**REGULATIONS OF STUDIES AT THE UNIVERSITY**

**OF SZCZECIN**

**§ 1 [Glossary of terms contained in Regulations of studies]**

1) **studies** – first-cycle studies, second-cycle studies or long-cycle studies, carried by a university authorized to run them;

2) **first cycle studies** – form of education to which candidates with GCSEs are admitted, ending with obtaining first-cycle qualifications;

3) **second cycle studies** – form of education, to which candidates with at least first--cycle studies finishing with obtaining qualifications of second-cycle studies;long-cycle studies **–** 4) **long-cycle studies (uniform studies)** - form of education to which the candidates with GCSE are admitted, finishing with obtaining qualifications in second-cycle studies;

5) **form of studies** - full- time studies or part-time studies;

6) **stationary studies** – form of higher studies, where, at least half of higher education, is carried as didactic classes requiring direct participation of both academic teachers and students;

7) **part-time studies** - form of higher education studies, different from other forms of higher education studies, different than full-time studies, indicated by university senate, carried as a system of so-called evening courses, conducted from Monday to Friday, evening hours or extramural studies system, when classes are conducted in the system of study meetings lasting from Friday afternoon until Sunday, system of part – time studies which can be conducted with using long-distance methods and techniques;

8) **field of study** – separated part of one or few fields of study, conducted at university in a way described by the study programme;

9) **area of study** – resource of knowledge and skills within one area of study described in regulations issued on the basis of art.3 paragraph 1 of 14 March 2003 on scientific degrees and scientific title as well as in the field of art (Journal of Laws of 2017 poss. 1789);

10) **curriculum** – a description of consistent learning outcomes compatible with National Qualification Framework for Tertiary Education and the study programme;

11) **study programme** – a description of education process leading to achieving the learning outcomes **characteristic for level of studies and and education profile**;

12) **National Framework of Tertiary Education**  – characteristics of general outcomes for level 6&7 Polish Frameworks of Qualifications referred to as law of 22 December 2015 on Integrated System of Qualifications(Journal of Laws of2016 item 64 and1010);

13) **learning outcomes** -resources of knowledge and social competence obtained in the education process in the study system;

14) **ECTS credits** - credits defined in a European system of accumulation and transfer of credit points as a measure of average effort of a student, necessary to obtain targeted learning outcomes;

15) **profile of study** – practical profile and non-academic profile

16) **practical profile** - profile of the study programme including the modules of classes helping the student to acquire practical skills and social competenceswhich is implemented on the assumption that over a half of the curriculum expressed in terms of ECTS credits comprises practical classes developing these skills and competences, including the competences acquired through workshops, which are run by people who have gained their professional experience outside the higher education sector;

17) **general academic profile** – profile of the study programme including the modules of classes related to scientific research conducted at the higher education institution which is implemented on the assumption that over a half of the curriculum expressed in terms of ECTS credits comprises classes that help students to acquire in-depth knowledge;

18) **first cycle qualification** – learning outcomes for the first cycle studies completed by obtaining an academic degree of Bachelor, Engineer or the equivalent of a specified field and profile of study confirmed by a relevant diploma;

19) **second cycle qualification** - learning outcomes for the second cycle studies completed by obtaining an academic degree of Master, Master of Science in Engineering or the equivalent of a specified field and profile of study confirmed by a relevant diploma;

20) **student** – a person studying at a higher education institution;

21) **student competence** - knowledge, skills and social competences not acquired through formal tertiary education;

22) **validation of student competence** – formal process of verification of possessed competences acquired institutionally outside the system of study as well as non-institutionally, developed in the manner and by means of methods which increase knowledge, skills and social competences;

23) **matriculation** – a formal ceremony of admitting a person to a higher education institution;

24) **basic organizational unit** – a faculty or any other organizational unit of a higher education institution defined in the statute which provides studies in at least one field of study;

25) **plan of study**– a document in the form of a table including a list of courses assigned to a particular semester and their description in terms of the form and number of classes, the form of course completion assessment and the number of allotted ECTS credits;

26) **educational** **module**– a single course or a group of courses characterized only by common learning outcomes;

27) **course** – a unit of the curriculum with preassigned learning outcomes and ECTS credits, which can be conducted in various forms of classes but finishes with a single final grade;

28) **form of classes** – a type of classes used to run a certain course, which may take the following forms: lecture, fieldwork, tutorial, laboratory class, seminar, proseminar, diploma workshop, field trip, foreign language class, study camp;

29) **leave of absence** – a leave which the student can be granted by the dean in justified situations;

30) **short-term special leave** – a leave granted by the dean at the request of the student for a period shorter than one semester;

31) **long-term special leave** – a leave granted by the dean at the request of the student for a period of one year or one semester;

32) **sick leave** – a leave which the student can be granted in the case when their health condition temporarily prevents them from pursuing their studies;

33) **IOS** - individual organization of studies, which means the rearrangement of classes within the period of one semester or one academic year;

34) **IPPS** - individual programme and plan of study, which consists in granting the student an individual schedule of completing the courses included in the plan of study, which is tailored to the student’s current situation;

35) **interdisciplinary studies** – studies which embrace at least two areas of study and lead to a degree in at least one field of study that is offered by a basic organizational unit of a given higher education institution, provided that the organizational unit is entitled to confer an academic degree of *doktor* of the discipline related to this field of study.

**SECTION I. General Provisions**

**§ 2[Academic Regulations]**

The provisions of the Academic Regulations shall apply to all forms and fields of first-cycle, second-cycle and long-cycle programmes provided at the University of Szczecin, hereinafter referred to as the University.

**§ 3 [Matriculation]**

1. A person enrolled in a degree programme shall acquire the rights of a student upon matriculation and taking the oath, the content of which shall be laid down in the statutes of the higher education institution. Taking the oath shall be understood as signing the oath.

2. The rights of a student of the University shall also be acquired on the date of transfer from another institution or at the time of the resumption of his/her studies..

**§ 4 [Student Record Book and ID Card]**

1. The student receives a Student ID Card and a Student Record Book.

2. The Student ID Card is a document confirming the status of a student.

3. Students shall have the right to hold a Student ID Card until the date of completion of his/her studies, suspension in the rights of the student or removal from the list of students, or until 31 October of the year of completion of such studies in the case of first-cycle programme graduates.

4. The Student Record Book is a document which is the property of the student and which presents the course and results of his/her studies.

**§ 5 [Student Self-Government]**

1. Students of the University shall form the Student Self-Government. The elected Student Self-Government shall have exclusive competence to represent all students.

2. The Student Self-Government shall deal with student affairs, including student welfare issues and cultural activities, on the premises of the University.

3. The Student Self-Government shall promote the student code of ethics it has established.

**§ 6 [Support to Students with Disabilities]**

1. The bodies of the University shall be obliged to undertake activities aimed at ensuring equal opportunities of the implementation of the curriculum by students with disabilities, taking into account the degree and nature of their disabilities and the specific nature of a given field of study.

2. Specific measures to ensure the participation of a student with disabilities in the educational offer of the University shall be laid down in separate regulations of the University.

3. The Disability Office is an organizational unit at the University that provides assistance to students with disabilities.

