Annex to Resolution No. 333/04/2023 of the Senate of the University of Rzeszów dated 25 April 2024 on the adoption of amendments and the consolidated text of the Rules and Regulations of studies at the University of Rzeszów

**RULES AND REGULATIONS OF STUDIES AT THE UNIVERSITY OF RZESZÓW**

TABLE OF CONTENTS

Chapter 1 General provisions……………………………………………………....………………………..………….…….2

Chapter 2 Admissions…………….….……………………………………………………………………………………..……….6

Chapter 3 Resumption of studies……………………………………………………………………………………………….7

Chapter 4 Conditions for transfer and recognition of classes…………………………………………………….8

Chapter 5 Student's rights and obligations…………………………………………………………………………….…11

Chapter 6 Organization of the academic year………………………………………………………………….……..13

Chapter 7 Course of studies……………………………………………………………………………………………………..14

Chapter 8 Completion of a course, semester or year...................................................................18

Chapter 9 Conditions and mode of obtaining credits and taking examinations………………………..19

Chapter 10 Retake of a course, semester or year..........................................................................20

Chapter 11 Conditions for holding classes and obtaining credits in a foreign language………..……22

Chapter 12 Studying conditions for students with special needs………………………………………………23

Chapter 13 Examination before an examination board or credit test before an examination board……………………………………………………………………………………………………………………….23

Chapter 14 Documentation of the course of studies………………………………………………………………….24

Chapter 15 Methods applied for expressing students’ achievements in accordance with the ECTS .................................................................................................................25

Chapter 16 Removal from the register of students……………………………………………………..…………… 26

Chapter 17 Leave of absence during studies………………………………………………………………………………26

Chapter 18 Completion of studies..................................................................................................28

Chapter 19 Awards……………………………………………………………………………………………………………………32

Chapter 20 Transitional and final provisions………………………………………………………………………………32

**Chapter 1**

**GENERAL PROVISIONS**

**§ 1**

1. The Rules and Regulations define the organisation and course of study as well as the rights and duties of students of the University of Rzeszów.
2. The provisions of these rules and regulations apply to all first degree, second degree and uniform Master's degree courses, hereinafter referred to as "degree courses", conducted at the University of Rzeszów.

**§ 2**

The terms used in the Rules and Regulations shall mean:

1. lack of academic progress - more than two retakes of the same subject, semester;
2. non-participation in compulsory classes - failure to attend compulsory classes without justification, in a period exceeding 30 calendar days or in the case of four consecutive absences from classes in at least one subject, ascertained on the basis of attendance lists;
3. foreigner - a person without Polish citizenship;
4. a cycle of studies - education based on a study programme, covering the period from the year in which a student commences studies at a given level of studies until their scheduled completion;
5. delivery of a decision (resolutions, summons) to an addressee against a return confirmation of receipt, also by electronic means enabling verification of the addressee's identity;
6. learning outcomes - knowledge, skills and social competences acquired in the process of learning in the course of studies or outside the study system;
7. board examination or credit test - the final form of verifying a student's knowledge, skills and social competences in a subject, held before an examination board, used in connection with an incorrectly conducted examination or credit test;
8. e-index - an electronic index documenting the course of studies in the Virtual University electronic system
9. stage of studies - semester or year of studies;
10. forms of classes - forms in which courses are taught, in particular: lectures, monographic lectures, classes, clinical classes, conversation classes, laboratories, observation classes, workshops, field classes, project classes, practical classes, proseminars, seminars, subject seminars, foreign language classes and physical education classes;
11. form of studies - full-time or part-time studies;
12. schedule of classes- a detailed timetable of individual subjects and forms of their realization in a given semester of study, including information on the place and time of classes;
13. schedule of studies - distribution of subjects in individual semesters resulting from the study programme for a given cycle, taking into account their forms of conducting and the hours, the form of credit and the required credit number of ECTS credits (study plan);
14. individual organization of studies (IOS) - partial or complete exemption of the student from the obligation to participate in classes, which does not result in a reduction of requirements towards the student as to the learning outcomes specified in the study programme of a given degree course and to obtain all credits and pass exams in the examination session, in accordance with the agreed schedule and on the dates specified by order of the Rector, in accordance with the rules set out in § 22;
15. JSA - Uniform Anti-Plagiarism System made available by the Ministry of Education and Science, providing support in the field of counteracting violations of regulations on copyright and related rights;
16. teacher – an academic teacher employed at the UR who has competences and experience allowing for the proper implementation of classes or another person who has such competences and experience to conduct classes at the UR, performing activities under a civil- law contract;

