

REGULATIONS OF STUDIES AT THE UNIVERSITY OF SZCZECIN

Section I. General Provisions

§ 1 [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.

§ 2 [Matriculation]

1. A person enrolled in a university programme shall acquire the rights of a student upon matriculation and taking the oath. Matriculation is exercised in writing and enclosed in a student's personal file.
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.

§ 3 [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.

§ 4 [Student Self-Government]

1. Students of the University shall form a 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 within the framework of the University.
3. The Student Self-Government shall promote the student code of ethics it has established.

§ 5 [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 Office for Students with the Disabled is an organizational unit at the University that provides assistance to students with disabilities.

§ 6 [The Vice-Rector and the Vice-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 for students' affairs shall act on behalf of the Rector.
4. The Vice-Dean for students' affairs shall be the direct superior and supervisor of faculty students.
5. In matters not covered by these Regulations, decisions shall be taken by the Vice-Dean for students' affairs.

§ 7 [Request for Reconsideration]

1. In individual student cases decisions are taken by the Vice-Dean for students' affairs.
2. Decisions taken by the Vice-Dean for students' affairs in individual cases, with the exception of cases concerning renewal of studies, transfer from a different high education institution, removal from the register of students, are subject to an appeal for reconsideration that needs to be filed to the Vice-Rector for students affairs within 14 days of the receipt of the decision. The decision of the Vice-Rector for students' affairs shall be final and is not subject to an appeal.

§ 8 [Appeals]

1. The decision of the Vice-Dean for students' affairs in matters concerning renewal of studies, transfer from a different high education institution, removal from the register of students, may be appealed against to the Vice-Rector for students' affairs. The decision of the Vice-Rector for students' affairs shall be final.
2. An appeal must be lodged through the Vice-Dean for students' affairs who issued the appealed decision within 14 days of the date of its delivery or the date of notification in the manner adopted in a given unit, provided that the student has given his/her written consent to this form of delivery.
3. If the Vice-Dean for students' affairs 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 Vice-Dean for students' affairs shall not forward the appeal to the Vice-Rector for students' affairs. A new decision shall be subject to appeal in accordance with the rules laid down in paragraph 2.
4. The Vice-Dean for students' affairs shall submit the appeal together with the case file to the Vice-Rector for students' affairs 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 Vice-Rector for students' affairs shall repeal the decision of the Vice-Dean for students' affairs 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 decision of the Vice-Rector for students' affairs may be appealed against to the Voivodship Administrative Court pursuant to the rules laid down in separate provisions.

SECTION II. Student's Rights and Obligations

§ 9 [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 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,
 - 5) receive a one-off training concerning the student's rights and obligations, organized by the Student Self-Government of the University of Szczecin.
2. Pursuant to the rules laid down in the University Regulations and resolutions of the Senate, a student shall be entitled to, in particular:
- 1) make use of consultations conducted by academic staff during their office hours, 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 an internship or practical training,
 - 4) to have access to information constituting the basis for the settlement of the next stage of a degree programme.

§ 10 [Prizes]

1. An above-average student distinguishing themselves in exceptionally good learning or sporting achievements and exemplary performance of their obligations, demonstrating an active involvement in the activities for the benefit of the University, as well as discipline and impeccable ethical attitude, may be awarded an award or a distinction in accordance with the rules laid down in separate regulations, and 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 congratulatory letter from the Rector or the Dean.
2. The Dean and the student self-government bodies may apply for a prize or a 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 1.4, in which case the 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's prizes shall be laid down by the Faculty Dean in cooperation with the Student Self-Government.

§ 11 [Student's Obligations]

1. A student is obliged to act in accordance with the oath and the Regulations of his/her studies, to observe the regulations in force at the University, to observe the regulations of its authorities and bodies, to care for the good name of the University of Szczecin and to respect its traditions and customs.
2. A student is obliged to ethically obtain his/her credits for classes and to prepare final and diploma theses in compliance of the copyright and other intellectual property rights.
3. A student is obliged to pay tuition fees for educational services in a timely manner, if such fees are provided for in separate regulations.
4. A student is 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.

§ 12 [Disciplinary Liability]

A student is liable to disciplinary action for any violation of the law in force at the University or for any behaviour demeaning the dignity of the student, pursuant to the rules laid down in separate regulations.

SECTION III. Organization of studies

§ 13 [Organization of an academic year]

1. An academic year begins not later than October 1 and it is divided into 2 semesters.
2. The Rector, by way of a regulation, determines the division of an academic year and individual semesters, stipulating in particular the period allocated to classes and the period allocated to the primary and re-sit examination sessions, and specifying public holidays breaks as well as a summer holiday break.

§ 14 [Curriculum]

1. A student studies within the scope of a field of study, the level and profile of study, and a specialization if it is provided for in the curriculum.
2. A student undertakes studies according to the programme of study in force in the academic year in which he/she began their university 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 a leave or after resuming studies.
3. The duration of full-time first-cycle (bachelor's) programme is at least 6 semesters, engineer degree programme - at least 7 semesters, second-cycle (master's) programme - between 3 and 5 semesters, and long-cycle programme - between 9 and 12 semesters.
4. The duration of part-time programmes is determined by the programme of study and it may be longer than the duration of full-time studies.
5. The programme of study published by a Faculty Dean at the faculty website for students' information prior to the commencement of an academic year.

§ 15 [Schedule of classes]

1. A detailed schedule of classes is determined by the Faculty Dean, after consulting a competent student self-government body and announced on the faculty's bulletin board and on the faculty's website before the beginning of a semester of studies, not later than 7 days before classes are commenced.
2. Changes to the schedule of classes may be made by the Faculty Dean or a person authorized by him/her, after consulting a competent student self-government body.

§ 16 [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 scope and conditions for conducting classes in a foreign language, carrying out knowledge or skills tests and diploma thesis examinations, as well as the preparation of diploma theses in a foreign language are determined by the Faculty Dean, after obtaining an opinion of the Faculty Council.

§ 17 [ECTS credits]

1. Organization and settlement of studies at the University are based on the system of accumulation and transfer of ECTS credits.
2. The number of ECTS credits provided for in the programme of study for each semester is between 28 and 32, and 60 for the entire academic year.
3. For part-time studies, if their duration is longer than full-time studies, the number of ECTS credits for each semester is respectively smaller. However, the total sum of ECTS credits for the entire studies is the same as for full-time studies.

