

**RESOLUTION NO 351 OF THE SENATE
OF THE UNIVERSITY OF WARSAW**

of 22 April 2015

**On the enactment of the Rules of Study
at the University of Warsaw**

On the grounds of Article 62 section 1 and Article 161 sections 1 and 2 of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws 2012, item 572, as amended), and in connection with § 30 section 10 of the Statutes of the University of Warsaw (uniform text: UW Monitor 2012, No 34 item 76 as amended), the Senate of the University of Warsaw has resolved as follows:

§ 1

The Rules of Study at the University of Warsaw, herein after called “the Rules” hereby enacted, constitute an annex to this Resolution.

§ 2

The entitlements acquired on the grounds of the decisions and adjudications of the authorities of the University of Warsaw adopted before the effective date of the Resolution shall remain in force

§ 3

The existing provisions shall apply to persons who have received a certificate of completion and have subsequently been removed from the list of students prior to 30 September 2015 in the case of decisions concerning the resumption of studies.

§ 4

The existing executory provisions, issued on the basis of Resolution No 142 of the Senate of the University of Warsaw of 18 October 2006 on the enactment of the Rules of Study at the University of Warsaw (UW Monitor, 2006, No 9A item 137, as amended) shall remain in force until new executory provisions based on the present Resolution become effective.

§ 5

The Deans shall prepare and the faculty councils shall adopt the following:

- 1) By 30 June 2015 – the specific rules of study covering the scope of § 4 section 3 subsection 7, to be implemented on 1 October 2015;
- 2) By 30 April 2015 – the specific rules of study covering the scope of § 4 section 3 subsections 3-4 of the Rules, to be implemented on 1 October 2015.

§ 6

1. The Resolution enters into force upon its adoption.
2. The Rules of Study shall become effective on the 1st of October 2015.

Rector of the UW: *M. Patys*

THE RULES OF STUDY at the University of Warsaw

I. GENERAL PROVISIONS

§ 1

1. Studies at the University of Warsaw are organised pursuant to the binding provisions, and in particular:

- 1) The Act of 27 July 2005: Law on Higher Education (Journal of Laws 2012, item 572, as amended), hereinafter referred to as the Act;
- 2) The Statutes of the University of Warsaw, hereinafter referred to as the Statutes;
- 3) The Rules of Study at the University of Warsaw, hereinafter referred to as the Rules.

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

3. The Rules applies to: first cycle students, second cycle students, and students of long second cycle studies, conducted in both the full-time and part-time forms.

§ 2

The terms used in the Rules mean:

- 1) degree programme completion – fulfilment of the requirements envisaged in a study plan, with the exception of the last cycle of the degree seminar, which is uncompleted due to the failure to submit a degree thesis and pass the final degree examination;
- 2) study cycle – a credit period (academic year, semester, trimester) comprising a teaching class session, a regular exam session, and a re-sit exam session;
- 3) Dean – the head of a faculty or another university unit conducting or organising studies, or a person to whom the Dean has delegated his/her executive powers. For a student pursuing studies organised jointly by two or more units, the competent Dean is the Dean of the faculty indicated in the agreement between the faculties running such studies;
- 4) ECTS (European Credit Transfer and Accumulation System) – the European system of transfer and accumulation of credit points, used to assess the student's progress in acquiring knowledge and skills, as well as to confirm the completion of

subsequent study terms. The ECTS defines the student work load required for the completion of a study curriculum, paired with the learning outcomes;

- 5) learning outcomes (*efekty kształcenia*) – the repertoire of knowledge, skills and social competences acquired by the learner in the process of formal education;
- 6) learning outcomes (*efekty uczenia się*) – the repertoire of knowledge, skills and social competences acquired by a person outside the system of education;
- 7) validation of the learning outcomes (*efektów uczenia się*) – the formal process of verification of the learning effects acquired outside the system of higher education studies, enabling taking up studies at the University of Warsaw in accordance with the rules adopted by its Senate;
- 8) study term – a part of the study curriculum, identified in the study plan to be completed in a specific period of time;
- 9) individual course of study (ITS) – a study curriculum and study plan prepared for an individual student, pursued under the supervision of a tutor;
- 10) individual completion procedure – the completion of classes or courses in a manner or time period different from those stipulated in the course syllabuses and class and exam schedules;
- 11) parent unit – a university organisational unit appointed to run all affairs of the student, pertaining to the course of study and financial assistance, where the parent unit for students of individual inter-area studies is the inter-faculty unit organising such studies (i.e. the College of Individual Studies in Humanities and Social Sciences or the College of Individual Studies in Mathematics and Natural Sciences);
- 12) periodical student achievement record – a record of grades received by the student for a given period. printed from the computer system of studies service, together with information about completion of a study term;
- 13) limit of extracurricular classes – a limit of classes not required for the completion of studies, determined by the appropriate faculty council and including classes accounting for no less than 10% of the total number of ECTS credits required for the completion of studies;
- 14) repeating a course due to unsatisfactory academic performance – the requirement to obtain a credit in a course included in the study plan, which the student failed in a previous study cycle by receiving a negative grade or by not showing up for the final assessment or exam despite being registered for the course and not giving it up in accordance with the procedure defined in § 26 section 10
- 15) announcement – immediate publication of a document on the web site of the unit responsible for running the studies or the University;

