



HIGHER EDUCATION STUDY REGULATIONS AT AGH UNIVERSITY OF SCIENCE AND TECHNOLOGY IN KRAKOW

effective as of 1 October 2019

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amending Resolution 56/2019 of 24 April 2019 on the adoption of Higher Education Study
Regulations at AGH University of Science and Technology in Krakow*

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§ 1. INTRODUCTION

1. Higher Education Study Regulations at AGH University of Technology in Krakow, hereinafter referred to as the Regulations, specify in particular the organisation of studies and the related rights and obligations of students, and apply to all fields of study, cycles, profiles and forms of higher education provided at the University.
2. These Regulations apply to all students, employees of the University, including in particular academic teachers and other persons who conduct classes with students.
3. The terms used in the Regulations are to be construed as follows:
 - 1) **characteristics of learning outcomes** - learning outcomes defined as characteristics for levels 6 and 7 of the second degree, typical for qualifications obtained under the system of higher education defined in the Act on the Integrated Qualification System of 22 December 2015, hereinafter referred to as the Act on ZSK, and executive provisions;
 - 2) **Dean of the Faculty** - the director of a basic organisational unit of the University that provides education in a given field of study, cycle and profile;
 - 3) **learning outcomes** - the body of knowledge, skills and social skills acquired by a student in the process of education;
 - 4) **form of study** - full-time studies or part-time studies;
 - 5) **class timetable** - a specific timetable of class modules for a particular semester of study, together with information on where and when classes are held;
 - 6) **congressional languages** - English, German, French, Spanish, Russian;
 - 7) **engineering field** - a field of study that is concluded by awarding the vocational title of *inżynier* or *magister inżynier*;
 - 8) **field of study** - a separate form of education under higher education studies, provided at the University as specified by the study programme under level 6 and 7 of the Polish Qualifications Framework;
 - 9) **field learning outcomes** - learning outcomes defined for a given field of study, cycle and profile;
 - 10) **class module** - a separate unit of the implementation of a study programme and documentation of the course of study, which is required under a given semester of study or which is one of the requirements for graduation, and which is assigned in particular certain assumed learning outcomes, contents of a programme of study and the number of ECTS credits; a class module may be a subject, internship, diploma project or diploma thesis;
 - 11) **modular learning outcomes** - learning outcomes defined for individual class modules;
 - 12) **plan of study** - the distribution of class modules over individual semesters, together with the ECTS credits allocated to them, the form of classes and their duration, as well as the number of ECTS credits required to complete a given semester;
 - 13) **Polish Qualification Framework (PRK)** - a description of eight separate levels of qualifications corresponding to the respective levels of the European Qualification Framework referred to in the Act on ZSK, formulated by means of general characteristics of learning outcomes for qualifications at particular levels, presented in the categories of knowledge, skills and social skills;
 - 14) **PRK level 6** - a level of the Polish Qualification Framework corresponding to the first-cycle studies;
 - 15) **PRK level 7** - a level of the Polish Qualification Framework corresponding to the second-cycle studies;

- 16) **cycle of study** – the first-cycle or second-cycle of studies;
- 17) **profile** - practical profile or general academic profile under a given field of study;
- 18) **general academic profile** - a profile in which more than half of the ECTS credits required for graduation is allocated to courses related to scientific activity conducted at the University in the discipline or disciplines to which a field of study is assigned, and which includes student participation in courses preparing for or participating in scientific activity;
- 19) **practical profile** - a profile in which more than half of the ECTS credits required for graduation is allocated to courses teaching practical skills;
- 20) **study programme** - a description of the learning outcomes expected for a given field of study, cycle and profile of study, together with a description of the process to achieve them;
- 21) **subject teacher** - an academic teacher or other person conducting classes who has the competences and experience necessary for the proper implementation of the course, and who has been entrusted by the Dean of the Faculty with the teaching of a subject provided for in the study programme;
- 22) **class teacher** - an academic teacher or other person who holds competences and experience which enable that person to teach classes or a doctoral candidate undergoing internship in the form of teaching classes, who has been entrusted by the Dean of the Faculty with teaching classes that constitute a given subject, in accordance with the teaching load schedule;
- 23) **subject** - the smallest separate element in the programme of study conducted at the University, consisting of at least one form of classes, which is allocated the assumed learning outcomes and the number of ECTS credits, and which is conducted by an academic teacher employed at the University or another person who holds the competences and experience necessary for proper teaching of the subject;
- 24) **ECTS credits** - credits defined in the European Credit Transfer System as a measure of the average student workload required to achieve the expected learning outcomes;
- 25) **student year group** - a student year group which starts studies in the first semester of a given academic year, in accordance with the study programme applicable to a given field of study, cycle and profile;
- 26) **programme differences** - class modules which a student is required to complete additionally due to a transfer from another higher education institution, change of faculty, field of study or form of study, repetition of a semester, leave from classes, resumption of studies;
- 27) **specialty** - a method of diversifying the organisation of education within a field of study under which education is provided at second-cycle studies;
- 28) **Statutes** – the Statutes of the AGH University of Science and Technology in Krakow;
- 29) **student** - a person educated in the course of studies, admitted to studies in accordance with the laws applicable at the University;
- 30) **studies** - higher education studies provided at the first-cycle and second-cycle;
- 31) **syllabus** - a specific description of a class module prepared by an academic teacher or another person who holds competences and experience necessary for the proper teaching of classes in accordance with the programme of study applicable to a given field of study, cycle and profile, in agreement with the Dean of the Faculty; in the case of a subject, the syllabus is defined by the subject teacher;
- 32) **diploma path** - a method of diversifying the organisation of education under a field of study in first-cycle or second-cycle programmes;

- 33) **educational path** - a method of diversifying the organisation of education under a field of study conducted jointly by at least two faculties of the University in the first-cycle studies;
 - 34) **University** – AGH University of Science and Technology in Krakow;
 - 35) **Act** - Higher Education and Science Law Act of 20 July 2018;
 - 36) **study requirements** - requirements determined by the University related to the implementation of the programme of study in a given field of study, cycle and profile, which are a prerequisite for the completion of studies and obtaining a diploma of graduation;
 - 37) **rules of studying** - specific rules for the implementation of the study programme determined by the Dean of the Faculty.
4. Whenever these Regulations refer to the Dean of the Faculty, this also means the Deputy Dean of the Faculty, whose responsibilities, in accordance with the Rector's authorisation, include student affairs or affairs of education, as defined in these Regulations.

§ 2. GENERAL PROVISIONS

1. Students, doctoral candidates and employees of the University form the community of the University; as its members, they co-decide on the affairs of the University and are jointly responsible for the implementation of its tasks.
2. All determinations made under the Regulations must be based on an understanding of the needs, rights and responsibilities of young academics and be consistent with the good of the public, the Act and the Statutes.
3. The superior of students at the University is the Rector, and at a Faculty - the Dean.
4. In individual student cases specified in these Regulations, administrative decisions and internal determinations which do not bear the characteristics of an administrative decision (the so-called "determinations") are issued.
5. In the case of the administrative decisions referred to in item 4:
 - 1) administrative decisions are issued by the Rector; the Rector may authorise the Vice-Rector for Education, Dean of the Faculty or Deputy Dean of the Faculty to issue administrative decisions they are competent for;
 - 2) administrative decisions issued by the Rector are subject to a request for reconsideration;
 - 3) The request for reconsideration must be submitted in writing within 14 days as of the date on which the administrative decision is served;
 - 4) If an administrative decision is issued under the authority of the Rector, the request for reconsideration must be submitted through the authorised Dean of the Faculty or Deputy Dean of the Faculty who has issued the administrative decision;
 - 5) administrative decisions and requests for reconsideration referred to in this item are subject to the provisions of the Code of Administrative Procedure.
6. In the case of the determinations referred to in item 4:
 - 1) determinations are issued by the Dean of the Faculty unless the provisions of these Regulations stipulate otherwise; the Rector may authorise the Deputy Dean of the Faculty to issue determinations defined in the Regulations which the Dean of the Faculty is competent for;
 - 2) determinations may be appealed to the Vice-Rector for Education, unless otherwise set out in these Regulations;
 - 3) an appeal must be lodged in writing within 14 days as of the service or announcement of the determination, through the Dean of the Faculty or Deputy Dean

of the Faculty that made the decision, unless the provisions of these Regulations stipulate otherwise;

- 4) determinations of the Vice-Rector for Education may not be appealed;
- 5) the Code of Administrative Procedure does not apply to determinations and appeals referred to in this item.
7. Where the provisions of these Regulations require a request, the request must be made in writing before the start of classes in a given semester in accordance with the specific organisation of the academic year that applies to that academic year, unless otherwise set out in the Regulations.
8. In individual student cases, with the exception of cases referred to in § 22, § 23 and § 26, the Dean of the Faculty may allow students to submit requests in an electronic form to a designated address, exclusively by e-mail in a domain registered with the University.
9. The Student Self-Government bodies are the representatives of all the students of the University and are entitled to express their position on all matters concerning students.
10. The bodies of the University must, as far as possible, take measures to adapt the organisation and proper implementation of the teaching process to the specific needs of students with disabilities, including adjustment of the conditions of studies to the type of disability. At the University, the unit responsible for the support and coordination of activities for persons with disabilities is the AGH UST Office for Persons with Disabilities.
11. The University may organise for the first-year full-time and part-time students voluntary supplementary courses in mathematics, physics and chemistry according to a programme applicable at secondary schools. Specific rules for organising such courses are laid down by the Rector by way of the Rector's order.

§ 3. STUDIES AT THE UNIVERSITY

1. Studies at the University are conducted on a full-time or part-time basis as:
 - 1) The first-cycle studies:
 - a) engineering - concluded with the award of the vocational title of *inżynier*, which last at least 7 semesters,
 - b) bachelor - concluded with the award of the vocational title of *licencjat*, which last at least 6 semesters,
 - 2) the second-cycle studies:
 - a) master of engineering - concluded with the award of the vocational title of *magister inżynier*, which last from 3 to 5 semesters, depending on the programme of study of the particular field of study, cycle and profile,
 - b) master's degree - concluded with the awarding of the vocational title of *magister*, which last from 4 to 5 semesters, depending on the programme of study of the particular field of study, cycle and profile,
2. The total duration of full-time first-cycle and second-cycle studies for each field of study must be no less than 10 semesters.
3. Part-time studies may last one or two semesters longer than the corresponding full-time studies, depending on the study programme applicable to the field of study, cycle and profile concerned.
4. Student's internship is included in the duration of the first-cycle and second-cycle studies if the study programme applicable to the field of study, cycle and profile concerned provides for the internship.
5. In the case of repeating a semester of studies, taking a leave from classes, or changing the form of studies, the actual duration of studies may be extended accordingly.

6. In the case of the first-cycle studies where classes end in the winter semester, the final year of studies lasts one semester, and in the case of the second-cycle studies where classes begin in the summer semester, the final year of studies lasts two semesters.

§ 4. ADMISSION TO STUDIES

1. Students are admitted to studies by:
 - 1) Undergoing the admission procedure, in accordance with the laws applicable at the University, and in particular the resolution of the Senate defining the conditions, mode and date of commencement and completion of the admission procedure for the first year of studies in a given academic year;
 - 2) confirming the learning outcomes, according to the provisions of a separate resolution of the Senate;
 - 3) transferring from another institution of higher education, including a foreign university, in accordance with the rules laid down in these Regulations;
 - 4) resuming studies, according to the conditions provided for by these Regulations.
2. A person admitted to studies starts the studies and acquires the rights of a student upon taking the oath.
3. Admission to studies is refused by way of an administrative decision.

