

RESOLUTION 26/2025

OF THE SENATE OF THE UNIVERSITY OF SZCZECIN

of 24th of April 2025

concerning the adoption of the Rules & Regulations of Study at the University of Szczecin

Pursuant to Article 28 Item 1.2 of the act of 20th of July 2018 Law on Higher Education and Science (*Consolidated text*: Journal of Law 2024, Item 1571, as amended) it is hereby resolved as follows:

RULES & REGULATIONS OF STUDY AT THE UNIVERSITY OF SZCZECIN

CHAPTER 1 GENERAL PROVISIONS

§ 1.

[Course of Study]

1. The provisions of the Rules & Regulations of Study at the University of Szczecin, hereinafter referred to as the *Rules & Regulations*, apply to full-time and part-time first-cycle (Bachelor's), second-cycle (Master's), and long-cycle Master's degree programmes of study conducted at the University of Szczecin, hereinafter referred to as the *University*.
2. The University of Szczecin may offer joint study programmes in cooperation with another university, a PAS institute, a research institute, an international institute, a foreign higher education institution, or a scientific institution, pursuant to the terms set out in the agreement concluded.
3. To matters related to the course of study of students admitted to programmes of study under separate agreements shall apply provisions and conditions specified in respective agreements.
4. To all and any matters not regulated hereby shall apply the rules & regulations of study of partner universities, depending on the place of study as defined in the programme of study.
5. All and any references herein to the *Act* shall mean the act of 20th of July 2018 Law on Higher Education and Science.
6. All and any references herein to the *Dean's Office* shall mean the Student Affairs Section of the relevant faculty.

§ 2.

[Recruitment]

1. The requirements, procedure, and deadlines for the commencement and completion of the recruitment process, as well as the method of its implementation at the University, shall be determined by the Senate of the University of Szczecin. In establishing the recruitment rules,

the Senate shall strive to ensure the full participation of persons with special needs in the recruitment process on an equal basis with others.

2. The Senate of the University of Szczecin shall define the rules for admitting laureates and finalists of central-level subject Olympiads and may also define the rules for admitting laureates of international or nationwide competitions.
3. A person holding a secondary school leaving certificate (*matura* exam) or another document specified in the regulations on higher education may be admitted to a first-cycle or long-cycle Master's programme.
4. A person holding a higher education diploma may be admitted to a second-cycle programme.

§ 3.

[Admission and Acquisition of Student Rights]

1. Admission to the University shall take place through:
 - 1) recruitment;
 - 2) recognition of prior learning outcomes;
 - 3) transfer from another university or a foreign university.
2. Admission to the first year or the first semester of study at the University shall be granted through the admission process.
3. A person admitted to the university shall commence their studies and acquire student rights at the University upon taking the student oath.
4. Student rights at the University may also be acquired upon transfer from another university or upon resumption of studies.
5. Pursuit full-time and part-time studies in the same field of study at the University simultaneously shall not be permitted.

§ 4.

[Student ID Card, Record Book, and Email Account]

1. The student shall be issued the student ID card.
2. The student ID card serves as a document confirming the student's status.
3. The student has the right to hold and use the student ID card until the completion of studies, suspension of student rights, or removal from the student register; in the case of first-cycle graduates – until 31 October of the year of graduation.
4. The student's academic achievements are recorded in the University's electronic system in the electronic student record book.
5. The student shall be provided with an email address in the University's domain and an account in the electronic student service system.
6. Students shall carry out all study-related matters using the IT tools referred to in Item 5.

§ 5.
[Student Government]

1. Students at the University form the student government.
2. The elected bodies of the student government shall have the exclusive authority to represent all students.
3. The student government shall promote the self-adopted student code of ethics.

§ 6.
[Adaptation of the Educational Process for Students with Special Needs]

1. The University authorities must provide students with special needs with conditions that allow full participation in the educational process on an equal basis with others.
2. The University authorities shall strive to organize the educational process in a way that meets the needs of all students with special needs to the greatest extent possible, applying the principles of universal design.
3. The University authorities shall be required to ensure reasonable accommodations in the educational process for students with special needs, tailored to their individual requirements, particularly those arising from health conditions.
4. The relevant Department for Support for Students with Special Needs is the organisational unit of the University that supports students with special needs as well as the efforts of other organisational units of the University aimed at fulfilling the task set forth in Item 1.
5. Requests submitted by students with special needs related to their health condition shall be considered with the highest standards of confidentiality in cooperation with the relevant Department for Support for Students with Special Needs in accordance with separate University regulations.
6. Decisions, including rulings concerning students with special needs, are issued after obtaining the opinion of the head of the relevant Department for Support for Students with Special Needs. The student may choose to have their case considered without the involvement of the relevant Department for Support for Students with Special Needs.
7. The detailed conditions for ensuring accessibility of the educational process, including methods of adjustment and organisation of teaching within individual degree programmes, as well as the specific tasks of the Department for Support for Students with Special Needs, are regulated in separate University regulations.

§ 7.
[University Authorities Responsible for Student Affairs]

1. The Rector is the superior of the students.
2. The Rector exercises supervision over the education provided at the University.
3. In dealing with all and any matters concerning the studies and students, the Rector shall be represented by the Vice-Rector for Student Affairs.
4. The direct supervisor and counsellor for students at the faculty is the Vice-Dean for Student Affairs.

5. In matters not regulated by the Rules & Regulations or other legal acts, administrative decisions and other rulings are made by the Vice-Dean for Student Affairs or, as appropriate, the Vice-Rector for Student Affairs.
6. In the event of the prolonged absence of the Vice-Dean for Student Affairs, administrative decisions and other rulings referred to in Item 5 shall be made by the Dean of the faculty or a designated Vice-Dean, upon receiving a positive opinion from the student government.
7. In the event of the prolonged absence of the Vice-Rector for Student Affairs, in matters referred to in Items 3 and 5, administrative decisions and other rulings shall be issued by a Vice-Rector designated by a separate ordinance, upon receiving a positive opinion from the student government.

§ 8.

[Administrative Decisions and Other Rulings]

1. Individual student matters are resolved by means of administrative decisions or other rulings.
2. Administrative decisions are issued in matters concerning:
 - 1) removal from the student register;
 - 2) admission to the University and change of form or programme of study in the case of foreign nationals;
 - 3) refusal of admission through the recruitment process;
 - 4) refusal of admission through transfer from another university;
 - 5) refusal of admission through recognition of prior learning outcomes;
 - 6) resumption of studies;;
 - 7) exemption from or reduction of fees for educational services;
 - 8) suspension of student rights by the Rector in the cases referred to in Article 312(5) and Article 316(4) of the Act;
 - 9) determination of invalidity of a diploma;
 - 10) refusal to consent to transfer to another university.
3. The proceedings referred to in Item 2 shall be conducted in accordance with the provisions of the Act of 14th of June 1960 – the Code of Administrative Procedure, hereinafter referred to as the *CAP*, unless otherwise provided by separate regulations
4. Individual student matters other than those listed in Item 2 are resolved by means of rulings to which the provisions of the *CAP* do not apply.
5. In matters resolved by means of a ruling, the Vice-Dean for Student Affairs shall summon the student to remedy formal deficiencies in the application or to submit missing documents within 7 days from the date of delivery of the summons, under pain of the application being left unconsidered.
6. If the deadline referred to in Item 5 is missed, it may be reinstated at the request of the student, provided the student demonstrates that the delay occurred through no fault of their own. The application for reinstatement of the deadline must be submitted within 7 days from the date the cause of the delay ceases. The required action must be completed at the time of submission of the application.
7. In matters referred to in Item 4, the student may submit an application either in writing or via the University's electronic system.

8. If the application is submitted via the University's electronic system, the ruling shall also be delivered via that system. In such cases, the date of delivery is considered to be the date on which the student confirms having read the ruling in the University's electronic system.
9. If the student does not read the ruling within 7 days from the date it is posted in the University's electronic system, the ruling shall be sent in paper form via postal operator.
10. In the matters referred to in Item 4 where the application was submitted in writing, the ruling shall be delivered to the student in written form against acknowledgment of receipt. In such cases, the date of delivery is considered to be the date on which the student receives the ruling.
11. In the situations referred to in Items 9 and 10, if the student fails to collect the ruling despite two delivery attempts (double notice), the ruling shall be placed in the case file and deemed delivered. In such cases, the ruling is considered delivered 14 days after the date of the first delivery attempt.
12. The administrative decisions referred to in Item 2 point 1, and the rulings referred to in Item 4 concerning the course of study for foreign students in the first instance, are issued by the Vice-Dean for Student Affairs acting on behalf of the Rector. The administrative decisions referred to in Item 2 points 2–10 are issued by the Rector or the Vice-Rector for Student Affairs, as appropriate.
13. A ruling referred to in Item 4, in which the Vice-Dean for Student Affairs is the competent authority, should be issued no later than 30 days from the date the student submits the application or from the date the Vice-Dean becomes aware, ex officio, of circumstances requiring a ruling.
14. If the deadline specified in Item 13 is not met, the student has the right to lodge a complaint with the Vice-Rector for Student Affairs.
15. If the University implements an electronic system for serving summonses, administrative decisions, and other rulings, an electronic document flow may be applied, subject to the student's consent, in accordance with separate University regulations

§ 9.
[Appeals]

1. The student shall have the right to appeal against administrative decisions and other rulings issued by the Vice-Dean for Student Affairs to the Vice-Rector for Student Affairs.
2. The appeal must be submitted within 14 days from the date of delivery of the administrative decision or other ruling, via the Vice-Dean for Student Affairs who issued the contested decision or ruling.
3. In the case referred to in § 8(12) of the Rules & Regulations, the student may submit a request for reconsideration of the case against an administrative decision issued by the Rector or the Vice-Rector for Student Affairs. The request must be submitted to the Rector within 14 days from the date of delivery of the decision.
4. If the deadline referred to in Items 2 and 3 is missed, the Rector or the Vice-Rector for Student Affairs shall issue a decision declaring the appeal inadmissible or confirming that the deadline for submitting it has expired.
5. The deadlines referred to in Items 2 and 3 may be reinstated upon the student's request if the student demonstrates that the failure to meet the deadline was not their fault. The request for reinstatement must be submitted within 7 days from the date the reason for the failure

ceases. At the same time, the student must complete the action for which the deadline was originally set.

6. If the Vice-Dean for Student Affairs finds the appeal to be entirely justified, they may issue a new administrative decision or other ruling, thereby repealing or amending the contested decision or ruling. In such case, the Vice-Dean does not forward the appeal to the Vice-Rector for Student Affairs. The new administrative decision or ruling is also subject to appeal under the rules set forth in Item 2.
7. If the Vice-Dean for Student Affairs does not issue a new administrative decision or ruling as described in Item 6 within 7 days of receiving the appeal, they shall forward the appeal and the case files to the Vice-Rector for Student Affairs.
8. In matters resolved by administrative decision or other ruling, the Vice-Rector for Student Affairs may request the student to correct any formal deficiencies in the appeal within 7 days from the date of delivery of the summons. Failure to comply shall result in the appeal being left unexamined.
9. In such matters, the Vice-Rector for Student Affairs may also request the student to submit missing documents within 7 days from the date of delivery of the request. Failure to do so shall result in the appeal being considered based on the available documentation.
10. If the deadlines referred to in Items 8 and 9 are missed, they may be reinstated upon the student's request if the student demonstrates that the delay was not their fault. The request for reinstatement must be submitted within 7 days from the date the cause of the delay ceases. At the same time, the student must complete the required action.
11. The Vice-Rector for Student Affairs shall uphold, revoke in whole or in part, or annul the decision or other ruling of the Vice-Dean for Student Affairs if it violates higher education regulations, the Statute of the University of Szczecin, resolutions of the Senate of the University of Szczecin, the Rules & Regulations, or other internal University regulations, or if it infringes upon the legitimate interest of the University. In such cases, the Vice-Rector shall issue a ruling on the substance of the matter or, by revoking the decision or ruling, discontinue the first-instance or appeal proceedings in whole or in part.
12. In matters referred to in § 8(2) of the Rules & Regulations, the student has the right to file a complaint with the Provincial Administrative Court in accordance with separate provisions.
13. In matters not listed in § 8(2) of the Rules & Regulations, the ruling of the Vice-Rector for Student Affairs is final and binding, subject to Item 14.
14. During a given semester or academic year, if new factual circumstances or evidence significant to the case come to light that were unknown on the date the ruling was issued, the Vice-Rector for Student Affairs may revoke their previous ruling and issue a new ruling on the substance of the case.