- 16) study plan – a document defining the courses and the related lectures, classes and student placements, together with the number of hours, credit requirements, language of instruction, learning outcomes and the number of ECTS credits allocated to the courses and placements, whose completion is prerequisite to the award of a given degree. The study plan defines the total duration of studies, identifies the study terms and specifies the requirements which have to be met in order to complete each of the study terms. The study plan also lists other requirements which have to be met to be awarded a given degree;
- 17) course allocation – assigning a given course to a particular study curriculum done in the computer system of studies service, and in the case of courses covered by a given study term – also to that term;
- 18) study curriculum – a document containing a description of a field of study and its majors, comprising a description of the learning outcomes to be achieved by the student and the study curriculum describing the teaching process leading to the achievement of these outcomes;
- 19) equivalent courses – courses whose intended learning outcomes are identical or similar and whose completion is regarded as equivalent in the settlement of a study term;
- 20) faculty council – a collegiate body competent for a faculty or another unit running the studies. For individual inter-area studies, the competent council is the council of the unit defined in Art. 84 section 3a of the Act. For studies conducted jointly by two or more organisational units, the powers of the faculty council provided in the Rules are vested in the collegiate bodies of the units jointly running the studies;
- 21) open enrolment – the procedure of admitting students to the University in accordance with the rules adopted by its Senate;
- 22) internal enrolment – the procedure of admitting students of the University to a subsequent field of study or major, in accordance with the rules adopted by the Senate;
- 23) equivalence of study terms – recognition of a study curriculum offered by a unit other than the parent unit as equivalent to the study curriculum covered in a given study term at the parent unit;
- 24) visiting student – a student whose parent institution is not the University of Warsaw, pursuing a part of his/her study curriculum at the University on the basis of a referral by the parent institution under an agreement between the two institutions or admitted by a decision of the Dean;
- 25) individual inter-area studies – individual studies pursued under the supervision of a tutor and based on an individually-agreed study curriculum and study plan, as defined in Article 8 section 2 of the Act;
- 26) part-time studies – a form of studies other than full-time studies, identified by the Senate;

- 27) parallel studies – studies in a second or subsequent field of study, undertaken by a student of the University or a student of another academic institution under an agreement with the University
- 28) full-time studies – a form of university studies where at least half of the study curriculum is pursued by means of classes and lectures which require direct participation of academic teachers and students;
- 29) course syllabus – a description of the content, learning outcomes, form and teaching method of the classes offered in a course, together with a list of literature constituting its core curriculum, as well as specification of requirements for class participation and course credit award, including re-sit credit award, forms and criteria of assessment and number of ECTS credits.
- 30) autonomous classes – classes conducted as a separate course or as a leading class in a given course, as defined by the study plan or the course syllabus.

§ 3

1. The Rector shall be the supervisor and tutor of the students.
2. The Rector shall exercise general supervision of the enrolment, the teaching process and the course of study.

§ 4

1. The specific rules of study, including those pertaining to the matters of the organisation of studies and the course of study in the extent not regulated by the Rules, shall be determined by the faculty council in agreement with the competent student government body. In the absence of such agreement, the specific rules of study are passed by a 2/3 majority of votes of the faculty council, with at least half of its members present.
2. The specific rules of study for studies mentioned in § 2 section 25, with due regard to the procedure mentioned in section 1, are adopted by the faculty council of the unit running such studies.
3. The specific rules of study, within the limits specified in the provisions of the Rules, shall include the following:
 - 1) rules for awarding credits for study terms, including the award of conditional registration for a subsequent study term or a referral to repeat a term of study;
 - 2) rules for resumption of studies;
 - 3) rules of studies for students admitted to the University as a result of validation of their learning outcomes (*efektów uczenia się*);
 - 4) rules for pursuing an individual course of study by all students, including those admitted to the University as a result of validation of their learning outcomes (*efektów uczenia się*);
 - 5) rules for conducting examinations before the exam session;

- 6) rules for changing the form of studies by the student;
- 7) rules for awarding credit for degree seminars and other classes concluding in the submission of a thesis and for conducting the diploma examination;
- 8) designation of the limit of extracurricular classes for which no tuition is charged;
- 9) the terms and mode of participation of remarkably gifted learners in classes envisaged in the course of study in the fields of study conforming to their talents, and the rules for the award of credits for these classes;
- 10) other matters stipulated in the Rules and separate provisions.

4. The faculty council, with due regard to § 4 section 1, shall define the specific rules of study mentioned in section 3 points 1-6 no later than three months prior to the commencement of the academic year in which these rules are to be effective, and the rules listed in section 2 point 7 no later than six months prior to this date.

.5. The Senate, at the request of the Rector or the Board of Student Government and after considering the position of the competent faculty council, may revoke provisions of the specific rules of study which are contrary to the Rules.

6. The Dean shall:

- 1) determine the detailed organisation of the academic year and the organisation of classes;
- 2) announce course syllabuses and the rules for the award of course credits;
- 3) announce the staffing and schedule of classes;
- 4) define rules for enrolment in classes;
- 5) define the rules for excusing absences from classes;
- 6) define the rules for conducting exams and excusing absences at exams, with the exception of the diploma examination;
- 7) define the rules for repeating courses;
- 8) define the rules for awarding course credits based on participation in research projects, if such an option is provided by the study plan;
- 9) recognise the learning outcomes achieved in course of studies, internships and practices done outside the University;
- 10) define the rules for awarding credits for student placements, based on their regulations;
- 11) set the rules for determining the equivalence of courses and study terms;
- 12) set the rules for determining curricular differences in the case of repeating a study term (if the case of changes to the study curriculum and study plan), resumption of studies, transfer to the University from another institution, pursuing a part of studies at another institution, changing a field of study or a major of studies and changing the form of studies;
- 13) determine the schedule of exams in the examination session;
- 14) sign student academic achievement records, generated from the computer system of studies administration and confirm the correctness of data in the computer system of studies service at the Rector's request;
- 15) publish the information and regulations referred to in the Rules on the website of the university unit;
- 16) undertake other activities specified in the Rules and separate provisions;
- 17) Verify the correctness of data in the computer system of studies service at the student's request.