§ 5. STUDENT RIGHTS AND OBLIGATIONS

1. A student has the right to:
 - 1) gain knowledge in their chosen field of study;
 - 2) participate in classes and take the examinations and assessments provided for in the study programme;
 - 3) study according to an individual organisation of studies, after meeting the requirements set out by the Dean of the Faculty;
 - 4) change the University, Faculty, field of study or form of study, in accordance with the rules laid down in these Regulations;
 - 5) transfer and have ECTS credits acknowledged under the conditions laid down in these Regulations;
 - 6) excuse absences from classes, leaves from classes, and leaves from classes with the possibility of proceeding to the verification of the acquired learning outcomes specified in the study programme, pursuant to these Regulations;
 - 7) take a committee examination with the participation of an observer designated by them, in accordance with the rules laid down in these Regulations;
 - 8) repeat certain classes due to unsatisfactory academic performance, pursuant to these Regulations;
 - 9) pursue a part of their studies in another higher education institution, including abroad, under the conditions defined in agreements concluded by the University, or on their own initiative after meeting the conditions defined in these Regulations;
 - 10) express their opinion on the conducted teaching activities, including the evaluation of teaching activities pursuant to the rules laid down in separate regulations;
 - 11) report to the University Authorities their suggestions concerning the process of education and training as well as the functioning of the University;
 - 12) elect the Authorities of the University, insofar and in the manner prescribed by the Act and the Statutes, and elect their representatives to the collegiate bodies of the University;
 - 13) co-decide through the Student Self-Government bodies on matters relating to the education and training process, the granting of student benefits and awards, and

- the distribution of student funds;
- 14) become members of university's student organisations;
 - 15) receive prizes and awards;
 - 16) receive student benefits according to the rules laid down in separate legislation;
 - 17) develop scientific, cultural, tourist and sporting interests in accordance with the rules applicable at the University.
2. A student may take up a further field of studies only through the admission procedure. When taking up studies in several fields of study, the student defines which of these is the first or subsequent. The student is required to inform in writing the Deans of the Faculties in which they study about their choice of the first or subsequent fields of studies.
 3. A student may take up an additional educational path, diploma path, or specialty within the studied field of studies only with the consent of the Dean of the Faculty, who provides for the specific rules that apply to studying in those paths, specialties and fields. Taking up an additional educational path, diploma path, or specialty must not lead to an extension of the duration of studies within the studied field of studies. In the case of obtaining permission to take up an additional educational path, diploma path or specialty, a student must complete the full set of class modules determined for a given educational path, diploma path or specialty, in accordance with the requirements laid down in the study programme. Completion of classes under an additional educational path, diploma path or specialty is construed as taking classes that are not included in the study programme.
 4. The Student Ombudsman is the guardian of students' rights as defined in the Regulations and other provision that apply at the University.
 5. The tasks and the manner in which the Student Ombudsman operates are set out by the Rector by way of an order.
 6. Students must conduct themselves in accordance with the oath taken and the provisions that apply at the University, in particular:
 - 1) act ethically, in accordance with the Student Code of Ethics;
 - 2) study in accordance with the study programme, in particular, to participate in courses prescribed in the study programme for a given field of study, cycle and profile, pursuant to these Regulations;
 - 3) take examinations and pass assessments, carry out on internship and fulfil other requirements laid down in the study programme;
 - 4) cultivate the traditions of the University;
 - 5) behave with dignity inside and outside the University;
 - 6) respect University property;
 - 7) take care of student documents, in particular the student identity card.
 7. Students are entitled to hold a student identity card until graduation, suspension or expulsion, and in the case of the first-cycle graduates - until 31 October of the year of graduation.
 8. In the event of the destruction or loss of the student identity card, the student must immediately notify the University of said fact.
 9. A student must, not later than within 7 days, inform the Dean of the Faculty of any changes in personal data, in particular changes in marital status, surname, residential address, correspondence address, e-mail address, and identity document, as well as changes in material conditions, if they affect the award and amount of student benefits. In case of failure to comply with this obligation, all negative consequences are borne by the student.
 10. A student must pay fees for educational services specified in the Act in a timely manner

in accordance with the rules, procedure and in the amount specified in separate regulations.

11. The rights and obligations of a student expire on the date of graduation or student's final expulsion, subject to item 12.
12. A person who has completed the first-cycle studies retains the rights of a student until 31 October of the year of graduation, except for the right to the benefits referred to in Article 86(1)(1 to 4) of the Act.

§ 6. ORGANISATION OF THE ACADEMIC YEAR

1. The academic year begins on 1 October and lasts until 30 September of the following calendar year.
2. The academic year consists of two semesters: winter and summer semester, and comprises:
 - 1) the period in which classes are taught in each semester;
 - 2) two examination sessions during which no classes are taught, each with a duration of no less than six weeks:
 - a) winter session (primary and retake session), after the end of the winter semester classes;
 - b) summer session (primary and retake session), after the end of the summer semester classes;
 - 3) winter, spring and summer holidays of a total duration of no less than six weeks, including at least four weeks of uninterrupted summer holidays;
 - 4) an inter-semester break of no less than one week.
3. The specific organisation of an academic year is determined by the Rector after having consulted the Student Self-Government and is published no later than 90 days before the beginning of the academic year.
4. In the case of students in the final semester of the first-cycle studies, the Dean of the Faculty, with the Rector's approval and in consultation with the faculty body of the Student Self-Government, may introduce changes in the organisation of the academic year determined by the Rector, moving the dates referred to in item 2. This does not apply to the starting and end dates of the academic year.
5. Part-time study sessions take place in accordance with timetables determined and published by the Dean of the Faculty no later than seven days before the beginning of classes. The organisation of part-time study sessions must not affect the organisation of the academic year referred to in item 2.
6. In justified cases, in particular due to the calendar configuration of the academic year, it is possible to organise a part-time student session before the beginning of the academic year referred to in item 1.
7. The Rector as concerns the University, and the Dean as concerns a faculty with the approval of the Rector, may set days or hours free from classes during an academic year. The relevant bodies of the Student Self-Government of the University have the right to recommend setting such days and hours.
8. Teaching or making up for classes on days or hours free from classes referred to in item 7 is possible with the permission of the Dean of the Faculty in agreement between the teacher teaching the classes and the students participating in them.

§ 7. CONDITIONS FOR STUDYING: PROGRAMME OF STUDY AND RULES OF STUDYING

1. Studies at the University are provided in a specific field of study, cycle and profile in accordance with the conditions for studying, which consist of:
 - 1) a study programme, determined by the AGH UST Senate after having consulted with the authorised faculty body of the Student Self-Government; the opinion must be expressed in writing;
 - 2) the rules of studying determined by the Dean of the Faculty after having consulted with the authorised faculty body of the Student Self-Government; the opinion must be expressed in writing.
2. The study programme for a given field of study, cycle and profile is defined:
 - 1) by field learning outcomes;
 - 2) a description of the process leading to the achievement of the expected learning outcomes.
3. Where programmes of study in a given field of study, in a given cycle and profile are provided on a full-time or part-time basis, and where programmes of study are differentiated by learning paths, diploma paths or specialities, the programme of study must provide for the same learning outcomes.
4. Programmes of study at the University are determined with the provisions of the Act and the executive acts that implement the Act taken into account, as well as the guidelines determined by the Senate.
5. A programme of study for a given field of study, cycle and profile as part of the description of the process leading to the achievement of the expected learning outcomes referred to in item 2 must specify:
 - 1) the form of study (full-time or part-time);
 - 2) duration of studies (number of semesters);
 - 3) the number of ECTS credits required to complete a study programme in a given cycle;
 - 4) the vocational title awarded to graduates;
 - 5) field(s) and discipline(s) (including the leading discipline) to which the field of studies is assigned, in accordance with the Regulation of the Ministry of Science and Higher Education on scientific fields and disciplines and artistic disciplines and pursuant to the rules laid down in the Act;
 - 6) class modules, specifying mandatory and optional modules, including those within a study path, diploma path or specialty, with the modular learning outcomes and the number of ECTS credits assigned to them;
 - 7) total number of class hours;
 - 8) the method of verifying and assessing the learning outcomes achieved by the student under individual class modules;
 - 9) study plan;
 - 10) the total number of ECTS credits the student must obtain:
 - a) under classes taught directly by academic teachers or other instructors,
 - b) in basic sciences relevant to the field of study,
 - c) under practical classes that develop practical skills, including laboratory, project, practical and workshop classes,
 - d) in humanities or social sciences in the case of fields of study corresponding to disciplines within disciplines other than, respectively, humanities or social sciences;
 - e) in a foreign language;

- 11) the number of hours, rules, and the form of internship and the number of ECTS credits a student must acquire under an internship.
6. The programme of full-time first-cycle studies must also specify physical education classes to which neither learning outcomes nor ECTS credits are allocated.
7. The study programme must enable a student to select class modules to which ECTS credits have been allocated for a total of no less than 30% of the number of ECTS credits required for graduation in a given cycle.
8. The programme of study may also specify class modules in which participation or completion of which is subject to prior completion of specific class modules (so-called class module sequencing).
9. The programme of studies conducted in Polish may provide for classes conducted in congressional languages, including examinations or other forms of verification of the assumed learning outcomes. These may only concern optional classes or courses conducted in parallel to classes in Polish.
10. In the case of programmes of study in a given field of study, in a given cycle and profile in both full-time and part-time form, a study plan is drawn up separately for each of these forms.
11. In full-time programmes, the weekly number of hours may not exceed 30 hours (excluding internship and field classes).
12. In the case of full-time programmes, the number of teaching hours per day must be determined in such a way that the number of teaching hours per day does not exceed 10 hours.
13. In the case of part-time programmes, the nominal number of semesters and the number of sessions per semester must be such that the number of teaching hours per session day does not exceed 10 hours.
14. The programme of study for studies with a practical profile must include courses that develop practical skills which must amount to more than 50% of the number of ECTS credits required to complete a study programme in a given cycle.
15. The programme of study for studies with a general academic profile must include classes related to scientific activities conducted at the University in the discipline or disciplines to which the field of study is assigned and must amount to more than 50% of the number of ECTS credits required to complete a study programme in a given cycle and must include students' participation in courses preparing for or participating in scientific activities.
16. The study programme applicable to a given field of study, cycle and profile may provide for differentiated education under study paths, diploma paths or specialties.
17. The rules of studying provide for in particular:
 - 1) the rules for obtaining admission to the next semester, including under the so-called admissible credit deficit *def P_K*;
 - 2) organisation of classes within so-called blocks of classes, i.e., such an organisation of courses or individual forms of classes as specified in the timetable referred to in item 21, which involves deviations from the cyclical nature of classes conducted during individual weeks in a given semester of studies;
 - 3) control semesters, i.e., selected semesters during the studies, in which both credit-based assessment and programme-based assessment of the student's course of studies to date is carried out, in particular the degree of completion of mandatory class modules; it is recommended that one of such semesters should be the semester immediately preceding the diploma semester;
 - 4) specific conditions for studying according to the individual organisation of studies;
 - 5) the conditions for internship, including in particular a system for monitoring

- internship and their completion;
 - 6) rules for selecting class modules;
 - 7) rules governing the choice of study paths, diploma paths or specialties, or the eligibility for them;
 - 8) conditions and requirements associated with the preparation of diploma projects and thesis, as well as with the implementation of the procedure to award diploma, in particular the specific diploma rules related to the organisation and course of the diploma examination referred to in § 26(11);
 - 9) other requirements associated with the implementation of a programme of study and graduation under these Regulations or other provisions applicable at the University.
18. In the control semesters referred to in item 17(3), the Dean of the Faculty may adjust student's semester timetable, taking into account the student's achievements to date.
 19. The programme of study together with the resolution of the Senate determining the programme of study for a given field of study, cycle and profile is made available by the University in the Public Information Newsletter (Biuletyn Informacji Publicznej) on the website of the University no later than within 14 days as of its adoption and no later than 3 months before the beginning of studies by a given student year group.
 20. The rules of studying are announced by the Dean of the Faculty on the website and notice boards of the Faculty no later than 1 month before the beginning of studies by a given student year group in a given academic year.
 21. The Dean of the Faculty determines and announces the classes timetable in a given semester no later than 7 days before the beginning of the semester.

