

# STUDY REGULATIONS

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Pursuant to Article 28 paragraph 2 and Article 75 paragraph 1 of the Act of July 20, 2018, the Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742), the Senate of the Powiślański University adopts the Rules and Regulations of the Powiślański University, which specify the organization of the course of studies and the related related rights and obligations of students at the Powiślański University.

The Study Regulations apply to all profiles, forms and majors of first degree, second degree and uniform master's studies conducted at the Powiślański University, as well as to those studying under student exchange programs.

These Regulations do not apply to postgraduate programs conducted at the University, for which the relevant Regulations are applicable.

## I. General Provisions

Studies at the Powiślański University are conducted on the basis of the applicable regulations, in particular:

1. The Law of July 20, 2018. - Law on Higher Education and Science (i.e., Journal of Laws 2023, item 742), hereinafter referred to as the "Law";
2. Ordinance of the Minister of Science and Higher Education on studies (Journal of Laws 2023, item 2787);
3. The Statute of the Powiślański University, hereinafter referred to as the "Statute";
4. Study Regulations, hereinafter referred to as the "Regulations".

The terms used in the Regulations shall mean:

- discharge - obtaining the stipulated number of ECTS credits and fulfilling all the requirements specified in the program of study, without obtaining a diploma of graduation;
- basic organizational unit - a department or other organizational unit of the university as defined in the statute;
- The head of the basic organizational unit - the vice-rector for teaching;
- study program - a description of coherent learning outcomes defined by the university, in accordance with the Polish Qualification Framework (PRK) for Higher Education, and a description of the educational process (study program) leading to the achievement of these outcomes, along with ECTS points assigned to individual modules of this process;
- schedule for the implementation of the study program - a list of classes with ECTS credits assigned to each form including a list of examinations and credits, as well as the hourly or time dimension;
- Course of study - a separate part of one or more areas of study, implemented in the manner prescribed by the study program;
- ECTS (European Credit Transfer and Accumulations System) points - points defined in the European Credit Transfer and Accumulation System as a measure of the average effort of a learner necessary to achieve the expected learning outcomes;
- Learning outcomes - the body of knowledge, skills and social competencies obtained in the learning process;
- Confirmation of learning outcomes - a formal process of verification of possessed learning outcomes not organized institutionally, realized in ways and methods that increase the stock of knowledge, skills and social competencies outside the system of studies;
- First-degree studies - a form of education to which candidates with a high school diploma are admitted, leading to a first-degree qualification;
- Second-degree studies - a form of education to which candidates with at least a first-degree qualification are admitted, leading to a second-degree qualification;
- Unified master's studies - a form of education to which candidates with a high school diploma are admitted, leading to a second-degree qualification;
- Practical profile - the profile of an educational program that includes classes for the acquisition of practical skills and social competencies by the student,

implemented with the assumption that more than half of the study program specified in ECTS points includes practical classes that shape these skills and competencies;

- General-academic profile - profile of the educational program including classes related to the scientific research conducted at the university, implemented on the assumption that more than half of the study program specified in ECTS points includes classes aimed at acquiring in-depth knowledge by the student;
- Course charter (syllabus) - is an element of the study program including specific thematic content realized in the form of classes, in particular in the form of lectures, exercises, conversation classes, seminars, proseminars, simulation exercises, practical classes, professional practice specified in the curriculum (a subject may include more than one form of classes), a subject or a group of subjects may constitute a module of classes for which the assumed learning outcomes are assigned in the curriculum;
- Practical classes - this is a form of instruction for the acquisition and formation of practical skills and social competence by the student;
- Apprenticeship - this is a form of implementation of practical training, the dimension of the rules and form of which is included in the curriculum;
- Diploma exam - verification of learning outcomes achieved during studies in a particular field, level and profile of education;
- Open diploma exam - an exam announced by the head of the basic organizational unit, during which the presence of other persons is allowed other than members of the examination committee and the student taking the exam.

## § 1

1. Higher education at the University, hereafter referred to as degree programs, is conducted within the fields of study.
2. The field of study is conducted by the basic organizational unit of the University called the Faculty.
3. The supervisor of students at the University is the rector, and at the faculty the vice-rector for teaching.
4. Higher education is conducted in the form of full-time or part-time studies.
5. Full-time studies are a form of higher education in which at least half of the ECTS credits included in the curriculum are obtained through classes with direct participation of academic teachers or other instructors and students.
6. Part-time studies are a form of higher education in which less than half of the ECTS credits included in the curriculum may be obtained with the direct participation of academic teachers or other instructors and students.
7. A full-time first degree program lasts at least six semesters.
8. The full-time second degree program lasts four semesters.
9. Part-time studies may last longer than the corresponding full-time studies.
10. Care for students with disabilities is provided by the Student Support Representative with disabilities.
11. Students of the Powiślański University form the Student Government.
12. The representative of the students of a given year/group is the head of the year/group.
13. The method of appointment and powers of the head of the year/group is specified in the Regulations of the PSW Student Government.

14. Administrative services for students are provided by the dean's office and the relevant administrative units of the Powiślański University. Persons with disabilities are served out of turn.

## § 2

1. The University charges fees for educational services provided related to:
  - 1) education of students in full-time and part-time first degree, second degree and unified master's degree programs;
  - 2) repetition of a semester/year or specific classes in full-time studies and part-time studies due to unsatisfactory academic performance (this applies to this also includes reactivation in the rights of a student after removal from the list of students);
  - 3) equalization of program differences;
  - 4) conducting classes that complement the learning outcomes necessary for second-level studies in a specific field of study;
  - 5) carrying out the procedure for confirmation of learning outcomes;
  - 6) conducting continuing education courses and training.
2. The University also collects other fees provided for by generally applicable laws, including fees for the issuance of a student ID card, an index in electronic form, an additional copy of a diploma in foreign language translation, and duplicates thereof.
3. Detailed rules for the collection and amount of fees associated with studying are set forth in the Regulations on Fees for Students and Candidates for Studies.
4. The conditions for the collection of fees related to the course of study, fees for educational services and the amount of fees are contained in the contract between the University and the student.
5. The model agreement is determined by the Director of Documentation of the University. The model agreement is subject to the approval of the Senate.
6. The university publishes a model contract on the university's website.

## § 3

1. Admission to the university is made through:
  - a) recruitment,
  - b) confirmation of learning outcomes,
  - c) transfer from another university or foreign university,
  - d) reactivation in the rights of the student, taking into account § 7 paragraph 1 of these Regulations.
2. Online recruitment is underway at the Powiślański University.
3. Online recruitment covers all current majors in which education is provided at the Powiślański University.
4. A university candidate using online recruitment is given an individual account and performs actions according to the procedure posted on the university's website.
5. Admission is conditional on meeting the enrollment requirements, adopted annually by the Senate, which are posted on the PSW website and the subject page of the BIP.
6. Admission to the university is by enrollment.
7. Admission as a student of the Powiślański University takes place upon matriculation and taking the oath with the content specified in the statute.

8. Refusal of enrollment is made by administrative decision. The decision is signed by the vice-rector for teaching. The decision of the vice-rector for teaching may be appealed to the rector.
9. The results of the admissions procedure are public. The openness of the results of the recruitment process must not violate regulations related to the protection of personal data. Admission to studies may take place as a result of transfer from another university, including foreign universities, with the consent of the vice-rector for teaching if the student meets all criteria related to the recruitment process in force at the Powiślański University.
10. A student of the University may also become a student as a result of confirmation of learning outcomes, under the procedures set forth in Chapter 4 and the Regulations on Confirmation of Learning Effects.
11. A person who does not have Polish citizenship, hereinafter referred to as a "foreigner", taking up and pursuing studies and other forms of education may become a student at the University under the rules set forth in Article 323 of the Act. Detailed rules for the admission of foreigners to study are determined by the University Senate by means of a relevant resolution.
12. After matriculation, the student receives a student ID card, certifying his status, and an index. The index is maintained in electronic form.
13. The graduate of the degree program receives a diploma. The content and form of the diploma are determined by separate regulations.

