

**The binding study regulations
constitute the Appendix to the Resolution of the Senate
of Czestochowa University of Technology No.192/2022/2023
of 22 March 2023 drawn up in the Polish language.**

**The translation into English is for reference only.
It is not an internal legal act of Czestochowa University
of Technology and does not provide the basis
for the rights and obligations of students.**

Resolution No. 192/2022/2023
of the Senate of Czestochowa University of Technology
of 22 March 2023

**on: the adoption of the Study Regulations
at Czestochowa University of Technology**

1. The Senate of Czestochowa University of Technology, pursuant to Art. 28 (1) (2) with reference to Art. 75 (1-4) of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Dz. U. [Journal of Laws] of 2022, item 574, as amended), in an open vote, adopted the Study Regulations at Czestochowa University of Technology, constituting an annex to this resolution.
2. The Resolution No. 26/2020/2021 of the Senate of Czestochowa University of Technology of 24 March 2021 on the adoption of the Study Regulations at Czestochowa University of Technology is hereby repealed.
3. The resolution shall enter into force on the date of its adoption, with effect from 1 October 2023.

Chairman of
the Senate of Czestochowa University of Technology
Rector

Norbert Szczygiol, MScEng, PhD, DSc, ProfTit

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STUDY REGULATIONS
at CZESTOCHOWA UNIVERSITY OF TECHNOLOGY

Czestochowa, March 2023

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TEXT OF THE OATH

I do solemnly swear that from the commencement of studies I will:

- persistently strive to acquire knowledge and develop my personality,
- respect academic laws and customs and show consideration for the dignity and honour of the student of Czestochowa University of Technology,
- search for the truth, voice the truth and bear witness to the truth through my actions,
- observe the principles of tolerance and ethics,
- contribute to the achievements of the academic community of Czestochowa University of Technology.

CHAPTER I GENERAL PROVISIONS

§ 1

1. The provisions of these Study Regulations apply to the following forms of studies:
 - 1) full-time studies;
 - 2) part-time studies.
2. Within the forms of studies referred to in point 1 of this article, the following types of studies are offered:
 - 1) first-cycle studies – for a Bachelor of Engineering or a Bachelor’s degree;
 - 2) second-cycle studies - for a Master's degree.
3. Studies at Czestochowa University of Technology, hereinafter referred to as ‘the University’, are conducted in accordance with the learning outcomes to which the study programmes are adjusted, including the study programme implementation schedules for individual semesters and years of the university education cycle.
4. In the case of practically-oriented first- and second-cycle studies, they may involve one semester more than the corresponding general-academic studies.
5. The University may charge fees for educational services related to:
 - 1) part-time studies education;
 - 2) repeating certain courses during full-time and part-time studies due to unsatisfactory academic results;
 - 3) providing studies in a foreign language;
 - 4) conducting courses not covered by the study programme;
 - 5) providing full-time studies in the Polish language for foreignersThe amount of the above mentioned fees is determined by the Rector.
6. The University may also charge fees for:
 - 1) recruitment;
 - 2) recognition of learning outcomes;
 - 3) issuing a student ID card and its duplicate;
 - 4) issuing an additional copy of a graduation diploma and a diploma supplement in a foreign language, as specified in the “Law on Higher Education and Science”;
 - 5) issuing a duplicate of a graduation diploma and a diploma supplement;
 - 6) use of student halls of residence and student canteens.

7. The Rector shall determine the conditions and procedure for exemption from the fees referred to in points 5 and 6.

§ 2

1. A person admitted to study at the University begins studies and acquires the rights of a student upon taking the oath. Having commenced studies, the student receives a student ID card.
2. The Rector is the supervisor and guardian of all students.
3. The Director of Studies is the supervisor and guardian of students in the fields of study in a given discipline indicated as the main discipline.
4. The Student Council of the University is a representative of all students.
5. In individual cases concerning students, referred to in these Regulations, administrative decisions are issued; additionally, within the University faculties, internal settlements are issued which are not administrative decisions (the so-called settlements).
6. In the case of the administrative decisions referred to in point 5:
 - 1) administrative decisions are issued by the Rector; the Rector may authorise the appropriate Vice-Rector or Director of Studies to issue administrative decisions within their competence;
 - 2) students may appeal against administrative decisions issued by the Rector by submitting a request to reconsider the case;
 - 3) the request for reconsideration of the case must be submitted in writing within 14 days of the date of delivery of the administrative decision;
 - 4) if an administrative decision was issued under the authority of the Rector, the request for reconsideration of the case is submitted to the authorised Vice-Rector or the Director of Studies who issued the administrative decision;
 - 5) the provisions of the Code of Administrative Procedure shall apply to the administrative decisions and requests for reconsideration of the case referred to in this article.
 - 6) the Director of Studies, before reconsidering the case, is obliged to consult the Office of the Vice-Rector for Education on this matter.
7. In the case of the settlements referred to in point 5:
 - 1) settlements are issued by the Director of Studies, unless the provisions of these Study Regulations state otherwise;

- 2) settlements may be appealed against to the appropriate Vice-Rector, unless the provisions of these Study Regulations state otherwise;
 - 3) an appeal shall be submitted in writing within 14 days of the date of delivery or announcement of the settlement, via the Director of Studies who issued the settlement, unless the provisions of these Study Regulations state otherwise;
 - 4) the provisions of the Code of Administrative Procedure shall not apply to the settlements and appeals referred to in this article.
8. If the provisions of these Study Regulations require an application, it should be submitted in writing prior to the commencement of classes in a given semester in accordance with the detailed organisation of the academic year applicable in a given academic year, unless the Study Regulations provide otherwise.
 9. The Rector, on the basis of an order, in students' individual cases, may allow students to submit requests in an electronic form.