CHAPTER 2 ORGANISATION OF STUDIES

§ 10.

[Organisation of the Academic Year]

1. The academic year lasts from October 1 to September 30 and is divided into 2 semesters.
2. Classes are held for 15 teaching weeks per semester.
3. The Rector, by means of an ordinance, sets the detailed structure of the academic year and its individual semesters, specifying in particular the periods allocated for classes, as well as for the main and resit examination sessions, and indicating the dates of holiday breaks and the summer break. The draft ordinance requires an opinion from the student government.
4. In special cases, the Rector may declare Rector's days or hours free from classes, while also indicating whether they must be made up and specifying the deadline for doing so.
5. In special cases, the Dean may declare Dean's hours free from classes, also indicating whether they must be made up and specifying the deadline for doing so.
6. The Dean of the faculty, in consultation with the student government, sets the schedule of meetings for part-time (non-stationary) studies within the 15-week teaching period of the semester.
7. In the case of programmes conducted under the principles set out in § 1(2) and (3) of the Rules & Regulations, the Rector may establish a different organisation of the academic year for those programmes.

§ 11.

[Study Programme]

1. The student pursues their studies within a specific field of study, at a defined level, in a defined form, educational profile, and specialization (or area of study), if such specialization (area) is provided for in the study programme based on the curriculum adopted by the Senate for the relevant study cycle.
2. If the study programme includes specializations (areas of study), the student selects and completes one of them. This becomes the student's primary specialization (primary area of study).
3. Under conditions defined in separate University regulations, the student may pursue an additional specialization (additional area of study), apart from the one referred to in Item 2, within the same field of study, as extracurricular courses, provided the University is able to offer it within the given study cycle.
4. The additional specialization (additional area of study) referred to in Item 3 is subject to a fee. The amount of the fee is determined by separate Rector's ordinances.
5. It is not permitted to pursue a specialization (area of study) from another field or level of study.
6. The student pursues their studies according to the study programme valid in the academic year in which they began their studies. This rule does not apply to students who are re-registered for the same semester, transferred from another field of study within the University or from another institution, or those resuming their studies after a leave of

absence or reinstatement; in these cases, the applicable study programme is the one in effect for the cohort to which the student is reinstated or transferred.

7. The duration of full-time first-cycle (Bachelor's) studies is 6 semesters, engineering programmes last at least 7 semesters, second-cycle (Master's) studies last from 3 to 5 semesters, and long-cycle Master's programmes last from 9 to 12 semesters.
8. The duration of part-time (non-stationary) studies is determined by the study programme and may exceed the duration of the corresponding full-time programme.
9. The study programme is published by the Dean of the faculty for student information on the faculty website before the start of the admission process.

§ 12.

[Class Schedule]

1. The detailed schedule of classes for full-time and part-time studies is determined by the Dean of the faculty, after consulting the competent body of the student government. The schedule is published on the faculty notice board and the faculty website no later than 7 days before the start of classes in the semester concerned.
2. Changes to the class schedule may be made by the Dean of the faculty or a person authorized by the Dean, after consulting the competent body of the student government.
3. The class schedule, together with the student government's opinion, is submitted by the Dean to the Vice-Rector for Academic Affairs.

§ 13.

[Classes in a Foreign Language]

1. In study programmes conducted in Polish, classes may also be held in a foreign language, in accordance with the curriculum adopted by the Senate for the relevant study cycle.
2. The rules for conducting diploma examinations and preparing diploma theses in a foreign language are determined by the Dean of the faculty after obtaining the opinion of the faculty's teaching council, taking into account the needs of students with special needs, where possible by applying the principles of universal design.

§ 14.

[ECTS Credits]

1. The organisation and crediting of studies at the University are based on the European Credit Transfer and Accumulation System (ECTS).
2. The number of ECTS credits defined by the study programme for one semester ranges from 28 to 32, and for one academic year totals 60.
3. The number of ECTS credits referred to in Item 2 also includes one specialization (area of study) carried out within the field of study in accordance with the study programme.
4. For part-time studies that last longer than the corresponding full-time studies, the number of ECTS credits per semester is proportionally lower, while the total number of ECTS credits for the entire programme remains the same as in full-time studies.

§ 15.
[Forms of Educational Activities]

1. The forms of educational activities conducted at the University include:
 - 1) lectures;
 - 2) practical classes and laboratory classes;
 - 3) methodological classes;
 - 4) specialised classes within the Physical Education programme;
 - 5) conversation classes;
 - 6) proseminars;
 - 7) diploma seminars;
 - 8) diploma workshops;
 - 9) field classes;
 - 10) foreign language courses;
 - 11) physical education classes;
 - 12) camps;
 - 13) workshops.
2. Lectures referred to in Item 1(1) conducted at the University are open to all.
3. Other forms of educational classes may be open with the consent of the instructor.
4. Lectures are conducted by persons holding at least a doctoral degree, subject to Item 5.
5. The Dean of the faculty, after obtaining the opinion of the faculty teaching council, may request the Rector to conclude an agreement for conducting lectures within practice-oriented study programmes with a person holding a master's degree and documented professional experience gained outside the University, which qualifies them to properly conduct classes within the study programme.

§ 16.
[Enrolment in Elective Courses and Main Specialization (Primary Area of Study)]

1. Enrolment in elective courses and in the main specialization (primary area of study) provided in the study programme for first-cycle, second-cycle, and long-cycle Master's degree students takes place in the semester preceding the academic year in which the classes are to be held and is carried out through the University's electronic system.
2. Enrolment in elective courses and in the main specialization (primary area of study) provided in the study programme, if scheduled for the second semester, for second-cycle students takes place by 31st of October for programmes starting in the winter semester or by 31st of March for those starting in the summer semester, and is also carried out through the University's electronic system.
3. The detailed deadlines and procedures for enrolment are defined by:
 - 1) the Dean or the Vice-Dean for Student Affairs – for elective courses and the main specialization (primary area of study), announced publicly in the manner established at the faculty and on the faculty website, no later than 14 days before the start of the enrolment period;
 - 2) the relevant Vice-Rector for Academic Affairs – for general university lectures and lectures in the field of humanities or social sciences, announced publicly in the manner

- established at the University and at individual faculties and on faculty websites, no later than 14 days before the start of the enrolment period;
- 3) the director of the supporting organisational unit – for foreign language courses and physical education classes, announced publicly in the manner established within that unit and on faculty websites, no later than 14 days before the start of the enrolment period.
 4. After the first enrolment period ends, elective courses and main specializations (primary areas of study) that cannot be launched due to insufficient student enrolment are withdrawn from the offer.
 5. The revised offer of elective courses and main specializations (primary areas of study) is announced no later than 4 weeks before the beginning of the relevant semester.
 6. Participation in classes may be limited by group size.
 7. Decisions concerning the student's request to change an elective course or main specialization (primary area of study), as referred to in Items 1 and 2, are made by the Vice-Dean for Student Affairs after consultation with the Dean of the faculty, taking into account § 6(6) of the Rules & Regulations.

§ 17.

[Additional Specialization (Additional Area of Study)]

1. Enrolment in the additional specialization (additional area of study) referred to in § 11(3) of the Rules & Regulations is carried out through the University's electronic system only after enrolment in the main specialization (primary area of study) within the student's field and cycle of study.
2. The detailed schedule and procedures for enrolment in an additional specialization (additional area of study) are determined by the Dean or Vice-Dean for Student Affairs, taking into account the University's regulations regarding group sizes. Information about enrolment is made publicly available in the manner established at the faculty and on the faculty website, no later than 14 days before the enrolment period begins.
3. Enrolment in an additional specialization (additional area of study) is only possible within specializations (areas of study) already offered under the current programme of study for the given cycle of education, in accordance with the University's regulations.
4. The right to enrol in an additional specialization (additional area of study) may be limited by group capacity.
5. Decisions regarding the student's request to change the additional specialization (additional area of study) referred to in Item 1 are made by the Vice-Dean for Student Affairs after consulting the Dean, taking into account § 6(6) of the Rules & Regulations.
6. The fee for the additional specialization (additional area of study) is determined by separate ordinances of the Rector.
7. ECTS credits earned as part of an additional specialization (additional area of study) are counted as additional credits obtained during the course of studies.
8. Grades obtained in courses completed as part of an additional specialization (additional area of study) are not included in the semester and yearly grade averages, nor in the cumulative grade average.

9. In the case of failure to pass the courses required for completion of the additional specialization (additional area of study), the provisions of § 55 and § 56 of the Rules & Regulations apply accordingly.
10. A completed additional specialization (additional area of study) is recorded on the diploma and in the diploma supplement.
11. Failure to complete the additional specialization (additional area of study) by the date of the diploma examination, in accordance with the study programme for the given cycle of education, results in the closure of the possibility to complete that specialization.

§ 18.

[Courses Taken Outside the Study Programme]

1. Students may participate in courses that are not part of their study programme.
2. Prior to the start of such courses, the student submits an application to the Vice-Dean for Student Affairs of the faculty in which they are enrolled.
3. The Vice-Dean for Student Affairs of the student's faculty issues a decision on the application referred to in Item 2 after consulting the Dean of the faculty offering the course.
4. The fee for each course taken outside the study programme is determined by a separate ordinance of the Rector.
5. Grades obtained from courses taken outside the student's study programme are not included in the semester or annual grade average, nor in the cumulative grade average.
6. Courses successfully completed by the student, as referred to in Item 1, are listed in the diploma supplement.
7. The provisions of § 55 of the Rules & Regulations apply to courses taken outside the study programme.

§ 19.

[Open Competency Classes]

1. In addition to the option of selecting an additional specialization (additional area of study) and courses taken outside the study programme, as referred to respectively in § 17 and § 18 of the Rules & Regulations, the University enables students to participate free of charge in open competency classes that are conducted outside the student's study programme.
2. The rules for the creation, delivery, selection, and registration for the competency classes referred to in Item 1 are set out in separate University regulations.
- 3.

§ 20.

[Group Division]

1. The rules for group division with respect to different types of didactic classes are determined by the Rector by way of an ordinance.
2. Decisions regarding the student's request to change groups are made by the Vice-Dean for Student Affairs, taking into account the University's regulations concerning group sizes.

§ 21.
[Year Tutor]

The Rector determines, by way of a separate ordinance, the rules for appointing, the responsibilities, and the duties of a Year Tutor at the University of Szczecin.

§ 22.
[Counsellor for the student with Special Needs]

1. At the request of the student with special needs, the Vice-Dean for Student Affairs, in consultation with the Dean of the faculty, appoints a Counsellor for the student, taking into account the provisions of § 6(6) of the Rules & Regulations.
2. The task of the Counsellor for the student with special needs is to support the student in matters related to the organisation and implementation of the education process tailored to their specific needs, particularly in relation to their health condition.
3. The Counsellor for the student with special needs is appointed independently of the assistant for the student with disabilities assigned by the relevant Support Office for Persons with Disabilities.

§ 23.
[Tuition Fees]

The detailed rules for charging tuition fees for educational services provided, as well as the amounts of these fees, are determined by the Rector by way of a separate ordinance.

§ 24.
[Remote Learning Methods and Techniques]

1. If the nature of education in a given degree programme, level, and mode of study allows part of the learning outcomes included in the study programme may be achieved through classes conducted using remote learning methods and techniques, with the use of infrastructure and software enabling synchronous and asynchronous interaction between students and academic staff, in accordance with the applicable University regulations.
2. Remote learning methods and techniques should consider the needs of students with special needs and, as far as possible, be based on universal design principles.
3. The provisions of the Rules & Regulations shall apply accordingly to the classes referred to in Item 1.

