

## **STUDY RULES AND REGULATIONS BINDING AT THE UNIVERSITY OF SZCZECIN**

### **Glossary of terms applied in the Study Rules and Regulations:**

1. **Programme of study:** the first-cycle programme of study, the second-cycle programme of study or the long cycle programme of study conducted by a higher education institution authorized to conduct the programme;
2. **First cycle programmes** – form of education open to holders of a certificate of secondary education (świadectwo dojrzałości) which leads upon the award of the first-cycle qualification;
3. **Second cycle programmes** – form of education open to holders of a minimum first-cycle qualification which leads upon the award of the second-cycle qualification;
4. **Long cycle programmes** – form of education open to holders of a certificate of secondary education (świadectwo dojrzałości) which leads to the award of a second-cycle qualification;
5. **Mode of studies** – full-time and part-time
6. **Full-time programmes** – a mode of study where a minimum half of the study programme comprises courses which require the direct participation of academic staff and students;
7. **Part-time programmes** – a mode of study other than full-time programme of study, as specified by the senate of a higher education institution; a weekend programme of study, an afternoon programme of study, studies conducted with the application of methods and techniques of e-learning.
8. **Field of study** – a distinct part of one or several areas of study covered by a specific programme provided by a higher education institution.
9. **Area of study** – a body of knowledge and skills within one of the knowledge areas as stipulated in the regulations adopted pursuant to Article 3 section 1 of the Act dated 14 March 2003, The Law on Academic Degrees and Title and Degrees and Title in the Arts. (Dziennik Ustaw, Journal of Laws, No. 65 item 596, as amended);
10. **Programme of education** – a specification of expected learning outcomes as defined by a higher education institution in compliance with the National Qualifications Framework for Higher Education (Krajowa Rama Kwalifikacji dla Szkolnictwa Wyższego) as well as specification of the educational process resulting in the attainment of such outcomes, including ECTS credit points allocated to individual components of a programme;
11. **Study programme** – a specification of the educational process targeted at attaining assumed learning outcomes, comprising in particular:
  - a) education modules with prescribed learning outcomes and the number of ECTS credit points,
  - b) verification methods of assumed learning outcomes attained by a student,
12. **National Qualifications Framework for Higher Education** (Krajowa Rama Kwalifikacji dla Szkolnictwa Wyższego) – a specification, expressed by learning outcomes, of all types of qualification awarded within the Polish higher education system;

13. **Learning outcomes** – the scope of knowledge, skills and social competences attained by a student in the educational process.
14. **ECTS** – credits defined by the European system for credit accumulation and transfer as a measure of a learner’s average workload necessary to attain expected learning outcomes;
15. **Profile of education** – practical and general academic
16. **Practical profile** – comprising educational components which serve to equip students with practical skills and social competences, completed with the assumption that more than half of the programme of study expressed in ECTS credit points comprises practical classes which shape skills and competences, including skills gained during workshops run by persons possessing professional experience gained outside the University;
17. **General academic profile** – comprising modules of classes related to the academic research conducted at the University, completed with the assumption that more than half of the study programme expressed in ECTS credit points comprises classes that enable the student to expand knowledge;
18. **First-cycle qualifications** –the degree of *licencjat*, *inżynier* or an equivalent degree in a specific field and of a given profile of study, awarded as a result of completion of the first-cycle programme, as attested by an appropriate diploma;
19. **Second-cycle qualifications** –the degree of *magister*, *magister inżynier* or an equivalent degree in a specific field and of a given profile awarded as a result of completion of the second-cycle programme, as attested by an appropriate diploma;
20. **Student** – a person enrolled in a higher education degree programme;
21. **Learning outcomes** – the scope of knowledge, skills and social competences attained by a student in the education process.
22. **Confirmation of learning outcomes** – a formal process of verification of attained learning outcomes that are institutionally organized outside the system of studies and non-institutionally organized learning, completed in a manner and methods expanding the scope of knowledge, skills and social competences; shall not apply for the field of study;
23. **Matriculation** –the act of admission of a student to a higher education institution upon taking an oath;
24. **Basic institutional unit** – a faculty or another University institutional unit stipulated in the statutes, conducting at least one field of study.
25. **Study plan** – a document in a tabular form comprising a list of separate modules/courses for a semester, with the indication of the form and the number of classes, the form of completion and the number of ECTS credit points;
26. **Educational module** – a broadly understood course or a group of courses, e.g. a typical course, traineeship, preparation for writing a diploma thesis, a list of obligatory courses of a given field of specialty or specialization within the field of study or a list of courses of a defined ECTS total, chosen by a student from among courses belonging to a defined extended list of courses.
27. **Course** – an instructional unit distinguished in the study programme and documentation of the course of study (also in a diploma supplement), which may encompass various forms (types) of instruction (lecture, classes, seminars, laboratory classes, project-related classes, etc.), characterized, among others, by learning outcomes and the number of ECTS credit points, as well as by a grade (one for the whole course, irrespective of the forms of conducting classes and means of verification of learning outcomes).
28. **Registration** – enrolling a student into a subsequent semester.

29. **Dean's leave** – leave granted to a student in justified cases by the Faculty Dean.
30. **Short-term leave** – leave granted upon the request of a student, granted by the Dean for a period shorter than a semester.
31. **Long-term leave** - leave granted upon the request of a student, granted by the Dean for a period lasting one year or semester.
32. **IOS [Individual organization of study]** – individual organization of study which means a change in the organization of classes within a semester or an academic year;
33. **IPPS [Individual plan and programme of study]** – individual plan and programme of study which relies on granting an individual schedule for the completion of courses included in the study plan adopted to the current situation of the student;
34. **First instance body** – the Dean;
35. **Second instance body** – the Rector.

## **Section I. General provisions**

### **§1**

Provisions hereof shall be applicable to all forms and fields of study of the first-cycle, second-cycle and long cycle programmes of study conducted at the University of Szczecin, hereinafter referred to as the University.

### **§2**

1. A person admitted to studies assumes student's rights upon the moment of matriculation and swearing an oath, the content of which shall be specified by the University Senate. Swearing an oath means underwriting the oath formula.
2. Acquiring student's University rights also takes place at the moment of transfer from a different higher education institution or upon the recommencement of studies.

### **§3**

1. A student is awarded with a student identity document (legitymacja studencka) and a student record book (indeks).
2. The student identity document is a document certifying the student's status.
3. The right to hold a student identity document by students shall be valid till the graduation date, the day of suspension in student's rights or removing from a list of students; in the case of graduates of the first-cycle programme of study – till 31 October of the year of study completion.
4. A student record book is a document constituting the property of a student, presenting the course of study and study results.

### **§4**

1. University students establish students' self-governing organization. The elected bodies of the organization are solely eligible to represent the whole community of students.
2. The students' self-governing organization conducts, at the University premises, an activity within the scope of student affairs including social, housing and cultural issues.
3. The students' self-governing organization promotes a self-developed code of student's ethics.

## §5

1. University bodies shall undertake actions aimed at providing equal chances for the completion of an educational programme by disabled students, considering the degree and nature of disability as well as the specificity of a given field of study.
2. Detailed provisions of providing a disabled student with the possibility to participate in the University didactic offer are governed by separate law binding at the University.
3. The Bureau for the Disabled supports disabled students.

## §6

1. The Rector shall act as the supervisor of students.
2. The Rector exerts general supervision over the didactic activity of the University.
3. A respective Vice-Rector shall represent the Rector in issues pertaining to the course of study and students.
4. The Dean shall act as the immediate superior and the tutor of students at a faculty.
5. All and any issues not regulated in these Study Rules and Regulations shall be governed by the Faculty Dean or by a respective Vice-Dean.

## §7

1. In individual cases concerning students, the 1st instance decision is issued by the Dean or a respective Vice-Dean.
2. Decisions taken by the Dean concerning individual cases may be appealed against to the second instance body. The decision of the second instance body shall be deemed final and unappealable.
3. An appeal shall be submitted via the first instance body which issued the decision appealed against within 14 days following the date of delivery or the date of notice in a manner binding at a given unit and subject to the written consent of a student.
4. Should the Dean state that the appeal deserves to be reviewed in its entirety then the Dean may issue a decision annulling or amending the decision appealed against. In such case, the Dean shall not submit an appeal to the Rector. The new decision shall be subject to appeal under the provisions indicated in point 3.
5. The first instance body shall submit the appeal together with case files to the second instance body within 7 days following the date of its receipt, provided that no new decision stipulated in point 4 has been issued during that period.
6. The second instance body shall overrule the decision of the first instance body which is contradictory to the act, the statutes, the Senate's resolution, rules or other internal regulations binding at the University, or violating its utmost interest.
7. The decision issued by the second instance body might be appealed against at Wojewódzki Sąd Administracyjny [The Provincial Administrative Court] under provisions stipulated by separate provisions.

## **SECTION II. Student's rights and obligations**

### §8

1. Apart from the rights resulting from University acts and the statute, students shall be further eligible to:
  - 1) develop academic, cultural, tourism and sports related interests as well as use, for the said purpose, University didactic premises, devices and means, as well as to be allowed access to the assistance provided by University academics and University bodies,

- 2) assess classes by filling in questionnaires conducted in compliance with provisions binding at the University,
  - 3) express opinions crucial for students and the University, directly or via students' representatives in University collegial bodies as well as students' self-governing organizations,
  - 4) submit complaints and applications concerning the course of study and social issues.
2. Pursuant to general provisions stipulated in the Study Rules and Regulations, resolutions of the Senate and the Faculty Council, the student shall be entitled, in particular, to:
- 1) benefit from assistance provided by University teachers during their office hours which are available for students of all modes of study,
  - 2) complete a part of the study programme at a different higher education institution within the country or abroad, subject to fulfilling requirements stipulated by separate provisions of law,
  - 3) benefit from the University support – within the scope stipulated by separate provisions – in the search for employment, internship or traineeship,
  - 4) access data constituting the basis for the settlement of the subsequent stage of the programme of study.