§ 8. SEMESTER TIMETABLES

1. Each student is required to prepare their own individual timetable for the semester (the so-called semester timetable).
2. A student must prepare a semester timetable in such a way as to enable the student to obtain the minimum number of credits required to complete a semester of study and to be admitted to the next semester of study.
3. The semester timetable must include:
 - 1) all mandatory and optional class modules that a student intends to attend and complete in a given semester, and the number of ECTS credits allocated to them must not be less than the number of ECTS credits provided for in the study plan for a given semester of study, within the range of 27 to 33 ECTS credits, and must not be less than 60 ECTS credits for a given year of study if it lasts two semesters, subject to § 12(10 and 11).
 - 2) class modules which constitute possible programme differences, as determined by the Dean of the Faculty;
 - 3) repeated subjects and class modules, in accordance with the requirements set out in § 18(1).
4. With the permission of the Dean of the Faculty, students may also take courses outside the programme of study of their field of study; however, once these courses are included in the semester timetable, students are required to complete them in accordance with the requirements set forth in the Regulations, the programme of study, and by the subject teacher in the syllabus referred to in §10(6), and ECTS credits associated with it are not taken into account in the crediting of a semester of studies, although those credits are considered student's additional achievements and are listed in the diploma supplement.
5. A semester timetable in the second-cycle studies must not include class modules that

have been completed in the first-cycle studies if such class modules are selectable.

6. Specific rules for drawing up the semester timetable, as well as time limits for its submission, are set out by the Dean of the Faculty.
7. Changes to the semester timetable are permitted only with the approval of the Dean of the Faculty.

§ 9. INDIVIDUAL ORGANISATION OF STUDIES

1. A student has the right to study in a particular field of study, in a particular cycle and profile according to an individual organisation of studies (hereinafter referred to as IOS) with the consent of the Dean of the Faculty.
2. In the case of full-time studies, a pregnant student or a student who is a parent may not be refused permission to study in a particular field of study, cycle and profile according to the IOS until the studies are completed.
3. The following students are in particular eligible to apply for the IOS:
 - 1) those who are particularly gifted and are outstanding in their studies;
 - 2) with disabilities;
 - 3) in a difficult life situation;
 - 4) students taking part in sporting competitions at national or international level;
 - 5) who wish to spend part of their studies at another university;
 - 6) who study in more than one field of study;
 - 7) who are elected to the collegiate body of the University;
 - 8) for whom learning outcomes have been validated;
 - 9) foreigners taking a Polish language course.
4. The IOS may consist in particular of:
 - 1) individual selection of class modules, methods and forms of study;
 - 2) modification of the form of credits and examinations;
 - 3) modification of the number of ECTS credits required to complete a semester of study;
 - 4) modification of the weekly timetable as far as possible by choosing the class group or class hours in such a way as to enable the student to implement the applicable programme of study considering the limited time such a student has;
 - 5) changes to examination and assessment dates in agreement with the teacher of the subject or course.
5. The IOS may concern courses within one or more semesters or the entire course of studies.
6. An application for the IOS must be submitted to the Dean of the Faculty, together with a justification, immediately after the occurrence of the reason constituting the basis for granting the IOS, and in the case referred to in item 2, the application must be properly documented.
7. The rules for studying under the IOS are determined by the Dean of the Faculty; however, such form of study must not lead to changes in the learning outcomes of a certain field of study or class modules that are considered mandatory in the programme of study for a given field of study, cycle and profile, or to the extension of the time limit for completion of a field of studies. Those rules must specify in particular the application procedure, the extent of individualisation, the role of the student's academic and didactic tutor and the method of approval of semester timetables.
8. A student wishing to study for a part of their studies at another higher education

institution, when applying for the IOS before departure is required to fulfil the following conditions:

- 1) the student must prepare an agreement which must contain a list of class modules which the student intends to take at another higher education institution and their equivalents in the existing study programme; the Dean of the Faculty approves the agreement, specifying the modules which may be credited upon the student's return;
 - 2) the student must obtain a leave from classes for the duration of their studies outside the University, unless this is not required due to the formula of the departure (e.g., as part of organised programmes).
9. In the case referred to in item 8:
- 1) a period of studies completed outside the University is credited upon the student's return after the student has submitted documents from the other higher education institution which include confirmation of the class modules completed, specifying their programme, the number of ECTS credits obtained, the number of hours of classes completed and the awarded grades;
 - 2) class modules completed at the other higher education institution are credited by the Dean of the Faculty, subject to the rules laid down in §12(8);
 - 3) the student must submit the documents referred to in item 1 immediately after returning, but not later than by the time limit appropriate for obtaining admission to the next semester, unless the Dean of the Faculty sets a different time limit due to the organisation of classes at the other higher education institution.
10. The organisation of the confirmation of learning outcomes is defined by the Senate under a separate resolution.

§ 10. SUBJECTS, CLASS MODULES AND SYLLABUSES

1. Subjects and class modules in the form of internship are credited (or not) on a semester basis.
2. In each semester a final grade is awarded for a subject, according to the grading scale specified in these Regulations and in accordance with the rules specified in the syllabus; the grade must be entered in the University IT system.
3. The final grade is awarded only when all the conditions for completing a course specified in the syllabus have been met. Failure to meet all the requirements specified in the syllabus is recorded in the University IT system.
4. The final grade for the course can only be a positive grade.
5. A final grade is not awarded for physical education classes, or for other class modules other than a subject.
6. A syllabus must specify in particular:
 - 1) elements included in the study programme:
 - a) the name of the class module,
 - b) the number of ECTS credits (with indication of how this is to be determined),
 - c) modular learning outcomes and their relationship to the learning outcomes in the field of study,
 - d) the programme content to achieve these effects,
 - e) forms of teaching within the module and their relationship to the modular learning outcomes,
 - f) the number of hours of each form of classes,
 - g) the manner of verifying and assessing the learning outcomes achieved by the

- student in individual forms of classes and for the entire class module;
- 2) additional elements, in particular:
 - a) specific educational content of particular forms of classes (specific programme of lectures and other classes),
 - (b) learning methods and techniques,
 - c) the conditions and methods for completing individual forms of classes, including the rules for retake assessment, as well as the conditions necessary for admission to examination,
 - d) rules for participation in individual classes, with an indication whether student's attendance at a lecture in the case referred to in the second sentence of § 11(3) is mandatory,
 - e) the way in which the final grade is determined (the rules and criteria for awarding the grade, as well as the method of calculating the grade for a subject consisting of more than one form of learning, including all forms of learning and all examination and assessment dates, including any retake dates),
 - f) the method and procedure for making up any backlog resulting from student's absence from classes,
 - g) the prerequisites and additional requirements, with the sequential nature of the class modules as referred to in § 7(8) taken into account, and subject to item 8.
 - h) recommended literature and teaching aids,
 - i) academic publications of the persons teaching the classes related to the topics of the module.
 7. A class module may be credited only on the basis of the requirements set out in the syllabus, drawn up and published in accordance with the provisions applicable at the University.
 8. The subject teacher and the class teacher must allow a student to participate in or complete classes within a given subject if the study programme does not specify class modules in which participation or completion is conditional upon prior completion of relevant class modules (the so-called class module sequence).
 9. The subject teacher must publish and make available the syllabus on the website of the organisational unit where subject is taught and, if necessary, on the notice board at least two weeks before the beginning of the semester in which the subject is to be completed.
 10. With the consent of the Dean of the Faculty, the student's participation in the work of the research camp may be the basis for the student to receive full or partial credit for internship or field classes.
 11. With the consent of the Dean of the Faculty, a student's work in a research club or in research may constitute a selectable class module for which ECTS credits may be allocated in accordance with §12.6 and §12.7.1 of these Regulations.
 12. When verifying modular learning outcomes within individual forms of classes, including colloquia, tests and projects, it is not permissible to use the so-called negative points.
 13. The dates for the announcement of the results of the verification of the modular learning outcomes of particular forms of classes, including colloquia, tests and projects, are agreed by the subject teacher with the students participating in those classes.
 14. The number of permissible absences from classes, if not specified in the syllabus, is determined by the class teacher in consultation with the students.
 15. If the form of an examination or assessment is not defined in the syllabus, the teacher – as concerns the next term of such examination or assessment – must define such form at the latest when announcing the results of the previous examination or assessment.

16. Changes to the syllabus referred to in item 6(2) during classes, subject to items 12 to 14, are possible only with the consent of the Dean of the Faculty and are announced and published in the syllabus no later than within two weeks as of the start of classes in a given semester.

§ 11. CLASSES

1. Classes at the University are conducted in the following forms:
 - 1) lectures;
 - 2) auditory practical classes;
 - 3) laboratory classes, the aim of which is for the student to independently conduct experiments and research insofar as defined in the syllabus referred to in §10(6);
 - 4) project practical classes which consist in developing, under the guidance of the teacher, of the main parts of the projects set out in the syllabus in order to acquire relevant skills;
 - 5) conversation classes, which are a combination of lectures and practical classes;
 - 6) seminar classes, in particular those that elaborate on the contents of lectures with active student participation or classes to prepare students for the submission of a diploma thesis or diploma project;
 - 7) language courses aimed at mastering foreign language skills at the appropriate level of the Common European Framework of Reference for Languages;
 - 8) practical classes aimed at developing students' ability to put the knowledge they acquire into practice;
 - 9) workshop classes, which are a combination of auditory, laboratory, project or practical classes;
 - 10) field classes, conducted outside the University;
 - 11) check and transition works which are independent studies of a topic assigned as part of student's independent work;
 - 12) physical education classes.
2. It is also permissible to conduct tutorials as part of classes, which consist in the teacher providing explanations, information and guidance on problems raised by students and related to the contents of classes.
3. Student attendance is mandatory for the classes referred to in §11(1)(212). In the case of subjects where the only form of classes is a lecture, the subject teacher may decide that student attendance at a lecture under such subject is mandatory, bearing in mind the need to achieve all the assumed learning outcomes
4. In the case of absence from mandatory classes, the student must justify their absence to the class teacher within 7 days as of the moment on which the reason justifying the absence has ended.
5. Unexcused absences from classes may be grounds for failing classes, if the student fails to make up the backlog in accordance with the rules set out in the syllabus.
6. Persons assisting persons with disabilities, including sign language interpreters, may participate in classes. Persons assisting students with disabilities must have the consent of the Vice-Rector for Education to participate in classes.
7. Depending on the type of disability, appropriate conditions must be provided for taking classes and in particular for completing them.
8. Subject to item 9, a student may, with the permission of the class teacher, take class notes for personal use in an alternative form, and may use other devices or the

assistance of note takers.