§ 18 [Forms of classes]

1. University lectures are open.
2. Other forms of classes may be open upon agreement of an academic instructor.
3. Lectures are given by professors or habilitated Doctors of Philosophy.
4. The Faculty Dean may entitle persons holding a degree of Doctor of Philosophy to give lectures for the period of up to one academic year.
5. The Faculty Dean, after obtaining an opinion of the Faculty Council, applies to the Rector for the conclusion of an agreement entitling persons with a Master title and considerable professional experience gained out of the University to give lectures at study programmes of practical profile.

§ 19 [Admissions to a course or specialization]

1. Admissions to elective courses/specializations are organized in the way enabling one to attend courses from the beginning of the term.
2. Admissions to elective courses/specializations are held on two dates during a semester. After the completion of admissions on the first date, the courses and specializations, for which there is insufficient number of registered attendees, are pulled out. A modified offer is published not later than 2 weeks prior to the commencement of each semester. Students may not make a change of the course once a semester has started, unless the Vice-Dean for students' affairs decides otherwise.
3. Dates and modes of admissions to courses/specializations are determined by the Vice-Dean for students' affairs or the person authorized by him/her, by announcing them to the public in a manner specified for a given faculty or via an internet site, at least 14 days before the commencement of enrolment.
4. The right to attend classes may be limited by the conditions of courses subsequence and group sizes.

§ 20 [Group division]

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

§ 21 [Year tutor]

1. The Dean, on his own initiative or upon the motion of the student self-government, may appoint year tutors.
2. A year tutor gives advice and help to students with regard to all issues related to the organization of studies.
3. A detailed scope of year tutor's duties is determined by the Faculty Dean, after consulting the opinion of the Faculty Council. The Faculty Dean is obliged to announce the scope of year tutor's duties to the public in a manner defined at a given faculty and via an internet site.
4. Students with disabilities may apply to the Vice-Dean for students' affairs for an assignment of 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.

§ 22 [Tuition fees]

The Rector defines a detailed policy of collecting tuition fees for educational services provided and the mode and conditions of fee exemption – in part or in full – for students who achieve remarkable academic performance, those who take part in international scholarship programmes and those students who are in a difficult financial position.

§ 23 [Methods and techniques of distance education]

The provisions of the present Regulations apply respectively to university classes, which may be given using the methods and techniques of distance education.

§ 24 [Classes given beyond the programme of study]

1. Grades achieved during classes extending beyond the programme of study are not included in a semester grade average for a semester and an academic year and they are not included in a grade average obtained during the entire course of studies.
2. The courses realized by a student, also within the framework of classes extending beyond the programme of study, are stipulated in a diploma supplement.

§ 25 [Individual organisation of studies]

1. The conditions entitling a student to apply for the individual organisation of his/her studies (IOS) include:
 - a) single child parenting until such time when a child starts school education at a primary school,
 - b) exercising care over a sick member of the closest family,
 - c) possessing a certificate of significant or moderate degree of disability,
 - d) studying more than one field of study,
 - e) active participation in students' scientific and social organizations, upon the presentation of a suitable certificate issued by a competent authority,
 - f) active participation in sports organization or in sports representations, upon the presentation of a suitable certificate issued by a sports association or the Academic Sports Association,
 - g) special work obligations of a part-time student,
 - h) achieving remarkable learning outcomes and a grade average for the previous semester of a minimum of 4.0.
2. The Vice-Dean for students' affairs may grant a student the right to 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 instructors. This decision does 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 course instructor, which shall be concluded in writing or electronically (with the consent of the instructor) within two weeks of the date of delivery of a decision by the Vice-Dean for students' affairs.
4. A specimen of the agreement with a course instructor regarding the right to individual organisation of studies is defined by the Rector in a separate regulation.
5. A student shall submit to the Dean's Office the agreement referred to in paragraph 3 forthwith.
6. The IOS may not serve as the basis for extending the semester settlement period beyond the end of the re-sit examination session.
7. If the grounds for granting the IOS to a student cease to exist, the Vice-Dean for students' affairs revokes the consent.

§ 26 [Individual study plan and curriculum]

1. The premises entitling a student to an individual study plan and curriculum (IPPS) include:
 - a) achieving outstanding academic or sporting achievements;
 - b) participating in an exchange organised by the University (domestic or international).
2. With the consent of the Rector, the IPPS may be granted on account of the specificity of created studies, the execution of whose curriculum requires a change in the organization of such studies to be made by the University.
3. For a student undertaking the IPPS, the Faculty Dean appoints a supervisor in accordance with the rules laid down by the Faculty Council. An academic supervisor determines the study plan, which is approved by a Vice-Dean for students' affairs.

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. A grade average obtained in a year preceding the granting of the IPPS must be a minimum of 4.5.

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 of a minimum of 4.5 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 their supervisor, be referred by the Vice-Dean for students' affairs to continue his/her studies under general rules. A student may apply to the Vice-Dean for students' affairs with a request for abandoning the execution of the IPPS.

§ 27 [Confirmation of learning outcomes]

1. Students who have been admitted as a result of the confirmation of their learning outcomes to a given field, level and profile of study will be granted an individual study plan and curriculum by the Vice-Dean for students' affairs.

2. For a student with an individual study plan, the Faculty Dean appoints a supervisor in accordance with the rules laid down by the Faculty Council. The academic supervisor will 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 regulations of the US.

SECTION IV. Rules of registration and semester completion

§ 28 [Full and conditional registration for a semester]

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

2. A student may obtain the registration for the following semester in the form of full or conditional registration.

3. A student who has completed all the subjects and received the number of credits required by the programme of study in the current course of studies obtains full registration.

4. A student who has not exceeded the permissible credit deficit and fulfilled all the duties regulated by decisions of the Vice-Dean for students affairs in the previous course of studies, is granted a conditional registration. In the event of a conditional registration, the student realizes the educational programme assigned to an academic year in which their studies commenced.