#### **§9**

1. An above-average student distinguishing himself/herself with outstanding performance in education, sport or exemplary fulfilment of duties, and at the same time being disciplined and most ethical, may receive awards and distinctions pursuant to provisions stipulated in separate regulations, including in particular:
  - 1) an award granted by the Rector
  - 2) an award granted by the Dean,
  - 3) awards granted by public administrative bodies, academic societies, social organizations and other sponsors,
  - 4) a congratulation letter from the Rector or the Dean.
2. A request for granting an award or a distinction subject to the decision of the Rector may be submitted by the Dean or the Faculty Council.
3. Principles governing the award-granting by the Rector shall be determined by the Senate except for §9.1.4 in which case it is the Rector who shall determine the rules.
4. A request for granting Rector's awards or distinctions subject to the decision of the Dean may be submitted by a University academic employed at the Faculty, a students' organization or a competent students' self-governing organization.
5. Principles of granting the Dean's awards are determined by the Faculty Council.

#### **§10**

1. A student shall be obliged to adhere to the content of the oath and the Study Rules and Regulations, to comply with provisions binding at the University, to follow decisions of University governing authorities and bodies, to uphold the good name of the University of Szczecin and to respect its tradition and customs.
2. A student shall be obliged to obtain credits in an ethical manner and compile course completion and diploma theses respecting copyrights and other intellectual property rights.
3. A student shall timely execute payments for education services if such fees are stipulated by separate provisions of law.

4. A student shall inform a respective Dean's office about any change of personal data that may affect the content of documentation of the course of study within 14 days following the change.

### §11

Violation of rules binding at the University and any actions beneath student's dignity shall be subject to disciplinary liability stipulated by separate provisions.

## SECTION III. Organization of studies

### § 12

1. An academic year commences not later than on 1 October and ends at the latest on the day preceding the commencement of the next academic year.
2. University studies are conducted within a semester system, unless provided otherwise by separate provisions of law.
3. The academic year comprises:
  - 1) two semesters of classes: winter and summer semesters,
  - 2) two examination sessions with no classes: winter and summer examination sessions,
  - 3) two retake examination sessions with no classes: winter and summer retake examination session,
  - 4) two semester breaks: winter and summer break, and two holiday breaks.
4. Within the full-time and part-time afternoon studies (studia wieczorowe):
  - 1) each semester comprises 15 weeks of classes,
  - 2) each examination sessions shall not last shorter than 2 weeks.
5. Within the part-time weekend programme of studies (studia zaoczne):
  - 1) each semester comprises at least 7 two- or three-day sessions,
  - 2) examination sessions do not last shorter than throughout two weekend sessions immediately following the completion of classes in each semester and through one or two sessions during retake sessions.
6. For students undergoing the part-time programme of study applying methods and techniques of e-learning, the number and the programme of sessions are determined by the Faculty Council.
7. The end of a semester takes place on the last day preceding the commencement day of the subsequent semester.
8. The organization of the academic year shall be determined by the Rector not later than by 30th April of the calendar year during which the academic year commences, dividing it into semesters and setting dates of examination and retake sessions upon consulting the student's self-governing organization and the Senate Committee of Education.
  - 8a. In particularly justified cases, supported with the significant interest of the University, the Rector may issue a decision on forming a separate organization of the academic year for one or several fields of study.
9. The Rector may, during an academic year, announce the so called Rector's days, suspending classes at that time.
10. The Dean may, during an academic year, announce the so called Dean's hours, suspending didactic classes at that time.

11. Information on Rector's days or Dean's hours is provided in advance to persons concerned by submitting the information at the University website with at least one day notice.

### §13

1. A student shall complete studies within a given field of study, educational level and profile as well as the field of specialization if the specialization constitutes a part of the programme of study.
2. Studies are completed in compliance with Senate's guidelines and upon consulting the students' self-governing organization. The study programme is provided by the Dean of the Faculty at the University website before the commencement of the academic year.
3. A student completes studies in compliance with the educational programme binding for the academic year during which the student commenced studies. The said provisions shall not apply to a student repeating a semester, a student transferred from a different higher education institution or continuing studies following a leave or upon the recommencement of studies.
4. The full-time first-cycle programme of study (*licencjat* degree) lasts 6 semesters, engineering studies (*inżynier* degree) – 7 semesters, second-cycle programme of study (*magister* degree) – 3 or 5 semesters, and long cycle programme of study (*magister* degree) - 10 semesters.
5. The duration of the part-time programme of study shall be determined by the Faculty Council and it may be longer than the duration of the full-time programme by 1 or 2 semesters.

### §14

1. The study plan constitutes the basis for the semester timetable. A detailed timetable is determined by the Dean upon consulting a competent students' self-governing organization and the timetable is announced on the Faculty noticeboard and at the Faculty website before the commencement of the semester, not later than 7 days prior to the commencement date of classes.
2. Any amendments to the timetable may be introduced by the Dean or a person authorized by the Dean upon consulting a competent students' self-governing organization.

### §15

1. The educational programme of studies completed in Polish may include courses completed in a foreign language, depending on the interest of students and the University potential. Such courses may be elective or may be conducted simultaneously with courses in Polish.
2. The scope of and conditions for conducting: classes, knowledge and skills assessment tests, diploma examinations and compilation of diploma theses in a foreign language shall be approved by the Faculty Council.

### § 16

1. Organization and settlement of studies at the University are based on the European Credit Transfer and Accumulation System.
2. The number of ECTS credit points for one semester is 30.
3. For the part-time programme of study, if the duration is longer than the duration of the full-time programme, the number of credit points for one semester is accordingly smaller,

with the observance of the same number of credit points for the whole period of study as in the case of the full-time programme of study.

### §17

1. University lectures are open to the public. The Senate may determine requirements for lecture attendance.
2. Other forms of classes may be open to the public upon the consent of the person conducting classes.
3. Lectures are conducted by professors or holders of the academic degree of *doctor habilitowany* [post-doctoral degree].
4. The Faculty Council may, for the period of one academic year, authorize the following persons to conduct lectures:
  - holders of a doctoral degree
  - at the programme of study with a practical profile - holders of *magister* (master) degree possessing extensive professional experience gained outside the University.

### §18

1. Registration procedure for elective courses/elective modules is organized in a way enabling participation in the course/module at the beginning of the semester.
2. Registration for elective courses/elective modules takes place at two dates set for a semester. Upon registration at the first date, the courses/modules which enjoyed the least interest are withdrawn from the offer. An amended offer is announced not later than 2 weeks before the commencement of each semester. Students may not change the course following the commencement of a semester unless the Faculty Council states otherwise.
3. Dates and the mode of registration for a course/module are determined by the Dean or a person authorized by the Dean, announcing the data to the public at least 14 days prior to registration.
4. The right of participation in classes may be limited by the subsequence principle of courses/modules and the number of groups.

### §19

The principle of dividing students into groups with regard to individual classes shall be specified by a separate resolution of the University Senate.

### §20

1. The Dean, upon his/her own initiative or upon the request of the students' self-governing organization, may appoint tutors of particular years of study or student groups.
2. The tutor of the year acts as an advisory and assistance providing body in all matters pertaining to the organization of studies.
3. A detailed scope of duties of the supervisor shall be determined by the Dean.
4. A disabled student may apply to the Dean for appointing a supervisor. The duties of the said supervisor include defining and presenting to the Dean the student's special needs within the scope of organization and completion of the didactic process, including adjustment of conditions for the completion of studies to the type of disability.



## **§21**

1. The University Senate shall specify in detail the principles of collecting fees for provided educational services, including the procedure and grounds for partial or complete exemption from the said fees for students possessing outstanding educational achievements, as well as those who experience difficult financial situation.
2. The amount of fees stipulated in point 1 shall be determined by the Rector.
3. The conditions for collecting fees related to the course of study and charges for educational services as well as the amount of such fees shall be specified in the agreement between the University and the student or a person admitted for studies, concluded in writing under the pain of invalidity.
4. The agreement shall be concluded not earlier than following the issue of a decision on admission for study and not later than within 30 days following the commencement of classes.
5. The agreement shall be concluded for the whole period of studies; and the student shall not execute payments of fees that are not included in the agreement.
6. The University may not collect fees stipulated in the agreement before the conclusion of the agreement.
7. The senate shall determine the pattern of the agreement.
8. The University shall be obliged to provide an example of the agreement at its website.
9. All and any claims resulting from the agreement shall fall under the statutes of limitations after the period of three years.

## **§22**

1. Provisions hereof shall be respectively applicable to studies conducted with the use of e-learning methods and techniques.
2. The educational mode and conditions within the scope of individual interdisciplinary studies shall be identical as for education conducted within one area of education.

## **§23**

1. Grades obtained for completed classes that are not covered by the programme and plan of study shall not be included in the mean grade for a semester and the year of study as well as the final mean grade for the whole course of study.
2. The courses/modules completed by a student for attaining additional credit points are enumerated in the diploma supplement.

## **§24**

1. Circumstances authorizing a student to apply for an individual organization of studies (IOS) shall be established by the Faculty Council upon a joint petition of the Dean and the Faculty students' self-governing organization.
2. In cases defined by the Faculty Council, the Dean shall, at any time and upon the student's request, grant the IOS to the student. The decision on granting the IOS shall be conditional and shall be executed upon submission by the student of written agreements with course instructors.
3. The IOS shall be understood as a change in the organization of classes within a semester or an academic year.
4. The manner of participation in classes and forms of completion of student's obligations shall be specified in the agreement concluded in writing or an electronic form between the student and the course instructor within 2 weeks following the date of delivery of the Dean's decision.

5. A student shall immediately submit the agreement defined in point 4 to the Dean's office.
6. The IOS shall not constitute the basis for extending the settlement period of the semester beyond the period of the retake examination session.
7. In the case the premises for granting the IOS to a student cease to exist, the Dean may withdraw the consent.

## **§25**

1. A student of outstanding achievements in education and sport or participating in an exchange programme organized by the University (either within the country or abroad) lasting at least one semester may be granted, by the Dean, an individual plan and programme of study (IPPS) under conditions stipulated by the Faculty Council.
2. The Dean shall appoint a supervisor for a student commencing the IPPS under conditions stipulated by the Faculty Council. The academic supervisor shall determine the study plan which is to be approved by the Faculty Council.
3. IPPS, based on outstanding performance in education, may be granted to a student not earlier than after the completion of the first year of the first-cycle programme of study or the first year of the long cycle programme of study.
4. In the case of the second-cycle programme of study, a student may be granted an IPPS commencing with the first semester of studies based on the average of grades obtained during the first-cycle programme of study or the long cycle programme of study.
5. The IPPS based on outstanding performance in sport may be granted to a student at all study levels; however, not earlier than upon the completion of the first semester.
6. A student who does not complete the IPPS in an adequate manner may, upon the decision of a supervisor or the Dean, be referred to continue studies under general principles. A student, at his/her own initiative, may apply to the Dean for the cessation of the IPPS completion.
7. The IPPS may be completed within the scope of individual interdisciplinary studies. Provisions of point 1-6 shall apply respectively.