16a) work placement coordinator - an academic teacher or an employee who is not an academic teacher, exercising didactic and organizational supervision over work placement pursuant to the rules laid down by the Rector

1. failure to take up studies - failure to take the oath by a person enrolled and registered as a student or not taking up studies after the end of a leave of absence by a student in accordance with the rules laid down in § 47 paragraph 5;
2. announcement of the decision (resolutions, summons) - oral communication of the decision to the student (resolutions, summons) preceded by the verification of his/her identity by a person authorized to announce a decision (resolutions, summons), and at the same time drawing up the appropriate official annotation on the student's application/request submitted to the student's files, the announcement does not exclude the need to deliver the decision (resolutions);
3. study programme - description of the assumed learning outcomes along with a description of the process of education leading to these effects and the number of ECTS credits assigned to classes;
4. sequential subject- a subject which, if not passed, does not allow the student to continue studies in a higher semester;
5. ECTS credits (European Credit Transfer and Accumulation System) - a measure of the average student workload necessary to achieve the assumed learning outcomes. One ECTS credit corresponds to 25-30 hours of student workload and includes the classes organised by the university and the individual workload related to these classes.
6. examination session - a period of time specified by the Rector's regulation on the organisation of the academic year in which a student takes examinations;
7. basic examination session - the first period of the examination session specified by the Rector's regulation on the organisation of the academic year;
8. retake examination session - the second period of the examination session specified by the Rector's regulation on the organisation of the academic year;
9. WU system/WU electronic system – Virtual University online system, integrated with the university's dean's office system, by means of which information related to the course of the student's studies is collected;
10. average grade in the whole course of studies– the sum of all grades obtained during the course of study on examinations and courses ending with a graded credit, including seminars ending with a graded credit, grades on compulsory work placements, divided by the number of such grades, rounded to two decimal places according to mathematical principles; the calculation of the arithmetic mean shall also take in account the grades on retake examinations and examinations held before an examination board;
11. course of studies - education based on study programmes covering the period from the year in which the student begins studies at a given level, until their completion, taking into account the retake of the stages of study, leaves of absence from classes, resumption of studies after being removed from the list of students;
12. Act - Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended);
13. rules and regulations - the Rules and Regulations of Studies at the University of Rzeszów;
14. resumption of studies - reinstatement in the rights of a student after a valid removal from the list of students in order to continue studies;
15. UR - University of Rzeszów;
16. curricular differences - courses that appear in the study programme, leading to the achievement of learning outcomes which a student did not obtain in the course of previous study at a given level and profile;
17. syllabus - a detailed description of a subject drawn up in accordance with separate regulations, including in particular: forms of classes, curricular contents, learning outcomes, teaching methods used, assessment methods and criteria, list of literature related to classes and the number of ECTS credits ascribed to the subject.

**§ 3**

1. The studies are conducted by the UR.
2. The Vice-Rector for Student Affairs and Education coordinates matters related to education on the courses conducted by the UR, including student affairs, and supervises the performance of the duties of the Deans and the Didactic Councils of the Colleges with respect to the educational process.
3. The Dean of the College is responsible for the organisation of education within the degree courses at the respective College.

