION EXAMINATIONS

1. Commission examination is valid for a specific form of education, appropriate for a given didactic activity. The provisions concerning the passing of the commission examination also apply to the examination before the examination board.
2. The student may proceed to the commission examination, on his / her own request or on the Dean's request.
3. Passing the classes before the commission at the student's request takes place when the student questions the impartiality of the assessment and the manner, conditions, scope or form of conducting the pass or examination indicated in the application, or other important circumstances have occurred that may have an impact on the obtained grade.
4. The application referred to in sec. 3, together with the justification, shall be referred to the Dean by the student no later than 7 days from the date of announcing the results of the credit or examination. The credit and the examination before the examination board are ordered by the Dean, after prior recognition of the validity of the student's written application, at the latest within 7 days from the date of its submission.
5. In particularly justified cases, regarding the possibility of further continuation of the ongoing study program, the student may be referred for a board credit for classes at the Dean's request.
6. The examination by the commission is carried out by a commission appointed by the dean.
 - 1) The commission is composed of:
 - a) the chairman, who is the dean or an academic teacher indicated by him / her, responsible for the commission examination,
 - b) a specialist teacher in the field of the education content covered by the credit,
 - c) lecturer or teacher.
 - 2) At the student's request, an observer indicated by the student should participate in the commission examination.
7. If the lecturer or the teacher is not able to participate, the dean, in consultation with the head of the unit responsible for the subject or course program, appoints another teacher with achievements in the field of the content of education covered by the credit or examination by the commission.
8. On a credit or a commission examination, a student draws a set of questions prepared in advance by the coordinator or specialist referred to in para. 7.
9. The results of the commission pass are determined by the examination commission by a simple majority of votes, and the chairman draws up a protocol that is signed by all commission members.
10. The grade which was the reason for the credit or the examination before the examination board is removed from the appropriate protocol and is not included in the average grade. The grade determined by the committee is entered in the protocol by the dean.
11. It is not possible to re-sit the exam before the examination board.

§ 13. COMPLETION OF A SEMESTER

1. Completion of a semester is a condition for enrolling the student for the next semester. In the absence of registration for a given semester, the student loses the right to participate in the classes of this and the following semesters, subject to item 7.
2. The condition for passing a semester is that the student has successfully completed all the classes provided for in the study plan for that semester and the number of ECTS points required by the study program, confirmed by a printout of the periodic student achievement card.
3. At the student's request, the Dean may consent to a conditional enrollment for a semester, despite failing to obtain credit for the classes required by the study program and not obtaining the appropriate number of ECTS points, subject to the limitations resulting from the study program, referred to in § 3 it. 5.
4. The dean may conditionally enroll a student who has not completed more than 3 subjects or another type of classes for the next semester, and their total number cannot exceed 14 ECTS.
5. The conditions for the implementation of the classes referred to in para. 3 and 4, i.e. the conditions and scope of participation in failed classes are specified by the Dean.
 6. Failure to meet the conditions referred to in para. 2-4, on time:
 - until the last day of September - in the case of the summer semester,
 - until the last day of February - in the case of the winter semester,is the basis for removing a student from the list of students due to failure to obtain credit for a semester within the specified time limit.
7. In particularly justified cases, when the dean individually extends the deadline for the end of the examination session, the fulfillment of the conditions referred to in section 6, may take place at a later date, indicated by the Dean, but not longer than 1 month from the end of the semester, subject to § 24 it. 15.
8. In order to complete the semester, the dean fully recognizes the documented achievements of learning outcomes and other qualifications obtained, in accordance with the arrangements set out in the referral of the student who pursues specific classes at another faculty or university.
9. In the event of failure to achieve learning outcomes in studies at another faculty or university, the dean, at the student's request, may decide to refer the student to repeat a semester or make a conditional enrollment under the conditions specified in section 4, imposing on the student the obligation to realize the existing program differences.
10. The obtained conditional entry from the data of the classes referred to in para. 3 and 9, with the exception of the diploma dissertation, may be extended only once and should be carried out within the next academic year.