## **§ 26**

1. Students who have been admitted as a result of confirming the learning outcomes for a given field of study, the level and profile of education, shall be granted an individual plan of studies by the Dean.
2. The Dean shall appoint an academic supervisor for students who have been granted the individual plan of studies under principles established by the Faculty Council. The academic supervisor shall determine the study plan in compliance with the programme of education binding for a given field of study.
3. No separate instruction groups shall be formed for students who have been granted the individual plan of studies.
4. Detailed conditions and the mode of confirming learning outcomes shall be stipulated by separate provisions of law binding at the University of Szczecin.

## **§ 27**

1. Highly gifted students of secondary schools, hereinafter called pupils, may submit to the Dean of a selected faculty an application for participation in classes conducted in the course of study at the fields of study corresponding to their skills.

2. A decision on the participation of a pupil in classes shall be issued by the Dean of a respective faculty upon obtaining recommendations from the school head; while in the case of under-age pupils, additionally upon the consent of the pupil's parents or legal guardians.
3. Pupils who are entitled to participate in classes shall enjoy the right to use didactic premises and devices of the University as well as to be assisted by University staff and bodies. They may also participate in the students' academic society.
4. Pupils shall abide by the rules and regulations binding at the University.
5. Obtaining credits by such pupils shall be subject to provisions stipulated herein and shall be recorded in the pupil's achievements record. The Faculty Council may determine an individual mode of obtaining credits by pupils.
6. Students admitted to the field of study where they attended classes before the commencement of studies may be exempt from the obligation to obtain credit for classes for which they have already obtained credit if, in the meantime, no amendments have been introduced to the learning outcomes to be attained during completion. The decision shall be taken by the person conducting the course.
7. Students admitted to studies at a different field of study may be exempt from the obligation to obtain credit for classes if the course instructor deems the attained learning outcomes sufficient.

#### **SECTION IV. Registration principles and semester completion**

##### **§ 28**

1. The basis for registration is constituted by the ECTS system.
2. A student may be registered for the next semester in the form of a complete registration or conditional registration.
3. Complete registration applies when a student who, during the previous course of study, completed all courses and modules as well as obtained the number of credits stipulated by the study programme.
4. Conditional registration applies to a student who, during the previous course of study, obtained a number of credits not exceeding the acceptable deficit of credits and fulfilled all obligations stipulated by the Dean's decisions.
5. Acceptable deficit of credit points may not exceed 15 ECTS in a given semester, with the reservation that at the moment of registration for the subsequent semester the total number of the deficit ECTS credit points may not exceed 30. The amount of deficit is controlled after every semester.
6. A course instructor shall, on a regular basis, enter credit data and exam grades into the University electronic system. At the dates set by the Dean, a person conducting the course shall submit signed protocols to the Dean's office.
7. The Dean shall decide about the number of granted credits that are entered into a student record book, student's periodic achievement record and the University computer system.
8. The Dean shall decide upon registering a student for the subsequent semester of studies.
9. A student who has been conditionally registered shall complete all courses included in the study plan of a given semester for which the student has been registered as well as failed courses from previous semesters indicated, by the Dean, for completion during that semester.
10. With regard to a student who has not exceeded the point deficit of 15 ECTS credit points in a given semester and at the moment of registration for the subsequent

semester the total number of the ECTS deficit does not exceed 30 ECTS credit points, the Dean may issue a decision on:

1) taking an additional exam/obtaining a graded credit free of charge in the event of completion of obligatory forms or their lack at dates specified in the timetable for the retake session;

2) repeating a course/module in the event of failure to obtain credit for obligatory classes.

The Dean shall issue a decision concerning a repetition of a given course/module in the case when a student has not obtained credit or has not passed a given course/module examination. A student shall, within 14 days following the commencement of the semester during which the course/module is to be completed, specify in an agreement with a course/module coordinator the manner of participation and credit for all forms of the said course/module, subject to §39.1. The agreement may be concluded in any form.

11. Repetition of classes is subject to payment on principles stipulated in separate provisions.

### **§29**

1. In the case of a student who has not met conditions of complete or conditional registration, the Dean shall decide upon reregistration or removing the student from the list of students.

2. A student who is eligible for readmission for the same semester shall not be obliged to obtain credits for and take examination concerning courses/modules that have been previously successfully completed. In the event of curricular differences concerning learning outcomes, the decision on considering the courses/modules previously completed as equivalent is to be taken by the Dean at the beginning of the semester.

3. Semester repetition shall be subject to the provisions of § 28.10-11.

4. During the course of study a student may repeat a semester only once.

### **§30**

Before the commencement of classes, a student shall provide, in a form and at a date determined by the Dean, a declaration concerning additional courses/modules which the student would like to attend in a given semester. Failure to submit such a declaration by a student shall mean that the student has registered solely for obligatory courses/modules included in the semester plan of study for which the student is registered, and for failed courses/modules from previous semesters designated for completion.

### **§31**

1. Subsequent semesters are subject to credit in accordance with the programme of study.

2. The conditions binding for the completion of the next semester shall be:

1) obtaining credit for all obligatory educational courses/modules included in a plan of study for a respective semester,

2) obtaining, from the beginning of studies, the total number of credit points in compliance with the programme of study including the allowed deficit of ECTS credit points. The said deficit shall be fulfilled by the end of the last semester of study.

3. Completion of the summer semester additionally requires a settlement with a competent institutional unit of the University Main Library [Biblioteka Główna] -

confirmed in a student record book as well as undergoing preventive medical health examinations at the fields of study where such examinations are required.

5. The completion of a semester of study by students partially undergoing studies abroad may, upon the consent of the competent Vice-Rector, be determined according to individual schedule agreed upon with the Dean.

### §31

1. A student shall be obliged to complete traineeship if the traineeship is required by the programme of study.
2. An obligatory traineeship stipulated by the programme of study shall be awarded with credit points. Failure to complete the traineeship shall result in failure to obtain credit for a course.
3. The traineeship shall not be subject to assessment unless the programme of study provides otherwise.
4. In a student record book, in the space provided for an entry concerning traineeship, information about the place and duration of traineeship is required.
5. Principles of completion and obtaining credit for traineeship shall be stipulated by Traineeship Rules and Regulations approved by the Faculty Council, upon obtaining an opinion of the Faculty students' self-governing organization.
6. In the event of dismissing a student from traineeship resulting from the violation by the student of the internal regulations binding at a workplace, the student shall lose the right to complete traineeship till the moment an appropriate decision is issued by the Dean.
7. Professional or social work may constitute the basis for crediting the whole or part of traineeship if the attained learning outcomes correspond with the learning outcomes stated in the educational programme. Granting credit shall result in exempting the student from the obligation of completing the traineeship.

### §33

1. The Dean shall remove students from the list of students under following circumstances:
  - 1) Failure to undertake studies,
  - 2) Resignation from studies,
  - 3) Failure to submit a diploma thesis or take a diploma exam in due time,
  - 4) Punishment with a disciplinary procedure of expulsion from the University.
2. The Dean may remove students from the list of students under the following circumstances:
  - 1) Confirmation of lack of academic progress,
  - 2) Failure to obtain credit for a semester or a year in due time,
  - 3) Failure to execute payment of fees pertaining to studying,
  - 4) Unjustified absence during classes, comprising 20% or more of duration counted in hours.
  - 5) Lack of signature placed on the agreement submitted by the University governing study fees and charges for educational services.
3. Failure to undertake studies shall be understood as:
  - 1) Unjustified failure to take an oath at the date set by the Dean,
  - 2) Failure of a student to appear at the Dean's office following the return from leave within 7 days following the commencement of a semester.
4. Resignation from studies shall take place upon student's submission of a written statement pertaining to the resignation from studies.

5. Lack of academic progress may be confirmed when the degree of completion by a student of the educational programme excludes the possibility of achieving assumed learning outcomes.

## **SECTION V. Obtaining credits for a course/module**

### **§34**

1. The person conducting classes shall, during the first class, define and inform students (according to a syllabus) about:
  - 1) Principles of conducting classes,
  - 2) Conditions for justifying and making up for absence during classes,
  - 3) Conditions and mode of obtaining credit and taking and passing examinations,
  - 4) Duty hours that have been adjusted to the mode of study.
2. A student shall obligatorily participate in all forms of classes other than lectures.
3. Student's absence during classes shall be justified by the person conducting classes based on documents submitted by a student.
4. Shall a student submit documents which raise doubts, the possible justification of absence shall be decided upon by the Dean.
5. The manner and form of compensating for the backlog created by absence during classes shall be determined by the person conducting classes.

### **§ 35**

1. Obtaining credit for a course which does not end with an exam is possible upon obtaining credit for all components of the course on the basis of confirmation of achieving, by a student, the assumed learning outcomes for each component of the course. Obtaining credit must take place before the examination session, with the obligation to inform students about the date set for granting credit for the course 14 days before the planned date. Information on the date set for granting credit for a course is provided to students in compliance with provisions adopted at the Faculty.
2. Credits for courses which do not end with an exam shall be awarded by a person conducting the course.
3. Obtaining credit for classes, except for classes of informative nature indicated by the Faculty Council, is subject to a grade.
4. Before the commencement of an examination session, a student shall obtain credit for all declared courses/modules in a given semester.
5. During a retake session, a student may obtain a retake credit for a course that ends with graded credit.
6. A student, who participated in the academic research, courses, training or other forms of education may be exempted from participation in all or part of classes of the course the learning outcomes of which the student has already achieved in the above mentioned forms of education. In such event, a student may obtain credit for a given course upon confirmation of achieved learning outcomes. The above shall be decided upon by the Dean following a submission of a written opinion from the course/module coordinator.
7. A competent person conducting foreign language classes shall decide upon exemption from foreign language classes.