7. The Dean shall perform the tasks mentioned in section 6 points 2-12 no later than four months prior to the commencement of the academic year in which they are to be effective. In justified cases, the Dean may perform these tasks at a later date.

8. The regulations mentioned in sections 3 and 6 apply to students for whom a given faculty is a parent unit and to other students insofar as they take classes at this faculty, subject to regulations arising from § 4 section 2, § 19 section 9 and § 22 section 3.

9. The rules of study at the inter-university units and common units, set up on the strength of Article 31 of the Act and applicable to studies conducted on the basis of Article 168 of the Act, are stipulated in separate provisions.

§ 5

1. The Dean shall make decisions pertaining to the implementation of the study plan, unless they fall within the competences of other university bodies. In the case of a student who was not assigned any parent unit, such decisions shall be made by the head of the unit indicated by the Rector.

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

3. After consulting the competent student government body, the Dean may appoint a representative for student affairs or a director of studies from among members of the faculty. The representative for student affairs or director of studies shall perform activities in the area of the organisation of studies.

§ 6

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

2. The provisions of section 1 are not applicable in matters requiring an administrative decision.

§ 7

1. Decisions of the Dean pertaining to individual student matters may be appealed to the Rector. The Rector's decision shall be final.

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

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

§ 8

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

II. UNDERTAKING STUDIES

§ 9

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

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

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

4. the student shall receive a student ID after signing the agreement on the terms of payment for studies presented for signing before the beginning of the academic year. The student ID is subject to return upon the completion of studies or removal from the list of students.

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

6. Studies at the University may be undertaken by resumption of studies. Resumption of studies shall be allowed from the second year of studies, or earlier if so stipulated by the specific rules of study. If in the academic year when studies are resumed the curriculum or the study plan differs from one effective at the time of removal, the student shall be obliged to make up the curricular differences determined by the Dean's decision, subject to the cases mentioned in section 8.

7. A student may be admitted to the University by transfer from another institution, provided s/he has completed and obtained credit for the first year of studies and satisfied the obligations resulting from the provisions adopted by that institution. The general terms of transfer from another institution and the limit of admissions shall be determined by the faculty council and approved by the Senate. The admission decision shall be made by the Dean. The provisions of sections 2 and 3 apply accordingly.

8. Resumption of studies is permissible only with respect to persons who have been removed from the list of students of the University, except those who have been removed due to a disciplinary penalty. The decision on the resumption of studies shall be made by the Dean. Resumption of studies shall be effective no sooner than from the following academic year after the removal date, except for the cases mentioned in sections 9 and 10 as well as a removal resulting from the failure to pay applicable fees. In well justified cases, the Dean may set a different resumption date.

9. A person who has fulfilled all the requirements set out in the study curriculum except for obtaining credit for the last cycle of the degree seminar due to the failure to submit a thesis envisaged in the curriculum may apply for resumption of studies without the requirement to make up curricular differences mentioned in section 6 within the non-extendable period of two years of being removed from the list of students. The Dean may decide on specific terms of completing the degree seminar, after consulting the student's thesis supervisor. In the event of the student's re-removal from the list of students, resumption of studies shall be possible only on the general resumption rules, including the requirement to make up curricular difference.

10. Resumption shall apply to the same studies from which the student was previously removed, provided they are still run by the University. In the event that the studies have terminated and are no longer run, the Dean may grant permission for the resumption of studies in another field of study or major that have been created as a result of transforming the terminated studies and are currently run at a given organisational unit. The Dean will then determine the number of ECTS credits to be awarded to the student toward the new degree programme and the year of studies in which s/he is to be enrolled after considering curricular differences and the achieved learning outcomes. Resumption of second-cycle studies shall be conditional upon the holding of a degree of magister, *licencjat*, *inżynier* or their equivalents.

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

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

§ 10

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

2. The choice of the field of study and the parent unit running a given study curriculum, in accordance with section 1, shall be made during the open enrolment or the first year of studies, according to the criteria specified in a resolution of the Senate.

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

4. Studies in a parallel field may be pursued as full-time or part-time studies.

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

6. The faculty council shall set the admission limits for parallel studies, separately for full-time and part-time studies. These limits shall be subject to approval by the Senate.

§ 11

1. Changing the study field or major or the parent unit shall be permitted in justified cases, upon the consent of the competent Deans. The Dean competent for the new field or major shall determine the student's duties resulting from the curricular differences.

2., A student pursuing individual inter-area studies, having completed a study term, may opt out of this system of study and transfer to studies run by one of the faculties involved in running the inter-area studies. The terms of transfer shall be determined jointly by the Dean of the competent faculty and the head of the unit designated to organise said studies.

§ 12

If a student changes the form of studies, the Dean shall determine the student's duties resulting from differences in the study curricula.