**§ 7 [The Rector and the Dean]**

1. The Rector is the superior of the students of the University..

2. The Rector shall exercise general supervision over the teaching activities of the University.

3. In matters concerning degree programmes and students, the competent vice-rector shall act on behalf of the rector

4. The Dean shall be the direct supervisor and guardian of the students at the faculty.

5. In matters not covered by these Regulations, decisions shall be taken by the Dean or the competent Vice-Dean.

**§ 8 [Request for Reconsideration]**

1. Decisions on individual student cases shall be taken by the Dean or the appropriate Vice-Dean.

2. Decisions taken by the Dean or the appropriate Vice-Dean in individual cases, with the exception of cases concerning removal from the register of students, may be referred to the Rector within 14 days of the receipt of the decision. The decision of the Rector shall be final and without appeal.

**§ 9 [Appeals]**

1. The decision of the Dean in matters concerning the removal of a student from the list of students may be appealed against to the Rector. The decision of the rector shall be final.

2. An appeal shall be lodged through the Dean who issued the appealed decision within 14 days of the date of delivery or the date of notification in the manner adopted in the given unit, provided that the student has given his/her written consent to this form of delivery.

3. If the Dean considers that the appeal should be allowed in its entirety, he/she may adopt a new decision repealing or amending the contested decision. In such a case, the Dean shall not forward the appeal to the Rector. A new decision shall be subject to appeal in accordance with the rules laid down in paragraph 2.

4. The Dean shall submit the appeal together with the case file to the Rector within 7 days of the date on which the appeal was received if he /she has not issued a new decision referred to in section 3 within that time limit.

5. The Rector shall revoke the Dean's decision which is in conflict with the Act, the Statutes, a resolution of the Senate, the Regulations or other internal regulations of the University or which violates an important interest of the University.

6**.** The Rector's decisions may be appealed against to the Voivodship Administrative Court pursuant to the following rules laid down in separate provisions.

**SECTION II. Student's Rights and Obligations**

**§ 10 [Student’s Rights]**

1. A student, in addition to the rights arising from the statutes and articles of association of the University, shall have the right to:

1) develop scientific, cultural, tourist and sporting interests and make use of the teaching facilities, equipment and resources of the University, as well as the support of academic staff and the bodies of the University for such purposes,

2) evaluate the classes by taking part in surveys conducted in accordance with the regulations in force at the University,

3) express opinions relevant to students and the University, directly or through student representatives, in the collective bodies of the University and the Student Self-Government bodies,

4) submit complaints and requests concerning studies and social issues.

2. Pursuant to the rules laid down in the University Regulations and resolutions of the Senate and the Faculty Board, a student shall be entitled to, in particular:

1) make use of consultations conducted by academic staff during their on-call time, available to students in all forms of study,

2) to complete a part of the programme of study at another higher education institution in Poland or abroad, provided that the requirements laid down in separate legislation are met,

3) to use the University's assistance - within the framework specified in separate regulations - in seeking employment, obtaining a traineeship or apprenticeship,

4) to have access to information constituting the basis for the settlement of the next stage of a degree programme

**§ 11 [Prizes]**

1. A student distinguished by exceptionally good learning or sporting achievements and exemplary performance of duties, as well as discipline and impeccable ethical attitude, may be awarded a award or distinction in accordance with the rules laid down in separate regulations, in particular:

1) the Rector's Award,

2) the Dean' s award,

3) prizes funded by public administration bodies, scientific societies, social organizations or other founders,

4) a letter of congratulation from the Rector or the Dean.

2. The Dean, the Faculty Council and the student self-government bodies may apply for a prize or distinction to be awarded by the Rector.

3. The rules for the award of the Rector's awards shall be laid down by the Senate, with the exception of paragraph 1, item 4 where rules shall be laid down by the Rector.

4, A request for the awards or distinctions falling within the competence of the Dean may be submitted by academic staff employed at the faculty, by a student organization or by a competent Student Self-Government body.

5. The rules for awarding the Dean' prizes shall be laid down by the Faculty Council.

**§ 12 [Student’s Obligations]**

1. A student shall be obliged to act in accordance with the content of the oath and the Regulations of his/her studies, to comply with the regulations in force at the University, to comply with the regulations of its authorities and bodies, to take care of the good name of the University of Szczecin and to respect its traditions and customs.

2. A student is obliged to ethically obtain credits for classes and to prepare final and diploma theses with respect to copyright and other intellectual property rights.

3. A student is obliged to pay fees for educational services in a timely manner, if such fees are provided for in separate regulations.

4. A student shall be obliged to report to the appropriate Dean's Office any changes in his/her personal data affecting the content of the course documentation within 14 days of the change taking place.

**§ 13 [Disciplinary Liability]**

A student shall be liable to disciplinary action for any violation of the law in force at the University or for any behavior violating the dignity of the student, pursuant to the rules laid down in separate regulations.

**SECTION III. Organization of studies**

**§ 14 [Organization of the academic year]**

1.The academic year begins not later than October 1 and ends at the latest on the day preceding the

beginning of the next academic year.

2.Studies at the University are provided in the semester system, unless separate regulations state otherwise.

3.The academic year includes:

1)two semesters of classes: winter and summer,

2)two examination sessions free from classes: winter and summer,

3)two re-sit examination sessions free from classes: winter and summer,

4)two semester breaks: winter and summer, and two holiday breaks.

4. At full-time and part-time studies in the so-called evening system:

1) each semester includes 15 weeks of classes

2) examination sessions last not less than 2 weeks each.

5. At part-time studies in the so-called extramural system:

1) each semester includes not less than 7 two or three-day meetings.

2) examination sessions last for not less than two meetings immediately after the completion of classes in each semester and for one or two meetings in re-sit sessions.

6. For the part-time studies implementing the methods and techniques of distance learning, the

number and nature of meetings is determined by the faculty council.

7. The end of a semester takes place on the last day preceding the day of the beginning of the next semester.

8. The organization of the academic year is determined by the rector not later than by 30 April of the calendar year in which the academic year starts. The year is divided into semesters and the dates of examination and re-sit sessions are determined after consultation with the student council.

9. In particularly justified cases, for the sake of the university's interest, the rector issues an order to establish a separate organization of the academic year for one or several fields of study, after consulting the student council.

10. The rector may announce the so-called rector's days, suspending classes during this time without having to complete them later.

11. The dean may announce the so-called dean's hours, suspending classes during this time. These classes must be completed later.

12. Information about previously planned rector's days or dean's hours is communicated to

interested parties by placing it on the University's websites, at least one day in advance

**§ 15 [Curriculum]**

1. The student studies within the field of study, the level and profile of study, and specialization if it is included in the curriculum.

2. Studies are conducted in accordance with the senate's guidelines and after consulting the

competent body of the student council. The curriculum is made public to students by the dean on the faculty's website before the beginning of the academic year.

3. The student undertakes studies according to the program of study valid in the academic year in which he began studies. This regulation does not apply to a student who was ordered to re-register for the same semester, who was transferred within the University or from another university, who is continuing studies after the leave or after the resumption of studies.

4. The duration of full-time first-cycle (bachelor's) studies is 6 semesters, engineering studies is 7 semesters, second-cycle (master's) studies is from 3 to 5 semesters, and long-cycle studies is 10 semesters.

5. The duration of part-time studies is determined by the faculty council and may be longer than the duration of full-time studies by 1 or 2 semesters.

**§ 16 [Schedule of classes]**

1.The basis for the semester schedule of classes is the plan of study. The detailed schedule of

classes is determined by the dean, after consulting the competent body of the student council and announced on the faculty's bulletin board and on the faculty's website before the beginning of the semester of studies, not later than 7 days before the beginning of classes.

2. Changes to the schedule of classes may be made by the dean or a person authorized by him, after consulting the competent body of the student council.