## **II. Rights and responsibilities of the student**

### § 4

1. The student has the right to:
  - 1) respect for their dignity by every member of the University community;
  - 2) training in the rights and responsibilities of the student;
  - 3) to acquire knowledge, skills and social competence in the chosen field of study;
  - 4) to take up studies in a second or subsequent field of study;
  - 5) ECTS credit transfer and recognition;
  - 6) to apply for confirmation of learning outcomes;
  - 7) to develop scientific, cultural, sports and tourist interests and the use of the University's infrastructure for this purpose, as well as the assistance of academic staff and University bodies, pursuant to separate regulations;
  - 8) protection of creations that are its intellectual property;
  - 9) studying according to an individual program, including a study plan;
  - 10) studying according to an individual organization of studies;
  - 11) to apply for participation in student exchange programs;
  - 12) change of field of study and/or specialization under the rules set by the vice-rector for teaching;
  - 13) transfer to either full-time or part-time studies;
  - 14) transfer to/from another university, including foreign universities, under the terms and conditions determined by the vice-rector for teaching;
  - 15) repeating certain classes due to unsatisfactory academic performance;
  - 16) excuses for absences from classes, leaves of absence from classes, and leaves of absence from classes with the ability to proceed to verification of the achieved learning outcomes specified in the program of study;

- 17) to take the board exam with the participation of an observer designated by him;
- 18) to submit to the authorities of the faculty and the University demands concerning the programs of study, the organization of education, social and living issues of students and other problems relevant to the University community by participating in the decision-making of the collegiate bodies of the Powiślański University through their representatives;
- 19) express opinions on the level and manner of teaching on the studied course and receive information on the results of course evaluation;
- 20) access to the information that is the basis for the settlement of his/her stage of study, collected in the computerized system of study services until he/she has the status of a student;
- 21) to inspect his personal file folder;
- 22) to review normative acts on the rights and obligations of students;
- 23) receive a justification of the grade given by the academic teacher;
- 24) to inspect their written credit and examination papers, as well as thesis reviews;
- 25) participate in teaching activities open in another field of study or specialization of studies;
- 26) consultation with an academician;
- 27) use of the Student Ombudsman;
- 28) use of the collections of the University's library and information system;
- 29) participate in the work of the student government bodies in accordance with the Regulations of the Student Government;
- 30) associate in scientific circles, organizations operating at the University and participate in scientific work carried out at the University;
- 31) equalization of opportunities in access to full participation in the educational process, taking into account the degree and nature of his disability;
- 32) use of material assistance benefits for students under the rules set forth in the Act and in separate Regulations.

## § 5

1. The student is obliged to take full advantage of the educational opportunities provided by the University, and to act in accordance with the oath, the Rules and Regulations of the University other regulations in force at the University.

In particular, it is obliged to:

- 1) acquire knowledge and skills in accordance with the chosen field of study;
- 2) attend classes in accordance with the course schedule and Academic Regulations;
- 3) familiarize themselves with the study program and the rules of assessment and evaluation of the established learning outcomes;
- 4) adhere to the rules of participation in learning activities, including those established by the academic teacher conducting these classes;
- 5) agreeing with the instructor of classes on the mode, extent and timing of compensation for the backlog of arrears resulting from excused absences;
- 6) to pass classes within the established deadlines, to pass examinations, to receive professional practice, and to meet other requirements of the study program;
- 7) timely submission of required documentation of the course of study;
- 8) timely payment of financial obligations to the University and payment of fees resulting from decisions of the University authorities;
- 9) immediately notify the dean's office in the event of destruction or loss of student ID cards and resignation from further study;

- 10) promptly notify the Dean's Office of a change of name or address (including e-mail address) and other personal information collected in the Student's file;
  - 11) promptly notify the University Scholarship Committee of changes in material conditions if they affect the award and amount of material assistance;
  - 12) compliance with the regulations of the University;
  - 13) to observe the norms of college life and respect the rules of social intercourse;
  - 14) to take care of the good name of the University;
  - 15) respect the property of the University and bear material responsibility for its destruction or loss.
2. A student, being a full member of the academic community, is obliged to actively participate in the life of the University, including in particular the obligation to participate in events organized at the University, such as the formal inauguration of the academic year and the University holiday.

#### § 6

1. Under the rules set forth in the Act, a student is subject to disciplinary liability for violation of the regulations of the University and for an act that offends the dignity of the student.
2. A student cannot be punished for the same act simultaneously by the rector and the disciplinary committee.
3. Disciplinary penalties are:
  - 1) admonition;
  - 2) reprimand;
  - 3) reprimand with a warning;
  - 4) suspension from certain student rights for up to 1 year;
  - 5) expulsion from the university.

#### § 7

1. A student's rights and obligations expire on the date of graduation or removal from the list of students, with the right to resume studies expiring after a period of no more than 5 years, the period calculated from the end of the academic year in which the removal occurred. Studies may be resumed no more than twice.
2. A person who has completed first- and second-level studies retains the rights of a student until October 31 of the year in which he/she graduated from these studies, with the exception of the right to a social scholarship, a scholarship for people with disabilities, a financial aid grant and the Rector's scholarship.

### **III. Organization of studies**

#### § 8

1. The academic year begins on October 1 and lasts until September 30 of the following calendar year.
2. The organization of the academic year for full-time and part-time studies is divided into two semesters: winter and summer.

3. The organization of the academic year, divided into semesters, with separate dates for classes and examination sessions - basic and corrective and correction sessions, is announced by the rector at least 3 months before the beginning of the academic year.
4. Implementation of the educational cycle of the studies conducted at the university begins at the beginning of the academic year. In a special case, the rector may for a given field (specialty), level or form of study establish another date for the beginning of the educational cycle.
5. The Rector may establish days or, in exceptional cases, hours off from teaching during the academic year - as so-called Rector's days/hours.
6. The organization of classes is determined in such a way as to ensure their implementation to the full extent provided for in the study program and its implementation schedule for a given semester (year).
7. Detailed teaching schedules for full-time students and part-time students are announced to students and instructors no later than seven days before the beginning of the semester, and examination dates no later than fourteen days before the start of the examination session.

## § 9

1. Studies at the Powiślański University are conducted in accordance with the study programs adopted by the Senate, after obtaining the opinion of the Student Government, which specify:
  - a) the learning outcomes referred to in the Act of December 22, 2015. on the Integrated Qualification System (Journal of Laws of 2020, item 226), taking into account the characteristics of the first degree and the characteristics of the second degree defined in the regulations issued on the basis of Article 7 paragraph 3 of this Law;
  - b) descriptions of the processes leading to learning outcomes;
  - c) the number of ECTS credits assigned to classes.
2. The study program shall specify:
  - a) the form or forms of study, the number of semesters and the number of ECTS credits required for graduation at a given level;
  - b) professional title awarded to graduates;
  - c) classes or groups of classes, regardless of the form in which they are taught, with the assignment of learning outcomes and program content that ensures the achievement of these outcomes;
  - d) total number of hours of classes;
  - e) Ways to verify and evaluate the learning outcomes achieved by the student throughout the educational cycle;
  - f) the total number of ECTS credits a student must obtain from classes conducted with direct participation of academic teachers or other instructors;
  - g) the number of ECTS points a student must obtain for courses in the humanities or social sciences, not less than 5 ECTS points - in the case of majors assigned to disciplines within fields other than the humanities or social sciences, respectively;
  - h) the dimension, rules and form of professional practice and the number of ECTS points that a student must obtain within the framework of this practice.



