

RESOLUTION NO 44/2022
OF THE SENATE OF THE UNIVERSITY OF SZCZECIN
of 31 March 2022

on adopting Study Regulations of the University of Szczecin

Pursuant to Article 28(1)(2) of the Act of 20 July 2018 Law on Higher Education and Science (Dz.U. (Journal of Laws) of 2022, item 574), it is hereby agreed as follows:

STUDY REGULATIONS OF THE UNIVERSITY OF SZCZECIN

CHAPTER I
GENERAL PROVISIONS

§ 1.
[Delivery]

1. The Study Regulations of the University of Szczecin, further referred to as the "Regulations," shall apply to full-time and part-time first-cycle studies, second-cycle studies, and long-cycle studies delivered at the University of Szczecin, further referred to as the "University."
2. The University of Szczecin may offer joint studies with another university, an institute of the Polish Academy of Sciences, a research institute, an international institute, a foreign university, or a scientific institution under terms and conditions stipulated in an agreement.
3. Matters relating to the course of study of students who take up programmes under separate agreements shall be governed by the provisions and terms and conditions in those agreements.
4. In matters not covered by these Regulations, study regulations of partner universities shall apply relevant to the place of study, according to an agreed program.
5. Wherever the Regulations refer to the "Act", it shall mean the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws (Dz.U.) of 2022, item 574 as amended).
6. Wherever the Regulations refer to the "Dean's Office", this shall mean a student support unit at a faculty.

§ 2.
[Admissions procedure]

1. The requirements, procedure, and dates for opening and closing of admissions, as well as the admissions process at the University, shall be laid down by the Senate of the University of Szczecin. In determining the rules for running the admissions, the Senate shall seek to ensure that persons with special needs may participate fully in the admissions process on an equal basis with other persons.

2. The Senate of the University of Szczecin shall lay down rules for admitting winners and finalists of central-level contests and may provide rules for admitting winners of international and national contests.
3. Admission to first-cycle studies or long-cycle programmes shall be open to persons with a high school leaving certificate or another document stipulated in higher education laws.
4. Admission to second-cycle programs shall be open to persons with bachelor's degrees.

§ 3.

[Admission to the University and acquisition of student rights]

1. Admission to a programme shall proceed by:
 - 1) the admissions procedure;
 - 2) confirmation of learning outcomes;
 - 3) a transfer from another university or a foreign university.
2. A person admitted to the University shall begin his or her studies and acquire the rights of a University student upon taking the oath.
3. The rights of a student of the University are also acquired on the date of transfer from another university or on the date of resumption of studies.
4. A person punished with the disciplinary penalty of expulsion from the University may not be re-admitted until the penalty has been erased.

§ 4.

[Student ID card, student's grade book, email account]

1. A student is given a student ID card.
2. The student ID card is a document certifying student status.
3. A student is entitled to hold and use a student ID card until the date of graduation, suspension of the student's rights or expulsion from the list of students, and in the case of graduation of a first-cycle studies until 31 October of the year of graduation.
4. The student's achievements are recorded in the University's electronic system in the electronic student's grade book.
5. Each student is given an individual account on the University's domain, which is used to contact the University.
6. Students shall carry out all matters related to his or her studies using the information technology tools referred to in paragraph 5.

§ 5.

[Student government]

1. Students at the University form a student government.
2. The elected student government bodies shall have the exclusive right to represent all students.
3. The student government promotes its developed student code of ethics.

§ 6.

[Adaptation of the educational process for persons with special needs]

1. The bodies of the University shall provide students with special needs with conditions for full participation in the educational process on equal terms with others.
2. The bodies of the University shall strive to organize the educational process to satisfy all students with special needs to the greatest extent possible, applying the principles of universal design.
3. The bodies of the University shall be obliged to provide students with special needs with reasonable improvements in the educational process, adapted to their needs, particularly those resulting from their health condition.
4. The relevant department supporting persons with disabilities is an organizational unit of the University that supports students with special needs, as well as the activities of other organizational units of the University, aimed at achieving the task specified in the paragraph.
5. Requests from students with special needs related to their health situation shall be considered with the highest standards of confidentiality in cooperation with the relevant disability support department under the rules laid down in separate regulations of the University.
6. Resolutions, including decisions in cases of persons with special needs, shall be taken after obtaining the opinion of the head of the relevant unit of support for persons with disabilities. However, a student may choose to have his or her case considered without the involvement of the relevant Disability Support Unit.
7. Detailed conditions for ensuring accessibility of the education process, including the ways of adapting and organizing the didactic process at individual faculties, as well as detailed tasks of the relevant department supporting persons with disabilities, are regulated in separate regulations of the University.

§ 7.

[University bodies deciding on student matters]

1. Students shall report to the Rector.
2. Rector shall oversee the educational activities conducted at the University.
3. The Vice-Rector for Student Affairs acts on behalf of the Rector in matters pertaining to studies and students.
4. Vice-Dean for Student Affairs shall be student's immediate supervisor and mentor.
5. In matters not regulated by the Regulations, administrative and other decisions shall be made by the Vice-Dean for Students Affairs and the Vice-Rector of Students Affairs.
6. If the Vice-Dean for student affairs is absent for an extended period from the matters referred to in paragraph 5, administrative decisions and other decisions shall be made by the Dean of the Faculty or a Vice-Dean designated by the Dean of the Faculty after obtaining a positive opinion from the student government.
7. In the event of a prolonged absence of the Vice-Rector for Student Affairs in the matters referred to in paragraphs 3 and 5, administrative and other decisions shall be made by the Vice-Rector designated by a separate regulation after a positive opinion of the student self-government has been obtained.

§ 8.

[Administrative and other decisions]

1. Students' individual matters shall be dealt with by administrative or other decisions
2. Administrative decisions shall be issued in cases of:
 - 1) Removal from the student list;
 - 2) Admission to studies, change of form or field of study in the case of foreigners;
 - 3) Refusal to accept a student through the admission procedure;
 - 4) Refusal to accept a student by transfer from another higher education institution;
 - 5) Refusal to enrol as a result of confirmation of learning outcomes;
 - 6) Fee reduction or exemption;
 - 7) Suspension of the rights of a student by the Rector in the cases referred to in Article 312, paragraph 5, and Article 316, paragraph 4 of the Act;
 - 8) Declaration of invalidity of the diploma;
 - 9) Failure to consent to transfer to another university.
3. The proceedings referred to in paragraph 2 shall be governed by the provisions of the Act of 14 June 1960, Code of Administrative Procedure (Journal of Laws of 2021, item 735, as amended)
4. Individual student matters other than those specified in paragraph two shall be settled through a decision to which the Code of Civil Procedure provisions shall not apply.
5. In cases settled by way of a decision, the body of the first instance shall summon the party to remove formal deficiencies of the application or to deliver missing documents within seven days from the date of delivery of the summons, under penalty of leaving the application unprocessed. In the event of failure to observe a time limit, the time limit shall be restored at the request of the student concerned if he proves that the failure to observe the time limit was due to no fault of his own. A request for the restoration of a deadline must be submitted within seven days from the day on which the reason for the failure to observe the deadline ceases to exist. At the same time as submitting the request, the act for which the deadline was set must be performed.
6. A student may submit a request in writing or through the University's electronic system for matters specified in para. 4.
7. In a case where an application is submitted via the University's electronic system, a decision on the case is also delivered via the University's electronic system. In such a case, the delivery date shall be the date on which the student confirms that they have read the decision in the electronic system of the University.
8. In matters referred to in para. 4, in which the application was submitted in writing, the decision is delivered to the student in writing with acknowledgment of receipt. In that case, the delivery date shall be the date of receipt of the decision by the student.
9. If the student does not read the decision within seven days from the date on which the adjudication is posted in the University's electronic system, the decision shall be sent in a paper form via a postal operator
10. In the situation referred to in paragraph 8 and 9, the decision shall be left in the case file with the effect of being delivered if the student has not collected it despite having been

advised twice. The decision shall be deemed delivered 14 days after the date of the first notification.

11. Administrative decisions referred to in para. 2 pt. 1 and other decisions referred to in paragraph 4 concerning the progress of study for international students shall be taken in the first instance by the Vice-Dean for student affairs acting under the authority of the Rector. Administrative decisions referred to in para. 2 pts. 2-10 shall be taken by the Vice-Rector for student affairs.
12. The decision referred to in paragraph (4) shall be issued by the Vice-Dean for Student Affairs no later than within 30 days of the date on which the student submits a request in the matter or the Vice-Dean for Student Affairs receives information that results in the issue of the decision.
13. If the time limit referred to in paragraph 12 is missed, the student may lodge a complaint with the Vice-Rector for Student Affairs.
14. If the University has introduced an electronic system for delivery of summonses, administrative decisions, and other decisions, electronic circulation of documentation may be used with the student's consent according to the rules laid down in separate regulations of the University.

§ 9. **[Appeals]**

1. A student may appeal against administrative decisions and rulings of the Vice-Dean for Student Affairs to the Vice-Rector for Student Affairs.
2. An appeal shall be lodged within 14 days of the delivery of the administrative decision or ruling through the Vice-Dean for Student Affairs who issued the decision or a ruling appealed against.
3. In the case referred to in §8 para. 11 of the Regulations, the student may appeal against the administrative decision of the Vice-Rector for Student Affairs by submitting a request for reconsideration to the Rector within 14 days of the receipt of the decision.
4. In the event of failure to comply with the time limit referred to in paragraphs 2 and 3, the time limit shall be restored at the request of the student concerned if he proves that the failure was due to no fault on his part. Requests for time restoration must be made within seven days from the date on which the cause of the failure to observe the time limit ceases to exist. At the same time as submitting the request, the following must be done, for which a deadline was set.
5. If the Vice-Dean for Student Affairs decides that the appeal deserves to be upheld in its entirety, he/she may issue a new decision or ruling in which the appealed decision or ruling is reversed or modified. In this case, the Vice-Dean for Student Affairs shall not forward the appeal to the Vice-Rector for student affairs. Instead, the new decision or a ruling may be appealed according to the rules in para. 2.
6. The Vice-Dean for Student Affairs shall forward the appeal together with the case files to the Vice-Rector for Student Affairs within seven days of the date on which he/she received the appeal if he/she has not issued a new decision or ruling referred to in paragraph 5 within that time limit.

7. In cases settled by an administrative decision or other resolution, the body of the second instance summons the party to remove formal deficiencies in the appeal within seven days of receipt of the summons, under pain of leaving the appeal unprocessed.
8. In cases settled by way of an administrative decision or another decision, the body of the second instance shall call upon the party to provide the missing documents within seven days of service of the summons. The ineffective lapse of the time mentioned above limits shall mean that the case will be resolved on the basis of documentation held.
9. If the time limit referred to in paragraphs 7 and 8 is exceeded, the time limit shall be restored at the request of the student concerned if he/she can provide evidence that the failure was without any fault on his or her part. A request for the restoration of the deadline shall be made within seven days following the date on which the reason for the failure is no longer valid. At the same time as submitting the request, the following must be done, for which a deadline was set.
10. The Vice-Rector for Student Affairs shall overrule the ruling of the Vice-Dean for Student Affairs, contrary to the Statutes, the resolution of the Senate of the University of Szczecin, the regulations, or other by-laws of the University, which violate a vital interest of the University.
11. Decisions of the Vice-Rector for Student Affairs concerning the matters referred to in §8 para. 2 may be appealed against at the Provincial Administrative Court under the rules laid down in separate legislation.
12. In cases not referred to in §8.2, the ruling of the Vice-Rector for Student Affairs shall be final and binding.

