

THE UNIVERSITY OF SILESIA
RULES AND REGULATIONS
(consolidated text)

I. GENERAL PROVISIONS

§ 1

1. These rules and regulations concern full-time and part-time first and second cycle studies as well as long-cycle master degree programmes at the University of Silesia in Katowice.
2. The terms listed below used in the rules and regulations shall mean the following:
 - 1) The Act - the Higher Education Act of 27 July 2005 (Journal of Laws No. 164, item 1365 as amended);
 - 2) The University – the University of Silesia in Katowice;
 - 3) the faculty – a basic organisational unit of the University or an organisational unit other than a faculty which carries out teaching activities;
 - 4) the Rector - the Rector of the University of Silesia in Katowice;
 - 5) the dean – the dean of a faculty or a head of an organisational unit other than a faculty which carries out teaching activities;
 - 6) the faculty council – the council of the basic organisational unit or the scientific council of an organisational unit other than a faculty which carries out teaching activities;
 - 7) learning outcomes – the pool of knowledge, skills and social competences acquired by the student during the instruction process;
 - 8) the curriculum – a description of coherent learning outcomes specified by the university, in accordance with the Polish Qualifications Framework for Higher Education as well as a description of the learning process leading to achieving these outcomes, together with ECTS points assigned to individual modules of this process.
 - 9) a module – a class or groups of classes with assigned learning outcomes and ECTS points;
 - 10) learning outcome verification – a method of assessing the degree to which a student achieved the learning outcomes in the form of an exam or a credit envisaged in the module description according to §19, paragraph 5;
 - 11) the examination session – a period of learning outcome verification, organised during the time when there are no classes or lectures or after classes taught within a given module have finished;
 - 12) (repealed);
 - 13) (repealed);
 - 14) the timetable – a detailed organisation of classes during a given semester, specifying in particular the times and place of contact classes;
 - 15) (repealed);
 - 16) the individual interdisciplinary studies – studies including at least two fields of study and leading to the award of a diploma from at least one study programme conducted at the University.

§ 2

1. To be matriculated at the University, a candidate must meet the recruitment requirements specified in the resolution of the Senate of the University.
2. A candidate acquires student rights at the moment of matriculation and oath taking.
3. The matriculation at the University shall also take place on the day a student is transferred from another university or a student from another university undertakes studies in another field at the University or at the moment when he resumes studies.
4. A student of the University is issued an index book and a student ID card.
5. The Rector has authority over the students of the University; the dean has authority over the students of a faculty.

II. THE ORGANISATION OF THE ACADEMIC YEAR

§ 3

1. The academic year begins no later than on 1 October of a given calendar year and lasts no longer than until 30 September of the following calendar year.
2. The academic year comprises:
 - 1) a period of classes resulting from the curriculum, divided into 2 semesters – the winter semester and the summer semester;
 - 2) examination sessions (periods of learning outcome verification) organised during the time when there are no classes or lectures and lasting between 14 and 21 days.
 - 3) other periods when there are no classes or lectures, in particular holiday breaks and breaks between semesters.
3. The Rector, after consulting with a relevant student self-government body, specifies a detailed organisation of the academic year on the basis of the current curricula.
4. The Rector can decide on additional free days or hours, and the dean can decide on additional free hours.

§ 4

1. The studies are conducted according to the curricula agreed upon in a manner specified in separate regulations. The Dean presents the curriculum to the Rector along with an opinion of a relevant student self-government body according to article 68, paragraph 1, point 2 of the Act.
2. Completing the curriculum allows the student to achieve all the learning outcomes envisaged by the curriculum.
3. The scope and conditions of conducting classes and methods of verifying the learning outcomes in foreign languages are determined by the faculty council.

§ 5

1. The principles governing student work placements are specified in the curricula and in faculty rules and regulations on work placements.
2. The rules and regulations on work placements are decided by the faculty council after consulting with a relevant student self-government body.
3. The rules and regulations on work placements should include in particular:
 - 1) a method of crediting work placements to those students whose professional experience indicates the fulfilment of the learning outcomes required for the placement to be credited;
 - 2) a method of crediting work placements in full or in part to students participating in research and implementation works and in science camps whose subject matter is connected with the programme of the placement;
 - 3) a method of organising and crediting work placements for disabled students.