V. RIGHTS AND DUTIES OF THE STUDENT

§ 14. GENERAL RIGHTS AND OBLIGATIONS

1. The student is a member of the University's community. He is obliged to act in accordance with the content of the oath and these rules of study, comply with the regulations in force at the University, execute the orders of its authorities and bodies in a timely and reliable manner, care for the good name of the University and respect its traditions and customs.
2. The student is obliged to comply with the principles of ethics and the provisions of the law on the protection of intellectual property, including the preparation of final and diploma theses and publications with respect for copyrights.
3. The student has the right to participate in the classes provided for in the study program and to use the available infrastructure as well as to use the help of teachers and University authorities to the extent appropriate for the program and course of study.
 - 1) In particular, the student has the right to:
 - a) use of teaching rooms and devices, including reading rooms and libraries, as well as sports infrastructure,
 - b) use of individual consultations conducted by academic teachers and teachers during their duty hours, the dates of which are provided for information in the university IT system,
 - c) justifying absences from classes, leaves from classes and leaves from classes with the possibility of proceeding with the verification of the obtained learning outcomes specified in the study program,
 - d) transfer and recognition of ECTS credits,
 - e) change of fields of study,
 - f) transfer to full-time or part-time studies,
 - g) take the examination before an examination board with the participation of an observer indicated by him,
 - h) pursue studies in the IOS mode, with the proviso that a pregnant student and a parent student studying at a specific field and level of studies may not be refused - in the case of full-time studies,
 - i) repeating certain classes due to unsatisfactory learning results, in accordance with the principles set out in § 15 it. 1-3.
 - j) information on the conditions, substantive scope, form and date of obtaining credits and the date of announcing the results of credits, taking into account the principles of documenting the course of studies conducted in the university IT system,
 - k) access to own written works, which are the basis for passing the course or part thereof, and substantive justification of the grade obtained,
 - l) material assistance on the terms set out in separate regulations,
 - m) apply for accommodation in a student dormitory or meals in a student canteen,
 - n) apply for accommodation for a spouse or child in a student residence,
 - o) associate in university student organizations.

- 2) During studies on a general academic profile, the student has the right to participate in research works carried out by the University and to publish his / her works on the terms and in the manner specified in other regulations.
- 3) he student has the right to receive training in the student's rights and obligations, which is carried out by the student government in cooperation with the Students' Parliament of the Republic of Poland, hereinafter referred to as the PSRP.
4. In the event of a collective dispute regarding important student matters, the student government may conduct a protest or strike.
5. The student is obliged to actively participate in the life of the University community and actively participate in all forms and types of classes.
 - 1) In particular, the student is obliged to:
 - a) attendance at classes, seminars, lectures, language courses, sports classes, field exercises and apprenticeships as well as other forms of didactic activities specified in the curriculum as classes requiring direct participation of academic teachers and students,
 - b) timely passing exams, completing internships and meeting other requirements provided for in the study program,
 - c) fulfillment of additional requirements specified in the detailed conditions for participation in compulsory apprenticeships, however failure to meet these conditions may result in not being admitted to these apprenticeships as part of the study program,
 - d) justifying short-term absence from classes no later than during the next classes, in which he is present, and the mode of justification and the method of supplementing the arrears resulting from the absence are determined by the teacher who conducts the classes,
 - e) timely participation in enrollment and registration for classes,
 - f) timely settlement of the semester referred to in § 13 it. 6, subject to § 13 section 7.
 - 2) The student is obliged to pay the accrued fees in a timely manner.
6. The student's attendance at compulsory classes is subject to control, subject to para. 7.
7. Attendance at lectures can be controlled. The person conducting the classes is obliged to determine the impact of the activity demonstrated by students during the implementation of this form of classes on the final grade.
8. If a student has missed a part of classes, the person conducting the classes may refuse to grant a credit. The permissible number of missed classes for justified reasons, including short-term leave, may not exceed 20% of the form of classes carried out, provided that it is possible to supplement the arrears.
9. The student is obliged to agree with the teacher the method and date of supplementing the arrears caused by the absence from classes.
10. The statement of a student's long-term non-participation in compulsory classes is the basis for his removal from the list of students. The course teacher should notify the Dean of the student's unjustified absence from the classes for 3 times, who will take a position on the matter.

