RULES OF STUDY
at the University of Warsaw

I. GENERAL PROVISIONS

§ 1

1. Studies at the University of Warsaw are organised pursuant to binding provisions, and in particular:
   2) Statutes of the University of Warsaw, hereinafter referred to as the Statutes;
   3) Rules of Study at the University of Warsaw, hereinafter referred to as the Rules.

2. The Rules determine the organisation and course of studies, as well as the related rights and obligations of students of the University of Warsaw.

3. The Rules apply to: first cycle students, second cycle students, and students of long second cycle studies, both full-time and part-time.

§ 2

The terms used in the Rules mean:
1) degree programme completion – fulfilling the requirements of a degree programme, except for the submission of a degree thesis and the passing of a degree examination. The date such completion is achieved falls on the day when the last of the requirements defined in the degree programme was met, exclusive of the situations provided for in § 10 item 10 and § 36 item 4, where the date such completion is achieved falls on the last day of the study term when the degree requirements were met;

2) didactic cycle – a credit period (academic year, semester, trimester) comprising a class session, a regular exam session, and a re-sit exam session;

3) dean – the head of a faculty or another university unit conducting or organising studies, or a person to whom the dean delegated executive powers. The dean competent for a student of studies organised jointly by two or more units is the dean of the faculty identified in the agreement between the faculties running such studies;

4) ECTS (European Credit Transfer and Accumulation System) – the European system of transfer and accumulation of credit points, serving the purpose of assessment of

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2 In the wording of §1 item 1 of Resolution No. 505, listed in footnote 1.
the student’s progress in acquiring knowledge and skills, as well as confirmation of completion of subsequent study terms. The ECTS determines the student’s work load required for the completion of the curriculum, paired with learning outcomes;

4a) learning outcomes – the repertoire of knowledge, skills and social competences acquired by the learner in the process of education;

5) study term – a part of the curriculum identified in the degree programme to be completed in a specific period of time;

6) individual course of study (ITS) – a curriculum and degree programme prepared for an individual student, pursued under the supervision of a tutor;

7) individual completion procedure – completion of classes or courses in a manner and time period different from those stipulated in course syllabuses as well as class and exam schedules;

8) parent unit – a university organisational unit appointed to run all affairs of a student pertaining to the course of study and financial assistance;

9) limit of extra-curriculum classes – a limit of classes not required for the completion of a degree programme, determined by the appropriate faculty council and including classes accounting for no less than 10% of the total number of ECTS credits required for the completion of studies; the limit cannot exceed 30 ECTS credits, and in case of students of individual inter-area studies the limit cannot exceed 90 ECTS credits.

10) announcement – publication of a document on the web site of the unit responsible for running the studies, or of the University;

11) degree programme – a document defining the courses and related lectures and classes as well as professional placements, together with the number of hours, rules for completion, learning outcomes and the number of ECTS credits allocated to the courses and placements, whose completion is prerequisite to the award of a given degree. The degree programme defines the total duration of studies, identifies study terms and specifies requirements which have to be met in order to complete each of these terms. The degree programme also lists other requirements which have to be met to be awarded a given degree;

12) study curriculum – a document containing a description of a field of study as well as study majors, specifying learning outcomes to be achieved by the student and stating the sequence and time frame for these outcomes to be achieved;

13) equivalent courses – courses whose intended learning outcomes are identical or similar and whose completion is regarded as equivalent in the clearing of a study term;

14) faculty council – a collective body competent for a faculty or another unit running the studies. For individual inter-area studies, the competent council is the council of the unit defined in Art. 84 item 3a of the Act. For studies conducted jointly by two or more
units, the powers of the faculty council provided in the Rules are vested in the collective bodies of the units jointly running these studies;

15) open enrolment – the procedure of admitting students to the University, pursuant to the rules adopted by the University Senate;

16) internal enrolment – the procedure of admitting students of the University to subsequent field of study, in accordance with rules adopted by the University Senate;

17) equivalence of study terms – recognition of a study curriculum offered by a unit other than the parent unit as equivalent to the study curriculum for a given study term at the parent unit;

18) visiting student – a student whose parent institution is not the University of Warsaw, who pursues a part of his/her study curriculum at the University on the basis of a referral by the parent institution under an agreement between the two institutions or a decision by the dean;

19) individual inter-area studies – studies whereby, under the supervision of a tutor, a student pursues individual curriculum comprising at least two academic areas and leading to a diploma in at least one of these fields which are run by a basic organisational unit authorised to award doctoral degrees in the academic area related to this field;

20) part-time studies – a form of studies different from full-time studies, as identified by the University Senate;

21) parallel studies – studies undertaken by a student in a second or subsequent field;

22) full-time studies – a form of university studies where at least a half of the study curriculum is pursued by means of classes and lectures which require direct participation of academic teachers and students;

23) course syllabus – a description of the subject content, learning outcomes, form and teaching methods of classes offered in a course, together with a list of literature constituting its core curriculum and a specification of requirements for class participation and credits award, including re-sit credits award, as well as forms and criteria of assessment;

24) autonomous classes – classes conducted as a separate course or a leading class in a given course, as defined by the degree programme or the course syllabus.

§ 3

1. The Rector shall be the superior and tutor of the students.

2. The Rector shall be responsible for general supervision of enrolment, teaching process and course of study.

§ 4
1. Specific rules of study, including the matters of the organisation and course of study in the extent not regulated by the Rules, shall be determined by the faculty council in agreement with the competent body of the student government. In the absence of such agreement, the specific rules of study are passed by a 2/3 majority of votes of the faculty council with at least half of its members present.

2. Specific rules of study include, within the provisions set in the Rules:
   1) rules for completion of study terms, including the award of conditional registration for a subsequent study term or a referral to repeat a term of study;
   2) rules for resumption of studies;
   3) rules for pursuing an individual course of study;
   3a) rules for conducting examinations prior to an exam session;
   4) rules for changing the form of studies;
   5) rules for conducting a diploma examination;
   6) determination of the limit of extra-curriculum classes, which are free of tuition;
   7) terms and mode of participation of extremely talented learners in classes prescribed in the course of study in the fields conforming to their talents, and the rules for the awarding credits for these classes;
   8) other matters stipulated in the Rules and separate provisions.