### **§36**

1. Taking an exam shall be conditional upon obtaining credits for all obligatory classes of that course.

2. An exam shall serve as verification of the level of learning outcomes achieved by a student and defined in a syllabus. The exam may be conducted in a spoken or written form or by applying both of the forms.
3. The course instructor shall act as the examiner. In justified cases, the Dean or the Head of the department or the institute may authorize another specialist to conduct the exam.
4. An examination grade may constitute a component of the course grade according to the syllabus.
5. A student shall take an exam upon producing a student record book and a periodic achievements record unless the Dean states otherwise.
6. Upon a request of the students' self-governing organization and at one's own initiative the Dean may delegate the tutor of the year or other person to an exam to act as an observer.
7. Disabled students may apply for adjusting forms and dates of exams to their justified needs. The mode and scope of such adjustment shall be specified by separate provisions.

### **§37**

1. If, during the course of an exam or any other form of credit for the course/module, the person conducting classes confirms lack of autonomy of the student's work or using forbidden materials by the student, the person conducting classes shall deem the exam or any other form of credit failed and shall award the 'unsatisfactory' grade.
2. In the case defined in point 1 the provision of § 11 hereof may be applied respectively.

### **§38**

1. A detailed organization of an exam session shall be determined by the Dean upon obtaining an opinion of examiners and the students' self-governing organization at the latest a month before the commencement of the exam session.
2. The number of examinations stipulated by the programme of study may not be bigger than 8 in an academic year, and 5 during a single examination session. The number of examinations shall not include examinations in retaken courses resulting from conditional registration, and examinations resulting from curricular differences.
3. The session schedule at the full-time programme of study shall provide for at least one day break in-between exams. During a single day a student may take only one exam. Such rules shall not apply to exams agreed upon individually between a student and examiners, exams pertaining to the completion of repeated courses resulting from the conditional registration, curricular differences and exams taken during a retake examination session.
4. A student who failed to sit an exam/ or obtain a graded credit at a set date shall retain the right to take an exam/credit at a date set by the examiner or the Dean provided that the absence has been justified by the Dean. A student shall be obliged to submit to the Dean's office an application for justifying the absence within 3 days following the cessation of the cause of absence.
5. Failure to submit the required justification of absence during an exam shall result in entering into a student record book, student's periodic achievement record and the protocol of an 'unsatisfactory' grade by an examiner or the Dean.
6. In the event of repeated absence during classes and exams justified with student's health condition, the Dean may refer the student to medical committee to verify the student's ability to continue education.

7. In particularly justified cases and upon the request of a student, an examiner may conduct an exam before the examination session. The examiner shall inform the Dean about the consent granted and date of such an exam.
8. Exam results shall be announced at the latest by the end of the examination session.
9. In the case of exams conducted during the last three days of the session, results may be announced during two days following the end of the examination session.

### **§39**

A student shall have the right to one retake credit and one retake exam of each form of classes.

### **§40**

1. A student, following obtaining credit/passing an exam, may apply to the Dean for taking an exam/obtaining credit before the committee or assessment of the course completion/exam thesis by the committee within 3 days following the announcement of the result in the event the student questions the fairness of the form or the course of credit granting/exam or the obtained credit. The said application shall be justified.
2. A person granting credit for courses/examiner shall, within the period of 3 days, set the date for granting students with access to their work. The access shall be granted upon a request of a student with the adherence to the date set by the person granting credit/ the examiner.
3. Written exam/course completion theses are stored for one year following the date of obtaining credit/taking an exam.
4. The Dean may issue a decision on the assessment of course completion/exam thesis before a committee or on obtaining credit/taking an exam before the committee.
5. The committee assessment of a thesis shall be performed by the Dean, the person conducting the course /examiner who has given the grade questioned and other specialist in a given field. In the event of approving the appeal, the student shall be given a grade awarded by the committee. The grade shall replace the grade appealed against.
6. The assessment of the thesis performed by the committee or obtaining credit /taking an exam before the committee shall take place within 3-14 days following the date of delivery of the decision on admitting the application.
7. During the course of obtaining credit/taking an exam before the board a student shall answer questions drawn from among sets of previously prepared questions. The sets shall be prepared by two specialists participating in the final credit/exam conducted before the committee.
8. The committee shall decide upon the result of the credit/exam taken before the committee by the majority of votes. The grade given by the committee shall replace the grade appealed against.
9. Credit/exam taken before a committee shall be conducted before the committee of the following composition:
  - 1) The Dean or the head of a respective institutional unit – acting as the chairperson,
  - 2) The person conducting the course/examiner who has granted the grade appealed against.
  - 3) Other specialist in the discipline.
10. The committee may not be chaired by a person who has previously assessed the student's knowledge.



11. Upon a request of a student, checking a course completion/exam thesis or obtaining a credit/passing an exam before the committee may be performed in the presence of an academic teacher indicated by a student from the faculty or a representative of the students' self-governing organization.
12. The Dean shall issue a decision, pursuant to § 28-29 hereof, concerning the student who has obtained an unsatisfactory grade during the credit granting/exam taking before the committee.

#### §41

Completing a course/module shall result in obtaining credit points prescribed for a given course/module in the programme of education.

#### §42

1. The following grading scale shall be applicable to graded credits and exams:

University grade	Grade binding in EU programmes	Definition adopted in EU programmes
5.0 bardzo dobry (bdb) [very good]	A	Outstanding performance – a result admitting solely for secondary mistakes
4.5 dobry plus (db+) [good plus]	B	Above average standard – with some mistakes
4.0 dobry (db) [good]	C	Generally solid work with noticeable mistakes
3.5 dostateczny plus (dst+) [satisfactory plus]	D	Satisfactory but with significant gaps
3.0 dostateczny (dst) [satisfactory]	E	The thesis meets minimum criteria
2.0 unsatisfactory (nast)	F	The thesis does not meet minimum criteria – credits could be awarded upon a repetition of the whole material

2. Should completing a course not require obtaining a grade, the following notes shall apply:
  - 1) zaliczone – zal [pass]
  - 2) niezaliczone – niezal [non-pass]
3. The 'unsatisfactory' grade (ndst, 2.0, F) or the 'niezal' note shall be understood as failure to pass a course.
4. Principles of calculating a course grade shall be defined in a course syllabus in the table: the form and conditions for obtaining credit.
5. A course grade shall be one for the whole course, irrespective of related forms of classes and manners of assessing learning outcomes.
6. The above grade shall be entered into the student record book or the periodic achievements record by a course coordinator/ a person giving a credit for the course, while component grades for all forms of classes conducted within the scope of the course shall be entered into the protocol or student's record of periodic achievements by the person conducting classes.

7. Unless provided otherwise by the Dean, the student shall be obliged to obtain signatures in the student record book or the periodic achievements record.

### §43

1. The grade received for a given course shall be equal with a number of credit points prescribed to a given course.
2. An average of grades for a semester shall be a weighted mean of grades obtained for courses passed in a given semester (rounded off to three decimal places):

$$\text{A mean grade for a semester} = \frac{\sum (\text{course grade} \times \text{ECTS credit points prescribed for a course})}{\sum (\text{ECTS credit points prescribed for a course in a semester})}$$

4. Non-graded credit with ‘zal’ note which does not correspond with a number of credit points shall not be included in the calculation of the mean grade.
- 4a. Should the Dean order a conditional registration for the subsequent semester, a student shall have his/her mean grade calculated on the basis of grades obtained as of the date of conditional registration. The average of grades may be amended following each semester during which a student has fulfilled the obligation of conditional registration subject to the provision that the change of the former mean grade shall not change the actual state for which the mean grade was calculated.

## SECTION VI. Recommencement of studies, transfer, changes

### §44

1. Readmission to the first year of study of a person who has been removed from the first semester of studies shall take place in compliance with general provisions for general study admission procedure binding at the University.
2. Recommencement of studies may take place within the same form at the same or related field of study with the proviso that the student has passed the first semester of studies after a break lasting no longer than:
  - 1) 3 years following the date of being removed from the list of students – applicable to the first cycle programme and the long cycle programme of study
  - 2) 2 years following the date of removing the student from the list of students – applicable to the second-cycle programme of study.
3. Recommencement of studies defined in point 2 may occur twice during the course of study.
4. Upon issuing a decision concerning the recommencement of studies, the Dean may oblige the student to complete curricular differences resulting from the programme of education on the basis of learning outcomes attained by the student.
5. In the event of numerous curricular differences, and considering learning outcomes attained by a student, the Dean may issue a decision on the recommencement of studies by a student at a lower semester or year.
6. The recommencement of studies shall be governed by § 29.2 respectively.
7. The recommencement of studies shall take place at the beginning of the subsequent semester following the date of submitting an application or at the beginning of a semester during which didactic classes are conducted.

#### **§ 45**

1. A student shall have the right to complete part of studies at other institution of higher education within the country or abroad on the basis of agreements concluded by the University.
2. A student completing a semester or year curriculum at a different higher education institution within the student exchange programme shall have the period completed at the other institution deemed credited pursuant to:
  - 1) A memorandum of understanding concerning curriculum which shall specify the programme of study the student intends to complete outside the parent University and the number of credit points awarded for the completion. The said memorandum shall be concluded between the parent university, the receiving university and a student,
  - 2) A list of credits agreed upon individually by a coordinator for a field of study for each student, approved by a faculty coordinator, comprising courses which the student should pass at the receiving university, approved by a faculty coordinator/the Dean of the faculty of the receiving university.
  - 3) A list of credits compiled upon the completion of studies with the indication of modules/courses/classes attended by the student together with the number of credit points obtained and student's academic achievements expressed in a local grading scale. A signed copy of the list shall be submitted to all parties – the parent university, the receiving university and the student.
3. The student shall be obliged to immediately inform the coordinator of the field of study about all and any changes in the programme of study of the receiving university in relation to the said scope stipulated in the memorandum defined in point 2.1 for the purpose of approval of amendments by the faculty coordinator.
4. A student applying for extending the duration of studies at a different university where the student completes studies shall be obliged, before the end of a semester, to apply to a faculty coordinator for granting such consent.
5. The Faculty coordinator shall confirm, in the student record book, credits obtained for courses and exams taken by a student who has completed studies abroad and the coordinator shall award grades for courses completed at a different university subject to provisions stipulated in 6-7.
6. The Dean shall issue a decision with regard to a student who has completed a semester or year plan at a different university within the scope of the student exchange programme and shows deficit on issues connected with obtaining credit, conditional registration and possible supplements, considering the learning outcomes achieved by a student.
7. The remaining conditions and the mode of study completion stipulated in point 1 shall be governed by agreements or University internal regulations.