§ 3

The Student Council gives opinions on matters related to the educational process on the terms specified in the Statutes of the University, in the Study Regulations and in generally applicable regulations.

§ 4

The Study Regulations and the resolutions of the entities indicated in the Statutes as responsible for teaching, regarding students' matters, are made available for students in an electronic version on the relevant websites of Czestochowa University of Technology.

CHAPTER II ORGANISATION OF STUDIES

§ 5

1. The academic year begins on 1st of October and ends on 30th of September of the following calendar year.
2. The academic year includes:
 - 1) two fifteen-week semesters: the winter semester and the summer semester, while each semester allows a modular form of the implementation of the study

programme schedule, four examination sessions free of classes: winter, resit winter, summer and resit summer sessions,

- 2) student work placements and other practical classes provided for in the study programme, including the study programme implementation schedule;
 - 3) holidays lasting in total not less than 6 weeks, including at least 4 weeks of uninterrupted summer holidays.
3. The detailed organisation of the year is determined by the Rector and announced at least 4 months before the start of the academic year.
 4. The Rector of the University may establish days and hours free of classes during the academic year.
 5. Classes may be conducted with the use of distance learning methods and techniques. The conduct of classes with the use of distance learning methods and techniques is governed by separate provisions.

§ 6

1. A part of the study programme may be implemented in another field of study at the University or at other universities, including foreign ones, in particular with regard to inter-university agreements resulting from the participation of the University in national or international student exchange programmes and other agreements concluded by the University.
2. The Director of Studies may, at the student's request, consent to the implementation of a part of the study programme outside the home unit.
3. All courses completed with the consent of the Director of Studies outside the student's home unit are recognised as meeting some of the programme requirements, i.e. courses with credits obtained outside the home unit must be considered equivalent to the set of obligatory or chosen courses specified by the Director of Studies, with the same or higher total number of ECTS points provided for in the study programme of the home unit.
4. In the event that the courses with credits obtained at another university do not have an assigned number of points, the number is determined by the Director of Studies. The grade is converted into the system used at the University by the Director of Studies.

5. The conditions for meeting the remaining programme requirements for a semester completed outside the home unit should be determined by the Director of Studies in consultation with the student, before granting consent to implement a part of the education programme outside the home unit.
6. Classes at the University and tests of knowledge or skills, as well as degree examinations, may be conducted in a foreign language within the scope and under the conditions specified by the Education Council. A foreign language may also be used to conduct tests of knowledge or skills during admission to studies and to prepare degree theses.

§ 7

A detailed schedule, containing a list of classes, obligatory credits in a given year, examinations and work placements as well as additional classes, ECTS points and other educational obligations resulting from the study programme, including the study programme implementation schedule, are determined by the Director of Studies after consulting the Student Council and announced to the students at least 3 days before the start of the semester.

§ 8

1. The Director of Studies, after consulting the Education Council and the Student Council, appoints a tutor for the first year of studies from among university teachers. The responsibilities of the tutor are determined by the Director of Studies in consultation with the representatives of the Student Council.
2. The Director of Studies may additionally appoint a representative of the Student Council nominated by the Student Council as the first-year student tutor.

§ 9

1. The Director of Studies may give their consent for pursuing studies according to an Individual Organisation of Studies hereinafter referred to as "IOS", including the study programme implementation schedule, in relation to students:
 - 1) achieving good academic results;
 - 2) with disabilities;
 - 3) raising their own children;
 - 4) being members of the national sports team, regardless of their club affiliation;
 - 5) pursuing a course of study in more than one field;

6) in other special cases.

2. IOS is granted at the student's request for a period of one semester, with the possibility of extension only in justified cases. If IOS was granted on the basis of point 1 item 6, in order to extend it, the consent of the Vice-Rector for Education is additionally required.
3. Studies performed according to the IOS are carried out in accordance with the structure of the academic year.
4. A student who has obtained permission for an IOS should report to the the course tutor within 14 days of obtaining the consent at the latest in order to determine the rules of participation in classes and the rules of obtaining credits.
5. A course of study pursued with an IOS, including the study program implementation schedule, in relation to students achieving good academic results, involves extending the student's knowledge within the selected area of studies and the student's participation in research and development activities of the University.
6. Admission to the mode of studies referred to in point 1 item 1 is applicable to a student who has successfully completed the first year of studies and whose average grade from the previous year is at least 4.3. The decision in this matter is made by the Director of Studies.
This provision does not apply to second-cycle students who continue their studies in the same field of study at the University.
7. Detailed conditions for the studies referred to in point 5 are specified by the Education Council.
8. At the request of a student who has obtained a permission to study following an IOS, the Director of Studies may appoint an Academic Advisor from among university teachers holding at least a doctoral degree, and in the case of studies referred to in point 5 of this article, from among university teachers with the academic title of professor or the postdoctoral academic degree of Assistant Professor.
9. The Academic Advisor evaluates the study programme and the study programme implementation schedule.
10. At the request of the Academic Advisor, the student pursuing the studies referred to in point 5 of this article may obtain the consent of the Director of Studies to exclude from the study programme some courses included in the programme

applicable to all students and to include courses corresponding to the student's own interests. Exclusions may not apply to courses included as obligatory in the study programme.

11. In the event that the student fails to comply with the schedule for the study programme implementation referred to in point 1, the Director of Studies may deprive the student of the right to the IOS.
12. A pregnant student and a student who is a parent of children up to 3 years of age shall not be refused permission to pursue studies at a specific field and level according to IOS until their completion, in the case of full-time studies.
13. A person admitted to studies through the recognition of learning outcomes is obliged to submit an application to the Director of Studies to have the recognised courses credited. The detailed rules for the recognition of learning outcomes are set out in a separate Resolution of the Senate of Czestochowa University of Technology.
14. The Director of Studies, in consultation with the person referred to in point 10, determines an individual schedule for the implementation of the study programme.
15. The student has the right to resign from the mode of studies referred to in point 1.