11. In a situation of prolonged, persistent absence, the student is obliged to effectively notify the Dean of the inability to participate in the classes within 14 calendar days from the first day of absence.
12. A student who, by his/her behavior, makes it difficult to conduct classes, may be removed from these classes, after being paid attention by the teacher. The absence is considered unexcused, which may be the basis for removing the student from the list of students, as referred to in § 20 it. 1 point 2 lit. a), or result in the failure to pass the classes and the necessity to repeat them for a fee, according to generally applicable rules.
13. The student may express an opinion on the study program and the organization of the course of study, and at least once a year in the academic year assess the academic teacher in terms of the fulfillment of his duties related to education, by active participation in the assessment carried out under the University Education Quality System, regulated by separate regulations.
14. A student may study simultaneously, in addition to his primary field of study, other fields of study at his home or other university, and the conditions of studying an additional field of study are defined by the admitting dean.
15. After completing the first semester, the student may:
 - 1) transfer from one field of study to another, from one university to another, including foreign ones, and change the form of studying. The conditions for admitting a student from another university are determined by the Rector, and if the change concerns the fields of study at the University - the Dean. A student who changes the university is obliged to fulfill all obligations resulting from the regulations of the university he or she leaves,
 - 2) repeat a semester and be granted leave during studies. In justified and documented cases, a student may be granted a leave during the first semester.
16. The student may be obliged to:
 - 1) participate in classes not resulting directly from the study program, but supplementing the learning outcomes defined for the field of study, including participation in fairs and conferences,
 - 2) participate in the preparation of didactic classes and to finance the costs of additional classes not specified in the University's offer, including in particular physical education classes.
17. Comments on the organization of classes and the quality of education, the student may address to the immediate supervisor of the course coordinator or the superior of the academic teacher conducting specific classes, including requesting a change of the teacher conducting the classes.
18. For the purposes of improving the study program, the student may agree to participate in activities conducted by the University in the field of tracking and monitoring the fate of the graduate.
19. A student may be a member of the university bodies indicated in the Statute.
20. In the event of discontinuation of studies at a specific field of study, level and profile, the student has the option of continuing studies at the same level and profile and the same or another field of study related to the discipline to which the field of study was assigned to date.

§ 15. REPEATING A SEMESTER

1. At the student's request, the dean may refer the applicant to repeat a semester if the conditions required to complete the semester, referred to in § 13 it. 2.
 - 1) In particular, a student who:
 - a) has not obtained the minimum number of ECTS points authorizing for a conditional enrollment may be referred to repeat a semester, in accordance with the principles set out in § 13 it. 4,
 - b) has not completed the classes which must be credited due to the substantive consistency of the content of education in subsequent semesters referred to in § 3 it. 5.
 - 2) The conditions for repeating a semester are specified by the Dean, taking into account, in particular, changes in the scope of the study program relevant to the given study cycles. On this basis, it can define the scope and conditions of the classes and obtaining additional supplementary credits.
2. A student referred to repeat the semester is obliged to enroll in the groups of all forms of classes indicated in the dean's decision.
3. A student who repeats a semester is not obliged to re-obtain credits for the classes from which he obtained a positive final grade, if the curriculum has not changed, and the time that has elapsed from the date of obtaining this grade may not be longer than 1 year.

§ 16. LEAVES

1. During studies, a student may be granted health, care, family or special leave.
 - 1) Sick leave is granted in the event of a long-term illness, the basis for which is a certificate issued by a competent doctor.
 - 2) Childcare leave is granted due to the birth of a child or taking care of it.
 - 3) Family leave is granted to care for a member of the immediate family.
 - 4) The special leave is granted for other important reasons and may be:
 - a) short-term - lasting up to two weeks,
 - b) long-term - granted once during the course of studies, lasting a semester or two.
2. Health, care, family or special long-term leave extends studies by one or two semesters, respectively. On the basis of a doctor's recommendation, health, care or family leave may be extended for another two semesters.
3. A pregnant student or a student who is a parent has the right to apply for a leave referred to in section 1 paragraph 2, within 1 year from the date of birth of the child.
 - 1) The leave for:
 - a) a pregnant student is granted until the child's birth,
 - b) a parent student is granted for a period of up to 1 year.

- 2) If the leave ends during the semester, the leave may be extended until the end of that semester.
4. The student applying for the leave applies to the Dean, specifying the period of the planned leave and justifying the reasons why he / she applies for the leave.
5. If a short-term leave is granted, the lecturer is obliged to present the method of completing the course or course by the student in the current cycle.
6. During the leave period, the student retains his student rights, and may, with the dean's consent, take part in some classes that have not been credited so far, and start completing them. The student's entitlement to financial assistance during the leave is specified in separate regulations.
7. 14 days before the end of the planned leave, the student is required to submit an application for enrollment for the next semester. Failure to apply may constitute grounds for initiating proceedings to remove a student from the list of students.