9. A student with a disability, in consultation with the class teacher, depending on the nature of the disability, may take class notes for personal use in an alternative form, and may use other devices or assistance from note takers.
10. Classes at the University may also be taught using distance learning methods and techniques (e-learning). Specific rules of teaching classes using e-learning are specified by the Rector under the Rector's order.
11. In case a student is exposed to factors that are harmful, strenuous or hazardous to health during classes, the condition for admitting the student to classes is to submit a current medical certificate, issued in accordance with the regulations on occupational medicine services and on medical examinations of candidates for higher education and students.
12. Classes under full-time studies, excluding field classes, are taught from Monday to Friday.
13. Classes under part-time studies are taught from Friday to Sunday.
14. Teaching classes on days of the week other than those specified in item 12 or item 13 is possible with the permission of the Dean of the Faculty, in agreement between the class teacher and the students participating in the classes.
15. Classes must be taught between 7.30 am and 8.30 pm.
16. In the event of a prolonged absence of the class teacher, the Dean of the Faculty must appoint such teacher's replacement.

§ 12. CREDIT SYSTEM AND TRANSFER OF ACHIEVEMENTS

1. Student achievements are expressed according to the European Credit Transfer and Accumulation System (ECTS).
2. During studies, students accumulate ECTS credits assigned to class modules, both mandatory and optional, set out in the study programme.
3. Each class module in each semester is allocated the total number of ECTS credits specified in the study programme, subject to item 4.
4. Foreign language courses are allocated the same number of ECTS credits throughout the University. The rules for studying foreign languages, including the number of ECTS credits, are determined by the Senate under a separate resolution.
5. ECTS credits are not allocated to the individual forms of classes listed in § 11(1) and § 11(2).
6. One ECTS credit corresponds to 25-30 hours of student work; this work includes classes organised by the University and the student's independent work related to these classes.
7. ECTS credits are awarded for:
 - 1) completing each module of the programme of study; the number of ECTS credits is not dependent on the grade obtained and the awarding of the grade is conditional on the student meeting the requirements for achieving the expected learning outcomes set out in the syllabus,
 - 2) preparing and submitting a diploma project or thesis, depending on the cycle of study.
8. In the case of courses completed in another field of study, Faculty or outside the University, including studies abroad, the following rules apply:
 - 1) ECTS credits are acknowledged without re-verification of learning outcomes if the education has taken place in accordance with the agreement between higher education institutions;
 - 2) ECTS credits may be acknowledged in place of class modules specified in the

programme of study where there is a convergence of learning outcomes, after having consulted with the subject teacher;

- 3) at the accepting Faculty, the student receives the number of ECTS credits assigned to the learning outcomes achieved by completing relevant class modules at that Faculty;
 - 4) The Dean of the Faculty decides on whether to acknowledge (transfer) specific class modules, ECTS credits, and on the conversion of grades obtained to the grading scale referred to in §13(1) at the request of a student or person admitted to studies, after reviewing the documentation presented on the course of studies in another field of studies, Faculty or higher education institution;
 - 5) classes to which no ECTS credits have been assigned, the credits are assigned by the Dean of the Faculty, who is guided by the principles set out in these Regulations and the programme of study applicable in a given field, cycle, and profile of studies.
9. The number of ECTS credits prescribed under the plan of studies for a given semester is between 27 and 33 ECTS credits and may not be less than 60 ECTS credits for a given year of study if it lasts two semesters.
 10. If the duration of part-time studies is longer than the duration of the corresponding full-time studies, the number of ECTS credits under the plan of studies for the part-time semester is reduced accordingly.
 11. In order to graduate and receive a diploma of graduation in a given field, cycle and profile, a student is required to obtain:
 - 1) at least 180 ECTS credits at first-cycle *licencjat* studies;
 - 2) at least 210 ECTS credits at first-cycle *inżynier* studies;
 - 3) at second-cycle *magister* studies – at least: 120 or 150 ECTS credits, depending on the duration of studies;
 - 4) at second-cycle *magister inżynier* studies – at least: 90 or 120 or 150 ECTS credits, depending on the duration of study.

§ 13. GRADING SCALE

1. The following grading scale is used at the University for the verification of learning outcomes, in particular for assessments and examinations:

1) 90% and more	<i>bardzo dobry</i> (5.0);
2) 80% and more	<i>plus dobry</i> (4.5);
3) 70% and more	<i>dobry</i> (4.0);
4) 60% and more	<i>dostateczny plus</i> (3.5);
5) 50% and more	<i>dostateczny</i> (3.0);
6) less than 50%	<i>niedostateczny</i> (2.0).
2. A positive grade means grades referred to in points 1 to 5 of item 1.
3. Under a given course, grades for completing mandatory classes and for passing examinations are awarded, if set out in the study programme, subject to item 4.
4. When completing physical education classes, due to the specific nature of this subject, only the following grades are used:
 - 1) *pass* ("zal.") - for students who have achieved the minimum required to pass physical education classes;
 - 2) *fail* ("nzal.") - for students who have not achieved the minimum required to pass

physical education classes;
3) *medical leave* ("zw. lek.").

5. In the case of failure to meet all the requirements for passing a subject under the syllabus, this must be recorded in the University IT system using the notation "*fail*" ("*nzal.*").
6. The diploma project, the diploma thesis and the internship, as class modules, are assessed using the notation *pass* ("*zal.*") or *fail* ("*nzal.*").
7. The word *pass* ("*zal.*") has no numerical equivalent and may not be used in the calculation of the average grade for a given period of study.

§ 14. AVERAGE GRADE

1. The average grade for a specific period of studies is a measure of student's academic progress during that period and may be determined for a single semester, several semesters and the entire period of studies.
2. In each case, the average grade is a weighted average of all the final grades of the subjects completed in a given period. The weighting factors are the number of ECTS credits allocated to the subjects:

$$\text{average grade} = \frac{X \text{ credits for the subjects} * \text{final subject grade}}{X \text{ credits for subjects included in the calculation of the average grade}}$$

3. The average grade is determined to two decimal places, without rounding.
4. Additional subjects, i.e., subjects which the student studies with the consent of the Dean of the Faculty outside the study programme, and subjects completed without a final grade are excluded from the calculation of the average grade. Subjects taken by the student instead of physical education classes are also excluded from the calculation of average grade.
5. Class modules other than subjects, particularly internship, the diploma project and the diploma thesis, are not included in the average grade.

§ 15. COMPLETION OF CLASSES

1. Classes are credited by class teachers in accordance with the rules laid down by the subject teacher in the syllabus referred to in §10(6). The class teacher is required to enter the grade awarded upon the completion in the in the University IT system.
2. The general time limit for completion is the end of the classes in question in a given semester.
3. A student has the right to a retake assessment unless the retake is impossible due to the technical requirements of the class or due to the student's failure to attended classes. The rules for conducting retake assessment are defined by the subject teacher in the syllabus referred to in §10(6).
4. The timetable for assessment is determined by the class teacher in agreement with the students; the class teacher publishes the timetable on the website, no later than 3 weeks before the end of classes in a given semester. The assessment timetable must be determined in such way that the classes may be completed no later than 48 hours before the nearest examination date.
5. In the case of student's failure to take assessment by the specified time limit, the subject teacher records this in the University IT system by entering the date of the assessment

at which the student failed to appear, and in the "grade" column the "nb" notation.

6. Results of assessments are communicated to students in the University IT system no later than within 5 days as of the day of the assessment and no later than 48 hours before the start of the next scheduled examination or assessment. The date of the announcement of the results of a given assessment must be communicated to the students during that assessment.
7. The subject teacher may accept as excusable failure to attempt assessment upon student's application submitted no later than within seven days as of the determined assessment date. If, due to random events, a student has failed to use the terms available to them, the Dean of the Faculty – in agreement with the class teacher – set an additional term for assessment.
8. In matters related to assessments, the student may appeal to the Dean of the Faculty within 7 days as of the date of assessment.
9. The Dean of the Faculty may order, upon request of the student, the class teacher, or the subject teacher, and on their own initiative a committee assessment.
10. The request to hold a committee assessment must be filed no later than within 5 days of the date of the disputed assessment, providing specific reasons for the charges.
11. The committee assessment is held on the date and pursuant to rules determined by the Dean of the Faculty.
12. The class teacher must ensure that the assessment is conducted correctly.
13. If the class teacher determines that the student's work is not their own, in particular as regards the use of unauthorised materials, equipment, methods or resources, the student receives a failing grade for this assessment and loses the right to retake the assessment, which results in the failure of the entire subject and is recorded in the University IT system using the entry "fail ("nza")."
14. In the case referred to in item 13:
 - 1) the class teacher must immediately inform the Dean of the Faculty of this fact;
 - 2) the student has the right to appeal to the Dean of the Faculty against the class teacher's determination within 7 days of the moment on which they are informed of the fact that their work is not their own.
15. Students have the right to inspect their graded tests on the dates specified by the class teacher, in particular during tutorials referred to in §11(2), no later than one day before the next scheduled retake assessments.
16. Assistants of persons with disabilities, including sign language interpreters, may participate in assessments. Persons who assist students with disabilities must have the consent of the Vice-Rector for Education to participate in assessments.
17. The class teacher must store the tests referred to in item 15 for at least a year.

§ 16. EXAMINATIONS

1. The conditions for a student to be admitted to an examination are set out in the syllabus referred to in § 10(6).
2. A student has the right to attempt examination three times on scheduled terms, including one attempt in the primary term, and two attempts in retake terms. An unexcused absence from an examination on a particular term will result in the student losing that term.
3. The main examination term is in the primary session, and at least one retake examination term must be provided in the retake session, subject to item 7.
4. The examiner is the subject teacher. In justified cases, the Dean of the Faculty may appoint another academic teacher as the examiner.

5. Examinations timetable that includes the primary term and retake terms is determined by the examiner in agreement with the students and the Dean of the Faculty, no later than on 3 weeks before the start of the examination sessions; the timetable is announced on the website, subject to item 7.
6. Examination timetables must be determined in such a way so that there is no more than one examination per session day.
7. In the case of implementation of a programme of studies in the so-called blocks of classes, examinations may be held before the examination session. In such case, the examination timetable that includes the primary term and retake terms is determined by the examiner in agreement with the students and the Dean of the Faculty, no later than two weeks after the classes under that block have started.
8. A student may take an examination in the so-called "zero term" according to the rules determined by the subject teacher in the syllabus referred to in §10(6). The zero term may be held before the examination session. An examination in the zero term is not included in the number of examination terms referred to in item 2.
9. Examination results, including the results of the zero-term examination, are announced to the students in the University IT system no later than within 5 days as of the day of the examination, and no later than 48 hours before the next set examination term. The date on which the examination results will be announced must be communicated to the students during the examination.
10. A student who has failed to complete classes according to the primary time limit is entitled to take an examination in the retake terms after they have completed classes. If a student has failed to complete a class until the examination retake terms, the fact that the classes have not been completed may not serve as the justification for student's failure to attend the examination and the result of this is that the student loses all examination terms that have been held before the student has completed classes.
11. A retake examination in order to improve a positive grade is not permitted.
12. In the case of student's failure to take an examination on the specified date, the examiner records this fact in the University IT system by entering the date of the examination at which the student failed to appear, and in the "grade" column the "nb" notation.
13. The examiner may consider student's failure to take an examination as excusable upon the student's request submitted no later than 7 days after the scheduled that of the examination.
14. If, due to random events, a student has not used the terms they have been entitled to, the Dean of the Faculty, in agreement with the subject teacher, sets additional examination terms.
15. Assistants of persons with disabilities, including sign language interpreters, may participate in examinations. Persons assisting students with disabilities must obtain the consent of the Vice-Rector for Education to participate in examinations.
16. The Dean of the Faculty may order a written or oral committee examination to be held, upon the request of a student, a body of the Student Self-Government, or the examiner, and on their own initiative, in the following cases:
 - if there were irregularities in the conduct of the examination;
 - 1) if there were irregularities in the conduct of the examination;
 - 2) if the scope of the conducted examination exceeds the scope defined by the subject teacher in the syllabus referred to in § 10(6);
 - 3) and in other justified cases.
17. A request for a committee examination must be submitted no later than 5 days after the date of the disputed examination, providing specific reasons for the allegations.
18. The committee examination is held before a committee composed of the chair, who is

the Dean of the Faculty or a person appointed by the Dean of the Faculty, and the members of the committee who are: the subject teacher or another academic teacher appointed by the Dean of the Faculty, a specialist in the subject of the examination or a related subject appointed by the Dean of the Faculty and a student representative. Examination committee may not be chaired by the subject teacher. During a committee examination, an observer appointed by the student is also present, if designated, in accordance with the rules agreed with the Dean of the Faculty.