**§ 17 [Classes in a foreign language]**

1. Classes conducted in a foreign language, depending on the interest of students and the

University's capabilities, are allowed in the programme of studies conducted in Polish. These

subjects may be elective or run in parallel with classes in Polish.

2. The range and conditions for conducting classes, carrying out knowledge or skills tests and

degree examinations, as well as preparation of degree dissertations in a foreign language are

adopted by the faculty council.

**§ 18 [ ECTS credits]**

1. Organization and settlement of studies at university are based on the system of accumulation and transfer of ECTS credits.

2. The number ofECTS credits scheduled in the plan of study for each term is between  28 and 32 , and 60 for the whole academic year.

3. For part-time studies, if their duration is longer than full-time studies, the number of ECTS credits for each term is respectively smaller. However, the total sum of ECTS credits for the whole studies is the same as for full-time studies.

**§ 19[ Forms of classes]**

1. University lectures are open. The Senate may determine the terms of attendance during lectures.

2. Other forms of classes may be open on agreement of an academic teacher.

3. Lectures are given by professors or habilitated Doctors of Philosophy.

4. The Faculty Board  may entitle to give lectures for the term of up to one academic year ;

1) persons with PhD title

2) at practical studies, persons with the confirmed Master title and considerable professional experience gained out of university.

**§ 20 [Admissions to a course or module]**

1. Admissions to elective courses/modules are organized in the way enabling one to attend courses from the beginning of the term.

2. Admissions to elective courses/modules are held on two dates during the term. After the completion of admissions on the first date, the courses and modules, for which there is insufficient number of registered attendees, are pulled out.

3. Dates and modes of admissions to courses /modules are determined by the Dean or the person authorized by him/her, by announcing them to the public at least 14 days before the beginning of the term.

4. The right to attend classes may be limited by the conditions of courses/modules subsequence and the number of groups.

**§ 21 [Group division]**

The principles of student group division with reference to particular forms of classes are stipulated in the separate act of University Senate.

**§ 22 [Year tutor]**

1.The Dean on his own initiative or upon the motion of  student council may appoint year tutors or student group’s tutors.

2. A year tutor gives advice and hep to students about all  issues connected with the organization of studies.

3. A detailed range of year tutor’s duties is determined by the Dean. The Dean is obliged to announce the range of year tutor’s duties to the public.

4. A disabled student may apply to the Dean for assigning a personal tutor for him/her. The main duty of a personal tutor is defining and presenting special needs of a disabled student in terms of organization and completion of educational process, including adjusting the conditions of studying to the type of disability.

**§ 23 [Tuition fees]**

1. A detailed policy of collecting tuition fees for educational services provided and the mode and conditions of fee  exemption is stipulated by the Senate of the University. The fee exemption covers partially or entirely students who achieve remarkable academic performance, those who take part in international scholarship programmes and those students who are in a difficult financial position.

2. The fee rate, which is stated in act 1, is determined by the rector.

3. The terms of collecting fees for studying and educational services and the fee rate are stipulated in the contract between the university and a student or the person admitted to university. The contract is made in a written form under the clause of nullity.

4. The contract is made not sooner than after the decision of admitting a student to university has been made and not later than within 30 days from the beginning of studies.

5. The contract is made for the whole expected time of studies; a student is not obliged to cover fees other than stated in the contract.

6. The fees stated in the contract may not be collected by university sooner than after it has been made.

7. The contract form is stipulated by the Senate.

8. The university is obliged to publish  the contract form on its website

9. Contractual claims become invalid by the lapse of 3 years.

**§ 24 [Methods and techniques of distance education and interdisciplinary studies]**

1. The provisions of the present Statute are applied to university classes, which may be given using the methods and techniques of distance education.

2. The mode and conditions of education within the framework of individual disciplinary studies are the same as for the education realized within the framework of one area of study.

**§ 25 [Classes given beyond curriculum]**

1. Marks achieved during classes beyond plan of studies and curriculum are not included in a grade average for the term and an academic year and they are not included in a grade average of the process of studies.

 2. The courses/modules realized by a student, also within the framework of classes beyond plan of studies and curriculum, are stated in a diploma supplement.

**§ 26 [Individual organisation of studies]**

1. The conditions entitling a student to apply for the individual organisation of his/her studies (IOS) shall be laid down by the Faculty Board at the joint request of the Dean and the faculty student self-government body.

2.  In the cases determined by the Faculty Board, the Dean shall grant the student the right to the IOS at any time at the request of the student. The decision to grant the IOS is a conditional one and it is executed after the student submits written agreements with the course tutors. This decision may not have retroactive effect.

3. The manner of participation in courses and the forms of performance of student duties shall be laid down in an agreement concluded between the student and the instructor, which shall be concluded in writing or electronically (with the consent of the instructor) within two weeks of the date of delivery of the dean's decision.

4. A student shall immediately submit to the dean's office the agreement referred to in section 3.

5. The IOS may not be the basis for extending the semester settlement period beyond the end of the retake period.

6. If the grounds for granting the IOS to a student cease to exist, the Dean shall revoke the student's consent.

**§ 27** [**Individual study plan and curriculum]**

1. The Dean may grant an individual study plan and curriculum (IPPS) to a student achieving outstanding academic or sporting achievements, or participating in an exchange organised by the University (domestic or international) for a period of at least one semester, pursuant to the rules laid down by the Faculty Council.

2. With the consent of the Rector, the IPPS may be granted in the case of interdisciplinary courses provided by a student, or due to the specific nature of the courses created, the implementation of which requires organisational changes to the courses provided by the University.

3. For a student taking up the IPPS, the Dean shall appoint a supervisor in accordance with the rules laid down by the Faculty Council. The academic supervisor shall establish a study plan, which shall be approved by the Faculty Council.

4. The IPPS may be awarded to a student on the basis of his/her academic excellence not earlier than after his/her first year of first-cycle studies or after his/her first year of long-cycle studies.

5. In the case of second-cycle programmes, IPPS may be awarded to students from the first semester of their studies on the basis of the average of the grades obtained in the course of their first-cycle programmes or long-cycle studies.

6. At all levels of study, IPPS may be awarded to a student based on outstanding performance in sport not earlier than after the first semester of study.

7. A student who does not realise the IPPS properly may, at the request of the supervisor, be referred by the Dean to continue his/her studies pursuant to general rules. On the student's own initiative, the Dean may be asked to withdraw from the implementation of the IPPS.

8. IPPS may be implemented as part of individual interdisciplinary studies. The provisions of sections 1-7 shall apply accordingly.

**§ 28 [Confirmation of learning outcomes]**

1. Students who have been admitted as a result of the confirmation of their learning outcomes for a given field, level and profile of study shall be granted an individual study plan by the Dean.

2. For a student with an individual study plan, the Dean shall appoint a supervisor in accordance with the rules laid down by the Faculty Council. The academic supervisor shall establish a study plan in accordance with the curriculum for the field of study.

3. Students with an individual study plan referred to in section 2 may not form separate classes.

4. Detailed conditions and mode of confirmation of learning outcomes are specified in separate legal regulations of the US.

**§ 29 [Participation in academic activities of secondary school student**s]

1. Exceptionally talented secondary school students, hereinafter referred to as students, may apply to the Dean of a selected faculty for participation in classes provided for in the course of study in the fields of study in accordance with their talents.