3. The faculty council shall define specific rules of study mentioned in item 2 points 1-4 no later than three months prior to the commencement of the academic year in which these rules are to be effective, and rules listed in item 2 point 5 no later than six months prior to this date.

4. The Senate may revoke provisions of the specific rules of study which are contrary to the Rules, upon a motion by the Rector or the Board of Student Government, and after considering the position of the competent faculty council.

5. The dean shall:
   1) determine the specific organisation of the academic year and the organisation of classes;
   2) announce course syllabuses and the rules for the award of course credits;
   3) announce the staffing and schedule of classes;
   4) define rules for enrolment in classes;
   5) determine the procedure of resignation from obtaining course credits, pursuant to § 23b items 5 and 6;
   6) define the rules for excusing absences from classes;
   7) define the rules for conducting exams and excusing absences from exams, excluding the diploma examination;
   8) define the rules for repeating courses;
   9) define the rules for awarding course credits based on participation in research projects, if such option is provided by the degree programme;
   10) define the rules for awarding credits for placements, based on their regulations;
   11) set the rules for determining the equivalence of courses and study terms;
   12) set the rules for determining curriculum differences when resuming studies, transferring to the University from another institution, pursuing a part of studies at...

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3 Added by § 1 item 2 point a of the resolution listed in footnote 2.
4 In the wording of § 1 item 2 point b of the resolution listed in footnote 2.
another institution, changing a field or a major of studies, or changing the form of studies;
13) determine the schedule of exams during an examination session;
13a) 5 sign records of student periodic achievements, generated from university databases;
13b) 6 publish information and regulations provided in the Rules on the website of the university unit;
14) undertake other duties set forth in the Rules and separate provisions.

6. The dean shall perform the tasks mentioned in item 5 points 2-12 no later than four months prior to the commencement of the academic year in which they are to be effective. In substantiated cases, the dean may perform them at a later date.

7. The regulations mentioned in items 2 and 5 apply to students for whom a given department is a parent unit and to other students insofar as they take classes at this faculty.

8. Rules of study at inter-university units and common units set up on the strength of Article 31 of the Act or applicable to studies conducted on the strength of Article 168 of the Act are stipulated in separate provisions.

§ 5

1. The dean shall make decisions pertaining to the completion of a degree programme, unless they fall within the competence of other university bodies. In case of a student who was not assigned any parent unit, such decisions shall be made by the head of a unit identified by the Rector.

2. Upon the consent of the faculty council, the dean may delegate executive powers – except for the power to strike a person off the list of students – to the deputy dean, the head of an institute, or the head of another organisational unit of the faculty, provided these units run autonomous studies. The dean shall inform the Rector of such delegation of powers.

3. 7 After consulting the competent body of the student government, the dean may appoint a representative for student affairs or a head of studies from among members of the faculty. Said representative for student affairs or head of studies shall conduct activity in the area of the organisation of studies.

§ 5a

1. In individual matters concerning exclusively the course of studies, the student may file a petition using the studies service information system. Filing a paper version of such petition is not required.

5 Added by § 1 item 2 point c of the resolution listed in footnote 2.
6 Added by § 1 item 2 point c of the resolution listed in footnote 2.
7 Added by § 1 item 3 of the resolution listed in footnote 2.
8 Added by § 1 item 4 of the resolution listed in footnote 2.
2. The provisions of item 1 are not applicable in matters requiring an administrative decision.

§ 6

1. Decisions of the dean pertaining to individual student matters shall be subject to appeal to the Rector. The Rector’s decision shall be final.

2. An appeal shall be made through the body which has issued the administrative decision being challenged, within the period of 14 days of its service.

3. An appeal against a decision mentioned in item 1 which is not administrative in nature shall be made through the body which has issued the decision, within the period of 14 days of its announcement in the manner adopted by a given unit.

§ 7

The competent bodies of the student government shall act as the representative of the students, authorised to express opinions on student matters.

II. TAKING UP STUDIES

§ 8

1. The terms and conditions of admission to the University are stipulated by the Act and a relevant resolution of the Senate.

2. A person admitted to the University for the purpose of studies shall acquire student rights upon matriculation and taking of the oath. The taking of the oath shall be confirmed by the person admitted in writing.

3. The terms of tuition payment shall be defined by a written agreement. The signing of such agreement shall be prerequisite to the commencement of studies and admission to participate in classes. The content of the agreement and the terms of its conclusion shall be defined by the Senate.

4. The student shall receive a student ID, which is subject to return upon the completion of studies or striking off the list of students.

5. Upon request, the student shall receive a student credit book, which remains a personal property.

6. Studies at the University may be undertaken by resumption of studies. Resumptions shall be allowed from the second year of studies, or earlier if so stipulated by the specific rules of study.

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9 In the wording of §1 item 5 of the resolution listed in footnote 2.
7. A student may be admitted to the University by transfer from another institution, provided s/he satisfies the obligations resulting from the provisions adopted by this institution. The general terms of transfer from other institutions and the limit of admissions shall be set for by the faculty council and approved by the Senate. The decision on this matter shall be made by the dean. Provisions of items 2 and 3 apply accordingly.

8. The decision on resumption of studies shall be made by the dean. Resumption of studies shall be effective no sooner than from the following academic year after the strike-off date, except for the cases mentioned in items 9 and 10 and a strike-off resulting from the failure to pay applicable fees. In well substantiated cases, the dean may set a different resumption date.

9. A person who was struck off the list of students after the completion of a degree programme may apply for resumption of studies for the day of the diploma examination. Such resumption of studies is conditional upon the submission of a degree thesis, approved by an academic teacher supervising it, within the non-extendible period of two years of the completion of the degree programme.

10. A person who was struck off the list of students after the completion of a degree programme and failed to submit a degree thesis or pass the diploma examination within two years of completion may apply for resumption of studies in their final year. The rules defined in item 13 shall apply accordingly.

11. Resumption shall apply to the same studies from which the student was previously struck off, unless these studies have terminated, are no longer run, or if specific terms of studies allow otherwise. Resumption of second-cycle studies is conditional upon holding a degree of magister, licencjat, inżynier, or their equivalents.

12. Resumption of full-time studies shall be available exclusively to a former student of such studies.

13. The dean shall define the conditions, time period and method of making up outstanding courses, resulting from differences in degree programmes or study curricula, by students transferring from other institutions or resuming their studies.