§ 10

1. Highly gifted secondary school students may participate in courses provided for in the study programme in the fields of study compatible with their abilities, upon a written request, with the consent of the Director of Studies, on the recommendation of the School Headmaster, and in the case of underage students, also with the consent of the parents or legal guardians of the student.
2. The students referred to in point 1, admitted to participate in classes:
 - 1) have the right to use the teaching facilities and equipment of the University as well as receive assistance from the staff and bodies of the University;
 - 2) are obliged to comply with the rules and regulations in force at the University;
 - 3) obtain credits for courses on the terms set out in these Regulations, which is documented in the periodic performance card. The Education Council may establish an individual procedure for obtaining credits for courses by secondary school students.

3. In the case of students referred to in point 1, who have been admitted to study at the University, the course teacher may release them from the obligation to participate in and/or complete courses

§ 11

A student may take up another field of study at full-time or part-time studies only through the enrolment procedure. When taking up studies in several fields of study, the student is obliged to specify which of them is the first or subsequent field of study, and to inform in writing the Directors of Studies of all undertaken fields of study about the choice.

§ 12

1. If a field of study is offered in more than one specialization, the student declares their choice of one of these specializations of study within a time limit set by the Director of Studies. The conditions for qualifying the student for a particular specialization are determined by the Director of Studies, taking into account the student's previous academic performance, their interests and the Faculty's resources. The decision to qualify the student in a given specialization is taken by the Director of Studies.
2. The rules and procedure for awarding credits for student work placements and other practical classes provided for in the study programme, including the study programme implementation schedule, are determined by the Director of Studies.
3. The Director of Studies may, at the written request of the student, credit as a work placement the activities performed by the student, in particular as part of employment, internship or volunteering, if they enabled the achievement of learning outcomes specified in the study program for a work placement.
4. In justified cases, the Director of Studies may give permission for the activities referred to in point 2 to be taken at a time other than that provided for in the study programme, including the study programme implementation schedule.
5. Educational supervision of work placements is exercised by the Dean's Plenipotentiary for Practical Training appointed by the Rector of the University at the request of the Dean of the Faculty, with a positive opinion of the relevant Education Council.

CHAPTER III

THE STUDENT'S RIGHTS AND OBLIGATIONS

§ 13

1. The student has the following rights:
 - 1) the right to acquire knowledge in the chosen field of study, develop their scientific interests and, for this purpose, make use, as far as possible, of the teaching premises, facilities and resources of the University, as well as of the help of the University scientific staff and bodies;
 - 2) the right to associate and work in Research Clubs, participate in science camps, and carry out team and individual research, development, and implementation work under the supervision of university teachers;
 - 3) the right to associate within university student organisations and associations in accordance with the rules laid down in separate legislation;
 - 4) the passive and active electoral rights in Student Council elections;
 - 5) the right to obtain prizes and distinctions in accordance with the rules set out in Chapter X;
 - 6) the right to apply for financial support under the conditions laid down in separate legislation;
 - 7) the right to submit demands, comments and opinions related to the education and training process to the authorities of the University through the Student Council;
 - 8) the right to develop cultural, tourist and sports interests, as well as to use the facilities and resources of the University and the assistance of university teachers and bodies for this purpose;
 - 9) the right to participate in international student exchange programmes;
 - 10) the right to apply for a leave of absence during the course of study on the terms set out in Chapter V;
 - 11) the right to have their ECTS credits transferred and recognized. The decision in this matter is made by the Director of Studies on the basis of learning outcomes presented by the student;
 - 12) the right to pursue studies according to an individual organization of studies (on the terms set out in Chapter II).

2. A student with a certificate of disability or an equivalent document is given the opportunity to adapt education to their individual needs, taking into account the degree and type of disability and the specificity of a given field of study, and, in particular, they may apply for:
 - 1) an Individual Organisation of Studies;
 - 2) alteration to the terms of the participation in courses;
 - 3) changing their language class group;
 - 4) having the physical education class adopted to the type and degree of their disability;
 - 5) the presence at classes, lectures, tests, examinations, etc. of a disabled person assistant or a sign language interpreter, having obtained the consent of the class teacher;
 - 6) crediting classes, projects, taking tests, etc. according to the requirements set individually for them (alternative forms of crediting classes);
 - 7) examinations in an alternative form (written, oral, electronic, mixed);
 - 8) having the time limit at an examination prolonged;
 - 9) the class teacher's consent to register the content of the class in an alternative form (as recordings, photographs), solely for their own use;
 - 10) the consent to use aids;
 - 11) assistance in obtaining educational materials necessary in the course of studies;
 - 12) individual terms of using the library;
 - 13) other kinds of assistance necessary in the course of studies.
3. A student with a certificate of disability has the right in particular to:
 - 1) a designated place in the classroom during the course; this applies to students with physical disabilities, visually impaired or blind, hard of hearing or hearing impaired;
 - 2) a place in a hall of residence adapted, as far as possible, to their needs resulting from the degree of disability;
 - 3) drive in and park on the premises of the University, both in places designated for people with disabilities and elsewhere;
 - 4) use services and/or forms of support for people with disabilities which are at the disposal of the University.

4. In justified cases, the forms of support listed in points 2 and 3 may be used by a student with permanent or temporary disability who does not have a certificate of disability or an equivalent document (based on documentation confirming permanent or temporary disability).
5. Activities in the field of supporting students with disabilities are coordinated by the Rector's Plenipotentiary for People with Disabilities, in cooperation, in particular, with the Office for People with Disabilities and Directors of Studies.
6. The University undertakes activities aimed at creating conditions for students with disabilities for full participation in the education process, in scientific research and participation in the life of the academic community, maintaining their right to privacy and dignity, considering the type and degree of their disability and the specificity of a given field of study.