2. The decision on the participation of a student in classes shall be made by the Dean of the relevant faculty upon recommendation of the school principal and, in the case of underage students, the consent of the parents or legal guardians of the student.

3. Students admitted to participate in classes shall have the right to use the teaching premises and facilities of the University as well as assistance from its employees and bodies. They may also participate in the activities of the student research movement.

4.  Students shall be obliged to comply with the regulations and rules in force at the University.

5. Credit for classes shall be given in accordance with the rules laid down in these Regulations and shall be recorded in the Student's Scorecard. The Faculty Council may determine an individual procedure for the crediting of classes by students.

6.  Students enrolled in a course of study in the field in which they participated before the commencement of their studies may be exempted from the obligation to pass the courses they had previously completed, provided that there have been no changes in the educational results obtained in the course of their studies in the meantime. The decision shall be made by the course leader.

7. Students enrolled in another field of study may be exempted from the obligation to pass the classes if the teacher decides that the obtained learning outcomes are sufficient.

**SECTION IV. Rules of registration and completion of the term**

**§ 30 [Full and conditioned registration for the term]**

1. The registration is based on the system of ECTS credits.

2. The student may obtain the registration for the following term in the form of the full or conditioned registration.

3. The student who, has completed all the subjects and received the number of points provided for by the programme of studies in the current process of studies, obtains the full registration.

 4. The student who, has not exceeded the accessible credit deficit and fulfilled all the duties regulated by the dean’s decisions in the current process of studies, receives the conditioned registration. In case of a conditioned registration, the student realizes the educational programme assigned to the academic year in which their studies commenced.

5. The allowed credit deficit cannot exceed 15 ECTS credits out of the subjects which are obligatory for the student according to the programme of studies for the particular term, on the condition that on the moment of registration for the next term, the total number of deficit of ECTS credits from all the subjects which have not been completed by the student in the current process of studies cannot exceed 30 ECTS credits. Credits that are assigned to the subjects forming programme discrepancies after the re-entry of studies, the return from the leave or after the transfer from another area of studies or the other university are not included in the credit deficit. The size of the deficit is controlled after each term.

6. The lecturer is obliged to update the information system of the University with the results of the assessments and exams. The lecturer is obliged to hand in signed protocols to the dean’s office in the time specified by the dean.

7. The Dean makes the decision about the number of obtained credits, which are: written in the index book, students’ period achievement cards and registration in the information system of the University.

8. The Dean orders the student’s registration for the next term of studies.

9. The student, who has obtained the conditioned registration, realizes all the subjects which are placed in the plan of studies for the term which the student has been registered for as well as the incomplete subjects from the earlier terms designated to realization in the current term by the Dean.

 10. As for the student who obtains the conditioned registration for the next term the Dean may make the decision about:

1. Taking one free additional exam/ completion for the mark, in the case of completion of obligatory didactic forms of classes of this subject in the time allocated in the lecture schedules for the exam session organization;
2. The re-taking of the subject in the case of failing in completing the obligatory didactic forms of classes of the subject;
3. The re-taking of the subject in the case of failure of the one free additional exam/ completion for the mark.

 11. The re-taking of the same subject is a single right. When retaking the annual subject, the student is obliged to re-take only the didactic form of classes of the particular term, which resulted in the ECTS credit deficit for the student. The student makes the payment for the re-taking of the subject on the basis of the rules defined in the separate regulations. In case of failing to complete the re-taken subject Paragraph 31 of this Regulation is applicable.

**§ 31 [The subsequent registration for the same term]**

1. The Dean makes the decision about the subsequent registration for the same semester or the deletion of the students’ list about the student who has failed to complete the terms of full or conditioned registration for the same term.

2. The student, who has obtained the subsequent registration for the same semester, is not obliged to obtain the positive results in the previously completed subjects. In case of programme discrepancies, connected with educational effects, the decision about credits approval of the already completed subjects as the equivalent ones is made at the commence of the term by the Dean.

3. As for the subsequent registration, the provisions of paragraph 30 point 10-11 are applicable.

4. The student can obtain the subsequent registration only once during the process of studies.

**§ 32 [The declaration with the reference to the additional subjects or modules]**

Before the commence of classes in the form and time designed by the Dean, the student makes a declaration about the additional subjects and/ or modules which they would like to take in the particular term. The lack of student’s declaration means that the student takes only the obligatory subjects/ modules placed in the term schedule of studies, which they are registered for as well as designed to realization incomplete subjects /modules of the previous terms.

**§ 33 [Semester]**

1. Each semester of studies must be completed accordingly to the programme of studies.

2. To complete the semester the student is obliged to:

1) obtain the completion of all the obligatory subjects of the particular term with the reference to the programme of studies,

2) obtain total number of credits since the commence of the studies including the permissible deficit of ECTS credits

3. The completion of the summer term requires additional confirmation of the conducted preventive tests on the faculties for which it is necessary.

 4. The completion of the term for the students who partly participate in the studies abroad, with the agreement of the particular Vice-Rector, may be defined according to the individual terms settled with the Dean.

**§ 34 [Traineeship]**

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.

**§ 35 [Removing from the list of students]**

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**

**§36 [Course]**

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,

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 lecture.

3.Student’s absence during classes shall be justified by the person conducting classes based on documents submitted by a student.

**§ 37 [Course Credit]**

1. A course which, in accordance with the study plan, does not end with an examination shall be passed after being given a graded credit of each form of teaching activity. These credits must be arranged before the examination session, with the obligation to inform students about the test 14 days before. The student is informed about the date of the final test in the manner adopted at the faculty.

2. The course which does not end with an examination will be given a credit by the course tutor.

3. Credit for classes, with the exception of physical education and classes of an informative nature indicated by the Faculty Council, shall be subject to assessment.

4. The student is obliged to obtain credits from all declared courses in a given semester before the beginning of the examination session.

5. A student in a retake exam session may proceed to a retake of a subject ending with a course credit. Students may only take part in a retake if they have received an "unsatisfactory" grade.

6. A student who has participated in research works, courses, training programmes or other forms of education may be exempted from participation in some or all of the classes in the subject for which he/she has achieved the assumed learning outcomes in the aforementioned forms of education. In such a case, the student may also obtain credit for the course based on the recognition of the achieved learning outcomes. Such matters shall be decided by the Dean after obtaining a written opinion from the competent course coordinator.

7. In the case of exemption from participation in a foreign language classes, the appropriate teacher shall decide.

**§ 38 [Entering the examination in the subject]**

1. In order to take the examination, the student must have passed the compulsory forms of classes in this subject before the beginning of the examination session.

2. The examination is a test of the level of educational results achieved by a student as specified in the syllabus. The examination may be conducted orally or in writing, or both.

3. The examiner is the person who lectures the subject. In justified cases, the dean or the head of the department or institute may authorize another specialist to conduct the examination.

4. An examination grade may be a component of a grade in a subject in accordance with the syllabus.

5. The student takes the examination with the grade book and the student's periodical achievement card, unless the Dean decides otherwise.

6. At the request of the student a self-government body or, on their own initiative, the dean may delegate a representative of students and a year supervisor or other person to the examination as an observer.

7. Disabled students may apply for the form and timing of examinations to be adapted to their legitimate needs. The procedure and scope of this adjustment shall be laid down in separate provisions.

**§ 39 [Unoriginality of a student’s work]**

1. If during the examination or final course of a course the instructor finds the student's work unoriginal or that the used materials are illicit, he or she shall declare the examination or credit to be unsatisfactory and enter the grade "unsatisfactory".