3. The curriculum of first-cycle studies and single master's studies conducted as full-time studies also specifies physical education classes of not less than 60 hours; physical education classes are not assigned ECTS points.
4. The study program allows the student to choose courses, which are assigned ECTS credits at a rate of not less than 30% of the number of ECTS credits, the number of credits necessary to obtain qualifications corresponding to the level of study.
5. The study program for a major assigned to more than one discipline shall specify for each of these disciplines the percentage of the number of ECTS credits in the number of ECTS credits, paragraph 2(g), indicating the leading discipline.
6. The curriculum of studies with a practical profile includes classes that develop practical skills to the extent of more than 50% of the number of ECTS points referred to in in paragraph 2 letter f.
7. The study program and its schedule determine the list of compulsory and optional classes, the completion of which is a prerequisite for passing a given year of study.
8. The learning outcomes defined in the study program take into account the foreign language outcomes.
9. Classes forming practical skills, provided for in the program of studies of practical profile, are conducted:
  - a) under conditions appropriate to the scope of professional activity;
  - b) in a way that allows students to perform practical activities.
10. The curriculum of studies preparing for the professions, referred to in Article 68 of the Law , takes into account the standard of education.
11. Changes to the program of study shall be made after consultation with the appropriate student government body, in accordance with the procedure provided by the Law and in accordance with the terms and conditions adopted by the Senate.
12. Changes in study programs are made at the beginning of a new educational cycle. During the educational cycle, only changes may be made to the study programs:
  - a) in the selection of educational content provided to students in classes, taking into account the latest scientific, artistic or science-related developments;
  - b) necessary to correct the irregularities identified by the Polish Accreditation Commission;
  - c) necessary to adapt the study program to changes in generally applicable regulations.
13. Programs of study, including schedules for the implementation of programs of study, shall be made available to made available to students by making them available in the BIP on the University's subject page and posting them on the University's website, with the changes in the study programs referred to in paragraph 12 being made available in the BIP on the University's website at least one month before the beginning of the semester to which they apply.
14. The study program takes into account the conclusions of the analysis of the compatibility of learning outcomes with the needs of the labor market, as well as conclusions from the analysis of the results of the monitoring referred to in in Article 352 paragraph 1 of the Act.

## § 10

1. Lectures at the University are open.
2. Classes shall be taught by academic teachers employed by the university who have the competence and experience to implement the classes properly, and by other persons who have such competence and experience.

3. Within the framework of studies with a practical profile, at least 50% of the course hours are taught by academic staff employed at the university as their primary place of work.
4. As part of a degree program with a general academic profile, at least 75% of the course hours are taught by academic staff employed at this university as their primary place of work.
5. The instructor of the course is required to present the content of the course charter (syllabus) to students during the first class, including the forms and conditions for credit and the recommended literature.

#### § 11

1. Resulting from the study program, the courses passed by the student are assigned ECTS points.
2. ECTS credits are a measure of the average student effort required to achieve learning outcomes.
3. An ECTS credit corresponds to 25-30 hours of a student's work including classes organized by the University and his individual work related to these classes.
4. In order to obtain a diploma for the completion of first degree studies, a student is obliged to obtain at least 180 ECTS points, second degree studies at least 120 ECTS points, unified master's studies at least 360 ECTS points.
5. The prerequisite for a student to obtain ECTS points assigned to a subject in the field of practical training is the achievement of the established learning outcomes. Credit for a subject in the subject area in question is obtained by checking the learning outcomes.
6. The sum of ECTS credits assigned to subjects for a given year is 60, while in a given semester the average is 30.
7. ECTS credits are not assigned:
  - a) library training;
  - b) OSH and fire safety training;
  - c) physical education classes;
  - d) other forms of education that are not an integral part of the study program (optional).

#### § 12

1. Didactic classes, tests of knowledge or skills, and the passing of course content may be conducted in a foreign language. The diploma thesis and the diploma exam may be written in a foreign language.
2. Detailed conditions for the implementation of classes, credits, theses and diploma examinations referred to in paragraph 1 are determined by the internal regulations of the University.
3. For foreigners admitted to study, the University organizes Polish language classes.

#### § 13

Didactic classes at the University may also be conducted using distance learning methods and techniques. Detailed conditions and procedures for such classes shall be determined by the University Senate.

## IV. Individual study plan

### § 14

1. An individual study plan consists of expanding the scope of knowledge within the studied course or changing the profile of education, combining two or more specializations within one or more courses, as well as the student's participation in research work.
2. A student may apply to the the vice-rector for teaching for permission to continue studying according to an individual plan under the guidance of an academic supervisor of his or her choice.
3. Studying according to an individual study plan can take place after passing, with particularly good results:
  - a) in the case of first degree studies - the first semester of study;
  - b) in the case of a second degree program - the first semester of study;
  - c) in the case of a unified master's degree program - the first semester of study.This mode of study can lead to a shortened study period.
4. The academic supervisor should be a professor or postdoctoral fellow. The rector may authorize an academician with a doctor degree D. degree to act as a scientific supervisor. The academic supervisor must agree in writing to perform this role.
5. The application for permission for an individual study plan must be accompanied by the written consent of the selected academic supervisor and an individual study program approved by the supervisor. In particular, this program may also include a list of subjects for which the student requests exemption from credit. In this case, the list should also include a list of subjects that the student proposes to pass in exchange for subjects from which the student intends to obtain credit at other faculties or at another university, along with an agreement to pass the indicated subjects.
6. The academic supervisor shall, by September 30 of each year, provide information and an assessment of the progress of a student studying according to an individual study plan. In case of, when the student does not achieve satisfactory academic results, the vice-rector for teaching in consultation with the academic supervisor revokes the permission for an individual study plan.
7. The provisions of § 14 do not apply to fields of study that are covered by the educational standard.

### § 15

1. A student, enrolled under the procedure of confirmation of learning outcomes, is enrolled in the semester/year of study determined by the vice-rector for teaching.
2. Learning outcomes are confirmed to the extent that they correspond to the learning outcomes specified in the program of study.
3. Learning outcomes are not confirmed for degree programs in the fields of study referred to in Article 68 of the Law.
4. Learning outcomes can be confirmed for a person with:
  - a) documents referred to in Article 69, paragraph 2 of the Law, and at least 5 years of professional experience - if applying for admission to a first degree program;
  - b) a full qualification at level 5 of the PRK or a qualification awarded by a foreign higher education system corresponding to level 5 of the European Qualifications Framework, as referred to in Annex II to the Recommendation of the European Parliament and of the Council of April 23, 2008 on the establishment of the

- European Qualifications Framework for lifelong learning -  
in the case of an application for admission to a first degree program;
- c) a full qualification at PRK level 6 and at least 3 years of post-baccalaureate work experience if applying for admission to a second degree program;
  - d) a full qualification at PRK level 7 and at least 2 years of work experience after completing a second-cycle or unified master's degree - if applying for admission to a subsequent first-cycle or second-cycle or unified master's degree program.
5. As a result of the confirmation of learning outcomes, no more than 50% of the ECTS credits assigned to courses included in the program of study can be credited.
  6. A student who applies for confirmation of learning outcomes shall meet the requirements of the Regulations for Confirmation of Learning Outcomes developed by the PSW Senate.
  7. The student referred to in paragraph 1 of this section studies according to an individual study plan under academic supervision.
  8. The individualized study plan is subject to the approval of the vice-rector for teaching.

