

# RULES AND REGULATIONS OF STUDIES AT THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN

*(consolidated text as amended by the Resolution of the Senate of the Catholic University of Lublin of 21 March, 2013 on amending the Rules and Regulations of Studies at KUL - 726/III/18)*

## I. General Provisions

### § 1

1. A person admitted to the John Paul II Catholic University of Lublin (KUL) for the purpose of studying shall acquire student rights upon taking the oath before the Rector or the Dean. The oath reads as follows:

*As a student of the John Paul II Catholic University of Lublin, I do solemnly swear to be diligent in performing my duties in order to earnestly prepare to work for the good of the Church and the Fatherland. Guided by the principles of Christian morality, I will uphold the dignity of a student and the good name of the University, as well as abide by all the regulations of the University authorities. So help me God.*

Non-Catholics and non-believers may leave out the words: *the Church and*, as well as: *So help me God* in the oath.

2. Students admitted shall confirm taking the oath in writing.
3. Failure to take the oath within 21 days of undertaking studies shall result in being removed from the list of students.
4. Upon taking the oath, the student shall receive a student's record book, which is an official record of courses taken and grades received, and a student ID.

### § 2

1. The Rector shall be the superior and tutor of all students of KUL.
2. The Dean shall be the superior and tutor of students of the Faculty.
3. Whenever a reference is made in the Rules and Regulations to "the Rector" and "the Dean", it shall also concern "the vice-Rector" and "the vice-Dean", respectively, unless the Statute or the Rules and Regulations stipulate otherwise.
4. Students of KUL shall establish the student government which shall represent all the students and act in their interest in accordance with the Statute of KUL and the student government regulations. It shall also acquaint students with their rights and obligations.

## II. Organisation of studies

### § 3

1. The academic year begins on 1 October and ends on 30 September of the following calendar year. It is divided into winter and summer semesters.
2. Classes in both winter and summer semesters shall be held for 15 weeks, but no longer than until the end of January in the winter semester and the end of June in the summer semester. An examination period cannot be shorter than 14 days. A re-sit examination period cannot be shorter than 7 days and shall begin after the examination period has finished.
3. Organisation of the academic year, including specification of class and examination periods and days free of classes shall be determined by the Rector's regulation, no later than by 1 May of the previous academic year.
4. The Rector may set additional days or hours free of classes during the academic year.

#### § 4

1. The first and second-cycle studies and one-tier Master's studies are conducted in Polish or in a foreign language in accordance with the study curriculum and course programmes adopted by faculty councils.
2. The curriculum and course programmes where the language of instruction is Polish may include some classes and examinations conducted in a foreign language. These classes may be elective only.
3. The curriculum and course programmes for the following academic year shall be approved five months prior to the academic year and made available on the website of KUL no later than three months prior to the academic year starting.
4. At the first meeting of the class, the instructor shall inform students of the intended learning outcomes and recommended reading lists as well as the basis for and way of grading in the course.
5. Rules of teaching foreign languages shall be determined by the Senate.
6. Rules of organising and obtaining credits for physical education classes shall be determined by the Senate.

#### § 5

1. Information about class schedules with instructors' names and course credits shall be made available to students and university teachers on faculty notice boards and through the e-kul platform no later than one week prior to the start of a semester.
2. Students shall register for elective classes through the e-kul platform prior to the class commencement and according to the schedule specified by the Dean.
3. For the purpose of forming an electronic student's record book, the student is required to submit information about elective classes, extra-curricular classes as referred to in § 17(1), and the group number for classes conducted in groups. This information shall be submitted through the e-kul platform within three weeks of the semester starting. Failure to do so shall result in assigning the student to a class ex officio by the Dean.
4. In the event that the student is assigned ex officio, any changes, including change of a group if classes are conducted in groups, shall only be possible with the Dean's approval.
5. The Rector shall set limits on the number of students for particular types of classes.