III. RIGHTS AND OBLIGATIONS OF THE STUDENT

§ 13

1. Students have the right to:

- 1) participate through their representatives in decision making by the University's collegiate bodies, except for scientific councils of the units which do not run degree programmes;
- 2) participate in decision making regarding matters pertaining to the course of study and situations of individual students, in compliance with other provisions of the Rules;
- 3) make proposals to the authorities of the units conducting studies regarding study curricula, study plans and their implementation, as well as other matters of importance for the course of study or personal development of students;
- 4) evaluate the teaching process;
- 5) evaluate the performance of administrative units servicing the course of studies, and make suggestions regarding their work;
- 6) address the Dean and other competent authorities indicated in § 5 section 2 on matters of their own studies;
- 7) use the assistance of the University Ombudsman.

2. Students may associate in student organisations, and especially in academic societies.

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

4. In particular, on the principles set out in the Rules as well as the resolutions of the Senate and the faculty council, students have the right to:

- 1) acquire knowledge and skills and develop their interests by taking advantage of the University's full teaching offer;
- 2) participate in academic research;
- 3) take up parallel studies;
- 4) attend courses required by the study plans of the studies to which they have been admitted, including courses of higher terms than those they are currently enrolled for, as well as other courses, and receive credits for them, although priority shall be given to students who need to take a given course in order to complete their current study term and then to other students for whom the course is intended;
- 5) take advantage of consultations provided by academic teachers during their office hours, which are available to students of all forms of studies;
- 6) pursue a part of their study curriculum at another domestic or foreign institution, provided they meet the requirements specified in separate provisions;
- 7) use the University's assistance, to the extent defined in separate provisions, in seeking a job and obtaining an internship or a professional placement, even if these are not part of their study plan,
- 8) use the University's assistance in obtaining research grants and conducting research projects;
- 9) use the resources of the University's library and information system as well as the Virtual Library of Science;
- 10) use the University's material resources, in compliance with the existing provisions;
- 11) access the information which forms the basis for awarding credits for study terms gathered in the computer studies service system,
- 12) inspect their personal data files;
- 13) examine the normative acts concerning students' rights and obligations.

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

6. Specific measures to ensure the participation of disabled or chronically ill students in the University's teaching offer are regulated in separate ordinances of the Rector.

§ 14

1. Students who excel in academic performance or other kinds of activity may be granted awards or distinctions in accordance with specific regulations, including in particular:

- 1) scholarships awarded by the minister for outstanding achievements;
- 2) awards granted by the Rector;
- 3) awards granted by the Dean;

- 4) awards funded by state institutions, academic societies, public organisations or other sponsors;
- 5) Rector's scholarships for the best students.

2. Having completed their studies, the best graduates shall be awarded a diploma with distinction, in accordance with the terms stipulated in § 44 section 4.

§ 15

1. Students' obligations shall include behaviour consistent with the student oaths and the Rules, and in particular:

- 1) care for the University's reputation;
- 2) respect for the dignity of all members of the academic community;
- 3) acquisition of knowledge;
- 4) ethical obtaining of course credits and preparation of term papers and degree theses in a manner respectful of copyrights;
- 5) observance of the provisions in force at the University, including the signing of the agreement of payment for educational services, provided for in Art. 160 a of the Act;
- 6) respect for the University's property.

2. Students shall be obliged to:

- 1) attend classes and obtain course credits according to the study curriculum and study plan, and take exams after fulfilling the detailed course, credit and exam requirements;
- 2) timely perform their obligations to the University, including enrolling for classes envisaged in the study plan, performing course allocations, and making due payments;
- 3) promptly notify the authorities of the parent unit about change of name, address and any other data which may bear on the financial aid received;
- 4) use the assigned e-mail account at the domain address identified with the University.

3. Students shall bear disciplinary liability for misconduct, in conformity with the rules defined in the Act.

§ 16

1. The student's rights and obligations shall expire upon graduation or removal from the list of students.

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

IV. FEES FOR CLASSES

§ 17

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

- 1) education offered in part-time studies;
- 2) repetition of classes due to unsatisfactory academic performance in all forms of studies, including elective classes covered by the study plan if they have been changed by the student,
- 3) classes not covered by the study plan, complementing the learning effects necessary for admission to second cycle studies in a given field;
- 4) classes not covered by the study plan and not included in the limit defined in § 2 point 13;
- 5) classes not covered by the study plan for which the student enrolled but failed to obtain credit;
- 6) studies conducted in a foreign language;
- 7) training courses and programmes;
- 8) validation of the learning outcomes (*efektów uczenia się*) held.

2. The amount of fees shall be determined by the Rector at the request of the appropriate faculty councils and after consulting the competent bodies of the student government. Fees for educational services shall comply with the following terms:

- 1) In the case of repeating a term, a semester or a year of studies, the student shall be charged a fee for repeating a given term, semester or year, or else a fee in the amount equal to the sum of fees payable for repeating all the courses of a given study term for which credits were not obtained;
- 2) In the case of the conditional award of credit for a study term, the student shall be charged a fee equal to the fees payable for repeating all the courses for which credits were not obtained;
- 3) In the case of resumption of studies within the non-extendable period of two years from the student's removal from the list of students for a failure to submit a degree thesis envisaged in the curriculum and so complete the last cycle of the degree seminar, the student shall be charged a fee for repeating the last cycle of the degree seminar. This fee is charged seven days prior to the set date of the degree exam in a proportionate manner (calculated per month) for the period from the date of the resumption of studies to the date on which the thesis is accepted by its supervisor. The maximum fee payable for repeating the last cycle of the degree seminar (per semester/year) shall not exceed 1/5 (one fifth) of the fee charged for repeating a semester/year in a given study cycle.