§ 9

1. No later than from the second year of studies, the student shall be assigned to a specific field or individual inter-area studies.

2. The choice of a field and a parent unit running a given degree programme, in accordance with item 1, shall be made in course of the open enrolment or the first year of studies, according to the criteria stipulated by a relevant Senate resolution.

3. Having completed at least the first year of studies in a given field or major, the student may apply for parallel studies by internal enrolment.

10 In the wording of § 1 item 6 point a of the resolution listed in footnote 2.
11 In the wording of § 1 item 6 point a of the resolution listed in footnote 2.
12 In the wording of § 1 item 6 point a of the resolution listed in footnote 2.
4. Studies in a parallel field may be pursued as full-time or part-time studies.

5. Full-time and part-time students shall have the same right to apply for parallel full-time or part-time studies.

6. \(^{13}\)The faculty council shall set the admission limits for parallel studies, separate for full-time and part-time studies. These limits are subject to approval by the Senate.

7. \(^{14}\)The matters of payment for full-time studies in the second and subsequent field shall be regulated by Art.170a of the Act.

\[§\,10\]^{15}\]

1. Change of the study field or major, or of the parent unit shall be permitted in substantiated cases upon the consent of competent deans. The dean competent for the new study field or major shall determine the student’s duties resulting from differences in the curricula.

2. Having completed a study term, a student of individual inter-area studies may opt out of this system of studies and transfer to studies run by one of the faculties involved in running the inter-area studies. The terms of transfer shall be agreed on by the dean of the competent faculty and the head of the unit designated to organise these studies.

\[§\,11\]

If a student changes the form of studies, the dean shall determine the student’s duties resulting from differences in the curricula.

III. STUDENTS’ RIGHTS AND OBLIGATIONS

\[§\,12\]

1. Students have the right to:

1) participate through their representatives in the decision making process by the University’s collective bodies, except for scientific councils of units which do not run studies;

2) participate in decision making regarding matters pertaining to the course of studies and individual student situations, in accordance with other provisions of the Rules;

3) \(^{16}\)make proposals to the governing bodies of units conducting studies regarding study curricula, degree programmes and their performance, as well as other matters relevant for the course of study or personal development of students;

4) evaluate the teaching process;

5) address the dean on matters of their own studies.

\(^{13}\) In the wording of § 1 item 6 point b of the resolution listed in footnote 2.

\(^{14}\) Added by § 1 item 6 point c of the resolution listed in footnote 2.

\(^{15}\) In the wording of § 1 item 7 of the resolution listed in footnote 2.

\(^{16}\) In the wording of § 1 item 8 point a of the resolution listed in footnote 2.
2. Students may form student organizations, especially academic societies.

3. Students shall have the right to respect for their dignity by all members of the academic community.

4. In accordance with the Rules as well as resolutions of the Senate and faculty council, students shall have the right to:
   1) acquire knowledge and skills and develop interests by taking advantage of the University’s full teaching offer;
   2) participate in academic research;
   3) take up parallel studies, where the conditions of taking up full-time studies in the second or subsequent field free of charge are set forth in Art. 170a of the Act;
   4) take courses required by degree programmes to which they have been admitted, including courses of higher terms than those they are currently enrolled for, as well as take other courses and receive credits for them, although priority shall be given to students who need to take a given course in order to complete their current study term and then to other students for whom the course is intended;
   5) take advantage of consultations provided by academic teachers during their office hours, which are available to all types of students;
   6) pursue a part of their degree programme at another domestic or foreign institution, provided they meet the requirements set forth in separate provisions;
   7) use the University’s assistance in seeking jobs and obtaining internships or professional placements, even if such placements not a part of their degree programme, to the extent defined in separate provisions;
   8) use the resources of the University’s library and information system;
   9) use the University’s material resources, in accordance with the existing provisions;
   10) access the information gathered in the university studies service information system which forms the basis for awarding credits for study terms;
   11) access their personal data files.

5. Students shall be entitled to financial assistance, provided they meet the conditions stipulated in separate provisions.

6. Specific means of ensuring the participation of disabled or chronically ill students in the University’s teaching offer are regulated in a separate ordinance of the Rector.

§ 13

1. Students who achieve outstanding results in their academic performance or other kinds of activity may be granted awards or distinctions in accordance with specific regulations, and in particular:
   1) scholarships awarded by the minister for outstanding achievements;
   2) awards granted by the Rector;
   3) awards granted by the dean;
   4) awards funded by state institutions, academic societies, public organizations, or other sponsors;

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17 In the wording of § 1 item 8 point b of the resolution listed in footnote 2.
18 In the wording of § 1 item 9 of the resolution listed in footnote 2.
5) Rector’s scholarships for the best students.

2. Having completed their studies, the best graduates shall be awarded a diploma with distinction in accordance with the terms stipulated in § 39 item 4.

§ 14\textsuperscript{19}

1. Students’ obligations shall comprise conduct consistent with the oaths and the Rules, and in particular:
   1) care for the University’s good reputation;
   2) respect for the dignity of all members of the academic community;
   3) acquisition of knowledge;
   4) ethical obtaining of course credits and preparation of term papers and degree theses in a manner respectful of copyrights;
   5) observance of the provisions effective at the University, including the conclusion of an agreement of payment for educational services, provided by Art. 160 item 3 of the Act;
   6) respect for the University’s property.

2. Students shall be obligated to:
   1) participate in classes and receive credits for them in compliance with the degree programme, as well as take exams in academic courses after having fulfilled the detailed requirements pertaining to these classes, course assessment and exams;
   2) timely perform their duties to the University, including enrolment for classes and payment of applicable fees;
   3) promptly notify the governing bodies of the parent unit about any change in the name, address, and other data which may bear on the financial aid received;
   4) use the allocated e-mail address at the domain assigned to the University.

3. Students shall bear disciplinary liability for misconduct, in conformity with rules defined in separate provisions.

§ 14\textsuperscript{a}

1. Students’ rights and obligations shall expire upon graduation, or being struck off the list of students.

2. \textsuperscript{20}A person who has completed studies of the first cycle shall retain full student rights until 31\textsuperscript{st} of October of the year when these studies were completed.