§ 17. PAYMENT FOR STUDIES

1. The university may charge students for the provided educational services and issuing documents and for the provision of other services related to studying.
 - 1) In particular, the University may charge fees for:
 - a) educating students in part-time studies,
 - b) repeating certain classes in full-time studies due to unsatisfactory learning results,
 - c) education during studies in a foreign language,
 - d) conducting classes not covered by the study program,
 - e) educating foreigners in full-time studies in Polish.
 - 2) The university may also charge fees for:
 - a) recruitment,
 - b) confirmation of learning outcomes,
 - c) issuing an index and student ID and duplicates of these documents,
 - d) issuing a copy of the diploma and the diploma supplement in a foreign language,
 - e) issuing a duplicate of the graduation diploma and the diploma supplement,
 - f) use of student dormitories and student canteens.
 - 3) The amount and type of fees charged to students are determined by the Rector, prior to the recruitment and after consulting the student government.
 - 4) Information on the amount of fees is provided by the University in the Public Information Bulletin (BIP), on its website.
2. The student shall submit a declaration that he / she has read the terms of payment for the educational services provided by the University.
3. Until graduation, by persons admitted to studies for a given academic year, the University may not increase the amount of fees established for them or introduce new fees. This does not apply to increasing the amount of fees for conducting classes not covered by the study program and fees for the use of student dormitories and student canteens.

4. The Rector determines the conditions and procedure for exemption from fees.

§ 18. PRIZES AND AWARDS

1. Students who distinguish themselves with special creative and organizational achievements and who act in accordance with the content of the oath and the regulations of studies, may receive prizes and awards.
 - 1) At the University, the student may receive the Rector's award. The procedure and rules for granting the award as well as the amount of the award are determined by the Rector, pursuant to separate regulations.
 - 2) Awards and distinctions of state and local government institutions, scientific societies, social organizations and other bodies are awarded in accordance with the regulations applicable to these awards and distinctions.
2. At the student's request, information about the receipt of an award or other distinctions is recorded in the documentation of the course of study.

§ 19. STUDENTS 'DISCIPLINARY RESPONSIBILITY

1. For violation of the regulations in force at the University and for acts violating the student's dignity, the student shall be disciplined before the Rector or the disciplinary commission for students, on the terms specified in the Act.
2. Disciplinary penalties are:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with a warning;
 - 4) suspension of specific student rights for up to one year;
 - 5) expulsion from the University.
3. Explanatory proceedings in the matters referred to in para. 1, is carried out by the disciplinary spokesperson for students. The Ombudsman is appointed by the Rector from among the University's academic teachers.
4. The disciplinary spokesman initiates explanatory proceedings upon the Rector's order, whom he informs about the findings.
5. After the conclusion of the explanatory proceedings, the disciplinary spokesman discontinues the proceedings or applies to the disciplinary commission for punishment. The disciplinary spokesman may also submit an application to the Rector for imposing the penalty of admonition.
6. The disciplinary committee and the appellate disciplinary committee adjudicate on students' disciplinary matters. The committee consists of the chairman of the adjudicating panel, which is an academic teacher, and an equal number of academic teachers and students.
7. The accused student has the right to use the help of a defense lawyer of his choice.
8. The student cannot be punished for the same act by the Rector and the disciplinary commission at the same time.
9. For a minor offense, the Rector may impose a reprimand upon the student after hearing the student or his / her defender.
10. A student punished by the Rector with a warning may appeal to the disciplinary committee within 14 days from the date of delivery of the notification about the

punishment. The appeal may also be lodged by the competent student government council. Under the appeal procedure, the disciplinary commission may only impose the penalty of admonition.

11. In the event of a suspicion that a student has committed an act consisting in assigning himself / herself the authorship of a significant fragment or other elements of someone else's work, the Rector immediately orders an investigation to be carried out. If, as a result of the explanatory proceedings, the collected material confirms the commission of the act, the Rector suspends the proceedings for granting the professional title until the decision is issued by the disciplinary commission and submits a notification about the commission of the crime.
12. In the event of a justified suspicion that a student has committed a crime, the Rector, simultaneously with the order to conduct explanatory proceedings, may suspend the student in the student's rights until the decision is issued by the disciplinary commission.