5. The permitted credit deficit cannot exceed 15 ECTS credits out of the subjects which are obligatory for the student according to the programme of studies for a particular semester, on the condition that at the moment of registration for the next semester, the total number of missing ECTS credits from all the subjects which have not been completed by the student in the previous course of studies cannot exceed 30 ECTS credits. Credits that are assigned to the subjects constituting programme discrepancies after a renewal of studies, a return from a leave or after a transfer from another field of studies or from other university, are not included in the credit deficit. The size of the deficit is verified after each term.

6. A course instructor is obliged to update the University online system with the results of the assessments and exams. A course instructor is obliged to hand in signed protocols to the Dean's Office within the time limit specified by the Faculty Dean.

7. The Vice-Dean for students' affair decides about the number of obtained credits, which are: written in a student's record book, student's grade certificates and registered in the University online system.

8. The Vice-Dean for students' affairs manages the student's registration for a subsequent of studies.

9. A student, who has been granted conditional registration, realizes all the subjects featured in the programme of studies for a semester which the student has been registered for as well as the uncompleted subjects from the previous semesters designated for realization in the current semester by the Vice-Dean for students' affairs.

10. In relation to a student who is subject to conditional registration for the following semester, the Vice-Dean for students' affairs may take the decision on:

- 1) taking a one-off free additional exam/credit with a grade, in the case of the completion of obligatory classes in the event of failure to pass obligatory classes in that subject;
- 2) re-taking of the subject in the event of failure to complete obligatory classes in the subject;
- 3) re-taking of a subject in the event of failure to pass the one-off free additional exam/credit with a grade.

11. The re-taking of the same subject is a one-off right. When retaking an annual course, a 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 must pay for re-taking of the course on the basis of the rules defined in separate regulations. In the event of failure to pass a re-taken course, § 31 of these Regulations shall apply.

§ 29 [Re-registration for the same semester]

1. The Vice-Dean for students' affairs decides about the re-registration for the same semester or the removal from the students' list with respect to a student who has failed to complete the terms of full or conditional registration for the same semester.

2. A student who has been allowed to re-register for the same semester is not obliged to obtain positive results in the previously completed subjects. In the event of any programme discrepancies regarding learning outcomes, the decision about credits approval of the already completed subjects as the equivalent ones is made at the commencement of the semester by the Vice-Dean for students' affairs.

3. In the event of re-registration for the same semester the regulations set forth in § 28.10 – § 28.11.

4. A student may be granted the right of re-registration only once during the course of studies.

§ 30 [Declaration regarding additional courses]

Before the commencement of classes, within the time and in the form designed by the Vice-Dean for students' affairs, the student makes a declaration regarding any additional courses they would like to take in a given semester. Failure to submit such a declaration means that the student takes only the obligatory courses featured in the programme of study for a given semester which they are registered for, uncompleted obligatory courses from previous semesters.

§ 31 [Semester]

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

2. In order to complete a semester, students are obliged to:

- 1) obtain credits in all the obligatory subjects of the particular semester resulting from the programme of study,
- 2) obtain a total number of credits provided for in the programme of study since the commencement of the studies, including the permissible deficit of ECTS credits.

3. The completion of a summer semester requires an additional confirmation of undergoing mandatory prophylactic examination at the faculties which require it.

4. The completion of a semester for students, who do a part of their studies abroad, with the consent of a competent Vice-Rector, may be determined in line with individual time limits agreed upon with the Vice-Dean for students' affairs.

§ 32 [Practical training]

1. A student is obliged to complete practical training in the course of study if it is required by the programme of study.
2. Obligatory practical training stipulated by a programme of study will be assigned ECTS credits. Failure to complete practical training will be equivalent to failure to obtain a credit for a course.
3. Practical training is not subject to assessment unless the programme of study provides otherwise.
4. In a student record book, in the space provided for an entry concerning practical training, the information about the place and duration of practical training is recorded.
5. The rules for participation in and obtaining a credit for practical training are stipulated by Practical Training Rules and Regulations defined jointly by a team for a given field of study and a Faculty Dean, approved by the Faculty Council.
6. In the event a student is dismissed from practical training as a result of him/her violating the internal regulations in force at the workplace, the student will lose the right to complete their practical training until such time a relevant decision is issued by the Vice-Dean for students' affairs.
7. Professional or social work may constitute the basis for crediting the entire or a part of practical training if the attained learning outcomes correspond to the learning outcomes provided for in the programme of study. Granting a credit is equivalent to exempting a student from the obligation of completing practical training. A decision regarding an exemption in this regard is made by the Vice-Dean for students' affairs.

§ 33 [Removal from the list of students]

1. The Vice-Dean for students' affairs removes students from the list of students in the following circumstances:
 - 1) failure to undertake studies,
 - 2) resignation from studies,
 - 3) failure to submit a diploma thesis or take a diploma exam within the prescribed time limit,
 - 4) a disciplinary punishment of expulsion from the University.
2. The Vice-Dean for students' affairs may remove students from the list of students in the following circumstances:
 - 1) failure to participate in obligatory classes,
 - 2) failure to make academic progress,
 - 3) failure to obtain credit for a semester or a year within the prescribed time limit,
 - 4) failure to pay any fees relative to studies.
3. Failure to undertake studies is understood as:
 - 1) unjustified failure to take an oath within 21 days from the commencement of an academic year,
 - 2) student's failure to appear at the Dean's Office following their return from leave within 7 days.
4. Resignation from studies will 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 programme of study excludes the possibility of achieving the expected learning outcomes, and in particular when failure to obtain a credit for the same course occurs twice.

SECTION V. Obtaining credits for a course

§ 34 [Course]

1. During the first class the course instructor must 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) office hours that have been adapted to the mode of study.
2. A student is obligated to participate in all forms of classes other than lectures.
3. Student's absence during classes must be justified by a course instructor based on documents submitted by a student.
4. In the event a student presents documents that a course instructor finds doubtful, a possible justification of a student's absence will be decided by a Vice-Dean for students' affairs.
5. The manner and form of catching up with the academic backlog that occurred as a result of absence will be defined by a course instructor.