#### § 6

1. The University shall organise student practice as provided in the curriculum and course programme within available financial means.
2. Student practice is part of the education process directly connected with courses preparing for a particular profession and is subject to successful completion.
3. Rules and regulations of student practice shall be specified by the faculty council and approved by the Rector.
4. Successful completion of practice shall be noted in the student's record book as specified in the course programme.
5. Practice supervision shall be exercised by a practice supervisor appointed by the faculty council.

#### § 7

1. Students may pursue an individualised curriculum programme (the ICP/ in Polish *ITS*).
2. The ICP gives students an opportunity to broaden knowledge and skills within the given field of study by participating in other courses offered by the University or doing research work.
3. Permission to pursue an individualised curriculum programme may be given by the Dean to:
  - 1) students who have completed at least one year of the first-cycle studies or of one-tier Master's studies and obtained a minimum grade average of 4.5 in the final year;
  - 2) students who have completed the first-cycle studies and obtained a minimum grade average of 4.5 in the final year.
4. The ICP shall be supervised by an academic teacher with the title of professor or the degree of *doktor habilitowany* (*post-doctoral degree*), appointed by the Dean upon the student's request.

5. The individualised curriculum programme containing intended learning outcomes required for the given field of study shall be determined by the ICP supervisor in consultation with the student, and shall be approved by the faculty council after it has received the opinion of the institute council.
6. In the event that the student fails to meet the ICP requirements, the Dean shall withdraw the consent to pursue the ICP.

## § 8

1. Upon the student's request submitted to the Dean within 14 days of the semester starting or of an emergency occurring, the student may be granted an individualised organisation of studies (the IOS).
2. As part of the IOS the student may be exempted from the obligation to participate in some classes and may obtain credits and take examinations during the semester in time individually agreed on with the teachers and examiners.
3. The IOS may be granted by the Dean to:
  - 1) pregnant women and parents raising children;
  - 2) the disabled or their care assistants;
  - 3) students participating in research work;
  - 4) students employed under a contract of employment or performing work under a civil-law contract - for the duration of the contract;
  - 5) students involved in the work of the University collective bodies and committees as well as in the student government;
  - 6) students pursuing more than one degree.
4. The IOS shall be granted by the Dean for a semester or an academic year, and in the case specified in Subsection 3(4) - for the duration of the contract. It shall specify in particular the rules for participation in classes and the minimum number of classes the student is required to participate in. On receiving the decision of being granted the IOS, the student is required to discuss course requirements for obtaining credits and taking examinations with the instructors, and to inform the
5. Dean of these arrangements within 14 days. In the event that the IOS has been granted for the entire academic year, the student is required to submit an individual schedule for the second semester within 14 days of the semester starting.
6. Failure to comply with the requirements of IOS shall result in the Dean's withdrawing the consent to pursue a degree in this mode.

## § 9

1. Upon the request of a student with a disability, relevant third party assistance during classes, tests and examinations may be allowed. This includes assistance of sign language interpreters, readers and care assistants, in particular.
2. Assessment of learning outcomes of a disabled student shall be adjusted to the type of disability.

## § 10

The University runs individual tuition within cross-faculty programmes of studies. The mode and requirements are stated in a separate set of rules adopted by the Senate.

## § 11

1. The University appoints year supervisors and curators of student academic societies and other student associations from among academic teachers to enhance educational and pedagogical objectives, and support academic and cultural activities.
2. The year supervisor's job definition and appointive system are stated in a separate set of rules adopted by the Senate.
3. Curators of student academic societies and other student associations shall be appointed by the Rector.