**§ 4**

* 1. Individual cases of students specified in these regulations shall be resolved by way of administrative decisions - in cases specified in the Act or by means of resolutions that are not administrative decisions. Whenever in these rules and regulations, decisions are referred to without further specification, it shall be understood as administrative decisions or resolutions.
  2. In the cases referred to in paragraph 1, the decisions in the first instance are made by the Dean.
  3. The Dean shall also resolve in the first instance cases not regulated in these rules and regulations and not reserved under separate provisions for the competence of other university bodies, including those not requiring a decision and concerning the organisation and course of study, as well as the rights and duties of students.

3a. In individual cases, before issuing a decision, the Dean may summon a student to submit explanations or supplement documents, which he/she is obliged to submit or provide within 7 days of receiving the summons or being effectively notified of the summons through the WU electronic system.

* 1. Whenever these rules and regulations refer to the Dean, it is also understood as the Vice-Dean acting within the scope of the authorisation granted.

**§ 5**

1. Decisions of the Dean concerning student matters can be appealed to the Rector within 14 days of the date of delivery or announcement of the decision. An appeal is lodged through the Dean.
2. If the Dean, who rendered the decision, decides that the appeal deserves in its entirety to be considered, they may issue a new decision in which they amend or revoke the appealed decision. The student may appeal against the new decision in accordance with the rules laid down in paragraph 1.
3. The Dean, who issued the decision, is obliged to send the appeal together with the case file to the Rector within seven days of the date on which they received the appeal, if they have not issued a new decision by that date, referred to in paragraph 2. The appeal together with the case files shall be forwarded through the Office of the Vice-Rector for Student Affairs and Education.
4. The Rector may conduct additional proceedings to supplement the evidence and materials in the case. The provision of § 4 paragraph 3a applies accordingly.
5. Decisions rendered by the Rector are final.
6. Whenever these regulations refer to the Rector, it is also understood as the Vice-Rector for Student Affairs and Education acting within the scope of granted authorisation.

**§ 6**

The Dean's competences include matters indicated in the UR Statute, as well as:

1) defining, after obtaining the opinion Didactic Council of the College, detailed rules and conditions of studying according to the individual organization of studies, in the cases not included in these rules and regulations, and conditioned by the specific nature of the conducted degree course;

1a) making decisions on the appointment of a research supervisor for a student pursuing studies in the IOS mode, recommended by the director of a relevant institute, in the case referred to in § 22 paragraph 3 point 4;

2) determining, after obtaining the opinion of the Didactic Council of the College, the conditions and mode for participation of exceptionally gifted post-primary school students in classes provided for in the study programme in the degree courses corresponding to the aptitudes and rules for crediting these classes;

3) defining, after obtaining the opinion of the Didactic Council of the College, a catalogue of sequential subjects and making it available to students on the College website 1 month prior to the commencement of studies;

4) making decisions on changing the form of studies;

5) making decisions on repeating a stage of studies, on leaves, and removal from the student register;

6) making decisions on readmissions;

7) deciding on the form and timing of the completion of curricular differences in the case of readmission, retaking a semester, changing the form of studies, returning from leave, transferring from another degree course or transferring from another higher education institution;

8) deciding on the granting of an individual study organisation;

9) giving credits for subjects to a student who, with the consent of the Dean, has taken up studies at another foreign or domestic university as part of student exchange;

10) making decisions on studying additional subjects not included in the study programme;

11) taking decisions on transfers between degree courses, taking into account convergent admission principles and additional requirements, in particular with regard to the necessary medical examinations, practical examinations and submission of other documents;

12) recognition of grades or credits in classes according to the rules set out in §12;

13) determining the rules and procedures for awarding the Dean's Recognition Diploma and Dean's Congratulatory Letter, after the opinion of the Didactic Council of the College;

14) awarding, after obtaining the opinion of the Didactic Council of the College i, awards and distinctions to students or graduates and applying for awards for a student or graduate to other bodies of the university;

15) other matters delegated to the competence of the Dean on the basis of specific provisions;

16) approval of the regulations for the organization and implementation of practical placements included in the study programme.