19. The committee examination is conducted by an expert in the subject of the examination or a related subject; the expert is appointed by the Dean of the Faculty.
20. In the event of a successful committee examination, the grade for this examination is acknowledged instead of the grade awarded for the disputed examination.
21. With regard to examinations in a foreign language, the rules set out in the Senate resolution referred to in § 12(4) apply.
22. The examiner must ensure that the examination is conducted correctly.
23. If the examiner determines that the student's work is not their own, in particular as regards the use of unauthorised materials, equipment, methods or resources, the student is awarded a failing grade for this examination and loses the right to retake the examination on a retake date, which results in the failure of the entire subject and is recorded in the University IT system using the "fail" ("nzal.") notation.
24. In the case referred to in item 23:
 - 1) the examiner must immediately inform the Dean of the Faculty of this fact;
 - 2) a student has the right to appeal to the Dean of the Faculty against the examiner's determination within 7 days as of the moment on which the student is informed of the fact that their work is considered not their own.
25. In justified cases, upon the consent of the Rector, examinations may be held outside the seat of the University, using IT technologies that ensure the control of the course of the examination and its registration.
26. Students have the right to inspect their examination tests in accordance with the rules set by the subject teacher no later than one day before the next examination date, and in the case of the last examination date - no later than before the end of the semester.
27. The subject teacher must store the tests referred to in items 25 and 26 for at least 1 year.

§ 17. COMPLETION OF A SEMESTER OF STUDIES ADMISSION TO A SEMESTER OF STUDIES

1. The settlement period at the University is a semester of studies.
2. Subsequent semesters are or are not credited, in accordance with the study plan applicable to the study programme in a given field of study, cycle and profile.
3. The requirements for crediting a semester of study are as follows:
 - 1) completing all class modules under a study programme applicable to a given field of study, cycle and profile as set out in the plan for that semester of study, subject to item 5;
 - 2) obtaining by the student at least 27 to 33 ECTS credits, depending on the number of ECTS credits set out in the study plan applicable to a given semester of study.
4. In the event that the duration of part-time studies is longer than the duration of the corresponding full-time studies, the number of ECTS credits required to complete a semester of part-time study is reduced in accordance with the study programme applicable to the field of study, cycle and profile concerned.
5. In order to have the final semester of studies credited, a student is required to complete all class modules set out in the study programme for a given field of study, cycle and

profile, as set out in the plan for that semester of study, except for the diploma project or thesis.

6. Completion of a semester of study and confirmation of admission to the next semester of study are recorded in the University IT system no later than within one week as of the beginning of the next semester of study. Confirmation of admission to the next semester is also made in the student's academic progress report.
7. The student must inform the Dean of the Faculty in writing about the interruption or the decision to discontinue studies within the time limit referred to in item 6.
8. If a student does not fulfil the conditions referred to in item 3 or 4, the student may apply to be admitted to the next semester of studies with the so-called acceptable total deficit of credits $def P_K$. A request to this effect must be submitted to the Dean of the Faculty.
9. The permissible total deficit of credits def_{CPC} , within the range from 6 to 15 ECTS credits, is specified by the Dean of the Faculty in the rules of studying referred to in §7(17).
10. Programme differences are only included in the credit deficit $def P_K$ if the differences are not successfully completed.
11. In order to have the control semester credited, a student must fulfil additional requirements specified by the Dean of the Faculty in the rules of studying referred to in §7(17).
12. Admission to the final semester of the first-cycle programme is granted on condition that all class modules required under the plans of previous semesters have been successfully completed and that there is no backlog in student's education.
13. If a student fails to obtain admission to a given semester by the specified time limit, they lose the right to participate in the classes.
14. In the case of a student who has not completed a semester or who has not been admitted to a given semester by the time limit set out in item 6, the Dean of the Faculty may decide that the student must repeat a relevant semester, to grant a leave from classes, or to take action to expel the student, depending on the course of studies to date.

§ 18. REPETITION OF A CLASS MODULE OR A SUBJECT

1. If a student fails to complete a class module or a subject in a given semester, the student must repeat it within a period determined by the Dean of the Faculty. A request to this effect must be submitted to the Dean of the Faculty.
2. Repeating a subject requires repeated attendance at classes on the subject which the student, despite the obligation to complete the classes, has not completed in accordance with the study programme applicable for the given field of study, cycle and profile, thus obtaining an unsatisfactory result and in the procedure for verifying the learning outcomes defined for the repeated subject, subject to the provisions of item 5.
3. If it is not possible to repeat the same subject for reasons not attributable to the student, the student must complete another subject with a nominal number of hours and ECTS credits that correspond to the number of hours and ECTS credits of the failed subject, designated by the Dean of the Faculty, while taking into account the need to achieve all the assumed learning outcomes.
4. When making an entry, the student includes the repeated subject in their semester timetable as referred to in §8(1).
5. In the case of subjects which are repeatedly attempted, the Dean of the Faculty, in agreement with the subject teacher may, at the student's request, exempt the student from the obligation to participate again in some of the classes in the subject, and copy the grades from the completed classes if in the meantime there have been no changes in the learning outcomes achieved in the course.

6. It is also possible to repeat a subject within the so-called "chase group". Specific rules for the organisation of chase groups are set out by the Dean of the Faculty.
7. In case of repeating a subject, a student must pay a fee according to the Rector's order.
8. If a student fails to complete a class module that is conducted in the form of an internship within the period set out in the plan of study, the student must repeat that module within the period determined by the Dean of the Faculty.
9. In the event of failing to complete a class module that is conducted in the form of a diploma project or diploma thesis by the time limit set in accordance with the study plan, a student must repeat that module by the time limit determined by the Dean of the Faculty.
10. When repeating a class module that is conducted in the form of a diploma project or thesis, the Dean of the Faculty may require the student to repeat seminar classes (diploma seminar).

§ 19. REPETITION OF A SEMESTER

1. Repeating a semester may be caused by a backlog in education, in particular when there are no grounds for admission to the next semester with the so-called acceptable total deficit of credits *def PK* or for completing the last semester of studies.
2. Repeating a semester is possible with the approval of the Dean of the Faculty at the student's request.
3. Repeating a semester due to a backlog in education is possible only once at each cycle of study, subject to item 4.
4. In exceptional, particularly justified cases, the Dean of the Faculty may grant permission for another repetition of a semester once in each cycle of study.
5. The principle referred to in items 3 and 4 does not apply to part-time students.
6. When repeating a semester, a student does not repeat classes they have already completed.
7. A student does not have the right to repeat the first semester.
8. When repeating a semester of study, a student studies according to the study programme applicable in the given year of study in the semester to which they were admitted.
9. When granting permission to repeat a semester, if necessary, the Dean of the Faculty determines in writing the programme differences and time limits for making up the difference.
10. When repeating a semester, with the consent of the Dean of the Faculty, a student may take part only in some of the classes prescribed in the programme of studies for the following semester as part of the so-called promotion and take part in the verification of the learning outcomes achieved during these classes, including in particular taking assessments and examinations.

§ 20. LEAVE FROM CLASSES

1. The Dean of the Faculty grants a student a leave from classes at the University for a period no longer than one year, subject to items 4 and 5:
 - 1) maternity leave - in the case of a pregnant student;
 - 2) parental leave - in the case of a student who is a parent in order to take care of a child.
2. In the case referred to in item 1(1), a duly documented application must be submitted after the occurrence of the reason giving rise to the leave, no later than 7 days as of the date on which the reason emerged.

3. In the case referred to in item 1(2), a duly documented application may be submitted within one year as of the birth of the child.
4. The leave referred to in item 1(1) is granted for the period until the day of birth of the child, although, if the end of that leave falls during a semester, the leave is granted until the end of that semester.
5. The leave referred to in item 1(2) is granted for a period of up to one year, but if the leave ends during a semester, the leave is granted until the end of that semester.
6. The Dean of the Faculty may grant a student a leave from classes at the University for a period not exceeding one year:
 - 1) medical leave - in the event of a long-term illness confirmed by a certificate from a medical board;
 - 2) special leave - due to important random events or resulting from the course of study;
 - 3) professional leave - in the case of going to study abroad or carrying out internships or placements as part of international programmes;
 - 4) leave without cause - granted once during the course of study after the student has completed all the requirements necessary for:
 - a) admission to the third semester of studies in the case of the first-cycle studies,
 - b) admission to the second semester of studies in the case of the second-cycle studies.
7. A student applying for the leave from classes referred to in item 6 must submit an application to the Dean of the Faculty immediately after the occurrence of the reason constituting the basis for granting the leave, no later than within 7 days of its occurrence, and in the case of a leave without a cause - within the time limit for applying for admission to a given semester.
8. Extension of a leave from classes for the same reason is possible only with the approval of the Vice-Rector for Education, acting under the authority of the Rector.
9. If a leave of less than one year is granted without a cause, the student loses the right to the remaining unused leave.
10. A student studying in more than one field concurrently may apply for a leave from classes in each field regardless of the course of study in the other field.
11. It is not permissible to grant a leave from classes after the completion of the last semester of study or after the completion of classes in the last semester of study.
12. The granting of a leave from classes must be confirmed by an appropriate entry in the University IT system.
13. During the period of leave from classes, the student retains their student entitlements; however, entitlements to financial support during that period are governed by separate financial support provisions applicable at the University.
14. During leave from classes, with the exception of medical leave, with the consent of the Dean of the Faculty, a student may attend only some of the classes set out in the study programme for the following semester as part of the so-called promotion and take part in verification of the learning outcomes achieved in these classes, including in particular taking assessments and examinations.
15. The Dean of the Faculty in justified cases, at the student's request, may shorten the leave from classes, but shortening the leave during the semester is not permitted.
16. The condition for resuming studies after a leave from classes is to apply to the Dean's Office of the Faculty and obtain an appropriate entry in the University IT system, and in the case of a medical leave - additionally to submit to the Dean of the Faculty a medical certificate stating that there are no contraindications to continuing studies after the leave from classes.
17. When a student returns from a leave from classes, the student studies according to the

study programme applicable to the semester to which they were admitted. If necessary, the Dean of the Faculty determines in writing the programme differences and the time limits for making up the differences.