VI. EXPULSION AND RE-ADMISSION

§ 20. EXPULSION

1. A student loses the rights resulting from the study regulations upon being expelled.
 - 1) The student is expelled in the case of:
 - a) failure to undertake studies,
 - b) resignation from studies,
 - c) failure to submit the diploma thesis or the diploma examination on time,
 - d) punishing with a disciplinary penalty of expulsion from the University.
 - 2) The student may be expelled in the event of:
 - a) confirming the lack of participation in compulsory classes,
 - b) finding no progress in science,
 - c) failure to obtain credit for a semester or year within the specified period referred to in § 13 it. 6 and 7,
 - d) failure to pay the tuition fees referred to in § 17 it. 1.
 - 3) Expulsion is made by way of an administrative decision of the Rector.
2. Failure to undertake studies is stated on the basis of:
 - 1) the student fails to take the oath within 3 weeks from the date of the planned commencement of classes at the university;
 - 2) the student fails to submit the application in order to be registered for the next semester after the end of the leave.
3. Resignation from studies is confirmed on the basis of a written declaration of resignation from studies submitted by the student.
4. Failure to submit the diploma thesis on time is confirmed on the grounds that the student has not submitted the diploma thesis by the deadline referred to in § 24 it. 13, subject to § 24 section 15, or on the basis of a negative assessment of this work.
5. Failure to submit the diploma examination on time is confirmed on the basis of the student's failure to take the diploma examination, within the time limit specified by the Dean or on the basis of a negative grade for this examination.
6. Failure to participate in compulsory classes is stated on the basis of more than 3 weeks of unexcused absence from at least 50% of classes specified in the schedule for this period, preventing the implementation of the topics planned for this period and the related achievement of the assumed learning outcomes, in including physical education classes.
7. Lack of learning progress is stated on the basis of:
 - 1) unsatisfactory grades obtained in the final examination, despite the fact that the grade was twice corrected, as referred to in § 10 it. 10;
 - 2) failing the commission examination referred to in § 12;
 - 3) failure to meet the conditions of the conditional entry referred to in § 13 subpara. 3 and 4;
 - 4) failure to meet the conditions for resuming studies and implementing program differences referred to in § 21 it. 6 and 7.

8. Before making a decision on removal, the student is notified by letter or in person (for the record) about the initiation of the removal procedure from the list of students and the date of submitting explanations in this matter to the Dean..
9. In the event that the reasons for withdrawing from the deletion are indicated, the procedure is discontinued by way of an administrative decision.
10. An expelled person is obliged to settle all obligations towards the University.

§ 21. RE-ADMISSION

1. Re-admission, i.e. reinstatement of student's rights, takes place upon a justified written request of the person who was removed from the list of students.
2. A student who, after completing the first year of studies, was expelled has the right to apply for re-admission. Re-admission may take place not earlier than in the next semester after being expelled.
 - 1) c may take place provided that:
 - a) no time longer than 2 years has elapsed since the removal from the list of students,
 - b) in the case of adjudication of the disciplinary penalty of expulsion from the University, the period after which the penalty was erased has expired and the penalty may be re-admitted, subject to section 2,
 - c) the period of suspension of the student's rights has expired, subject to section 2,
 - d) the University offers a field of study from which the student was removed,
 - e) there were no other important reasons justifying the refusal to resume studies, including the possibility of realizing program differences.
 - 2) The re-admission may take place only once.
3. Re-admission takes place for a specific field of study and program of study, implemented in the cycle of education appropriate for resumption of studies.
4. A person resuming studies may complete them if they achieve the same learning outcomes as other students studying in this education cycle.
5. The decision on re-admission is made by the Rector, after consulting the relevant Dean.
6. The dean registers the student for the relevant semester and determines the special conditions for the resumption of these studies, including the conditions for the implementation of program differences.
7. The deadline for realizing the differences may be extended only once, and their repetition takes place on the terms of payment referred to in § 17 subpara. 1 point 1. The implementation of program differences may not constitute the basis for extending the education cycle referred to in para. 3.
8. The provisions relating to recognition of achievements referred to in § 22 apply to the determination of the conditions for resuming studies.

§ 22. ADMISSION TO THE PROGRAM STAGE OF THE STUDY AND RECOGNITION OF ACHIEVEMENTS

1. A student may transfer from one field of study to another, at the same or another University, domestic or foreign, and change the form of studies, in the mode of recognition and transfer of achievements, on the basis of classes previously credited.