III. RIGHTS AND RESPONSIBILITIES OF STUDENTS

§ 6

A student has a right in particular to:

- 1) further his scientific, cultural, tourist and sports interests and to this purpose use the help of academic teachers and University bodies as well as teaching rooms, equipment and resources of the University in accordance with the health and safety regulations;

- 2) express his judgments and opinions about classes held at the University as well as about academic teachers who conduct them in a manner and according to the principles specified in separate regulations;
- 3) participate in university student organisations, in particular in science clubs, artistic groups and sports teams as well as in university associations specified in separate regulations and to participate in scientific, research and implementation activities carried out at the University;
- 4) participate in open lectures unless the University statutes provide otherwise;
- 5) participate, upon the dean's consent, in classes taught in other study programmes; the dean issues a decision after consulting the head of a relevant institute or of another person responsible for organising teaching for the given study programme;
- 6) consult academic teachers during their office hours; office hours for part-time students should fit the timetable of part-time studies;
- 7) receive material help according to the principles set out in separate regulations;
- 8) health care according to the principles set out in separate regulations;
- 9) appeal against decisions made by University bodies according to the principles set out in separate regulations;
- 10) carry out an organised protest on the University premises according to the principles set out in separate regulations;
- 11) participate in activities of University collegial bodies through student representatives according to the principles set out in separate regulations; student representatives are excused from classes for the duration of meetings of those collegial bodies they are members of;
- 12) be trained in rights and responsibilities of students;
- 13) have access to information, in particular through university web pages (for example USOSweb, the Programme Catalogue guide) on issues concerning:
 - a) the curricula,
 - b) current syllabuses,
 - c) timetables made available at least one week prior to the beginning of the semester,
 - d) times and places of academic teachers' office hours made available at the beginning of the semester,
 - e) dates of exams announced before the session starts,
 - f) resolutions of University collegial bodies governing the organisation and conduct of studies,
 - g) a description of a teaching quality assurance system,
 - h) e-mail addresses of academic teachers conducting classes,
 - i) exam results and credit award,
- 14) obtaining the information specified in paragraph 13, letters a), f) and g) no later than at the start of the study cycle;
- 15) give up studies after submitting a signed written declaration to the appropriate dean.

§ 7

1. The faculty student self-government council has the right to express a written opinion about the timetable. If the opinion about a given timetable is negative, the unit which prepared the timetable is obliged to improve it.
2. The timetable for part-time studies should take into account the specific nature of studies for working people.

§ 8

1. A student who during classes is or may be exposed to factors which are harmful or pose a health risk is obliged to undergo a medical examination and obtain a medical certificate stating his fitness for participation in such classes. The form this certificate should take is specified in separate regulations.

2. The dean refers a student to a doctor for tests. The examination referral should be made early enough for the student to be able to obtain the medical certificate referred to in paragraph 1 before the day on which classes during which harmful factors can be present begin.

3. A student who fails to undergo the examinations referred to in paragraph 1 or who fails to submit the relevant medical certificate or submits a medical certificate stating the existence of health contraindications by the day on which classes begin cannot be allowed to participate in these classes.

§ 9

A student is obliged to:

- 1) behave according to the oath taken, to the moral and ethical rules specified in the Student ethics code and to the regulations in force at the University;
- 2) participate in classes and organisational meeting according to the relevant curriculum, subject to § 6, point 11, §§12, 13 and 14; participation in lectures is not obligatory;
- 3) timely pay the fees for educational services in accordance with the contract on terms and conditions of fee payment and with the University's internal regulations;
- 4) notify the University of changes of the name, surname, address as well of a replacement of an ID document;
- 5) fulfilling the obligations resulting from the curriculum;
- 6) fulfilling any other obligations specified in separate regulations.

§ 10

For breaching the University regulations or for acts which offend the dignity of the student, in particular for conduct in breach of the Student ethics code, a student will be brought before a student disciplinary commission or a peer court of the student self-government according to the rules specified in separate regulations.

§ 10a

1. The Dean removes a student from the register of students if:

- 1) it is found that the student has not started the studies;
- 2) the student received a disciplinary punishment of expulsion from university in the understanding of § 10;
- 3) the student does not submit the final thesis under § 29, paragraph 6;
- 4) the student does not take the final exam under § 33, paragraph 3;
- 5) the student gives up the studies under §6, point 15.