#### **§ 46**

A student studying simultaneously at two or more fields of study shall be obliged to submit, within 14 days following the date of commencement of studies at another field of study, a statement on the choice of the main field of study.

#### **§47**

1. Upon completion of the first year of the full time or part time programme of study a student may apply for transfer within the University:

- 1) From part-time to full-time programme of study within the same field of study/specialization subject to conditions stipulated by the faculty council,
- 2) From part-time to full-time programme of study of a different field of study/specialization subject to conditions stipulated by the council of the receiving faculty.
- 3) Within part-time programme to a different field/specialization at the same faculty subject to conditions stipulated by the faculty council or other faculty subject to conditions stipulated by the council of the receiving faculty.
- 4) Within the full-time programme of study to a different field of study/specialization of the same faculty subject to conditions defined by the faculty council or other faculty subject to conditions stipulated by the council of the receiving faculty.
2. A student of the full-time programme of study, upon completion of every semester of study, may apply for transfer to the part-time programme:
  - 1) Within the same field of study/specialization subject to conditions stipulated by the faculty council,
  - 2) To a different field of study/specialization within the same faculty subject to conditions defined by the faculty council or other faculty subject to conditions stipulated by the council of the receiving faculty.
3. The Dean of the receiving faculty shall issue a decision concerning cases defined in point 1 and 2, determining possible curriculum differences resulting from the programme of education, considering learning outcomes achieved by a student as well as the mode and dates of their completion.
4. Transfer of courses completed by a student shall be subject to executive provisions pertaining to conditions and the mode of transfer of courses by a student.
5. Point 1-4 shall apply respectively in the event of conducting the same field of study/specialization by various University faculties.

#### §48

1. A student may be transferred from a different, also foreign, higher education institution to the University of Szczecin.
  - 1a. A student, a foreign student, undergoing studies in compliance with provisions binding for Polish citizens, may transfer from a different higher education institution, including a foreign higher education institution, upon consent of the head of the basic institutional unit of the receiving University, expressed in a decision provided the student has fulfilled obligations resulting from provisions binding the higher education institution that the student is leaving.
  - 1b. A foreign student who is not qualified to undertake studies under principles binding for Polish citizens may transfer from other higher education institution, including a foreign higher education institution, to the University of Szczecin upon the consent of the Rector, expressed in a form of a decision, upon consulting the head of the basic institutional unit of the receiving university provided the student fulfils all obligations resulting from provisions binding at the higher education institution that the student is leaving.
2. In the cases defined in point 1 and 1a, a foreign student shall be obliged to submit to the Dean's office of the receiving faculty an application with justification, a student record book with confirmation of completing at least the first semester of study, as well as a certificate of fulfilling duties at the University which the student is leaving. The decision shall be issued by the Dean of the receiving faculty, determining possible

curricular differences resulting from the programme of study, considering learning outcomes achieved by a student and indicating the mode and dates of completion.

2a. In the case described in point 1b, a foreign student shall be obliged to submit to the Rector an application with justification, a student record book with certified completion of at least the first semester of studies and the certificate of fulfilment of duties towards the higher education institution which the student is leaving. The decision shall be made by the Rector. The Faculty Dean shall specify possible curricular differences resulting from the programme of study on the basis of the learning outcomes attained by a student and indicating the mode and the period for their completion.

3. Transfer of courses completed by a student shall take place on the basis of executive provisions pertaining to conditions and the mode of transfer of courses by a student.
4. A student may be transferred from the University of Szczecin to a different higher education institution.
5. In the case defined in point 4 the student must fulfil all obligations binding at the University. The fulfilment of duties shall be confirmed by the Dean.

## **SECTION VII. Leaves**

### **§49**

1. A student may be granted a health leave under the certificate of a medical committee on the necessity to grant leave due to health condition for the period indicated in the certificate.
2. In the event of applying for health leave by a student who does not possess the certificate defined in point 1, the Dean may refer the student to a medical committee for the purpose of examining the student's fitness to continue education.
3. Health leave may be granted at any time during the academic year.
4. A decision on the dates and conditions of student's return from the health leave shall be issued by the Dean.

### **§ 50**

A student who has been obtained a decision to repeat a course or who has been reregistered for the semester with simultaneous necessity of a break in studying shall be transferred to the so called Dean's leave till the commencement of completion of a course/semester.

### **§51**

1. A student may be granted a compassionate leave from classes.
2. The compassionate leave may be either short-term or long-term.
3. The long-term compassionate leave shall be granted by the Dean for a period of one semester or till the end of the academic year covered in the application.
4. A short-term occasional leave may be granted by the Dean for a period shorter than a semester.
5. A student may be granted a compassionate leave from classes upon the consent of the Dean in the case of existence of particular circumstances, including:
  - 1) Student's child birth
  - 2) Adoption of a child by a student
  - 3) Necessity to exercise custody over a child,
  - 4) Participation in domestic or foreign studies organized by the University,
  - 5) In other circumstance substantially justified by a student.

6. Part-time students may be also granted a compassionate leave in the event they have been officially delegated to leave the country, temporarily referred to work outside the permanent place of residence, or due to other causes pertaining to the performance of professional work, temporarily constituting an impediment to continue studies.
7. During the compassionate leave, the student shall retain student's rights, except for the right to receive material support during the long-term leave and the Dean's leave.
8. During the compassionate leave a student may, upon the consent of the Dean, participate in some classes and obtain credits for specified courses/ take specified exams.
9. Granting a long-term leave and the Dean's leave extends the period of studies by the duration of the leave.
- 9a. A student shall be obliged to confirm the recommencement of studies at the Dean's office of the Faculty within 7 days following the date of return from the long-term and health leave.
10. The short-term leave shall not exempt the student from the obligation to obtain credits/take exams in courses covered by the plan of study of the semester in due dates.
11. A short-term leave may be granted at any time during the course of the academic year.
13. A part-time and full-time student may be granted a long-term leave only once during the course of study, and in the case of the long cycle programme of study – twice during the course of study, unless the cause for being granted the leave is parenthood.

## §52

1. The leave stipulated in §51 may not be granted earlier than on the day of submitting an application.
2. A health leave may be granted during a period set in a certificate issued by a medical committee.
3. The Dean's leave shall be granted to a student ex officio.

## SECTION VIII. Conditions for study completion

### §53

1. First-cycle, second-cycle and long cycle programmes of study shall be completed upon the submission of a diploma thesis and taking a diploma examination.
2. A diploma thesis (*licencjat/bachelor, inżynier/engineer, magister/master degree*) is an individual study of a given academic or artistic issue or an artistic achievement presenting student's general knowledge and skills connected with a given field of study, the level and profile of education as well as the skills of independent analysis and conclusion. A diploma thesis must meet formal and substance-related criteria applicable to a given field of study, level and education profile stipulated by the faculty council and may be submitted in an electronic and paper copy.
  - 2a. A diploma thesis may be constituted by a written paper, an article published, a project work, including a project and the development of a computer programme or system as well as construction, technology-related and artistic work.
  - 2b. A diploma thesis shall be obligatorily tested with the application of a University anti-plagiarism programme.
  - 2c. A diploma thesis, upon passing a diploma examination, in compliance with the regulations of the Act – Law on Higher Education – is entered into the Polish Repository of Diploma Theses.
3. The diploma thesis shall be written by a student under the supervision of a professor or a holder of the degree of *doktor habilitowany* [post-doctoral degree].

4. In justified cases, the faculty council may authorize an assistant professor or senior lecturer holding a doctoral degree to supervise a diploma thesis, including assistant professors or senior lecturers from outside the faculty or the University.
5. In the event of a long-term absence of the supervisor of a thesis, resulting in adverse delay for the student in submitting the diploma thesis, the Dean, upon an agreement with the head of a respective unit, shall designate an academic teacher who will assume the obligation to supervise the diploma thesis.
6. Titles of the diploma these at the first-cycle programme of study, the second-cycle programme and the long cycle programme of study should be determined and approved by the Faculty Council or an entity authorized by the council not later than six months before the date for study completion regulated by the Rules and Regulations.
7. Any amendments to titles of diploma thesis shall be approved by the Faculty Council or an entity authorized by the council.
8. A student shall enjoy the right to choose a person under whose supervision the student wishes to write the diploma thesis, in compliance with regulations adopted by the Faculty Council.
9. The choice defined in point 8 must take place not later than at the commencement date, according to the plan of study binding at a given field of study, of the diploma seminar (bachelor, engineer and master degree).
10. A student shall have the right to change a supervisor of the diploma thesis during the period preceding the determination of diploma thesis title under point 6. Any change after that period shall be possible solely upon the consent of both the former supervisor and the newly chosen supervisor.
11. The scope and title of the diploma thesis should comply with learning outcomes for a given field of study and level of education. When determining the diploma thesis title, academic interests of a student and research areas of the institutional unit are taken into consideration.
12. A student may write a diploma thesis in a foreign language under the conditions stipulated by the Faculty Council.
13. In the event of an experimental diploma thesis and a thesis related to filed study, the head of the institutional unit where the diploma thesis is compiled, may designate, upon agreement with the supervisor, a tutor from among the staff of the unit. The tutor's obligations shall include assistance in the performance of the experimental part of the diploma thesis, solution of technical problems and supervision over the safety of the student.

#### **§54**

1. The diploma thesis must be submitted within the period set with the supervisor, not later than by the end of the last semester of study, which shall constitute a condition for completing a diploma seminar at the last semester of study.
2. The Dean, upon the application of the supervisor or a student, may postpone the date set for the diploma thesis submission; however, no longer than three months with regard to the date stipulated in point 1.
3. In the event of failure to submit a diploma thesis by a student within due period, the Dean shall issue a decision on removing a student from the list of students.
4. A student who has been removed from the list of students due to the cause stipulated in point 3 may resume studies within one year following the date of removal from the list of students with the obligation to repeat the last semester of the diploma seminar, without the obligation to complete curricular differences.

5. The resumption of studies under point 4 shall be possible only once during the course of study and shall not be included in the number of resumption of studies stipulated herein. Subsequent recommencement of studies shall take place under the principles and the mode of recommencement of studies stipulated in §44.