### III Student rights and obligations

#### § 12

Students have the right to:

- 1) attend lectures, seminars, classes and other forms of university activities upon the curriculum and course programme (which includes recording information on contemporary storage media upon the teacher's consent), and have access to libraries and labs;
- 2) obtain credits for each semester and pursue professional degrees of Bachelor's, Master's or any equivalent degree titles;
- 3) obtain dean's leave;
- 4) participate in university governance through their representatives in relevant university bodies;
- 5) associate with student academic societies and other university organisations;
- 6) participate in academic research, development and implementation programmes conducted by the University;
- 7) participate in inter-university home and foreign exchange programmes;
- 8) obtain distinctions and awards;
- 9) obtain pastoral care;
- 10) obtain material support under the terms stated in a separate set of rules;
- 11) obtain healthcare and medical care under the terms stated in a separate set of rules;
- 12) obtain access to university facilities, receive assistance of university teachers and bodies in order to develop academic and cultural interests;
- 13) attend open courses run by the University;
- 14) express opinions on the conduct of classes.

#### § 13

1. Students shall act in accordance with the oath, the Rules and Regulations of Studies and other regulations of the University authorities. In particular, students are obliged to:
  - 1) acquire knowledge, actively participate in classes according to course programmes, obtain credits in due time and take examinations;
  - 2) be a good citizen and uphold the dignity of a student of the John Paul II Catholic University of Lublin;
  - 3) support or at the very least show respect for the Catholic values of the University;
  - 4) preserve the good name of the University;
  - 5) show respect towards the University employees;
  - 6) respect the University property and get involved in community work for the University in accordance with the Rector's detailed arrangements,;
  - 7) promptly notify a proper dean's office of the change of name or address;
  - 8) pay due fees at the stated time approved by the Rector;
  - 9) submit a clearance slip in the event of leaving the University.
2. Regardless of the consequences specified in the Rules and Regulations, students may be held liable for breaching the obligations stated in Subsection 1, in accordance with the principles specified in separate regulations.

#### § 14

1. Upon completion of the first year of studies, apart from the major field of study, students may choose other fields of study, or study at other institutions of higher education on condition that they:
  - 1) fulfil all the obligations connected with the course in the major field of study and obtain the proper deans' approvalsor

- 2) are admitted to the second field of study through the recruitment process, and they submit a declaration stating which field of study shall be the major field of study by the beginning of the academic year.
2. Students who begin the second-cycle studies may undertake the second field of study only as referred to in Subsection 1(2).
3. The admission criteria and number of students admitted to the second field of study, as referred to in Subsection 1(1), are specified by the faculty council and approved by the Senate.
4. Students of the second field of study undertake the course either from the first or the second year of study with the obligation to complete missing requirements.

### § 15

Students may change the mode of studies from full time to non-stationary with the Dean's approval and only one time during the course of studies. Detailed conditions concerning the change of the mode are defined by the faculty council.

### § 16

Students may change the field of study under the following conditions:

- 1) students must successfully go through the recruitment process. After having been accepted to the new field of study students are removed from the list of students of the previous field of study
- or
- 2) the Dean must positively approve the student's application, but no later than by the end of the first year of studies. The Dean shall lay down the conditions, deadlines and manner of completing missing requirements taking into account learning outcomes from the other field of study expressed in ECST points assigned to subjects in the course programme of the new field of study.

### § 17

1. With the Dean's approval students may obtain credits in the chosen subjects not included in the course programme in the particular field of study under the ECTS system. Such classes are entered in the student's record book, and obtaining credits is obligatory in order to pass the semester.
- 1a. At the request of the student and upon the Dean's consent, the Rector shall take the decision concerning student rights to attend classes free of charge under an additional limit of ECTS points as referred to in Article 170a Subsection 2 of the Act on Higher Education (Ustawa o Szkolnictwie Wyższym). The classes are entered in the student's record book, and obtaining credits is obligatory in order to pass the semester.
2. Students from other institutions of higher education may receive credits in the chosen subjects not included in the course programme in their institution with their Dean's approval. A decision in this matter shall be taken by the Dean of a particular faculty who shall also specify the implementation conditions.