§ 14

1. The student may apply for a change in the scope of studies within the same field if they fulfil all the obligations arising from the regulations in force at the University. The decision on this matter is made by the Director of Studies.
2. The student may, with the consent of the relevant Directors of Studies, change the field of studies within the University. They can transfer from the full-time onto the part-time form (or vice versa). The transfer shall take place provided that the learning outcomes resulting from differences in the study programmes are complemented. The transfer is executed no later than within one month of the beginning of the teaching activities in the semester. The transfer can be carried out after all the obligations towards the course and form of study from which the student moves have been fulfilled. The crediting of programme differences does not affect the crediting of current semesters.
3. A student may move from another university, including a foreign one, to the University with the consent of the Director of Studies, if they have fulfilled all the obligations under the regulations of the university that they leave. The transfer shall take place no later than one month from the beginning of the teaching activities in the semester.
4. After the transfer of the student, the Director of Studies decides whether to recognise the range of learning outcomes achieved during their studies in another field or at another university.

§ 15

1. The student is obliged to act in accordance with the oath and the Study Regulations, in particular to:
 - 1) study in accordance with the study programme, including the study programme implementation schedule;
 - 2) take advantage of the training opportunities offered by the University;
 - 3) comply with the regulations that apply at the University;
 - 4) respect the property of the University and compensate for any damage caused intentionally to its property;
 - 5) promptly notify the Director of Studies of any change in marital status, name, address for correspondence, e-mail address, contact phone number, about the acquisition or loss of Polish citizenship, about the acquisition or loss of rights constituting the basis for the decision on admission to studies;
 - 6) respect the rules of social coexistence;
 - 7) make timely payments of fees set by the Rector of the University;
 - 8) act fairly to the University and the academic community;
 - 9) sign a relevant agreement on the terms of payments (if applicable);
 - 10) sign a declaration stating that they have read the fee catalogue and commit to comply with it.
 - 11) obtain a credit in the subject "training on safe and hygienic education conditions ", provided for in the study programme, immediately after the beginning of the first semester.

2. Minors should have a power of attorney from parents or legal guardians authorising them to take legal acts necessary during their studies (in particular, the power of attorney to participate in recruitment, consent to the processing of personal data, enrol at the University and to start studies, sign contracts related to the course of study and accommodation in halls of residence, submit scholarship applications) and to consent to participate in classes, during which the student will be exposed to factors which may be harmful, onerous or dangerous to health, and consent to participate in mass and non-mass events.

§ 16

1. The student's rights and obligations expire on the date of graduation or on the date on which the decision to remove them from the list of students has become final, subject to point 2.
2. A person who has completed their first-cycle studies retains the student's rights until 31 October of the year in which they completed those studies, excluding the right to a social grant, a disability grant, financial support, and the Rector's scholarship.
3. The student shall render themselves liable, in accordance with the rules laid down in the Statutes, to disciplinary action for conduct that offends the dignity of the student and violates the regulations in force at the University.

CHAPTER IV COMPLETION OF STUDY PERIODS

§ 17

1. The student is obliged to attend and actively participate in the classes provided for in the study programme, including the study programme implementation schedule.
2. The student's presence is checked at all types of classes, excluding lectures, subject to point 3. The Education Council may decide that lectures in the first two years of first-cycle studies are compulsory.
3. Student attendance may be obligatory and controlled during lectures. The decision in this regard is made by the course teacher. If the lecture is the only form of classes within a given course, attendance at the lectures is compulsory and checked.
4. In the case of absence from compulsory classes, the student is obliged to justify it.
5. During the first class, the course teacher is obliged to present the students with a detailed programme of the course and the conditions for obtaining credit for the course, including the method and final date of making up for the student's absence from classes. The number of admissible student absences from classes is determined by the teacher.

§ 18

1. The credit period is one semester of studies.
2. Successful completion of a semester is understood as the fulfilment by the student of all obligations provided for in the study programme, including the study programme implementation schedule for this semester.
3. Completion of a semester of studies and confirmation of registration for the following semester of studies is done in the IT system of the University and should take place no later than before the beginning of the new semester, taking into account the provisions of § 21 point 6.
4. The student is obliged to notify the Director of Studies in writing about the interruption or abandonment of studies immediately from the moment of the decision to resign.
5. In the event of failure to meet the condition referred to in point 2, the student may apply for a conditional enrolment for the consecutive semester in the case of a credit debt of no more than 10 ECTS points assigned to the semester in which the debt arose or in the case of failure to obtain credits for two courses. An application in this regard should be submitted to the Director of Studies before the beginning of the consecutive semester. The total credit debt of a student in a given field of study cannot be greater than 30 ECTS at the same time.
6. The student is obliged to make up for the failings in the subsequent semester, no later than the end of the resit examination session. In special cases, the decision is made by the Director of Studies.
7. In the event of failure to comply with the obligations referred to in point 5, it is allowed to repeat classes. The decision in this regard is made by the Director of Studies on a written request from the student. The request for repeating must be submitted by the student no later than within 2 weeks of the beginning of the semester in which the student repeats the course.
8. In the event of a longer absence of the course teacher, the Director of Studies appoints another university teacher to complete the classes, including the examination, and to credit the course.
9. A student who does not meet the registration requirements for the next semester may apply to repeat the semester before the start of the new semester. The decision

in this matter is made by the Director of Studies on a written request from the student.

10. The rules for completing a semester of studies by participants of international academic exchange programs are specified in a separate order of the Rector.