2. The Dean may remove a student from the register of students if:

- 1) the student fails to sign an agreement on the terms of payment for the studies or educational services he is issued by the University within 30 days of the beginning of classes;
- 2) if the student does not make progress in learning with the result of not completing a term or a year within an assigned time as specified in § 25, paragraph 1, point 3;
- 3) the student does not make payments for studies as specified in § 25, paragraph 7.

§ 11

The Dean on his own initiative or at a request of students appoints year or group tutors. A tutor gives students advice and help in all matters connected with the studies. A detailed scope of a tutor's responsibilities is decided by the Dean.

§ 12

1. A student who:
 - 1) is bringing up a child;
 - 2) is studying a second programme or specialisationis entitled to apply for individual organisation of studies (IOS).
2. The IOS may be granted in cases other than those specified in paragraph 1 if the circumstances justify its granting.
3. The IOS is granted at a student's request for the period of one semester.
4. A student applying for the IOS is obliged to arrange the method of achieving and verifying the learning outcomes with the teachers, and in particular to agree upon:
 - 1) the manner of achieving the learning outcomes foreseen for a given module (especially individually choosing a group to attend or achieving the learning outcomes while attending some of the classes or without attending any contact classes);
 - 2) the deadline for and a manner of verifying the learning outcomes; however, the deadline must not fall outside the timetable used for a given study programme, subject to § 21, paragraph 5.
5. A student applying for the IOS should submit to the dean for approval the manner and conditions of verifying the learning outcomes required for a given semester, agreed upon with and approved by the academic teachers responsible for teaching the respective subject during this semester. If the academic teacher of a given subject does not give his approval, the student is obliged to attend classes in this subject on general terms.
6. The dean takes the decision to grant the IOS within 30 days of the beginning of the semester which the decision refers to. In special cases it is possible to grant the IOS after this time.
7. The dean may withdraw his approval for the IOS if the student fails to meet the agreed conditions.
8. Students who come to the University for an exchange between universities or who return to the University from an exchange between universities, is entitled to the IOS in a given semester.

§ 13

1. The organisation of studies and proper teaching will be appropriately adapted to the special situation of students with special educational needs resulting from their health, including adapting the conditions of studies to the type of difficulties the student has (Individual Adaptation of Studies, IAS).
2. Detailed principles of the adaptation shall be decided by the Rector in a decision.

§ 14

1. Studies conducted according to the personalised study programme (PSP) consist in appropriately choosing the modules to achieve the learning outcomes required for the study programme and additional learning outcomes, as well as in the student's participating in scientific, research, development and implementation activities.
2. The following students are eligible for the PSP: a student who has completed the first semester of studies with an average of marks above 4.0 or who was employed by the University as a result of his obtaining (individually or as part of a team) a grant to fund scientific work or who has finished first-cycle studies with an excellent mark and continues learning on second-cycle studies and who has submitted a written detailed plan of completing the PSP; the faculty council may increase the required average of marks.
3. Central level olympiad winners and winners of other international and national contests can apply for the PSP from the beginning of studies.
4. It shall be decided by the dean whether a student qualifies for the PSP taking into account the student's learning progress, interests and aptitudes.

5. When the dean allows a student to use the PSP, he chooses a PSP tutor taking the student's suggestion into account.
6. A student who was given approval for the PSP enjoys the entitlements resulting from § 12, paragraph 4.
7. Detailed principles of studying according to the PSP shall be decided by the dean at the request of a PSP tutor.
8. PSP studies may lead to shortening the period of studies but may not extend it.
9. The dean, after consulting a PSP tutor, may withdraw his approval for PSP studies if the student fails to meet the requirements specified in the PSP curriculum.

§ 15

1. Transfer to another study programme or specialisation within the University is possible after completing at least the first semester. The council of the faculty running the programme or specialisation may specify detailed terms and conditions for a transfer.
2. A student of part-time studies after completing at least the first year of first-cycle studies and long-term master degree programmes or after completing at least the first semester of second-cycle studies may apply for a transfer to full-time studies within a given study programme. The Faculty Council may specify detailed terms and conditions for a transfer.
3. A full-time student may apply for a transfer to part-time studies within a given study programme. The Faculty Council may specify detailed terms and conditions for a transfer.
4. If a student applies for a transfer from another university, the student is obliged to provide the target faculty dean with an application with a justification, approved by the dean of the faculty from which the student wishes to transfer, as well as documents to prove the course of studies until that moment. The Faculty Council may specify detailed terms and conditions for a transfer.
5. Decisions concerning issues specified in paragraphs 1-4 shall be taken by the dean and shall specify the conditions for transferring and crediting the classes the student covered in his original university in accordance with the principles of achievement transfer; they shall also specify the conditions of making up any differences in the learning outcomes by the student.