**§ 7**

The competences of the Didactic Council of the College include matters indicated in the Statute of the UR, and:

1) giving opinions on the conditions and rules of pursuing studies according to an individual organization of studies, if required by the specificity of the degree course;

2) giving opinions on applications for awards for students or graduates;

3) giving an opinion on the catalogue of so-called sequential subjects;

4) giving opinion on the regulations for the organisation and undergoing of a programme-based student work placements;

5) giving opinions on the conditions and mode for participation of exceptionally gifted postprimary school students in classes provided for in the study programme in the degree courses corresponding to the aptitudes and rules for crediting these classes;

6) requesting the award of a Dean's Recognition Diploma for outstanding students and a Dean’s Congratulatory Letter for outstanding graduates;

7) issuing opinions on the Dean's applications for awards for graduates directed to other bodies of the university;

7a) establishing of detailed rules related to the conduct of the diploma examination and graduation as referred to in these regulations;

8) other matters delegated to the competence of the Didactic Council of the College under specific provisions.

**Chapter 2**

**ADMISSIONS**

**§ 8**

1. Admission to studies shall be made through:
   1. enrollment;
   2. confirmation of learning outcomes;
   3. transfer from another university or a foreign university.
2. A foreigner may undertake and pursue studies at the UR on the terms specified in the Act.
3. The conditions and mode of admission, referred to in paragraph 1 items 1 and 2, are determined by the Senate of the UR upon the Dean's request with an opinion by the Didactic Council of the College.
4. A student may apply for admission to a second or subsequent degree course according to the general rules, referred to in paragraph 1.

4a. The student cannot be re-entered into the student register of a degree course, level and the profile of studies on which he/she has already the status of a student of the University of Rzeszów.

1. One album number is assigned to a student in all degree courses and at all levels of studies carried out at the UR.

**§ 9**

1. A person admitted and enrolled as a student acquires student rights at the moment of taking the oath.
2. The student receives an electronic student ID card upon acquiring student rights and paying a fee.
3. (repealed).

**Chapter 3**

**RESUMPTION OF STUDIES**

**§ 10**

1. In justified cases, a former UR student who has been legally removed from the list of students may, with the consent of the Dean, apply for resumption of the same degree course.

1a. Resumption is considered to be a continuation of the previous education in a degree course, at the level to which the student was resumed.

1. A former UR student submits an application for resumption of studies to the Dean within 14 days before the beginning of classes in a given semester.
2. The Dean, in consultation with the degree course director, determines from which semester the student resumes his/her studies and specifies the deadline for making up for curricular differences. Making up for these differences is necessary in order for the student to achieve all learning outcomes resulting from the study programme of the degree course into which the student has been enrolled in the resumption mode.

3a. For subjects in which the student failed before removal from the register of students, the university charges fees due to unsatisfactory learning results in the amount specified in the Rector's ordinance, which is applicable to the student from the academic year from which the student resumes studies. Information about the amount of the fees is sent to the student via the WU electronic system.

1. A student who has resumed studies is not obliged to obtain credits again for subjects which he/she has passed , if the learning outcomes defined for those subjects have not changed. The Dean, after consultation with the head of the degree course, shall decide on giving credits for the subjects obtained prior to interruption of studies.
2. In the case of a large number of curricular differences, the Dean, after consulting the opinion of the head of the degree course, may give permission for the student to resume studies in a lower semester or a year of study.
3. A student who failed a diploma seminar and failed to submit a diploma thesis in the final semester and was validly removed from the register of students may, with the consent of the Dean, resume studies by repeating the last semester with an obligation to make up curricular differences resulting from a change in the study programme.
4. A student who did not take the diploma examination after meeting the requirements referred to in § 49 paragraphs 2 and 3 and was validly removed from the register of students, may, with the consent of the Dean, resume studies and take the diploma examination within one year from the date of the removal from the register of students, if he/she has a positive assessment of the diploma thesis issued by the supervisor and the reviewer, provided that the study programme has not been changed.
5. It is unacceptable to resume studies in the case of a person who was legally removed from the student register in the first semester. Readmission to studies shall be made in accordance with the general principles of admissions to the UR.
6. The resumption of studies at the UR cannot take place before the penalty is erased for the person who was removed from the student register by virtue of a valid decision of the disciplinary committee or when more than 5 years have passed since the removal from the register of students.
7. Resumption of studies at the UR in the case of persons removed from the student register in another university is not allowed.
8. Resumption of studies is allowed only twice.
9. In the event of consent to the resumption of studies, the Dean re-enters the student into the register of students.
10. Studies may be resumed only in accordance with the rules laid down in these rules and regulations.