CHAPTER II ORGANIZATION OF STUDIES

§ 10.

[Organization of an academic year]

1. An academic year shall run from 1 October to 30 September and shall be divided into two semesters
2. Classes shall be delivered for 15 teaching weeks per semester.
3. The Rector by way of an ordinance, shall lay down a clear division of the academic year and particular semesters, specifying the period allocated for classes and a regular examination session and a re-take session, as well as specifying the dates of holiday breaks and the summer break. The draft ordinance shall require an opinion from the student self-government.
4. In specific instances, the Rector shall schedule days or hours off by his or her decision, and the Dean shall schedule days or hours off by his or her decision. The decision to make up for hours off by the Dean's decision shall be taken by the Dean.
5. The Dean of the faculty, in consultation with the student self-government, shall agree on the schedule for sessions for part-time programmes within 15 teaching weeks per semester.
6. For programs taught under §1(2) and (3) of the Regulations, the Rector may order a different organization of the year in these programs.

§ 11.
[Study programme]

1. A student shall follow his or her programme in the field of study at a given cycle of study, in an agreed form, educational profile, as well as major if the major is included in the study programme according to the study programme for a given cycle laid down by the senate.
2. Should the study programme stipulate majors, the student shall choose and follow one such major. It shall become his or her leading major.
3. Under requirements set out in separate regulations, the student may follow an additional major apart from the major referred to in sub-paragraph 2, as part of his or her field of study, as extra-curricular activities if the University is in a position to launch such major under the field of study for a relevant cycle.
4. The additional major specified in sub-paragraph 3 shall be subject to a fee. The fee shall be determined in a separate ordinance of the Rector.
5. No such majors may be followed under a different field or cycle of study.
6. Students shall follow the programme of the academic year in which they began their studies. This rule shall not apply to a student who has been ordered to re-register for the same semester, who has been transferred from one field of study to another within the University or from another higher education institution, or who is continuing his or her studies after a leave of absence or who has resumed his or her studies; in such cases, the programme applicable to the year in which the student resumes his or her studies or is transferred shall apply.
7. Full-time first-cycle (licencjat) studies shall span six semesters, engineering studies shall span at least seven semesters, second-cycle studies shall be delivered within three to five semesters, and long-cycle studies shall be delivered within nine to twelve semesters.
8. The duration of part-time studies shall be stipulated by the study programme and may be longer than the corresponding full-time studies.
9. The Faculty Dean shall publish the study programme for students' information on the faculty's website before admissions start.

§ 12.
[Class schedule]

1. The Dean of the Faculty shall establish a detailed class schedule for full-time and part-time studies after consultation with the competent body of student government. The class schedule shall be published on the faculty notice board and the faculty website no later than seven days before the beginning of classes in the semester it applies to.
2. The Dean or a person authorized after consultation with the competent student government body.
3. The class schedule, together with the opinion of the student government, shall be forwarded by the Dean of the faculty to the Vice-Rector for Educational Affairs.

§ 13.

[Classes conducted in a foreign language]

1. In the study programme conducted in Polish, it shall be permissible for classes to be conducted in a foreign language following the study programme for the corresponding cycle of study established by the senate.
2. The rules for conducting classes in a foreign language, verification of acquired learning outcomes, diploma examinations, and preparation of diploma thesis are set by the Dean of the Faculty after obtaining the opinion of the Faculty Teaching Council, taking into account the requirements of students with special needs, if possible using the principles of universal design.

§ 14.

[ECTS credits]

1. The University's organization and completion of studies shall be based on the ECTS credit accumulation and transfer system.
2. The number of ECTS credits provided in the study programme for a semester is 28 to 32 and 60 for an academic year.
3. The number of ECTS credits referred to in paragraph 2 shall also include one specialization according to the study programme.
4. For part-time studies, if their duration is longer than that of the corresponding full-time studies, the number of ECTS credits per semester shall be correspondingly lower while maintaining the same total number of ECTS credits for the whole course of studies as for full-time studies.

§ 15.

[Forms of teaching]

1. Lectures delivered at the University shall be open.
2. Other forms of teaching may be open with the permission of an instructor.
3. Lectures shall be given by people who hold at least a doctoral degree.
After obtaining an opinion from the Faculty Teaching Council, the Dean of the Faculty shall apply to the Rector to conclude an agreement for the provision of lectures on practical profile studies with a person with a master's degree and documented professional experience gained outside the University that allows them to deliver classes correctly, within the study programme.

§ 16.

[Enrolment in elective courses and primary specialization]

1. Registration for elective courses and the primary specialization realized within the curriculum for second-cycle students shall be organized by 31 October for degree programs starting from the winter semester or by 31 March for degree programs starting from the summer semester. It shall be conducted through the University's electronic system.
2. The enrolment process for elective courses and the primary specialization within the study program for first-cycle and long-cycle students is organized in the semester preceding the academic year in which the courses are to be delivered and is carried out through the University's electronic system.

3. Detailed deadlines and procedures for the acceptance of enrolment in elective courses and specializations are specified by the Dean or Vice-Dean for student affairs and published in the manner prescribed at the faculty and on the faculty website, at least 14 days before the start of enrolment.
4. After the first registration deadline, those elective courses that will not run due to the low number of registered students will be withdrawn from the offer.
5. A modified offer of elective courses is announced no later than four weeks before the beginning of classes.
6. The right to participate in classes may be limited by the conditions of the course sequence and by the size of the groups.
7. The decision to change the subject or specialization pursued as part of the curriculum referred to in para. 1 and 2 shall be made by the Vice-Dean for student affairs after consultation with the Dean of the faculty as per the provisions of §6 para. 6 of the Regulations.

§ 17.
[Additional major]

1. The students should register for an additional specialization, as specified in § 11, para. 3 of the Rules and Regulations, through the University's electronic system only after registering for the primary specialization within the realized major and educational cycle.
2. Detailed deadlines and procedures for accepting enrolment for an additional specialization are set by the Dean or Vice-Dean for Student Affairs, considering the University's regulations on group size. Information on enrolment shall be published in the manner prescribed by the faculty and on the faculty website at least 14 days before the date on which enrolment begins.
3. Enrolment for an additional specialization is made only within the already established specializations within the valid study program for a given cycle of study, following the obligatory regulations of the University.
4. The right to enrol in an additional specialization may be restricted by the course sequence conditions and the groups' size.
5. The decision to change a student's specialization within the curriculum referred to in para. 1 is made by the Vice-Dean for student affairs after consultation with the Dean of the faculty, following the provisions of §6 para. 6 of the Regulations.
6. The amount of the fee for additional specialization is determined by separate regulations of the Rector.
7. ECTS credits for an additional specialization are additional credits obtained by a student during his/her studies.
8. In the case of failing individual subjects required for completing the whole additional specialization, the provisions of § 54 and § 55 of the Regulations shall apply, respectively.
9. The credited additional specialization is entered on the diploma and the diploma supplement.

10. Failure to pass the additional specialization by the date of the diploma examination by the curriculum for a given study shall mean that the student will be disallowed to complete this specialization.

§ 18.

[Additional and general subjects]

1. Before the commencement of classes in a subject at a date and a form determined by the Vice-Dean for Student Affairs, the student shall have the opportunity to enroll in additional subjects outside the curriculum.
2. The amount of the fee for a chosen subject outside the curriculum is determined by separate regulation of the Rector.
3. In addition to the possibility of choosing an additional specialization and elective subjects referred to in § 17 and § 18, paragraph 1 of the Regulations, the University shall enable students to take part, free of charge, in general subjects realized outside the student's study program.
4. The rules for the establishment, conduct, and principles of selection and enrolment in the subjects referred to in paragraph 3 are laid down in separate regulations of the University.

§ 19.

[Credit for courses taken outside the study programme]

1. The grades obtained from classes and additional specializations completed by the student outside the study program are not included in the average grade for the semester and year of study and the average grade for the course of study.
2. Subjects completed by the student and additional specializations, including those completed as part of extra-curricular activities, shall be courses taken outside the curriculum and indicated in the Diploma Supplement.

§ 20.

[Group division]

1. The Rector's ordinance determines the rules for dividing students into groups for particular courses/classes.
2. Resolution on a student's change of group is taken by the Vice-Dean for Student Affairs, taking into account the regulations in force at the University concerning group size.

§ 21.

[Year supervisor]

1. The Dean of a faculty, on his/her initiative or at the request of a student government body, may appoint a year supervisor.
2. The year supervisor provides advice and assistance to students in all matters related to the organization of their studies.
3. The Dean of the faculty determines the detailed scope of the supervisor's duties after consultation with the teaching council. The Faculty Dean shall publish the supervisor's responsibilities in the manner prescribed by the faculty and on the faculty website.

§ 22.

[Educational process assistant of a person with special needs]

1. The Dean for student affairs, in consultation with the Dean of the faculty, upon the application of a student with special needs, shall designate a tutor for that student, with due regard for the provisions of §6 para. 6 of the Regulations.
2. The task of the educational process assistant of a person with special needs is to support the student in meeting his/her particular needs concerning the organization and implementation of the educational process adapted in particular to his/her health situation.
3. A educational process assistant for a person with special needs shall be appointed separately from the assistant for a person with disabilities assigned by the relevant department to support disabled persons.

§ 23.

[Tuition Fees]

Detailed rules for charging for educational services and the amount of such fees are determined by the Rector in a separate regulation.

§ 24.

[Distance learning methods and technique]

1. If the specific characteristics of the course of study in a particular field of study allow it, part of the learning outcomes covered by a study program may be achieved through courses delivered using distance learning methods and techniques, with the use of infrastructure and software ensuring synchronous and asynchronous interaction between students and teaching staff, per the relevant regulations of the University.
2. Distance learning methods and techniques should take into account the needs of students with special needs and, where possible, should be universally designed.
3. The Regulations' provisions shall apply to the classes referred to in paragraph 1.

§ 25.