§ 16

1. A student has the right to participate in student exchange programmes, in particular in Erasmus and MOST programmes, on terms specified for these programmes.
2. A student can, subject to consent from relevant deans, cover part of the studies at other universities, including universities abroad.
3. The terms and conditions of studies away from the home faculty (university) shall be decided upon by the dean. The dean enters into an agreement with the faculty dean (the rector of the university) at which the students intends to complete part of the studies.
4. Before completing part of the studies at another university, the student must be provided with detailed information concerning the conditions he should meet in order to complete a semester or to obtain a diploma at the home University.
5. The list of learning outcomes, decided by the dean for each student individually, which the student should achieve at another faculty (university) shall be transferred to the faculty (university) at which the student will study. The list of learning outcomes achieved by the student at the accepting faculty shall be the basis for crediting modules at the University.

§ 17

Detailed terms and conditions of individual interdisciplinary studies are specified in appendix 2 to these Rules and regulations.

§ 18

1. At a student's request the dean may decide to verify the learning outcomes achieved outside the course of studies.
2. Following the verification specified in paragraph 1 one or more learning modules can be credited.

§ 18a

1. The conditions of completing the studies by a student who was accepted to study on the basis of learning outcome verification shall be decided by the dean.
2. The conditions referred to in paragraph 1 may foresee appointing a scientific tutor and specify an individual study plan for the student.

§ 18b

1. An outstandingly talented upper secondary school pupil, hereinafter referred to as pupil, can submit to a dean of a selected faculty a request to participate in classes covering the study programme curriculum corresponding to the pupil's aptitudes.
2. The decision to grant a pupil permission to participate in classes shall be taken by the dean of the faculty referred to in paragraph 1, after receiving consent from the pupil's parents or guardians and from the head of the school the pupil attends.
3. The faculty dean may appoint a scientific tutor for the pupil.
4. The pupil participating in classes can use University classrooms, equipment and resources and is entitled to assistance from University staff. The pupil can also participate in the activities of a student scientific movement.
5. A pupil participating in classes must respect University rules and regulations, in particular the health and safety regulations.
6. If a pupil gives up attending classes, he must submit his resignation in writing signed by his parents or guardians and the head of his school.
7. A pupil completes classes on the conditions which apply to students of the given study programme after verifying that the pupil has achieved all the learning outcomes for the given module. After completing the classes, the pupil is issued a certificate of course attendance and completion. The faculty council may decide that pupils can complete classes on an individual basis.
8. A pupil who completed classes on the conditions specified in this paragraph and who is accepted to study at the University of Silesia following a qualification procedure can be exempt from the obligation of completing these classes, provided that he has achieved all the learning outcomes for the given module. The decision on this matter shall be taken by the dean of the faculty on which the pupil will study.

IV. EXAMS AND CREDITS

§ 19

1. A completion period is a semester.
2. For a semester to be completed all the modules foreseen by the programme curriculum have to be completed and at least 30 ECTS points have to be obtained.
3. A module is completed after verifying that the student has achieved all the learning outcomes for the given module. The dean may decide to credit a module completed by a student before. The dean has the right to consult the person responsible for the module.
4. A module can be credited during a semester after teaching has finished for the given module, subject to the dean's consent and in accordance with the rules resulting from § 21, paragraph 2.
5. The final mark for a module can be determined on the basis of:

- 1) the marks obtained for completing individual learning outcomes;
 - 2) an exam verifying all the learning outcomes for a given module;
 - 3) an exam verifying some of the learning outcomes for a given module. In this case when determining the final mark for a module the marks obtained for learning outcomes not covered by this exam shall be taken into consideration.
- 5a The final mark for a module may include unsatisfactory marks obtained for credits and exams.
6. A detailed manner of determining the final mark for a given module shall be specified in the syllabus of this module.