## **V. Individual organization of studies**

### § 16

1. A student in a first degree/second degree/universal master's degree program may be allowed to pursue studies in a given semester or academic year according to individual organization.
2. Individual organization of studies consists in determining in a given semester or academic year individual deadlines for credits, exams, practical classes and/or professional practice provided for in the study program.
3. Studies according to individual organization can be carried out by students who:
  - 1) are senators, deputies or members of local government bodies;
  - 2) are members of the national team (national team reserves or international team);
  - 3) are studying at least two majors;
  - 4) are people with disabilities or chronic illnesses;
  - 5) they are raising children alone;
  - 6) are participants in student exchange programs;
  - 7) are particularly committed to the academic community;
  - 8) individuals to supplement program differences;
  - 9) have other legitimate reasons.
4. Consent for the realization of studies according to individual organization is given by the pro-rector for didactic affairs, upon a justified application of the interested student.

### § 17

1. The realization of studies according to the individual organization of studies does not exempt the student from the obligation to demonstrate that he/she has achieved all the learning outcomes established for the study program and to obtain the number of ECTS points assigned to the study program at a given qualification level.
2. The individual organization of studies, including: participation in classes and the dates of credits and examinations, the student agrees with the instructors of individual subjects. These arrangements, as well as individual dates for professional practice, are approved by the vice-rector for teaching.

## **VI. The way of adaptation and organization of studies and implementation of the didactic process to the special needs of students who are persons with disabilities**

### § 18

1. Teaching classes may be attended, with the approval of the vice-rector for teaching, by assistants for persons with disabilities, sign language interpreters and other persons assisting students with disabilities. A request to this effect should be submitted to the vice-rector for teaching.
2. A student, when justified by the nature of his/her disability, may use audio or audio and video recording devices in instructional classes. However, the student is required to make a prior declaration to the dean's office of copyright protection and use of the recorded materials only for private use in accordance with Article 33<sup>1</sup> of the Act of February 4, 1994 on Copyright and Related Rights (Journal of Laws 2022, item 2509).
3. If the student's state of health prevents the realization of the study plan planned for a for a given year or semester, the vice-rector for teaching, at the written request of the student, may agree to an individual organization of studies or grant the student a leave of absence according to the rules specified in § 26 of these Regulations.
4. A student with a disability has the right to alternative physical education classes adapted to his or her abilities.
5. A student who is a person with moderate and severe disabilities may establish with the instructor of the subject at the beginning of the semester his requirements for the conditions for obtaining credit and passing the examination. In particular, the student may require:
  - a) Extension of the duration of a given exam by 30 minutes;
  - b) the use of technical devices during the credit and examination, such as: computers, audio software, Braille devices, alternative keyboards, etc.;
  - c) change the form of the exam from written to oral or inversely;
  - d) Participate in the credit and examination, including the commission examination, diploma examination of persons referred to in § 4 paragraph 1 item 17 of these Regulations.
6. If, due to moderate and severe disabilities, a student was unable to earn credits and pass examinations within a given examination session, the student has the right to apply to the vice-rector for teaching for rescheduling of examinations and obtaining credits outside the session period, however no later than 30 days after the end of the examination session.
7. Students with disabilities are taken care of by the Representative for Support of Students with Disabilities.

## **VII. Participation in activities of outstandingly talented students**

### § 19

1. The classes provided for in the study program may be attended by outstandingly talented high school students on the basis of a recommendation from the school principal.

2. The student's application to participate in the selected classes, together with the director's recommendation, should be submitted to the vice-rector for teaching, who makes the final decision on the matter. In the case of underage students, the application must be accompanied by the consent of the student's parents or legal guardians.
3. Students who have obtained permission from the vice-rector for teaching to attend in selected classes, are entitled to use the didactic equipment and infrastructure of the University on the same terms as students, subject to the provision of paragraph 4 of this section.
4. The student must have accident insurance.
5. A student who participates in university classes receives credit under the rules applicable to students and specified in these Regulations. The university records the student's achievements on a special credit card.
6. Students who, after obtaining their high school diploma, took up studies in the field of study, in which they took classes and received credit for these classes before beginning their studies, may be exempted from the requirement to attend classes, if the learning outcomes in effect at that time have not changed significantly from the previous version. The decision on exemption rests with the academic instructor teaching the course.
7. In the case of a student taking up a course of study in another field of study, credit for the course by the instructor without requiring attendance is possible, provided that the learning outcomes are sufficiently consistent.

## **VIII. Studying at another course, department, university**

### § 20

1. A student may transfer from another institution of higher education, including foreign institutions, to the Powiślański University with the consent of the head of the receiving basic organizational unit, expressed through a decision, if he or she has fulfilled all obligations under the regulations of the institution of higher education he or she is leaving.
2. The decision on transfer and recognition of courses passed by the student is made, At the request of the student, the head of the basic organizational unit (receiving), after reviewing the documentation presented by the student on the course of studies taken in another unit of the PSW or outside the PSW. Detailed rules for transfer and recognition of courses completed by the student is determined by the vice-rector for teaching.
3. The student is awarded in the host unit such number of ECTS credits as is attributed to the learning outcomes obtained from the corresponding coursework and internships in this unit.

### § 21

1. A student may transfer to another field of study at the University, admission of the student to the newly selected field of study is decided by the vice-rector for teaching.
2. The condition for transfer is recognition of the learning outcomes achieved to date and ECTS credits obtained.
3. The vice-rector for teaching, granting permission in the cases referred to above, shall specify the year (semester) of study for which entry is to be made, indicate the subjects (or

selected forms of study of a given subject) necessary to make up and the deadline for making up curriculum differences.

## § 22

In justified cases, the student may, change the form of study: from full-time to part-time and inversely, as long as the University conducts both forms of study within a given field of study. The decision to transfer is made by the vice-rector for teaching.

## § 23

1. A student has the right to take up studies in a second and subsequent field of study. Detailed rules for a student to enter a second and subsequent course of study are determined by the Senate.
2. A student studying simultaneously in several fields of study may receive a social grant, a special grant for people with disabilities, an aid payment, the Rector's grant for best students and the Minister's grant for outstanding achievements only in one field of study indicated by the student.
3. The student is required to submit a statement that he/she is not receiving financial aid benefits in more than one field of study.
4. A student who, after completing one course of study, continues to study in a second/sequential field of study, is not entitled to the benefits referred to in paragraph 2, unless he/she continues his/her studies after completing the first degree program in order to obtain a master's degree or equivalent, however, for no longer than three years.