[Individual teaching programme]

1. The prerequisites entitling a student to apply for an individual timetable, hereinafter referred to as "ITP", are in particular justified by the following:
 - 1) Where the student is pregnant;
 - 2) Where the student is a parent;
 - 3) Where the student raises a child
 - 4) Where the student provides care for a sick member of the immediate family;
 - 5) Where the student has other special needs, especially for a special needs student, including, in particular, those arising from the student's disability;
 - 6) Where the student is studying in more than one field of study, with the possibility of being awarded an ITP in each of them;

- 7) Involvement in the work of scientific, social, and artistic organizations, in order to obtain an ITP, it is necessary to submit a certificate issued by an authorized body;
 - 8) Activities in sports organizations or sports teams on presentation of a certificate issued by the sports association or the Academic Sports Association;
 - 9) The specific employment responsibilities of a part-time student;
 - 10) Outstanding academic achievement and a minimum grade point average of 4.0 for the previous semester.
2. The Vice-Dean for student affairs shall grant students the right to an ITP upon their application submitted within 30 days of the commencement of classes or the occurrence of the condition that entitles them to apply for an ITP as defined in para. 1. In the case of a student with special needs, the Vice-Dean for Student Affairs shall make a decision considering the provisions of §6.6 of the Regulations.
 3. The decision to award an ITP is conditional and is enforceable once the student has provided written agreements with all instructors. The ITP cannot be granted earlier than the date of the student's application.
 4. Failure to comply with the condition referred to in paragraph 3 shall result in the expiry of the Vice-Dean for Student Affairs' decision, of which the student shall be informed by a separate decision.
 5. In justified cases, the Dean for Student Affairs may grant FGD only in the scope of courses covered by the agreements submitted by the student, subject to the student's obligation to participate in the remaining courses of a given semester or year.
 6. The manner of class participation and the forms of fulfilling student obligations are specified in an agreement between a student and an instructor.
 7. The agreement referred to in paragraph 3 shall be concluded in writing or electronically (with the consent of the course tutor/instructor) no later than two weeks after the date of notification of The Vice-Dean for Student Affairs' decision.
 8. The template of a written agreement with lecturers on the award of ITP shall be specified by the Rector in a separate regulation.
 9. The student shall immediately submit to the dean's office the agreement, referred to in para. 3.
 10. The ICP cannot be used as a basis for extending the semester beyond the end of the re-take session.
 11. If the reasons for which the student was granted an ITP cease to exist, the Dean for Student Affairs shall decide to rescind the award of an ITP.
 12. In addition to the prerequisites for applying for an ITP as specified in para. 1, the Vice-Dean for Student Affairs may, in a justified case and at the individual request of a student, decide to grant an ITP. The provisions of para. 2-11 shall apply, respectively.

§ 26.
[Individual education programme]

1. The prerequisites for a student to be entitled to an individual education programme, hereinafter referred to as "IEP", are:
 - 1) outstanding academic, sporting, or artistic achievement;
 - 2) participating in an exchange program organized by the University (national or international);
 - 3) the situation of a student with special needs resulting from a health condition, taking into account the provisions of § 6 para. 6 of the Regulations;
 - 4) the specifics of the field of studies established at the University in the course of which the implementation of the curriculum requires an organizational change of the field of studies;
 - 5) participation in conducting scientific research in a project financed by foreign, international, or national institutions such as NCN, NCBiR, and NPRH, with the participation of funds from the European Union and EFTA budgets.
 - 6) admission as a result of confirmation of learning outcomes.
2. The Vice-Dean for Student Affairs shall grant a student the right to an IEP on the student's application made during the academic year.
3. The Dean, in consultation with the Faculty Teaching Council, shall appoint a supervisor for a student who has been approved for an IEP.
4. The Vice-Dean for Student Affairs approves the individual study program prepared by the supervisor in agreement with the relevant faculty team and after consultation with the Faculty Teaching Board. In the case of an application for an IEP by a student with special needs, the Dean for Student Affairs makes a decision taking into account the provisions of §6 para. 6 of the Regulations.
5. If the prerequisite for an IEP is outstanding academic performance, the IEP may be awarded to the student no earlier than after the first year of first-cycle studies or the first year of long-cycle master's studies. The average grade in the year preceding the granting of the IEP must be at least 4.5.
6. In the case of second-cycle studies, a student may be awarded an IEP from the first semester of studies based on the average grade (minimum 4.5) obtained in the course of the first-cycle studies or long-term studies or based on participation in scientific research referred to in para. 1 pt. 5.
7. If the prerequisite for an IEP is outstanding achievements in sports or outstanding artistic achievements, then an IEP may be awarded, irrespective of the study cycle, but not before the completion of the first semester of study.
8. An IEP for a special-needs student may be applied at all levels of studies, however, not earlier than after completing the first semester of studies.
9. It is permissible to complete an individual examination session in the first semester after obtaining the consent of the Vice-Dean for Student Affairs.
10. A student who does not adequately complete the IEP may, at the request of the tutor, be referred, based on a decision issued by the Vice-Dean for Student Affairs, to continue his/her studies on a general basis.

11. A student may resign from the IEP. The student resigns to the Vice-Dean for Student Affairs. The Vice-Dean for Student Affairs indicates the date from which the student continues his/her studies under the general rules.
12. The IEP shall not entitle students the right to shorten studies, excludes those admitted as part of the procedure for the confirmation of learning outcomes, excluding the persons referred to in paragraph 1, point. 6.

§ 27.

[Confirmation of learning outcomes]

1. Detailed conditions and procedures, as well as the organization of the process of confirmation of learning outcomes acquired in the process of learning outside the system of studies, are specified in the University's separate regulation.
2. A student who has been admitted to the University as a result of the confirmation of learning outcomes for a particular field of study, cycle, and profile of study may be granted a separate educational program by the Dean for Student Affairs.
3. For a student with a separate educational program, the Dean of the Faculty appoints a research supervisor according to the rules established by the Dean of the Faculty after consultation with the Faculty Teaching Council. The research supervisor sets the educational program under the learning outcomes set out in the curriculum.
4. Separate course/class groups may not be set up for students with separate educational programmes as referred to in paragraph 2.

§ 28.

[Course of study documentation]

1. The records of the course of study are as follows:
 - 1) Student's album;
 - 2) Student personal file folders;
 - 3) Book of diplomas.
2. The course of study at the University is documented in:
 - 1) the student's periodic achievement forms are prepared based on the data collected in the University's electronic system, which is a printout from the electronic system signed by the Vice-Dean for Student Affairs;
 - 2) the interim and final course records are drawn up based on the data stored in the electronic system, which is a printout of the system signed by the person who conducts an examination or completes a course/subject;
 - 3) reports of an exam conducted before an examination board and the reports of papers checked by examination board members, completed and signed by the board's members;
 - 4) an electronic student's grade book, which records the student's course of study in the University's electronic system.
3. Students have the right to access their course of study documentation in electronic form by logging into the University's electronic system.
4. Detailed rules for keeping electronic records of the course of study are laid down by the Rector in a separate regulation.

5. In the case of the field of studies offered in English, international students who do not speak Polish may receive documents related to the course of study in Polish and English.

CHAPTER III STUDENT RIGHTS AND RESPONSIBILITIES

§ 29. [Student rights]

1. A student shall be entitled in particular to:
 - 1) to acquire knowledge in a selected field of study, develop one's scientific interests, and use the resources of the University for this purpose;
 - 2) to be given training on student rights and responsibilities, including those of students with special needs;
 - 3) to participate in courses/classes not included in the curriculum of the chosen field of study under the conditions laid down in the Regulations;
 - 4) to study, following the applicable regulations, in more than one field of study, including at different universities, also abroad;
 - 5) to participate in research groups;
 - 6) to join existing student organizations and set up new ones;
 - 7) to elect representatives and stand for election to the student government bodies and certain collegiate bodies of the University;
 - 8) to submit proposals to the University authorities concerning curriculums, curricula, and matters related to the learning process and social and living conditions;
 - 9) to study following an individual curriculum plan and an individual education program as specified in the Regulations
 - 10) to leave from classes under the conditions laid down in the Regulations;
 - 11) to excuse absences from classes with the possibility of proceeding to a verification of the learning outcomes achieved as specified in the curriculum;
 - 12) to change the form of study under the conditions laid down in the Regulations;
 - 13) to receive financial assistance and other forms of material support following separate rules;
 - 14) to receive awards and distinctions for good results and achievements in the arts, science, sports, and community and regional activities;
 - 15) to take part in assemblies, demonstrations, protests, and strikes following the provisions of the Act and the Statutes of the University, organized on the premises of the University;
 - 16) to express his or her opinions on courses and the work of academic staff who deliver them per the procedure agreed upon by the student self-government and the Rector following the principles of universal design;
 - 17) to participate in the creation and modification of study programmes or elements of them in accordance with the rules laid down in the University' s separate regulations;
 - 18) to participate in the evaluation of the learning process

- 19) to submit applications and requests using an account in the University's electronic system.
 - 20) of protection of personal data, in particular special category data.
2. Students with special needs, if justified by his or her needs, are entitled:
- 1) to ensure the accessibility of the educational process, in particular by:
 - a) providing accessible teaching conditions, including accessible classrooms;
 - b) providing accessible conditions for participation in classes, including remote participation in classes, where possible and agreed with the Vice-Dean of student affairs;
 - c) providing accessible teaching materials and other learning aids by an appropriate department for supporting people with disabilities;
 - d) ITP;
 - e) IEP;
 - f) enabling supplementary or additional courses on the terms and conditions laid down in the separate University regulations;
 - g) using in class tools to support the learning process;
 - h) receiving assistance in obtaining teaching materials and equipment necessary for studies;
 - i) individual terms and conditions for the use of libraries, as set out in the collection regulations of the individual libraries;
 - 2) Ensure the accessibility of the process of verifying learning outcomes acquired in the course of study by:
 - a) providing alternative forms of verification of learning outcomes;
 - b) providing accessible arrangements for the verification of learning outcomes;
 - c) providing opportunities for taking credit for a course or an examination on an individual basis, including an individual date and form as dictated by particular need;
 - d) providing the use of technical equipment and assistive technology necessary for the student during a credit or examination;
 - 3) Providing opportunities to support communication between the student and lecturer in a form specified by the person with special needs, also during the completion of courses and taking examinations;
 - 4) Individual consultation as part of the mandatory consultation hours of the faculty;
 - 5) To exercise other rights provided in the regulations and separate regulations of the University.

§ 30.

[Student responsibilities]

1. The student must act in accordance with the oath, the Regulations, and other provisions in force at the University and also:
 - 1) take care of the good name of the University and the dignity of the student;
 - 2) persevere in acquiring knowledge, skills, and competencies as provided for in the curriculum;

- 3) attend obligatory classes to obtain credit on time and to take examinations, as well as fulfilling all obligations included in the curriculum;
- 4) treat students, staff, and University authorities with respect;
- 5) take care of the University's property and use it in accordance with its intended purpose;
- 6) pay tuition fees on time if relevant regulations specify such fees;
- 7) familiarize themselves with resolutions, orders, decisions, and rulings, as well as messages (news, information, etc.) of the bodies of the University and the faculty concerning the course of study, including those posted and sent via the University's electronic system;
- 8) keep under review the information and data concerning in particular personal data, the course of study, scholarships, and fees paid, published in the University's electronic system, and if necessary, submit appropriate requests in this respect to the Vice-Dean for Student Affairs;
- 9) notify immediately, but not later than within 14 days of the occurrence of the circumstances, the Dean's Office of changes in his or her surname, address, residence status in the territory of the Republic of Poland, as well as of changes in material conditions, provided that they affect the granting and amount of financial support and of other factual and legal circumstances that are relevant to the rights and duties of students at the University;
- 10) participate in the evaluation of the teaching process, in particular in the procedure of filling in questionnaires;
- 11) submit declarations and other documents required by the regulations concerning higher education;
- 12) take no action that might lead to attributing to oneself the authorship of a fragment or other elements of another person's work or scientific finding.