**Chapter 4**

**CONDITIONS FOR TRANSFER AND RECOGNITION OF CLASSES**

**§ 11**

1. A student of another university, including a foreign university, may apply for a transfer to the UR not earlier than after the completion of the first semester of study.
2. The Dean, after obtaining the opinion of the Didactic Council, may specify the detailed conditions and rules for transfer from another university, including a foreign university.
3. A student referred to in paragraph 1 shall submit, within the time limits set by the Dean, an application for transfer to the UR, attaching to it:

1) a certificate from the home institution containing information on having the status of a student;

2) documentation confirming the previous course of study, including a list of grades and a detailed description of the subjects passed, allowing for the assessment of the compliance of the achieved learning outcomes;

3) a certified true copy of:

a) one of the documents referred to in Art. 69, paragraph 2 of the Act, in the case of first degree or uniform master's degree courses;

b) a diploma of graduation, in the case of the second degree courses;

4) other documents specified in the detailed conditions for the transfer referred to in paragraph 2;

5) translations of the documents referred to in points 1-4, if they have been drawn up in a foreign language, made by a sworn translator entered on the list of sworn translators kept

by the Ministry of Justice of the Republic of Poland.

1. A foreigner applying for a transfer to the UR from a foreign university to a degree course taught in the Polish language, shall be required to attach to the application referred to in section 3:

1) a document confirming knowledge of the Polish language at a minimum B2 level;

2) a photocopy, certified by UR, of a document certifying the entitlement to undertake studies without incurring fees in accordance with Article 324, paragraph 2 of the Act (e.g. Pole's Card, residence card, administrative decision of a competent authority);

1. A person applying for a transfer to the UR from a foreign university to the degree course conducted in English, is obliged to submit a document confirming the knowledge of English at a minimum level of B2.
2. In the case of giving a consent to transfer a student from another university, including a foreign university, the Dean enters the student into the student register.
3. A student may transfer to another degree course at the UR with the consent of the Dean, not earlier than after completing the first semester of studies.

**§ 12**

1. In the case of resumption of studies by the student, transfer from another university, including also a foreign university, transfer to another degree course, taking up studies after returning from a leave of absence, taking up studies after returning from another university, including a foreign one, where he/she carried out part of the study programme, retaking a semester or a year of studies in which the study programme has changed, changing the form of studies by the student, the Dean, after obtaining opinion of the head of the degree course, may:

1) determine curricular differences or

2) make a decision on the recognition of grades and credits in the subjects in which the student obtained a positive grade and/or a credit in the previous course of study, unless the learning outcomes defined for these subjects have changed.

1. Subjects determined as curricular differences are assigned in the electronic system of the dean's office in the current or subsequent semester to those semesters in which they occur in accordance with the schedule of studies.
2. The Dean determines the form and deadline for the completion of curricular differences and, upon student’s request, agrees to IOS.
3. Failure to receive credits for curricular differences within the time limit referred to in paragraph 3, shall result in failing a subject/semester according to the same rules as in the case of the other subjects.
4. On account of retaking the classes referred to in paragraph 4 due to unsatisfactory academic performance, the UR charges fees in the amount determined in the Rector's ordinance, applicable to a student as of the academic year in which the student began his/her studies and informs the student of the fact that the fee has been charged in the WU electronic system.
5. If the Dean takes the decision referred to in paragraph 1, point 2, a student shall be allocated the number of ECTS credits and hours ascribed to the learning outcomes achieved through the completion of the relevant classes and work placements provided for in the study programme for the degree course to which the student is admitted. Before recognising a subject or another form of classes, the Dean shall consult the head of the degree course, the work placement coordinator or the person responsible for academic exchange.
6. In the cases referred to in paragraph 1 and the recognition of a subject completed with a non-graded credit and assigning it to a course provided for in the study programme which ends with a grade, the subject shall be given credit with a grade: satisfactory. In order to obtain a higher grade, a student may - at his or her own request - take an examination or a credit test in this subject.
7. The Dean, after obtaining the opinion of the head of the degree course, may decide to recognize the grades and credits in subjects in which the student obtained a pass grade and/or a credit in the previous course of studies, including a different degree course, provided that the learning outcomes defined for these subjects are the same.