§ 19

1. The Education Council may define mandatory courses in the study programmes, including the study programme implementation schedules.
2. A mandatory course is the one, the knowledge of which determines understanding of the course of classes in the subsequent semesters.
3. A mandatory course must be credited during the examination session of a given semester.
4. There can be no more than two mandatory courses in one semester.

§ 20

1. Dates of examinations provided for in the study programme, including the study programme implementation schedule, are set by the Director of Studies in consultation with the Student Council and announced to students no later than one month before the beginning of the examination session.
2. The number of examinations per semester may not exceed four.
3. The student is allowed to take an examination provided they have obtained credits for the classes included in a given course. In exceptional cases, the decision to admit a student to an examination is made by the course teacher.
4. The student takes the exam or credit test on the date set by the Director of Studies/course teacher and is obliged to show, at the request of the examiner or the course teacher, a document confirming his/her identity, under pain of not being admitted to the credit test or examination.
5. If appropriate, with the Rector's consent, final examinations within specific courses may be administered with the use of distance learning methods and techniques.

§ 21

1. Credits for classes are awarded by the course teacher, subject to point 11. The basic deadline for obtaining credit is the end of these classes in the given semester.
2. An examination is set by the lecturer, subject to § 23 of these Study Regulations.
3. The student has the right to access their own test, final, and examination papers.

4. The following grading scale is used for examinations, credits, and final grades:

| | |
|---|------------|
| 1) bardzo dobry (very good) | - 5.0 (A)* |
| 2) dobry plus (good plus) | - 4.5 (B) |
| 3) dobry (good) | - 4.0 (C) |
| 4) dostateczny plus (satisfactory plus) | - 3.5 (D) |
| 5) dostateczny (satisfactory) | - 3.0 (E) |
| 6) niedostateczny (unsatisfactory) | - 2.0 (F) |

*letter designations refer to grades in the ECTS system.

5. The unsatisfactory grade is a negative grade and must be improved. The remaining grades on the scale are positive grades that confirm the achievement of specific learning outcomes. An unsatisfactory grade for at least one of the credits for classes included in a given course results in a final unsatisfactory grade.
6. All grades for examinations, credits, and final grades are entered into the IT system of the University within 7 days of the date of the examination or credit test, but no later than 2 days after the end of the current examination session. Signed protocols should be submitted to the relevant dean's office no later than before the beginning of the next semester.
7. In the case of courses, the completion of which depends on the submission of a degree thesis, grades for examinations and credits are entered according to the dates specified in article 31 point 1.
8. In the case of obtaining a credit for the course "training on safe and hygienic education conditions" by students of the first and second cycle in the 1st semester, the IT system of the University uses the annotation "zal" (the course indicated in this point is not included in the average grade).
9. If the student does not obtain a credit for a course within the applicable deadline, they will not be admitted to take the examination, which results in an unsatisfactory grade for the examination. A student who has not obtained a credit for the course may pursue to obtain it until the date of the last examination attempt provided for in the course.
10. If the student does not take a credit test, the teacher records this fact in the IT system of the University by adding the annotation "nieobecny" ("absent") in the "comment" field. The teacher may deem justified the student's not taking a credit test at their

request submitted within 7 days of the agreed date of the test. If, for random reasons, the student did not use the due dates, the Director of Studies, upon the student's written request and in consultation with the course teacher, may set an additional credit test date.

11. The student who has not obtained a credit may submit an application for a board credit test to the Director of Studies. The Director of Studies may order a board credit test. The board credit test is carried out on the terms set out in article 23.

§ 22

1. If the student obtains an unsatisfactory grade in an examination, they have the right to take one resit examination in each course.
2. In justified cases, the Director of Studies may order the second resit examination at an additional date. This exam is not included in the session schedule.
3. In the event of the student's illness or other random events occurring during a session, the student does not lose the right to take examinations on condition that they provide the Dean's Office or the university teacher conducting the examination with a certificate justifying their absence from the examination within 7 days of the date of the examination.
4. If the student fails to meet the condition referred to in article 20 point 3, or in the case of unexcused absence from an examination, they receive an unsatisfactory grade for this examination.

§ 23

1. The student who questions the correctness of the examination conduct or the impartiality of the examination grade may submit a reasoned request for a board examination to the Director of Studies within 7 days of the date of the examination results announcement.
2. The board examination should take place within 14 days of the date of submitting the request referred to in point 1.
3. If the student's objections concern a written examination, the board examination may involve checking and evaluating their examination paper by board examiners.
4. The board examination takes place before an examination board, which is appointed by the Director of Studies and includes:

- 1) the Director of Studies or a university teacher appointed by them, with at least a doctoral degree, as the chairman;
 - 2) two university teachers specialising in the subject covered by the examination or in a related scope.
5. The university teacher who conducted the questioned examination may participate in the examination as an observer.
 6. Upon the student's request, an observer indicated by them may participate in the board examination.
 7. The board examination is conclusive. A negative result of the board examination is tantamount to the obligation to repeat the course.
 8. The grade obtained in the board examination invalidates the questioned grade.

§ 24

1. When repeating a course, the student is required to pay a fee in accordance with the Rector's order subject to article 18 point 5.
2. If it is necessary to re-participate in some classes, the Director of Studies, in consultation with a course teacher, or the teacher, after prior consent of the Director of Studies, may release the student from the obligation to reobtain credits in these classes by copying the grades for the completed classes. For this purpose, the student submits an application to the relevant Director of Studies within two weeks from the beginning of the semester.
3. The student may obtain a permit to repeat a semester of studies not more than 3 times during the study period. The decision in this matter is made by the Director of Studies.
4. The Director of Studies may allow the student who repeats a semester of studies to participate in selected courses of the subsequent semester as well as to take credit tests and exams in these courses.
5. When repeating a semester, the student does not repeat the courses already completed.
6. Grades for repeated courses are entered in the semester in which the student repeats the course.