IV. TUITION FEES

§ 15\textsuperscript{21}

1. Fees for educational services provided may be charged in cases stipulated by the Act, and in particular for:

\textsuperscript{19} In the wording of § 1 item 10 of the resolution listed in footnote 2.
\textsuperscript{20} Added by § 1 item 11 of the resolution listed in footnote 2.
\textsuperscript{21} In the wording of § 1 item 12 of the resolution listed in footnote 2.
1) education offered in part-time studies;
2) education offered in full-time studies in the second or subsequent field;
3) repetition of classes for which no credit was awarded, in all forms of studies, including elective classes specified in the degree programme, which have been changed by the student;
4) classes not specified in the degree programme and exceeding the limit stipulated in § 2 item 9;
5) classes not specified in the degree programme for which the student enrolled but failed to obtain credit;
6) studies in a foreign language;
7) differences in the study curricula;
8) consultations of a degree cases in case of resumption of studies from which the student was removed for failure to submit a degree thesis or take a diploma exam within the deadline specified
9) refresher courses.

2. The amounts of fees shall be determined by the Rector upon the motion from appropriate faculty councils and after consulting the competent bodies of the student government. Fees for educational services shall comply with these terms:
1) when repeating a semester or a year of studies, the student shall be charged a fee for repeating a given semester or year, or else a fee in an amount equal to the sum of charges due for repeating all the courses of a given study term for which s/he failed to obtain credit;
2) in case of conditional award of credit for a term of study, the student shall be charged a fee equal to the fees due for repeating all the courses for which credits were not awarded;
3) in case of being struck off the list of students for a failure to submit a degree thesis, the student shall be charged a fee for thesis consultations held after the completion of the degree programme.

3. The Rector shall announce the fee amounts no later than six months prior to the commencement of the academic year.

4. With respect to courses related to the field or major of studies offered by a given faculty, the limit of classes not included in the degree programme mentioned in item 1 point 4 shall be determined by the faculty council, and the limit of other classes shall be set by the Senate. These limits are announced no later than half a year prior to the commencement of the academic year to which they apply. Classes of higher study terms than the one for which the student is registered which are included in the degree programme are not treated as falling within the above limit.

5. Deadlines and methods for the payment of the fees shall be set by faculty councils, except that the total or the first instalment of the fees mentioned in item 1 points 1, 3, 4, 6 and 7 are payable prior to the beginning of the semester or trimester when these studies or classes will be given. Fees for classes defined in item 1 point 5 are payable within two weeks of the end of the semester or trimester when these classes and the related exams or final assessments were given.

V. ORGANISATION OF STUDIES
§ 16

1. The organisation of the academic year, divided into semesters or trimesters with identified class and exam sessions, dates of foreign language certification exams as well as course resignation deadlines or deadlines for filing petitions for non-consideration of a course for which a student enrolled in clearing a given term of study, shall be determined by the Rector after consultation with competent student government bodies no later than by the 1st of February of the preceding academic year.

2. The specific organisation of the academic year shall be determined by the dean after consultation with competent student government bodies no later than by the 1st of March of the preceding academic year.

3. The decisions regarding the organisation of the academic year mentioned in item 2 may not apply to irregular classes, in particular those conducted by visiting professors.

§ 17

1. Studies are run according to study curricula and degree programmes. Their modifications shall be introduced by resolutions of faculty councils after consultation with the student government, in the mode provided by the Act and in conformity with the guidelines adopted by the Senate.

2. Degree programmes and study curricula shall be announced no later than half a year prior to the commencement of the academic year in which they will be effective.

3. The dean shall announce the staffing and schedule of classes, as well as syllabuses of courses offered by the faculty in a given didactic cycle.

4. On the basis of the offer of classes submitted by faculties, which is mentioned in item 3, the Rector shall prepare information about classes offered at the University in a given didactic cycle and announce it prior to class enrolment.

5. Enrolment for classes in each semester or trimester shall take place in two rounds. After the first round of enrolment, elective classes whose start is not expedient due to insufficient number of registered participants shall be withdrawn from the class offer. The modified offer shall be announced no later than two weeks before the start of classes. Students cannot change their enrolments after the beginning of the academic year, unless the faculty council decides otherwise.

6. The enrolment schedule shall be announced by the Rector no later than by the 1st of February of the preceding academic year.

6a. (deleted)

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22 In the wording of § 1 item 13 of the resolution listed in footnote 2.
23 In the wording of § 1 item 14 point a of the resolution listed in footnote 2.
24 In the wording of § 1 item 14 point a of the resolution listed in footnote 2.
7. The first round of enrolments in physical education classes shall take place within two weeks preceding the beginning of a given semester.

8. The schedule of exams in an examination session shall be announced by the dean after consultation with student government bodies no later than one month prior to the beginning of the session.

9. In case of inter-area studies, the arrangements for the organisation of classes shall be determined by agreements concluded by the head of the unit designated to organise these studies with the deans of the faculties which participate in their running.

§ 18

Classes, tests of achievement or proficiency as well as other forms of assessment needed for obtaining course credits may be conducted in a foreign language. The degree thesis may be written in a foreign language and also the diploma examination may be held in a foreign language. Obligatory classes given in a foreign language shall be listed in the degree programme.

§ 19

1. Conducting graduate thesis seminars and supervising graduate theses being written outside those seminars shall be entrusted to the academic teachers holding a post-doctoral degree of at least doktor habilitowany. The faculty council may authorise a teacher holding a doctoral degree to conduct a graduate thesis seminar in a given didactic cycle. This principle shall apply also to the supervision of a graduate thesis written outside a degree seminar.

2. Giving lectures, conducting undergraduate thesis seminars, supervising undergraduate theses and teaching other autonomous classes, with the exception of graduate degree seminars, as well as examining students shall be entrusted to the academic teachers holding at least a doctoral degree. Teachers holding a second cycle (magister) degree may conduct the above classes and exams upon the authorisation by the faculty council. Such authorisation shall apply to a specific class and be valid for one didactic cycle. The proportion of autonomous classes conducted by persons holding second cycle (magister) degrees cannot exceed 10%. A higher number shall be subject to the Rector’s approval.

3. A faculty council may delegate its powers to authorise a teacher to conduct classes referred to in items 1-2 to an institute council, provided this institute conducts classes mentioned in items 1-2.