§ 21. EXPULSION

1. The Dean of the Faculty, acting under the authority of the Rector, expels a student if:
 - 1) the student has failed to start the studies;
 - 2) has resigned from studies;
 - 3) has failed to submit a diploma thesis by the date referred to in § 25(15 or section 16), or not taking the diploma examination by the date referred to in § 26(2 or 3);
 - 4) the student is punished with the disciplinary penalty of expulsion from the University.
2. The Dean of the Faculty, acting under the authority of the Rector, may expel a student in the following cases:
 - 1) missing attendance at mandatory classes for a period of at least one month without justifiable reason;
 - 2) lack of progress in learning;
 - 3) failing to obtain semester credit by the time limit specified in § 17(6);
 - 4) failure to pay tuition fees.
3. Failure to start studies is declared in the event of:
 - 1) not attending classes set out in the study programme within one month as of the starting of classes in a given semester;
 - 2) student's failure to report to the Dean's Office after the end of leave from classes in order to obtain an appropriate entry in the University IT system by the time limit specified in § 17(6);
 - 3) failing to take the oath referred to in § 4(2) within two weeks as of the beginning of classes in a given semester in accordance with the specific organisation of the academic year applicable to that academic year.
4. Students are required to submit their resignation from studies in writing to the Dean's Office of the Faculty in which they are studying.
5. Absence of progress in learning may be found in the case of:
 - 1) not being admitted to the next semester, in particular due to exceeding the permissible total deficit of credits *def PK* determined pursuant to § 17(9);
 - 2) repeating the same subject or class module more than once;
 - 3) failing to satisfy the conditions for completing the control semester;
 - 4) failing to pass, within a period determined by the Dean of the Faculty, the so-called general examination in a field of study referred to in §26(10);
 - 5) failing to submit the diploma project by the time limit referred to in § 25(15 or 16).
6. The procedure for expulsion starts with sending an electronic notification to the student on the student's intended expulsion and the setting of a time limit within which they may explain the situation.
7. If there are no grounds for cancelling the expulsion intention, the Dean of the Faculty, acting under the authority of the Rector, takes a decision to expel a student and delivers it to the student with an information that the student has the right to submit an application for reconsideration of the case to the Rector within 14 days as of the delivery of the said decision.
8. A person expelled must settle any affairs with the University, in particular pay outstanding fees and return the student ID card.

9. Expulsion is effected under and administrative decision.
10. A decision to expel a student creates legal effects upon and as of its submission.
11. The decision to expel a student must be delivered in accordance with the provisions of the Code of Administrative Procedure.
12. The decision to expel a student becomes final:
 - 1) on the day following the end of the period for filing the request for reconsideration of the case, or
 - 2) on the date of delivery to the University of a declaration waiving the right to request the reconsideration, or
 - 3) as of the date of delivery to the student of the decision upholding the decision to expel the student taken as a result of the review of their request for reconsideration.

§ 22. RESUMPTION OF STUDIES

1. Readmission of a person who has been expelled in the first semester of study is conducted in accordance with the provisions applicable at the University, in particular the resolution of the Senate defining the conditions, procedure and date of commencement and completion of admission procedure for the first year of study in a given academic year.
2. In justified cases, the Dean of the Faculty, acting under the authority of the Rector, at the request of a person expelled in the second or a subsequent semester may give permission to resume studies, after reviewing the student's previous achievements (the so-called reactivation of studies).
3. The prerequisite for taking up studies under reactivation is registration as a student.
4. Reactivation of studies is permitted once at each cycle of studies under interrupted studies, subject to item 6.
5. A student reactivated to study, who before their expulsion had repeated a semester of studies due to unsatisfactory academic performance, after reactivation loses the right to repeat a semester.
6. In exceptional, particularly justified cases, the Dean of the Faculty may grant permission to reactivate a student once for each cycle of studies.
7. The principle referred to in items 4 and 5 does not apply to part-time students.
8. Reactivation of studies is not allowed:
 - 1) after the start of classes in a given semester;
 - 2) in the case of a person expelled from another higher education institution;
 - 3) in the case of a person expelled under a disciplinary penalty of expulsion from the University;
 - 4) 5 years after the date on which the decision on expulsion became final;
 - 5) where a particular field of study is no longer provided at the University, subject to the change of name referred to in § 29(8)(1)
9. the Dean of the Faculty may require a person applying for a resumption of studies to take a review examination, particularly if there are doubts concerning the effects of learning achieved to date. The rules and scope of such an examination are determined by the Dean of the Faculty.
10. In the case of obtaining permission for reactivation, the student studies according to the study programme applicable to the year of study in the semester to which they were admitted.
11. When granting permission to reactivate studies, the Dean of the Faculty determines the semester from which the student will continue the studies and, if necessary, determines

in writing the programme differences and the time limits for their completion.

12. Reactivation to study is possible for the semester of study for which the required number of ECTS credits corresponds to the number of credits obtained by the student before their expulsion.

§ 23. CHANGE OF A HIGHER EDUCATION INSTITUTION, FACULTY, FIELD AND FORM OF STUDY

1. A student may transfer from another higher education institution, change a Faculty or field of studies at AGH UST with the approval of the Dean of the receiving Faculty, with written confirmation that the Dean of the Faculty which the student is leaving is aware of the student's departure, provided that they have fulfilled all their obligations towards the higher education institution and the Faculty they are leaving, in particular that they have completed all class modules set out in the study programme to date.
2. Transfer to another higher education institution is permitted if the student has fulfilled all obligations under the provisions applicable at AGH UST.
3. In order to start studies under a transfer, change of Faculty or field of study, students must be admitted to studies.
4. A change of a higher education institution under a transfer from another higher education institution, change of Faculty or field of study at AGH UST constitutes a continuation of studies and takes place at the request of the student not earlier than after they have been admitted to at least the second semester of their studies. The change is not allowed after the beginning of classes in a given semester.
5. In exceptional, particularly justified cases, the Vice-Rector for Education, acting on the authority of the Rector, may depart from the rule set out in item 4.
6. A student of another higher education institution must submit, together with the application referred to in item 4, documents confirming the previous course of study.
7. In the case of obtaining permission for the change referred to in item 4, the student studies according to the study programme applicable to a given year group at the semester to which they were admitted.
8. The Dean of the receiving Faculty, by giving the approval referred to in item 1, determines – under an instrument in writing – the programme differences and the time limits to make for those differences.
9. Transferring from another higher education institution, changing Faculty or field of studies within AGH UST for the last semester of studies is not allowed.
10. After transferring from another university, changing the Faculty or field of study within AGH UST, the following records must be made in the University IT system:
 - 1) precise name of the faculty (higher education institution) and the date of transfer;
 - 2) the class modules completed together with the ECTS credits allocated to them and acknowledged by the Dean of the receiving Faculty in accordance with §12(8), as well as the total number of ECTS credits obtained before the transfer;
 - 3) leaves from classes and repeated periods of study.
11. The Dean of the receiving faculty may determine specific conditions and rules for changing a higher education institution, faculty or field of study, in particular as regards the minimum average grade.
12. In justified cases, a student may apply to change the form of study once. In such case, the provisions of items from 1 to 11 apply accordingly.
13. A change of the form of study with an acceptable total deficit of credits *def_{CPC}* is permissible in the case of a transfer from full-time to part-time studies in the same

Faculty within the same field of study, cycle and profile.

§ 24. AWARDS, DISTINCTIONS, PENALTIES

1. Students who excel in their studies or who perform their duties in an exemplary manner may be awarded distinctions:
 - 1) praise or distinction,
 - 2) scholarships and rector's awards,
 - 3) awards and scholarships funded by state institutions, scientific societies, professional associations, community organisations and other in accordance with the regulations applicable to these awards.
2. The procedure and the rules for awarding scholarships and rector's awards are determined under separate orders of the Rector.
3. The winners of the awards referred to in item 1(3) may also be distinguished graduates.
4. Students and graduates who achieve the best results in their studies, who are distinguished by their achievements in a student scientific movement or in other research teams, by their actions to the benefit of the University, by their outstanding cultural or sporting achievements may also be awarded distinctions according to separate regulations applicable at the University.
5. For violation of provisions applicable at the University and for acts that violate the dignity of a student, students are liable to disciplinary action before the Disciplinary Committee in accordance with the Act.
6. In particular, the use of unauthorised materials, devices, methods or means during the verification of learning outcomes, as well as the disruption of the proper conduct of that verification, is considered to be a violation of the dignity of a student.
7. Disciplinary penalties are as follows:
 - 1) warning;
 - 2) reprimand;
 - 3) a reprimand with an admonition;
 - 4) suspension of certain student rights for up to one year;
 - 5) expulsion from the University.
8. For minor offences, the Rector may, bypassing the disciplinary committee, impose the penalty of a warning on the student, after having heard the accused student or their defence counsel.
9. If a student is suspected of committing an act referred to in Article 287(2)(1 to 5) of the Act, or if a student is found to have intentionally manipulated the text of their diploma thesis in order to conceal that the diploma thesis has not been prepared by the student on their own, and in other cases referred to in § 15(13), § 16(23) and § 26(15) of the Regulations, the Dean of the Faculty files a request with the Rector to open disciplinary proceedings against the student; the Rector immediately orders an investigation.
10. In case of a reasonable suspicion that a student has committed a criminal offence, the Rector, together with the order to carry out an investigation, may suspend certain student rights of such a student until a ruling is delivered by the disciplinary committee.
11. If, as a result of the investigation, the collected evidence confirms the commission of the act referred to in item 9, the Rector suspends the proceedings to award the vocational title until the disciplinary committee has delivered its ruling and submits a notice that a criminal offence has been committed.

§ 25. DIPLOMA PROJECTS AND THESES

1. In the case of the first-cycle studies, a mandatory element of the study programme is the execution by the student of a diploma project.

2. In the case of second-cycle studies, a mandatory element of the study programme is a diploma thesis created by the student, which is an independent study of a specific scientific, artistic or practical issue or a technical or artistic achievement that demonstrates the student's general knowledge and skills related to studies in a given field, cycle and profile, as well as the ability to make independent analyses and draw conclusions.
3. The diploma thesis or project may consist in particular of a written work, a published article, a design work, including an engineering design, the execution of a computer programme or system, and a constructional, technological or artistic work.
4. An engineering project is a documented execution of a practical project (including team project) and includes technical documentation of the task specified in the topic of the project.
5. The University have priority in publishing student's diploma thesis. If the University has not published the diploma thesis within six months as of the date of its defence, the author may publish it, unless the thesis is part of a collective work.
6. The University may use, without remuneration and without having to obtain the author's consent, a creative work created by a student as a result of the performance of duties related to studies, make the creative work available to the minister competent for higher education and science and use the creative works contained in databases maintained by them to carry out verification using the Standard Anti-Plagiarism System (Jednolity System Plagiatowy – hereinafter referred to as JSA).
7. If the thesis or diploma project contains research results which are confidential due to legal protection requirements, the thesis or project may be published only after the protection has been ensured.
8. In the case of second-cycle studies, a diploma thesis must be written under the guidance of an academic teacher authorised to do so (the thesis supervisor) who holds the title of *profesor* or the degree of *doktor habilitowany*, subject to item 9.
9. In the case of second-cycle studies, the Dean of the Faculty may give permission for the diploma thesis to be written under the guidance of an academic teacher who holds the degree of *doktor* or of another person who holds the degree of *doktor*, with enough competence and experience to properly develop the diploma thesis.
10. In the case of second-cycle studies, a diploma project must be executed under the guidance of an academic teacher authorised to do so (the project supervisor) who holds the title of *profesor* or the degree of *doktor habilitowany*, subject to item 11.
11. In the case of second-cycle studies, in particular due to the specificity of the diploma project's topic, the Dean of the Faculty may give permission for the diploma project to be executed under the guidance of a person with enough competence and experience to properly execute the diploma project.
12. The thesis supervisor or project supervisor determines the procedure and execution timetable to submit the thesis or project within prescribed time limits. The thesis supervisor must also verify the diploma thesis in writing using the JSA. Specific rules for verifying written diploma theses with the use of the JSA are determined by the Rector under the Rector's order.
13. In the event of a longer absence of the thesis supervisor or project supervisor, which could result in a delay in the completion and registration of the thesis or of the project, and also in other justified cases, a student may apply to the Dean of the Faculty for a change of the thesis supervisor or project supervisor. Such supervisor is appointed by the Dean of the Faculty after having consulted with the director of the organisational unit in which the thesis or diploma project is developed.
14. Topics for diploma theses must be taken up by students no later than one year, and topics for diploma projects one semester before the scheduled date of graduation. Failure to fulfil this condition may be the reason for refusal of admission to the diploma semester or, as appropriate, to the semester preceding the diploma semester. In the case of agreements specifying the rules of cooperation within joint study programmes

concluded with other higher education institutions, the time limits for taking up topics are specified in those agreements.