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

4. The limit of extracurricular classes defined in §2 point 13 shall be announced no later than half a year prior to the commencement of the academic year to which it applies. Classes of higher study terms than the one for which the student is registered, which are included in the study plan, are not treated as falling within the above limit.

5. The deadlines and manner of payment of the fees shall be determined by the faculty council, with the proviso that:

- 1) the total or the first instalment of the fees mentioned in section 1 points 1 and 6 are payable prior to the beginning of the semester or trimester when these studies

- or classes are given but no earlier than after the signing of the agreement on the terms of payment for studies or educational services;
- 2) fees for classes defined in section 1 points 2, 3, and 4 are payable within four weeks of the commencement of the semester or trimester when these classes will be given,

unless the specific rules of study state otherwise.

V. ORGANISATION OF STUDIES

§ 18

1. The organisation of the academic year, divided into semesters or trimesters with identified class and exam sessions, dates of foreign language certification exams as well as deadlines for course resignation and course allocation shall be determined by the Rector after consultation with the competent bodies of the student government no later than by the 1st of February of the preceding academic year.

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

3. Arrangements regarding the organisation of the academic year mentioned in section 2 may not be applicable to irregular classes, in particular those conducted by visiting professors.

§ 19

1. Studies are run according to general curricula, which include specific study curricula and study plans. Changes to these documents shall be introduced by resolution of faculty councils, after consultation with the student government in the manner provided by the Act and in conformity with the guidelines adopted by the Senate. Changes in the curriculum shall not be introduced until after the end of the study term envisaged in the curriculum and study plan.

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

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

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

5. Enrolment for classes in each semester or trimester shall be held in two rounds. After the first round of enrolment, elective classes whose start is not expedient due to insufficient enrolment shall be withdrawn from the class offer. The modified offer shall be announced no later than two weeks before the start of classes.

Students cannot change their enrolments after the beginning of the academic year, unless the faculty council decides otherwise.

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

7. The first round of enrolment for physical education classes shall take place within the two weeks preceding the beginning of a given semester.

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

9. In the case of individual inter-area studies, the rules for class enrolment shall be agreed by the Dean of the unit running such studies with the deans of the participating faculties which offer the classes. Students of individual inter-area studies who pursue the minimum curriculum leading to obtaining a degree at a given faculty shall register for classes based on the same rules that apply to students for whom a given faculty is a parent unit.

§ 20

Classes, assessment of knowledge or skills and term assessments may be conducted in a foreign language. Also, a degree thesis may be written in a foreign language and a diploma examination may be held in a foreign language. Obligatory classes given in a foreign language shall be listed in the study plan.

§ 21

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

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

3. The faculty council may delegate its powers to authorise a teacher to conduct classes referred to in sections 1-2 to an institute council, provided the institute runs studies independently.

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

§ 22

1. The Dean, together with the tutor and the student pursuing individual inter-area studies, shall appoint an academic advisor to the student, who shall approve the student's individual study curriculum. The individual curriculum must conform to the requirements resulting from the learning outcomes defined for a given degree programme.

2. The Dean of the unit running the individual inter-area studies shall approve the academic advisor appointed for a student pursuing such studies. The student and his/her academic advisor shall jointly determine a study plan and study curriculum for the following teaching cycle. The study plan and curriculum are subject to approval by the Dean of the inter-area studies.

3. The minimum curriculum leading to obtaining a degree at a given faculty by a student pursuing individual inter-area studies shall be agreed by the Dean running such studies with the Dean of the faculty offering a given degree programme.

§ 23

For disabled students, students suffering from a long-term illness or convalescent students, as well as in other justified cases, the Dean may set an individual procedure for obtaining course credits and taking exams, without prejudice to the duties resulting from the implementation of the study curriculum.

§ 24

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

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

§ 25

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

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

3. The study curriculum of studies at another institution for a student undertaking studies outside the University shall be determined individually by the

exchange programme supervisor or mobility coordinator in consultation with the interested student and approved by the Dean. The study curriculum shall determine the period of studies for which the student is being referred to the other institution and a list of courses to be completed or a number of ECTS credits to be obtained.

4. The procedure for the appointment of an exchange tutor shall be determined by the faculty council in the specific rules of study.

5. The study curriculum determined in accordance with section 3, ensuring the completion of a study term provided in the study plan adopted at the University, shall be treated as equivalent and shall constitute the basis for awarding credit for the study term pursued at another institution.

6. If, due to curricular differences between the study plans offered at the University and the institution to which the student was referred, the condition defined in section 5 has not been met, the Dean shall indicate courses making up the curricular differences and the time frame for completing them. In the case of a student pursuing individual inter-area studies, the above-mentioned courses and deadlines shall be determined by the Dean, in consultation of the academic advisor mentioned in § 22 section 3. Meeting these conditions shall result in obtaining credit for a given study term.

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

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

§ 26

1. Classes conducted for given studies shall be available to other students, if they meet the requirements regarding participation in these classes and if, applying the principles of priority defined in § 13 section 4 point 4, there are places available. These classes shall be available free of charge as falling within the limit of classes determined by the Senate or the faculty council, or for a fee outside that limit, under § 17 section 4.

2. Classes mentioned in section 1 shall be available to visiting students from other institutions, including students from foreign institutions, according to the rules specified in separate provisions.