#### §55

1. The diploma thesis is assessed independently by the supervisor and the reviewer of the thesis. The final grade of the diploma thesis shall be granted by the diploma examination committee.
2. The reviewer may be an academic teacher holding at least the doctoral degree. In particularly justified cases, the Dean may appoint as a reviewer a person holding at least the doctoral degree from outside the faculty or the University.
3. In the event when an assistant professor or a senior lecturer holding the doctoral degree is a supervisor, the review is performed by a professor or a person holding the degree of *doktor habilitowany* [post-doctoral degree], unless the faculty council provides for a different procedure applicable to the first-cycle programme of study.
4. The grades of the diploma thesis are provided in writing and entered on student's personal files.
5. The student shall have the right, not earlier than three days before the diploma examination, to be allowed access to the grade and reviews of the diploma thesis.
6. In the event of an unsatisfactory grade for a diploma thesis, the Dean, upon being advised by the second reviewer, shall decide upon admitting the student to a diploma examination.

#### §56

1. Admission to a diploma examination shall be conditional upon:
  - 1) Obtaining a number of points resulting from the programme of education and fulfilling the remaining programme requirements,
  - 2) Receiving at least the 'satisfactory' grade for a diploma thesis issued by the thesis supervisor and at least one reviewer.
  - 3) Submission of documents at the Dean's office not later than 14 days before the planned diploma examination (the type of required documents shall be determined by applicable provisions),
  - 4) Fulfilling all duties towards the University,
  - 5) Verification of the diploma thesis in the anti-plagiarism programme as well as submission of a statement, according to the binding pattern, that the diploma thesis is an individual piece of work.
2. Upon verification of the thesis in the anti-plagiarism programme, the supervisor performs an analysis of the similarity report paying attention to unauthorized quotes.
  - 2a. If, as a result of the analysis of the similarity report, the diploma thesis is deemed as not raising doubts, the supervisor signs a Protocol of the thesis authenticity and the thesis is admitted for the diploma examination.
  - 2b. If, as a result of the analysis of the summary report, the diploma thesis is deemed by the supervisor as requiring additional assessment in connection with the presence of unauthorized quotes, the supervisor shall prepare an opinion on the basis of the similarity report in full version. The supervisor's opinion shall be issued within the period of 7 days following the date of submitting a diploma thesis to the anti-plagiarism system.
    - 1). In the event the supervisor's opinion states that the diploma thesis does not contain unauthorized quotes, such a thesis is deemed qualified for the diploma exam.



- 2). In the event the supervisor's opinion states that the thesis does not include any premise of committing plagiarism by the author; however, an excessive number of quotes indicate a low level of autonomy – the diploma thesis shall not be admitted to the diploma examination. The student, upon consulting the thesis supervisor shall correct the thesis, which is subsequently subject to another anti-plagiarism procedure.
- 2c. In the event the supervisor's opinion states that the diploma thesis shows a premise of committing plagiarism the thesis is not admitted to the diploma examination. The Dean shall inform the Rector about the existing situation.

### § 57

1. The diploma examination shall be performed before the committee appointed by the Dean, chaired by the Dean or a Vice-Dean, a professor or a person holding the degree of *doktor habilitowany* [post-doctoral degree] authorized by the Dean and employed at the Faculty. The committee shall additionally be composed of a supervisor and a reviewer of the thesis. In the event of a long-term or permanent absence of a supervisor or the thesis reviewer, the Dean may appoint another specialist in the discipline related to the diploma thesis as a member of the committee.
2. The diploma examination should take place within the period of two months following the date of submission of the diploma thesis at the Dean's office.
3. In the event of submitting the diploma thesis at the Dean's office directly before the vacation break or during its course, the Faculty Dean may, in cases justified with the organization of work at the faculty, express consent to extend the period stipulated in point 2 maximum by the period of the vacation break.
4. The diploma examination shall constitute a test of mastering by the student the bases of research methods pertaining to the discipline related to the diploma thesis subject as well as the verification of knowledge about issues included in the diploma thesis compared against the background of the academic discipline of the thesis. The diploma examination shall be conducted in a spoken form. In justified cases, it may be performed in writing.
5. Upon the consent of the student, the Dean shall allow for an open diploma examination.
6. The course of the diploma examination shall be recorded in the form of minutes signed by the chairperson and committee members.
7. The committee shall decide upon the result of the diploma exam by qualified majority.
8. In the event of discrepancies in the assessment, the chairperson shall decide upon the result.

### §58

1. In the event the student has received an 'unsatisfactory' grade for the diploma examination or has not taken the exam at a set date without justifying the absence which results in receiving 'unsatisfactory' grade, the Dean shall set another date for the diploma examination.
2. The next diploma examination may not take place earlier than upon one month and not later than upon 3 months following the date of the first diploma examination.
3. In the event of receiving the 'unsatisfactory' grade during the diploma exam at the second term or failure to take the exam at the second term due to unjustified absence

which results in an 'unsatisfactory' grade, the student shall be removed from the list of students, retaining the right to take an exam only one more time during the period of one year following the date of being removed from the list.

4. The final date for the diploma examination shall be set by the Dean and the date shall simultaneously mark the resumption of studies.
5. The resumption of studies under point 4 shall not be included in the number of other resumptions of studies stipulated herein.

### §59

1. The completion of studies shall take place upon passing a diploma examination with at least the 'satisfactory' grade.
2. The diploma and the diploma supplement shall be compiled pursuant to the binding provisions.

### §60

1. The final result of studies shall be the sum of:
  - 1) 5/10 of the mean weighted grade (rounded off to three decimal places) of the course of studies determined with the following formula:  
The average grade of the course of studies shall be a weighted mean. The grade for a given course is given a weighting equal with the number of points prescribed for a course.

$$\Sigma (\text{grades} \times \text{ECTS credit points})$$

The mean grade of the course of study: -----

$$\Sigma (\text{ECTS credit points})$$

A course grade shall be one grade for the whole course, irrespective of the forms of classes and methods of verification of learning outcomes,

- 2) 3/10 of the arithmetic average of the diploma thesis grade issued by the supervisor and a reviewer, rounded off to three decimal places,
- 3) 2/10 of the arithmetic average of grade for answers provided to diploma examination questions, rounded off to three decimal places.
2. The diploma grade constitutes the final grade for studies rounded off to a grade under the following rules:
  - 1) To 3.259 – dostateczny /3.0/ [satisfactory]
  - 2) 3.260-3.759 – dostateczny plus /3.5/ [satisfactory plus]
  - 3) 3.760-4.259 – dobry /4.0/ [good]
  - 4) 4.260-4.509 – dobry plus /4.5/ [good plus]
  - 5) 4.510-5.0 – bardzo dobry /5.0/ [very good]
3. The awarded final grade for studies is entered solely into a diploma, while other certificates provide the final result of study stipulated in point 1.

**SECTION IX. Principles of semester completion, exam taking and obtaining credits by students who complete studies according to the plan and programme of study adopted before the implementation of the National Qualification Framework**

**§ 61**

1. A semester constitutes a binding period for obtaining credit unless the Faculty Council provides otherwise.
2. Completion of a semester shall take place during dates stipulated in the organization of the academic year.

**§ 62**

1. A detailed organization of the examination session (examination schedule) shall be determined by the Dean upon obtaining an opinion of examiners and the students' self-governing organization at least one month before the commencement of the examination session.
2. The number of examinations may not exceed 8 in an academic year, and 5 during a single examination session. The number of examinations shall not include examinations in retaken courses and examinations resulting from curricular differences.
3. The schedule shall provide for at least one day break in between exams. The principle shall not apply to exams agreed upon individually between a student and examiners, exams pertaining to the completion of repeated courses, curricular differences and exams taken during a retake examination session. During a single day a student may take only one exam.
4. A student who did not sit an exam at a set date shall retain the right to take an exam at a date set by the examiner or the Dean provided that the student justifies absence within 3 days following the cessation of the cause of absence by submitting an application at the Dean's office.
5. Failure to submit the required justification of absence shall result in entering, into a student record book, student's periodic achievements record and a protocol, of an 'unsatisfactory' grade by the examiner or the Dean.
6. In the event of repeated absence during the dates set for obtaining credits and exams justified with student's health condition, the Dean or a person authorized by the Dean may refer the student to a medical committee to verify the student's ability to continue education.
7. In particularly justified cases and upon the student's application, the student may take an exam before the exam session following the consent of the examiner. The examiner shall inform the Dean about the consent granted.
8. Exam results shall be announced by the end of the exam session.
9. In the case of exams conducted during the last three days of the session, results may be announced during two days following the end of the exam session.

**§ 63**

1. The course instructors shall grant a credit for classes (courses) which do end with an exam within the form stipulated by the head of the institutional unit. Students are informed about the form of credit at the beginning of the academic year or the semester. Exact dates set for obtaining a credit are announced to students with at least two weeks' prior notice.

2. A student shall be obliged to obtain all credits for all courses conducted in a given semester before the commencement of the examination session unless the academic year is deemed as the settlement period.
3. A credit is granted by the course instructor under the following conditions:
  - 1) the attendance and participation of the student in classes and obtained positive grades for work performed within the scope of the classes or
  - 2) a written or spoken test – covering the scope of one semester.
4. Upon the application of the student participating in research work, supplemented with an opinion by the works supervisor or the head of the research colloquium, the instructor of the course that is substantially related to the conducted research may exempt the student from participation in some classes, as well as grant credit for classes on the basis of performed research work.

#### § 64

1. The following persons shall be authorized to conduct examinations:
  - 1) Professors and holders of *doktor habilitowany* degree [habilitated doctor]; assistant professors and senior lecturers with the academic degree under an annual authorization granted by the faculty council;
  - 2) other persons – within the scope of a foreign language competence under the authorization of the Faculty Council.
2. The exam shall be conducted by the course instructor. Under special circumstances, the Dean or the head of the department (institute) may authorize another specialist to conduct the examination.
3. Examination in each course provided for in the study plan is held separately and is subject to a separate grade. This shall not apply to a course grouped into a didactic block, for which examination may be performed in a partial form. The awarded grade refers to the whole course grouped into one didactic block and is awarded by the last examiner or a person authorized by the Dean.
4. Upon the request of the students' self-governing organization or upon the Dean's own initiative, the Dean may delegate the tutor of the year or other person to an exam to act as an observer.