§ 35 [Course Credit]

1. A course which according to the programme of study does not end with an examination will be passed after a student obtains a grad credit in each form of teaching activity for such a course. These credits must be arranged before the examination session commences, with the obligation to inform students about the test 14 days beforehand. Students are informed about the date of the final test in the manner adopted at a given faculty.
2. A credit for a course not ending with an examination will be awarded by a course instructor.
3. With the exception of physical education and classes of an informative nature featured in programme of study, obtaining a credit involves student assessment.
4. Students are obliged to obtain credits from all declared courses in a given semester before the beginning of the examination session.
5. In a re-sit examination session students may retake a course that ends with a grad credit. Students may only retake a credit if they have received a "fail" grade.
6. A student who has participated in research work, courses, training programmes or other forms of education may be exempted from participation in some or all the classes in the subject for which he/she has achieved the required learning outcomes in the above-mentioned forms of education. In such a case, students may also obtain a credit for the course based on the recognition of the achieved learning outcomes. Such matters will be decided by the Vice-Dean for students' affairs after obtaining a written opinion from the competent course coordinator.
7. Exempting a student from participation in foreign language classes is decided by a language teacher.

§ 36 [Taking an examination in a course]

1. A pre-condition for taking an examination is student's obtaining a prior credit in compulsory forms of classes in this course prior to the commencement of an examination session.
2. An examination is a test of the level of learning outcomes achieved by a student as specified in the syllabus. An examination may be conducted orally or in writing, or both.
3. An examiner is the person who teaches the subject. In justified cases, the Vice-Dean for students' affairs may authorize another specialist to conduct an examination.
4. An examination grade may be a component of a grade in a course in accordance with the syllabus.
5. A student takes the examination with their record book and the student's semester grade certificate, unless the Vice-Dean for students' affairs decides otherwise.
6. At the request of the student a self-government body or, on their own initiative, the Vice-Dean for students' affairs may delegate a students' representative and a year tutor or another individual to the examination to act as an observer.

7. Students with disabilities may apply for the form and timing of examinations to be adapted to their legitimate needs. The procedure and scope of such an adjustment is laid down in separate provisions posted at the site of the Office for the Disabled Students.

§ 37 [Unoriginality of a student's work]

1. If, during an examination or a course credit test, the instructor finds the student's work unoriginal or that the used materials are illicit, he or she will declare that the student failed the examination or the credit test and enter "fail" grade.
2. In the situation referred to in paragraph 1, the provisions of § 12 of the Regulations may be applied accordingly.

§ 38 [Organization of an examination session]

1. Detailed organization of an examination session is determined by the Dean after consultations with examiners and after consultation with the student self-government body at least one month prior to the commencement 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 exams taken in repeated subject resulting from conditional registration, taking a one-off free additional exam/grade credit, and exams resulting from curricular differences.
3. The time schedule of exam sessions in full-time programmes will include at least one day's break between successive examinations. A student may take only one examination per 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 one-off additional free examination/grade credit, curricular differences and examinations taken as part of a re-sit examination session.
4. A student who has not taken an examination or passed a credit test on a specified date retains the right to take an examination or pass a credit test on a date specified by the examiner or the Vice-Dean for students' affairs, provided that the absence is justified by the Vice-Dean for students' affairs. A student is obliged to submit to the Dean's Office a request for justifying his/her absence within 3 days of the cessation of the reason for his/her absence. If a student fails to retake the examination or to obtain a grade on the terms specified by the faculty within one month from the date of the first date of the examination or credit test, then he/she receives a "fail" grade from this examination or a credit test. 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 Vice-Dean for students' affairs will decide whether the date of the examination in the re-sit exam session shall be the basic (first) date for taking the examination.
5. Lack of a required excuse for absence from the examination will result in entering a "fail" grade in the student's semester grade certificate and in the student's record book by the examiner, or in justified cases, by the Vice-Dean for students' affairs.
6. In the event of repeated absence during credit tests or examinations justified by the student's state of health, the Vice-Dean for students' affairs will have the right to refer the student to a medical board in order to verify his/her ability to continue his/her studies.
7. In particularly justified cases, at the request of the student, an examiner may conduct the examination before the examination session. The examiner must inform the Vice-Dean for students' affairs of the consent given and of the date of such an examination.
8. The results of examinations must 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.

§ 39 [Retake credit, retake examination]

A student is allowed one retake credit and one retake examination in each form of the classes in case of obtaining a “fail” grade.

§ 40 [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 Vice-Dean for students’ affairs 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 awarded grade.
3. The person awarding a credit for a course / the examiner sets the date of their papers’ inspection by students within 3 days of the result announcement. Students are informed about the date of their papers’ inspection at the moment of the result announcement. A student can file a petition for an examining board credit / examining board examination if they have previously inspected their paper. The time limit for filing the petition to the Vice-Dean for students’ affairs for an examining board credit / examining board examination or for an examining board inspection of the credit / examination paper starts running if the petition for the paper inspection was filed within 3 days of the result announcement.
4. Written credit tests / examination papers are kept for a year starting from the date of obtaining the credit / taking the examination.
5. The Vice-Dean for students’ affairs may take a decision about the examining board inspection of a credit test/examination paper or about the examining board credit test/examining board examination within the scope requested in the student’s petition.
6. The examining board inspection of the papers takes place in front of a board comprised of:
 - 1) the Vice-Dean for students’ affairs or the Dean – as the Chair of the Board,
 - 2) two experts in a given field,
 - 3) the person who has given the questioned grade – in the capacity of an observer,
 - 4) a representative of the student’s self-government body - in the capacity of an observer.
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. The examining board credit / examining board examination takes place in front of a board comprised of:
 - 1) the Vice-Dean for students’ affairs or the Dean – as the Chair of the Board,
 - 2) two experts in a given field,
 - 3) the person who has given the questioned grade – in the capacity of an observer,
 - 4) a representative of the student’s self-government body - in the capacity of an observer.
9. During the examination board credit/examining board examination, the student gives answers to the questions drawn out of previously prepared question sets. The question sets should be prepared by two experts participating in the examining board credit / examining board examination.
10. The person previously assessing the student’s knowledge cannot chair the board.
11. 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 an academic teacher of the faculty appointed by the student.
12. The examining board decides on the result of the examining board credit / examining board examination by a majority vote. The grade awarded by the examining board replaces the questioned mark.
13. In the event of a favourable ruling in the case of the student’s appeal regarding examining board inspection of the credit / examination paper or the examining board credit / examining

board examination has been, the student obtains the grade awarded by the examination board. This grade will replace the questioned grade.