CHAPTER IV AWARDS, DISTINCTIONS, AND PENALTIES

§ 31. [Awards]

1. A student who is distinguished by outstanding results in studies or sports and exemplary fulfilment of his/her duties, as well as demonstrating active work for the benefit of the University community and, at the same time, discipline and impeccable ethical attitude, may be given an award or a distinction per the rules laid down in separate regulations, these are:
 - 1) Rector's award;
 - 2) Dean's award;
 - 3) a congratulatory letter from the Rector;
 - 4) a congratulatory letter from the Dean.
2. Detailed rules for the Rector's award shall be laid down by the Rector in a separate regulation in consultation with the student government.
3. Detailed rules for the award of the Dean's award shall be laid down by the Rector in a separate regulation in consultation with the Dean and the faculty-student government.
4. A request to award a congratulatory letter, as referred to in paragraph 1, sub-paragraph 3, may be submitted to the Rector by the Dean of a faculty, an academic teacher employed at the University, a student organization, or the competent body of the student government.

5. A request for a congratulatory letter referred to in paragraph 1, sub-paragraph 4 may be submitted to the Dean of a faculty by a Vice-Dean, an academic staff member employed at the University, a student organization, or the competent body of the student government.

§ 32.

[Disciplinary liability]

For an act that offends against the dignity of a student and a violation of the regulations in force at the University, a student shall be liable before a disciplinary committee under the rules laid down in the regulations on higher education and the Statutes of the University.

CHAPTER V

NATIONAL AND INTERNATIONAL MOBILITY

§ 33.

[Completing a part of studies outside the University. National mobility]

1. A student with the approval of the Vice-Dean for Student Affairs may complete part of their studies as part of a national student exchange programme.
2. Before going to another higher education institution, a student shall agree with the relevant coordinator on the program of studies and curriculum to be followed and the conditions for completing a semester or a year at the receiving institution in the form of a Programme of Studies Agreement. In the case of a student with special needs, §6.6 of the Regulations applies.
3. The student must inform the relevant coordinator immediately of any changes to the Programme of Studies Agreement to obtain approval for the changes.
4. Based on the document confirming the successful completion of the courses/subjects, the list of marks, and the number of ECTS points achieved, the Vice-Dean for Student Affairs includes the student's study period in the field of study at the home institution.
5. When making the decision referred to in para. 4, the Vice-Dean for Student Affairs may grant the student an ICP according to the rules in §26 of the Regulations.
6. The trips referred to in paragraph 1 shall not be carried out during leave of absence, unless terms of the programme provide otherwise

§ 34.

[Completing a part of studies outside the University. International mobility]

1. A student has the right to participate in international student exchange programs according to their rules.
2. A student's departure to the host higher education institution as part of the exchange programmes referred to in paragraph 1 may not be taken during a period of leave from classes unless the programme conditions provide otherwise.
3. A student completing a semester, year, or other study plan offered as part of an exchange program shall be credited with a period of studies completed outside his/her home institution based on:
 - 1) a Programme of Learning Agreement which specifies the subjects/courses a student intends to study outside the home university, together with information on the ECTS

points to be awarded for their completion. The agreement is concluded between the home and the host universities and the student; the coordinator accepts the agreement for international exchange responsible for the field of study at the University and the relevant coordinator at the host university;

- 2) a list of amendments to the Programme of Studies Agreement agreed upon and approved by the appropriate coordinator for international exchange at the University and by the appropriate coordinator at the host university;
- 3) a transcript of records obtained from the host higher education institution at the end of the exchange period, which shall include the modules, subjects/courses, and classes attended by the student, the number of ECTS credits awarded, and the student's academic performance as expressed on the local grading scale.
4. A student shall be obliged to inform the relevant coordinator without delay of any changes in the curriculum at the host university in comparison with the content of the agreement referred to in paragraph 3, point 1, to obtain the approval of the changes.
5. A student applying for an extension of the period of mobility at the host university is obliged, per the rules of the program, to obtain the consent of the International Exchange Coordinator of the University appropriate to the field of study and the Vice Dean for Student Affairs.
6. The relevant coordinator confirms the completed courses and examinations in the electronic transcript based on the transcript of records issued by the host university.
7. In matters concerning credits, ECTS credit deficits, conditional registration and possible completions, and the completion of a semester, the Vice-Dean for Student Affairs makes the decision. §6.6 of the Regulations shall apply in cases involving a special-needs student.
8. The manner and form of making up for missed classes shall be determined by the class teacher.
9. When assessing international exchange students, it is acceptable to use the grading distribution table for a given academic year, introduced by a separate regulation of the Rector.

CHAPTER VI EXAMINATIONS AND CREDITS

§ 35.

[Class attendance]

1. The course supervisor in the first class is obliged to give:
 - 1) course syllabus;
 - 2) the rules for taking classes;
 - 3) terms for excusing and making up for absences from classes;
 - 4) terms and conditions for taking and passing examinations;
 - 5) consultation hours adapted to the form of study.
2. The terms and conditions referred to in this paragraph should be determined considering the needs of students with special needs while observing, as far as possible, the universal design principles.
3. The student is obliged to attend all forms of classes other than lectures
4. Failure to participate in classes may not constitute grounds for a student's resignation from studies.
5. Non-participation in classes without resignation from studies cannot be the basis of a student's claim against the University for a proportional refund of study fees

6. The student's absence from classes is excused by a tutor/instructor based on documents presented by a student. In the case of a special-needs student whose absence is due to their particular needs, an excuse for absence may be based on an opinion from the head of the relevant disability support department confirming the circumstances justifying the absence. The opinion of the Head of the relevant Disability Support Unit must not include information about the student's health condition or other details of the special categories of student.
7. If the student presents documents that raise doubts concerning the instructor or the head of the relevant department supporting people with disabilities, the Dean for Student Affairs will decide whether the absence is justified or not.
8. The method and form of making up for missed classes shall be determined by the class supervisor.
9. When taking an examination or a credit course, a student must present his/her student ID card when required by the person conducting an examination or credit course.
10. A special-needs student has the right to request individual conditions for class participation if the technical conditions are suitable. At the student's request, these conditions shall be specified by the course tutor, taking into account § 6 para. 6 of the Regulations.

§ 36.

[Work placement completion]

1. During the period of study, the student is obliged to undertake a placement in cases where the programme of study provides it.
2. The obligatory work placement in the curriculum is credited with ECTS points. Failure to complete the work placement shall be considered equivalent to failure to complete the course.
3. The work placement is not assessed/credited unless otherwise stipulated in the curriculum.
4. The place and duration of the work placement shall be entered in the electronic student's grade book in the space provided for entries relating to the work placement. The work placement supervisor shall make the entry in the electronic student's grade book.
5. The rules for the conduct and completion of work placement shall be laid down in the work placement rules established jointly by the faculty team and the Dean of the Faculty after consultation with the faculty's teaching staff.
6. If a student is removed from a placement due to a violation of the rules and regulations of the workplace, the student loses the right to receive credit for the placement until the Vice-Dean of Student Affairs makes a decision on the matter.
7. The credit awarding for the work placement or part of it may be based on the professional or social work if the learning outcomes correspond to those required in the curriculum. Such credit is tantamount to releasing the student from the obligation to complete the internship. The Vice-Dean shall decide this matter for Student Affairs.
8. A special-needs student has the right to complete a work placement under individually agreed conditions if special needs justify so. These conditions, at the student's request, shall be determined by the Vice-Dean for Student Affairs, in accordance with Paragraph 6, Section 6 of the Regulations.

§ 37.

[Course/subject crediting]

1. A student is obliged to obtain credit for all learning activities carried out within individual courses in a semester, per the syllabus for a given course, subject to the provisions of para. 11.

2. Credit for classes and other forms of teaching provided as part of the course shall be given on the basis of a mark .
3. Credit and re-sit credit for classes referred to in para. 1 in a subject ending with an examination must be arranged before the session. The student must be informed of the test date 14 days before the examination session.
4. The credit for classes referred to in para. 1 in a subject that does not end with an examination must be arranged before the examination session with the obligation to inform the student
5. The student must be informed of the date of the test 14 days before the planned date of the test.
6. The credit for a course taken outside the University as part of international and domestic student exchange does not require separate credit for all forms of teaching carried out within the course and shall be awarded according to the rules laid down by the teacher responsible for the course and the relevant exchange coordinator.
7. The student shall be informed of a credit test date in a manner adopted by the Faculty.
8. In the case of classes not ending with a grade, e.g., physical education and classes of an informative nature included in the curriculum, library training, occupational health and safety training, e-learning training, paragraph 4 shall apply accordingly.
9. Credit for a course/subject that does not end in an examination shall be awarded by the instructor responsible for those classes.
10. The Vice-Dean decides on the exemption from foreign language classes for Student Affairs based on the opinion of the relevant teacher.
11. Grades and credits obtained by students are entered by the instructor responsible for a given form of classes into an electronic report and sent to the electronic student's grade book in the University's electronic system, handling matters of the course of study within seven days of the day on which the examination or assessment is carried out, and if the examination or assessment is carried out in the last three days of the session, then within three days of the end of the examination session.
12. In the event of a health emergency or termination of employment at the University, which makes it impossible for a student completing a course to enter grades into the electronic record within the time frame specified in para. 10, the entry shall be made by the Dean of the Faculty of Vice-Dean for Student Affairs or a member of the teaching staff designated by the Dean. In addition, the course tutor must submit to the Dean of the Faculty the grades obtained by students.
13. Special-needs students have the right to take the course under individually specified conditions if their special needs justify this. At the student's request, these conditions shall be determined by the course tutor in consultation with the Vice-Dean for Student Affairs, taking into account §6, para. 6 of the Regulations The scope of individualization may concern, in particular, the date of the credit (also during the examination session), its form, duration, place, and possible organizational, technical, or technological support.

§ 38.

[Taking a subject/course examination]

1. To take the examination, students shall pass the compulsory forms of teaching in this subject (e.g. exercises) before the examination session begins.
2. An examination is a test of the level of the learning outcomes achieved by a student as specified in the curriculum. An examination may be conducted in an oral or written form or using both forms.

3. An examiner is the person teaching the course. In justified cases, the Vice-Dean for Student Affairs may authorize another specialist to perform the examination.
4. The examination grade may be a component of the course grade, according to the curriculum.
5. At the request of the student government body or on their own initiative, the Vice-Dean for Student Affairs may delegate a student representative, year tutor, or another person to the examination as an observer.
6. A special-needs student has the right to take an examination under individually defined conditions if their particular needs justify this. Upon the student's application, these conditions are defined by the examiner in consultation with the Vice-Dean for student affairs following §6 para. 6 of the Regulations. The scope of individualization may concern, in particular, the date of the credit (also during the examination session), its form, duration, place, and possible organizational, technical, or technological support.
7. Grades obtained by students from examinations are entered by an examiner on an ongoing basis in the electronic reports and sent to the electronic student's grade book in the University's electronic system handling matters of the course of study.

§ 39.

[Student's work aided by third persons or unauthorized materials]

1. If during an examination or credit test, a teacher conducting an examination or a credit test establishes that the student's work is not his or her own or that unauthorized materials are used, the examination or credit test shall be deemed to have been failed and the grade "fail" shall be entered
2. In the situation referred to in paragraph 1, the provision of § 32 of the Regulations may be applied accordingly.

§ 40.