#### § 65

1. The condition for taking the exam is constituted by prior successful completion of all obligatory classes of the said course.
2. The exam may be conducted in a spoken, written or test form or in a practical manner, as well as in a combined form if required by the specificity of the course. The scope and the list of basic source materials and publications necessary for the preparation for the exam are provided for students during the first class and in syllabi.
3. A student shall take an exam upon producing a student record book and the periodic achievements record unless the Dean shall state otherwise.
4. The examiner may approve the credit or exam grade obtained within a different form of studies or at a different University upon checking the compatibility of the content of the completed course, preserving the order of the there obtained grades, together with an unsatisfactory grade and a positive grade obtained during retake credit or exam.
5. A student participating in the exchange organized by the University or upon the consent of the University (within the country or abroad) may, upon the Dean's decision, obtain credit on the basis of grades from a part of or all classes which the student attended within the exchange programme.

## § 66

1. Graded exams and credits are subject to the following grading scale:
  - 1) very good - 5,0;
  - 2) good plus - 4,5;
  - 3) good - 4,0;
  - 4) satisfactory plus - 3,5;
  - 5) satisfactory - 3,0;
  - 6) unsatisfactory - 2,0.
2. Should completing a course not require obtaining a grade, the following notes shall apply:
  - 1) zaliczone – zal.[pass];
  - 2) niezaliczone – niezal.[non-pass]

## § 67

A student shall have the right to one retake credit or one retake examination from each course.

## § 68

1. The student, following each credit/exam, may appeal to the Dean within 3 days following the provision of the result if the correctness of the form or the course of the credit granting/exam or the obtained grade is questioned in a justified way.
2. The person conducting the classes/examiner shall, upon the student's request, provide the student with access to the student's course completion/ exam thesis.
3. Written exam/credit theses are stored according to the rules binding at the faculty for one year following the date of credit/exam.
4. The Dean may, upon the request of a student, issue a decision on an assessment of a course completion/exam thesis before a committee when the credit/exam was conducted in writing and when the student questions the obtained grade.
5. The committee assessment of a thesis shall be performed by the Dean, the person conducting the course /examiner who examines the grade questioned and one more specialist in a given field. In the event of approving the appeal, the student shall be given a grade awarded by the committee. The grade shall replace the grade appealed against.
6. In the case of questioning the manner of conducting the credit/exam or the refusal to conduct the credit/exam in a course or questioning the grade of the credit/exam conducted either in writing or orally, the Dean may, upon the request of the student, order performing credit granting/exam taking before the committee.
7. The assessment of the thesis performed by the committee or obtaining credit /taking an exam before the committee shall take place within 7 days following the date of application submission.
8. During the course of obtaining credit/taking an exam before the committee a student shall answer questions drawn from among sets of previously prepared questions. The sets shall be prepared by two specialists participating in the final credit/exam conducted before the committee.
9. The committee shall decide upon the result of the credit/exam taken before the committee by majority of votes. The grade given by the committee shall replace the grade appealed against.
10. Credit/exam taken before a committee shall be conducted before the committee of the following composition:

- 1) The dean or head of a respective institutional unit – acting as the chairperson,
  - 2) The person conducting the course/examiner;
  - 3) Other specialist in the discipline.
11. The committee may not be chaired by a person who has previously assessed the student's knowledge.
12. Upon a request of a student, checking a course completion/exam thesis or obtaining credit/passing an exam before the committee may be performed in the presence of an academic teacher indicated by a student from the faculty or a representative of students' self-governing organization.
13. The Dean shall issue a decision concerning the student who has exhausted the right stipulated in § 67 and obtained an unsatisfactory grade during the credit obtaining before the committee or as a result of the thesis assessment by the committee pursuant to § 70. 1. 1-4 or § 71.1 or 5.
14. The Dean shall issue a decision concerning the student who has exhausted the right stipulated in § 67 and obtained an unsatisfactory grade during the exam taking before the committee or as a result of the exam thesis assessment by the committee pursuant to § 70. 1. 2-4 or § 71.1 or 5.

## **§ 69**

1. A semester is completed upon obtaining all credits for courses and traineeships provided for in the plan and the programme of study.
2. According to the ECTS system, a semester is completed upon obtaining the required number of ECTS credit points and upon meeting other requirements stipulated in the plan and the programme of study.
3. The completion of the summer semester additionally requires a settlement with a competent institutional unit of the University Main Library [Biblioteka Główna] confirmed in a student record book as well as undergoing preventive medical health examinations at the fields of study where such medical examinations are required.
4. All credits and exams are entered into the protocol, students' record book and the periodic assessments record. The student shall be responsible for obtaining signatures unless the Dean determines some other manner of obtaining the said entries.
5. Granting credit for a semester (year) for students who partially undergo studies abroad – upon the consent of the University governing authorities – shall take place under the principles stipulated in point 1-4 subject to § 65.5. With regard to the said students the Dean shall determine individual dates for obtaining credit for a semester or an academic year.

## **§ 70**

1. With regard to a student who has failed to complete a semester the Dean may issue a decision on:
  - 1) conditional registration for a semester or a year with the lack of credit for fewer than two courses in a given semester, or
  - 2) referring the student to repeat the course with the possibility of continuing education at a higher semester or year with the lack of credit for fewer than two courses in a given semester, or
  - 3) referring the student to repeat a semester or a year, or
  - 4) removing the student from the list of students.
2. A student who has failed to obtain a conditional entry under section 1.1 has the right to obtain credit for the course before the commencement of the examination session within the

period agreed upon with the person granting the credit; however not later than till the beginning of the examination session closing the semester for which the student has obtained a conditional entry. In justified cases the said date may be set by the Dean. In the case of obtaining an unsatisfactory grade the student shall have the right to a retake credit. In the event of questioning the obtained grade or the course of granting credit, provisions of § 68 shall apply respectively.

3. A student repeating a course shall complete the course under general provisions and at binding dates.

4. During the course of study, a student may obtain a conditional entry for the same course or may retake the same course only once. A student who has exercised the right of conditional entry and has failed to complete the course may not be granted a decision on retaking the course. A student who has exercised the right of retaking a given course and has failed to complete the course may not be granted a decision on conditional entry. In such case the Dean shall issue a decision pursuant to section 1.3-4.

5. A student who repeats a semester or a year shall not be obliged to take examinations and obtain credits for courses that have been successfully passed and completed.

6. The Dean, upon issuing a decision on referring the student to repeat the semester or a year, may oblige the student to supplement curricular differences should the Dean state that study plans and programmes have been significantly amended.

7. During the course of study, a student may repeat a semester or a year twice with the reservation that the same semester or a year may be repeated only once.

## § 71

Following the ECTS credit points:

1. A student who has failed to obtain a number of ECTS credit points required for the completion of a semester or who has failed to fulfil the requirements of the study plan or programme may continue studies (an entry with a deficit).

2. A credit point deficit shall be supplemented:

- 1) in the case of courses that end with a credit till the end of the subsequent semester without the necessity to participate in classes;
- 2) in the case of courses that end with an exam within the period not longer than one year, counting from the last day of the examination session in the semester where the deficit was formed.

3. The amount of the credit points deficit is controlled after every semester.

4. The total deficit of ECTS credit points which enables the student to continue studies during subsequent semesters may not exceed the number of credit points determined by the faculty council. The said right shall not apply to students of the last semester of study.

5. With regard to a student who has exceeded the allowed deficit of ECTS credit points for a semester or the total credit points deficit for the previous semesters, the Dean shall take a decision on:

- 1) repeating a semester, and in the case of deficits from various semesters, the Dean shall additionally determine the semester or the year subject to repetition;
- 2) removing a student from the list of students.

6. A student repeating a semester or a year shall not be obliged to take an exam or obtain credit for courses which has been successfully completed or passed.

7. A student may during the course of study repeat a semester or a year – twice with the reservation that the same year or a semester may be repeated only once.

**Section X. General provisions of study completion by students who complete studies according to the study plan and programme enacted prior to the implementation of the National Qualification Framework**

**§ 72**

1. First-cycle, second-cycle and long cycle programmes of study shall be completed upon the submission of a diploma thesis and taking a diploma examination.
3. A diploma thesis (*licencjat/bachelor, inżynier/engineer, magister/master degree*) is an individual study of a given academic or artistic issue or an artistic achievement presenting student's general knowledge and skills connected with a given field of study, the level and profile of education as well as the skills of independent analysis and conclusion. A diploma thesis must meet formal and substance-related criteria applicable to a given field of study, level and education profile stipulated by the faculty council and may be submitted in an electronic and paper copy.
  - 2a. A diploma thesis may be constituted by a written paper, an article published, a project work, including a project and the development of a computer programme or system as well as construction, technology-related and artistic work.
  - 2b. A diploma thesis shall be obligatorily verified with the application of a University anti-plagiarism programme.
  - 2c. A diploma thesis, upon passing a diploma examination, in compliance with the regulations of the Act – Law on Higher Education – is entered into the Polish Repository of Diploma Theses.
3. The diploma thesis shall be written by a student under the supervision of a professor or a holder of the degree of *doktor habilitowany* [post-doctoral degree].
4. In justified cases, the faculty council may authorize an assistant professor or a senior lecturer holding a doctoral degree to supervise the diploma thesis, including assistant professors or senior lecturers from outside the faculty or the University.
5. In the event of a long-term absence of the supervisor of a thesis, resulting in adverse delay for the student in submitting the diploma thesis, the Dean, upon an agreement with the head of a respective unit, shall designate an academic teacher who will assume the obligation to supervise the diploma thesis.
6. Titles of diploma these at the first-cycle programme of study, the second-cycle programme and the long cycle programme of study should be determined and approved by the Faculty Council or an entity authorized by the council not later than six months before the date set for study completion.
7. Any amendments to titles of diploma thesis shall be approved by the Faculty Council or an entity authorized by the council.
8. A student shall enjoy the right to choose a person under whose supervision the student wishes to write the diploma thesis, in compliance with the regulations adopted by the Faculty Council.
9. The choice defined in section 8 must take place not later than at a commencement date, according to the plan of study at a given field of study, of the diploma seminar (bachelor, engineer and master degree).
10. A student shall have the right to change a supervisor of the diploma thesis during a period preceding the determination of diploma thesis title under section 6. Any changes after that period shall be possible solely upon the consent of both the former and the newly chosen supervisor.