## **IX. Removal from the list of students and resumption of studies**

### § 24

1. Removal from the list of students, taking into account the provisions of § 37.4 and § 37.5(b) of these Regulations, occurs in the case of:
  - a) Failure to take up studies, failure to sign a tuition payment agreement or failure to confirm the oath of office;
  - b) written resignation of the student from the study or failure to pass the semester (year);
  - c) long-term unexcused absence of the student from classes;
  - d) failure to timely pay fees to which the student is obliged by separate regulations;
  - e) Failure to submit the thesis or diploma exam on time;
  - f) expulsion from the university.
2. Failure to study is evidenced by:
  - a) No written confirmation of the oath of office;
  - b) A statement of termination of the contract within 14 days of its signing;
  - c) statement of removal from the list of students submitted in time before the beginning of the classes specified in the study plan.
3. Failure to fulfill all the obligations provided for in the study program, including the study plan, in a given grading period may be grounds for a finding of lack of

academic progress. The vice-rector for teaching determines lack of academic progress in particular cases:

- a) lack of a settled semester in the university's student service platform (Virtual Dean's Office, hereafter referred to as WD) by the deadline set by the vice-rector for teaching;
  - b) Failure to pass a course in the course repeated by the student in the grading period,
  - c) negative evaluation of the thesis;
  - d) referred to in § 41(5) of these Regulations, repeated diploma examination or non-attendance at the examination.
4. A statement of resignation from studies addressed to the vice-rector for teaching the student submits to the dean's office in paper or electronic form.
  5. Removal from the list of students is carried out by the vice-rector for teaching.
  6. A written decision on removal from the list of students, signed by the vice-rector for teaching, should include: the date of the decision, the legal basis, justification, and instruction on the right to appeal the decision to the Rector.
  7. The student has the right to appeal to the Rector against the decision of the vice-rector for teaching, referred to in paragraph 6 of these Regulations, within 14 days from the date of receipt of the decision on deletion.
  8. The Rector, after an analysis of the student's previous course of study and a positive review of the appeal, cancels the decision to strike the student from the list of students, provided that the fees indicated in the Regulations on Fees for Students and Candidates are paid.

## § 25

1. Re-enrollment of a person who was expelled from the list of students in the first semester (year) of study, may be admitted under the general rules applicable to enrollment.
2. A person struck off the list of students of the second or higher semester (year) may resume studies of a semester (year) no higher than the semester (year) in which the striking off occurred and at the earliest from the next credit period.
3. Resumption of studies is dependent on the compensation of curriculum differences caused by changes in study plans and programs. When resuming studies related to repetition of subjects, § 28 of these Regulations shall apply accordingly.
4. If more than three years have elapsed since the date of deletion, the vice-rector for teaching may order the resumption of studies in a year (semester) lower than that which would result from paragraph 2, if he/she considers that since the date of deletion there have been changes in the curricula and study plans, or the progress of knowledge in a given field has made obsolete the body of knowledge which the applicant had previously obtained. In such a case, the vice-rector for teaching shall determine the subjects that he recognizes as having been passed.
5. If more than 5 years have elapsed since the date of removal from the list of students, admission to the university can be made under the general rules of recruitment for the first year of study.
6. A person removed from the list of students, due to the imposition of a disciplinary penalty of expulsion from the university, may apply for resumption of studies no sooner than after the erasure of the conviction.



## X. Leave of absence from classes

### § 26

1. A student may be granted a leave of absence in the event of the following circumstances preventing participation in learning activities:
  - a) long-term illness;
  - b) birth of a child;
  - c) repeating a semester;
  - d) other particularly important circumstances.
2. The student should apply for a leave of absence as soon as the circumstances listed in paragraph 1 occur.
3. At the request of the student, justified in detail and properly documented, special leave may be granted:
  - 1) semester;
  - 2) annual.
4. Leave of absence is granted for a semester or academic year.
5. Semester (annual) leave should begin at the beginning of the semester (academic year) and should be preceded by credit for the previous semester (year).
6. The decision to grant a leave of absence is made by the vice-rector for teaching at the request of the student after settling all obligations to the university, including financial obligations.
7. The granting of leave is confirmed by an entry in the Virtual Dean's Office.
8. After the start of the examination session, granting a student a leave of absence for the past period is not allowed.
9. During the period of study, a student may be granted annual leave a maximum of two times, with the exception of health leave. The total duration of leaves granted during the period of study may not exceed 24 months. This limitation does not apply to health leave.
10. Upon return from a leave of absence for which the reason was illness, it is necessary to present a medical certificate stating that there are no health contraindications to continue studies from a doctor of the same specialty as the doctor issuing the certificate on the basis of which the medical leave was granted. Failure to provide the certificate immediately after the expiration of the health leave granted is tantamount to resignation from the continuation of studies and results in removal from the list of students.
11. Upon return from leave, if required by the program of study, the student should make up the curriculum differences.
12. A person studying in two fields of study may request a leave of absence in both fields of study at the same time or only in one of them.
13. The granting of a leave of absence extends the deadline for scheduled graduation.

### § 27

1. During the period of leave, the student retains student rights. The right to receive financial aid during the period of leave is determined by separate regulations.
2. During a leave of absence, a student may, with the approval of the vice-rector for teaching and under the conditions specified by the vice-rector, take some classes and take some credits and examinations.

## **XI. Credit for the semester and year of study**

### **XI.1 Course credit**

#### § 28

1. The basic credit period for full-time and part-time studies is the semester.
2. A student may pass a subject and obtain the ECTS credits assigned to it only after verifying that he or she has achieved the learning outcomes established for that subject.
3. The forms of checking the student's level of achievement of the established learning outcomes and the rules for determining the course grade are elements of the study programs made available to students on the University's website.
4. Passing a course includes passing all the forms of teaching provided for it, in accordance with the conditions specified in the course charter, including - if provided for in the study program - taking an exam.
5. Credit for classes taught in a specific form is given by the instructor of such classes.
6. In special cases, upon agreement with the instructor, credit may be given by the vice-rector for teaching.
7. In the event that a student is not given credit for a given form of instruction after a corrective session by the academic teacher conducting the course, the student may appeal by submitting, within 14 calendar days from the announcement of the result, a reasoned application to the vice-rector for teaching, who may in this case order a credit by committee.
8. Commission credit is given under the same rules as the commission exam, taking into account the provisions of § 31 paragraphs 4, 5 and 6 of these Regulations.
9. A student who, by the decision of the vice-rector for teaching, is pursuing education under the Individualized Study Organization, may pass a given course at an earlier date, upon agreement with the academic teacher teaching the course.
10. Any doubts about the passing of particular forms of classes, subjects and board examinations are resolved by the vice-rector for teaching.

### **XI.2 Examinations**

#### § 29

1. The exam is a test of the student's achievement of the learning outcomes established in the study program for one or more subjects. The exam can be conducted in oral, written or remote form, or using all of these forms.
2. The academic teacher teaching the course informs students about the program, the scope of literature and the rules for passing the course (examination requirements).
3. In exceptional cases, the vice-rector for teaching may appoint a to conduct an examination in a given subject in a given year of study an academic teacher who teaches a related subject.
4. A student may take an exam in a subject for which the study program provides for exercises only after receiving credit for the exercises. Failure to pass the exercises means the loss of the right to take the exam in the basic mode.
5. Failure to obtain a passing grade in the prescribed exercises for a given subject before the date of the make-up exam means forfeiting the right to take the exam as a make-up.

6. Forfeiture of the right to take the exam in a given mode is equivalent to the inclusion in the documents listed in § 30 paragraph 4 and § 45 of these Regulations of the meaning: "N" (which is counted as the number "2" in the calculation of the grade point average). Such authority is vested in the vice-rector for teaching.
7. Excusing a student's absence from an exam must be done within 7 calendar days from the date of the exam. The pro-rector for didactic affairs decides on the excusal of the absence, at the same time setting the period within which the student should take the overdue exam.
8. Unexcused failure to appear on time for an exam results in the entry of an "N" in the documents listed, § 30 section 4 and § 45 of these Regulations which counts as a number "2" in the calculation of the grade point average. Such authority is vested in the vice-rector for teaching.
9. If a student receives a failing grade in the exam on the first date, he/she has the right to take a make-up exam.