§ 20

1. In the case of modules which finish with an exam, before taking the exam the student must obtain all the other completion credits, if they are foreseen for the module, according to the conditions specified therein.
2. If a student fails to obtain any of the completion credits, he is entitled to an additional attempt to obtain the credit. In the case referred to in paragraph 1 this attempt should take place before the date fixed for re-taking the exam.
3. Exams shall take place on two dates: the first date and the second date (re-taking the exam). If a student receives an unsatisfactory mark on the first date or he fails to sit the exam on the first date without providing a good reason, the student has the right to re-take the exam.
4. In justified cases, the person verifying the learning outcomes or the dean can determine a new first date for an exam or completion credit. A request for granting a new first date should be submitted within seven days from the moment when the reason justifying the absence on a given date ceased to exist. Any requests submitted after this time shall not be dealt with.
5. Learning outcome verification shall be conducted in the language in which the module was run. At a student's request the verification can be conducted in another language if the person conducting it agrees.
6. Subject to the dean's consent and especially in cases of e-learning modules learning outcome verification can be conducted using distance learning technologies, in particular they can take the form of a videoconference, provided that it is ensured that the student remains unassisted during the verification.

§ 21

1. Exam dates and the manner of announcing the results shall be decided by the examiner in agreement with the students; organising two or more exams on the same day for students of the same study programme, specialisation, form, level and study year shall not be allowed. Any disputes in this area shall be resolved by the dean.
2. The first date for an exam shall be assigned during the examination session, no earlier than 2 days after classes for a given module have finished. An exam can be re-taken no earlier than after 14 days from the day of announcing the first date exam results subject to the provisions of paragraph 5. At a student's request, the time to the date of re-taking an exam can be shortened.
3. A student can take an exam before module classes finish and he can re-take an exam before a re-taking session begins if the examiner gives his consent.
4. At a student's request the dean can allow a student to take a first date exam during the re-taking session subject to the provision of paragraph 1. The dean may consult the examiner.
5. The winter semester should be completed no later than by 15 March, and the summer semester should be completed no later than by 25 September. In justified cases the dean may extend these deadlines at a student's request. A student shall be obliged to participate in classes of the following semester from its beginning regardless of the date of completing the previous semester.

§ 22

1. A student participating in research or implementation works in which he achieved the same learning outcomes as those required for a given module can request for this module or individual learning outcomes within a module to be credited as completed.
2. The dean decides about the credit referred to in paragraph 1. For this purpose he can consult the module co-ordinator or a scholar responsible for the given research or implementation works.
3. The student's participation in science camp works can be the basis for crediting student work placement in full or in part if the programme of the science club corresponds to the learning outcomes foreseen for the given placement.

§ 23

1. The following marks shall be used for credits, exams and module final marks:
 - 1) very good – 5.0 – A;
 - 2) good plus – 4.5 – B;
 - 3) good – 4.0 – C;
 - 4) satisfactory plus – 3.5 – D;
 - 5) satisfactory – 3.0 – E;
 - 6) unsatisfactory (first date of an exam or credit) – 2.0 – FX;
 - 7) unsatisfactory (re-taken exam or credit or commission exam or credit) – 2.0 – F.
2. A student is obliged to submit to the dean the index book with completed marks within 7 days after the re-taking exam session has finished, subject to § 21, paragraph 5.
3. The examiner shall be specified in the syllabus of a given module. In justified cases the dean may decide to appoint another examiner.
4. In issues concerning credit granting and exams a student has the right to appeal to the dean within 14 days of announcing the results of learning outcomes verification.
5. Within 14 days of the announcement of exam results, a student has the right to see his written work if it is the basis for crediting a given learning outcome.
6. Using unauthorised forms of assistance during the verification of learning outcomes (including submitting a plagiarised work) results in a negative result of this verification.

§ 24

1. In justified cases at a student's request the dean may decide on a commission credit or an oral commission exam, which should take place as soon as possible. The request should specify the reasons for its submission and be submitted within 5 working days of the date of announcing the results of a re-taken exam or of the last date of obtaining a credit.
2. Commission forms of verification referred to in paragraph 1 shall be conducted before a commission appointed by the dean. The commission shall consist of: the dean or in exceptional cases an academic teacher with at least a doctor's degree authorised by the dean acting as the chairman; the person who conducted the previous verification of learning outcomes and another expert on the scope of the learning outcomes being verified.
3. The commission cannot be chaired by the person who conducted the previous verification of learning outcomes.
4. The dean may decide to conduct a commission exam in another form.
5. At a student's request a representative of the student self-government, the year or class tutor as well as the commissioner for the rights of a student and a PhD student can be present during the commission credit award or exam.