11. The scope and the title of the diploma thesis should comply with learning outcomes for a given field of study and the level of education. When determining the diploma thesis title, academic interests of a student and research areas of the institutional unit are taken into consideration.

12. A student may write a diploma thesis in a foreign language under the conditions stipulated by the Faculty Council.

13. In the event of an experimental and field study – related diploma thesis, the head of the institutional unit where the diploma thesis is compiled, may designate, upon agreement with the supervisor, a tutor from among the staff of the unit. The tutor shall provide assistance in the performance of the experimental part of the diploma thesis, solution of technical problems and supervision over the safety of the student

### § 73

1. The diploma thesis must be submitted within the period set with the supervisor, not later than by the end of the last semester of study, which shall constitute a condition of completing a diploma seminar at the last semester of study.

2. With regard to a student who has obtained all grades and exams related to courses provided for in the plan and programme of study apart from the diploma seminar, the Dean shall issue a decision on the repetition of a diploma seminar or on removing the student from the list of students.

3. A student who has been removed from the list of students list due to the cause stipulated in point 2 may resume studies within one year following the date of removing the student from the list of students without the obligation to complete curricular differences.

4. The resumption of studies under point 3 shall be possible only once during a course of study. The subsequent resumption of studies shall take place under the principles and the mode of resumption of studies stipulated in §44.2.

### § 74

1. The diploma thesis is assessed independently by the supervisor and the reviewer of the thesis.

2. The reviewer may be an academic teacher holding at least the doctoral degree. In particularly justified cases, the Dean may appoint as a reviewer a person holding at least the doctoral degree from outside the faculty or the University.

3. In the event when an assistant professor or a senior lecturer holding the doctoral degree is a supervisor, the review is performed by a professor or a person holding the degree of *doktor habilitowany* [post-doctoral degree]

4. The grades of the diploma thesis are provided in writing and entered on student's personal files.

5. The student shall have the right, three days before the diploma examination, to be allowed access to the grade and reviews of the diploma thesis.

6. In the event of an unsatisfactory grade for a diploma thesis, the Dean, upon being advised by the second reviewer, shall decide upon admitting the student to a diploma examination.

### § 75

1. Admission to a diploma examination shall be conditional upon:

1) obtaining credits for all courses and traineeships specified in the plan of study and the programme of education;

- 2) receiving at least the ‘satisfactory’ grade for a diploma thesis or admitting the thesis for the exam under § 74.6.
- 3) within the system of ECTS credit points, the fulfilment of all requirements specified in the plan of study and the programme of education as well as obtaining:
  - a) at least 180 ECTS credit points at the first-cycle programme of study;
  - b) at least 120 ECTS credit points at the second-cycle programme of study;
  - c) at least 300 ECTS credit points at the long cycle programme of study.
- 1a. Upon verification of the thesis in the anti-plagiarism programme, the supervisor performs an analysis of the Similarity Report paying attention to unauthorized quotes.
  - 1). If, as a result of the analysis of the Similarity Report, the diploma thesis is deemed as not raising doubts, the supervisor signs a Protocol of the thesis authenticity and the work is admitted for the diploma examination.
  - 2). If, as a result of the analysis of the summary report, the diploma thesis is deemed by the supervisor as requiring an additional assessment in connection with the presence of unauthorized quotes, the supervisor shall prepare an opinion on the basis of the Similarity Report in full version. The supervisor’s opinion shall be issued within the period of 7 days following the date of submitting a diploma thesis to the anti-plagiarism system.
    - a) In the event a supervisor’s opinion states that the diploma thesis does not contain unauthorized quotes, such a thesis is deemed qualified for the diploma exam.
    - b) In the event a supervisor’s opinion states that the thesis does not include any premise of committing plagiarism by the author; however, an excessive number of quotes indicates a low level of autonomy – the diploma thesis shall not be admitted to the diploma examination.
  - 3) In the event the supervisor’s opinion states that the diploma thesis shows a premise of committing plagiarism the thesis is not admitted to the diploma examination. The Dean shall inform the Rector of the existing situation.
2. The diploma examination shall be performed before the committee appointed by the Dean, chaired by the Dean or a professor or a person holding the degree of *doktor habilitowany* [post-doctoral degree] authorized by the Dean and employed at the Faculty. The committee shall additionally be composed of a supervisor and a reviewer of the thesis. In the event of a long-term or permanent absence of a supervisor or the thesis examiner, the Dean may appoint another specialist in the discipline related to the diploma thesis as a member of the committee.
3. The diploma examination should take place within the period of two months following the date of submission of the diploma thesis at the Dean’s office.
5. The diploma examination shall constitute a test of mastering by the student the bases of research methods pertaining to the discipline related to the diploma thesis subject as well as verification of knowledge about issues included in the diploma thesis compared against the academic discipline of the thesis.
6. The diploma examination shall be conducted in a spoken form. In justified cases, it may be performed in writing.
7. The course of the diploma examination shall be recorded in the form of minutes signed by the chairperson and committee members.
8. The committee shall decide upon the result of the diploma exam by the majority of votes.
9. In the event of discrepancies in the assessment, the chairperson shall decide upon the result.

## § 76

1. In the event the student has received an ‘unsatisfactory’ grade for the diploma exam or has not taken the exam at a set date without justifying the absence which results in receiving ‘unsatisfactory grade, the Dean shall set another date for the diploma examination.

2. The next diploma examination may not take place earlier than upon one month and not later than upon 3 months following the date of the first diploma examination.
3. In the event of receiving the 'unsatisfactory' grade during the diploma examination at the second term or failure to take the exam at the second term due to unjustified absence which results in an 'unsatisfactory' grade, the student shall be removed from the list of students, retaining the right to take an exam only one more time during the period of one year following the date of being removed from the list of students.
4. The final date for the diploma examination shall be set by the Dean and the date shall simultaneously mark the resumption of studies.
5. Resumption of studies under point 4 shall not be included in the number of other types of resumption of studies stipulated herein.

## § 77

1. The completion of studies shall take place upon passing a diploma examination with at least the 'satisfactory' grade. The diploma shall be issued pursuant to binding provisions.
2. The basis for calculating the final result of study upon passing a diploma examination at a given field of study/specialization, where the plan of study and the programme of education provide for the preparation of a diploma thesis shall be constituted by:
  - 1) the arithmetic average of all exam grades and grades for courses that do not end with an exam but are covered by the plan of study including all unsatisfactory grades obtained during exams and grades for courses that do not end with exam obtained during the whole course of study;
  - 2) the arithmetic average of the diploma thesis grade issued by the supervisor and a reviewer;
  - 3) the arithmetic average of grade for answers provided to examination questions.
3. The final result of studies shall be the sum of: 5/10 of the arithmetic average of the grades provided in section 2.1, 3/10 of the arithmetic average of the grades provided in section 2.2 and 2/10 of the arithmetic average of the grades enumerated in section 2.3.
4. The basis for the final result of study upon passing a diploma exam at the fields of study/specialization where the plan of study and the programme of education do not provide for the diploma thesis shall be constituted by:
  - 1) the arithmetic average of all exam grades and grades for courses that do not end with an exam but covered by the plan of study including all unsatisfactory grades obtained during exams and for courses that do not end with exam obtained during the whole course of study;
  - 2) the arithmetic average of grades for answers provided to examination questions.
5. The final grade for studies shall constitute the sum of: 1/2 of the arithmetic average of grades enumerated in section 4.1 and 1/2 of the arithmetic average of grades enumerated in section 4.2.
6. The diploma grade constitutes the final grade for studies calculated under the following rules:
  - 1) To 3.25 – diploma grade /3.0/ [satisfactory]
  - 2) 3.26-3.75 – diploma grade /3.5/ [satisfactory plus]
  - 3) 3.76-4.25 – diploma grade /4.0/ [good]
  - 4) 4.26-4.50 – diploma grade /4.5/ [good plus]
  - 5) 4.51-5.0 – diploma grade /5.0/ [very good]
7. A student may not be awarded with a good grade on the diploma of higher education if the arithmetic average of grades stipulated in section 2.1 and 4.1 is lower than 3.5.

8. The final result of study stipulated in section 6 applies solely to the diploma entry. All other certificates provide the result of study determined according to the principles stipulated in section 3 and 5.

The arithmetic average is calculated with the principle of rounding up to the second decimal place.

## **Section XI. Final and interim provisions**

### **§ 78**

1. Upon entry into force of the Study Rules and Regulations, the following documents shall no longer be binding:

- resolution no. 21/2010 of the Senate of the University of Szczecin dated 31 March 2010 concerning the enactment of the Study Rules and Regulations binding at the University of Szczecin;
- resolution no. 23/2012 of the Senate of the University of Szczecin dated 29 March 2012 concerning the enactment of the Study Rules and Regulations binding at the University of Szczecin;
- resolution no. 40/2013 of the Senate of the University of Szczecin dated 25 April 2013 amending the resolution on the enactment of the Study Rules and Regulations binding at the University of Szczecin; while the former provisions, passed under the above mentioned resolutions, shall remain in force till the time of enacting new provisions hereunder provided they are not contradictory.

2. Any proceedings initiated under the resolution no. 21/2010 of the Senate of the University of Szczecin dated 31 March 2010 on enacting the Study Rules and Regulations binding at the University of Szczecin; the resolution no. 23/2012 of the Senate of the University of Szczecin dated 29 March 2012 concerning the enactment of the Study Rules and Regulations binding at the University of Szczecin; the resolution no. 40/2013 of the Senate of the University of Szczecin dated 25 April 2013 amending the resolution on the enactment of the Study Rules and Regulations binding at the University of Szczecin shall be governed by the binding provisions till exhaustion in the case of both instances of administrative procedure.

3. The powers conferred under decisions of separate bodies of the University of Szczecin made prior to the date of entry into force of the resolution shall remain valid.

4. With regard to students who commenced education and continue studies according to the study plans and programmes adopted prior to the implementation of the National Qualification Frameworks, issues such as semester completion, exam taking and obtaining credits as well as general conditions for study completion shall be governed by Section IX and Section X hereof respectively. The remaining provisions shall be used as applicable.

### **§ 79**

The Study Rules and Regulations binding at the University of Szczecin have been in force since the beginning of the 2015/2016 academic year.