15. A student must submit to the Studies Office (register), as concerns the first-cycle studies – the diploma project, and in the case of the second-cycle studies – the diploma thesis – one hard copy and one electronic copy (in the format provided for) no later than by the following time limits:
 - 1) by the end of February for studies ending in the winter semester;
 - 2) by the end of September for studies ending in the summer semester.
16. In exceptional and justified cases, the Dean of the Faculty, upon the student's request submitted before the time limit referred to in item 15, may agree to extend the time limit for submitting the diploma thesis or diploma project by no more than two months.
17. The condition for the submission of a diploma thesis or diploma project is completing all subjects and internship set out in the programme of study (the so-called acknowledgment of completion – *absolutorium*) and the awarding of a positive grade for the diploma thesis or diploma project by the supervisor and the reviewer. The student may appeal against a negative grade for their diploma thesis or project within 14 days to the Dean of the Faculty.
18. A student must submit the diploma thesis or diploma project to the supervisor for evaluation before the time limits referred to in item 15.
19. Diploma thesis or diploma project is assessed independently by a supervisor and a reviewer. In the event of a discrepancy between the grades awarded by the supervisor and the reviewer, the final grade for the diploma thesis or the diploma project is determined at a meeting of the diploma examination committee. If the diploma thesis or project has been developed for the student's employer, the committee must also take into consideration the opinion of that employer, if expressed in writing.
20. A student has the right to read the contents of the review of the diploma thesis or diploma project within the time limit determined by the Dean of the Faculty.
21. ECTS credits for developing and submitting a diploma thesis or diploma project are awarded by the Dean of the Faculty upon submission to the Studies Office (registration of the diploma thesis or diploma project).
22. Diploma thesis or diploma project may be developed in one of the congressional languages, subject to approval of the thesis supervisor in agreement with the Dean of the Faculty.
23. The diploma thesis or diploma project may be a teamwork, provided that the participation of each of the authors is specified in detail.
24. In justified cases, each of the authors referred to in item 23 may separately defend their part of the diploma thesis or diploma project.
25. The diploma thesis or the diploma project (or a part thereof) must be developed by the student personally and independently, which is confirmed under a declaration worded according to the Rector's order referred to in item 12.
26. The conditions and requirements associated with the development of diploma projects and thesis, as well as the implementation of the procedure to award diploma, are defined by the Dean of the Faculty in the rules of studying referred to in § 7(17).
27. The diploma thesis and the diploma project must be stored for the period and in the manner laid down under separate provisions.

§ 26. DIPLOMA EXAMINATIONS

1. In order to be admitted to the diploma examination, a student must fulfil the following requirements:

- 1) complete all courses and internships set out in the study programme;
 - 2) submit a diploma thesis or project;
 - 3) submit all the documents required by the Dean of the Faculty.
2. The diploma examination takes place no later than:
 - 1) by the end of March for studies ending in the winter semester;
 - 2) by the end of October for studies ending in the summer semester.
 3. In the event of an extension of the time limit for the submission of the diploma thesis or the diploma project referred to in § 25(16), the diploma examination is held no later than:
 - 1) by the end of May for studies ending in the winter semester;
 - 2) by the end of December for studies ending in the summer semester.
 4. If the diploma thesis or diploma project has been prepared in a congressional language, the Dean of the Faculty, upon the application of the student or supervisor, may consent to conducting the diploma examination in the congressional language in which the diploma thesis or diploma project has been prepared. For studies conducted in a foreign language, such consent is not required if the diploma examination is conducted in the language of studies.
 5. The diploma examination takes place before a committee appointed by the Dean of the Faculty.
 6. The committee is chaired by the Dean of the Faculty or another academic teacher designated by the Dean.
 7. Assistants of persons with disabilities, including sign language interpreters, may participate in diploma examinations. Persons assisting students with disabilities must obtain the approval of the Vice-Rector for Education to participate in diploma examinations.
 8. The diploma examination may be open to the public at the written request of the student or thesis supervisor submitted to the Dean of the Faculty at least 7 days before the scheduled date of the examination. In such a case, persons designated by the student or supervisor may take part in the examination.
 9. The diploma examination includes:
 - 1) presentation of the diploma thesis or the diploma project, subject to item 11(9);
 - 2) discussion of the diploma thesis or diploma project, subject to item 11(9);
 - 3) verification of the level of mastery of knowledge and skills in the field of study.
 10. Verification of the level of mastery of knowledge and skills in the field of study referred to in item 9(3) may be carried out earlier, under the so-called general examination in a field of study.
 11. Specific rules for awarding a diploma, related to the organisation and conduct of the diploma examination, in particular:
 - 1) the rules for the selection by students and approval of diploma thesis or diploma project topics and their supervisors;
 - 2) time constraints;
 - 3) rules on the appointment of reviewers;
 - 4) the scope of the diploma examination, including the so-called general examination in a field of study, if provided for;
 - 5) the rules for determining the composition of the committee responsible for the diploma examination, including the so-called general examination in a field of study, if provided for;
 - 6) the procedure for the diploma examination, including the so-called general

- examination in a field of study, if provided for;
- 7) the rules for taking into account the grade from the so-called general examination in a field of study, if it is included in the diploma examination grade;
 - 8) the guidelines for conducting the diploma examination;
 - 9) an indication of whether the diploma examination includes a presentation of the diploma project and a discussion of the diploma project,
- are determined by the Dean of the Faculty under the rules of studying referred to in §7(17).
12. A student may be admitted to the so-called general examination in a field of study if they have completed all subjects and internship set out in the study programme.
 13. A student has the right to take the diploma examination twice, including the so-called general examination in a field of study, on the primary term and on the retake term.
 14. The Committee must ensure the proper conduct of the diploma examination, including the so-called general examination in a field of study.
 15. If the Committee determines that the student's work is not their own, in particular as regards the use of unauthorised materials, devices, methods or means, the student receives a failing grade from the diploma examination, including the so-called general examination in a field of study, and loses the right to take the diploma examination, including the so-called general examination in a field of study, on a retake date.
 16. In the case referred to in item 15:
 - 1) the Committee is required to notify the Dean of the Faculty immediately;
 - 2) the student has the right to appeal to the Dean of the Faculty against the decision of the Committee within 7 days as of the day on which they are informed about the fact that their work has been deemed to be not their own.
 17. The diploma examination is evaluated by the Committee during the secret part of its meeting. The diploma examination grade is determined on the basis of the arithmetic mean of all partial grades obtained for the presentation of the thesis or project and the answers to all the questions asked. The partial grades are determined by those asking the questions. If the grade awarded for the diploma examination is positive, the Committee takes a decision on awarding the relevant vocational title and diploma and determines the final result of the studies.
 18. Report on the diploma examination must be drawn up in accordance with the model set out in the executive provisions to the Act. The report must be signed by all members of the Committee.
 19. The result of the diploma examination together with the examination grade and the final result of the studies is announced by the chair of the examination committee in the presence of its members immediately after the examination.
 20. In the case of obtaining an unsatisfactory grade from the diploma examination, including the grade from the so-called general examination in a field of study, the Dean of the Faculty specifies a retake examination date. A retake examination in order to improve a positive grade is not permitted.
 21. The timetable of examination terms of the so-called general examination in a field of study, including the retake term, is determined by the Dean of the Faculty.
 22. The retake term of the diploma examination, including the so-called general examination in a field of study, may not be held earlier than after 7 days and no later than before the period referred to in 2 or item 3 expires. The term of the examination in question is communicated to the student by the Dean of the Faculty on at least 7 days before the specified diploma examination retake term.
 23. If a student fails to pass the diploma examination on the second term, the Dean of the Faculty expels the student. Resumption of studies is possible pursuant to § 22.

24. The Dean of the Faculty may grant an excuse for not taking the diploma examination, including the so-called general examination in a field of study, on a written request of the student submitted no later than 7 days after the scheduled term of the examination.
25. Failure to take the examination deemed by the Dean of the Faculty to be unjustified failure results in the same consequences as not taking the diploma examination.
26. In the case of an excused failure to take the examination, the Dean of the Faculty specifies a new date for the diploma examination.
27. A student may appeal against a final negative result of the diploma examination, including the so-called general examination in a field of study, to the Rector within 14 days as of the date of the examination.
28. The diploma examination taken with at least a satisfactory result (*dostateczny*) constitutes an act that concludes higher education studies at the University.

§ 27. GRADUATION

1. The prerequisites for graduation and the award of a diploma in a given field of study, cycle and profile are as follows:
 - 1) achieving all the assumed learning outcomes specified in the study programme;
 - 2) completing all class modules set out in the study programme;
 - 3) obtaining the number of ECTS credits required under the study programme;
 - 4) in the case of the first-cycle studies, submission of a diploma project, and in the case of second-cycle studies, submission of a diploma thesis;
 - 5) taking the diploma examination.
2. The date of graduation is the date of taking the diploma examination (passing the diploma examination with a positive grade).
3. The final result of higher education studies that is entered in the diploma and the diploma supplement is determined as a weighted average of the following grades:
 - 1) the average grade for the entire studies, determined in accordance with § 14;
 - 2) the final grade for the diploma thesis, determined in accordance with item 5;
 - 3) the diploma examination grade determined by the Committee pursuant to item 5.
4. The grade weight factors referred to in item 3 are determined by the Dean of the Faculty in the rules of studying referred to in §7(17), whereas the average grade for the entire studies is included with an assigned weight of no less than 60%.
5. The grades referred to in item 3(2 and 3), as well as the final result of the studies is determined to two decimal places, without rounding up, according to the following rule depending on the numerical value:

1) from 3.00	descriptive grade: <i>dostateczny</i> (3.0)
2) from 3.21	descriptive grade: <i>dostateczny plus</i> (3.5)
3) from 3.71	descriptive grade: <i>dobry</i> (4.0)
4) from 4.21	descriptive grade: <i>dobry plus</i> (4.5)
5) from 4.71	descriptive grade: <i>bardzo dobry</i> (5.0).
6. In case of agreements that provide for rules of cooperation in joint studies concluded with other higher education institutions, the rules for determining the diploma examination grade and the final result of the studies are set out in those agreements,

with these Regulations taken into account.

7. A student, after passing the diploma examination, becomes a graduate of the University. Within 30 days as of the graduation, the University issues a diploma to the graduate together with the diploma supplement.
8. Before receiving their diploma and diploma supplement, a graduate must fulfil all their obligations towards the University, in particular submit the required documents and pay the required fees.
9. The Committee may award a distinction to a graduate who fulfils jointly the following conditions: has submitted the diploma thesis and taken the diploma examination on the scheduled term, has obtained an average grade from their studies above 4.71, has obtained very good grades from both the thesis and the diploma examination. A graduate who is awarded a distinction receives a diploma with honours.
10. Graduation diplomas may be handed over to students at a graduation meeting organised as a ceremony by the Dean of the Faculty.

§ 28. DOCUMENTATION OF THE COURSE OF STUDIES

1. The course of study is documented in:
 - 1) student's academic progress reports;
 - 2) in the University IT system.
2. The specific scope and manner of keeping records of the course of studies, including in electronic form, are specified under the executive provisions to the Act and the Rector's order.