**§13**

1. A student may apply for a change in the form of studies by transferring from full-time studies to part-time studies or from part-time studies to full-time studies not earlier than after completing the first semester. A change of the form of studies shall be allowed in degree courses where education is provided in the same language of instruction.
2. Decisions concerning the change of the form of studies, degree course or profile and the levelling of any differences in study programmes shall be made by the Dean, taking into account:

1) the student's course of studies;

2) the documented exceptional situation of the student;

3) limited capabilities of the College as regards running a given degree course, form and profile - limits of places, minimum or maximum number of students in groups;

4) costs associated with running and maintaining a given degree course and form of studies.

1. The grade average cannot be the only prerequisite for changing the form of studies.
2. A student shall submit an application for a change of the form of studies to the Dean within 14 days before the beginning of classes in a given semester.
3. The Didactic Council of the College may specify detailed rules for changing the form of studies resulting from the specificity of education carried out in the degree course.

**§14**

1. A UR student may carry out part of the study programme at another Polish or foreign university.
2. Before leaving, a student who applies for carrying out part of the study programme at another Polish or foreign university is obliged to agree with the person responsible for academic exchange on a list of classes to be carried out at the host university and present it to the Dean, who determines the IOS for the student.
3. In the case of a change in the classes indicated in the list referred to in paragraph 2, the student is obliged to submit a new list to the person responsible for academic exchange and to the Dean within 1 month of the change.
4. Classes carried out at another institution should ensure the attainment of learning outcomes and a corresponding number of ECTS credits similar to those allocated in the study programme of the degree course at the UR for the semester or year during which the student studies at another university.
5. Upon their return from another Polish or foreign university, the student takes up studies in the following semester or year, subject to paragraph 9.
6. The decision on transferring and recognizing ECTS credits is made by the Dean after getting acquainted with documentation of the course of studies presented by the student.
7. The condition for transferring classes completed outside the UR, including at a foreign university, is a confirmation of the convergence of the obtained learning outcomes in lieu of points assigned to classes and work placements specified in the study programme.
8. In the case where the study programme at the host (foreign or Polish) university did not include the subjects obligatory for the student in accordance with the study programme of a given degree course at the UR, the Dean accepts the student’s semester or year as completed it for , but specifies, within the framework of the IOS, the obligation to pass these subjects in the current or the following semester/year.
9. If the student fails to complete the classes indicated in the list referred to in paragraph 2, the Dean may refuse to give him/her credit for the semester or year.
10. The grades obtained while completing a part of the study programme at another university are taken into account when calculating the average grade for a given year and the average grade for the whole period of studies.
11. (repealed)

**Chapter 5**

STUDENT’S RIGHTS AND OBLIGATIONS

**§ 15**

1. All UR students form the UR Student Government.
2. The Dean, after consultation with the Student Government of the College, appoints a year tutor for each degree course.
3. The Dean, in consultation with the Didactic Council of the College and the Student Government of the College, determines the scope of work and responsibilities of the year tutors.