2. In the situation referred to in section 1, the provisions of § 13 of the Regulations may be applied accordingly.

**§ 40 [Organization of the examination session]**

1. The detailed organization of the examination session shall be determined by the Dean after consultation with the examiners and after consultation with the student self-government body at least one month before the beginning of the examination session.

2. The number of examinations provided for in the curriculum may not exceed 8 per academic year and 5 per examination session. The number of examinations does not include repeated subject exams resulting from conditional registration, taking a single free additional exam/grade credit, and exams resulting from differences in curriculum.

3. The schedule of sessions in full-time programmes shall include at least one day's break between successive examinations. A student may take only one examination per one day. These rules do not apply to examinations agreed individually by the student with examiners, examinations relating to the completion of repeated subjects resulting from conditional registration, taking a single additional free examination/grade credit, programme differences and examinations taken as part of a correction examination session.

4. A student who has not taken an examination or passed a grading examination on a specified date shall retain the right to take an examination or pass a grading examination on a date specified by the examiner or the Dean, provided that the absence is justified by the Dean. A student shall be obliged to submit to the Dean's Office a request for the excuse of his/her absence within 3 days of the cessation of the reason for his/her absence. If a student fails to take the examination again or to pass a grade on the terms specified by the faculty within one month from the date of the first date of the examination or pass, then he or she receives an "unsatisfactory" grade from this examination or pass for the grade. In the event of difficulties on the part of the faculty in meeting the deadline for taking the oral examination during a summer break, the Dean shall decide whether the date of the examination in the retake exam session shall be the basic (first) date for taking the examination.

5. Lack of the required excuse for absence from the examination results in entering "unsatisfactory" grade by the examiner or, in justified cases, by the Dean, in the student's periodical achievement card and in the grade book.

6. In the event of repeated absence from credit tests or examinations justified by the student's state of health, the Dean shall have the right to refer the student to a medical committee in order to verify his/her ability to continue his/her studies.

7. In particularly justified cases, at the request of the student, the examiner may conduct the examination before the examination session. The Examiner shall inform the Dean of the consent given and of the date of such examination.

8. The results of examinations shall be announced by the end of the examination session at the latest.

9. In the case of examinations conducted within the last 3 days of the session, the results may be announced within 2 days from the end of the examination session.

**§ 41 [Retake credit, retake examination]**

The student is allowed one retake credit and one retake examination in each form of the classes in case of the ‘fail’ mark.

**§ 42 [Examining board credit (examining board examination)]**

1. The student has the right to inspect their credit / examination paper.

2. After each credit / examination, the student can file a petition to the dean for an examining board credit / examining board examination or for an examining board inspection of their credit / examination paper within 3 days of the day of the student’s inspection of their paper if the student questions, on reasonable grounds, the correctness of the form or the course of receiving the credit / taking the examination, or the given mark.

3. The person giving a credit for the classes / the examiner sets for the students the date of their papers’ inspection within 3 days of the result announcement. The students are informed about the date of their papers’ inspection at the moment of the result announcement. The student can file a petition for an examining board credit / examining board examination if they have inspected their paper before. The initiation of the time for filing a petition to the dean for an examining board credit / examining board examination or for an examining board inspection of the credit / examination paper takes place if the petition for the paper inspection was filed within 3 days of the result announcement.

4. Written credit / examination papers are kept for a year starting from the date of receiving the credit / taking the examination.

5. The dean can make a decision about the examining board inspection of the credit / examination paper or about the examining board credit / examining board examination in compliance with the student’s petition.

6. The dean, the subject teacher / the examiner who has given the questioned mark, and another expert in the field take part in the examining board inspection of the papers. In case of the favourable response to the appeal , the student gets the mark determined by the examining board. That mark replaces the questioned mark.

7. The examining board inspection of the papers or the examining board credit / examining board examination should take place within 3 to 14 days of the day of the delivery of the decision on the petition approval.

8. During the examination board credit /examining board examination the student gives answers to the questions drawn out of the question sets previously prepared. The question sets should be prepared by two experts participating in the examining board credit /examining board examination.

9. The examining board decide on the result of the examining board credit /examining board examination by the majority of votes. The mark determined by the examining board replaces the questioned mark.

10. The examining board credit / examining board examination takes place in front of the board which includes:

1. the dean or the head of the appropriate organization unit – as a chairperson
2. the subject teacher / the examiner who has given the questioned mark
3. another expert in the particular field

11. The person previously assessing the student’s knowledge can not chair the board.

12. At the student’s request, the examining board inspection of the credit / examination paper or the examining board credit /examining board examination can be held in the presence of the academic teacher of the faculty appointed by the student , or the representative of the student government.

13. When the student gets the ‘fail’ mark of their examining board credit / examining board examination, or as a result of the examining board inspection of their credit / examination paper, the dean decides their case on the basis of articles 30 and 31 of the Regulations.

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**§ 43 [ECTS points are allotted to the subject]**

When the student receives a credit for the subject, they are granted the number of points allotted to the subject in the programme of study.

**§ 44 [The assessment syste]**

The following marks are applied in examinations and credits with a mark:

|  |  |  |
| --- | --- | --- |
| University mark | Mark accepted in the European Union programmes | Definition accepted in the European Union programmes |
| 5,0 very good (bdb) | A | outstanding achievements – results allowing only minor mistakes |
| 4,5 good plus (db+) | B | above the average standard – with some mistakes |
| 4,0 good (db) | C | a generally thorough paper with noticeable mistakes |
| 3,5 pass plus (dst+) | D | satisfactory, but with significant defects  |
| 3,0 pass (dst) | E | the paper meets the minimum criteria |
| 2,0 fail (ndst) | F | the paper does not meet the minimum criteria – points may be given when the student revises the whole material |

2. The following notes are applied if a credit for a subject is not a mark:

1. credit received – zal
2. credit not received – niezal

3. The ‘fail’ mark (ndst, 2,0, F) or the ‘niezal’ note mean the lack of a credit for a subject. 4.The rules how to calculate the mark for a subject are defined in the subject syllabus in the table: The form and conditions of receiving a credit.

5. The mark for a subject is given as one mark for the whole subject, regardless of class forms or ways of testing learning outcomes connected with the subject.

6. The mark is entered in the protocol, student’s record, and student’s term achievement certificate by the subject coordinator / the person who gives a credit for the subject, whereas fragmentary marks for all class forms of the subject are entered in the protocol, student’s record, and student’s term achievement certificate by the subject teacher.

7. The responsibility to get entries in the student’s record and student’s term achievement certificate lies with the student unless the dean defines another way of getting entries.

**SECTION VI. Readmission, transfer and changes**

**§ 46 [Readmission]**

1. Readmission of a person who was struck off from the first semester of studies takes places under general rules of enrolment to University.
2. Readmission to studies can take place within the same form, the same or related field of study, on condition that a student passed the first semester of studies after the interruption of studies lasting no longer than:
	1. 3 years from the date of striking off from the list of students – for first-cycle studies or long-cycle studies.
	2. 2 years from the date of striking off from the list of students – for second-cycle studies.
3. Readmission to studies referred to in item 2, can take place twice during the course of study.
4. The dean issuing a decision about readmission to studies can oblige a student to complete the curriculum differences resulting from the programme of study, following the learning outcomes obtained by the student.
5. Because of the significant curriculum differences, taking into account the learning outcomes obtained by the student, the dean can decide on student's readmission to studies at a lower semester or year.
6. In case of readmission to studies the provision from **t**31 section 2 shall apply accordingly.
7. Readmission to studies takes places from the beginning of the coming term after the date of submission of the application or from the term in which classes are run.