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

§ 27

1. The course of study shall be documented in the course credit protocols and in the periodical records of student academic achievements, which have the form of printouts of electronic data signed by the Dean. The documentation of studies shall also include a degree thesis in both a paper form and a file in the computer system of studies service.

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

3. The settlement of the student's coursework and the printing of periodical student achievement records shall take place no later than within a month of the termination of the exam session in which the student received the last grade needed for the settlement of the current study term.

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

VI. OBTAINING COURSE CREDITS

§ 28

1. Obtaining credit for an academic course shall be conditional upon enrolling in the course in compliance with the study plan and the rules of enrolments, if so required by the specific rules of study.

2. Enrolment for classes covered by the study plan of a given term may be done by the Dean. In such cases, an automatic notification is sent to the student from the computer system of studies service.

3. Within the time limit announced by the Rector, the student shall declare a given course as:

- 1) part of the study curriculum; by allocating the course to it. If the student is pursuing more than one degree programme, s/he should indicate the one within which the course is taken;
- 2) included in the study plan of a given term, by additionally allocating the course to it. This requirement applies to each course which is covered by the study plan for the current term.

4. Courses that are allocated only to the study curriculum shall be seen as electives to which each student of a given degree programme is entitled, taken within the limit of classes mentioned in § 2 point 13.

5. At the student's request, filed within the time period defined by the Rector, the allocation of a course to a study curriculum may be deleted. The course shall then be considered supplementary and not included in the limit of classes mentioned in § 2 point 13 and § 14 section 1 point 4.

6. The Dean may correct course allocations made by the student in breach of the Rules of Study, primarily by deleting the allocation of a course to a given study term if the course is not covered by the study plan for this term. In such cases, an automatic notification is sent to the student from the computer system of studies service.

7 The student shall be obliged to obtain credits for all courses for which s/he has enrolled in a given teaching cycle, except for the situations defined in sections 9 and 10, with the proviso that participation in classes not covered by the study plan of the current term does not change the requirements which have to be met to be awarded credit for this study term. The consequences of failure to obtain course credit are stated in § 17 section 1 points 2 and 5, while the consequences of failure to obtain a grade in a course required by the study plan for a given study term are defined in § 36 section 3.

8. The student shall be entitled to apply for course credit in the teaching cycle when s/he enrolled in the course.

9. The student shall have a right to resign from attending a course if its dates or credit requirements have been changed. The resignation shall be submitted to the Dean within 14 days from the occurrence of the new situation.

10. The student shall have a right to resign from obtaining credit for a course before the date indicated in the organisation of the academic year as the course credit resignation deadline for a given semester. This right may be exercised once during first and second cycle studies, and twice during long second cycle studies. The course credit resignation procedure for all forms of studies is defined in detail by separate provisions stipulated by the Rector.

§ 29

1. All courses in which the student has chosen to obtain credits, except for physical education, degree seminar and courses preparing for university studies in all fields and listed in a relevant ordinance of the Rector, shall carry a performance grade, given in conformity with the principles set in the course syllabus.

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

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

excellent (5!)	- 5
very good (5)	- 5
good plus (4.5)	- 4.5
good (4)	- 4
satisfactory plus (3.5)	- 3.5
satisfactory (3)	- 3
unsatisfactory (2)	- 2

4. The rules for converting grades received while realising a part of the study curriculum at another institution compatible with the ECTS rules shall be determined by the Rector.

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

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

§ 30

1. There shall be two dates for the final exam in a given course in a teaching cycle. These dates shall fall, respectively, in the main examination session and in the resit examination session, set for the teaching cycle in which a given course is offered.

2. The student shall have the right to take an exam on a date falling before the examination session, in compliance with the rules set by the faculty council.

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

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

5. Unexcused absence at an examination shall result in the loss of one exam date.

6. In the case of absence at an examination which is excused by the Dean, in particular when the absence was caused by an illness or another exam, the student shall have a right to an additional exam date. The medical certificate excusing the student's absence at an examination should be submitted to the Dean within seven work days of the last day of the doctor's leave. An additional exam date may be granted only once in a given study term. An extra exam date may be granted by the Dean only in especially justified cases.

7. The student who is taking an exam or another form of assessment shall be obliged to show an identity card upon request.

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

§ 31

1. Within seven days of the date of the end of courses or announcement of their results, in case of objections as to the form of the credit awarding procedure or impartiality of exam grading, the student shall be entitled to appeal to the Dean, who may resolve that the student's grades be verified by a commission.

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

3. In justified cases, the Dean may order an exam before a commission on his/her own initiative, at the request of the examiner or the competent student government body.

4. Verification by a commission of the student's course assessment result, forming the basis of credit award, shall take place within 14 days of the date when the request for such verification was submitted. An exam before a commission shall be held within 14 days of the date when the student's request was submitted.

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

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

§ 32

The faculty council may determine the maximum number of equivalent courses or ECTS points obtained as credits for equivalent courses, which will form the basis of credit award for a study term or the entire study curriculum. This applies primarily to parallel studies.

§ 33

A student who participates in research may be exempt from attending certain classes, providing research participation ensures the attainment of identical learning outcomes. Credit awards and exemptions shall be subject to the rules determined by the Dean.

§ 34

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

2. The exam and class grades referred to in section 1 shall be included in the settlement of study terms at the University after being converted to the grading scale defined in § 24 section 1, pursuant to separate provisions.