§ 25

1. Concerning a student who has not completed a semester the dean shall decide:

- 1) that the student should repeat a module or modules and obtain conditional leave to study on the next semester if he has not completed up to two modules;
- 2) that the student should repeat the semester in cases other than those specified in point 1;
- 3) that the student should be removed from the register of students; subject to paragraph 2.
2. The decision referred to in paragraph 1, points 1 and 2 shall be taken at the student's request.
3. Repeating a module and obtaining leave to study referred to in paragraph 1, point 1 shall be subject to the following rules:
 - 1) the deadline to complete a module when conditionally studying the next semester cannot exceed the duration of a semester or a year necessary to complete the uncompleted module.
 - 2) failing to complete other modules in the next semester does not exclude the possibility of obtaining leave to study in the next semester; the provision of paragraph 1, points 1-2 shall apply accordingly;
 - 3) the decision cannot be taken if its execution would disrupt the sequence of teaching the subjects.
4. Rules concerning repeating a semester in the event of a student failing to complete the last semester of the thesis seminar shall be decided by the dean in agreement with the thesis supervisor.
5. On first-cycle studies a semester can be repeated no more than twice, on second-cycle studies once and on long-cycle master degree programmes not more than three times. This provision shall not be applied in the case specified in paragraph 4.
6. Each failure to complete modules repeated during one semester shall be treated as using one attempt to repeat a semester.
7. The decision referred to in paragraph 1, point 3 can be made also in the case when a student fails to pay a required tuition fee for an educational service, repeating a semester or repeating a module within the deadline.
8. (repealed).
9. If a student repeats a semester, he is obliged to repeat only those modules from which he previously did not receive a positive mark. The modules from which a student received positive marks do not need to be verified again (a repeated entry is not made in the studies documentation).
10. If the teaching curriculum is modified in a way which prevents a student from repeating an uncompleted module, the dean shall specify the learning outcomes, the manner of achieving and verifying them.

§ 26

1. At a student's request the dean can allow achieving some learning outcomes from the semester higher than that resulting from semester entry.
2. (repealed).

§ 27

1. A student who has been removed from the register of students after completing at least the first year of first-cycle studies and long-cycle master degree studies or at least the first semester of second-cycle studies can resume the studies after a break no longer than 3 years counting from the day on which the uncompleted semester finished.
2. A student who completed all the modules foreseen by the curriculum can resume the studies within three years in order to take the final exam. In this case the University does not charge a fee for resuming the studies.
3. A person applying for a resumption of studies submits an application to the dean of the relevant faculty.
4. The decision concerning the resumption of studies shall be taken by the dean.
5. A student who is allowed to resume studies is entered for the semester not later than the one following the last semester the student completed before being removed from the register of

students. The semesters for which the student was registered conditionally are not treated as completed.

6. A person who was removed from the register of students as a result of a final decision of the disciplinary commission can apply for a resumption of studies on a given study programme and year of studies within one year of the punishment becoming expunged.

7. A student can be re-admitted only once. In exceptional cases the rector can decide to allow another resumption of studies.

8. The decision concerning resuming studies shall take the course of studies to date into consideration.

V. LEAVE

§ 28

1. A student may apply for leave in the event of:

- 1) a long-term illness (sick leave);
- 2) having a child or taking care of a child (child care leave);
- 3) other important circumstances (dean's leave).

2. The dean grants leave at a student's reason-supported request. In situations referred to in paragraph 1, points 2 and 3 the request should be submitted immediately after the reason for applying for the leave arose.

3. A student can be granted short-term leave, maximum 6 weeks in duration, or semester leave (resulting from repeating a semester) or one-year leave.

4. Granting short-term leave does not release a student from the obligation of respecting the semester completion dates.

5. One-year leave can be granted after a student has completed a semester of studies. In justified cases the dean can grant leave to a student who has not completed a semester of studies.

6. The total duration of the leave granted by the dean cannot exceed 2 years during the whole period of studies. This provision shall not apply to sick leave.

7. The basis for granting sick leave is a student's request approved by a doctor. The rector decides on the application form's content.

8. Granting leave shall be confirmed by an entry in the index book.

9. A student resuming the studies after leave is obliged to make up any curriculum differences resulting from a change of the curriculum of the studies he resumes. The provision of § 25 shall apply accordingly.