14. If the student receives a “fail” grade from their examining board credit / examining board examination, or as a result of the examining board inspection of their credit / examination paper, the Vice-Dean for students’ affairs decides their case on the basis of § 28 and § 29 of the Regulations.

§ 41 [ECTS credits assigned to a course]

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

§ 42 [The assessment system]

1. The following grades are applied in examinations and grade credits:

| University mark | Marks adopted in the European Union programmes | Definition adopted 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-average standard – with some mistakes |
| 4.0 good (db) | C | 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 in a course is not awarded in the form of a grade:

- 1) credit received – cred. [zal]
- 2) credit not received – no cred. [niezal]

3. Obtaining the ‘fail’ mark (ndst, 2.0, F) or the ‘no cred.’ note mean a failure to obtain a credit in a course.

4. The rules regarding the calculation of a grade in a course are defined in a course syllabus in the column: The form and conditions of obtaining a credit.

5. A grade in a course is given as one mark for the entire course, regardless of class forms or ways of testing learning outcomes relative to the course.

6. A grade is entered in the grade protocol, student’s record book, and student’s semester grade certificate by a course coordinator / the person who awards a credit in a course, whereas component grades obtained in all class forms of the course are entered in the grade protocol, student’s record book, and student’s semester grade certificate by a course instructor.

7. The student is responsible for obtaining passes into student’s record book and student’s semester grade certificate unless the Vice-Dean for students’ affairs defines another way for obtaining passes.

§ 43 [Grade average for a semester]

1. A grade obtained in a given course is attributed with a weight equal to the number of ECTS points assigned to a given course.

2. A grade average for a semester is a weighted average of all the grades obtained in all courses (resulting from the programme of study and from other decisions regarding the student) successfully passed in that semester (rounded up to three decimal points):

$$\text{grade average for a semester} = \frac{\Sigma (\text{course grade} \times \text{ECTS points attributed to the course})}{\Sigma (\text{ECTS points attributed to courses in a given semester})}$$

2. A credit without a grade noted as “cred.” [“zal”], which has no equivalent in a numerically expressed grade is not taken into account for the calculation of a grade average.

4. If the Vice-Dean for students’ affairs rules on a conditional registration for the subsequent semester, a student’s grade average is calculated based on the grades the student obtained on the date of the conditional registration.

SECTION VI. Readmission, transfer and changes

§ 44 [Readmission]

1. Readmission of a person who was removed from the first semester of studies takes place under general rules of enrolment to the University.

2. Readmission to studies can take place in 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 removal from the list of students – for first-cycle studies or long-cycle studies,

2) 2 years from the date of removal from the list of students – for second-cycle studies.

3. Readmission to studies referred to in paragraph 2 can take place twice during the course of study.

4. The Vice-Dean for students’ affairs, when issuing a decision about readmission to studies, may oblige a student to complete the curricular differences resulting from the programme of study, taking into account the learning outcomes obtained by the student.

5. On account of significant curricular differences, taking into account the learning outcomes obtained by the student, the Vice-Dean for students’ affairs can decide on student’s readmission to studies at a lower semester or year.

6. In case of readmission to studies, the provision from § 31.2 apply accordingly.

7. Readmission to studies takes place from the beginning of the incoming semester after the date of submission of the application or from the term in which classes are run.

8. Readmission to studies is not possible in the event when the University no longer teaches a given field of study.

§ 45 [Following part of the courses outside the University]

1. A 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 obtain credit for the courses followed there on the basis of:

1) learning agreement specifying a syllabus which student is going to follow outside their university and the number of ECTS credits 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 faculty coordinator for student exchanges/Vice-Dean for students’ affairs of the host university faculty,

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 with the obtained

number of ECTS credits, 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 their field coordinator immediately about any changes in a programme of study of a host university relative to the scope specified in the learning agreement described in paragraph 2.1, in order to gain the approval of the faculty coordinator.
4. Student applying for prolongation of studies at another university is obliged to get the consent from faculty coordinator for student exchange before the end of semester.
5. Student who studied abroad receives a confirmation from the field coordinator of all the credits and examination grades obtained abroad on the basis of their list of credits in their record book and the coordinator awards grades in courses successfully completed at a different university taking into account the rules defined in items 6 and 7.
6. The Vice-Dean for students' affairs 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 the required number of ECTS credits, 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 agreements or internal University regulations.

§ 46 [Statement regarding the choice of the main field of study]

A student studying two or more fields of study is obliged to make declare their chosen main field of study within 14 days from undertaking the main field of study.

§ 47 [Transfer within the University]

1. After successfully completing the first semester a student may apply for a transfer:
 - 1) from part-time studies to full-time studies within the same field of study/specialization on the conditions determined by the Vice-Dean for students' affairs,
 - 2) from part-time studies to full-time studies into a different field of study/ specialization on the conditions determined by the Vice-Dean for students' affairs of the faculty accepting the student,
 - 3) from full-time studies to full-time studies into a different field of study/ specialization of the same faculty on the conditions determined by the Vice-Dean for students' affairs or a different faculty on the conditions determined by the Vice-Dean for students' affairs accepting the student.
2. A student may at any given time apply for a transfer:
 - 1) from full-time studies to part-time studies within the same field of study/specialization on the conditions determined by the Vice-Dean for students' affairs,
 - 2) from full-time studies to part-time studies into a different field of study/ specialization of the same faculty on the conditions determined by the Vice-Dean for students' affairs or a different faculty on the conditions determined by the Vice-Dean for students' affairs accepting the student,
 - 3) from part-time studies to part-time studies into a different field of study/ specialization of the same faculty on the conditions determined by the Vice-Dean for students' affairs or a different faculty on the conditions determined by the Vice-Dean for students' affairs accepting the student.
3. In matters referred to in paragraphs 1 and 2, decisions are made by the Vice-Dean for students' affairs of the faculty accepting the student, who determines any possible curricular differences arising from the programme of study, taking into consideration the learning outcomes achieved by the student, and who indicates the mode and time limit for their accomplishment.
4. Regulations in § 49 and § 50 apply respectively.