4. Foreign language courses and exams shall be conducted in accordance with to the rules adopted by the Senate.

§ 20

25 In the wording of § 1 item 14 point b of the resolution listed in footnote 2.
26 In the wording of § 1 item 14 point c of the resolution listed in footnote 2.
27 In the wording of § 1 item 15 of the resolution listed in footnote 2.
1. The dean shall appoint a tutor for a student pursuing an individual course of study and approve an individual study curriculum. The individual study curriculum must conform to the requirements resulting from the core curriculum defined for a given field of study.

2. The dean of individual inter-area studies shall appoint a tutor for a student pursuing such studies. The student and his/her tutor jointly determine a degree programme and study curriculum for the following study cycle. The degree programme and study curriculum are subject to the approval by the dean of the inter-area studies, after consultation with the dean competent for the field.

§ 20a

For disabled students and long-term ill or convalescent students, as well as in other substantiated cases, the dean may set an individual procedure for obtaining course credits and taking exams, without breaching the duties resulting from the pursuance of the study curriculum.

§ 21

1. After consulting the competent body of the student government or on its motion, the dean may appoint from among the teachers of the faculty an academic advisor for a given year of studies or a tutor for a specific group of students.

2. In case the number of first year students equals or exceeds one hundred, the dean shall be obligated to appoint an academic advisor for first year students, after consulting a competent body of the student government.

§ 22

1. A student may pursue a part of the study curriculum at another domestic or foreign institution, particularly under agreements or programmes to which the University is a signatory.

2. The rules of referring the University’s students for studies at another institution and of studying there, as well as the rules of admitting students of other institutions to study at the University shall be regulated by separate provisions.

3. The study curriculum for studies at another institution for a student undertaking studies outside the University shall be determined individually by the exchange programme supervisor, and approved by the dean. The curriculum shall determine the period of studies for which the student is being referred to the other institution and a list of courses to be completed or a number of ECTS credits to be obtained.

29 In the wording of § 1 item 16 of the resolution listed in footnote 2.
29 In the wording of § 1 item 17 of the resolution listed in footnote 2.
30 In the wording of § 1 item 18 of the resolution listed in footnote 2.
30 In the wording of § 1 item 19 point a of the resolution listed in footnote 2.
30 In the wording of § 1 item 19 point b of the resolution listed in footnote 2.
4. The procedure for the appointment of an exchange tutor shall be determined by the faculty council in specific rules of study.

5. The study curriculum determined in accordance with item 3, ensuring the completion of a study term provided for in the degree programme adopted at the University, shall be treated as a counterpart and shall constitute a basis for awarding credits for the study term pursued at another institution.

6. If, due to differences in curricula between the degree programmes offered at the University and at the institution to which a student was referred the condition defined in item 5 has not been met, the dean shall determine courses supplementing these differences as well as the time frame for completing them. Meeting these conditions shall result in obtaining credits for a given study term.

7. The rules for determining the equivalence of courses taken during exchange programmes with other institutions shall be set by the dean.

8. In special cases, the dean may, upon a student’s request, consent to the pursuit of a part of the study programme at an institution with which no student exchange agreement has been concluded. The provisions of items 2-7 shall apply accordingly.

§ 23

1. Classes conducted for given studies shall be available to other students, if they meet the requirements regarding participation in these classes and if, applying the principles of priority defined in § 12 item 4 point 4, there are places available. These classes shall be available free of charge as part of the limit of classes determined by the Senate or faculty council, or for a fee outside that limit, pursuant to § 15 item 4.

2. The classes identified in item 1 shall be available to visiting students of other institutions, including students of foreign institutions, according to the rules set in separate provisions.

3. In special circumstances, if provided by the rules existing at the unit conducting the studies, the classes referred to in item 1 may be made available to other persons, who are not students of the University, for a fee. Such cases shall be determined by the dean.

§ 23a

1. The course of study shall be documented in the course credits protocols and on student periodical credit records in the form of printouts of electronic data signed by the dean. The documentation of studies shall also include a degree thesis in a paper form and in an electronic form.

2. Course credit protocols shall be entered into the study service information system within one month of the termination of the exam session.

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33 In the wording of § 1 item 19 point c of the resolution listed in footnote 2.
34 In the wording of § 1 item 20 of the resolution listed in footnote 2.
3. Student periodical credit records shall be generated from the study service information system no later than within a month of termination of the exam session in which the student received the last grade needed for clearing the current study term.

4. The student credit book shall not constitute documentation of the course of study. Entries in the student credit book, made mandatory upon the student’s request, shall is auxiliary in case of doubts concerning electronic data.

VI. AWARDING COURSE CREDITS

§ 23b

1. Obtaining credits for academic courses shall be conditional upon enrolling in these courses in compliance with the degree programme and rules of these enrolments, if so required by the specific rules of study.

2. When enrolling in a course, the student should declare it as:
   1) a part of a degree programme, or, if the student pursues more than one degree programme, indicate the one within which the course is taken;
   2) extra-curricular but falling within the limit defined in § 2 item 9, to which all students in a given field are entitled;
   3) extra-curricular and falling outside the aforementioned limit.

3. The student shall be obligated to obtain credits for all courses for which s/he enrolled in a given didactic cycle, with the exception of the classes defined in items 5 and 6, with the reservation that participation in classes not comprising the current study term does not alter the requirements which have to be met to be awarded credit for this study term. Consequences of failure to obtain course credit are stated in § 15 item 1 point 3 and 5, while consequences of not having obtained a grade in a course required by the degree programme for a given study term are defined in § 31 item 3.

4. The student shall be entitled to apply for course credit in the didactic cycle when the course enrolment took place.

5. The student shall have a right to resign from participating in a course if its dates or rules of awarding credits for the course have been changed. The resignation shall be submitted to the dean within 14 days after the new situation occurred.

6. The student shall have a right to resign from obtaining credit for a course before a date defined in the organisation of the academic year as course credit resignation deadline for a given semester. This right may be enjoyed once during first and second cycle studies, and twice during long second cycle studies.

§ 24

1. All courses in which the student has chosen to obtain credits, except for physical education, degree thesis seminar and courses preparing for university studies,

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35 In the wording of § 1 item 21 of the resolution listed in footnote 2.
common for all fields, which are listed in a relevant ordinance of the Rector, shall carry a performance grade given in conformity with the principles set in the course syllabus.