§ 25

1. The Director of Studies shall remove a student from the list of students in the case of:
 - 1) not taking up studies - the Director of Studies confirms the fact that the student has not started studies. Failure to take up studies is stated in the case of failure to take the oath within 14 days of the date of commencement of the semester in which the person was admitted to studies, or in the case of unexcused absence in the first 5 consecutive weeks of the first semester;
 - 2) withdrawal from studies submitted by the student in writing;
 - 3) failure to submit a degree thesis or take a degree examination on time;
 - 4) disciplinary penalty of expulsion from the University.
2. The Director of Studies may remove a student from the list of students in the event of:
 - 1) stating their failure to participate in compulsory classes;
 - 2) stating the lack of progress in learning as shown by unsatisfactory grades and unexcused absences from compulsory classes;
 - 3) failure to complete a semester within the specified time;
 - 4) failure to pay the tuition fees.
3. The student is obliged to submit a written withdrawal from studies.
4. The removal procedure begins with notifying the student of the planned removal from the list of students and setting a date in which the student can explain the situation.
5. The decisions referred to in point 1 and point 2 are under the provisions of article 2 point 6.
6. A person removed from the list of students is obliged to settle accounts with the University, in particular to pay overdue fees.

§ 26

1. A person removed from the list of students after completing at least the first semester of studies may apply for reinstatement of the student's rights within 5 years of the date of validation of the last decision on their removal. The decision in this matter is made by the Director of Studies on a written request of the student before the beginning of the semester for which the student will be enrolled.

2. In the event of the reinstatement referred to in point 1, the student may be enrolled in the semester of studies following the last fully completed one. The Director of Studies may enrol a student for a semester lower than the last fully completed one if the curricular differences are too large. The scope and deadline for supplementing the curricular differences are determined by the Director of Studies.
3. A person may apply for reinstatement of the student's rights at full-time studies not more than 3 times.
4. A person removed from the list of students due to the disciplinary penalty of expulsion from the University shall retain the right referred to in point 1 on abolition of this penalty.
5. Reinstatement of the student's rights is possible only with respect to persons removed from the list of students of the University.
6. Reinstatement is to the same field of study from which the student was previously removed, regardless of the study form, provided that a given course of study is still offered by the University.
7. Persons removed from the list of students in the fields of study that are no longer offered by the University may obtain the consent of the Director of Studies to be reinstated to a related field of study. Reinstatement to a related field of study is possible only if the curricular difference is not larger, in terms of ECTS points, than the maximum amount of the credit debt specified in article 18 point 5.
8. The basic criterion for applying for re-enrolment in the list of students is the prior payment of overdue fees to the University, including interest and possible debt collection costs.
9. Reinstatement as a student shall take place upon taking the oath.

CHAPTER V

LEAVES OF ABSENCE DURING THE COURSE OF STUDY

§ 27

1. The University student, enrolled for a semester, may be granted a short-term leave of absence in that semester:
 - 1) a sick leave;
 - 2) a compassionate leave;
 - 3) a special leave;

- 4) a pregnancy leave;
 - 5) a childcare leave
 - 6) an unconditional leave (without giving any reason).
2. The leave of absence referred to in point 1 is granted by the Director of Studies. At the student's request, the leave referred to in point 1 items 1-4 and 6 may be granted for a period not longer than two consecutive semesters.
 3. A sick leave of absence may be granted only in the case of a long-term illness confirmed by appropriate medical documentation.
 4. A compassionate leave of absence may be granted only in the event of important and documented unforeseen circumstances.
 5. A special leave of absence is granted to a student who, with their consent, pursues an extra-curricular part of their studies at another University, does an internship or work placement, or in case of other justified reasons for granting this leave.
 6. A pregnant student is granted a pregnancy leave of absence for the period until the end of the semester during which the child was born.
 7. A student who has become a parent files an application for a childcare leave of absence referred to in point 1 item 5 within 1 year from the child's birth. The leave of absence is granted for a period of up to 1 year - however, if the leave ends during the semester, the leave may be extended until the end of this semester. A pregnant student and a parent student may not be refused permission to be granted a leave from classes.
 8. An unconditional leave of absence may be granted to a student who has completed at least the first year of studies. This leave may be granted only once during the study period, after completing the previous semesters, not later than in the first month of the semester.
 9. A long-term leave of absence, i.e. a leave of absence at the University for a period longer than one semester, may be granted by the Director of Studies.
 10. A student resuming studies after the leave of absence referred to in point 9 of this article, undertakes studies in accordance with the applicable schedule for the implementation of the study programme. The student is obliged to supplement the learning outcomes resulting from possible curricular differences.
 11. A student studying in more than one field at the same time may apply for a leave of absence in each of the fields of study.

12. A student should apply for a leave of absence immediately after the occurrence of the reason justifying the leave.
13. Granting the leave of absence is confirmed by an entry in the IT system of the University.
14. During the leave of absence, the student may, with the consent of the Director of Studies, take part in some classes, obtain credits and take examinations. This provision does not apply to students who have been granted a leave of absence for health reasons.
15. Granting a leave of absence changes the date of the planned graduation accordingly.
16. During the leave of absence, the student retains their student rights, however, the entitlement to financial support during this period is regulated by separate regulations.
17. It is not permitted to grant a leave of absence after the completion of the last semester of study or after the completion of courses in the last semester of study.

CHAPTER VI
DEGREE THESIS
(MASTER'S, ENGINEER'S OR BACHELOR'S)

§ 28

1. In the cases provided for in the study programme, including the study programme implementation schedule, the student is required to submit a degree thesis.
2. The student writes their degree thesis by themselves under the guidance of a supervisor.
3. A degree thesis supervisor is a teacher of the University with at least a doctoral degree.
4. The Director of Studies appoints a degree thesis reviewer from among the persons authorized to act as degree thesis supervisors.
5. Reviews of a degree thesis are open, except for those whose subject is legally protected.
6. The student has the right to read the reviews of their degree thesis 3 days before the planned date of the thesis defence.