### § 18

1. Students of KUL may transfer to another institution of higher education provided that they have fulfilled all the obligations resulting from the regulations in force at KUL, which shall be approved by the Dean upon the student's request.
2. Students of other institutions of higher education may transfer to KUL provided that they have fulfilled all the obligations resulting from the regulations in force at the institution which they are leaving. The Dean shall decide whether to accept or reject the application and shall lay down the conditions, deadlines and manner of completing missing requirements, including learning outcomes from other institutions expressed in ECST points assigned to subjects in the curriculum at KUL.

3. The faculty council shall lay down the conditions of transfer from other institutions of higher education and the limit of students, which are approved by the Senate.

#### IV. Passing a semester

##### § 19

1. A semester is a grading period.
2. By the end of a grading period students are obliged to obtain credits from all classes and student practice included in the course programme, take all obligatory examinations and obtain the required ETCS points. This shall also apply to classes as referred to in §17(1) and (1a).
3. One ETCS point shall equal the learning outcomes corresponding to 25-30 hours of study, including university classes in the course programme and individual workload.
4. International exchange students follow the programme approved by the institute or faculty coordinator and obtain credits accordingly. However, the Dean is in charge of students participating in the MOST programme.
5. Students of the second field of study may obtain credits in the subjects in the course programme on the basis of the credits awarded in the first field of study. The Dean shall approve a pass of a particular subject excluding subjects retaken.
6. Credits are awarded at the last class in the relevant grading period.
7. If a lecture ends with an examination, the grade received at the examination is the passing grade.
8. Students must have their degree thesis approved by the supervisor in order to obtain a pass in a seminar in the final semester of studies.
9. In the event of a teacher's long-term absence, the Dean shall appoint another teacher to award credits and conduct an examination.
10. With the Dean's approval students may obtain credits and take examinations prior to the scheduled date, but no sooner than 4 weeks before the beginning of the examination period.

##### § 20

1. The list of examinations and credits, and their content and form shall be specified in the course programme including the guidelines of the committee responsible.
2. The schedule of examinations shall be determined by the Dean upon consulting a representative of the competent body of the student government and announced a month prior to the beginning of the examination period. The proposals of the examination schedule shall be submitted by academic teachers to the dean's office no later than six weeks prior to the beginning of the examination period. Otherwise, the date shall be determined by the Dean.
3. For examinations and courses ending with a grade the following apply:

very good	5.0 (bdb)
good plus	4.5 (db plus)
good	4.0 (db)
satisfactory plus	3.5 (dst plus)
satisfactory	3.0 (dst)
unsatisfactory	2.0 (ndst)
4. For courses not ending with a grade the following apply:

pass	zal.
fail	niezal.
5. An unsatisfactory grade equals not receiving any credits in a given course.
6. Examination results and credits awarded shall be entered by the examiner and the instructor conducting classes respectively in the student's record book, term performance form and transcript of grades as well as transferred onto the e-kul platform.
7. Students shall be informed of the results of examinations and credits directly by means of the e-kul platform or in the form of a list including students' album numbers and grades awarded.

## § 21

1. In the event that a student is absent on a day when credits are awarded or an examination is taken, but the absence is accounted for, the Dean shall set another date no later than seven days before the end of the re-sit examination period. The student shall submit a document justifying the absence at the dean's office as soon as the reason of the absence ceases, but no later than within three working days.
2. Failure to take an examination on due date or to obtain credits shall result in the Dean entering *ndst* or *niezal.*, respectively.
3. Failure to obtain credits in classes ending with an examination shall result in the Dean entering a grade *ndst* also as the examination grade, which means a student failed a course. A course shall be defined as classes with the same title and number of ECTS points allocated.
4. Within three working days before the end of the examination period, a student, under threat of being removed from the list of students, shall be obliged to submit the student's record book along with the term performance form at the dean's office.

## § 22

1. If a student fails an examination and in the case as referred to in §21(2), a student shall be entitled to one re-take examination in each failed course.
2. The regulations of Subsection 1 also apply to language courses, lectures and conversational classes ending with a grade.
3. A student shall retake the examination during a re-sit examination period.
4. Within three working days prior to the end of the re-sit examination period, a student, under threat of being removed from the list of students, shall be obliged to submit the student's record book along with the re-take examination form at the dean's office.