[Organization of examination session]

1. The detailed organization of the examination session shall be established by the Dean no later than one month before the beginning of the examination session, after consultation with examiners, and after asking the student government body for their opinion.
2. The number of examinations included in the curriculum may not exceed eight during an academic year and five during one examination session. The number of examinations does not include examinations resulting from conditional registration, i.e., from repeated courses, the right to take one additional examination free of charge or to obtain a graded credit, as well as examinations resulting from differences in curricula.
3. The timetable of sessions for full-time studies includes at least one day of a break between successive examinations. A student may take only one examination in one day. These rules do not apply to examinations arranged individually by a student with examiners or to examinations resulting from conditional registration, i.e., from repeated courses, the right to take one additional examination/credit free of charge, and examinations resulting from differences in curricula
4. In particularly justified cases, at the student's request, the examiner may conduct the examination before the examination session in which the examination should take place according to the study programme. The examiner shall inform the Vice-Dean for Student Affairs of an early examination date and request early access to examination records on the University's electronic system.

5. The timetable for examinations and final course tests for part-time programs is set by the Dean in consultation with the student self-government no later than one month before the planned examinations and final course tests.

§ 41.

[Failure to attend exams or credits]

1. Students who have not taken examinations, failed to obtain a graded credit, or failed to obtain credit without a grade who fails to take an examination, obtain course graded credit or a course credit without a grade within the specified time limit, retain the right to take the examination, obtain course graded credit or a course credit without grade within the time limit set by the examiner (the person conducting the course) or the Dean for Student Affairs, provided the Dean for Student Affairs has justified the absence.
2. Within three days of the cessation of the reason for the absence, the student must submit a request to the Dean's Office to excuse the absence. For students with special needs, §6.6 of the Regulations applies.
3. Students who fail to re-sit an examination or to, obtain a graded credit or credit without a grade following the conditions laid down by the Vice-Dean for Student Affairs within one month of the date of their first examination, the graded credit or credit without grade test shall be given the grade "fail." Upon request of a student with special needs, if justified by his/her particular needs, a more extended period of time may be set for retaking an examination, a pass mark, or a credit under conditions indicated by the Vice-Dean for Student Affairs.
4. In the event of difficulties on the part of a faculty in meeting the one-month deadline referred to in para. 3, during the summer break, the Vice-Dean for Student Affairs decides to set a date for the examination, graded credit, or credit without grade test in the re-sit session as the first date for taking the examination, graded credit, or credit without grade test.
5. Failure to provide the required excuse for absence from the examination, graded credit, or credit without grade test will result in the examiner (the person conducting the assessment) or, in justified cases, the Vice-Dean for Student Affairs entering the grade "fail" in the student's electronic grade book.
6. The Vice-Dean for Student Affairs has the right to request a certificate from the student's occupational physician in the event of repeated absences from examinations, graded credits or credit justified by the student's state of health, in order to verify the student's ability to continue his/her studies.

§ 42.

[Re-sit exam, re-sit credits]

1. Students are entitled to one re-sit examination and one re-sit examination for each form of coursework in the case of a failing or failing grade.
2. The credit for re-sit other forms of teaching within a subject ending with an examination shall be given before the examination session, whereas in the case of a subject not ending with an examination, it shall be given during the re-sit session.
3. The re-sit examination shall take place during the re-sit session.
4. Scheduling a different date for a re-sit examination, re-sit credit assessment or re-sit credit other than those specified in sections 2 and 3 requires the student's consent that must be agreed with the Vice-Dean for Student Affairs.

5. A special-needs student has the right to take a re-sit examination, a graded examination, or a course credit on a particular date if their special needs justify this. At the student's request, this date is set by the examiner or the course tutor in consultation with the Vice-Dean for Student Affairs, with due consideration given to §6 para. 6 of the Regulations. The new date should be set by the end of a given semester of study.

§ 43.

[Examinations, graded credits, and remote credits]

1. All examinations may be conducted at the University in the remote mode, using distance learning methods and techniques, with the use of infrastructure and software ensuring synchronous and asynchronous interaction between students and the persons conducting graded credit tests and examinations under the curriculum.
2. The rules and procedures for conducting examinations and graded credit tests conducted at the University remotely using distance education methods and techniques in a given semester or academic year are laid down by the Rector in a separate regulation in agreement with the Student Government.
3. The rules and procedures for conducting examinations and assessments referred to in paragraph 2 should be laid down concerning the needs of students with special needs, using universal design wherever possible.

§ 44.

[Viewing exam papers or credit test results]

1. A student has the right to view his/her examination paper and credit test results.
2. An examiner or the person conducting the assessment shall set a date for inspection of the examination paper on the day the examination or graded credit test is conducted, considering paragraph 3.
3. The period referred to in paragraph 2 shall not be longer than seven days from the results' publication date.
4. In situations justified by the individual needs of a student with special needs, in random cases, the student must be allowed to inspect the work at a time other than that agreed. The Dean for Student Affairs shall set the deadline by considering the provisions of §6 para. 6 of the Regulations.

§ 45.

[Committee examination, committee credit, committee examination of work]

1. In the event of a justified challenge to the correctness of the form, conduct, or scope of an examination, assessment, or course credit, a student may apply to the Vice-Dean for Student Affairs for a committee examination or a committee review of an examination paper or course credit.
2. The request referred to in para. 1 shall be submitted by a student within five days of the date on which they have exercised their right to view their work. The request may be based only on a justified objection to the correctness of the form or conduct of the examination, graded credit test or credit without grade test, or a justified objection to the grade obtained.
3. In the event of failure to observe the time limit referred to in sub-paragraph 2, the time limit shall be restored at the student's request if he/she can provide evidence that the failure occurred through no fault of his/her own. A request to restore the time limit shall be submitted by the student within seven days of the cessation of the reason for the failure to observe the

time limit. At the same time as submitting the request, the following action must be taken for which the deadline was set.

4. The committee assessing an examination paper while checking an examination paper by committee consists of:
 - 1) the Vice-Dean for Student Affairs or the Dean, or an academic staff member with at least a doctoral degree, appointed by the Dean or the Vice-Dean for Student Affairs - as chairperson;
 - 2) two subject specialists for the examination or assessment or for a related subject who did not conduct the examination or assessment in question;
 - 3) a representative of the student government - as an observer.
5. The date of a committee examination of an examination paper, taking a graded credit test before an examination committee, or taking an examination before an examination committee shall be set within a period of 3 to 14 days from the date of the delivery of the decision. In the case of a student with special needs, where special needs justify it, this deadline may be set individually but must be within 21 days of receipt of the decision.
6. A credit test or examination is taken before an examination committee shall be held before an examination committee consisting of:
 - 1) the Vice-Dean for Student Affairs or the Dean, or an academic staff member with at least a doctoral degree appointed by the Dean or the Vice-Dean for Student Affairs - as chairperson;
 - 2) two subject specialists for the examination or assessment or for a related subject who did not conduct the examination or assessment in question;
 - 3) a representative of the student government as an observer.
7. A committee check or a committee examination or a committee pass may take place despite the non-appearance of the member of the committee acting as observer.
8. Decisions shall be taken by a simple majority of votes in the presence of at least half the committee members. In the event of a tie, the chair of the examination committee shall have the deciding vote.
9. Students taking a graded credit test or examination before an examination committee will answer three questions drawn from a set of questions prepared in advance. Two specialists participating in the graded credit test or examination should prepare these sets.
10. At the student's request, a graded credit test or examination paper to be checked by a committee, a graded credit test, or an examination taken before an examination committee may be taken in the presence of an academic staff member of the University designated by the student.
11. If a student's appeal on a committee review of coursework, committee examination or committee credit is upheld, the student shall be awarded the grade determined by the committee. This grade replaces the disputed grade, of which the student shall be informed by the Vice-Dean for Student Affairs by means of a decision no later than within seven days from the date of the examination or assessment in front of a grading committee.
12. In the case of a student who receives a "fail" grade from a graded credit test or the examination taken before an examination committee, or as a result of checking a graded credit test or examination paper by the committee, the Vice-Dean for Student Affairs shall make a decision based on the provisions of §54 or §55 of the Regulations, no later than seven days from the date of a committee examination of an examination paper, or taking a graded credit test before an examination committee or taking an examination before an examination committee.
13. A protocol shall be drawn up of the committee examination, committee credit or committee examination of work, to be signed by all members of the committee. The protocol shall not contain justification.

§ 46.

[Keeping examination papers/graded credit tests]

1. Written graded credit test and examination results are kept for one year from the date of the graded credit test or examination.
2. Detailed rules for the keeping of examination papers or graded credit test results shall be laid down by the Dean of the Faculty.

§ 47.

[ECTS credits allocated to the subject/course]

Completing a course/subject, i.e., obtaining a positive grade, entitles a student to the number of ECTS credits allocated to the course/subject in the curriculum.

§ 48.

[Grading system]

1. The following grades are used for examinations and graded credits:
 - 1) very good (BDB) – 5.0 (A)
 - 2) good plus (DB+) – 4.5 (B+)
 - 3) good (DB) – 4.0 (B)
 - 4) satisfactory plus (DST+) – 3.5 (C+)
 - 5) satisfactory (DST) – 3.0 (C)
 - 6) unsatisfactory (NDST) – 2.0 (F)
2. If a course/subject is not completed with a grade, notes are used:
 - 1) Passed – zal.
 - 2) Failed – niezal.
3. An "unsatisfactory" grade (ndst, 2.0) or the note "niezal." shall mean failure of the course.
4. The rules for calculating the course grade are defined in the course programme under the form and conditions of course completion.
5. A single final mark is awarded for the whole course, regardless of the associated learning activities and ways of verifying learning outcomes.

§ 49.

[Examination and credit test results]

1. Results of examinations or credit tests are announced to students via the University's electronic system.
2. Subject to paragraphs 3 and 4, the results of the examinations shall be published on an ongoing basis, at least until the end of the examination session.
3. Subject to paragraph 4, the results of examinations held on the last three days of a session may be announced within three days of the end.
4. The announcement of the result of the examination or assessment carried out on a particular date takes place no later than within seven days of the date the examination or assessment was taken.

§ 50.

[Entering grades in the University's electronic system]

1. Grades are entered into the student's electronic grade book in the University's electronic system no later than three days after the end of the examination session, as defined by the Rector in a separate regulation on the year's organisation.
2. An instructor must enter the results of credit tests and examinations into the University's electronic system on an ongoing basis. Within the deadlines set by the Vice-Rector for Education, an instructor is obliged to submit the signed report to the Dean's Office.
3. Component grades for all forms of classes within the course shall be entered in the electronic report and sent to the student's electronic grade book by the course instructor.
4. The course/subject coordinator, as the person awarding credit for a course/subject, enters the final grade into the electronic report and sends it to the student's electronic grade book.
5. If a course consists of only one form of class, the instructor may also be the course coordinator.
6. The student's Periodic Achievement Sheet is printed from the University's electronic system, after the end of the re-sit session, based on the grades entered in the reports of component and final grades.
7. The periodic achievement sheet is signed by the Dean of Students and then placed in the student's personal file by the staff of the Dean's Office.

§ 51.