**§ 47 [Following part of the courses outside the University]**

1. Student has the right to follow part of the courses at another university in the country or abroad, on the basis of agreements to which the University is a party.
2. Student realizing a semester plan or annual plan at another university as a part of a student exchange program, will get credit for the courses followed there on the basis of:
	1. learning agreement specifying syllabus which student is going to realize outside his university and the number of points awarded for its completion. This agreement is signed between home university, host university and a student,
	2. personal transcript established individually by the field coordinator for each student, approved by department coordinator, containing subjects which student should pass at the host university, confirmed by the coordinator/dean of the host university department,
	3. transcript, drawn up after the completion of a period of study in which modules, subjects and classes attended by the student, are recorded along whit the obtained number of points, as well as, learning outcomes achieved by the student, expressed in local grading scale. A signed copy of a transcript is issued to all the parties: home university, host university and a student.
3. Student is obliged to inform a field coordinator immediately about any changes in a programme of study of a host university relative to the scope specified in a learning agreement described in paragraph 2 point 1, in order to receive approval of department coordinator.
4. Student applying for prolongation of studies at another university is obliged to get permission from department coordinator before the end of semester.
5. Student who studied abroad receives a confirmation of all the credits got, in the index book. Rules expressed in paragraphs 6 and 7 apply.
6. The dean decides in matters related to a student who realised a semester or annual plan abroad at another university within the scope of student exchange programme, but didn't receive required number of points, in matters related to a credit, conditional registration or possible supplement, taking into account learning outcomes achieved by the student.
7. Other conditions and modes of following courses mentioned in paragraph 1 are set by contracts or internal University regulations.

**§ 48 [Statement regarding the choice of the main field of study]**

A student studying two or more fields of study is obliged to make a statement regarding the choice of the main field of study within 14 days from undertaking the main field of study.

**§ 49 [Transfer within the University]**

1. After getting credit for the first semester a student may apply for transfer:

1) from part time studies to full time studies within the same field of study/major on the conditions determined by faculty board,

2) from part time studies to full time studies into another field of study/major on the conditions determined by faculty board of the faculty accepting,

3) from full time studies to full time studies into another field of study/major of the same faculty on conditions determined by faculty board or another faculty accepting.

2. A student may at any given time apply for transfer:

1) from full time studies to part time studies within the same field of study/major on conditions determined by faculty board,

2) from full time studies to part time studies into another field of study/major within the same faculty on conditions determined by faculty board or another faculty on conditions determined by faculty board of the faculty accepting,

3) from part time studies to part time studies into another field of study/major of the same faculty on conditions determined by faculty board or another faculty on conditions determined by faculty board of the faculty accepting.

3. Regarding matters in paragraphs 1 and 2, the decision is made by the dean of the faculty accepting, who determines possible curriculum differences resulting from the programme of study, taking into consideration learning outcomes achieved by the student, and indicates the mode and due date of their accomplishment.

4. Paragraphs 1 and 2 also apply respectively in the case of the introduction of the same field of study/major by different faculties of the University.

5. Regulations in paragraphs 51 and 52 apply respectively.

**§ 50 [Transfer from another tertiary school**]

1. A student may apply for transfer from another, also foreign, tertiary institution to the University of Szczecin after getting permission from the dean of the relevant faculty.

2. A foreign student studying according to rules which apply to Polish students can move from another school, including a foreign one, after obtaining permission and decision from the head of the primary organizational unit of the school accepting, provided the student has fulfilled all the responsibilities resulting from the rules of the school he/she is leaving.

3. A foreign student who does not have permission to undertake studies under the rules applying to Polish students may move from another school, including a foreign one, to the University of Szczecin having achieved a rector’s positive decision made after obtaining a positive opinion from the head of the basic organizational unit of the school accepting, provided the student fulfils all the responsibilities resulting from the regulations of the school which he/she is leaving. An application for transfer is submitted at the rector’s office.

4. In situation mentioned in paragraphs 1 and 2, a student, including a foreign one, is obliged to submit to the dean of the faculty accepting an application with justification, the student record book with credits for at least the first semester and a certificate confirming the fulfilment of all the responsibilities towards the school he/she is leaving. The decision is made by the dean of the faculty accepting, who determines possible curriculum differences resulting from the programme of study, taking into consideration learning outcomes achieved by the student, and indicates the mode and due date of the execution of the curriculum differences.

5. In situation mentioned in paragraph 3, a foreign student is obliged to submit to the rector’s office an application with justification, the student record book with certified credits for at least the first semester and a certificate of fulfilment of responsibilities towards the school which a student is leaving. The decision is made by the rector. The dean of the faculty determines the possible curriculum differences resulting from the programme of study, taking into consideration learning outcomes achieved by the student, and indicates the mode and the due date of the implementation of the curriculum differences.

6. A student may relocate from the University of Szczecin to another university.

7. In situation set out in paragraph 6, a student has to complete all the responsibilities towards the school. The dean certifies the fulfilment of these.

8. The regulations in paragraphs 51 and 53 apply respectively.

**§ 51 [Transfer and recognition of classes]**

1. The condition of transfer of classes passed in another organizational unit of the parent school or outside, including a foreign school, is stating convergence of the achieved learning outcomes expressed by ECTS credits for classes and practical trainings set out in the plan and programme of study.

2. A student transferring classes passed in a non-parent school, including a foreign one, gets the same number of ECTS credits as that assigned to learning outcomes achieved by implementation of respective classes and practical trainings in the recipient unit.

3. The dean makes the decision with regard to giving credit for classes and practical trainings realized in another school, including a foreign one, on the basis of a written application submitted by a student supported by the documentation of the flow of studies done in another unit. Before making a decision the dean may ask a subject coordinator or a subject teacher for his or her opinion.

4. The regulations in paragraphs 52 and 53 apply respectively.

**§ 52 [Mode of transfer of classes passed in the school]**

1. The dean, following convergence of the subject learning outcomes and taking into consideration the lack of programme differences in a given subject, its form and number of classes, kind of credits and requirements of the teaching process recognizes already passed subjects, grades and ECTS points in following cases:

a) re-registration for a semester in the school

b) resuming studies in the school

c) continuation of studies after a leave of absence

d) undertaking an extra field of study in the school

e) passing subjects in another field of study in the school

f) getting credits for subjects in another field of study in the school

**§ 53 [Mode of transfer of classes passed outside the school]**

1. The dean recognizes the classes, achievements and grades of a student using Erasmus, FSS, Campus Europae, MOST or any other mobile programmes to the extent to which they match expected learning outcomes in respective fields of study run in the school. The dean then makes a decision of granting IPPS.

2. The dean acknowledges achievements and grades of a student relocating from another home or foreign school to the extent to which they match expected learning outcomes in respective fields of study run in the school.

3. Learning outcomes achieved in other schools are given ECTS credits and they are assigned to learning outcomes in the school.

4. ECTS credits gained by a student in Erasmus or another mobile programme in a home or foreign school are acknowledged and assigned to learning outcomes in the school. All the ECTS credits gained by the student during Erasmus or another mobile programme are acknowledged and accounted for in the school to the extent to which they match learning outcomes in respective fields of study run in the school.

5. It is the dean who makes merit-based assessment of a student within the scope of the regulations in paragraphs 1 – 4.

6. The dean may transfer the competence to prepare a decision to the faculty or field of study ECTS/Erasmus coordinator or to the faculty coordinator for mobile programmes.