§ 29. TRANSITIONAL PROVISIONS

1. Study semesters conducted in the 2018/2019 academic year are to be settled pursuant to provisions that have applied until now.
2. Students' applications filed before 1 October 2019 which concern the organisation of studies and students' rights and obligations in the 219/2020 academic year are to be reviewed pursuant to rules set out in these Regulations.
3. Determinations on individual student cases made before 1 October 2019 remain in force.
4. Subject teachers are required to include or adapt the information referred to in §10(6) of these Regulations in the syllabuses for class modules in existing programmes of study carried out as of the 2020/2019 academic year.
5. Students who started their studies in the academic year 2018/2019 and in previous years continue their education in accordance with the programmes of education developed under the previous provisions until the end of the period of study set out in the programme of education, including in their respective specialties, subject to item 6.
6. In the event of transfer from another higher education institution, change of faculty, field of study or form of study, repetition of a semester, leave from classes, resumption of studies or other interruption in the course of studies, students referred to in item 5 continue their education in accordance with the programme applicable to a given year group in the semester to which they were admitted.
7. In the case of students referred to in item 5, whenever the provisions of these Regulations refer to:
 - 1) a programme of study – this means an education programme developed under the regulations that have applied until now;
 - 2) learning outcomes – this means effects of education;
 - 3) individual organisation of studies – this means individual programme of studies.

8. Subject to item 6, in the case of students referred to in item 5:
 - 1) in the event that it is necessary to repeat a semester, to take a leave from classes or to resume studies by persons expelled from studies, studies may be continued in a field of studies the name of which has been changed in accordance with § 1 of Resolution 146/2018 of the AGH UST Senate of 28 November 2018 on changing the name of some fields of study provided at AGH University of Science and Technology in Krakow;
 - 2) the education programme includes:
 - a) a description of effects of education in a given field, determined by the University Senate under a resolution, and
 - b) a study programme, including a study plan, adopted by the Faculty Board under a resolution, after an authorised faculty body of the Student Self-Government has given its opinion thereon, which takes into account the provisions of the Act and the executive provisions to the Act and the guidelines determined by the Senate;
 - 3) all arrangements concerning the rules of studying determined by the Faculty Board and by the Dean of the Faculty on the basis of the previous Regulations remain in force;
 - 4) classes not included in the study plan are carried out according to the rules that have applied until now;
 - 5) submission of a diploma thesis is required as one of the conditions for completing and obtaining a higher education diploma, both for first-cycle and second-cycle studies;
 - 6) the provisions of § 25 and § 26 of these Regulations do not apply to diploma projects;
 - 7) diploma theses must be prepared in accordance with the specific rules for graduation that have applied until now.
9. For students in their final semester of study in the 2018/2019 academic year, the graduation process is conducted according to the rules that have applied until now, with the exception that these students may apply for an extension of the time limit for submission of their diploma theses as referred to in §25(16) of these Study Regulations no later than one week as of the date on which these Regulations enter into force. Then, §25(16) and §26(3) of these Regulations apply.
10. The requirement to make study programmes available in the Public Information Newsletter (Biluetyn Informacji Publicznej) referred to in § 7(18) applies to year groups that start studying as of the 2019/2020 academic year.
11. In the case of persons expelled due to their failure to submit a diploma thesis within the prescribed time limits referred to in § 22(13) of the Regulations that have applied until now, the so-called reactivation as at the day of defence is possible only until 30 September 2019. After that day the so-called reactivation as at the day of defence is not permitted.
12. Students who before 1 October 2015:
 - 1) had repeated a semester or a year of study – may apply the rule referred to in § 19(4);
 - 2) had resumed studies – may apply the rule referred to in § 22(6);
13. In the case of persons expelled from long-cycle master's studies, the resumption of studies is permitted only under the first-cycle studies regardless of the extent to which the programme of studies had been completed before the expulsion.
14. If there are any doubts as to whether or not apply the provisions that have applied so far or the Regulations, the provisions of these Regulations should be applied.

§ 29a. EPISODIC PROVISIONS¹

1. Due to temporary restrictions on the functioning of certain entities of the system of higher education and science in connection with preventing, counteracting and combating COVID-19 introduced by regulations of the Minister of Science and Higher Education, during the period of the state of epidemic or state of epidemic emergency due to the spread of an infectious disease caused by the SARS-CoV-2 virus on the territory of the Republic of Poland and until 30 September 2020:
 - 1) in all matters not regulated by these Regulations, including the amendments introduced under this resolution, the Rector or the Vice-Rector for Education, acting on the Rector's authority, is authorised to take all decisions concerning the organisation of higher education studies and the related rights and duties of students;
 - 2) in all individual student cases specified in the Regulations, it is permissible for students to submit their applications in electronic form to an address specified by the Dean of the Faculty, exclusively by e-mail in a domain registered at the University; in this respect, §2(8) of the Regulations is not applicable;
 - 3) deviations from the rules for the organisation of the 2019/2020 academic year set out in §6(2) of the Regulations are permitted as regards the following:
 - a) during the summer examination session (both primary and retake session), in consultation with the Dean of the Faculty and students participating in the classes concerned, it is possible to conduct classes referred to in §11(1)(3 to 4, 8 to 10 and 12) of the Regulations, the implementation of which was not possible due to the period in which traditional classes were suspended,
 - b) during the summer examination session in the retake part, it is possible to deviate from §16(3) of the Regulations and conduct examinations on the primary terms if the classes have not been completed by no later than three days before the end of the primary part of the summer examination session;
 - 4) in consultation with the students participating in the classes in question, it is permissible to deviate from the weekly teaching load referred to in §7(11) of the Regulations and to change the class timetables for the summer semester in the 2019/2020 academic year as referred to in §7(21) of the Regulations. If no mutual understanding and agreement is achieved, the decision is made by the Dean of the Faculty. If no mutual understanding and agreement is achieved, final determination is made by the Dean of the Faculty.
 - 5) in the summer semester of the 2019/2020 academic year, it is permitted to verify learning outcomes and to conduct end-of-class assessments, examinations and diploma examinations, both in the traditional mode at the seat of the University and remotely, i.e., outside the seat of the University with the use of IT technologies ensuring control over the course of assessments and examinations, and registration, under the rules specified in the guidelines determined by the Vice-Rector for Education;
 - 6) due to changes in the organisation of the 2019/2020 academic year and the postponement of the dates of the summer examination session for the end-of-course assessments referred to in §15 and for the examinations referred to in §16 of the Regulations:
 - (a) end-of-course assessments and examinations may be held before the start of the examination session;
 - b) the subject teachers, in consultation with the students, must immediately establish and adjust the assessment timetable referred to in §15(4) of the

¹ § 29a. Episodic provisions added under Resolution 168/2020 of the AGH UST Senate of 29 May 2020 amending Resolution 56/2019 of 24 April 2019 on the adoption of the Higher Education Study Regulations at AGH University of Science and Technology in Kraków apply as of 29 May 2020 and until 30 June 2020. The remaining provisions of the Higher Education Studies Regulations at the AGH University of Science and Technology in Krakow remain unchanged.

- Regulations and announce it on the website;
- c) the examiners, in consultation with the students and the Dean of the Faculty, must immediately determine and adjust the examination timetables referred to in §16(5) of the Regulations and announce them on the website;
 - d) the dates and procedure for conducting examinations in foreign languages in the summer session of the 2019/2020 academic year must be determined by the Director of the Department of Foreign Languages in consultation with the Vice-Rector for Education and the University Student Self-Government body and must be immediately communicated to students and posted on the website;
- 7) the Dean of the Faculty, at the student's request submitted within a period that enables the review of the request by 30 September 2020, for the reasons set out in item 1, may agree to the individual organisation of studies (IOS) referred to in § 9 of the Regulations, both for the 2020/2019 academic year and for the 2020/2021 academic year, taking into account the possibility of achieving the learning outcomes assigned to a subject or a class module;
 - 8) the Dean of the Faculty may allow for the achieving of learning outcomes assigned to an internship or diploma internship or field classes in a manner different from the one stipulated in the study programme for a given field of study, cycle and profile;
 - 9) the Dean of the Faculty may postpone the implementation dates or waive the control semesters specified in the rules of studying referred to in § 7(17)(3) of the Regulations;
 - 10) if it is not possible to achieve the learning outcomes assigned to a subject or a class module taught in the summer semester of 2020/2019 academic year, in particular as part of internship or field classes, the Dean of the Faculty may transfer the obligations resulting from the study programme in a given field of study, cycle and profile concerning education under a given subject or class module and completion of that subject and class module to a semester or semesters in the 2020/2021 academic year; in this case:
 - a) it may be decided that § 17(3) of the Regulations does not apply, and the number of ECTS credits required to complete a semester of studies that is implemented in the summer semester of 2019/2020 academic year may be decreased by the number of ECTS credits assigned to a subject or a class module the completion obligation concerning which has been transferred to the subsequent semester of studies, and the number of ECTS credits required to complete a semester of studies implemented in 2020/2021 academic year may in such case be increased respectively.
 - (b) subject or class modules transferred to the next semester or semester in the 2020/2021 academic year are not included in the credit deficit def Pk,
 - c) the Dean of the Faculty must specify the date for completion of a subject or class module in the 2020/2021(winter semester or summer semester) academic year for a subject or class module the completion obligation concerning which has been transferred to the subsequent semester of studies
 - d) a student must complete a subject or a class module the completion obligation concerning which has been transferred to the next semester of study within the time limit set by the Dean of the Faculty referred to in point c);
 - 11) if it is not possible to achieve the learning outcomes assigned to a subject or a class module carried out in the summer semester of the 2020/2019 academic year and there is a resulting backlog in education, it is possible to admit a student to the last semester of the first-cycle studies in the 2020/2021 academic year without having to complete all class modules required under the plan of previous semesters; in this case, § 17(12) of these Regulations does not apply;
 - 12) the Vice-Rector for Education, at the request of the Dean of the Faculty, may agree to extend the time limits under the Regulations, in particular:

- e) a) the time limit for the completion of a semester of study and confirmation of admission to the next semester of study as referred to in § 17(6) of the Regulations,
 - f) b) the time limit for submission of diploma theses, as referred to in § 25(15)(2) of the Regulations;
- 13) the Dean of the Faculty, in consultation with the representatives of the Faculty Student Self-Government Board, may adapt and introduce changes to the specific rules for awarding diplomas related to the organisation and procedure of the diploma examination referred to in §26(11) of the Regulations, including the general examination in a field of study; in the absence of agreement, final decisions in this respect are taken by the Dean of the Faculty;
 - 14) it is permissible to grant a leave from classes, as referred to in § 20(6) of the Regulations, during the summer semester of the 2020/2019 academic year, at the student's request, in particular when it is not possible to return to classes held at the University;
 - 15) the specific organisation of the 2020/2021 academic year is determined by the Rector after having consulted with the University body of the Students' Self-Government and it must be published no later than 31 August 2020.
2. There is an obligation for students, staff and other persons carrying out assessments or examinations to use an e-mail in the domain registered with the University.

§ 30. FINAL PROVISIONS

1. The Regulations for the first-cycle and second-cycle studies at the AGH University of Science and Technology in Krakow adopted by the AGH UST Senate under Resolution 54/2015 of 29 April 2015, as amended under Resolution 42/2017 of the AGH UST Senate of 26 April 2017 amending the Regulations for the first-cycle and second-cycle studies at the AGH University of Science and Technology in Krakow are hereby repealed.
2. These Regulations become effective as of 1 October 2019.