### § 30

1. The University uses the following grades and their numerical designations, as well as equivalents in English according to the grading scale:

Evaluations	Evaluation equivalent in English.	Digital values	Percentage of knowledge required for the grade *
very good	very good	5,0	91 and over
plus	good plus	4,5	81-90
good	good	4,0	71-80
sufficient plus	satisfactory plus	3,5	61-70
sufficient	satisfactory	3,0	51-60
inadequate	unsatisfactory	2,0	50 and under
credit	pass	zal	-

2. The grading scale for diploma examinations is included in the Graduation Regulations for each field of study.
3. A failing grade is a negative grade, meaning failure to pass or failing an exam.
4. Grades from all examinations are posted in the university's student support platform, i.e. Virtual Dean's Office, including the student's periodic achievement card and examination report (in electronic form), and are included in the student's grade point average (arithmetic mean).
5. The study program may indicate subjects that do not end with an exam and apprenticeships, the grades from which are also included in the average grade of the degree program. All grades from these subjects and internships are entered in the documents referred to in paragraph 4.
6. The list of subjects, the passing grade of which is included in the average grade of studies, is determined on the basis of study programs by the vice-rector for teaching.
7. The average grade of a course of study does not include courses passed as a result of the procedure for recognition of learning outcomes, acquired in non-formal and informal systems under the terms of paragraph 10 of this section.
8. The student is required to obtain credit before the exam, if a credit and exam are provided for the subject.

9. Credit for a course in the procedure for recognition of learning outcomes is made by the vice-rector for teaching on the basis of the Protocol/Report of the committee appointed by the Rector.
10. If the credit was for a course that does not result in a grade according to the study plan, instead of the grade, the record and the student's periodic achievement card are entered: "zal"- passed.

### § 31

1. At the request of a student raising objections to the impartiality of an academic teacher in grading an exam/assessment, the vice-rector for teaching may order an exam/assessment by committee within 14 days from the announcement of the exam/assessment results.
2. At the request of a student raising objections to the manner, form or conduct of the examination/assessment, the vice-rector for teaching may order the conduct of the examination/assessment by committee within 14 days from the date of the examination/assessment.
3. A motion to order a commission examination/assessment may also be made by the vice-rector for teaching on his own initiative in justified cases.
4. The board exam is an oral exam. In special cases, justified by the form of study, the vice-rector for teaching may determine another form of this exam.
5. The examination committee consists of:
  - 1) The chairman, who is the vice-rector for teaching;
  - 2) The relevant representative of the rector,
  - 3) A specialist in a particular subject or a related subject;
  - 4) academic teacher previously examining the student-as an observer.
6. The committee may not be chaired by an academician previously examining a student.
7. At the request of the student, the vice-rector for teaching may agree to allow a specialist in the subject, designated by the student or a representative of the student government, to participate (without a casting vote) in the board examination.
8. In the case of an unsatisfactory result of the board exam, the pro-rector for didactic affairs makes a decision on:
  - 1) permission - with the exception of students in the first semester of first degree, second degree and unified master's degree programs - to repeat a semester (year) of study;
  - 2) in a justified case - conditional entry for the next semester, with the appointment of a date for passing, not more than a semester - the subject of the board examination session;
  - 3) Removal from the list of students.

## **XI.3 Apprenticeships**

### § 32

1. Professional internships provided for in the study programs are an integral part of the didactic process and are subject to compulsory credit at the dates established in the study plans.
2. Credit for practice is given by the head of the basic organizational unit or a person authorized by the head of the basic organizational unit.

3. The rules and procedures for organizing, holding and crediting internships are specified in separate Regulations.

## **XII. Awards and scholarships, honors and disciplinary responsibility**

### § 33

1. Students with outstanding academic performance and active participation in the life of the University may be awarded prizes and awards:
  - 1) Awards and scholarships:
    - a) scholarship of the minister responsible for higher education;
    - b) Award and distinction of the Rector of the Powiślański University;
    - c) awards funded by state institutions, scientific societies, social organizations, foundations.
  - 2) Honorable mentions:
    - a) Acknowledgment from the Senate of the Powiślański University conferred by resolution at the request of the vice-rector for teaching;
    - b) written praise from the vice-rector for teaching registered in the student's personnel file and published in the WD
  - 3) Other awards and prizes granted by the rector, pro-rectors.

### § 34

1. The rules and procedures for awarding prizes are determined by the Minister responsible for higher education, the Rector, and institutions and organizations, respectively, in the Regulations applicable to these prizes.
2. The rules for honoring students are determined by the PSW Senate, the Rector and the Vice-Rectors, respectively, on the basis of relevant resolutions and orders.

## **XIII. Thesis and diploma examinations- graduation.**

### § 35

1. In the faculties whose program of study and schedule for the implementation of the program of study provide for this, students prepare diploma theses (bachelor's or master's) and, after submitting them, take diploma examinations (bachelor's or master's). The diploma thesis and the diploma exam are considered part of the plan for the final year (semester) of the studies being pursued. Diploma theses may be prepared in a foreign language. Diploma examinations may be conducted in a foreign language to the extent and under the conditions determined by the Senate.
2. If the diploma exam is held after the last day of the regular examination session for the completion of studies in the field of study, then until the date of the diploma exam, the student retains his/her student rights, with the exception of the right to receive material assistance, as defined by separate regulations.
3. A student prepares a master's thesis under the guidance of an academician with at least a doctor degree, while a student prepares a bachelor's thesis under the guidance of a person

with at least a master's degree. At the Faculty of Health Sciences, majoring in Nursing, thesis supervisors can only be persons with the right to practice as a Nurse.

4. Promoters preparing theses are approved by the vice-rector for teaching.
5. The vice-rector for teaching may change the promoter.
6. With the approval of the vice-rector for teaching, a student may also carry out a thesis under the direction of a professor, postdoctoral fellow or doctoral candidate from another Department or outside the University, subject to paragraph 4.
7. When determining the topic of the thesis, the student's academic interests and field of study are taken into account. For students of the Faculty of Health Sciences, Bachelor of Science in Nursing, the thesis must be casuistic in nature - a case study with reference to nursing practice.
8. In the thesis, the student should demonstrate the ability to apply the methods of his or her specialty, knowledge of sources and literature on the subject under development, the ability to properly compose a dissertation, logical argumentation and correct drawing of conclusions and strict formulation of judgments.
9. In justified cases, the promoter may give permission to the student to change the topic of the thesis.
10. A thesis can be considered a work created within the framework of the student scientific movement.
11. In the event of the long-term absence of the thesis supervisor, which could affect the delay of the student's thesis submission deadline, the vice-rector for teaching, in consultation with the student, shall appoint a person to take over the duties related to the related to the management of the thesis in question.

### § 36

1. Each written work before its author is admitted to the diploma exam is subject to verification by the Uniform Anti-Plagiarism System (JSA).
2. The Uniform Anti-Plagiarism System is a system that examines works for borrowing, manipulation on the text and the presence of foreign styles in the work.
3. Works can be added to the JSA by a promoter or a designated employee with authorization to use the system. In order to grant authorization to use the system, the vice-rector for teaching provides the University System Administrator with the persons' data (name, surname, academic title, e-mail address).
4. The text of the thesis in the final version, intended for defense, in the form of an electronic file in \*.txt, \*.pdf, \*.doc, \*.docx, \*.odt, \*.rtf. format, the author of the thesis submits to the thesis supervisor or an authorized person no later than the dates specified by the vice-rector for teaching together with a statement.
5. The text of the thesis subjected to the anti-plagiarism procedure in JSA must be the same as the text of the thesis in the form of an electronic file submitted to the dean's office.
6. JSA's survey turnaround time is up to 24 hours.
7. A report with the result of the study of the work is generated for each checked work, which consists of the following sections:
  - a) Text analysis, used to assess whether potential manipulations have been made on the text of the work under examination to detect plagiarism. Text analysis looks at special characters or characters outside the language of the work, unrecognized words, a passage of a different style, word length in the work under examination. Particular attention should be paid to the word length distribution chart (purple color), and doubts should be raised by high values on the scale at the beginning and at the end of the graph.