§ 25.
[Individual Study Plan (ISP)]

1. Grounds entitling the student to apply for an individual study plan (hereinafter referred to as the *ISP*) include, in particular:
 - 1) pregnancy;
 - 2) parenthood;
 - 3) raising a child as the student;
 - 4) providing care for an ill close family member;

- 5) special needs of the student with disabilities, particularly those resulting from a disability;
 - 6) studying more than one degree programme (the ISP may be granted for each of them);
 - 7) involvement in scientific, social, or artistic organisations (a certificate from an authorised person must be submitted);
 - 8) involvement in sports organisations or university sports teams (a certificate from the sports association or the University Sports Association must be submitted);
 - 9) significant employment obligations of part-time students;
 - 10) outstanding academic performance with a grade average of at least 4.1 in the previous semester;
 - 11) exceptional achievements in sports or the arts;
 - 12) participation in student exchange programmes organised by the University (domestic or international);
 - 13) the specific nature of studies established at the University requiring changes to the programme's organisation;
 - 14) admission to the University based on recognition of prior learning;
 - 15) participation in research projects funded by foreign, international, or national institutions such as the NCN, NCBR, or NPRH, including EU and EFTA funds.
2. The ISP under Item 1 points 13–15 may include in particular:
 - 1) Individual selection of courses or groups;
 - 2) Modification of attendance and grading rules, provided that the intended learning outcomes for the course are achieved;
 - 3) Rescheduling of examinations and assessments in consultation with the course instructor.
 3. The Vice-Dean for Student Affairs grants the ISP upon the student's request submitted within 30 days from the start of classes or the occurrence of a qualifying circumstance, except for the cases listed under Item 1 points 13–15, in which the ISP may be granted ex officio. For students with special needs, the decision must take into account § 6(6) of the Rules & Regulations.
 4. If the ISP is granted on the basis of Item 1 points 1–11:
 - 1) The ISP may be granted by the Vice-Dean for Student Affairs:
 - a) from the second semester for first-cycle (bachelor's) and long-cycle programmes, except for the cases in points 1–2, for which it may be granted from the first semester,
 - b) from the first semester for second-cycle (master's) programmes;
 - 2) The ISP may entitle the student to be exempt from attending classes; this does not release the student from the obligation to complete those classes in accordance with the study programme and the academic year schedule;
 - 3) Specific terms of course completion, participation, and performance of student duties are defined in an agreement between the student and the instructor;
 - 4) A template for the written agreement regarding the ISP is determined by the Rector in a separate ordinance;
 - 5) The ISP cannot be granted before the student submits the application;
 - 6) The decision granting the ISP is conditional and comes into force only after the student submits the required written agreements with instructors;

- 7) In justified cases, the Vice-Dean may grant the ISP only for the courses covered by the submitted agreements, requiring attendance in all other classes scheduled for that semester or academic year;
 - 8) The agreement mentioned in point 3 must be concluded in writing or electronically (if the instructor agrees) within two weeks from the date the Vice-Dean's decision is delivered;
 - 9) The student must promptly submit the agreement referred to in Item 3 to the Dean's Office
 - 10) Failure to meet the requirement in point 8 results in the expiration of the ISP decision, of which the student is informed by a separate decision.
5. If the ISP is granted based on Item 1 point 12, the principles for completing the coursework are governed by separate regulations on student exchange and by § 33–34 of the Rules & Regulations.
 6. For the ISP granted under Item 1 points 13–14, the Vice-Dean for Student Affairs, in consultation with the Dean and the faculty's teaching council, determines the specifics of the granted the ISP in the decision and promptly informs the student.
 7. If the ISP is granted under Item 1 point 15:
 - 1) The Dean may appoint a research supervisor from among academic staff holding at least a doctoral degree;
 - 2) The Vice-Dean approves the individual study programme prepared by the research supervisor in consultation with the relevant degree programme team and after consulting the faculty's teaching council.
 8. The study plan determined for the student granted the ISP under Item 1 points 13–15 must be entered into the University's electronic system by the relevant education section of the faculty.
 9. If the circumstances justifying the granting of the ISP cease to exist, the Vice-Dean for Student Affairs shall revoke the ISP by issuing a decision *ex officio*.
 10. Apart from the grounds specified in Item 1, the Vice-Dean may, in justified cases, grant the ISP upon the student's request. Items 3–10 shall apply accordingly.

§ 26.

[Individual Organisation of Study for Student-Athletes of the University of Szczecin]

In addition to the possibility of applying for an Individual Study Plan (ISP) on the basis of § 25(1)(11), the Rector shall define, by a separate ordinance, the conditions, rules for granting, and implementation of the ISP under the programme *Parallel Career Path of the Student-Athlete at the University of Szczecin*.

§ 27.

[Recognition of Learning Outcomes]

The detailed conditions, procedures, and organisation of the process for the recognition of learning outcomes acquired outside the formal higher education system shall be governed by separate University regulations.

§ 28.
[Study Records]

1. The study records shall include:
 - 1) Student registry book;
 - 2) Student personal files;
 - 3) Diploma register.
2. The academic progress of students at the University shall be documented in:
 - 1) periodic achievement cards prepared on the basis of data collected in the University's electronic system, constituting a printout signed by the Vice-Dean for Student Affairs;
 - 2) interim and final course records prepared based on data collected in the electronic system, constituting a printout signed by the examiner or the person responsible for awarding credit for a given class;
 - 3) records of committee exams and committee evaluations of coursework, completed and signed by the examining committee;
 - 4) the electronic grade book, which serves as the record of the student's academic progress in the University's electronic system.
3. The student has the right to access their academic records in electronic form by logging into the University's electronic system.
4. The detailed rules for maintaining electronic study records shall be defined by the Rector in a separate ordinance.
5. In the case of degree programmes conducted in English, foreign students who do not speak Polish may receive documents related to their academic progress in both Polish and English.

CHAPTER 3
STUDENT RIGHTS AND DUTIES

§ 29.
[Student Rights]

1. The student shall, in particular, have the right to:
 - 1) acquire knowledge in the chosen field of study, pursue academic interests, and use University resources for that purpose;
 - 2) receive training on student rights and obligations, including the rights and obligations of students with special needs;
 - 3) attend classes outside the curriculum of their chosen programme, under the conditions specified in the Rules & Regulations;
 - 4) pursue studies in more than one field of study, including at different universities, both domestic and foreign, in accordance with applicable regulations;
 - 5) join academic interest groups;
 - 6) join existing student organisations or establish new ones;
 - 7) elect representatives and run for office in student government bodies and certain collegiate bodies of the University;
 - 8) submit proposals to University authorities concerning study programmes, course schedules, learning processes, and social or living conditions;

- 9) study under an Individual Study Plan (ISP), under the terms set out in the Rules & Regulations;
 - 10) take leaves of absence under the conditions laid down in the Rules & Regulations;
 - 11) justify absences from classes with the possibility of verifying the learning outcomes defined in the programme of study;
 - 12) change the mode of study under the terms set out in the Rules & Regulations;
 - 13) receive scholarships and other forms of financial aid in accordance with separate regulations;
 - 14) receive awards and distinctions for academic, artistic, or athletic achievements, as well as for service to the community and the region;
 - 15) participate in assemblies, demonstrations, protests, and strikes organised on University premises, in accordance with the Act and the University Statute;
 - 16) express opinions on academic classes and teaching staff performance in a manner agreed upon between the student government and the Rector, in accordance with universal design principles;
 - 17) participate in the creation and revision of study programmes or their components, in accordance with separate University regulations;
 - 18) participate in the evaluation of the education process;
 - 19) submit applications and requests via the email account assigned in the University's electronic system;
 - 20) have their personal data protected, especially sensitive data.
2. Students with special needs shall, where justified by their individual needs, have the right to:
- 1) ensure accessibility of the teaching process, especially through:
 - a) accessible conditions for conducting classes, including accessible class venues,
 - b) accessible conditions for class participation, including remote participation if possible and agreed upon with the Vice-Dean for Student Affairs,
 - c) access to teaching materials and educational aids provided by the relevant unit of the Department for Support for Students with Special Needs,
 - d) an Individual Study Plan (ISP),
 - e) access to supplementary or additional classes under terms defined in separate University regulations,
 - f) the use of assistive learning tools during classes,
 - g) assistance in obtaining learning materials and equipment necessary for studying,
 - h) individual access arrangements to libraries as defined in the Regulations on Library Resource Access;
 - 2) ensure accessibility of learning outcomes assessment by:
 - a) providing alternative forms of learning outcomes verification,
 - b) ensuring accessible conditions for such verification,
 - c) allowing individualised forms and schedules for passing courses or taking exams in accordance with the student's needs,
 - d) allowing the use of necessary technical devices and assistive technologies during assessments and exams;
 - 3) ensure support for communication with lecturers in a form determined by the student with special needs, including during assessments and examinations;
 - 4) have access to individual consultations during the lecturer's designated office hours;

- 5) benefit from other entitlements provided for in the Rules & Regulations and separate University regulations.

§ 30.
[Student Obligations]

The student is required to act in accordance with the oath, the Rules & Regulations, and other regulations in force at the University, as well as to:

- 1) uphold the good name of the University and the dignity of the student status;
- 2) diligently acquire the knowledge, skills, and competencies specified in the study programme;
- 3) comply with the regulations applicable at the University;
- 4) act in accordance with the oath and observe the principles set out in the Student Code of Ethics of the University of Szczecin;
- 5) attend academic classes included in the curriculum and study plan, obtain credits and pass exams on time, and fulfil all obligations in accordance with the oath;
- 6) show respect toward fellow students, staff, and University authorities;
- 7) take care of University property and use it in accordance with its intended purpose;
- 8) pay tuition fees on time, if such fees are required by relevant regulations;
- 9) stay informed of resolutions, regulations, decisions, and other rulings and communications (announcements, information) issued by University and faculty authorities regarding the course of study, including those published or sent via the University's electronic system;
- 10) regularly review information and data in the University's electronic system—especially personal data, academic records, scholarships, fees, and published results of exams and course credits—and, if necessary, submit appropriate requests in this regard to the Vice-Dean for Student Affairs;
- 11) promptly notify the Dean's Office—no later than 14 days after the relevant event—of any change in surname, address, residence status in the Republic of Poland, material circumstances affecting financial aid eligibility or amount, and of any other factual or legal circumstances relevant to the student's rights and obligations at the University;
- 12) participate in the evaluation of the educational process, in particular by completing surveys;
- 13) submit declarations and other documents required under higher education regulations;
- 14) refrain from any actions that could lead to claiming authorship of parts or elements of someone else's work or scientific findings.

CHAPTER 4
AWARDS, DISTINCTIONS AND PENALTIES

§ 31.
[Awards]

1. The student who distinguishes himself with exceptional academic or athletic performance, fulfils his duties in an exemplary manner, and actively participates in university life while maintaining discipline and impeccable ethical conduct may be granted an award or distinction, in accordance with separate regulations. In particular, these may include:
 - 1) the Rector's Award;
 - 2) the Dean's Award;
 - 3) a congratulatory letter from the Rector;
 - 4) a congratulatory letter from the Dean.
2. The detailed rules for granting the Rector's Award are defined by the Rector in a separate ordinance.
3. The detailed rules for granting the Dean's Award are defined by the Rector in a separate ordinance, in consultation with the Dean and the faculty student government.
4. A request for the congratulatory letter referred to in Item 1(3) may be submitted to the Rector by the Dean, an academic teacher employed at the University, the student organisation, or the relevant body of the student government.
5. A request for the congratulatory letter referred to in Item 1(4) may be submitted to the Dean by the Vice-Dean, an academic teacher employed at the University, the student organisation, or the relevant body of the student government.

§ 32.
[Disciplinary Liability]

The student shall be subject to disciplinary proceedings before the disciplinary committee for any conduct that is inconsistent with the dignity of the student or violates the University's regulations, as defined by higher education legislation and the University Statute.

CHAPTER 5
DOMESTIC AND INTERNATIONAL MOBILITY

§ 33.
[Completion of Part of Studies Outside the University – Domestic Mobility]

1. With the approval of the Vice-Dean for Student Affairs, the student may complete part of their studies under national student exchange programmes.
2. Before departing to the host university, the student shall agree with the relevant coordinator on the plan and curriculum of the studies to be undertaken, as well as the conditions for recognition of the semester or academic year, in the form of a Learning Agreement. In the case of the student with special needs, § 6(6) of the Rules & Regulations shall apply.
3. The student is obliged to promptly notify the relevant coordinator of any changes to the Learning Agreement in order to obtain approval.

4. The relevant exchange coordinator shall enter the grades for passed courses and exams into the electronic student record based on the transcript of records issued by the host institution.
5. The Vice-Dean for Student Affairs shall issue a decision to recognise the period of studies completed at the host university as part of the degree programme at the home university. The student may also be granted an Individual Study Arrangement (ISP) under the terms of § 25 of the Rules & Regulations.
6. For any courses not completed or failed during the exchange, the Vice-Dean for Student Affairs shall issue a decision requiring the student to complete these courses in the relevant semester of studies, in accordance with §§ 55 and 56 of the Rules & Regulations.
7. The exchanges referred to in Item 1 may not be undertaken during an academic leave unless the terms of the exchange programme state otherwise.