## § 23

1. In the event of a student objecting to an examiner's impartiality or to the examination conduct, upon the student's request submitted within three days from the date on which the results of the examination are announced, the Dean shall order an oral commission examination before an examination board. The examination shall be held within five days after the request submission.
2. If a student's objections concern a written examination, the members of the commission examination board may verify and assess the original examination paper.
3. A commission examination board conducting the examination shall consist of: the Dean as the chairperson, an examiner authorised by the Dean and an academic teacher who has conducted the previous examination. In the case of an examination conducted in a foreign language, the examination board shall consist of at least two examiners who must know the language.
4. Upon the student's request, a representative of the student government and a year supervisor may join the commission examination board to act as observers.
5. The results of the examination shall be decided upon by the majority of commission members' votes confirming or replacing the grade challenged.
6. In the event of confirming the unsatisfactory grade, the student shall lose the right to apply either for conditional resumption of studies or for the re-take of the course; however, the student may apply for the semester repetition.
7. In the event of classes ending with a grade or without a grade, the Dean, upon the student's request, may verify the basis upon which the student failed to obtain credits, requiring the written explanation from the course teacher as well as the opinion of the teacher's immediate supervisor.

## § 24

1. (deleted)
2. If a student fails to obtain semester credits, the Dean may:
  - 1) give a decision for a student to repeat a semester in the subsequent academic year;

- 2) remove a student from the list of students;  
and in situations when a student fails to obtain credits in one course, the Dean may allow:
  - 3) the conditional resumption of studies in the subsequent semester; the Dean shall set an additional date of obtaining credits in the failed course within fourteen days from the end of the re-sit examination period; if the student fails to obtain credits by the due date, the Dean shall decide whether the student shall repeat the semester or be removed from the list of students;
  - 4) the repetition of the course, which means satisfactorily completing a given semester and repeating the failed course in the subsequent academic year; if the student fails to obtain credits in the course for the second time, the Dean shall remove the student from the list of students.
3. The student who repeats a semester shall not be given the consent to be awarded conditional credits or the repetition of the course.
4. The student may be allowed to repeat a semester only one time during the first-cycle studies, one time during the second-cycle studies and two times during one-tier Master's studies.
5. The student who repeats a semester is obliged to sit examinations and obtain credits in all the courses included in the course programme. Upon the student's request, the Dean shall decide whether to acknowledge credits and examinations with at least a grade *good*, with the exception of the courses for which a pass is obtained during the re-sit examination period.
6. In the event that the student repeats a semester, ECTS points shall only be calculated for the semester with all the credits obtained.
7. The conditional award of credits for the subsequent semester or the consent to repeat the course may be granted no more than two times during the first-cycle studies, no more than one time during the second-cycle studies and no more than three times during one-tier Master's studies.
8. With the exception of cases as referred to in Subsection 1 and 2 as well as in §18(1), in §21(4), in §22(4), in §37(1) and in §42(3), students shall be removed from the list in the following cases:
  - 1) if they fail to undertake studies or they withdraw from studies;
  - 2) if they do not participate in classes for four weeks and cannot account for their absence;
  - 3) if they fail to make due payments;
  - 4) if they are expelled from the University by a final and legally binding decision issued by the disciplinary board.
9. Additionally, students pursuing the second degree shall be removed from the list if:
  - 1) they have been removed from the list in their first field of study;
  - 2) the consent to study in the second field has been withdrawn due to the student's failure to meet the requirements of the course programme in the first field of study.  
The Dean in charge of the second field of study shall remove the student from the list on the basis of the decision made by the Dean in charge of the first field of study.
10. Within fourteen days of receiving the decision, the student shall have the right to appeal to the Rector to withdraw the Dean's decision.