§ 48 [Transfer from another higher education institution]

1. A student may apply for a transfer from another, also foreign, higher education institution to the University of Szczecin after obtaining the consent of the Vice-Dean for students' affairs of the relevant faculty.
2. A foreign student can transfer from another higher education institution, including a foreign one, to the University of Szczecin after obtaining the consent of the Vice-Rector for students' affairs expressed in the form of a decision, once an opinion of the Vice-Dean for students' affairs of the accepting university has been obtained, provided the student has fulfilled all the requirements resulting from the rules of the school he/she is leaving. A petition for a transfer must be submitted to the Vice-Rector for students' affairs.
3. In a situation specified in paragraphs 1 and 2, a student, a foreign student is obligated to file to the Vice-Dean for students' affairs of an accepting faculty a petition with a substantiation, a record book with a certified successful completion of at least the first semester of studies along with a certificate of having satisfied the requirements resulting from the rules of the school he/she is leaving. The decision is taken by the Vice-Dean for students' affairs of the accepting faculty, specifying any possible curricular differences resulting from the programme of study, taking into account the learning outcomes achieved by the student, and the Vice-Dean for students' affairs indicates the mode and due date of their accomplishment.
4. In the situation specified in paragraph 2, a foreign students is obligated to file to the Vice-Rector for students' affairs a petition with a substantiation, a record book with a certified successful completion of at least the first semester of studies along with a certificate of having satisfied the requirements resulting from the rules of the school he/she is leaving. The decision is taken by the Vice-Rector for students' affairs of the accepting faculty, specifying any possible curricular differences resulting the programme of study, taking into account the learning outcomes achieved by the student, and the Vice-Rector for students' affairs indicates the mode and due date of their accomplishment.
5. A student may relocate from the University of Szczecin to another university.
6. In the situation specified in paragraph 5, a student must fulfil all the obligations required of him/her by the University. The fulfilment of all the obligations required of the student by the University is confirmed by the Vice-Dean for students' affairs
7. The provisions of § 49 and § 51 apply respectively.

§ 49 [Transfer and recognition of classes]

1. The condition for a transfer of classes passed in another organizational unit of the parent university or outside of it, including a foreign university, is determining that the achieved learning outcomes expressed with ECTS credits are convergent with the classes and practical training set out in the plan and programme of study.
2. A student transferring classes passed in a non-parent university, including a foreign one, is assigned with the same number of ECTS credits as is assigned to the learning outcomes obtained as a result of the completion of respective classes and practical training in the accepting university.
3. The Vice-Dean for students' affairs takes a decision with regard to awarding a credit for classes and practical training realized at another university, including a foreign one, on the basis of a written petition submitted by a student supported by the documentation of the course of studies completed at another university. Prior to taking the decision, the Vice-Dean for students' affairs may request a course coordinator or a course instructor for his or her opinion.
4. The provisions of § 50 and § 51 apply respectively.

§ 50 [Mode of transfer of classes passed at the University]

The Vice-Dean for students' affairs, taking into account the convergence of the learning outcomes of a given course, considering in particular the lack of curricular differences of a

given course, form and workload of the course, the form of obtaining a credit in the course and the requirements of a teaching process, recognizes already passed courses, obtained grades and ECTS credits in following cases:

- a) re-registration for a semester at the University,
- b) changing to a different field of study within the field available at the University,
- c) resuming studies at the University,
- d) undertaking studies after a leave at the University,
- e) undertaking an extra field of study at the University,
- f) obtaining credits in courses in another field of study at the University.

§ 51 [Mode of transfer of classes completed outside the University]

1. The Vice-Dean for students' affairs recognizes the classes, achievements (including grades) of a student participating in Erasmus, FSS, Campus Europae, MOST programmes or any other student mobility programmes to the extent to which they match expected learning outcomes in respective fields of study provided at the University. The Vice-Dean for students' affairs then makes a decision of granting IPPS to the student.
2. The Vice-Dean for students' affairs acknowledges achievements (including grades) of a student relocating from another Polish or foreign university to the extent to which they match expected learning outcomes in respective fields of study run at the University.
3. ECTS credits are assigned to the learning outcomes achieved at other universities corresponding to learning outcomes at the University.
4. ECTS credits gained by a student in Erasmus or another student mobility programme at a Polish or foreign university are acknowledged and assigned to the learning outcomes at the University. All the ECTS credits gained by the student during Erasmus or another student mobility programme are acknowledged and accounted for at the University to the extent to which they match learning outcomes in respective fields of study provided at the University.
5. The Vice-Dean for students' affairs conducts a merit-based assessment of a student within the scope of the regulations in paragraphs 1 – 4.
6. The Vice-Dean for students' affairs may transfer the competence to prepare the decision to the faculty or field ECTS/Erasmus coordinator or to a faculty coordinator for student mobility programmes.

DZIAŁ VII. Leaves

§ 52 [Long-term sick leave]

1. A student may be granted a long-term sick leave on the basis of a medical certificate issued by a medical board confirming the need for granting a leave due to their medical condition for the period specified in the certificate.
2. Where a student applies for a long-term sick leave in the absence of the certificate referred to in section 1, the Vice-Dean for students' affairs may refer the student to a medical board for examination of his/her ability to continue his/her studies.
3. A long-term 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 a long-term sick leave shall be taken by the Vice-Dean for students affairs.

§ 53 [Dean's Leave]

A student who has returned from a long-term personal leave is entitled to repeat the course, to 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.

§ 54 [Long-term and short-term personal leave]

1. Students may be granted personal leave from classes as a long-term personal leave or a short-term personal leave.

2. Long-term personal leave may be granted by the Vice-Dean for students' affairs for a semester or two semesters for which the student has applied.
3. Short-term personal leave may be granted by the Vice-Dean for students' affairs for a period shorter than one semester.
4. A personal leave from classes with the consent of the Vice-Dean for students' affairs is granted to a female student who is pregnant – for the period until the delivery of a baby. If the specified end of the personal leave occurs mid-semester, the leave is subject to an automatic extension.
5. A personal leave from classes with the consent of the Vice-Dean for students' affairs is granted to a student who is a parent – for a period of 1 year (a petition may be filed within one year from the birth of a baby). If the specified end of the personal leave occurs mid-semester, the leave is subject to an automatic extension.
6. A student may be granted a personal leave from classes with the consent of the Vice-Dean for students' affairs in the event of special circumstances, including:
 - 1) adoption of a child,
 - 2) the need to take care of a child,
 - 3) to study in Poland or abroad organised by a higher education institution,
 - 4) in other cases duly justified by the student.
7. Persons studying on a part-time basis may be granted personal 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.
8. During a personal leave from classes, students shall retain their student rights, with the exception of the rights resulting from separate regulations.
9. During a personal leave from classes, a student may, with the consent of the Vice-Dean for students' affairs, participate in certain classes and take some credit tests and take some examinations.
10. The granting of a long-term leave and a dean's leave shall extend the duration of studies by the duration of such a leave.
11. A student is obliged to confirm his/her return to the faculty within 7 days from the date of return from his/her long-term leave or long-term sick leave.
12. A short-term leave does not release a student from the obligation to obtain timely credits and pass examinations in the subjects covered by the programme of study for a given semester.
13. A short-term leave may be granted at any time during the academic year.
14. A student of first-cycle or second-cycle programmes may be granted a long-term leave only once in the course of study, while a student of a long-cycle programme of study may do so twice in the course of study, unless the reason for applying for a leave is parenthood or a female student's pregnancy.