VII. AWARDING CREDIT FOR A STUDY TERM

§ 35

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

2. All courses covered by the study plan for a given study term (i.e. allocated to it), excluding the courses referred to in § 28 sections 9 and 10, shall be considered in the settlement of that term. The same courses cannot be used in the settlement of different study terms or studies, with the reservation of § 32.

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

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

5. Referring students to repeat a study term shall take place in cases other than those listed in section 3 and 4, with the proviso that the referral does not apply to first year students or students who have already been referred to repeat the same study term, unless the specific rules of study stipulate otherwise.

6. Conditional registration for the subsequent term of study or the referral to repeat a term of study shall obligate the student to retake the failed courses. In case of repeating a study term, when there occur curricular differences, the student shall be obligated to make up the curricular differences. If the course to be retaken is no longer offered, the Dean shall determine an equivalent course.

7. Conditional credit award and repeating of a study term shall not limit the student's right to attend selected classes, in compliance with the rules defined in § 13 section 4 point 4.

8. The Dean shall remove a student from the list of students in the case of:
1) failure to undertake studies, which is ascertained by not enrolling for any courses referred to in § 15 section 2 and § 18:

- 2) a written resignation from studies submitted by the student;
- 3) failure to submit a degree thesis in the period defined in § 40 section 1, or pass the diploma examination by the end of the final study term;
- 4) punishment by the disciplinary penalty of expulsion from the University.

9. The Dean may remove a student from the list of students in the case of:

- 1) lack of progress in learning, which is ascertained if the student has failed to obtain credit for a given study term more than once. In the case of a student of first-cycle studies or long second-cycle studies, lack of progress in learning is ascertained if the learning outcomes achieved by the student exclude the award of credit for a given academic year, unless the specific rules of study provide otherwise
- 2) failure to obtain credit for a semester or a year by the deadline specified;
- 3) failure to pay applicable fees despite a written request for payment within 14 days of receiving it;
- 4) failure to sign the agreement of payment for studies or educational services presented by the University.

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

§ 36

1. For the purpose of calculating the grade average, the final grade in a course shall be the arithmetic mean of the grades received on both exam dates if the student took the exam twice, rounded off to two decimal places.

2. The grade average for a study term shall be calculated as the arithmetic mean of the final grades received in all courses comprising the study plan for a given term, with the reservation of § 31 section 7, rounded off to two decimal places. If the study plan for a given term provides for elective courses and the student received credits for more courses than required, the final grades considered while calculating the grade average shall be those indicated by the student, with the reservation of section 7. The grade obtained in a foreign language certification exam shall not be included in the grade average.

3. In calculating the grade average, all missing grades in courses comprising the study plan shall be treated as equivalent to 2.0, if the absence of the grade has resulted from:

- 1) failure to obtain credit for a course for which the student was enrolled in a given study term, with the reservation of § 28 section 10 (including also failure to take the final exam on any of the set exam dates in regular and resit exam sessions);
- 2) failure to enrol for a course covered by the study plan of a given term;
- 3) failure to enrol for an elective course with a required number of ECTS credits, in which case the missing ECTS credits are assigned an equivalent of a minimum number of courses which meet this criterion.

In cases of failure to enrol, the parent unit shall enter the data needed for the lack of credit to be taken count of while calculating the grade average into the computer system of studies service.

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

5. The grade average for the entire studies shall be calculated in accordance with section 2, taking into account the final grades received in the courses considered while calculating the average for all terms of studies. At the student's request, the grade average may also include the grades obtained by the student in the extracurricular courses taken within the limit of such courses defined in § 2 point 13. The request to include these grades shall be submitted prior to the final settlement of the degree programme.

6. The grade averages referred to in § 36 sections 2, 4 and 5 are calculated by the computer system of studies service based on the grades and course allocations entered.

7. A course selected by the student for the settlement of a study term or the entire studies may be a course which has not been taken into account while obtaining credit for a study term in another degree programme, unless the Dean decides otherwise.

VIII. LEAVES IN THE COURSE OF STUDY

§ 37

1. The Dean may grant students the following types of leave:

- 1) a sick leave, due to sickness or disability;
- 2) a parental leave, due to the birth of a child;
- 3) a research leave, for the pursuit of other studies at the University, studies at another institution or research;
- 4) a special leave in other justified cases.

2. Students shall be granted a sick leave for the period of sickness, treatment or rehabilitation excluding or seriously impeding the continuation of studies. The decision to grant a sick leave shall be made by the Dean based on medical documentation or the opinion of the Disabled Persons Office.

3. Students may be granted research or special leaves for a period not exceeding one year and in the case of first cycle students, after obtaining credit for at least the first year of studies. The next leave may be granted after obtaining credit for another year of studies. In justified cases, the Dean may determine the term or duration of the leave otherwise.

4. During the leave, the student shall retain student rights. Rules for granting financial assistance during the leave shall be stipulated by separate provisions.

5. The student's return to studies after a leave shall be subject to the rules defined by the Dean. The provision of § 9 section 12 shall apply accordingly.

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

IX. COMPLETION OF STUDIES

§ 38

1. After completing the full study curriculum of the first cycle studies, including submitting a *licencjat* degree thesis, and passing the degree exam, the student shall be awarded a degree of *licencjat* or *inżynier*.

2. After completing the full study curriculum of the second cycle studies or long second cycle studies, including submitting a magister degree thesis, and passing the graduation exam, the student shall be awarded the degree of *magister* or *magister inżynier*.

3. The studies are completed on the day of the degree exam.

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

§ 39

1. The degree thesis shall be prepared under the supervision of an authorised academic teacher, in compliance with the rules set forth in § 21.