2. Recognition and transfer of achievements also apply in the case of the student's implementation of a part of the study program at another university, including a foreign one, on the basis of previously concluded agreements and arrangements.
3. The transfer of achievements by the student takes place in the mode of recognition of the convergence of the content and learning outcomes specified for the relevant classes, confirmed by passing these classes and assigning ECTS points. In the absence of full compliance of the learning outcomes, the dean of the host unit determines the classes which must be supplemented for the full implementation of the study program in force at the University, the so-called software differences.
4. A student transferring the achievements recognized at the university other than his home university, including the foreign one, is assigned the same number of ECTS points as was assigned to the learning outcomes in the study program in force at the University.
5. The assigned number of ECTS points is the basis for the student's qualification for the appropriate stage of study.
6. The decision to recognize and transfer the achievements is made by the dean of the receiving faculty, subject to the conditions set out in § 14 it. 12 point 1 lit. a) the dean makes appropriate entries in the documentation of the course of study, including final grades.
7. In order to transfer the credits, the student is required to obtain the assumed learning outcomes in the currently implemented study program and to obtain not less than 30 ECTS points for each semester. The condition does not apply to study programs implemented as part of international exchange.
8. If the University conducts education in the form of full-time and part-time studies at a specific field, level and profile of studies, the student may obtain consent to change the form of studies, unless there are significant differences in the program of these studies and no other circumstances have occurred that prevent such a change, o referred to in sec. 10.
9. The Rector for the recognition and transfer of achievements from another university, and the dean within the University, may refuse to recognize and transfer the achievements in the case of:
 - 1) failure to meet the conditions set out in paragraph 6;
 - 2) the inability to implement the demonstrated program differences;
 - 3) when the demonstrated program differences are larger than that specified in § 13 subpara. 4;
 - 4) when the admission limit for a given field of study and form of study has been filled;
 - 5) when the number of students in a given year makes it impossible to meet the education quality standards resulting from the admissible number of groups of students.
10. The Rector, for the recognition and transfer of achievements from another university, and the Dean within the University, may refuse to recognize and transfer the achievements in the event that they relate to a change in the education profile and prevent the implementation of the full range of classes for which ECTS points were assigned in the study program:
 - 1) classes shaping practical skills - on a practical profile;
 - 2) classes related to the scientific activity conducted at the university - on a general academic profile.

11. A student applying for recognition and transfer of credits shall submit the application together with the justification to the dean of the faculty receiving the application at least 4 weeks before the commencement of a given semester of study. The application specifies the field of study, stage and form of studies in which he plans to continue his education.
12. In the case of transfer from another university, the application referred to in para. 11, the consent of the Rector or another person performing managerial functions at the university from which the student transfers the achievements should be attached.
13. In the case of a student transfer to another university, the study documents shall be sent to the university to which the student has moved, at the request of the host university. At the university where the student has left, there is a copy of the letter with a list of the documentation sent.

VII. COMPLETION OF STUDIES

§ 23. CONDITIONS FOR COMPLETION OF STUDIES

1. The condition for graduating from the University is:
 - 1) obtaining learning outcomes for which the number of ECTS points specified in the study program, necessary to obtain qualifications corresponding to the level of studies referred to in § 3, section 3 point 1;
 - 2) obtaining credits for all classes provided for in the study program, referred to in § 3 it. 4 point 5 and obtaining a positive evaluation of the diploma thesis, if the study program provides for its execution;
 - 3) obtaining a positive result of the diploma examination referred to in § 25 it. 5, if the study program provides for its implementation.
2. In particular, the condition for completing the studies is the settlement of the stage of studies specified in the agreements and programs to which the University is a signatory.
3. Documents confirming the completion of all stages of education are:
 - 1) graduation diploma;
 - 2) diploma supplement.
4. The conditions for awarding professional titles to university graduates as well as models of diplomas and supplements are specified in separate regulations.
5. The date of graduation is the date of passing the diploma examination, and in the case of studies in the field of veterinary medicine, the date of submitting the last examination required by the study program.
6. A person who graduated from the first-degree studies retains the student's rights until October 31 of the year in which they graduated, with the exception of the right to financial assistance.

§ 24. DIPLOMA THESIS

1. The diploma thesis is:
 - 1) in first-degree studies, respectively, an engineer or bachelor thesis, if the study program provides for its execution;
 - 2) Master's thesis in second-degree studies or uniform master's studies.
2. The diploma thesis is an independent study of a specific issue related to a scientific discipline or disciplines to which the learning outcomes specified for a given field of study, level and profile of studies have been assigned. In particular, the diploma thesis presents the student's general knowledge and skills related to the field of study as well as the ability to analyze and reason independently.
3. The diploma thesis should be carried out in the fields of study at a general academic profile.
 - 1) For first-degree studies - the diploma thesis should be in the form of:
 - a) project,
 - b) written work, including design or experimental work,
 - c) expert opinions,
 - d) a computer program or system,
 - e) construction work,
 - f) technological work related to a specific discipline.