§ 34.

[Completion of Part of Studies Outside the University – International Mobility]

1. The student has the right to participate in international student exchange programmes under the conditions set out in those programmes.
2. The student's departure to a host university as part of an exchange programme referred to in Item 1 may not take place during an academic leave, unless the programme conditions provide otherwise.
3. The student who completes a semester, academic year, or other curriculum offered as part of an exchange programme shall have the study period completed outside the University recognised on the basis of:
 - 1) a *Learning Agreement* specifying the courses the student intends to complete outside the University, including the number of ECTS credits to be awarded upon successful completion. The agreement is concluded between the University, the host institution, and the student. It must be approved by the relevant international exchange coordinator for the study programme at the University and by the relevant coordinator at the host institution;
 - 2) a *Changes to the Learning Agreement* form, agreed and approved by the relevant international exchange coordinator at the University and the relevant coordinator at the host institution;
 - 3) a *Transcript of Records* issued by the host institution after the exchange period, listing the modules, courses, and classes attended by the student, including the awarded ECTS credits and the student's academic performance expressed in the local grading scale.
4. The student is obliged to promptly notify the relevant coordinator of any changes to the curriculum at the host institution compared to the scope agreed in the Learning Agreement referred to in Item 3(1), in order to obtain approval for such changes.
5. The student wishing to extend the mobility period at the host institution must obtain, in accordance with programme regulations, the consent of the relevant international exchange coordinator for their programme of study and the Vice-Dean for Student Affairs.
6. The relevant exchange coordinator shall enter the grades for completed courses and exams into the electronic student record based on the *Transcript of Records* issued by the host institution.
7. Decisions regarding recognition of courses, ECTS credit deficits, conditional registration, necessary make-up work, and recognition of the semester shall be made by the Vice-Dean

for Student Affairs, in accordance with the provisions of these Rules & Regulations. For matters involving students with special needs, § 6(6) of the Rules & Regulations applies.

8. The remaining conditions and procedures for undertaking the studies referred to in Item 1 are governed by internal University regulations and the relevant agreements.
9. The use of a grade distribution table for a given academic year, introduced by a separate Rector's ordinance, is permitted when grading students participating in international exchange.

CHAPTER 6 EXAMS AND COURSE COMPLETION

§ 35.

[Participation in Educational Activities]

1. During the first class, the academic teacher conducting the course is required to provide:
 - 1) the course syllabus;
 - 2) the rules for conducting the course;
 - 3) the conditions for justifying and making up for absences;
 - 4) the conditions and procedures for taking and passing course completions and examinations;
 - 5) consultation hours adapted to the form of study;
 - 6) the rules for using artificial intelligence.
2. The rules and conditions referred to in this paragraph must take into account the needs of students with special needs, while maintaining, as far as possible, the principles of universal design.
3. The student is required to participate in all forms of classes, except lectures, subject to Sections 4 and 5.
4. The obligation to attend lectures is specified by the curriculum adopted by the Senate for the study cycle in which the education preparing students for the teaching profession is provided.
5. General university lectures and lectures in the fields of humanities and social sciences are compulsory for all students, regardless of the programme adopted by the Senate for the study cycle.
6. Failure to attend classes does not constitute a resignation from studies.
7. Failure to attend classes without formally submitting a resignation from studies does not entitle the student to a proportional refund of tuition fees.
8. The student's absence from classes is justified by the course instructor based on documents submitted by the student within 7 days from the date the reason for the absence ceases to apply. In the case of the student with special needs, if the absence results from those needs, the basis for justification may be an opinion issued by the head of the relevant Department for Support for Students with Special Needs confirming the occurrence of circumstances justifying the absence. The opinion may not include health-related information or other special categories of the student's personal data.
9. If the documents submitted by the student raise doubts on the part of the course instructor or the head of the Department for Support for Students with Special Needs, the decision on whether to justify the absence is made by the Vice-Dean for Student Affairs.

10. The manner and form of making up for missed classes due to absences are determined by the course instructor.
11. The course instructor notifies the Vice-Dean for Student Affairs—via the appropriate Dean’s Office staff—of any unjustified absences from compulsory classes in a given subject that exceed 30% of the total class hours.
12. When taking an exam or course completion, the student must, upon request from the examiner, present the student ID card.
13. The student with special needs has the right to request individual conditions for class participation, provided technical conditions allow. These conditions are determined by the course instructor at the student's request, in accordance with § 6 Section 6 of the Rules & Regulations.
14. The student whose behaviour poses a threat to the life or health of participants, or who disrupts the course or participation of others, may be removed from the class. In such cases, the instructor must immediately inform the Vice-Dean for Student Affairs. The student’s absence in such a case will be considered unjustified.

§ 36.

[Rules for the Use of Artificial Intelligence During Classes]

1. The rules for the use of artificial intelligence (AI) content generators by students—including those generating text, images, audio, video, speech, or code that rely on large language models (LLMs) or deep learning techniques—are determined by the course instructor. These rules must be communicated to students during the first class or via other accessible forms of communication (e.g., e-learning platforms or email), with due regard to academic ethics and the student’s development. Students must have clear access to this information at any time during the semester. The instructor may:
 - 1) completely prohibit the use of content generators and similar tools by students. In such cases, the instructor must state that the prohibition applies to all activities related to the course, including the verification of learning outcomes. If the use of such tools is prohibited, the instructor is obliged to clearly explain the reasons for the prohibition;
 - 2) define rules for the use of content generators and similar tools, which may vary depending on the nature of the course;
 - 3) allow the use of content generators, specifying the conditions for their use. The use of content generators during quizzes or exams is not permitted, unless it is justified by the specific nature of the course and indicated in the course syllabus.
2. If the nature of the course requires the use of AI-based tools, they should be utilized accordingly.
3. In the absence of clear guidelines, the student is expected to act responsibly and maintain intellectual integrity. AI tools should be used as a supplementary resource, not as a sole source. The student should always observe academic ethics, respect University regulations, and be guided by the intention to engage in honest learning and skill development.
4. In case of doubts, the student should consult the instructor to clarify the rules regarding the use of content generators and similar tools in a given situation.
5. If the instructor has doubts regarding the student’s compliance with the rules referred to in Item 1, the instructor shall:
 - 1) conduct an explanatory discussion with the student;

- 2) report the situation to the Vice-Dean for Student Affairs of the relevant faculty.
6. A confirmed violation of the rules set by the instructor—despite the steps outlined in Item 5—may result in the student failing the course.
7. Detailed regulations on the use and implementation of AI in the University's educational activities may be defined by the Rector in an internal legal act.

§ 37.

[Completion of Student Internship]

1. The student is required to complete an internship during the course of study if it is included in the study programme.
2. Internships that are designated as mandatory in the study programme are assigned ECTS credits. Failure to complete an internship is treated the same as failure to pass a course.
3. Internships are not graded unless the study programme provides otherwise.
4. The place and duration of the internship are recorded in the electronic student record in the section designated for internships. The internship supervisor is responsible for entering this information.
5. The rules for completing and passing internships are specified in the Internship Rules & Regulations established jointly by the programme team and the faculty dean, following consultation with the faculty teaching board.
6. If the student is dismissed from an internship due to a violation of the host organisation's regulations, the student loses the right to have the internship credited until a decision is made in the matter by the Vice-Dean for Student Affairs.
7. Professional or voluntary work may serve as the basis for crediting all or part of the internship if the learning outcomes achieved correspond to those required in the study programme. Such credit is equivalent to an exemption from the obligation to complete the internship. The decision in this matter is made by the Vice-Dean for Student Affairs after consultation with the internship supervisor.
8. The student with special needs has the right to complete the internship under individually agreed conditions, if justified by those special needs. These conditions, upon the student's request, are determined by the Vice-Dean for Student Affairs, in accordance with § 6(6) of the Rules & Regulations.

§ 38.

[Course Completion]

1. The student is required to obtain credit for each form of class conducted within the framework of individual courses during the semester, in accordance with the course syllabus, subject to Item 13.
2. Credit for classes and other forms of instruction within a course is awarded with a grade.
3. Assessments and retake assessments for classes referred to in Item 1 within a course that ends with an exam must be organised before the examination session, and the student must be informed of the date at least 14 days in advance.

4. Assessments for classes referred to in Item 1 within a course that does not end with an exam must also be organised before the examination session, with the obligation to inform the student of the date at least 14 days in advance.
5. In the case of courses completed outside the University as part of national or international exchange programmes, it is not required to pass each form of instruction separately. The course is credited under the rules established by the course instructor and the relevant exchange coordinator.
6. Notification of the student regarding the credit date is carried out in the manner adopted by the faculty.
7. In the case of physical education courses, Item 4 shall apply accordingly.
8. Informational classes included in the study programme, such as library training, e-learning training, and training on the use of artificial intelligence during academic instruction, must be completed by November 15 for programmes starting in the winter semester or by April 15 for programmes starting in the summer semester.
9. Health and Safety (OHS) training must be completed by October 15 for programmes starting in the winter semester or by March 15 for programmes starting in the summer semester.
10. In justified individual cases, with the consent of the Vice-Rector for Education, the training courses referred to in Items 8 and 9 may be conducted at a different time, but no later than 14 days from the start of classes for the student.
11. Credit for classes not ending with an exam is granted by the instructor of the course.
12. Exemption from foreign language classes is granted by the Vice-Dean for Student Affairs based on the opinion of the head of the organisational unit responsible for foreign language instruction at the University of Szczecin.
13. Grades and course completion credits obtained by students are entered into the electronic protocol by the person responsible for awarding the credit for a given course component and are submitted to the electronic student record book in the University electronic system within 7 days from the date of the exam or course assessment. If the exam or course assessment is conducted within the last 3 days of the examination session, the entry must be made within 3 days from the end of the examination session.
14. In the event of unforeseen health issues or termination of employment at the University preventing the person responsible for awarding the credit for a given course component and are submitted to the electronic student record book in the University electronic system within the time limit specified in Item 13, the entry shall be made by the Dean of the Faculty, the Vice-Dean for Student Affairs, or a designated academic teacher. The person responsible for awarding the credit must submit the students' grades to the Dean.
15. The student with special needs has the right to complete a course assessment under individually determined conditions, if justified by their specific needs. These conditions, upon the student's request, shall be determined by the course instructor in consultation with the Vice-Dean for Student Affairs, taking into account § 6 section 6 of the Rules & Regulations. The scope of individualisation may concern, in particular, the date of the assessment (including during the examination session), its form, duration, location, and any possible organisational, technical, or technological support.

§ 39.

[Taking a Course Examination]

1. A prerequisite for taking the examination is the prior completion of all mandatory forms of instruction included in the course (e.g. practical classes), before the commencement of the examination session.
2. The examination is a verification of the student's achievement of the learning outcomes specified in the course syllabus. The examination may be conducted in oral form, written form, or a combination of both, in accordance with the syllabus for the given course.
3. The examiner is the academic teacher delivering the course. In justified cases, the Vice-Dean for Student Affairs may authorize another specialist to conduct the examination.
4. The examination grade may constitute a component of the final course grade, as specified in the syllabus.
5. At the request of the student government representative or on their own initiative, the Vice-Dean for Student Affairs may delegate the student representative, year tutor, or another individual to attend the examination as an observer.
6. The student with special needs has the right to take the examination under individually determined conditions, if justified by their specific needs. These conditions, upon the student's request, shall be determined by the examiner in consultation with the Vice-Dean for Student Affairs, taking into account § 6 section 6 of the Rules & Regulations. The scope of individualisation may include, in particular, the examination date (including during the examination session), its form, duration, location, and possible organisational, technical, or technological support.
7. Grades obtained by students in examinations shall be entered on an ongoing basis by the examiner into the electronic protocols and submitted to the electronic student record book in the University's electronic system for academic records.

§ 40.

[Lack of Independent Work on Student's Part]

1. If, during an examination or course assessment, the examiner or instructor identifies a lack of independent work on the part of the student, or the use of unauthorised materials, including artificial intelligence tools, the examination or assessment shall be deemed failed and the *unsatisfactory* grade (fail) shall be entered, subject to § 36 Item 1.3 of the Rules & Regulations.
2. In the situation referred to in Item 1, the provisions of § 32 of the Rules & Regulations shall apply accordingly.

§ 41.

[Organisation of the Examination Session]

1. The detailed organisation of the examination session shall be determined by the Dean no later than one month before the beginning of the examination session, following consultations with examiners and after obtaining the opinion of the student government body.