§ 55 [Time limits for granting leave]

1. Long-term or short-term personal leave may not be granted earlier than from the date of application.
2. Long-term sick leave may be granted within the time limits laid down in a medical certificate issued by a medical board.
3. Dean's leave is granted to a student by the Vice-Dean for students' affairs ex officio.

SECTION VIII. Conditions for the completion of studies

§ 56 [Diploma thesis, diploma examination]

1. Second-cycle programmes, as well as long-cycle programmes are concluded with the submission of a diploma paper and a diploma examination. In the case of a first-cycle

programme, the studies are concluded with a diploma examination and they may be concluded with a diploma thesis, if the programme of study provides for writing a diploma thesis.

2. A diploma thesis constitutes an independent elaboration of a specific scientific, artistic or practical issue or a technical or artistic achievement presenting the general knowledge and skills of a student related to a given field of study, level and profile of education as well as the ability of independent analysis and drawing of conclusions.

3. A diploma thesis must meet formal and substantive criteria relevant to a given field, level and profile of study as defined by the Faculty Dean, following a consultation of the Faculty Council, and must be submitted in a printed and electronic form.

4. A diploma thesis is subject to a mandatory verification with the use of university anti-plagiarism software.

5. A diploma thesis, immediately after a student successfully passes a diploma examination, is entered into the national repository of diploma works.

6. In the case of second-cycle programmes and long-cycle programmes, a diploma thesis is written under the supervision of a person holding at least a PhD degree, the provision applies respectively to first-cycle programmes.

7. In the event of a longer absence of a diploma thesis supervisor, which results in a delay in the submission of the diploma thesis to the detriment of a student, the Vice-Dean for students' affairs appoints an academic staff member to take up the obligation of supervising the diploma thesis.

8. The subjects of diploma theses for first-cycle programmes, second-cycle programmes and long-cycle programmes are determined and approved by the Faculty Council not later than six months before the statutory date of completion of such programmes.

9. Changes in the topics of diploma theses must be approved by the Faculty Council or an entity authorised by it.

10. A student is entitled to choose the person under whose direction he/she wishes to complete his/her diploma thesis, pursuant to the rules adopted by the Faculty Council. Those rules must be made public.

11. The selection referred to in paragraph 8 must be made not later than by the date on which a diploma seminar (bachelor's degree, engineer's degree or master's degree) commences in accordance with the programme of study for a given field of study.

12. A 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, on condition that the target seminar group has not reached a 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. A change in the later period is possible only with the consent of both the current thesis supervisor and the newly elected one.

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

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

15. In the case of an experimental diploma thesis and a thesis related to fieldwork, the head of an organisational unit in which such a diploma thesis is written may appoint, in consultation with the unit head, 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.

§ 57 [Deadline for submission of a diploma thesis]

1. A student should submit a diploma thesis approved by the Supervisor to the Dean's Office within the time limit agreed with the Supervisor, not later than by the end of the re-sit

examination session of the last semester of his/her studies, which constitutes a prerequisite for passing the diploma seminar during the last semester of his/her studies.

2. If a student fails to submit his/her diploma thesis within the time limit referred to in paragraph 1, the Vice-Dean for students' affairs, at the request of the student, decides on the repetition of the course of the diploma seminar in the final semester of his/her studies. In the absence of this application, the Vice-Dean for students' affairs decides to remove the student from the list of students for failure to submit his/her diploma thesis

3. A student who has been removed from the list of students for the reason set out in paragraph 2 may resume his/her studies within one year from the date of being struck off of the register, which involves repeating the last semester of the diploma seminar, without being obliged to cover curricular differences.

4. The resumption of degree programmes pursuant to the procedure laid down in paragraph 3 is possible only once during the course of a degree programme and it will be counted towards the number of resumptions referred to in these Regulations. A subsequent resumption of degree programmes occurs according to the rules and procedure for the resumption of degree programmes referred to in § 44.

§ 58 [Thesis Promoter and Reviewer]

1. A diploma thesis must be evaluated independently by a supervisor and a reviewer. The final grade for the diploma thesis is determined by a diploma examination board.

2. A reviewer may be an academic staff member holding at least the academic degree of a Doctor of Philosophy. In particularly justified cases, the Faculty Dean may appoint as a reviewer a person holding at least the academic degree of a Doctor of Philosophy from another faculty or from outside the University.

3. If the supervisor of a diploma thesis is an academic instructor with the degree of a Doctor of Philosophy, the thesis must be reviewed by a professor or a habilitated doctor, unless the Faculty Council lays down a different procedure for first-cycle programmes.

4. Diploma thesis grades must 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 become familiar with the grades and reviews of the thesis. Diploma thesis reviews are public, with the exception of a review of a diploma thesis whose subject is legally confidential.

6. In the case of one negative assessment of a diploma thesis, the Vice-Dean for students' affairs, in possible consultation with another reviewer, decides whether to admit the student to the diploma examination.

§ 59 [Conditions for admission to the diploma examination]

1. Admission to a diploma examination in the first-cycle programmes, in the case when the programme of study does not provide for writing a diploma thesis, shall be subject to the student's obtaining the number of ECTS credits resulting from the programme of study and the fulfilment of the remaining curriculum requirements.