- 2) For second-degree studies - the diploma dissertation should be a written thesis, the purpose and scope of which results from the conducted scientific research, appropriate for a given discipline.
4. The type, form and mode of implementation of the diploma thesis are specified in the study program.
5. The diploma thesis may be a team work, provided that the participation of each of its contractors is specified in detail.
6. The diploma thesis may be prepared in a language other than the language of lectures in force at the university, under the conditions appropriate for writing thesis in Polish.
7. The student prepares the diploma thesis under the supervision of a tutor who is responsible for substantive supervision over the work. In justified cases, at the request of the tutor, the Dean may appoint an auxiliary tutor, including those from outside the University.
8. The supervisor of a student preparing a master's thesis may be a person with at least a doctoral degree, and in the case of an engineering or bachelor thesis, also a person with the professional title of magister, magister engineer or equivalent.
9. The title of the diploma thesis agreed by the student and the supervisor is approved by the Dean, after consulting the field council.
10. The approved thesis titles for individual fields of study and levels of study are announced to interested students in advance of the date of the planned graduation:
 - 1) one semester - for first-degree students;
 - 2) two semesters - for second-degree and long-cycle graduate students.
11. In justified cases, the student informs the Dean about the difficulties arising in the timely completion of the diploma dissertation, which may be the basis for changing its tutor. The decision to change the tutor is made by the dean.
12. The detailed scope of research and analyzes performed during the completion of the diploma thesis may be the basis for changing the title of the thesis. The changed title of the diploma dissertation is approved by the dean on the basis of a justified application from the student, reviewed by the tutor.
13. The student submits a written diploma thesis to the dean's office, and in the case of other forms of the diploma dissertation - consistent documentation confirming the completion of such work, within one month from the last day of the end of classes in the last semester of studies, appropriate for the study program. The end date of classes is determined by the organization of the academic year referred to in § 6.
14. To submit the diploma thesis referred to in para. 13, it is required to obtain credit for all classes specified in the study program.
15. In justified cases resulting from random reasons or dictated by the need to conduct additional research and analyzes, at the request of the student approved by the tutor, the Dean may extend the deadline for submitting the thesis until the end of the last semester of study, appropriate for the study program and the ongoing education cycle, if there is a possibility to schedule an exam within this period.

16. The diploma thesis is checked with the use of the Uniform Anti-plagiarism System cooperating with the National Repository of Written Diploma Theses, before submitting the thesis for review. The general report on the verification of the originality of the thesis is signed by the supervisor.
17. The diploma thesis is assessed by the tutor and reviewer appointed by the Dean, according to the agreed review form and the scale specified in § 10 it. 5 point 3. The manuscript reviews are open.
18. If one of the reviews of the diploma thesis ends with a negative grade, the Dean may appoint an additional reviewer whose grade is considered equivalent to the other grades of the reviewers referred to in section 17.
19. A work for which at least two reviews end with a positive mark is considered to be positively assessed. The final grade for the thesis is the arithmetic mean of all final grades of the thesis review.
20. With regard to the student who did not submit the diploma thesis on time or obtained a negative grade for the diploma dissertation, the procedure of removing from the list of students shall be initiated, in accordance with § 20 it. 1 point 1 letter c).
21. A student who has received a negative grade for the diploma thesis may apply to the Dean for consent to the improvement of the dissertation within 7 days from the date of the last review. The decision is made by the Dean after consulting the supervisor, taking into account the conditions specified in para. 15. The diploma thesis may be corrected only once.
22. The corrected thesis is subject to the procedures of re-checking with the use of the Unified Anti-plagiarism System and evaluation, in accordance with the provisions of sec. 16-19.

§ 25. DIPLOMA EXAM

1. The condition for admission to the diploma examination is:
 - 1) obtaining credits for all classes provided for in the study program for a given field of study and level, and if the diploma thesis is to be completed, also:
 - a) positive verification of the diploma thesis carried out with the use of the Uniform Anti-plagiarism System, in accordance with § 24 sec. 16;
 - b) positive evaluation of the diploma dissertation referred to in § 24 it. 19.
 - 2) submission of all required documents necessary for the settlement of studies, including those resulting from the applicable Rector's orders.
2. Diploma exam takes place before the examination board appointed by the Dean, by the end of the last semester of studies, appropriate for the study program and the implemented cycle of education. The commission should be composed of at least three members and its deliberations are secret.
3. The form and scope of the diploma examination are specified in the study program. The subject of the oral examination should be the presentation of the diploma thesis and verification of the student's achievement of learning outcomes appropriate for the field of study.
4. Along with the submission of the diploma dissertation to the dean's office referred to in § 24 it. 13 and 15, the student may submit an application to the

Dean for an open oral diploma examination. The announcement about the date of the open examination should be made public on the University's website at least 3 days in advance.