## § 25

1. A person who has been removed from the list of students in the first semester may only be readmitted to the University on the basis of general rules of admission.
2. A person who has been removed from the list of students but has obtained credits for the first semester, may apply for the resumption of studies, however, no more than one time in the course of first-cycle studies, no more than two times in the course of second-cycle studies and no more than two times in the course of one-tier Master's studies. The request to resume studies shall be submitted before the beginning of a given semester.
3. Upon the student's request, the decision concerning resumption of studies shall be taken by the Dean, who shall also define the differences in the curriculum and the schedule for obtaining credits in accordance with the course programme.
4. Students who have been dismissed for disciplinary reasons by a final and legally binding decision of the disciplinary board may apply for readmission only when the penalty has obliterated.

5. Students may resume studies no later than five years from the last satisfactorily completed semester and only in the field, type and mode of studies from which they have been removed.
6. After the period as referred to in Subsection 5 has expired, students may be readmitted to the first year of studies, based on applicable law and with relevant tuition fees applying.

## **V. Tuition fees**

### **§ 26**

1. Fees for educational services may be charged for:
  - 1) part-time studies;
  - 2) full-time studies in the second or subsequent field, as stipulated in the Act;
  - 3) participation in classes exceeding the limit of ECTS points defined in the Act;
  - 4) repetition of certain classes due to unsatisfactory results;
  - 5) studies in a foreign language;
  - 6) participation in classes not included in the course programme.
2. Fees shall be determined by the Rector upon the deans' requests no later than three months prior to the commencement of the academic year.
3. Fees as referred to in Subsection 1, are payable no later than 25 October for the winter semester and no later than 28 March for the summer semester.
4. In exceptional cases, upon a student's request, the Dean may consent to the fees being paid in installments.
5. The terms of payment for educational services are defined by the contract signed with a student.

## **VI. Granting of Leave**

### **§ 27**

1. A student may be granted a short-term leave of maximum four weeks, a semester or yearly leave in the event of vital circumstances.
2. A student may be granted research leave for pursuing other studies in Poland or abroad, or doing research connected with a degree thesis.

### **§ 28**

1. A student may be granted leave after having completed the first semester, with the exception of leave due to health reasons. A yearly leave may be granted one time during the course of first-cycle programmes, one time during the second-cycle programmes and two times during one-tier Master's programmes.
2. A student shall apply for leave immediately after the circumstances have occurred.
3. In the case of an absence which is accounted for and exceeds 4 weeks, the Dean grants leave ex officio for a period of one semester or one year. If the absence results in the inability to sit examinations and obtain credits during an examination or re-sit examination periods, the Dean may grant leave for one semester or one year.

### **§ 29**

1. The granting of a semester and yearly leave shall postpone the date of the scheduled completion of studies.
2. The granting of a short-term leave does not result in postponing the date of obtaining credits or extending the scheduled completion of studies.
3. The granting of leave shall be entered in the student's record book.
4. In the case of students pursuing more than one degree, leave granted in one of the fields does not result in granting leave in any other field of study.
5. On leave the student shall retain student rights.

6. With the Dean's consent, the student on leave may participate in some classes and obtain credits and take examinations. However, it shall not shorten the scheduled study completion time. Credits and examination results shall be entered on the term performance form.

## **VII. Awards and Distinctions**

### **§ 30**

1. Students who achieve academic excellence and show active and impeccable social conduct may receive:
  - 1) the Rector's awards and distinctions;
  - 2) awards founded by institutions other than the University, and private sponsors in accordance with regulations applying to these awards;
  - 3) the Dean's awards and distinctions.
2. Upon the student's request, the information about the received awards and distinctions shall be entered in the student's record book.

### **§ 31**

1. A diploma with distinction shall be awarded to graduates who fulfil the following requirements:
  - 1) have submitted the degree thesis within the time period as referred to in §33(1) of the Rules and Regulations;
  - 2) have obtained the average grade not lower than 4.5 in examinations and course credits as referred to in §20(3) and (4);
  - 3) have been awarded the grade of 5.0 for the degree thesis and the final examination;
  - 4) have not violated the principles included in the oath.
2. The distinction is awarded by a faculty council upon a supervisor's or reviewer's request.