**SECTION VII. Leave

§ 54 [Sick leave]**

1. A student may be granted sick leave on the basis of a medical certificate issued by a medical committee confirming the need to grant leave due to medical condition for the period specified in the certificate.
2. Where a student applies for sick leave in the absence of the certificate referred to in section 1, the dean may refer the student to a medical board for examination of his/her ability to continue his/her studies.
3. Sick leave may be granted at any time during the academic year.
4. The decision on the date and conditions for the return of a student from sick leave shall be taken by the Dean.

**§ 55 [Dean's Leave]**

A student who has returned from a long-term special leave is entitled to repeat the course, re-register for the same semester with a simultaneous need for a break in studying, and is directed to the so-called dean's leave while awaiting the completion of the course or semester.

**§ 56 [Long-term and short-term special leave].**

1. Students may be granted special leave from classes as long-term special leave or short-term special leave.
2. Long-term special leave shall be granted by the Dean for a semester or two semesters for which the student has applied.
3. Short-term special leave may be granted by the Dean for a period shorter than one semester.
4. A student may be granted special leave from classes with the consent of the Dean in the event of special circumstances, including
1. the birth of his or her child,
2) adoption of a child,
3) the need to take care of a child,
4) mobility to study in Poland or abroad organised by a higher education institution,
5) in other duly justified cases by the student.
5. Persons studying on a part-time basis may be granted special leave from classes also if they have been delegated on business abroad, temporarily sent to work outside their place of permanent residence, or due to other circumstances related to the performance of professional work, temporarily preventing them from continuing their studies.
6. During special leave from classes, students shall retain their student rights, with
with the exception of the right to material support during long-term leave and child's leave.
7. During special leave from classes, a student may, with the consent of the Dean, take part in some classes, take some credits and take some examinations.
8. The granting of long-term leave and dean's leave shall extend the duration of studies by the duration of such leave.
9. A student shall be obliged to confirm his/her return to the faculty within 7 days from the date of return from his/her long-term leave or sick leave.
10. Short-term leave does not release a student from the obligation to obtain timely credits and pass examinations in the subjects covered by the study schedule for that semester.
11. Short-term leave may be granted at any time during the academic year.
12. A student of first-cycle or second-cycle programmes may be granted long-term leave only once in the period of study, and a long-cycle programme of study twice in the period of study, unless the reason for applying for leave is parenthood.

**§ 57 [Time limits for granting leave].**

1. Long-term or short-term special leave may not be granted earlier than from the date of application.
2. Sick leave may be granted within the time limits laid down in a medical certificate issued by a medical committee.
3. Dean's leave shall be granted to a student by the faculty dean ex officio.

**SECTION VIII. Conditions for the completion of studies**

**§ 58 [Diploma thesis, diploma examination]**

1.First-cycle and second-cycle programmes, as well as long-cycle programmes, shall result in the submission of a diploma paper and a diploma examination.

2. The diploma thesis (bachelor's degree, engineer's degree, master's degree) is an independent elaboration of a specific scientific or artistic issue or an artistic achievement presenting the general knowledge and skills of a student related to a given field of study, level and profile of education and the ability to analyze and apply on his own. The diploma thesis must meet formal and substantive criteria relevant to a given field, level and profile of study as defined by the Faculty Council, and must be submitted in printed and electronic form.

1) Diploma thesis may include, in particular, written work, published article, design work, including the design and execution of a computer program or system, and construction, technological or artistic work.

2) The diploma thesis shall be subject to obligatory verification with the use of the university anti-plagiarism programme.

3) The diploma thesis, after passing the diploma examination by the student, in accordance with the regulations of the Act on Higher Education, is introduced to the National Depository of Diploma Works.

3. The student performs his/her diploma thesis under the direction of a professor or a habilitated doctor.

4. In justified cases, the Faculty Council may authorise an assistant professor or a senior lecturer with a doctoral degree, including a lecturer from another faculty or from outside the University, to manage the diploma thesis.

5. In the event of a longer absence of the supervisor of the diploma thesis which results in a delay in the submission of the diploma thesis that is unfavourable to the student, the dean, in consultation with the head of the relevant unit, shall appoint an academic staff member to take up the obligation to manage the diploma thesis.

6. The subjects of diploma theses for first-cycle programmes, second-cycle programmes and long-cycle programmes shall be determined and approved by the Faculty Council or an entity authorised by it not later than six months before the statutory date of completion of programmes

7. Changes in the topics of diploma theses shall be approved by the Faculty Board or an entity authorised by it.

8. The student shall have the right to choose the person under whose direction he/she wishes to complete his/her diploma thesis, pursuant to the rules adopted by the Faculty Board. Those rules shall be made public.

9. The selection referred to in section 8 must be made no later than the date on which a diploma seminar (bachelor's degree, engineer's degree or master's degree) commences in accordance with the study schedule for the field in question.

10. The student has the right to change the supervisor of the diploma thesis in the period preceding the determination of the topic of the diploma thesis pursuant to section 6, provided that the target seminar group has not reached the maximum limit of the group provided for in the relevant resolution of the Senate of the University of Szczecin concerning the number of student groups. The change in the later period is possible only with the consent of both the current promoter and the newly elected promoter.

11. The subject and scope of the diploma thesis should be consistent with the educational results for a given field and level of study. When determining the subject of the diploma thesis, the student's scientific interests and research areas of the organisational unit are taken into account.

12.The student may write his/her diploma thesis in a foreign language on the terms and conditions specified by the Faculty Council.

13. In the case of experimental diploma thesis and thesis related to fieldwork, the head of an organisational unit in which such diploma thesis is performed may appoint, in consultation with the supervisor, a supervisor from among the employees of the unit. The tasks of the supervisor include assistance in performing the experimental part of the diploma thesis, solving technical problems and supervising the student's safety.

**§ 59 [Deadline for submission of the diploma thesis**

1. The student should submit the diploma thesis approved by the Supervisor to the Dean's Office on a date agreed with the Supervisor, not later than by the end of the examination session of the last semester of his/her studies, which is a prerequisite for passing the diploma seminar at the last semester of his/her studies.
2. If the student fails to submit his/her diploma thesis within the time limit referred to in section 1, the Dean, at the request of the student, shall take a decision to repeat the course of the diploma seminar in the final semester of his/her studies. In the absence of this application, the Dean shall decide to remove the student from the list of students for failure to submit his/her diploma thesis.
3.The student who has been struck from the list of students for the reason set out in section 2 may resume his/her studies within one year of the date of the last semester of the diploma seminar being struck off the register, without being obliged to supplement curriculum differences.
4. The resumption of degree programmes pursuant to the procedure laid down in section 3 shall be possible only once in the course of a degree programme and shall be counted towards the number of resumations referred to in these Regulations. The next resumption of degree programmes shall be made according to the rules and procedure for the resumption of degree programmes referred to in § 46.

**§ 60 [Thesis Promoter and Reviewer]**

1. The diploma thesis shall be evaluated independently by a supervisor and a reviewer. The final grade for the diploma thesis shall be determined by the examination committee.
2. A reviewer may be an academic staff member with at least the academic degree of *doktor*. In particularly justified cases, the Dean may appoint as a reviewer a person holding at least the academic degree of *doktor* from another faculty or from outside the University.
3. If the supervisor of the diploma thesis is an assistant professor or a senior lecturer with the degree of doctor, the theses shall be reviewed by a professor or a habilitated doctor, unless the Faculty Council lays down a different procedure for first-cycle programmes.
4. Graduate grades for diploma thesis shall be prepared in writing and submitted in the student's personal file.
5. The student has the right, not earlier than 3 days before the diploma examination, to familiarise himself with the grades and reviews of the thesis.
6. In the case of one negative assessment of a diploma thesis, the dean decides whether to admit the student to the diploma examination or not.