§ 29

1. The subject of a degree thesis should be determined not later than two semesters before the planned graduation date. The approved subject is entered into IT system of the University.
2. The subject of a degree thesis or the supervisor may be changed at the written request of the student not later than in the first month of the last semester of study, according to the study programme. The changed subject is immediately updated in the IT system of the University. In special cases, the decision is taken by the Director of Studies.
3. Subjects of degree theses are approved by the Education Council.
4. The student has the right to propose their own subject of their degree thesis as part of the field of study they are completing, taking into account their scientific and professional interests.
5. A degree thesis may be written in a foreign language with the consent of the Education Council and the supervisor.

§ 30

1. A degree thesis is marked by a supervisor and a reviewer in the IT system of the University.
2. In the case of a negative grade by the reviewer, the decision to admit the student to a degree examination is made by the Director of Studies after obtaining a positive grade for the thesis awarded by another reviewer.
3. A grade for a degree thesis is the arithmetic mean of the supervisor's and the reviewer's grades.
4. A grade for a degree thesis is entered into the IT system of the University in accordance with the grading scale specified in article 21 point 4. The grade shall be rounded up.

§ 31

1. The student is obliged to submit a version of their degree thesis for the thesis defence not later than:
 - 1) by the end of April - in the case of studies ending in the winter semester;
 - 2) by the end of September - in the case of studies ending in the summer semester.

2. A degree thesis should be submitted in the form of a printout containing the control numbers together with its digital record downloaded from the IT system of the University containing the control numbers.
3. The student who has not submitted their degree thesis by the deadline specified in point 1 shall be removed from the list of students.

CHAPTER VII

DEGREE EXAMINATION (ENGINEER'S OR BACHELOR'S) – IN THE CASE WHEN THE STUDY PROGRAMME PROVIDES FOR A DEGREE THESIS

§ 32

1. The decision on admission to a degree examination is made by the Director of Studies.
2. Admission to a degree examination is granted on the following conditions:
 - 1) fulfilment by the student of obligations arising from the study programme, including the study programme implementation schedule;
 - 2) obtaining a positive grade for a degree thesis
 - 3) checking a written degree thesis with the use of the Internet system of the University integrated with the Uniform Anti-Plagiarism System.
3. A degree examination should take place within 6 weeks from the date of submitting a degree thesis.
4. The degree examination takes place in front of an examination board appointed by the Director of Studies, which includes at least:
 - 1) the Director of Studies or their deputy or a university teacher, appointed by them, who holds a professor or a postdoctoral degree - to act as the chairperson;
 - 2) a thesis supervisor;
 - 3) a thesis reviewer.
5. An examination board cannot be chaired by a thesis supervisor.
6. When the supervisor or the reviewer is not present, the Director of Studies may appoint a university teacher who is entitled to conduct and review degree theses in a related field of studies, to act as an examination board member.

7. The form of the examination is precisely described in the procedure contained in the Internal Educational Quality Assurance System.
8. At the request of the student or the supervisor, the Director of Studies may agree on an open degree examination.
9. During a degree examination, the presentation and discussion on the degree thesis may be open to interested persons who are not members of the examination board, invited by the Director of Studies. The cases in which the presentation of the degree thesis is open to the public shall be defined by the Education Council, which may at the same time agree to a separate date for the degree examination than the date of presentation of the degree thesis.
10. If the degree thesis has been prepared in cooperation with a business entity, the Director of Studies may also constitute a representative of this entity as an examination board advisor.
11. If the degree thesis has been written in a foreign language, the Director of Studies, at the request of the student or the supervisor, may agree to conduct the degree examination in the language the thesis was written in.

§ 33

1. The degree examination is an oral or written exam and consists of the field of studies examination and a defence of the degree thesis.
2. At the field of studies examination the student should demonstrate their knowledge of a given field of study.
3. The satisfactory grade in the field of studies examination shall be the minimal prerequisite for taking the degree thesis defence.
4. While evaluating the results of the degree examination the grading scale given in article 21 point 4 shall be used.

§ 34

1. In the case of obtaining an unsatisfactory grade for the degree examination or an unexcused absence from a degree examination on the date set, the Director of Studies shall arrange a second examination date as the final date. In such a case the degree examination shall take place not later than 3 months from the date of the first examination, but no later than the end of the calendar year.
2. At the student's request, an observer indicated by them may participate in the degree examination on the second date.

3. If a student does not take the degree examination on the second date, the Director of Studies shall pronounce their decision of expulsion.

CHAPTER VIII

DEGREE EXAMINATION (ENGINEER'S OR BACHELOR'S DEGREE)

- IN THE CASE WHEN THE CURRICULUM DOES NOT PROVIDE FOR A DIPLOMA THESIS

§ 35

1. The decision on admission to the degree examination is made by the Director of Studies.
2. The condition of admission to the degree examination is the fulfilment by the student of the obligations arising from the study programme, including the study programme implementation schedule for each semester and year of the study cycle;
3. The degree examination should take place not later than 6 weeks following the end of the semester.
4. The Engineer's or Bachelor's degree examination is held in a written form before an examination board appointed by the Director of Studies, and shall consist of at least:
 - 1) the Director of Studies or their deputy or a university teacher appointed by them, who holds a professor or postgraduate doctoral degree of doktor habilitowany - to act as the chairperson;
 - 2) two university teachers specialising in the disciplines within the assigned field of study;
 - 3) a university teacher in a given specialization.
5. The form of the examination is described in detail in the procedure contained in the Internal Educational Quality Assurance System.
6. During the degree examination, the student should demonstrate their knowledge in a given field of study.
7. While evaluating the results of a degree examination, the grading scale as defined in the article 21 point 4 shall be applied.