5. The grade for the diploma examination is the arithmetic mean of the grades for all issues covered by the scope of the diploma examination, with at least 2/3 of the grades being positive grades.
6. With regard to a student who did not take the diploma examination on the date set by the Dean or did not obtain a positive grade for the diploma examination, the procedure of removing from the list of students shall be initiated, in accordance with § 20 it. 1 point 1 letter c).
7. In justified cases, referred to in § 12 subpara. 3, a student who obtained a negative grade in the diploma examination may apply to the Dean for a re-conduct of the diploma examination.
8. The application referred to in sec. 7, along with the justification, are referred to the Dean by the student no later than 7 days from the date of announcement of the examination results. A re-examination is ordered by the Dean, no later than within 14 days from the date of submitting the application, taking into account the conditions specified in para. 2. Diploma Exam can only be repeated once.

§ 26. FINAL GRADE FOR THE STUDIES

1. The basis for determining the final grade for studies specified in the diploma of studies are grades:
 - 1) didactic classes - calculated as the weighted average of all final grades entered in the course credit protocols during the study period, including failing grades and the corresponding ECTS points, referred to in § 3 it. 4, point 5.
 - 2) the diploma examination - calculated as the arithmetic mean in accordance with the provisions of § 25 it. 5;
and, if provided for in the study program
 - 3) thesis - calculated as the arithmetic mean of the review, in accordance with the provisions of § 24 it. 19.
2. Final grade for the studies is calculated as a sum:
 - 1) for studies which include the completion of the diploma thesis:
 - a) 60% of the grade for the classes referred to in section 1, point 1;
 - b) 20% of the grade for the diploma examination referred to in sec. 1, point 2;
 - c) 20% of the grade for the diploma thesis referred to in para. 1, point 3.
 - 2) for studies without the completion of the diploma thesis:
 - a) 70% of the grade for the classes referred to in section 1, point 1;
 - b) 30% of the grade for the diploma examination referred to in sec. 1, point 2.
3. For the field of veterinary studies, in which the program of study does not provide for the implementation of diploma theses and the diploma examination, FINAL GRADE FOR THE STUDIES is the weighted average of all final grades entered during the study period in the protocols of classes, including fail grades and the corresponding ECTS points. referred to in § 3 sec. 4, point 5.
4. For the purposes of calculating the final grade for the studies referred to in para. 2, all components are given with an accuracy of one thousandth.
5. In order to establish the final grade for the diploma dissertation and the diploma examination for the purposes of the study documentation and the final grade

specified in the diploma of studies, the results of the estimates made are rounded as follows:

- | | | |
|-----------------|--------------------|--------|
| – do 3,259 | – dostateczny | (3,0); |
| – 3,260 – 3,759 | – dostateczny plus | (3,5); |
| – 3,760 – 4,259 | – dobry | (4,0); |
| – 4,260 – 4,509 | – dobry plus | (4,5); |
| – od 4,510 | – bardzo dobry | (5,0). |

6. In the case of particularly outstanding student achievements, who:

- completed his studies within the statutory deadline,
- obtained the final grade for the studies, as mentioned in the new paragraph 2-4, of at least 4.85,

and acted in accordance with the accepted ethical standards during the studies, the Dean may apply to the Rector for granting the student a "Diploma with honors". The Rector's decision is final.

VIII. REFERENCES AND FINAL PROVISIONS

§ 27. REFERENCES AND COMMENTS

1. An application for reconsideration of the case may be issued against administrative decisions issued by the Rector.
2. The application referred to in par. 1, in writing, should be submitted within 14 calendar days from the date of receipt of the decision, and when the decision was announced orally - from the date of its announcement.
3. The Rector shall make a decision within 1 month from the date of receipt of the request. The Rector's decision may lead to:
 - 1) upholding the contested decision;
 - 2) revoke the contested own decision and take a new decision.
4. The Rector's decision together with the justification are submitted to the party to the proceedings in writing.

§ 28. FINAL PROVISIONS

The provisions of the Code of Administrative Procedure shall apply accordingly to matters relating to the course of studies settled in the form of administrative decisions and not regulated by these regulations, unless the law provides otherwise.