10. During leave a student retains his student entitlements. The entitlements to material help shall be governed by separate regulations.

11. In justified cases with the dean's consent a student who is on leave can participate in some classes and complete some modules. The provision of § 26, paragraph 2 shall apply accordingly.

§ 28a:

1. In the case of a short-term justified absence from classes which does not require using leave a student is obliged to explain the reasons to the teacher no later than during the first class after the reason for the absence ceased to exist.

2. In a situation specified in paragraph 1 the teacher shall inform the student on what conditions and in what manner he should catch up with the work.

3. If it is impossible to catch up with the work in the way specified in paragraph 2, the rules of completing the classes and the module shall be decided by the dean after consulting with the teacher conducting the classes or with the module coordinator.

VI. FINAL THESIS

§ 29

1. The studies are completed by submitting a final thesis and taking the final exam.
2. A student submits the final thesis in the form specified in the curriculum.
3. A student is obliged to submit the final thesis no later than by:
 - 1) 15 March on studies finishing in the winter semester;
 - 2) 25 September on studies finishing in the summer semester.
4. At the student's request approved by the supervisor, in justified cases the dean can determine a later date for final thesis submission.
5. If a supervisor is absent for a longer period of time, which could affect the student's timely submission of the final thesis, the dean is obliged to appoint a person who will take over the thesis supervision. Changing the supervisor during the last 6 months before the date of completing the studies can be the basis for an extension of the deadline for submitting the thesis.
6. A student who has not submitted the final thesis within a specified deadline shall be removed from the register of students.

§ 30

1. A student shall prepare the bachelor thesis (engineer's thesis) under a supervision of a qualified academic teacher with at least a doctor's degree. A bachelor thesis (engineer's thesis) can also be supervised by a specialist from outside of the University with at least a doctor's degree subject to the dean's authorisation. The dean, after consulting with the faculty council, can authorise an academic teacher with a professional title of master who belongs to the core staff complement of a given study programme to supervise a bachelor thesis (engineer's thesis).
2. A student shall prepare the master thesis under a supervision of a qualified academic teacher with at least a *doktor habilitowany* degree. The dean, after consulting the faculty council, can authorise an academic teacher with at least a doctor's degree or a specialist from outside the University with at least a doctor's degree to supervise a master thesis.
3. In particularly justified cases (e.g. artistic programmes, practical studies, interdisciplinary studies, international studies) a master thesis may be supervised by more than one person.
4. Only a thesis elaborated by the student on his own can be considered a final thesis. In exceptional cases, if fragments elaborated by the student on his own can be identified, a thesis prepared jointly by a team can be considered a final thesis.
5. The subject matter of final theses should correspond to the study programme. When choosing a subject scientific interests of a student, research programmes of a chair, institute or faculty and the faculty's ability to exercise scientific supervision over a given final thesis must be taken into consideration.
6. If a suspicion arises that a thesis violates intellectual property rights the supervisor shall notify the rector of this fact in writing.
7. In a situation referred to in paragraph 6 the dean shall suspend the degree granting procedure until the matter has been resolved and notify the Rector about it.
8. Paragraph 6 shall apply accordingly to final thesis reviewers and to other members of the examination commission.
9. The dean refers a final thesis for review after it has been approved by the supervisor, subject to paragraphs 6-8. The dean can issue detailed rules of referring thesis for review.
10. A final thesis shall be assessed by a supervisor and a reviewer. A thesis is considered to be granted a positive assessment if it is given two positive marks.
11. If a reviewer awards a negative mark for the student's final thesis, the dean shall appoint another reviewer. If the second reviewer awards the thesis a positive mark, the dean allows the student to take the final exam. If the second reviewer awarded a negative mark for the thesis, it cannot be the

basis of completing the studies. In this case the student must prepare a new final thesis. The provision of § 27, paragraph 2 shall apply accordingly.

VII. FINAL EXAM

§ 31

1. A student shall be allowed to take the final exam on the condition that he has achieved all the learning outcomes foreseen in the curriculum and has obtained positive marks for the final thesis.
2. The final exam shall be conducted before a commission appointed by the dean consisting of at least three persons, including the chair and the supervisor. At least one of the members of the examination board must have at least the degree of *doktor habilitowany*.
3. The final exam should take place within six months of the date referred to in § 29, paragraph 3, and in the case of a student doing part of the studies abroad or a student participating in student placements abroad – within six months of the student's return. If a supervisor or reviewer is absent for a longer period of time, which could affect the timely conduct of the final exam specified in this paragraph, the dean shall apply a person who will take over the duties of the supervisor or reviewer.
4. At a student's or a supervisor's request submitted no later than 7 days before the arranged date of the final exam, the dean shall rule for it to be conducted on an open basis. This request should include information about the expected number of guests.