## **VIII. Completion of studies**

### **§ 32**

Completion of studies requires preparation and submission of a degree thesis as well as passing a diploma examination.

### **§ 33**

1. Students are obliged to submit a degree thesis at a dean's office along with a declaration that the thesis has been prepared independently and an application for the diploma examination no later than on the last day of classes in the final semester.
2. Upon the student's substantiated request, submitted as referred to in Subsection 1 and approved by the thesis supervisor, the Dean may prolong the date of thesis submission until no longer than three months from the last day of classes in the final semester.
3. In the event of long-term absence of the thesis supervisor, which could result in postponing the due date of thesis submission, the Dean shall appoint a new thesis supervisor. The change of the supervisor in the final grading period may result in prolonging the due date of thesis submission as referred to in Subsection 2.

### **§ 34**

1. Upon the student's request approved by the thesis supervisor and the faculty council, the Dean may consent to the student preparing the thesis in a foreign language.
2. The student preparing a thesis in a foreign language shall submit the thesis along with a summary in Polish.
3. If necessary, the faculty council may appoint an assistant supervisor of a thesis written in a foreign language.

### § 35

1. Bachelor or engineering thesis at the end of the first-cycle studies shall be prepared by the student under the supervision of an authorised academic teacher holding at least the degree of *doctor (PhD)*.
2. The thesis title as referred to in Subsection 1 shall be decided on by a supervisor and approved by a faculty council no later than six months before the last day of classes in the final semester.
3. The degree thesis shall be assessed by the teacher supervising its preparation and one reviewer holding at least the degree of *doctor (PhD)*, as referred to in Subsection 1. The thesis reviewer shall be appointed by the Dean. In the event of one reviewer's negative assessment, the Dean shall decide whether the student is admitted to the diploma examination upon consulting another reviewer holding at least the degree of *doktor (PhD)*.

### § 36

1. The master's thesis shall be prepared by the student under the supervision of an authorised academic teacher: a professor or *doktor habilitowany (post-doctoral degree)*. In exceptional cases a faculty council may authorise an assistant professor or an expert from outside the University with at least the degree of *doctor (PhD)* in order to supervise the thesis.
2. The thesis title as referred to in Subsection 1, is decided by a supervisor and approved by a faculty council or an institute council no later than one year before the last day of classes in the final semester.
3. The degree thesis shall be assessed by the teacher supervising its preparation and one reviewer, as referred to in Subsection 1. At least one of them must hold the title of professor or the degree of *doktor habilitowany (post-doctoral degree)*. The thesis reviewer shall be appointed by the Dean. In the event of one reviewer's negative assessment, the Dean shall decide whether the student is admitted to the diploma examination upon consulting another reviewer with the title of professor or the degree of *doktor habilitowany (post-doctoral degree)*.

### § 37

1. The student who has failed to submit a degree thesis by the deadline stipulated in §33 and consequently failed to obtain a pass in the seminar, shall be removed from the list of students.
2. The student who resumes studies after three years have elapsed shall be obliged to apply for re-approval of the thesis title immediately after receiving the decision of re-admittance.

### § 38

1. Admission to a diploma examination requires:
  - 1) satisfactorily completing all classes and practice as well as passing all examinations included in the course programme;
  - 2) obtaining at least a satisfactory grade for the degree thesis.
2. The diploma examination shall be taken no later than one month from the date of thesis submission, excluding the period from 15 July to 31 August, but until 31 March at the latest for the degree programme ending with the winter semester and 30 September for the degree programme ending with the summer semester.
3. The Dean may schedule an individual diploma examination date for the student who submitted the degree thesis prior to the dates specified in Subsection 2 and in §33.
4. The diploma examination is an oral examination and is conducted before an examination board appointed by the Dean. In the event of the diploma examination taken in a foreign language, at least two members of the board must know the language.
5. The faculty council lays down detailed rules for the conduct of diploma examinations. These are approved by the Senate.