2. The following positive grades shall be used: excellent, very good, good plus, good, satisfactory plus, satisfactory, and a negative grade: unsatisfactory.

3. The grades listed in item 2 shall correspond to the following numerical values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>excellent</td>
<td>5</td>
</tr>
<tr>
<td>very good</td>
<td>5</td>
</tr>
<tr>
<td>good plus</td>
<td>4.5</td>
</tr>
<tr>
<td>good</td>
<td>4</td>
</tr>
<tr>
<td>satisfactory plus</td>
<td>3.5</td>
</tr>
<tr>
<td>satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>unsatisfactory</td>
<td>2</td>
</tr>
</tbody>
</table>

4. The rules for converting grades received when obtaining credits for a part of the study curriculum pursued at another institution into ECTS points shall be determined by the Rector.

5. (deleted)

5a. Students shall be informed about course credits and exam results by means of entry into the studies service information system.

6. A student who has failed to obtain credit for a course taken in a given didactic cycle may re-take it only once, unless the faculty council has resolved that the course may be repeated more than one time.

§ 25

1. There shall be two exam dates in a given course in one didactic cycle. These dates shall fall, respectively, during the main examination session and the repeat examination session, determined for the didactic cycle in which a given course is offered.

2. Students shall have the right to take an exam at a date prior to the exam session, in compliance with the rules set by the faculty council.

3. A student may take an exam in a given course during the repeat examination session, if s/he has not previously taken the exam in that course or received an unsatisfactory grade. The faculty council may resolve that the right to examination during the repeat session be granted to students who have previously received a positive grade in the course.

4. Admission to an exam in a given course may be conditional on receiving credits for classes which make up this course, or meeting other terms defined in the course syllabus.

36 In the wording of § 1 item 22 point a of the resolution listed in footnote 2.
37 Added by § 1 item 22 point b of the resolution listed in footnote 2.
5. Unexcused absence at an examination shall result in the loss of one exam date.

6. In case of absence at an examination which is excused by the dean, in particular when the absence was caused by an illness or another exam, the student shall have a right to an additional exam date.

7. The student who is taking an examination or another test shall be obliged to show an identity card upon request.

8. The student shall have the right to see his/her graded exam or term paper and to receive a justification for the grade awarded.

§ 26

1. Within seven days of the date when classes were terminated or credit results announced, in case of objections as to the form of the credit award or impartiality in the grade award, the student shall be entitled to appeal to the dean, who may resolve that the student’s result be verified by a board.

2. Within seven days of the date of an examination, in case of objections as to its form or conduct, the student shall have the right to apply to the dean for an exam before a board. In case of objections to the impartiality of exam grading, the right to apply for an exam before a board shall be exercisable within seven days of the date on which the exam results were announced. The dean shall decide whether an exam before a board is to be held.

3. In substantiated cases, the dean may order an examination before a board on his/her own initiative, upon a motion by the examiner or a body of the student government.

4. The verification of a student’s exam result by a board, which forms a basis for awarding credits for course performance, shall take place within 14 days of the date when the application was submitted. An examination by a board shall be held within 14 days of the date when the student’s application was submitted.

5. An examination by a board or verification by a board of a student’s course performance shall be conducted by a board composed of: the dean as the chairperson, or an academic teacher authorised by the dean, and two specialists in the subject area covered by the examination or in a related area. The academic teacher who awarded the grade being verified in the procedure may participate in the exam by a board as an observer. Upon the student’s request, a representative of the student government or an academic teacher chosen by the student may join the examination board as observers.

6. The grade obtained as a result of an exam by a board or credit verification by a board shall replace the grade challenged.

§ 27

38 In the wording of § 1 item 23 of the resolution listed in footnote 2.
39 In the wording of § 1 item 24 of the resolution listed in footnote 2.
The faculty council may determine the maximum number of equivalent courses or ECTS credits obtained as credits for equivalent courses, which will form a basis for awarding credits for a study term or the entire study programme. This applies in particular to parallel studies.

§ 28

A student who participates in a research project may, upon a motion by an academic teacher supervising the project, be exempt from attending some classes if research participation ensures the attainment of identical learning outcomes. Credit awards and exemptions shall be subject to the rules determined by the dean.

§ 29

1. A student who has been referred for studies at another institution based on an individual study curriculum shall be obligated to obtain credits for courses and pass exams according to that curriculum, in compliance with the rules of the host institution.

2. Grades for examination and course performance referred to in item 1 shall be included in the clearing of study terms at the University after conversion to the grading scale defined in § 24 item 1, pursuant to separate provisions.

VII. AWARDING CREDITS FOR STUDY TERMS

§ 30

1. The credit period for a study term may be a semester, a trimester, or an academic year. The faculty council shall determine credit periods for particular fields, majors or forms of study.

2. All courses in which a student has enrolled in a given study term shall be considered while clearing that term, except courses described in § 23b items 5 and 6. The same courses shall not be used for clearing different study terms or studies, with the reservation of § 27.

3. Meeting all the requirements provided in the degree programme for a given study term and stipulated in the Rules shall result in obtaining credits for that study term.

4. A student who has failed to meet all the requirements stipulated in the degree programme for a given term may be conditionally awarded credits for that term and be registered for the subsequent term. Specific rules for conditional credits award shall be set by the dean based on specific rules of study. The right to conditional credit award shall not apply to students in their last study term.

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40 In the wording of § 1 item 25 of the resolution listed in footnote 2.
41 In the wording of § 1 item 26 of the resolution listed in footnote 2.
42 In the wording of § 1 item 27 point a of the resolution listed in footnote 2.
5. Referring students to repeat a study term shall take place in cases other than those listed in items 3 and 4, with the reservation that the referral does not apply to first year students or students who had already been referred to repeat a given study term, unless the specific rules of study stipulate otherwise.

6. Conditional registration for the subsequent term of study or repeating a term of study shall obligate the student to re-take the courses for which no credit was obtained.

7. The conditional award of credits and repeating of a study term shall not limit the student’s right to participate in selected classes, under the rules defined in § 12 item 4 point 4.