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

3. In the event the thesis supervisor employment has expired, the Dean shall appoint a co-supervisor or a new supervisor, in consultation with the student.

4. The degree thesis must be prepared independently, meet the formal and content-related requirements appropriate for a given degree programme and major, determined by the faculty council in the specific rules of study, and be submitted in both a printed and electronic form, in compliance with the standards defined in separate provisions.

5. A degree thesis may be written jointly by several students, provided the contribution of each co-author is clearly specified. The rules on this matter shall be specified by the faculty council.

6 The rules for the assessment of the degree thesis shall be specified by the faculty council.

7. Assessment of the degree thesis shall be done by the teacher supervising its preparation and one reviewer appointed by the Dean. The grading scale defined in § 29 section 2 shall be used in the assessment.

8. If a degree thesis has been negatively assessed by the reviewer, another reviewer shall be appointed by the Dean. If the second reviewer has also awarded a negative grade, the thesis cannot be the basis for graduation.

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

§ 40

1. The degree thesis shall be submitted no later than one month before the scheduled date of the completion of studies, unless the specific rules of study provide otherwise. The student shall be required to submit the final version of the degree thesis that has been accepted by thesis supervisor in both a paper form and as a computer file uploaded to the computer system of studies service. Submission of such a thesis shall be prerequisite to obtaining credit for the last cycle of the degree seminar or another course leading to the submission of a thesis.

2. Upon the request of the student or the thesis supervisor, the Dean may extend the duration of studies by no more than three months from the scheduled date of completion, in the case of:

- 1) the student's long illness, confirmed by medical documentation or an opinion of the Office for Persons with Disabilities;
- 2) the student's inability to prepare a degree thesis within the binding deadline for legitimate reasons.

3. If there were reasons on the part of the thesis supervisor which could delay the submission of the thesis, the Dean, at the student's request, shall appoint an academic teacher who will take over the task of supervising the thesis. A change of the thesis supervisor during the last six months before the date of the completion of studies may constitute grounds for an extension of the deadline for thesis submission, in compliance with the rules set forth in section 2.

§ 41

1. The student who has failed to submit a degree thesis by the deadline stipulated in § 40 section 1 shall be removed from the list of students, with the reservation of § 40 section 2. Resumption of studies shall be possible based on the rules stipulated in § 9 section 6 and sections 8-9 of the Rules

§ 42

1. Admission to the degree examination shall be conditional upon:
- 1) fulfilment of all the requirements stated in the study curriculum;
 - 2) obtaining the final grade of at least 3.0 on the degree thesis, with the reservation of § 39 section 8

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

3. If the degree thesis was submitted at least a month before the scheduled graduation date, the degree examination shall be held no later than one day before the scheduled graduation date.

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

5. The Dean may entrust the chairing of the *magister* degree examination board to another academic teacher who holds at least a post-doctoral degree, and the chairing of the *licencjat* degree examination board to a teacher who holds at least a doctoral degree.

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

§ 43

1. The result of the degree examination shall be expressed as a grade listed in §28 section 2.

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

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

4. If the student fails to pass the degree examination on the second date or fails to take it, the Dean shall remove the student from the list of enrolled students.

§ 44

1. The final result of studies shall be calculated on the basis of the following:
- 1) the grade average from exams and final grades awarded in courses not ending with a final exam, calculated in accordance with § 36 section 5;
 - 2) the final grade on the degree thesis, calculated in accordance with § 39 section 7;

3) the final result of the degree examination, calculated in accordance with § 38 section 3.

2. The final result of the studies shall be the total of the following parts of the grades listed in section 1, rounded off to the second decimal place:

1) for first cycle studies and long second cycle degree studies:

0.7 of the grade mentioned in section 1 point 1,
0.2 of the grade mentioned in section 1 point 2, and
0.1 of the grade mentioned in section 1 point 3;

2) for second cycle studies::

0.5 of the grade mentioned in section 1 point 1,
0.4 of the grade mentioned in section 1 point 2, and
0.1 of the grade mentioned in section 1 point 3.

3. The final result of the studies shown on the university diploma shall be entered in accordance with these rules:

- 1) under 3.40 – satisfactory;
- 2) from 3.40 to 3.80 – satisfactory plus;
- 3) from 3.80 to 4.20 – good;
- 4) from 4.20 to 4.60 – good plus;
- 5) from 4.60 to 4.90 – very good;
- 6) over 4.90 – excellent.

4. A diploma with distinction shall be awarded to graduates who:

- 1) have completed their studies within the time period specified by the study plan or the time periods defined in § 37 section 6 and § 40 sections 2 and 3;
- 2) have obtained the grade average of over 4.6 on all exams and courses not ending with an exam;
- 3) have been awarded the final grade of 5.0 on the degree thesis and at least a very good grade on the degree examination;
- 4) have not violated the principles included in the oath.

5. Diplomas with distinction shall be conferred by the faculty council. The Rector or the Dean may grant a financial award for obtaining a diploma with distinction.

§ 40

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

2. The diploma supplement mentioned in section 1 shall contain information about all the courses completed during the studies, mentioned in § 36 section 5, and the grades received. Upon the student's request, the supplement may be issued in the English language, pursuant to separate provisions. In case of part-time studies whose curriculum and study plan are the same as those of full-time studies, the

supplement shall contain information about the compatibility of the studies completed with the curriculum and study plan of the full-time studies.