2. Admission to the diploma examination shall be subject to the following conditions, in the case when the programme of study provides for writing a diploma thesis:

1) obtaining the number of ECTS credits resulting from the programme of study and the fulfilment of the remaining curriculum requirements,

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

3) verification of 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 independently by the student.

3. Following the verification of the thesis in the anti-plagiarism system, the supervisor performs an analysis of the version of the Report of similarity in terms of the occurrence of unauthorized borrowings in the thesis.

4. 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 the control of the originality of the thesis, following which the student is admitted to the diploma examination.
5. 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 a full version of the Similarity Report. The opinion of the supervisor should be issued within 7 days from the date of depositing the diploma thesis in the anti-plagiarism system.
 - 1) If it arises from the opinion of a supervisor that the diploma thesis does not contain any unacceptable borrowings, such a thesis shall be considered unquestionable, then the student is admitted to the diploma examination.
 - 2) If it arises from a supervisor's opinion that the thesis does not contain any prerequisites for its author committing a plagiarism, but an excessive number of quotations indicates a low degree of independence, the student is not allowed to take the diploma examination. After a consultation with the supervisor, the student corrects the work, which then undergoes the entire anti-plagiarism procedure.
6. If the opinion of a supervisor indicates that the diploma thesis shows evidence of plagiarism, the student shall not be admitted to take a diploma examination. The Vice-Dean for students' affairs shall inform the Rector of the fact.

§ 60 [Diploma examination]

1. A diploma examination is taken before a board appointed by the Dean and chaired by the Vice-Dean for students' affairs, or by a professor or a habilitated doctor employed at the faculty. The examination board also includes a supervisor and reviewer of the thesis. In the event of a long-term or permanent absence of the thesis supervisor or a reviewer, the Vice-Dean for students' affairs may appoint another expert in the discipline related to the subject of the thesis as the board member.
2. A diploma examination in first-cycle programme in the case, when the programme of study does not provide for writing a diploma thesis, is taken before a board appointed by the Dean and chaired by the Vice-Dean for students' affairs, or by a professor or a habilitated doctor employed at the faculty. The examination must also include two other experts in the discipline related to the diploma examination.
3. A diploma examination should take place within one month of the date of submission of the diploma thesis to the Dean's Office.
4. A diploma examination in the case, when the programme of study does not provide for writing a diploma thesis, should take place within one month from the date of fulfilment of the requirements specified in § 59.1.
5. At the request of a student justified by participation in the enrolment process, the Vice-Dean for students' affairs may decide on a diploma examination to be held within 2 weeks, calculated from the date of the student's last passing of courses resulting from the programme of study during the examination session. This provision shall not apply to credits obtained only during a re-sit examination session.
6. A diploma examination constitutes a test of the student's mastery of the basics of research methods in 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 scope of which thesis was prepared.
7. The diploma examination shall be taken orally. In justified cases, it may be taken in writing.
8. At the request of the student, the Vice-Dean for students' affairs may consent to an open diploma examination
9. Report of the diploma examination is drawn up and signed by the chairman and members of the examination board.
10. The committee decides by a majority of votes on the results of the diploma examination.

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

§ 61 [Diploma re-sit examination]

1. If a student receives a failing grade at the diploma examination or does not sit the examination within the set time limit due to an unexcused absence, which is tantamount to receiving a failing grade, the Vice-Dean for students' affairs 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 on the second date or not sitting the diploma examination on the second date due to an unexcused absence, which is tantamount to receiving a failing grade, the student is struck off of the student list, retaining the right to sit the exam once again within one year from the date of being struck off of the list.
4. The deadline for the final diploma examination is set by the Vice-Dean for students' affairs and it is also the date of resumption of studies.
5. Resumption of studies in accordance with paragraph 4 is not included in the number of other study resumptions referred to in these Regulations.

§ 62 [Graduation]

1. Graduation takes place after sitting the diploma examination with a positive grade, i.e. at least "satisfactory" grade.
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, rounded up to the full or half a grade in accordance with the adopted grading system applied 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.
4. The date of graduation is the date of successful passing of the diploma examination. The person who graduated from a first-cycle programme retains the rights of a student until 31 October of the year in which the person completed the programme, with the exclusion of any welfare benefits.

§ 63 [Final university grade]

1. Final university grade, following the submission of a diploma thesis and taking a diploma examination, constitutes the sum of:

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

A grade average from the grades obtained in all courses constitutes a weighted average. A grade obtained in a given course is attributed with a weight equal to the number of credits assigned to the course.

$$\text{grade average from the grades obtained in all courses} = \frac{\Sigma (\text{passing grades} \times \text{ECTS credits})}{\Sigma (\text{ECTS credits})}$$

A course grade is one grade awarded for the entire course, irrespectively of the related forms of teaching of the course and the manner of learning outcomes verification,

- 2) 3/10 of an arithmetic average of the grade obtained for a diploma thesis awarded by a thesis supervisor and reviewer, in the case of second-cycle and long-cycle studies,

and in the case of the first-cycle studies, if the programme of the studies so provides, rounded up to three decimal points,

3) 2/10 of an arithmetic average of the grade obtained for answers to the diploma examination questions, rounded up to three decimal points.

2. Final university grade, after passing a diploma thesis examination, constitutes the sum of:

1) ½ of the weighted average (rounded up to three decimal points) of the grades obtained in all courses defined by the formula:

A grade average from the grades obtained in all courses constitutes a weighted average. A grade obtained in a given course is attributed with a weight equal to the number of credits assigned to the course.

$$\text{grade average from the grades obtained in all courses} = \frac{\Sigma (\text{passing grades} \times \text{ECTS credits})}{\Sigma (\text{ECTS credits})}$$

A course grade is one grade awarded for the entire course, irrespectively of the related forms of teaching of the course and the manner of learning outcomes verification,

2) ½ of an arithmetic average of the grade obtained for answers to the diploma examination questions, rounded up to three decimal points.

3. The final university grade, as it appears in the diploma of graduation and its supplement, is rounded according to the following principle:

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/

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

SECTION IX. Final and transitional provisions

§ 64 [Transitional provisions]

1. 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. 18/2018 of the Senate of the University of Szczecin dated 29 March 2018, until the administrative proceedings in both instances have been exhausted.

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

§ 65 [Entry in force]

The present Regulations of Studies at the University of Szczecin enter in force from the beginning of the academic year of 2019/2020.