8. The dean shall strike a student off the list of students in case of:
   1) failure to take up studies, which is acknowledged upon the student’s failure to sign the agreement of payment for educational services in full-time studies or upon a statement by the student that s/he meets the criteria to take up and continue full-time tuition-free studies at a public university;
   2) a written resignation from studies submitted by the student;
   3) failure to submit a degree thesis in the period defined in § 35 item 1, or take the diploma examination by the end of the final study term;
   4) punishment by the disciplinary penalty of expulsion from the University.

9. The dean may strike a student off the list of students in case of:
   1) confirmed lack of progress in learning, and in particular failure to obtain credits for a given study term more than once;
   2) failure to obtain credits for a semester or an academic year by the deadline specified;
   3) failure to make applicable payments.

10. Students may appeal against the decisions mentioned in items 8-9 to the Rector through the competent dean within 14 days of receiving the decision. The Rector’s decision shall be final.

§ 31

1. The final grade in a course shall be calculated as an arithmetic mean of the grades received on both exam dates if the student took the exam twice, rounded off to two decimal places.

2. The average grade for a study term shall be calculated as an arithmetic mean of the final grades received in all courses comprising the degree programme for a given term, with the reservation of § 26 item 6, rounded off to two decimal places. If the degree programme for a given term provides for elective courses and the student received credits for more courses than required, the final grades considered while calculating the grade average shall be those indicated by the student, with the reservation of item 6. The grade obtained in a foreign language certification exam shall not be included in the grade average.

43 In the wording of § 1 item 27 point b of the resolution listed in footnote 2.
44 In the wording of § 1 item 27 point b of the resolution listed in footnote 2.
45 In the wording of § 1 item 28 of the resolution listed in footnote 2.
3. In calculating the term average, all missing grades shall be treated as 2.0 if the absence of the grade has resulted from:
1) failure to obtain credit for a course for which the student was enrolled in a given study term, with the reservation of § 23b item 6;
2) failure to enrol for a course required in a given term;
3) failure to enrol for an elective course with a required number of ECTS credits, in which case the missing credits are assigned an equivalent of a minimum number of courses which meet the criterion.

4. The average grade for several study terms shall be calculated in accordance with items 2-3, taking into account the grades considered while calculating the average for all the terms included in these calculations.

5. The average grade for the entire studies shall be calculated in accordance with item 2, taking into account the final grades considered while calculating term averages. The studies average may also include, at the student’s request, the grades obtained in extra-curriculum courses taken within the limit for such courses defined in § 2 item 9. A suitable motion shall be submitted to the dean no later than one month prior to the scheduled diploma examination date.

6. A course identified by the student for the purpose of obtaining credits for a given study term or the entire studies may be a course which has not been considered while awarding credits for studies in another field, unless the dean decides otherwise.

VIII. LEAVES IN THE COURSE OF STUDY

§ 32

1. The dean may grant a student the following types of leave:
   1) sick leave, due to sickness or disability;
   2) parental leave, due to the birth of a child;
   3) research leave, for the pursuit of other studies at the University, studies at another institution, or research;
   4) compassionate leave in other substantiated circumstances.

2. Students shall be granted sick leave for the period of sickness, treatment or rehabilitation which exclude continuation of studies or render it considerably difficult. The decision to grant a sick leave shall be made by the dean based on medical documentation or an opinion of the Disabled Persons Office.

3. Students may be granted research or compassionate leaves upon having obtained credits for at least the first year of studies and for a period of up to one year. The next leave may be granted after obtaining credits for another year of studies. In substantiated cases, the dean may determine the term or duration of a leave otherwise.

46 In the wording of § 1 item 29 of the resolution listed in footnote 2.
4. During the leave, the student shall retain student rights. The rules for granting financial assistance during the period of a leave shall be stipulated by separate provisions.

5. The student’s return to studies after a leave shall be subject to the rules defined by the dean. The provision of § 8 item 13 shall apply accordingly.

6. The granting of a leave shall postpone the date of the scheduled completion of studies.

IX. COMPLETION OF STUDIES

§ 33

1. Having completed a first cycle programme and submitted an undergraduate thesis, as well as having passed the first cycle-degree examination, the student shall be awarded a degree of licencjat or inżynier.

2. Having completed a second cycle degree programme or a long second cycle degree programme as well as having submitted a graduate thesis and passed a second-cycle degree examination, the student shall be awarded the degree of magister or magister inżynier.

3. The completion of studies shall take place on the day when the degree examination was passed.

4. The person who has completed first cycle studies retains full student’s rights until the 31st of October of the year these studies were completed.

§ 34

1. In the wording of § 1 item 30 of the resolution listed in footnote 2.

1a. In the wording of § 1 item 31 point b of the resolution listed in footnote 2.

49 Added by § 1 item 37 point b of the resolution listed in footnote 2.

1. The diploma thesis shall be prepared by the student under the supervision of an authorised academic teacher in accordance with rules set in § 19.

1a. In case a student wishes to prepare a degree thesis under the supervision of an academic teacher of another institution or a researcher based outside the University, the competent faculty council may authorise such person to co-supervise the thesis jointly with an academic teacher representing the University. The external supervisor shall assess the thesis and write a review.

2. The diploma thesis must be prepared independently, meet the formal and content-related requirements relevant for a given field and major of study set by the faculty council, and submitted in a printed as well as electronic form in accordance with the standards defined in separate provisions.
3. A degree thesis may be written jointly by several students, provided each co-author’s contribution is clearly specified. The rules on this matter shall be defined by the faculty council.

4. The rules for the assessment of the diploma thesis shall be set by the faculty council.

5. The diploma thesis shall be assessed by the teacher supervising its preparation and one reviewer. The reviewer shall be appointed by the dean. The grading scale defined in § 24 item 2 shall be applicable.

6. If the reviewer has negatively assessed the diploma thesis, the dean shall appoint another reviewer. If the second reviewer has awarded a positive grade, the student’s admission to the diploma examination shall be decided by the dean. If the second reviewer has awarded a negative grade, the thesis cannot form the grounds for the completion of studies.

7. The final grade on the diploma thesis, taken into account while calculating the final studies result, shall be the arithmetic mean of the grade awarded by the thesis supervisor and the reviewer, or the thesis supervisor and the reviewers if more than one were appointed. The mean is rounded off to the second decimal place.

§ 35

1. The diploma thesis should be submitted no later than one month before the scheduled date of completion of studies, unless specific rules of study provide otherwise.