- b) Overall results, which determine an indicator called Percent Similarity Size (PRP). The Percent Similarity Size presents the level of similarity from all reference bases. The result is presented by four blocks and was determined for phrase values of 5,10, 20 and 40 words in the shortest passage considered.

$$\text{PRP} = \frac{Y}{X} \times 100\%, \text{ where:}$$

Y - the number of characters from all similar fragments,  
X - The number of total characters in the examined work.

- c) The reference comparison databases specify the PRPs for the fragments found in the various comparison databases (ORPPD, Internet, Act Database, University Database) along with their sources.
8. JSA presents PRP values in three colors: green, orange and red, which correspond to the set tolerance level of each indicator. Next to each source, the length of the longest similar passage and the number of phrases calculated for each PRP are shown.
- The green** color indicates that the similarity scale does not exceed the tolerance level.
  - The orange** color indicates that the tolerance level has been exceeded - the PRP value is elevated and it is *recommended* to check the details of the results in the body of the work.
  - Red** color means that the tolerance level and the warning level of increased tolerance have been exceeded, the PRP value is high and it is *necessary to* check the details of the result in the body of work.
9. In each case, before generating the report, open the text analysis section and verify the borrowing marks and evaluate the PRP value for each block. In a justified situation, the borrowings should be excluded from the result, along with the reason for the exclusion. The comments added during borrowing verification will appear on the report automatically.
10. If manipulation is found on the text hindering the anti-plagiarism examination, the work may be withdrawn for improvement within the deadline set by the promoter.
11. In a situation where the student has provided another (revised) version of the paper, it should be added as another sample under the previous study.
12. The promoter can decide whether to admit or reject the thesis, generates the final report in pdf. format, and then accepts it and delivers it to the dean's office signed via trusted signature or qualified signature.
13. If, as a result of visual inspection of the report on the outcome of the study, the work is considered to be independent, the promoter in the conclusions of the report unchecks the checkbox indicating, that the work does not indicate significant similarities and requests that it be admitted to the defense.
14. If the promoter's opinion indicates that the work, despite exceeding the permissible value of coefficients, does not contain impermissible borrowings, such work is considered shall be considered qualified for defense.
15. If the thesis is found to contain unauthorized borrowings, the promoter requests that the disciplinary committees investigate the found borrowings. The thesis shall not be admitted to defense and against its author, within 14 days from the date of transmission of information, the rector shall initiate an investigation. The investigation proceedings shall be conducted in accordance with the procedure set forth in Article 287, paragraph 2, items 1)-5) of the Law,

16. To document the anti-plagiarism check, a file of the generated accepted general report is attached to the student's file. Works in the process of correction need not be documented. Only the last accepted report should be placed in the student's file.
17. Works containing information that is subject to protection under the classified information protection information are not subject to screening at the JSA.
18. Works containing company secrets are subject to verification with the JSA.
19. All diploma theses, with the exception of those containing information subject to protection under regulations on the protection of classified information, shall be added immediately after passing the diploma exam to the ORPPD maintained in the POL-on System.
20. Detailed rules for the evaluation of work in the Unified Anti-Plagiarism System are defined by separate regulations approved by a resolution of the Senate.

### § 37

1. The student is required to submit to the dean's office the electronic version of the thesis, subjected to the examination process in JSA, by the deadline set by the vice-rector for teaching. By the same deadline, the promoter shall deliver to the dean's office the evaluation report of the examined thesis in JSA.
2. The thesis is subject to evaluation by a supervisor as in paragraph 1 and by at least one reviewer, who is appointed by the vice-rector for teaching from among those holding a doctoral degree or a master's degree.
3. The vice-rector for teaching, at the request of the thesis supervisor or at the request of the student, may postpone the deadline for submission of the thesis in the event of:
  - a) long-term illness of the student, confirmed by a medical certificate;
  - b) inability to complete the thesis by the applicable deadline for legitimate reasons beyond the student's control;
  - c) in the event of other particularly justified circumstances, but by no more than three months after the completion of the basic session.
4. In the event of a negative evaluation of the thesis by a reviewer, the vice-rector for teaching appoints another reviewer, whose assessment determines of admitting the student to the diploma exam.
5. In the event of failure to submit the diploma thesis by the deadlines specified in sections 1 and 3 or in the event of a negative evaluation of the diploma thesis, as specified in section 4, the vice-rector for teaching shall decide on:
  - a) permission to repeat the final year (semester) of study, according to the rules set forth in Chapter XI, with the obligation to repeat participation and pass the diploma seminar, or
  - b) Removal from the list of Students.

### § 38

1. The diploma exam is held before a committee appointed by the vice-rector for teaching, consisting of a chairman and at least two members.
2. At least one member of the committee for the undergraduate / master's degree exam / Master's degree must hold a doctoral degree.
3. The exam should be held within no more than three months from the date of submission of the thesis.
4. The procedure for conducting the diploma exam is set forth in the Regulations for the organization of the diploma exam for the respective field of study.



### § 39

1. The thesis promoter and reviewer evaluate the thesis according to the applicable scale referred to in § 32 paragraph 2. of these Regulations.
2. In order for a student to be admitted to the diploma exam, it is necessary:
  - a) Completion of all obligations as stipulated study program and schedule of study program ;
  - b) obtaining a positive evaluation of the thesis, including a positive evaluation of the examination of the thesis in the Unified Anti-plagiarism System, if the preparation of the thesis is provided for in the program of study and the schedule for the implementation of the program of study;
  - c) Submission of all required documents.

### § 40

1. At the diploma exam, the student should demonstrate:
  - a) Knowledge of the subject matter of the thesis;
  - b) knowledge of subjects related to the field of study;
  - c) In terms of knowledge, practical skills and social competence.
2. Upon completion of the diploma exam, the committee shall determine the grade of the diploma exam according to the applicable scale indicated in § 30, paragraph 2 of these Regulations.
3. In the event of receiving a failing grade in the diploma examination or unexcused failure to take the exam, the vice-rector for teaching shall set a second, final date for the exam.
4. A repeat diploma exam can be held no earlier than one month and no later than three months from the date of the first exam.
5. In the event of failing the diploma exam on the second date or repeated unexcused failure to take the diploma exam, the vice-rector for teaching shall decide to strike from the list of students.

### § 41

1. Graduation from the degree program takes place after passing the diploma exam with a score of at least satisfactory. The graduate obtains a professional title appropriate to the field of study, receives a diploma of graduation, together with the documents specified in the Law on Higher Education and Science.
2. The basis for calculating the final result of the study is:
  - a) the average of the grades provided for in the study plan, obtained in the completed semesters and specified in § 30 paragraphs 6 and 7;
  - b) thesis evaluation;
  - c) The diploma exam grade or the arithmetic mean of the grades if the diploma exam is taken on two dates. The final score is the sum of:  $\frac{1}{2}$  of the grade listed in (a) and  $\frac{1}{4}$  each of the grades listed in paragraph. (b) and (c). The score is determined to two decimal places.
3. Minutes of the diploma exam are drawn up, including in particular: the content of the questions asked, the grades of the answers given, the final grade of the diploma exam, the grade of the thesis, and the final result of the studies. Details are specified in the Diploma Regulations for the course of study.