§ 32

1. The final exam is an oral exam or has the form of an artistic presentation, subject to § 13.
2. If a final thesis is written in a foreign language, the final exam can be conducted in this language.
3. To assess the results of the exam the marks specified in § 23, paragraph 1 shall be used.

§ 33

1. If a student receives an unsatisfactory mark from the final exam or he fails to take the exam on the specified date, the dean shall determine the second date for the exam. The exam can be re-taken no earlier than after one month and no later than three months after the date of the first exam.
2. In justified cases the dean can assign a new first date for a final exam. The request to have a new first date assigned should be submitted no later than 7 days after the reason justifying not taking the final exam ceased to exist.
3. If a student receives an unsatisfactory mark from the second (re-taken) term of the final exam, the dean can decide on conducting a commission final exam. The commission appointed by the dean shall include, apart from the dean, the supervisor and the reviewer, two additional persons with at least of a doctor's degree in the field corresponding to the subject matter of the final thesis. If a student receives an unsatisfactory mark from this exam, the dean issues a decision to remove the student from the register of students, without a right to be re-admitted.

§ 34

1. A student can complete the studies if he takes the final exam and is awarded at least a satisfactory mark. A graduate is issued a diploma of completing higher education studies which confirms obtaining qualifications of an appropriate degree.
2. The basis for the calculation of the final result from the studies are:
 - 1) the arithmetic mean from all the end marks received for completing modules during the whole period of studies including unsatisfactory marks, rounded to two decimal places; marks from physical education are not included in the calculation of the average;

2) the mark for the thesis established on the basis of the marks awarded by the supervisor and the reviewer, including marks from practical work on artistic study programmes; any disputes shall be resolved by the commission chair;

3) the mark from the final exam established on the basis of partial marks awarded for this exam. The final result is the sum of 1/2 of the mark referred to in point 1 and 1/4 of each of the marks referred to in points 2 and 3 (each of the components of the sum shall be rounded to two decimal places). If the mark referred to in point 1 is lower than 3.0, the final result cannot be higher than satisfactory.

3. In the diploma awarded on completion of the studies the final result calculated according to the following rule is entered:

1) up to 3.25 – satisfactory;

2) 3.26 to 3.75 - satisfactory plus;

3) 3.76 to 4.25 - good;

4) 4.26 to 4.60 – good plus;

5) 4.61 to 4.80 – very good;

6) from 4.81 – excellent.

4. The examination commission can increase the mark referred to in paragraph 3 by half a mark if the student was awarded a very good mark for the final thesis and the average from the studies was at least 4.0. The mark referred to in paragraph 3 cannot be increased to excellent. A note shall be made in the index book and in the final exam report concerning increasing the mark.

VIII. INTERIM PROVISIONS

§ 35

1. The provisions of these rules and regulations shall apply to students beginning the studies starting from the 2012/2013 academic year, with the exception of § § 6-14, which shall apply to all the students.

2. In cases of students who because of repeating a semester (year) or returning after leave or resuming the studies begin studying on a year to which these rules and regulations apply, the dean shall decide on the learning outcomes the students should achieve to make up curriculum differences.

3. The decision to recognise ECTS points and marks shall be taken by the dean after consulting with the head of a relevant institute or with another person responsible for organising teaching for the given study programme.

IX. FINAL PROVISIONS

§ 36

1. Issues concerning the rules of conducting studies which are not covered by these rules and regulations shall be decided by a relevant faculty council.

1a. In cases of individual students not governed by these rules and regulations decisions shall be taken by the dean. Before a decision on teaching matters is issued, the dean can consult a relevant person responsible for the organisation of the teaching process in a given case (in particular the head of an institute, the head of a chair or an independent institute, a curriculum coordinator or a chair of a relevant panel for the quality of teaching) or for conducting teaching (in particular a module coordinator or an academic teacher conducting the given classes).

2. A student can appeal to the rector against any decision concerning him taken on the basis of these rules and regulations.

3. The Rules and regulations come into force on 1 October 2012.