### § 39

1. Completion of studies requires passing a diploma examination with at least a satisfactory grade.

2. Upon completion of the diploma examination, students are informed of the results. When the diploma examination grade is at least satisfactory, chairperson of the examination board informs the student of the final result of studies and the grade which shall be entered on the diploma. The degree is given by the faculty council or a committee authorised thereby.
3. The basis for calculating the final result of studies is as follows:
  - 1) arithmetic mean up to three decimal places derived from all examination and credits grades referred to in §20(3), including unsatisfactory grades obtained throughout the course of studies;
  - 2) degree thesis grade calculated as the average of grades given by the thesis supervisor and reviewers, up to three decimal places;
  - 3) diploma examination grade calculated as the average of grades given by members of the board conducting the diploma examination, up to three decimal places.
4. The final result of studies is the sum of 0,6 of the grade referred to in Subsection 3(1), 0,2 of the grade referred to in Subsection 3(2) and 0,2 of the grade referred to in Subsection 3(3). The final result of studies is calculated up to three decimal places.

#### § 40

Graduates of the first-cycle studies, after passing the diploma examination, shall retain student rights and their student ID until 31 October in a given year. Graduates of the second-cycle studies and one - tier Master's studies, after passing the diploma examination, shall be obliged to immediately return their student ID.

#### § 41

1. Upon the request of a student or a degree thesis supervisor, with the approval of the Dean, and with the organisational conditions of the University permitting, the diploma examination may be open to the public.
2. An application for admission to the diploma examination may be followed with a request to make it open to the public.
3. Besides the examination board, other persons invited by the thesis supervisor or the student may participate in the open diploma examination.
4. The persons who are not members of the examination board do not have the right to ask questions and do not participate in the proceedings of the board.
5. Open diploma examination results shall be available to the public.

#### § 42

1. In the event of a student failing the diploma examination or not taking the examination on a due date, the Dean shall set another date for the examination as the final date.
2. The examination may not be repeated earlier than one month and later than three months after the due date of the examination.
3. In the event of a student's failing the diploma examination or not taking the examination on the final date, the Dean shall take a decision on the student's repetition of the last semester or the removal from the list of students.

#### § 43

1. The final result of studies shall be entered on the diploma of completion of studies levelled up or down to a full grade according to the following principle:
 

final result of studies:	final result of studies in diploma:
up to 3,250	satisfactory (3.0)
3,251 – 3,750	satisfactory plus (3.5)
3,751 – 4,250	good (4.0)
4,251 – 4,500	good plus (4.5)

from 4,501

very good (5.0)

2. The levelling to a full grade holds exclusively for the grade entered on the diploma of completion of studies. All other certificates shall exhibit the actual result of the studies computed pursuant to §39 (4).

## **X. Transitional and closing provisions**

### **§ 44**

For those who began their studies prior to 1 October, 2012, the requirements in relation to the admission to the diploma examination and the way the final result of studies is calculated shall be specified by the provisions in §29(1) and (7-8b) of the Rules of Regulations of Studies of 21 April, 2006, as amended.

### **§ 45**

1. Students of all types of studies provided by the University shall be subject to provisions of the Rules and Regulations.
2. Provisions of the Rules and Regulations apply to cross-faculty studies unless provided otherwise in the rules of these studies.
3. Provisions of the Rules and Regulations shall apply mutatis mutandis to doctoral and postgraduate studies.
4. In cases that do not fall under any of the Rules and Regulations, a decision thereon shall be taken by the Rector.
5. The Rector shall be the appeal authority in all matters governed by the Rules and Regulations.

### **§ 46**

Interpretation of the Rules and Regulations shall be given by the Rector.

### **§ 47**

The Rules and Regulations shall enter into force on 1 October, 2012.