[The discrepancy between the grades visible in the electronic system with the grades obtained]

1. If, in the opinion of a student, a grade entered in the electronic grade book differs from the grade obtained, the student may report the discrepancy to the instructor responsible for the course/subject, examination, or graded credit test within seven days of learning the grade in the University's electronic system. If it is difficult to report the discrepancy to an examiner or the course instructor, the student reports the discrepancy to the Dean of Student Affairs.
2. In the event of failure to observe the time limit referred to in paragraph 1, the time limit shall be restored at the request of the student concerned if he/she can provide evidence that the failure occurred through no fault of his or her own. A request for the restoration of the time limit must be made within seven days of the day on which the reason for failure to observe the time limit ceases to exist. At the same time as submitting the request, a discrepancy between the marks entered must be notified.
3. If a discrepancy is found, the person entering the grade or credit into the University's electronic system verifies it and changes the grade obtained by a student in the University's electronic system.

§ 52.

[Grade point average per semester]

1. The grade for a subject/course is assigned a weighting equal to the number of points allocated to the subject.
2. A fail grade is assigned a point weight of zero.
3. The grade point average for a semester is the weighted average of grades from all courses taken in that semester (rounded to three decimal places):

$$\text{average grade for the semester} = \frac{\Sigma (\text{course grade} \times \text{ECTS credits points assigned to this course})}{\Sigma (\text{ECTS credits allocated to subjects in the semester/year of stud})}$$

4. A credit without a grade with a "zal" note with no numerical equivalent is not included in the average grade calculation.
5. In the case of the Dean of Students' Affairs' decision concerning conditional registration for the next semester, the student's grade point average is calculated based on the grades the student obtained on the conditional registration date.

CHAPTER VII RULES FOR REGISTRATION AND COMPLETION OF THE SEMESTER

§ 53.

[Semester]

1. Credit is given for subsequent semesters of study under the curriculum.
2. The prerequisites for crediting a subsequent semester are as follows:
 - 1) obtaining credit for all courses obligatory for a student in a given semester resulting from the curriculum;
 - 2) obtaining, since the beginning of studies, a total number of credits under the curriculum, considering the admissible ECTS credit deficit.
3. Credit for the summer semester additionally requires proof of compulsory in fields of study where this is required.
4. Credit for a semester of study for students taking part in studies abroad may, with the approval of the relevant Vice-Rector, be determined according to individual deadlines agreed with the Vice-Dean for student affairs.

§ 54.

[Complete and conditional registration for a semester]

1. Registration for the following semester is based on the ECTS credit system.
2. Students may obtain registration for the following semester either as full registration or as conditional registration.
3. Full registration is granted to students who have been awarded credits for all courses and obtained the number of credits specified in the curriculum.
4. Conditional registration is granted to a student who has not exceeded the acceptable credit deficit in the course of study to date and has fulfilled all obligations as determined by the decisions of the Vice-Dean for Student Affairs. In addition, in the case of conditional registration, a student follows the curriculum assigned to the academic year in which the student began his/her studies.
5. Permissible deficit in points cannot exceed 15 ECTS points from the courses that the student was obliged to complete following the curriculum in a given semester, with the proviso that on the day of registration for the following semester, the total deficit in ECTS points from all courses that the student has not yet completed in the course of study cannot exceed 30 ECTS points in the course of study so far may not exceed 30 ECTS credits. The deficit amount is checked after each semester.

6. Points assigned to courses constituting programme differences after resuming studies, after returning from a leave of absence, and after transferring from another field of study or university are not included in the credit deficit.
7. Credit deficits do not include credit points allocated to courses that have not been completed due to failure to complete courses as decided by the Dean for Student Affairs. The Dean for Student Affairs shall set a deadline for completing such courses.
8. The Vice-Dean for Student Affairs registers the student for the next semester of study.
9. The Vice-Dean confirms a student's completion of the semester for Student Affairs on the student's periodic achievement sheet, which is drawn up and printed based on grades and points in the electronic grade book.
10. A student who has been granted conditional registration shall complete all courses included in the semester curriculum for which he/she is registered, as well as any failed courses from previous semesters assigned by the Vice-Dean for Student Affairs to be taken in that semester.
11. In respect of a student under conditional registration for the next semester, the Vice-Dean for Student Affairs may issue a decision to:
 - 1) take one additional examination or assessment free of charge in the following semester, in the case of passing the compulsory teaching forms of this subject. In the case of students with special needs, where their particular needs warrant it, the examination date shall be set on an individual basis within a given semester;
 - 2) repeat a subject in the event of failure in compulsory teaching of that subject;
 - 3) repeat a subject in case of failure in one additional exam free of charge or in case of failing a subject with a grade.
12. The Dean for Student Affairs, when issuing the decision referred to in para. 11, points 2 and 3, may agree with the course tutor a different date for the repetition of the subject than that indicated in the curriculum.
13. Repeating the same course is a one-time entitlement. However, when repeating an annual course, a student is obliged to repeat only the form of courses from a given semester for which he/she has accumulated a deficit of ECTS credits.
14. A student pays a fee for the repetition of a subject under separate regulations. In case of failing a repeated subject, § 55 of the Regulations applies accordingly.

§ 55.

[Re-registering for the same semester]

1. In the case of a student who has not met the conditions of complete or conditional registration, the Vice-Dean for Student Affairs may re-register for the same semester or expel a student from the list of students.
2. Re-registration for the same semester means that a student is registered for the last semester he/she pursued in the course of study.
3. Due to significant differences in curricula, the Dean for student affairs may, at the student's request, decide to enrol the student in a semester other than the last semester of his/her course of study.
4. A student who has a re-registration for the same semester does not have to obtain credit and take examinations for previously credited courses. However, in the case of curricular changes concerning learning outcomes, the decision to recognize courses already credited as equivalent is taken by the Vice-Dean for Student Affairs after consulting the faculty team.
5. A student may obtain re-registration for the same semester once during the course of study.
6. If the student is subject to repeat enrolment for a semester, the Vice-Dean for of student affairs in a decision shall rule that:

- 1) The student must take, in the re-registered semester, one additional examination or assessment free of charge in the case of obligatory courses taken up to the date of the decision;
 - 2) The repeating, in the semester covered by re-registration, of courses not passed by the date of the decision.
7. Failure to complete the credits or examinations indicated in the decision of the Vice-Dean for Student Affairs may result in expulsion from the register of students.

§ 56.
[Expulsion]

1. A deputy Dean for Student Affairs shall expel a student if he or she:
 - 1) fails to take up his or her studies;
 - 2) resigns;
 - 3) fails to submit his or her diploma thesis or diploma examination on time;
 - 4) is punished with the disciplinary penalty of expulsion from the University.
2. A deputy Dean for Student Affairs may expel a student if it is observed that the student:
 - 1) fails to attend compulsory classes;
 - 2) fails to show progress in learning;
 - 3) fails to complete a semester or a year within the specified time limit;
 - 4) fails to pay relevant tuition fees.
3. Failure to take up studies shall be understood as:
 - 1) unexcused failure to take the oath within 21 days of the start of the semester;
 - 2) the student's failure to notify the Dean's office of his or her return from a leave of absence within seven days from the date the leave finishes.
4. Resignation shall be made by submitting a declaration in writing or using an electronic signature stipulating that the student is resigning. The date of resignation shall be the date specified by the student or the date of delivery of the declaration of resignation to the University. The date of the loss of the status of a student shall be the date of delivery of the expulsion decision.
5. Lack of progress may be identified when the extent to which a student has completed the study programme precludes the achievement of the intended learning outcomes, particularly when a student fails the same subject twice.

CHAPTER VIII
RESUMPTION OF STUDIES, TRANSFER AND CHANGE OF COURSE

§ 57.
[Resumption of studies]

1. Re-entry into the first year of studies of a person who has been expelled from the first semester of study takes place according to the general rules of enrolment at the University.
2. The resumption of studies may take place within the same form based on the curriculum of the same field of study in force on the date of the resumption of studies, provided that the student has completed the first semester of studies after an interruption lasting no longer than:
 - 1) 3 years from the date of expulsion from the list of students in the case of first-cycle studies or long-term studies;
 - 2) 2 years from the date of expulsion from the list of students - for second-cycle studies.
3. The resumption of studies referred to in paragraph 2 may occur twice during the study.

4. When deciding on the resumption of studies, the Dean for Student Affairs, after consultation with the faculty team, may oblige the student to make up curriculum differences resulting from the curriculum based on the learning outcomes achieved by the student.
5. Due to significant programme differences, taking into account the learning outcomes obtained by the student, the Vice-Dean for Student Affairs may decide that the student may resume his/her studies in a semester or a year lower than the semester or the year that was not completed before the student was expelled from the list of students.
6. The provisions of § 54, para. 2, § 55, and § 56 of the Regulations shall apply accordingly to the resumption of studies.
7. The application for resumption of studies must be submitted before the beginning of the semester. Studies are resumed at the beginning of the nearest semester.
8. With the consent of the Dean for Student Affairs, it is possible to resume studies with a change of thesis supervisor.
9. Resumption of studies is possible if the University provides the course of study for which resumption is requested.
10. The studies of an international student shall be resumed by a decision of the Vice-Rector for Student Affairs after consultation with the Vice-Dean for Student Affairs of the respective faculty. The provisions of para. 1-9 shall apply accordingly.

§ 58.

[Transfer within the University]

1. After completing the first semester, a student may apply for a transfer:
 - 1) from part-time to full-time studies in the same field of study or specialization under the terms laid down by the Vice-Dean for Student Affairs;
 - 2) from part-time to full-time studies in another field of study or specialization under the conditions set by the Vice-Dean for Student Affairs of the host faculty;
 - 3) from a full-time degree programme to full-time studies in another field of study or specialization of the same faculty under conditions set by the Vice-Dean for Student Affairs or another faculty under conditions set by the Vice-Dean for Student Affairs of the host faculty.
2. A student may apply for a transfer at any time:
 - 1) from full-time study to part-time studies within the same field of study or specialization under the conditions laid down by the Vice-Dean for Student Affairs;
 - 2) from full-time study to part-time studies in another field of study or specializations within the same faculty under the conditions laid down by the Vice-Dean for Student Affairs or another faculty under the conditions laid down by the Vice-Dean for Student Affairs of the host faculty;
 - 3) from part-time studies to a part-time degree programme in another field of study or specializations of the same faculty under the conditions laid down by the Vice-Dean for Student Affairs or of another faculty under the conditions laid down by the Vice-Dean for Student Affairs of the receiving faculty.
3. Possible programme differences resulting from the study programme to be followed by the student after the transfer, taking into account the learning outcomes achieved by the student, and the procedure and deadline for their realization shall be determined by the relevant Vice-Dean for Student Affairs after consultation with the faculty team.
4. In the case of foreign students, the decision concerning the transfer referred to in paragraphs 1 and 2 shall be made by the Vice-Rector for Student Affairs, at the same time specifying the programme differences indicated by the Vice-Dean for Student Affairs and the faculty team.

5. The provisions of § 63 shall apply accordingly.

§ 59.

[Transfer from another University]

1. A student may be transferred to the University of Szczecin from another university, including foreign universities, for the same or a different field of study if they have fulfilled all the obligations resulting from the regulations in force at the University they are leaving, but not earlier than after completing the first semester of their studies.
2. /
3. In the case of an international student, the Vice-Dean for Student Affairs issues an administrative decision, specifying at the same time from which semester the student is admitted to the field of studies, awarding credit for the stages of his/her studies at another higher education institution and indicating curriculum differences specified by the Vice-Dean for Student Affairs and the faculty team.
4. A transfer shall be refused by administrative decision.
5. In the situation specified in para. 1 and para. 3, a student must submit an application with a justification, a student grade book with certified credit for at least the first semester of studies, and a certificate confirming the fulfilment of obligations towards the institution which the student is leaving.
6. The provisions of § 35 and § 62 of the Regulations shall apply accordingly.