2. The number of examinations provided for in the study programme may not exceed 8 per academic year and 5 per examination session. This number does not include examinations resulting from conditional registration, i.e. repeated courses, the right to take one additional examination or assessment for a grade free of charge, or examinations due to curricular differences.
3. The examination schedule for full-time studies must include at least one day off between consecutive examinations. The student may take only one examination per day. These rules do not apply to the resit session, examinations arranged individually between the student and the examiner, or examinations resulting from conditional registration, i.e. repeated courses, the right to take one additional examination or assessment for a grade free of charge, or examinations due to curricular differences.
4. In particularly justified cases, at the student's request, the examiner may conduct the examination before the start of the examination session in which the exam is scheduled to take place according to the study programme. The examiner shall inform the Vice-Dean for Student Affairs of the earlier examination date and request early access to the examination protocols in the University's electronic system.
5. The schedule of examinations and assessments for part-time studies shall be determined by the Dean, in consultation with the student government, no later than one month before the planned examinations and course assessments.

§ 42.

[Absence from Examinations or Course Assessments]

1. The student who fails to attend an examination or a graded or ungraded course assessment on the scheduled date retains the right to take the examination or assessment on a new date determined by the examiner (or the person conducting the assessment) or by the Vice-Dean for Student Affairs, provided that the absence has been excused by the Vice-Dean for Student Affairs.
2. Within 3 days from the cessation of the reason for the absence, the student is required to submit a request to the Dean's Office for justification of the absence. In the case of the student with special needs, § 6 Item 6 of the Rules & Regulations shall apply.
3. The student who, after having their absence excused, fails to take the examination or assessment on the conditions indicated by the Vice-Dean for Student Affairs within one month from the date of the original examination or assessment, shall receive the *unsatisfactory* grade (fail) (2.0 – *ndst.*) in the electronic protocol. Upon the request of the student with special needs, if their particular needs justify it, a longer deadline for retaking the examination or assessment under the conditions set by the Vice-Dean for Student Affairs may be granted.
4. If the Faculty is unable to meet the one-month deadline referred to in Item 3 due to scheduling difficulties during the summer break, the Vice-Dean for Student Affairs may decide to treat an examination or assessment taken during the resit session as the student's primary (first) attempt.
5. Failure to provide a required justification for absence from an examination or assessment shall result in the entry of the grade "fail" into the electronic examination record and the student's electronic transcript by the examiner (or the person conducting the assessment), or—where justified—by the Vice-Dean for Student Affairs.

6. In the case of recurring absences from examinations or assessments due to health-related reasons, the Vice-Dean for Student Affairs has the right to request a certificate issued by an occupational medicine physician in order to verify the student's fitness to continue their studies.

§ 43.

[Resit Examination, Resit Graded Assessment, Resit Non-Graded Assessment]

1. The student has the right to one resit graded assessment and one resit examination for each form of instruction in the event of receiving *unsatisfactory* grade or *No Credit (nza)*.
2. The resit graded assessment for exercises and other instructional forms within a course concluded by an examination shall take place before the examination session; in the case of a course not concluded by an examination, the resit shall take place during the resit session.
3. The resit examination shall be conducted during the resit session, with the provision that only one examination may be held per day.
4. Scheduling a resit examination, resit graded assessment, or resit assessment on a different date than those specified in Items 2 and 3 requires the student's consent and approval from the Vice-Dean for Student Affairs.
5. The rules set out in § 41 of the Rules & Regulations do not apply to the resit session.
6. The student with special needs has the right to take the resit examination, resit graded assessment, or resit assessment on an individual date if justified by their special needs. This date, upon the student's request, shall be set by the examiner or instructor conducting the assessment in consultation with the Vice-Dean for Student Affairs, taking into account § 6 Item 6 of the Rules & Regulations. The new date should be set no later than the end of the respective semester.

§ 44.

[Remote Examinations, Graded Assessments, and Non-Graded Assessments]

1. All examinations and assessments may be conducted remotely at the University, using distance learning methods and techniques, with infrastructure and software that ensure synchronous and asynchronous interaction between students and instructors, in accordance with the course syllabus for the given education cycle.
2. The rules and procedures for conducting examinations and assessments remotely at the University in a given semester or academic year shall be determined by the Rector by separate ordinance, in consultation with the student government.
3. The rules and procedures referred to in Item 2 should be established with consideration of the needs of students with special needs, applying universal design principles where possible.

§ 45.

[Access to Examination or Assessment Paper]

1. The student has the right to access their own examination or assessment paper.
2. A request to access an examination or assessment paper must be submitted by the student to the instructor or examiner within the deadline and in the form determined by the examiner in accordance with Item 3.
3. The examiner or person conducting the assessment is obliged to specify the date for access to the paper on the day the examination or assessment is conducted, taking into account Item 4.
4. The date referred to in Item 3 shall not be later than 7 days from the announcement of the results.
5. In situations justified by the individual needs of the student with special needs and in cases of unforeseen circumstances, access to the paper shall be provided to the student on a date other than the one initially set. This date shall be determined by the Vice-Dean for Student Affairs, taking into account the provisions of § 6 Item 6 of the Rules & Regulations.

§ 46.

[Committee Examination, Committee Assessment, Committee Review of Examination or Assessment Paper]

1. In the case of a justified challenge to the correctness of the form, conduct, or scope of an examination, graded assessment, or ungraded assessment, the student may petition the Vice-Dean for Student Affairs to conduct a committee examination, committee assessment, or committee review of the examination or assessment paper.
2. The petition referred to in Item 1 shall be submitted by the student within 5 days from the date on which the student exercised their right to access the paper or, in the case of an oral examination, from the date the student received the grade.
3. In the event of missing the deadline referred to in Item 2, the deadline may be reinstated upon the student's request, provided the student demonstrates that the failure to meet the deadline was without fault on their part. The request for reinstatement must be submitted within 7 days from the cessation of the reason for missing the deadline. Along with the request, the student must complete the action for which the deadline was set.
4. The committee reviewing the paper shall consist of:
 - 1) the Vice-Dean for Student Affairs or Dean, or an academic teacher holding at least a doctoral degree, appointed by the Dean or Vice-Dean for Student Affairs — acting as chairperson;
 - 2) two specialists in the subject of the examination or assessment or in a related subject who did not conduct the contested examination or assessment;
 - 3) a representative of the student government — in the role of observer;
 - 4) an academic teacher appointed by the student as referred to in Item 11.
5. The date of the committee review, committee assessment, or committee examination shall be set within 3 to 14 days from the date of delivery of the decision granting the petition. For students with special needs, when justified by their particular needs, this date may be set individually, but must fall within 21 days from the date of receipt of the decision.

6. Notification of the date referred to in Item 5 must be sent to the student's individual account as a message in the student service system no later than three days before the scheduled date of the committee review, committee assessment, or committee examination.
7. The committee assessment or committee examination shall be conducted before a committee consisting of:
 - 1) the Vice-Dean for Student Affairs or Dean, or an academic teacher holding at least a doctoral degree, appointed by the Dean or Vice-Dean for Student Affairs — as chairperson;
 - 2) two specialists in the subject of the examination or assessment or a related subject who did not conduct the contested examination or assessment;
 - 3) a representative of the student government — in the role of observer;
 - 4) an academic teacher appointed by the student as referred to in Item 11.
8. The committee review, committee examination, or committee assessment may proceed despite the absence of the committee member acting as observer or the academic teacher appointed by the student as referred to in Item 11.
9. Decisions are made by a simple majority of votes with at least half of the committee members present; in the event of a tie, the chairperson's vote is decisive.
10. The scope of material for the committee assessment or committee examination is determined by the course syllabus. Examination sets shall be prepared by the two specialists participating in the committee assessment or committee examination.
11. Upon the student's request submitted to the Vice-Dean for Student Affairs, the committee review of the examination or assessment paper, committee assessment, or committee examination may be conducted in the presence of an academic teacher employed at the University designated by the student.
12. In the event that the student's appeal regarding the committee review, committee examination, or committee assessment is upheld, the student shall receive the grade determined by the committee. This grade shall replace the challenged grade, and the student shall be informed of this by the Vice-Dean for Student Affairs by decision no later than 7 days from the date of the committee review, examination, or assessment.
13. The grade determined by the committee shall be entered into the University's electronic system by the Vice-Dean for Student Affairs and shall replace the challenged grade.
14. If the instructor of the contested course, within the scope indicated in Item 1, is the Vice-Dean for Student Affairs of the respective faculty, the grade shall be entered by the Dean of that faculty.
15. In the case of the student receiving the *unsatisfactory* grade from the committee assessment, committee examination, or committee review of an examination or assessment paper, the Vice-Dean for Student Affairs shall issue a decision pursuant to § 55 or § 56 of the Rules & Regulations, no later than 7 days from the date of the committee assessment, examination, or review.
16. A protocol shall be prepared for the committee examination, committee assessment, or committee review, signed by all committee members. The protocol shall not contain a justification.

§ 47.
[Storage of Papers]

1. Written assessment and examination papers shall be stored for one year from the date of the assessment or examination.
2. Detailed rules regarding the storage of papers are determined by the Dean of the faculty.

§ 48.
[ECTS Credits Assigned to a Course]

Completion of a course, i.e., obtaining a passing grade, results in the student being awarded the number of ECTS credits assigned to that course in the study program.

§ 49.
[Grading System]

1. The following grades are used for examinations and graded assessments:
 - 1) very good (bdb) – 5.0;
 - 2) good plus (db plus) – 4.5;
 - 3) good (db) – 4.0;
 - 4) satisfactory plus (dst plus) – 3.5;
 - 5) satisfactory (dst) – 3.0;
 - 6) unsatisfactory (ndst) – 2.0;
 - 7) unsatisfactory (nb.), (ndst nb.) – 2.0 nb.
2. If the course completion is not graded, the following notations are used:
 - 1) Credit – *zal.*;
 - 2) Fail – *nierzal.*
3. Unsatisfactory grade (ndst), 2,0 or *nierzal* note means failure to complete the course.
4. Unsatisfactory grade *nb.*, (*ndst, nb.*), 2.0 *nb.* means failure to attend the course assessment.
5. The rules for calculating the final grade for a course are specified in the course syllabus under the section: form and conditions of completion.
6. One final grade is issued for the entire course, regardless of the associated forms of instruction and methods of verifying learning outcomes. The method of determining the course grade must be specified in the course syllabus.

§ 50.
[Examination and Assessment Results]

1. Examination and assessment results are announced to students via the University's electronic system.
2. Subject to Items 3 and 4, examination results are announced on an ongoing basis, no later than the end of the examination session.
3. Subject to Item 4, results of examinations held during the last three days of the session may be announced within 3 days after the end of the examination session.
4. Results of examinations or assessments conducted on individual dates shall be announced no later than 7 days after the date the examination or assessment was taken.

§ 51.

[Entering Grades into the University's Electronic System]

1. Grades must be entered into the student electronic record book in the University electronic system no later than 3 days after the end of the examination session, as determined by a separate directive of the Rector concerning the academic calendar.
2. Course instructors are obliged to enter grades from assessments and examinations into the University's electronic system on an ongoing basis. Within the deadlines set by the Vice-Rector for Academic Affairs, instructors must also submit printed and signed grade sheets to the Dean's Office..
3. Partial grades from all forms of instruction associated with a course must be entered by instructors into the electronic grade sheet and sent to the student's electronic record.
4. The Course Coordinator, acting as the person responsible for course completion, enters the final grade into the electronic grade sheet and sends it to the student's electronic record.
5. If a course consists of only one form of instruction, the instructor may also serve as the Course Coordinator.
6. The Student Academic Progress Record is printed from the University's electronic system after the end of the resit examination session, based on the partial and final grades entered into the grade sheets.
7. The Student Academic Progress Record is signed by the Vice-Dean for Student Affairs and subsequently filed by Dean's Office staff in the student's personal file.

§ 52.

[Discrepancy Between Grades in the University Electronic System and Actual Grades]

1. If the student believes that the grade recorded in the electronic student record differs from the grade actually obtained, the student may report the discrepancy to the course instructor, examiner, or the person responsible for the assessment within 7 days of the grade being published in the University's electronic system. If the student is unable to report the discrepancy to the instructor or examiner, the student may report it to the Vice-Dean for Student Affairs.
2. If the deadline specified in Item 1 is missed, the student may request the reinstatement of the deadline by submitting a request to the Vice-Dean for Student Affairs of the relevant faculty, provided that the student demonstrates that the delay was not their fault. The request must be submitted within 7 days from the date the reason for missing the deadline ceases to exist. The discrepancy must be reported concurrently with the request.
3. If a factual discrepancy is confirmed, the person who entered the grade or assessment into the University's electronic system shall verify and amend the grade in the system to reflect the actual grade obtained by the student.