2. Upon the request of the student or the thesis supervisor, the dean may extend the duration of studies by no more than three months from the scheduled date of completion, in case of:
   1) long-term sickness of the student, confirmed by medical documentation or an opinion of the Disabled Persons Office;
   2) inability to prepare a diploma thesis by the effective deadline due to well-grounded reasons beyond the student’s control.

3. In case of reasons on the part of the thesis supervisor which may have resulted in a delay in the submission of the thesis, the dean shall appoint an academic teacher who will take over the task of supervising the thesis, upon the student’s request. A change of the thesis supervisor during the last six months before the date of the completion of studies may constitute grounds for an extension of the deadline for thesis submission in compliance with the rules defined in item 2.

§ 36

1. The student who has failed to submit a diploma thesis by the deadline stipulated in § 35 item 1, with the reservation of § 35 item 2, shall be struck off the list of students.

50 In the wording of § 1 item 32 of the resolution listed in footnote 2.
2. The student who submitted a diploma thesis after the deadline set in item 1 but before the lapse of two years of completing the study programme may apply for resumption of studies for the purpose of taking the diploma examination in accordance with § 8 item 9.

3. In case the period specified in item 2 is exceeded, the diploma examination may only be taken after prior resumption of studies according to the procedure defined in § 8 item 10.

4. The student who submitted a diploma thesis two or more years after completing the degree programme shall be obligated to make up differences in the curricula, if the curriculum or degree programme effective in the year when he is taking the diploma examination differ from those in force at the time when s/he was struck off the list of students. The provision of § 8 item 13 shall apply accordingly.

§ 37

1. Admission to the diploma examination shall be conditional upon:
   1) completion of the degree programme;
   2) award of a final grade of at least 3.0 on the diploma thesis, with the reservation of § 34 item 6.

2. The diploma examination shall be held no later than within three months of submission of the diploma thesis, with the reservation of item 3.

3. If the diploma thesis was submitted at least one month before the scheduled date of the completion of studies, the diploma examination shall be held no later than one day before the scheduled date of completion of studies.

4. The diploma examination shall be held by a board appointed by the dean and composed of at least three persons: the dean or deputy dean as the chairperson, the thesis supervisor and the reviewer, where at least one of these persons shall hold a post-doctoral degree.

5. The dean may entrust chairing the second cycle degree examination board to another academic teacher who holds at least a post-doctoral degree, and chairing the first cycle degree examination board to a teacher who holds at least a doctoral degree.

6. On the motion of the student or the thesis supervisor, filed no later than a week before the scheduled examination date, the dean may organise a public diploma examination. The explicit part of the public examination may be attended by all interested parties as observers.

§ 38

51 In the wording of § 1 item 33 point a of the resolution listed in footnote 2.
52 In the wording of § 1 item 33 point b of the resolution listed in footnote 2.
53 In the wording of § 1 item 34 point a of the resolution listed in footnote 2.
54 Added by § 1 item 34 point b of the resolution listed in footnote 2.
1. The result of the diploma examination shall be expressed as a grade, as specified in §24 item 2.

2. If a student was awarded an unsatisfactory grade on the diploma examination or failed to take it without an excuse, the dean shall set another examination date as the final one.

3. If a student took the diploma examination twice, the result considered while calculating the final result of studies shall be the arithmetic mean of both examination grades. The mean shall be rounded off to the second decimal place.

4. If a student failed to pass the diploma examination on the second date or failed to take it, the dean shall strike the student off the list of students.

§ 39

1. The base for calculating the final result of studies shall be comprised of the following:
   1) the average of examination grades and final grades not ending with an exam, calculated in accordance with § 31 item 5;
   2) the final grade received on the diploma thesis, calculated in accordance with § 34 item 7;
   3) the final grade awarded on the diploma examination, calculated in accordance with § 38 item 3.

2. The final result of studies shall be the total of parts of the grades listed in item 1, rounded off to the second decimal place:
   1) for first cycle studies and long second cycle degree studies: 0.7 of the grade referred to in item 1 point 1, 0.2 of the grade referred to item 1 point 2, and 0.1 of the grade referred to in item 1 point 3;
   2) for second cycle studies: 0.5 of the grade referred to in item 1 point 1, 0.4 of the grade referred to in item 1 point 2, and 0.1 of the grade referred to in item 1 point 3;

3. The final result of studies shown on the diploma of completion of university studies shall be entered in accordance with this principle:
   1) under 3.40 – satisfactory;
   2) from 3.40 to 3.80 – satisfactory plus;
   3) from 3.80 to 4.20 – good;
   4) from 4.20 to 4.60 – good plus;
   5) from 4.60 to 4.90 – very good;
   6) over 4.90 – excellent.

4. A diploma with distinction shall be awarded to graduates who:
   1) have completed their studies within the time period determined by the degree programme or the time periods defined in § 32 item 6 and § 35 items 2 and 3;
   2) have obtained the average grade of over 4.6 on all exams and courses not ending with an exam;

55 In the wording of § 1 item 35 of the resolution listed in footnote 2.
56 In the wording of § 1 item 35 of the resolution listed in footnote 2.
3) have been awarded the grade of 5.0 on the diploma thesis and at least a very good grade on the diploma examination;
4) have not violated the principles included in the oath.

5. The diploma with distinction shall be conferred by the faculty council. The Rector or the dean may grant a financial award in connection with the award of the diploma with distinction.

§ 40

1. Graduates shall receive a diploma of completion of university studies with a degree of licencjat, inżynier, magister or magister inżynier, together with a diploma supplement, at a date set by the dean but no later than four weeks after the date of the diploma examination. A diploma with distinction shall be issued within four weeks of the relevant resolution by the faculty council, adopted at the first session convened after the date of the diploma examination.

2. The diploma supplement mentioned in item 1 shall contain information about all courses completed in course of studies mentioned in § 31 item 5, and the grades received. Upon the student’s request, the supplement may be issued in the English language, pursuant to separate provisions. In case of part-time studies whose study curriculum and degree programme are the same as those of full-time studies, the supplement shall contain information about the compliance of the programme of the studies completed with the study curriculum and degree programme of the full-time studies.

57 In the wording of § 1 item 36 of the resolution listed in footnote 2.