**§ 61 [Conditions for admission to the diploma examination]**

1. Admission to the diploma examination shall be subject to the following conditions:

1) obtaining the number of points resulting from the training programme and meeting other programme requirements,

2) obtaining at least a "satisfactory" grade issued for the diploma thesis by the thesis supervisor and at least one reviewer,

3) submitting documents to the Dean's Office not later than 14 days prior to the planned diploma examination (the type of documents required shall be specified by relevant regulations),

4) settling all liabilities towards the University,

5) checking the diploma thesis in the anti-plagiarism system and submitting a statement according to the model applicable at the University that the diploma thesis was prepared by the student on his/her own.

2. After checking the work in the anti-plagiarism system, the promoter performs an analysis of the version of the Report of similarity in terms of the occurrence of unauthorized borrowings in the work.

3. If, as a result of the analysis of the Similarity Report, the diploma thesis has been recognised as unambiguous, the Supervisor signs the report of control of the originality of the thesis, then the student is admitted to the diploma examination.

4. If, as a result of the analysis of the Similarity Report, the diploma thesis was found by the Supervisor to require additional assessment due to the occurrence of unacceptable borrowings, the Supervisor prepares an opinion based on the Full version of the Similarity Report. The opinion of the Supervisor should be issued within 7 days from the date of submitting the diploma thesis in the anti-plagiarism system.

1) If it results from the opinion of the Supervisor that the diploma thesis does not contain any unacceptable borrowings, such thesis shall be considered unquestionable, then the student shall be admitted to the diploma examination.

2) If it results from the supervisor's opinion that the paper does not contain any prerequisites for plagiarism by its author, but an excessive number of quotations indicates a low degree of independence, the student is not allowed to take the diploma examination. After consultation with the supervisor, the student corrects the work, which then goes through the whole anti-plagiarism procedure.

5. If the opinion of the Supervisor indicates that the diploma thesis shows evidence of plagiarism, the student is not admitted to the diploma examination. The Dean shall inform the Rector of the situation.

**§ 62 [Diploma examination]**

1. The diploma examination shall be taken before a committee appointed by the Dean and chaired by the Dean or by a Vice-Dean authorised by the Dean, or by a professor or a habilitated doctor employed at the faculty. The committee also includes a supervisor and reviewer of the work. In the event of a long-term or permanent absence of the thesis supervisor or reviewer, the Dean may appoint another specialist in the field of disciplines related to the subject of the thesis to the committee.

2. The diploma examination should take place within two months of the date of submission of the diploma paper to the Dean's Office.

3. At the request of a student justified by participation in the enrolment process, the dean may designate a diploma examination within 2 weeks, calculated from the date of the student's last passing of courses resulting from the study plan during the examination session. This provision shall not apply to credit obtained only during a correction session.

4. The diploma examination is a test of the student's mastery of the basics of research methods in the field of the discipline related to the subject of the diploma thesis and a test of the student's knowledge in the field of the diploma thesis against the background of the scientific discipline within the framework of which thesis was prepared.

5. The diploma examination shall be taken orally. In justified cases, it may be in writing.

6. At the request of the student, the Dean shall issue a consent for an open diploma examination.

7. Minutes of the diploma examination are drawn up and signed by the chairman and members of the examination committee.

8. The committee decides by a majority of votes on the results of the diploma examination.

9. In case of any discrepancies in the assessment, the result of the diploma examination shall be decided by the chairman.

**§ 63 [ Diploma resit examination]**

1. If a student receives a failing grade at the diploma examination or does not sit the examination within the set time due to unexcused absence, which is tantamount to receiving a failing grade, the dean sets the second date of the diploma examination.

2. The diploma re-sit examination may not be taken earlier than one month after and not later than three months from the date of the first diploma examination.

3.In case of receiving a failing grade at the diploma examination at the second date or not sitting the diploma examination at the second date due to unexcused absence, which is tantamount to receiving a failing grade, the student is deleted from the student list, retaining the right to sit the exam once again within the year from the date of deletion.

4. The deadline for the final diploma examination is set by the dean and it is also the date of resumption of studies.

5. Resumption of studies in accordance with point 4 is not included in the number of other study resumptions referred to in these Regulations.

**§ 64 [Graduation]**

1. Graduation takes place after sitting the diploma examination with a positive grade, e.g. at least ”satisfactory”.

2. The grade of the diploma examination is calculated on the basis of the arithmetic mean of the grades obtained for the answers to all the examination questions, with a rounding to the full or half grade in accordance with the adopted grading system used at the University. In case of an arithmetic mean below 3,000, the number of positive grades for answers to individual examination questions is taken into account. If a student received positive grades for two thirds of all the questions, then the grade of the diploma examination is raised to a positive one.

3. The diploma and the diploma supplement shall be issued in accordance with applicable regulations.

**§ 65 [Graduation grade]**

1. The graduation grade is the sum of:

 1) 5/10 of the weighted average grade (rounded up to three decimal places) from the academic record specified by the formula:

The average grade for academic record is a weighted average. A grade for a course is assigned a weight equal to the number of credits assigned to the course.

 ∑ (positive grades x ECTS credits)

average grade for academic record = ---------------------------------------------------------

 ∑ (ECTS credits)

One grade is issued for the whole subject, regardless of any forms of classes or methods of verifying the teaching outcomes of the course,

 2) 3/10 of the arithmetic mean of the diploma thesis grade given by the supervisor and reviewer, rounded to three decimal places,

 3) 2/10 of the arithmetic mean of the grade given for the answers to the diploma exam questions, rounded to three decimal places,

2. The graduation grade, as it appears in the diploma of graduation and its supplement, is rounded according to the following rule:

 1) to 3,259 – satisfactory /3,0/

 2) 3,260-3,759 – satisfactory plus /3,5/

 3) 3,760-4,259 – good /4,0/

 4) 4,260-4,509 – good plus /4,5/

 5) 4,510 – 5,0 –very good /5,0/

3. The graduation grade is written in words only in the graduation diploma and its supplement, while in other certificates the graduation grade appears as a numerical value.

**SECTION IX. Final and transitional provisions**

**§ 66 [Transitional provisions]**

1. Upon entry into force of these Regulations, the following shall lose its effect:

- resolution No. 19/2015 of the Senate of the University of Szczecin of March 26, 2015 regarding the adoption of the Regulations of Studies at the University of Szczecin , while the existing regulations issued on the basis of the above-mentioned resolution remain in force until new regulations are issued under the present Regulations of Studies, provided they are not contradictory with them.

2. The existing provisions regarding the adoption of the Regulation of Studies at the University of Szczecin shall apply to the proceedings initiated on the basis of resolution No. 19/2015 of the Senate of the University of Szczecin, until the exhaustion of the proceedings in both administrative resorts.

3. The rights acquired on the basis of decisions and settlements made by the University of Szczecin authorities prior to the effective date of the resolution shall remain in force.

**§ 67 [Entry in force]**

The present Regulations of Studies at the University of Szczecin come in force from the beginning of the academic year 2018/2019.