§ 53.

[Semester or Academic Year Grade Point Average]

1. Each final grade for a given course is assigned a weight equal to the number of ECTS credits allocated to that course.
2. Failing, i.e. *unsatisfactory* grade is assigned a weight of zero ECTS credits.
3. The grade point average (GPA) for a semester or academic year is the weighted average of the final grades for all courses completed in that semester or year (rounded to three decimal places), calculated as follows:

$$\text{GPA for the semester/year} = \frac{\sum (\text{final course grade} \times \text{ECTS credits assigned to the course})}{\sum (\text{ECTS credits assigned to the course in the semester/year})}$$

4. A pass grade indicated as *Pass* (zal.) without a numeric equivalent is not included in the GPA calculation.
5. In the case of a decision by the Vice-Dean for Student Affairs concerning conditional registration for the next semester, the student's GPA is calculated based on the grades obtained as of the date of the conditional registration.

CHAPTER 7

RULES FOR SEMESTER REGISTRATION AND COMPLETION

§ 54.

[Semester]

1. Consecutive semesters of study are subject to completion in accordance with the study programme.
2. The conditions for the completion of the next semester are as follows:
 - 1) obtaining a passing grade in all courses required in that semester under the study programme;
 - 2) obtaining, from the beginning of studies, a total number of ECTS credits in accordance with the study programme, including any allowable ECTS credit shortfall.
3. Completion of the summer semester additionally requires confirmation of having undergone mandatory preventive health examinations for programmes where such examinations are required.
4. For students participating in partial studies abroad, semester completion, with the consent of the competent Vice-Rector, may be set according to individual deadlines agreed upon with the Vice-Dean for Student Affairs.

§ 55.

[Full and Conditional Registration for a Semester]

1. The basis for registration for the subsequent semester is the ECTS credit system.
2. The student may be granted either full registration or conditional registration for the subsequent semester.
3. Full registration is granted to the student who has completed all courses and obtained the number of credits required by the study programme to date.
4. Full registration may be granted to the student returning from an international or domestic exchange programme, provided that the student held full registration during the exchange semester and fulfilled all obligations specified in the learning agreement.
5. Full registration may be granted to the student transferred from another higher education institution, provided that the student has completed all courses and obtained the credits required under the applicable study programme.
6. Conditional registration is granted to the student who, in the course of studies to date, has not exceeded the permissible ECTS credit shortfall and has fulfilled all obligations set forth in the decisions of the Vice-Dean for Student Affairs. The student with conditional registration continues under the study programme assigned to the academic year in which the student commenced studies.
7. The permissible credit shortfall may not exceed 15 ECTS credits from courses that the student was required to complete under the study programme in the given semester. Furthermore, as of the date of registration for the subsequent semester, the total ECTS shortfall from all uncompleted courses must not exceed 30 ECTS credits. The size of the credit shortfall is reviewed after each semester.
8. ECTS credits assigned to curricular differences resulting from resumption of studies, return from a leave of absence, or transfer from another degree programme or university are not included in the credit shortfall.
9. ECTS credits assigned to courses that were not completed due to the impossibility of delivery or rescheduled delivery based on a decision of the Vice-Dean for Student Affairs are not included in the credit shortfall. The Vice-Dean for Student Affairs determines the timeframe for completion of these courses.
10. The Vice-Dean for Student Affairs registers the student for the subsequent semester.
11. The completion of the semester is confirmed by the Vice-Dean for Student Affairs on the student's transcript of academic progress, generated and printed based on the grades and credits recorded in the electronic student record book.
12. The student granted conditional registration is required to complete all courses listed in the study programme for the registered semester, as well as all outstanding courses from previous semesters as designated by the Vice-Dean for Student Affairs for completion in the current semester.
13. In the case of the student subject to conditional registration for the subsequent semester, the Vice-Dean for Student Affairs may issue a decision regarding:
 - 1) the student's right to take a one-time, additional, free-of-charge examination or credit test in the next semester, provided the student has passed the compulsory forms of coursework for that subject. For students with special needs, if justified by their specific needs, the date of the examination must be determined individually within the same semester;

- 2) repetition of a course if the student has not passed the compulsory forms of coursework for that subject;
 - 3) repetition of a course if the student has not passed the one-time, additional, free-of-charge examination or credit test for that subject.
14. When issuing the decision referred to in Item 13 points 2–3, the Vice-Dean for Student Affairs may, in consultation with the course instructor, set a different schedule for course repetition than that specified in the standard study programme.
 15. The right to repeat the same course is granted on a one-time basis only. In the case of repeating a year-long course, the student is required to repeat only the coursework component from the semester in which an ECTS credit shortfall occurred.
 16. If it is not possible for the student to repeat a course from the elective group within the current degree programme, the Vice-Dean for Student Affairs may assign the student to a substitute course whose learning outcomes are the same or similar to those of the course specified in the programme of study for the given field.
 17. A decision issued by the Vice-Dean for Student Affairs as referred to in Item 13 points 2–3, in the situation described in Item 16, requires an opinion of the relevant programme committee and agreement on the possibility of repetition with the Vice-Dean for Student Affairs at the faculty where the substitute course will be delivered.
 18. The repetition of a substitute course, as referred to in Items 16 and 17, applies only when continuation of studies within the given programme is not possible and the original course is no longer offered in the curriculum of that programme. Substitution is not permitted in any other circumstances.
 19. The student is required to pay a fee for repeating a course, in accordance with separate regulations. In the event of failure to complete the repeated course, § 56 of the Rules & Regulations shall apply accordingly.

§ 56.

[Re-registration for the Same Semester]

1. In the case of the student who has not met the requirements for full or conditional registration, the Vice-Dean for Student Affairs may either approve re-registration for the same semester or remove the student from the student register.
2. Re-registration for the same semester means that the student is enrolled in the last semester previously pursued in the course of their studies.
3. Due to significant curricular differences, the Vice-Dean for Student Affairs may, at the student's request, decide to enrol the student in a semester other than the one most recently completed.
4. The student who is re-registered for the same semester is not required to complete coursework or take exams for courses that have already been passed. If curricular changes have occurred that affect learning outcomes, the Vice-Dean for Student Affairs shall decide whether previously passed courses may be recognized as equivalent, following consultation with the relevant programme committee.
5. The student may be re-registered for the same semester only once during their course of study.
6. In the decision concerning re-registration for a semester, the Vice-Dean for Student Affairs shall determine whether the student:

- 1) is entitled, in the re-registered semester, to take a one-time, additional, free-of-charge examination or credit test for compulsory forms of coursework that were completed by the date of the decision;
 - 2) must repeat, during the re-registered semester, the courses that were not passed by the date of the decision.
7. Failure to complete the coursework or exams indicated in the Vice-Dean's decision may result in the student being removed from the student register.
 8. The rules set out in § 55 Item 13 do not apply to students subject to re-registration for a semester.

§ 57.

[Removal from the Student Register]

1. The Vice-Dean for Student Affairs shall remove the student from the student register in the following cases:
 - 1) failure to commence studies;
 - 2) resignation from studies;
 - 3) failure to submit the diploma paper or to take the diploma examination within the required deadline;
 - 4) imposition of the disciplinary penalty of expulsion from the University.
2. The Vice-Dean for Student Affairs may remove the student from the register in the following cases:
 - 1) failure to participate in compulsory classes;
 - 2) lack of academic progress;
 - 3) unjustified absence from more than 30% of the contact hours of a compulsory course;
 - 4) failure to complete a semester or academic year within the prescribed deadline;
 - 5) failure to pay tuition or other fees related to the course of study.
3. Failure to commence studies shall be understood as:
 - 1) failure to submit the written oath in the Dean's Office;
 - 2) failure to participate in any didactic classes specified in the study programme within one month from the start of the first semester of studies;
 - 3) unjustified failure to report one's return from a leave of absence to the Dean's Office within 7 days of the end of the leave.
4. Resignation from studies requires the submission of a written statement by the student—either in hard copy or with an electronic signature—declaring their decision to withdraw. The date of resignation is either the date specified by the student or the date the resignation statement is delivered to the University. The date of loss of student status in the case of resignation is the date of delivery of the decision on removal from the student register.
5. A lack of academic progress may be determined when the student's completion of the study programme is insufficient to allow the achievement of the intended learning outcomes—especially in the case of failing the same course twice.

CHAPTER 8
RESUMPTION OF STUDIES, TRANSFERS, AND CHANGE OF PROGRAMME

§ 58.
[Resumption of Studies]

1. A person who was removed from the student register during the first semester of study may be readmitted to the first year of study only under the general admission rules of the University.
2. The student may resume studies in the same mode of study and in the study programme in force on the date of resumption, within the same field of study, provided that the first semester of study has been completed and the interruption did not exceed:
 - 1) three years from the date of removal from the student register – in the case of first-cycle or long-cycle (uniform) Master’s studies;
 - 2) two years from the date of removal – in the case of second-cycle studies.
3. The resumption of studies referred to in Item 2 may occur no more than twice during the course of studies.
4. When issuing the decision to allow resumption of studies, the Vice-Dean for Student Affairs, after consultation with the programme board, may require the student to make up any curricular differences resulting from changes in the study programme, taking into account the learning outcomes already achieved by the student.
5. When issuing the decision to allow resumption of studies, the Vice-Dean for Student Affairs shall require the student to take the oath. The Vice-Dean may remove the student from the register again for failure to commence studies following resumption, in the case of failure to submit the oath within 14 days from the start of classes in the semester of resumption.
6. Due to significant curricular differences, the Vice-Dean for Student Affairs may decide—based on the learning outcomes achieved by the student—to allow resumption of studies in a semester or year lower than the one not completed before removal from the student register.
7. In the case of resumption of studies, the provisions of § 55(2), § 56, and § 57 of the Rules & Regulations shall apply accordingly.
8. The application for resumption of studies must be submitted before the start of the semester. The resumption becomes effective at the beginning of the nearest semester.
9. With the consent of the Vice-Dean for Student Affairs, resumption of studies may be accompanied by a change of thesis supervisor.
10. Resumption of studies is only possible if the relevant study programme is still offered by the University.
11. For foreign students, the decision to resume studies is issued by the Vice-Rector responsible for student affairs, following consultation with the Vice-Dean for Student Affairs of the relevant faculty. Items 1–10 shall apply accordingly.
12. It is not permissible to resume studies for a person who was lawfully removed from the student register due to a final disciplinary penalty of expulsion from the University. Readmission may take place only under general admission procedures and only after the penalty has been expunged.

§ 59.

[Transfer Within the University]

1. After completing the first semester of studies, the student may apply for a transfer:
 - 1) from part-time to full-time studies within the same field or specialisation, subject to the conditions set by the Vice-Dean for Student Affairs;
 - 2) from part-time to full-time studies in a different field or specialisation, subject to the conditions set by the Vice-Dean for Student Affairs of the receiving faculty;
 - 3) from full-time studies to another full-time programme in a different field or specialisation within the same faculty, subject to the conditions set by the Vice-Dean for Student Affairs, or in another faculty, under the conditions set by the Vice-Dean for Student Affairs of the receiving faculty.
2. The student may at any time apply for a transfer:
 - 1) from full-time to part-time studies within the same field or specialisation, subject to the conditions set by the Vice-Dean for Student Affairs;
 - 2) from full-time to part-time studies in a different field or specialisation within the same faculty, subject to the conditions set by the Vice-Dean for Student Affairs, or in another faculty, under the conditions set by the Vice-Dean for Student Affairs of the receiving faculty;
 - 3) from part-time to part-time studies in a different field or specialisation within the same faculty, subject to the conditions set by the Vice-Dean for Student Affairs, or in another faculty, under the conditions set by the Vice-Dean for Student Affairs of the receiving faculty.
3. Studies completed in one field of study entitle the student to transfer to only one field of study.
4. Any curricular differences arising from the new study programme, taking into account the learning outcomes already achieved by the student, as well as the manner and schedule of their completion, shall be determined by the relevant Vice-Dean for Student Affairs after consultation with the programme board.
5. The indicated curricular differences referred to in Item 4 do not constitute an ECTS point deficit as referred to in § 55(6) of the Rules & Regulations.
6. In the case of foreign students, the decision on the transfer referred to in Items 1 and 2 is made by the relevant Vice-Rector for Student Affairs, simultaneously specifying the curricular differences indicated by the Vice-Dean for Student Affairs and the programme board.
7. The provisions of § 64 of the Rules & Regulations shall apply accordingly.