§ 60.

[Transfer to another university]

1. Students may apply for transfer to another higher education institution, including a foreign institution, with the consent of the Vice-Dean for Student Affairs of the relevant faculty and the Vice-Rector for Student Affairs, as appropriate, after obtaining prior approval from the host institution.
2. In the situation referred to in para. 1, a student is obliged to fulfil his/her obligations to the University. The fulfilment of the obligations shall be confirmed by the respective Vice-Dean for Student Affairs or Vice-Dean for Student Affairs.
3. A request for transfer to another higher education institution shall be submitted to the Vice-Dean for Student Affairs of the faculty concerned or to the Vice-Rector for Student Affairs, as appropriate, one month before the planned commencement of study at the other institution.
4. A student transferring to another higher education institution shall be informed in writing by the Vice-Dean for Student Affairs of the date on which his/her status as a student of the University is lost, subject to confirmation by the receiving institution of the fulfilment of all the requirements of that institution and the consent of the competent authority of the receiving institution.
5. The loss of student status at the University shall occur on the day preceding the commencement of education in another higher education institution, subject to the condition referred to in paragraph 4.

§ 61.

[Studying at another university under an agreement]

1. If a student completes their course of study at a foreign or domestic higher education institution hosting a student under an agreement concluded with the University (concerning

student exchange or joint degree programme), a student shall, after returning from exchange, undertake studies in the next semester or year in the field of study in which a student is enrolled or in a related field of study.

2. The student referred to in para. 1 is credited by the Vice-Dean for Student Affairs with a semester or semesters at the University once he/she has fulfilled the condition outlined in para. 5. In case of a change in the subjects listed in the agreement within one month of the commencement date of a semester, a student is obliged to submit changes to the Learning Agreement to the University.
3. the Vice-Dean shall recognize ECTS credits obtained outside the University for Student Affairs in place of the credits and subjects included in the study programme for the fields of study for which they are specified in the learning outcomes of these subjects and work placements at the two universities are convergent and complementary.
4. An agreement shall regulate the conditions for crediting courses in such a way as to minimize curriculum differences between the programmes of the two universities.
5. In the event that the curriculum at the host foreign or home higher education institution does not include courses to be completed by the student under the curriculum of a given field of study, the Vice-Dean for Student Affairs shall award the student credit for the semester or year of study and shall define the IEP, stipulating that the student must complete those courses in the subsequent semester or year.
6. If a student does not complete the curriculum included 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 stayed at the host university. In deciding whether to refuse credit for a semester, the Vice-Dean for Student Affairs shall follow §55 and §56 of the Regulations.

§ 62.

[Mode of recognition of classes]

1. The student transferring to the University from another domestic or foreign higher education institution shall have the consent of the Dean for Student Affairs and the respective coordinator to recognize the learning outcomes achieved in so far as they correspond to the learning outcomes required for the individual fields of study at the University.
2. The learning outcomes, including the subjects completed in other higher education institutions, shall be allocated ECTS credits corresponding to the credits allocated to the learning outcomes achieved within the courses of a given program of study.
3. The substantive assessment of the student within the scope referred to in para. 1-2 shall be conducted by the Vice-Dean for Student Affairs.

§ 63.

[Mode of transferring credited courses at the University]

1. The Vice-Dean for Student Affairs, after consultation with the faculty team, recognizes already credited courses and the resulting grades and ECTS credits in cases of:
 - 1) re-registration for a semester of study at the University;
 - 2) the change of field of study within the faculties of the University;
 - 3) resumption of studies at the University;
 - 4) taking up studies after leaving the University;
 - 5) undertaking additional studies in another field of study at the University;
 - 6) crediting for subjects in another field of study at the University.
2. The subjects referred to in paragraph 1 must be at the same level of study.

**CHAPTER IX
LEAVE OF ABSENCE**

§ 64.

[Medical leave]

1. A student may be granted medical leave based on a medical board's decision that leave on the grounds of health is necessary for the period specified in that document.
2. The Vice-Dean for Student Affairs may grant a medical leave if a student has submitted medical documentation which clearly shows the justification for granting it.
3. Medical leave may be granted any time during the academic year.
4. The decision on the date and conditions of a student's return from a medical leave is made by the Vice-Dean for Student Affairs, taking into account §6, para. 6 of the Regulations.

§ 65.

[Long-term and short-term special leave]

1. A student may be granted a special leave of absence as either long-term or short-term special leave.
2. Long-term special leave shall be granted by a deputy Dean for Student Affairs for either one semester or two semesters, as requested by the student.
3. Short-term special leave may be granted by a deputy Dean for Student Affairs for a period shorter than one semester.
4. A pregnant student shall be granted special leave for the period up to the day her child is born. If the child is born during the semester, the leave shall be extended until the end of the semester.
5. Special leave shall be granted to a student who is a parent for up to one year (a request for leave may be submitted within one year of the date the child is born). Should the leave end mid-semester, it shall be extended until the end of the semester.
6. A student may be granted special leave upon consent from the deputy Dean for Student Affairs in extraordinary circumstances, including situation:
 - 1) where the student adopt a child;
 - 2) where the student need to care for a child;
 - 3) where the student is moving away to undertake studies, in the home country or abroad, organized by the university;
 - 4) where the student have duly justified other cases.
7. Part-time students may also be granted a special leave of absence should they be delegated abroad as part of their job, temporarily assigned to work outside their residence, or due to other work-related circumstances that temporarily make it impossible for them to continue their studies.
8. During a special leave of absence, the student shall retain his or her student rights under the Regulations, except for rights under separate regulations.
9. During a special leave of absence, the student may attend some classes upon consent from the deputy Dean for Student Affairs and take some credit-carrying tests and examinations.
10. The granting of long-term leave and leave by the Dean's decision shall extend the duration of studies by the duration of the leave.
11. Students must confirm their return to studying at the faculty Dean's office within seven days of returning from a long-term special leave or a sick leave.

12. A short-term leave shall not relieve the student from the obligation to obtain credit on time and pass examinations in the subjects included in the programme for a given semester.
13. Short-term leave may be granted any time during the academic year.
14. A student in first- or second-cycle studies may be granted long-term leave only once during the study in a given field of study, and a student in long-cycle studies may be granted leave twice during the study in a given field of study unless the reason for applying for the leave is becoming a parent, becoming pregnant or other individual needs of a student with special needs.

§ 66.

[Leave of absence by dean's decision]

A student who has returned from a long-term special leave of absence has been granted the right to repeat a subject, re-registers for the same semester with the need for a break in studies is directed to the so-called leave of absence by dean's decision pending the completion of a subject or semester.

§ 67.

[Time limits for granting leave]

1. Special leave, either long-term or short-term, may not be granted earlier than the date of application.
2. Medical leave may be granted within the period laid down in the certificate issued by the medical committee.
3. Dean's leave shall be granted to the student by the Vice-Dean for Student Affairs from the office

CHAPTER X THESIS

§ 68.

[Diploma thesis]

1. Second-cycle and long-cycle studies shall end with the submission of a thesis and a diploma examination. First-cycle studies shall end with a diploma examination and may end with a thesis, provided that the curriculum provides for writing a thesis.
2. The thesis is an independent development of a scientific, artistic, or practical concept/issue or a technical or artistic achievement, presenting the student's general knowledge and skills related to the given field of study, cycle, and profile, as well as the ability to analyze independently and draw conclusions.
3. The thesis must meet the formal and content-related criteria appropriate for a given field of study, cycle, and profile of education, set by the Dean of the Faculty, in the form

generally accepted at the Faculty, after consultation with the Faculty Teaching Board, and be submitted in print and electronic form.

4. The diploma thesis is subject to obligatory verification by the supervisor using the Uniform Anti-Plagiarism System.
5. After passing the diploma examination, the thesis shall be entered immediately into the repository of the written diploma in the Pol-on system by an employee of the Dean's Office or another person appointed by the Faculty.
6. Topics for thesis in first-cycle, second-cycle, and long-cycle studies should be agreed with and approved by the Faculty's teaching board no later than six months before the statutory date of study completion.
7. A decision to change the topic of the thesis is made by the Vice-Dean for Student Affairs after the Faculty Teaching Board has approved the change.
8. The topic and scope of the thesis should be consistent with the learning outcomes for a given field and cycle of study. While establishing the topic of the thesis, the student's scientific interests and research areas of the organizational unit shall be considered.
9. A student may write his/her thesis in a foreign language on conditions determined by the Faculty Teaching Board.
10. During degree programmes conducted in a foreign language, the thesis shall be written in the language in which the degree programme is taught.
11. In the case of an experimental thesis and one involving research in the field, the head of the organizational unit in which such a diploma thesis is carried out may designate, in agreement with the Supervisor chosen from among the staff of the unit. The Supervisor's tasks shall include assisting in the performance of the experimental part of the diploma thesis, solving technical problems, and supervising the student's safety.

§ 69.

[Deadline for submission of the thesis]

1. Approved by the Supervisor, in accordance with the procedure referred to in § 72, para. 1 of the Regulations, the student shall submit the diploma thesis to the Dean's Office by a date agreed with the supervisor, however no later than by the end of the re-sit examination session of the last semester of study.
2. If the student fails to submit the diploma thesis by the deadline referred to in para. 1, the Vice-Dean for Student Affairs shall, at the student's request, decide to repeat the diploma seminar of the last semester of study in the following semester. Without an application, the Vice-Dean for Student Affairs shall decide to expel a student from the list of students for failure to submit the diploma thesis.
3. A student who has been expelled from the list of students for a reason set out in para. 2 may resume studies within a year of the date of expelling a student from the list of students with the repetition of the last semester of the diploma seminar, without the obligation to make up curriculum differences.
4. The resumption of studies under the procedure outlined in para. 3 is possible only once in the course of study and shall be counted towards the number of resumptions referred to in the Regulations. The subsequent resumption of studies shall follow the rules and procedure for the resumption of studies as laid down in §57.

§ 70.

[Thesis supervisor and reviewer]

1. The thesis shall be prepared under the direction of an academic staff member holding at least a doctoral degree.
2. In the event of a supervisor's prolonged absence causing a delay unfavorable to the student in the submission of the diploma thesis, the Vice-Dean for Student Affairs is obliged to appoint an academic teacher who will take on the duty of supervising the diploma thesis.
3. The student has the right to choose a supervisor under whose supervision he/she wishes to complete the thesis according to the rules adopted by the Dean of the Faculty after consulting the Faculty Teaching Board. These rules are made public.
4. The choice referred to in paragraph 3 must be made no later than the date of commencement of the diploma seminar, following the curriculum for the field of study.
5. The student, with the consent of the Vice-Dean for Student Affairs, may apply for a change of Supervisor in the period preceding the determination of the topic of the diploma thesis under § 68 item 6, provided that the target seminar group has not reached the maximum group limit provided for by the University regulations. The change in the later period is only possible with the consent of both the existing and the newly chosen Supervisor.
6. A supervisor and a reviewer conduct a diploma thesis assessment independently. The diploma examination board determines the final grade for the diploma thesis.
7. The reviewer may be an academic teacher with at least a doctoral degree. The reviewer shall be appointed by the Vice-Dean for Student Affairs in consultation with the Dean of the Faculty.
8. If the Supervisor of the diploma thesis is an academic teacher with the academic degree of a *doktor*, the review shall be conducted by a person with the degree of *professor* or *doctor habilitowany* unless the Dean of the Faculty determines a different procedure for first-cycle studies.
9. Diploma thesis assessments are made in writing and filed in the student's file.
10. A student has the right, not earlier than three days before the diploma examination, to read the grades and reviews of the diploma thesis. Reviews of the diploma paper are public, except for a review of a thesis, the subject of which is covered by a legally protected secret.
11. In the event of a single negative assessment of the diploma thesis, the Vice-Dean for Student Affairs will decide about admission to the diploma examination and may consult a second reviewer.