§ 36

1. In the case of obtaining an unsatisfactory grade for the degree examination or an unexcused absence from a degree examination on the date set, the Director of Studies shall arrange a second date for the examination as a final date. In this case the degree examination shall take place not later than 3 months from the date of the first examination, but no later than the end of the calendar year.
2. At the student's request, an observer indicated by them may participate in the degree examination on the second date.
3. If a student does not take the degree examination on the second date, the Director of Studies shall pronounce their decision of expulsion.

CHAPTER IX COMPLETION OF STUDIES

§ 37

1. The prerequisites for graduation and obtaining a Diploma of Graduation are:
 - 1) obtaining the learning outcomes specified in the study programme;
 - 2) passing the degree examination;
 - 3) a positive grade for the degree thesis - in the case of second-cycle studies; in the case of first-cycle studies, the rules shall be applied as it is provided for in the programme.
2. The final grade for the course of studies shall comprise:
 - 1) $\frac{1}{2}$ of the grade point average calculated according to the procedure specified in point 3;
 - 2) $\frac{1}{4}$ of the degree thesis grade, calculated according to the procedure set out in article 30, point 3;
 - 3) $\frac{1}{4}$ of the degree examination grade, whereas the components of the sum are rounded up to two decimal places if the digit in the third decimal place is greater than or equal to five.

When the study programme does not provide for a degree thesis, the final result of the studies shall be the sum of:

- 1) $\frac{1}{2}$ of the grade point average calculated according to the procedure specified in point 3;

2) $\frac{1}{2}$ of the degree examination grade, whereas the components of the sum are rounded up to two decimal places if the digit in the third decimal place is greater than or equal to five.

3. The grade point average for ECTS students is a weighted average calculated according to the formula:

$$\text{the grade point average} = \frac{\Sigma (\text{the final grade} \times \text{ECTS points})}{\text{the sum of ECTS points for the grades used for calculating the average}}$$

The formula above takes into account all final grades obtained by the student in a given subject, including unsatisfactory grades.

The calculation of the average excludes additional courses outside the study programme, i.e. courses which the student takes with the consent of the Director of Studies.

The accuracy of the average must be rounded to two decimal places, after previous rounding up, if the third decimal place is greater than or equal to five.

4. The final grade for the course of studies shall be entered in the university diploma in accordance with the following:

- | | | |
|----------------------|--|-------|
| 1) to 3.29 | - dostateczny (satisfactory) (3.0) | - E*; |
| 2) from 3.30 to 3.70 | - dostateczny plus (satisfactory plus) (3.5) | - D; |
| 3) from 3.71 to 4.20 | - dobry (good) (4.0) | - C; |
| 4) from 4.21 to 4.60 | - dobry plus (good plus) (4.5) | - B; |
| 5) from 4.61 | - bardzo dobry (very good) (5.0) | - A. |

*letter designations refer to grades in the ECTS system.

5. The graduate shall receive their University Diploma within 30 days following the degree examination date.

6. The rules for issuing the University Diploma and the Diploma Supplement are stipulated in separate regulations.

7. Whenever the student leaves the University (e.g. due to graduation or expulsion), they are obliged to provide the appropriate Dean's Office with a completed student clearance form.

CHAPTER X

AWARDS AND DISTINCTIONS

§ 38

1. Students who are outstanding in their academic performance and exemplary in fulfilling their duties may be awarded prizes according to the rules specified in separate regulations.
2. The student may be awarded with a medal "For Student's Academic Performance".
3. The graduate of the University receives a University Diploma with Honours upon application submitted to the Rector by the Director of Studies, if they meet the following conditions:
 - 1) has submitted their degree thesis in accordance with the time limit specified in the Regulations (if stipulated in the programme);
 - 2) has received a very good grade for the degree examination and thesis (if stipulated in the programme);
 - 3) has achieved a grade point average of at least 4.75 in their first-cycle studies (for the first-cycle study students);
 - 4) has achieved a grade point average of at least 4.85 in the second-cycle studies (for the second-cycle study students);
 - 5) has not repeated any courses or semesters during their studies or has not been given a conditional promotion for the next semester.
 - 6) was not punished by a disciplinary committee during their studies.

CHAPTER XI

TRANSITIONAL PROVISIONS

§ 39

1. The procedure described in this article, points 2 - 5, for registering the course of studies applies only to students who started education before 1 October 2021.
2. A student record book is a document presenting the course and results of the studies.
3. The University may charge fees for issuing a duplicate of the student record book.
4. All grades for examinations and credit tests are additionally entered into the student record book, a periodic performance card, and records, as well as into the

IT system of the University. The grades are entered into the IT system of the University within 7 days of the date of the examination or credit test, but not later than 2 days from the end of the current examination session.

5. The fact of granting a leave is confirmed by an entry in the student record book and in the IT system of the University.

CHAPTER XII FINAL PROVISIONS

§ 40

1. In matters that are not explicitly resolved by these Regulations, the decision is made by the Director of Studies.
2. The student has the right to appeal against the decision of the Director of Studies, referred to in point 1, to the Rector of the University within 14 days from the date of delivery of the decision. The appeal to the Rector of the University should be submitted through the Director of Studies who issued the decision appealed against. The Director of Studies expresses their opinion on the subject of the appeal in writing. The appeal, together with the Director of Studies' opinion, shall be submitted to the Rector of the University for consideration within 7 days from the date of submission of the appeal.
3. The Rector's decision made on appeal is final.
4. As the first instance authority, the Rector's decision may be applied for reconsideration.

§ 41

The Regulations come into force at the beginning of the 2023/2024 academic year.