§ 60.

[Transfer from Another Higher Education Institution]

1. The student may transfer to the University of Szczecin from another higher education institution, including a foreign one, to the same or a different field of study, provided that they have fulfilled all obligations at the previous institution, and only after completing the first semester of studies.
2. The Vice-Dean for Student Affairs enters the student on the student register, determines the semester of admission, recognises the semesters completed at the previous institution, and,

following consultation with the programme board, determines the curricular differences—except in the case set out in Item 4.

3. The curricular differences referred to in Item 2 do not constitute an ECTS point deficit as defined in § 55(6) of the Rules & Regulations.
4. In the case of a foreign student, the decision is issued by the relevant Vice-Rector for Student Affairs, who also determines the semester of admission, recognises the semesters completed at the previous institution, and specifies the curricular differences indicated by the Vice-Dean for Student Affairs and the programme board.
5. A foreign student applying for transfer from a foreign institution must submit documents confirming their knowledge of the language of instruction of the intended programme at the University.
6. Denial of transfer shall be issued as an administrative decision.
7. In the cases described in Items 1 and 4, the student must submit an application with justification, a certificate confirming student status, a certificate confirming fulfilment of obligations towards the previous institution, the student record book confirming completion of at least the first semester, and syllabuses for all passed courses.
8. The provisions of § 35 and § 63 of the Rules & Regulations shall apply accordingly.

§ 61.

[Transfer to Another Higher Education Institution]

1. The student may apply to transfer to another higher education institution, including a foreign one, with the consent of the Vice-Dean for Student Affairs of the relevant faculty or the relevant Vice-Rector for Student Affairs, after obtaining prior acceptance from the receiving institution.
2. In the situation described in Item 1, the student must fulfil all obligations towards the University. This shall be confirmed by the Vice-Dean for Student Affairs or the relevant Vice-Rector for Student Affairs.
3. The application for transfer to another institution must be submitted to the appropriate Vice-Dean for Student Affairs or Vice-Rector for Student Affairs at least one month before the intended start of studies at the receiving institution.
4. The Vice-Dean for Student Affairs or the relevant Vice-Rector for Student Affairs shall issue preliminary consent for the transfer.
5. After receiving preliminary consent, the student must submit, within 7 days, a confirmation from the receiving institution stating that the transfer is possible and indicating the planned date of commencement of studies.
6. Upon submission of the document referred to in Item 5, the student transferring to another institution shall receive from the Vice-Dean for Student Affairs written confirmation of the date on which they lose student status at the University, provided that the receiving institution confirms that all requirements have been met and that the relevant authority of that institution consents to the transfer.
7. The student loses their status at the University on the day preceding the date of commencement of studies at the new institution, subject to the condition referred to in Item 6.
8. If the document referred to in Item 5 is not submitted, the student shall be informed that the transfer procedure has been terminated due to failure to meet formal requirements, with an

indication of the semester and year at which they will continue their studies at the University of Szczecin.

§ 62.

[Studies at Another Higher Education Institution Under an Agreement]

1. The student undertaking studies at a foreign or domestic higher education institution under an agreement concluded with the University (in the context of student exchange or a joint study programme) shall, upon return, resume studies in the next semester or year of the programme originally pursued or in a related programme.
2. The Vice-Dean for Student Affairs shall grant credit for the semester or semesters to the student referred to in Item 1, provided the condition specified in Item 5 is met. In the case of changes to the courses specified in the agreement, the student is required to submit an amendment to the Learning Agreement to the University within one month from the beginning of the semester.
3. ECTS credits obtained outside the University shall be recognised by the Vice-Dean for Student Affairs in place of the credits and courses included in the programme of study for the relevant field(s), provided that the learning outcomes of the courses and internships at both institutions are comparable and complementary.
4. The terms of course completion are specified in the agreement in such a way as to minimise curricular differences between the programmes of study at both institutions.
5. In the event that the programme of study at the host (foreign or domestic) institution does not include courses required by the student's programme at the University, the Vice-Dean for Student Affairs shall grant credit for the semester or year and assign the student an Individual Study Plan (ISP), obliging the student to complete the outstanding courses in the subsequent semester or year.
6. If the student fails to complete the study programme specified in the agreement and does not obtain the required number of ECTS credits, the Vice-Dean for Student Affairs may refuse to grant credit for the semester during which the student studied at the host institution.
7. The decision to deny semester credit, as mentioned above, shall be issued by the Vice-Dean for Student Affairs in accordance with § 56 and § 57 of the Rules & Regulations.

§ 63.

[Transfer and Recognition of Courses Completed at Another Domestic or Foreign University]

1. For the student transferring from another domestic or foreign university, the Vice-Dean for Student Affairs, in consultation with the relevant exchange coordinator, shall transfer and recognise the achieved learning outcomes to the extent that they correspond to the learning outcomes required in the individual degree programmes conducted at the University.
2. Learning outcomes, including courses completed at other universities, shall be assigned ECTS credits corresponding to the credits allocated to the learning outcomes covered by the courses in the relevant study programme.
3. The Vice-Dean for Student Affairs is responsible for the substantive assessment of the student's academic record, as referred to in Items 1–2.

§ 64.

[Procedure for Transferring and Recognising Previously Completed Courses]

1. The Vice-Dean for Student Affairs, after consulting the programme committee, shall transfer and recognise previously completed courses, along with the grades and ECTS credits obtained, in the following cases:
 - 1) re-registration for a semester at the University;
 - 2) change of degree programme within the University;
 - 3) resumption of studies at the University;
 - 4) resumption of studies after a leave of absence;
 - 5) pursuing additional studies in another field;
 - 6) completion of courses in another field of study.
2. The courses referred to in Item 1 must have been completed within study programmes aligned with the same or a higher level of qualification according to the Polish Qualifications Framework.
3. An application for the transfer and recognition of previously completed courses must be submitted no later than 14 days after the beginning of the semester to which the application pertains.

CHAPTER 9

LEAVE OF ABSENCE FROM CLASSES

§ 65.

[Medical Leave]

1. The student may be granted medical leave based on a certificate or statement issued by an occupational medicine physician, indicating the necessity of granting leave due to the student's health condition, for the period indicated in the document.
2. Medical leave may be granted by the Vice-Dean for Student Affairs if the student submits medical documentation that directly confirms the need for such leave.
3. If the documents referred to in Item 1 are not submitted, the Vice-Dean for Student Affairs may refer the student to an occupational medicine physician for the appropriate medical certification.
4. A medical leave of absence may be granted at any time during the academic year.
5. In degree programmes that require a medical certificate for admission, the Vice-Dean for Student Affairs may, during the course of study, refer the student for a medical examination by an occupational medicine physician to confirm their continued fitness to pursue the chosen programme.
6. The decision concerning the student's return date and conditions after medical leave shall be made by the Vice-Dean for Student Affairs in accordance with § 6(6) of the Rules & Regulations.

§ 66.

[Short-Term and Long-Term Special Circumstance Leave]

1. The student may be granted special circumstance leave from classes, either as long-term or short-term leave.
2. Long-term special leave is granted by the Vice-Dean for Student Affairs for one or two semesters, as per the student's request.
3. Short-term special leave may be granted by the Vice-Dean for Student Affairs for a period shorter than one semester.
4. A pregnant student shall be granted special leave from classes until the date of childbirth. If childbirth occurs during the semester, the leave shall be extended until the end of the semester.
5. The student who is a parent shall be granted special leave from classes for up to one year (the application must be submitted within one year of the child's birth). If the leave is set to end during a semester, it shall be extended until the end of that semester.
6. The student may be granted special leave from classes, with the consent of the Vice-Dean for Student Affairs, in the event of special circumstances, including:
 - 1) adoption of a child;
 - 2) the need to provide care for a child;
 - 3) participation in domestic or international study programmes organised by the University;
 - 4) other cases duly justified by the student.
7. Part-time students may also be granted special leave from classes in cases of official assignment abroad, temporary relocation for work outside their place of residence, or other professional obligations that temporarily prevent them from continuing their studies.
8. During special leave from classes, the student retains student rights under the Rules & Regulations, except for rights granted under separate provisions.
9. During special leave, the student may, with the consent of the Vice-Dean for Student Affairs, participate in selected classes and take selected assessments and exams.
10. The granting of long-term or Dean's leave extends the duration of the study programme by the period of the leave.
11. The student is required to confirm their return from long-term or medical leave at the faculty office within 7 days of the return date.
12. Short-term leave does not exempt the student from the obligation to obtain credits and pass exams in accordance with the study programme for that semester.
13. Short-term leave may be granted at any time during the academic year.
14. The student of a first- or second-cycle programme may be granted long-term leave only once per study cycle in the given field, while the student in a long-cycle Master's programme may be granted such leave twice during their studies, unless the leave is related to parenthood, pregnancy, or other individual needs of the student with special needs.

§ 67.
[Dean's Leave]

The student who has returned from long-term special leave, has been granted the right to retake a course, or has been re-registered for the same semester with a simultaneous requirement to suspend studies, shall be placed on what is referred to as *Dean's leave*, while awaiting the opportunity to retake the course or semester.

§ 68.
[Deadlines for Granting Leave]

1. Long-term or short-term special leave cannot be granted earlier than the date on which the student submits the request.
2. Medical leave may be granted for the period indicated in the decision or certificate issued by an occupational medicine physician.
3. Dean's leave is granted to the student ex officio by the Vice-Dean for Student Affairs.

CHAPTER 10
DIPLOMA THESIS

§ 69.
[Diploma Thesis]

1. Second-cycle studies and long-cycle Master's programmes conclude with the submission of a thesis and a diploma examination. In the case of first-cycle studies, the programme ends with a diploma examination and may include the submission of a thesis, if required by the study programme.
2. The thesis is an independent elaboration of a scientific, artistic, or practical issue, or a technical or artistic achievement, demonstrating the student's general knowledge and skills related to the field, level, and profile of study, as well as the ability to independently analyse and draw conclusions.
3. The thesis must meet the formal and substantive requirements appropriate for the given field, level, and profile of education, as defined by the Dean of the faculty in a format commonly adopted by the faculty, upon consultation with the Faculty Teaching Council, and must be submitted in both printed and electronic forms via the University's electronic system.
4. The thesis must be checked by the supervisor using the Uniform Anti-Plagiarism System.
5. After passing the diploma examination, the thesis is promptly uploaded to the POL-on written thesis repository by the Faculty Office staff or another person designated by the Dean.
6. Thesis topics for first-cycle, second-cycle, and long-cycle Master's studies should be established and approved by the Faculty Teaching Council no later than six months before the official graduation date.
7. Changes to the thesis topic must be approved by the Faculty Teaching Council and decided by the Vice-Dean for Student Affairs.

8. The thesis topic and scope must comply with the learning outcomes for the given field and level of education. The student's academic interests and the research areas of the academic unit are considered when determining the thesis topic.
9. The student may write the thesis in a foreign language under conditions specified by the Faculty Teaching Council.
10. In study programmes conducted in a foreign language, the thesis must be written in the language of instruction.
11. In the case of experimental theses or theses involving fieldwork, the head of the academic unit where the thesis is carried out may appoint a supervisor from among the unit's staff, in agreement with the thesis Counsellor. The supervisor is responsible for assisting with the experimental part of the thesis, solving technical issues, and overseeing the student's safety.

§ 70.

[Deadline for Submitting the Thesis]

1. The thesis, accepted by the supervisor in accordance with the procedure specified in § 71(1) of the Rules & Regulations, must be submitted by the student to the Faculty Office by the deadline agreed upon with the supervisor, but no later than:
 - 1) by the end of the examination session of the final semester of study — for first-cycle (Bachelor's) studies;
 - 2) by the end of the resit examination session of the final semester of study — for second-cycle (Master's) and long-cycle Master's studies.
2. In particularly justified cases where the deadline referred to in Item 1 cannot be met, the Vice-Dean for Student Affairs sets a new deadline for submission of the thesis to the Faculty Office.
3. If the student fails to submit the thesis by the deadline specified in Item 1 or 2, the Vice-Dean for Student Affairs shall, upon the student's request, issue a decision allowing the student to retake the diploma seminar from the final semester of study in the following semester. If the student fails to submit such a request, the Vice-Dean for Student Affairs shall issue a decision on the removal of the student from the student register due to failure to submit the thesis.
4. The student who has been removed from the student register for the reason indicated in Item 3 may, within one year from the date of removal, resume studies by retaking the final semester of the diploma seminar, without the obligation to make up curricular differences.
5. Resumption of studies in the manner referred to in Item 4 is allowed only once during the course of studies and counts toward the limit of allowed resumptions mentioned in the Rules & Regulations. Any further resumption of studies shall follow the rules and procedure described in § 58 of the Rules & Regulations.