CHAPTER XI DIPLOMA EXAM

§ 71.

[Conditions for admission to the diploma examination]

1. In order to be admitted to the diploma examination for the first-cycle studies where the curriculum does not provide for writing a diploma thesis, it is necessary to obtain the number of ECTS points resulting from the curriculum and to fulfil the other curriculum requirements.
2. In order to be admitted to the diploma examination for first-cycle studies, where the curriculum provides for the writing of a diploma thesis, second-cycle studies, or long-cycle studies, it is necessary to:
 - 1) obtain the number of credits resulting from the curriculum and meeting the other curriculum requirements;
 - 2) obtain at least a "satisfactory" grade from the thesis supervisor and at least one reviewer;
 - 3) check the thesis in the Uniform Anti-Plagiarism System and submit a statement by a student according to the sample form in force at the university that the thesis was done independently.

§ 72.

[Uniform Anti-Plagiarism System (original: *Jednolity System Antyplaiatowy*)]

1. After checking the thesis in the Uniform Anti-Plagiarism System, a supervisor analyses the report for any unauthorised borrowings and manipulation.
2. Student has the right to view and inspect the detailed report obtained from the Uniform Anti-Plagiarism System.
3. If, as a result of the analysis of the report, the supervisor indicates in the report that:
 - 1) the thesis does not show significant similarities detected by the Uniform Anti-Plagiarism System verification, then the student is admitted to the thesis defence;
 - 2) the thesis contains significant similarities detected by the Uniform Anti-Plagiarism System verification, then the student shall not be admitted to the thesis defense.
4. If the supervisor's opinion indicates that the thesis shows indications of plagiarism or is not dependable, the student is not allowed to take the diploma examination. The Vice-Dean for student affairs informs the Rector of the situation.

§ 73.

[Diploma exam]

1. Subject to section 4, the diploma examination shall take place before a committee appointed by the Dean of the Faculty and chaired by the Vice-Dean for Student Affairs or a *profesor* or *doktor habilitowany* employed at the Faculty. The committee also includes a thesis supervisor and a thesis reviewer.
2. In the event of a long-term or permanent absence of the thesis supervisor or reviewer, the Vice-Dean for Student Affairs may appoint another specialist in the discipline related to the topic of the thesis to be a member of the board.
3. At the student's written request submitted to the Dean of the Faculty, a student government representative may participate in the diploma examination without the right to vote.
4. The diploma examination for first-cycle study, when the curriculum does not provide for the writing of a diploma thesis, is taken before a board appointed by the Dean and chaired by the Vice-Dean for Student Affairs or a professor or post-doctoral at the University. The

board also includes two other specialists in the discipline related to the diploma examination.

5. Subject to para. 6, the diploma examination should take place within one month of submitting the diploma thesis to the Dean's Office of the Faculty.
6. The diploma examination for first-cycle studies, where the curriculum does not provide for writing a diploma thesis, should take place within a month of the student fulfilling the requirements laid down § 71(1) of the Regulations.
7. At the request of a student with special needs, a more extended period, as referred to in paragraphs 5 and 6 may be set if justified by the student's particular needs.
8. At the request of the student justified by his/her participation in the second-cycle studies, the Vice-Dean for Student Affairs may schedule the diploma examination within two weeks, calculated from the date the student receives the final course credit for the courses/subjects prescribed in the examination session. This provision is not applicable when credit is obtained only in the re-sit session.
9. Diploma examination constitutes a test of the student's mastering of knowledge in the scope of the curriculum, basics of research methods in the discipline related to the topic of the diploma thesis, and knowledge of the problems of the diploma thesis against a background of the scientific discipline under which the thesis has been written. The provisions of paragraph 3 apply accordingly.
10. The diploma examination is oral. However, in justified cases, it may be in written form or another based on the needs of a special-needs student.
11. If the study programme provides for writing a diploma paper, the student shall answer three questions during the diploma examination, and if the study programme does not provide for a diploma paper, the student must answer four questions.
12. The Vice-Dean for Student Affairs grants permission for an open diploma examination at the student's request.
13. Report of the diploma examination shall be drawn up and signed by the chair and the examination board members. The protocol does not contain a statement of reasons.
14. The committee decides on the result of the diploma examination by a majority vote.
15. In case of a difference in assessment, the chairperson of the committee decides on the result of the diploma examination.
16. The Dean of the Faculty lays down detailed rules for the conduct of the diploma examination after consultation with the Faculty Teaching Board and the Student Government.
17. The rules for the diploma examination referred to in paragraph 16 are determined, taking into account the needs of students with special needs, as far as possible with universal design.

§ 74.

[Diploma re-examination]

1. If a student receives a "fail" grade from the diploma examination or does not take it on the set date due to an unexcused absence, which is tantamount to receiving a "fail" grade, the Vice-Dean for Student Affairs shall set a second date for the diploma examination.
2. Where a student's absence from the diploma examination is excused, the Dean for Student Affairs will set the first date of the diploma examination again.
3. The repeated diploma examination may not occur earlier than one month or later than three months after the date of the first diploma examination.

4. In the event of receiving a "fail" grade from the diploma examination on the second date or failing to take the diploma examination on the second date due to an unexcused absence, which is tantamount to receiving a "fail" grade, the student is expelled from the list of students, retaining the right to take the examination once a year from the date of the expulsion.
5. The date of the final diploma examination is set by the Vice-Dean for Student Affairs and is also the date of resumption of studies.
6. Resumption of studies according to paragraph 5 shall not be counted towards the number of other resumptions referred to in the Regulations.

§ 75.

[Remote diploma exam]

1. It is possible to conduct the diploma examination and the repeated diploma examination remotely, using distance learning methods and techniques, with the use of infrastructure and software ensuring synchronous interaction between the students and the persons conducting the examination.
2. The rules for conducting examinations referred to in para. 1 shall be laid down by the Rector in a separate regulation in consultation with the student government.
3. The rules for conducting examinations referred to in paragraph 1 shall be determined, taking into account the needs of students with special needs, as far as possible using universal design.

CHAPTER XII

PROCEDURE FOR COMPLETION OF STUDIES

§ 76.

[Diploma examination grade]

1. Completion occurs after passing the diploma examination with a grade of at least "satisfactory"
2. The grade for the diploma examination is calculated based on the arithmetic mean of the grades obtained from the answers to all examination questions, rounded up to a full or half grade according to the adopted grading system used at the university. With an arithmetic mean of less than 3.000, the number of positive marks from the answers to the individual examination questions will be taken into account as follows:
 - 1) if a student has received pass marks from two-thirds of all questions, then the diploma examination grade is increased to a positive grade in the case referred to in §77 para. 1 of the regulations.
 - 2) if a student has received positive grades from three-quarters of all questions, then the diploma examination grade is increased to a positive grade in the case referred to in § 77 para. 2 of the regulations.
3. The diploma and the diploma supplement shall be drawn up per the legislation in force.
4. The study completion date is the date on which the diploma examination is taken. A person who has completed the first-cycle programme of study shall retain student rights until 31 October of the year that person graduated, except for the right to financial support.

§ 77.

[Overall classification of the qualification/final grade]

1. The overall classification of the qualification [final grade] after submitting the diploma thesis and the diploma examination is the sum of:

- 1) 5/10 of the weighted average grade (rounded to three decimal places) of the course of study is determined by the formula:

$$\text{grade point average} = \frac{\Sigma (\text{pass marks} \times \text{ECTS credits})}{\Sigma (\text{ECTS credits})}$$

- a) the average grade for the course shall be a weighted average; the final grade for a given course shall be weighted by the number of points allocated to that course;
- b) The final grade for a course shall be the same for the whole course, regardless of forms of teaching and ways of verifying learning outcomes related to it;

- 2) 3/10 of the arithmetic mean of the grades for the diploma thesis awarded by the supervisor and reviewer, in the case of second-cycle studies and long-cycle studies, and in the case of first-cycle studies where this is provided for in the curriculum, rounded up to three decimal places;

- 3) 2/10 of the arithmetic mean of the answers to the questions in the diploma examination, rounded to three decimal places.

2. The overall classification of the qualification after the diploma examination is the sum of:

- 1) 1/2 of the weighted average (rounded to three decimal places) of the course of study is determined by the formula:

$$\text{Grade point average} = \frac{\Sigma (\text{pass marks} \times \text{ECTS credits})}{\Sigma (\text{ECTS credits})}$$

- a) The average grade for the course shall be a weighted average; the final grade for a given course shall be weighted by the number of points allocated to that course;
- b) The final grade for a course shall be the same for the whole course, regardless of forms of teaching and ways of verifying learning outcomes related to it;

- 2) 1/2 the arithmetic mean of the grades obtained in response to the examination questions, rounded to three decimal places.

3. The graduation diploma and the supplement shall indicate the result of the studies, rounded up to the grade according to the rule:

- 1) to 3.259 – satisfactory (3.0);
- 2) 3.260–3.759 – satisfactory + (3.5);
- 3) 3.760–4.259 – good (4.0);
- 4) 4.260–4.509 – good + (4.5);
- 5) 4.510–5.000 – very good (5.0).

4. The overall classification of the qualification [final grade] is written in words only in the diploma and the supplement, while in other certificates, the graduation result is given as a numerical value.

CHAPTER XIII
FINAL PROVISIONS

§ 78.

[Transitional provisions]

1. Proceedings initiated on the basis of the Rules of Procedure for Studies of the University of Szczecin, annexed to Resolution No. 42/2021 of the University of Szczecin Senate of 29 April 2021 on the adoption of the Rules of Procedure for Studies of the University of Szczecin, shall be governed by the previous provisions until the proceedings in a given case are concluded in both instances.
2. The rights acquired based on decisions and rulings of the bodies of the University made before the date of entry into force of this Resolution shall remain in force.
3. Internal legal acts binding at the University, issued by the competent bodies of the University based on the University of Szczecin Study Regulations, annexed to Resolution No. 42/2021 of the Senate of the University of Szczecin on 29 April 2021 on the adoption of the University of Szczecin Study Regulations, shall remain in force until legal acts are issued based on these Regulations.

§ 79.

[Entry into force]

1. At the end of the 2021/2022 academic year, Resolution No. 42/2021 of the Senate of the University of Szczecin of 29 April 2021 on the adoption of the Study Regulations at the University of Szczecin shall be revoked.
2. The Resolution comes into force at the beginning of the 2022/2023 academic year.