4. On the diploma of graduation is entered the final grade according to the table given below:

<b>bottom line</b>	<b>diploma grade</b>
4,51 - 5,00	very good
4,21 - 4,50	plus
3,71 - 4,20	good
3,21 - 3,70	sufficient plus
2,71 - 3,20	sufficient

#### **XIV. Documentation of the course of study**

##### § 42

1. A student is assigned a consecutive album number, within the university, which is assigned to him for all courses and levels of study at the university.
2. The following student data are entered in the student album:
  - 1) album number;
  - 2) study start date;
  - 3) NAME;
  - 4) date and place of birth;
  - 5) PESEL number, and if there is no PESEL number, the name and number of the identity document and the name of the country that issued it;
  - 6) information about the document that forms the basis for the application for admission to the university:
    - a) The name of the school or district examination commission, the number and date and place of issuance of the document referred to in Article 69 paragraph 2 of the Act -. in the case of first degree studies,
    - b) The name of the university, the number and the date and place of issuance of the diploma of graduation - in the case of a second degree program;
  - 7) The name of the course, level and profile of study;
  - 8) the year of study to which he was admitted;
  - 9) The date and reason for leaving the university.
3. The album number is used to mark the personal file folder and the index (also kept in electronic form).

##### § 43

1. In the student's personal file folder is kept:
  - 1) The documents required from the candidate for the studies, including:
    - a) A copy certified by the university:
      - the document constituting the basis for applying for admission to the studies referred to in Article 69 paragraph 2 of the Law - in the case of a candidate for first degree studies and single master's studies,
      - Graduation diploma - in the case of a candidate for a second degree program;
    - b) a personal questionnaire containing the candidate's photo, first and last names, date and place of birth, PESEL number, and if there is no PESEL number - the name and number of the document confirming identity and the

name of the country that issued it, gender, place of residence before the start of studies: village or city, address of residence and address for correspondence, contact telephone number, citizenship, and in the case of foreigners also the name of the country of birth and information about having a Card of the Pole;

- 2) The documents that form the basis for admission to the university;
  - 3) The student's signed oath certificate;
  - 4) the student's periodic achievement card;
  - 5) decisions on the course of study;
  - 6) thesis;
  - 7) Thesis review;
  - 8) diploma exam protocol;
  - 9) Graduation diploma - a copy for the file;
  - 10) Diploma supplement - a copy for the file;
  - 11) Confirmation of receipt of the diploma of graduation and its copies, the diploma supplement to the diploma and its copies, as well as a duplicate diploma or diploma supplement to the diploma or these documents in case they are not collected.
2. Decisions referred to in paragraph 1(5) shall be drawn up in electronic form.
  3. In the case of an oath certificate prepared in electronic form, the student shall sign using a trusted signature.
  4. In the student's personnel file folder, instead of the thesis, information about the storage of the thesis in the thesis database (the thesis repository) is kept, containing data that allows the thesis to be retrieved efficiently.
  5. If the student's personal file folder is kept in electronic form, the folder contains the documents referred to in paragraph 1 in the form of their digital reproduction or in the form of electronic documents. Detailed rules for keeping a folder of a student's personal file in electronic form are contained in separate regulations.
  6. The digital reproduction of the document shall be made in PDF format, ensuring its readability and applying the principle that one PDF file corresponds to one document to be reproduced.
  7. If a student's personal file folder is maintained in electronic form, instead of the documents referred to in paragraph 1, items 9 and 10, digital reproductions of the student's diploma and diploma supplement, prepared in accordance with in accordance with paragraph 5, first sentence, and paragraph 6.
  8. The student's personal file folder, excluding the documents referred to in in paragraph 1, item 1, letter a, and items 2-4 of the Law, shall be kept in the archives of the university for a period of 50 years. The documents covered by this exclusion are missing.

#### § 44

1. In the case of transfer of a student to another higher education institution, the documents from the folder of the of the personal file referred to in § 43 section 1 items 1, 2, 4 and 5 of these Regulations shall be forwarded to the institution to which the student has transferred, at the request of that institution.
2. At the university, which the student has left, a copy of the letter at which the documents were sent and a list of these documents shall be left, and in the case of maintaining a folder of of the student's personal file in electronic form - a copy of the transferred documents.

## § 45

1. The student's periodic achievement sheets include:
  - 1) student's name;
  - 2) album number;
  - 3) The names and surname and title of professor, academic degree or professional title of the person conducting the exam or credit;
  - 4) names of classes, including internships, in a semester or year;
  - 5) Determination of the form of verification of the student's achievements obtained in classes in a given semester or year;
  - 6) assessment obtained;
  - 7) The number of ECTS credits earned;
  - 8) date and signature of the person conducting the exam or credit;
  - 9) the date and signature of the vice-rector for teaching, confirming that the verification of the student's achievements has been carried out,
  - 10) In the case of keeping the student's periodic achievement sheets in electronic form, the signatures of the persons referred to in paragraph 1, items 8 and 9 may be replaced by the authentication of these persons in the ICT system, in accordance with the rules of operation at the institution of the system used to keep records of the course of study in electronic form.
2. If a student's personnel file folder is maintained in electronic form, in order to include a document that was prepared in paper form, a digital reproduction of the document shall be prepared and stamped with a it with a qualified electronic signature of a university employee or with a qualified electronic seal of the university.
3. The student's achievements are also recorded in the student's index or other documents, if the Study Regulations provide for them.
4. Copies and printouts of the student's periodic achievement sheets or other documents provided for in the Regulations of the University, referred to in paragraph 3, shall be issued at the request of the person to whom the documents pertain. Copies or printouts shall be issued insofar as they pertain to the applicant.
5. Completion of studies shall be recorded in:
  - 1) The protocol of the diploma exam;
  - 2) student album;
  - 3) diploma book;
  - 4) Index maintained in electronic form.

## § 46

The diploma book records the following: consecutive, within the university, graduation diploma number, album number, student's name, year of birth, date of commencement of studies, field of study, profile and form of study, date of taking the diploma exam and professional title.

## **XV. Transitional and final provisions**

### § 47

1. In matters concerning the rules and mode of study not covered by the Regulations, the vice-rector for teaching shall decide.

2. A student may appeal against the decision of the the vice-rector for teaching to the Rector. The appeal should be submitted through the vice-rector for teaching within 14 days from the date of delivery of the decision to the student.
3. If, the vice-rector for teaching who issued the decision determines that the appeal deserves to be in its entirety to be upheld, he may issue a new decision, in which he will amend or revoke the appealed decision. The student may appeal against the new decision in accordance with the rules set forth in paragraph 2.
4. The Rector, in the case of reversal of the decision, shall decide the case on its merits. The rector's decision is final.
5. In matters concerning the order and mode of study not covered by these Regulations, the Rector shall decide.

§ 48

The study regulations enter into force on October 1, 2024.

§ 49

1. The current resolution of the Senate dated September 22, 2022 on the introduction of the Rules of Study is repealed.
2. In cases not concluded with a decision by September 30, 2024, the provisions of the Regulations indicated in paragraph 1 shall apply.

Katarzyna Strzała-Osuch, PhD, Professor of PSW

Rector