§ 71.

[Supervisor and Reviewer of the Diploma Thesis]

1. The diploma thesis is prepared under the supervision of an academic teacher holding at least a doctoral degree.
2. In the event of a prolonged absence of the supervisor causing an adverse delay for the student in submitting the diploma thesis, the Vice-Dean for Student Affairs is obliged to

appoint another academic teacher who will take over the responsibility for supervising the diploma thesis.

3. The student has the right to choose the supervisor under whose guidance they wish to write their diploma thesis, in accordance with the University's regulations on seminar groups and under the rules adopted by the Dean of the Faculty, following consultation with the Faculty Teaching Council. These rules are made publicly available.
4. The choice referred to in Item 3 must be made no later than on the day of commencement of the diploma seminar, as stipulated in the curriculum for the given programme of study.
5. The student may apply for a change of supervisor with the consent of the Vice-Dean for Student Affairs, before the topic of the diploma thesis is assigned in accordance with § 69(6) of the Rules & Regulations, provided that the target seminar group has not reached the maximum number of participants as specified by University regulations. A change at a later stage is only possible with the consent of both the current and the newly selected supervisor.
6. The diploma thesis is evaluated independently by the supervisor and the reviewer. The final grade of the diploma thesis is determined by the diploma examination board.
7. The reviewer may be an academic teacher holding at least a doctoral degree. The reviewer is appointed by the Dean of the Faculty.
8. If the supervisor of the diploma thesis holds a doctoral degree, the reviewer must be a professor or a holder of the post-doctoral degree (*doktor habilitowany*), unless the Dean determines a different procedure for first-cycle programmes.
9. The evaluation of the diploma thesis must be prepared in writing and placed in the student's personal file.
10. The student has the right to review the grades and reviews of the diploma thesis no earlier than 3 days before the diploma examination. The reviews are public, except in cases where the subject matter of the thesis is protected by legal confidentiality.
11. If the diploma thesis receives one failing grade, the Vice-Dean for Student Affairs decides whether the student may take the diploma examination. The Vice-Dean may consult a second reviewer.

CHAPTER 11 DIPLOMA EXAM

§ 72.

[Conditions for Admission to the Diploma Exam]

1. A condition for admission to the diploma examination in first-cycle programmes, where the curriculum does not require writing a diploma thesis, is obtaining the ECTS credits specified in the curriculum and fulfilling other programme requirements.
2. A condition for admission to the diploma examination in first-cycle programmes requiring a diploma thesis, as well as in second-cycle and long-cycle Master's programmes, is:
 - 1) obtaining the number of credits required by the curriculum and fulfilling all other programme requirements;
 - 2) receiving at least a "satisfactory" grade for the diploma thesis from the supervisor and at least one reviewer;

- 3) verifying the diploma thesis in the Uniform Anti-Plagiarism System and submitting a written declaration, as per the University's template, stating that the thesis was written independently.

§ 73.

[Uniform Anti-Plagiarism System]

1. After the diploma thesis is approved, the supervisor checks it in the Uniform Anti-Plagiarism System and then analyses the report for any unauthorized borrowings or manipulations.
2. The student has the right to access the detailed report generated by the Uniform Anti-Plagiarism System.
3. Based on the analysis, the supervisor marks in the report whether:
 - 1) the thesis does not show significant similarities detected by the Uniform Anti-Plagiarism System—in this case, the student is allowed to proceed to the defence;
 - 2) the thesis contains significant similarities—in this case, the student is not allowed to proceed to the defence.
4. If the supervisor's opinion submitted to the Vice-Dean for Student Affairs indicates that the thesis shows signs of plagiarism, the student is not allowed to take the diploma examination, and the Vice-Dean informs the Rector.

§ 74.

[Diploma Exam]

1. Subject to section 4, the diploma examination is conducted before a board appointed by the Dean of the Faculty. The board is chaired by the Vice-Dean for Student Affairs or a professor or holder of the post-doctoral degree employed at the Faculty. The board also includes the supervisor and the reviewer.
2. In the event of the supervisor's or reviewer's absence, the Dean may appoint another specialist in the relevant discipline to the board.
3. At the student's written request submitted to the Dean, a representative of the student government may attend the examination, without voting rights.
4. The diploma examination in first-cycle programmes that do not require a diploma thesis is conducted before a board appointed by the Dean, chaired by the Vice-Dean for Student Affairs or a professor or holder of the post-doctoral degree employed at the University. The board also includes two other specialists in the relevant discipline.
5. Subject to section 6, the diploma examination should be held within 2 months of the submission of the diploma thesis to the Faculty Office.
6. The diploma examination in first-cycle programmes not requiring a thesis should be held within 2 months of the student fulfilling the requirements set out in § 72(1). In justified cases, the Vice-Dean may set a new date.
7. Upon request of the student with special needs, the deadline specified in Items 5 and 6 may be extended if justified by the student's specific circumstances.
8. At the justified request of the student participating in recruitment for second-cycle studies, the Vice-Dean may schedule the diploma examination within 2 weeks of the student

obtaining their final course credit, as per the curriculum. This provision does not apply to credits obtained during the retake examination session.

9. The diploma examination verifies the student's knowledge of the curriculum, basic research methodology in the relevant discipline, and understanding of the thesis topic in the context of the broader academic field. Section 3 applies accordingly.
10. The diploma examination is oral. In justified cases, it may be written or conducted in another form adapted to the needs of the student with special needs.
11. If the curriculum requires a diploma thesis, the student answers 3 questions during the examination: if not, the student answers 4 questions.
12. Upon the student's request, the Vice-Dean may authorize an open diploma examination.
13. A report is prepared from the diploma examination and signed by the chairperson and board members. The report does not contain justification.
14. The board decides the outcome of the diploma examination by a simple majority vote.
15. In case of differing opinions, the decision is made by the chairperson.
16. The detailed rules for conducting the diploma examination are determined by the Dean following consultation with the Faculty Teaching Council and the student government.
17. The rules referred to in Item 16 must take into account the needs of students with special needs, and where possible, apply the principles of universal design.

§ 75.

[Repeat diploma examination]

1. If the student receives a grade of "unsatisfactory" in the diploma examination or fails to attend the examination at the scheduled time due to unexcused absence—equivalent to receiving a grade of "unsatisfactory"—the Vice-Dean for Student Affairs shall set a second examination date.
2. In the event of an excused absence from the diploma examination, the Vice-Dean for Student Affairs shall reschedule the first examination date.
3. The repeat diploma examination may not take place earlier than one month and later than three months from the date of the first diploma examination.
4. The examination board for the repeat diploma examination shall be appointed in accordance with the rules laid down in § 74 Item 1 of the Rules & Regulations.
5. If the student receives *unsatisfactory* grade in the second-term diploma examination or fails to attend the second-term examination date due to unexcused absence—equivalent to receiving *unsatisfactory (nb)* grade - the student shall be removed from the student register, retaining the right to retake the examination once within one year from the date of removal.
6. In the event of resumption of studies under the entitlement referred to in Item 5, the final deadline for taking the diploma examination shall be set by the Vice-Dean for Student Affairs.
7. The resumption of studies under Item 6 shall not count towards the total number of allowed resumptions referred to in the Rules & Regulations and must take place before the scheduled date of the repeat diploma examination.

§ 76.

[Remote diploma examination]

1. It is permissible to conduct the diploma examination and the repeat diploma examination remotely, using distance learning methods and techniques supported by infrastructure and software ensuring synchronous interaction between the student and the members of the examination board, subject to Item 2.
2. Conducting the diploma examination and the repeat diploma examination remotely, using distance learning methods and techniques supported by infrastructure and software ensuring synchronous interaction between the student and the examination board, may take place provided that special regulations are introduced by the Rector.
3. The rules for conducting the examinations referred to in Item 1 shall take into account the needs of students with special needs, using universal design solutions to the extent possible.

CHAPTER 12

COMPLETION OF STUDIES

§ 77.

[Grade from the Diploma Examination]

1. Completion of studies occurs upon passing the diploma examination with at least a *satisfactory* grade.
2. The grade for the diploma examination is calculated based on the arithmetic mean of the grades obtained for all examination questions, rounded to the nearest full or half grade in accordance with the grading scale adopted by the University. If the arithmetic mean is below 3.000, the number of passing grades for individual questions is taken into account as follows:
 - 1) if the student received passing grades for 2/3 of all questions, the final grade for the diploma examination is raised to a passing grade in the case referred to in § 78(1) of the Rules & Regulations.
 - 2) if the student received passing grades for 3/4 of all questions, the final grade for the diploma examination is raised to a passing grade in the case referred to in § 78(2) of the Rules & Regulations.
3. The diploma and diploma supplement are prepared in accordance with applicable regulations.
4. The date of completion of studies is the date of the diploma examination. A person who has completed a first-cycle programme retains student rights until 31 October of the year in which they completed the programme, excluding the right to financial assistance.

§ 78.
[Final Result of Studies]

1. The final result of studies after submission of the diploma thesis and passing the diploma examination consists of the sum of:

- 1) 5/10 of the weighted average grade (rounded to three decimal places) from the course of studies, calculated using the formula`:

$$\text{Weighted average grade from the course of studies} = \frac{\Sigma (\text{positive grades} \times \text{ECTS credits})}{\Sigma (\text{ECTS credits})}$$

- a) the average grade from the course of studies is a weighted average; the final grade for each course is weighted by the number of ECTS credits assigned to it;
 - b) the final grade for a course is one and the same for the entire course, regardless of the forms of instruction and methods of assessing learning outcomes;
- 2) 3/10 of the arithmetic mean of the grades for the diploma thesis given by the supervisor and the reviewer – in second-cycle and long-cycle Master’s programmes, and in first-cycle programmes where this is required by the curriculum – rounded to three decimal places;
 - 3) 2/10 of the arithmetic mean of the grades for the answers given during the diploma examination, rounded to three decimal places.

2. The final result of studies after the diploma examination (in programmes not requiring a diploma thesis) consists of the sum of:

- 1) 1/2 of the weighted average grade (rounded to three decimal places) from the course of studies, calculated using the formula:

$$\text{Weighted average grade from the course of studies} = \frac{\Sigma (\text{positive grades} \times \text{ECTS credits})}{\Sigma (\text{ECTS credits})}$$

- a) the average grade from the course of studies is a weighted average; the final grade for each course is weighted by the number of ECTS credits assigned to it,
 - b) the final grade for a course is one and the same for the entire course, regardless of the forms of instruction and methods of assessing learning outcomes;
- 2) 1/2 of the arithmetic mean of the grades for answers to examination questions, rounded to three decimal places.

3. The final result of studies entered on the diploma and diploma supplement is rounded according to the following scale:

- 1) up 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) 4.510–5.000 – very good (5.0).

4. The final result of studies is written in words only on the diploma and the supplement; in other certificates, it is presented as a numerical value.

CHAPTER 13
FINAL PROVISIONS

§ 79.

[Transitional Provisions]

1. Proceedings initiated under the Rules & Regulations of Study of the University of Szczecin, adopted by Resolution No. 44/2022 of the Senate of the University of Szczecin of 31 March 2022, shall continue to be governed by the existing provisions until completion of the proceedings in both instances.
2. Rights acquired under administrative decisions and other rulings of University authorities issued prior to the effective date of these Rules & Regulations shall remain in force.
3. Internal legal acts issued by competent authorities of the University under the Rules & Regulations of Study of the University of Szczecin adopted by Resolution No. 44/2022 of 31 March 2022 shall remain in force until the entry into force of new legal acts issued under these Rules & Regulations.

§ 80.

[Entry into Force]

1. At the end of the academic year 2024/2025, Resolution No. 44/2022 of the Senate of the University of Szczecin of 31 March 2022 concerning the adoption of the Rules & Regulations of Study at the University of Szczecin shall cease to be in force.
2. These Rules & Regulations shall enter into force at the beginning of the academic year 2025/2026.