**§ 16**

1. A student, in addition to the rights specified in the Act, has the right to:

1) acquire knowledge and skills as well as develop interests, including cultural and sports activities, by using, on the terms set out at the university, the full didactic offer of the UR, including participation in classes not covered by the study programme and to use classrooms, devices and other material resources being at the disposal of the university and necessary for the purpose of implementation of the study programme;

2) use the collections of the UR library and the IT system;

3) assess the didactic process and administrative service for students;

4) participate in decision-making by the university collective bodies or authorities of the Student Government of the UR through his/her representatives, on the terms specified in separate regulations;

5) organize actions and meetings on the premises of the UR in accordance with the Act and the Statute of the UR;

6) study other degree courses in addition to their main degree course;

6a) study an additional subject or subjects not included in the study programme realized by the UR student, for which the University may charge fees in accordance with separate regulations;

7) participate in the research conducted by the UR;

8) be trained in the rights and duties of a student;

9) excuse absences from classes, pursuant to the principles laid down in § 26.

2. On the terms set out in separate regulations, the student has the right, in particular, to:

1) benefit from financial aid and various types of scholarships;

2) receive assistance from the UR due to their disability or chronic diseases;

3) use the help of the UR in finding a job, obtaining an internship or a work placement- outside the study programme (extra-curricular work placement);

4) report to the teacher or the Dean, within 3 days from the date of publication of examination and credit tests results in the WU system, all discrepancies and inconsistencies or missing results;

5) join student organisations and associations, research clubs and participate in scientific research, development and implementation works carried out at the UR;

6) receive awards and other distinctions pursuant to the rules laid down in separate regulations;

7) apply for a student loan to cover the costs of education from the Student Loan Fund;

8) be accommodated together with his/her spouse or child in a student dormitory, pursuant to the rules laid down in separate regulations;

9) get a statutory discount on public transport fares.

**§ 17**

1. It is the student's responsibility to take full advantage of the learning opportunities provided by the UR and to act in accordance with the content of the oath, the UR Student Code of Ethics and the Rules and Regulations.

In particular, the student is obliged to:

1) care for the student's dignity and the good name of the UR;

2) observe and comply with the internal regulations in force at the UR;

3) behave in accordance with the principles of good mores and the UR Student Code of Ethics;

4) respect the material assets of UR;

5) take an active part in classes;

6) become familiar with the conditions for passing classes;

7) take exams and test and complete assignments on time, undergo curricular work placements and fulfil other requirements provided for in the study programme;

8) pay timely the costs of fees for educational services provided and other fees collected by the UR on the basis of separate regulations, made available in the BIP (public information bulletin) on the UR's website and communicated via the electronic WU system;

9) have an active account in the WU system and check it regularly;

9a) use the e-mail address provided by UR for communication with the UR and its employees;

10) make a declaration in the WU electronic system concerning the elective subjects specified in the schedule of studies for a given semester/year;

11) comply with the regulations contained in the contract for the provision of educational services, in the cases where a contract has been concluded;

13) immediately notify the dean's office of a change of name or correspondence address, including the correspondence address in the territory of the Republic of Poland in the case of

foreigners and of a change of citizenship or other data that have an impact on the student's status at the UR;

1. A foreign student has all the rights and obligations arising from the internal regulations in force at the university, with the proviso that the right to material support and the right to apply for a place in a student dormitory shall be determined in accordance with the procedure and conditions laid down in separate regulations.
2. The rights and duties of a student shall expire upon completion of studies or upon final removal from the register of students.
3. A person who has completed first degree course retains student rights until the date of October 31 in the year in which he/she completed these studies, excluding the right to benefits for students indicated in the Act.

**§ 18**

A student shall be liable to disciplinary action pursuant to the rules laid down in the in the Act for any breach of the regulations in force in the university and for acts demeaning to the dignity of the student.

**Chapter 6**

**ORGANISATION OF THE ACADEMIC YEAR**

**§ 19**

1. The academic year runs from 1 October to 30 September.
2. The detailed organisation of a given academic year within semesters concerning dates of classes, holiday breaks and examination sessions are defined by the Rector in a separate ordinance.
3. The Dean of the College, with the consent of the Didactic Council of the College, may set a different date for commencement of classes than the one specified in paragraph 1. This date is announced by the Dean to the students on the College's website and notice boards not later than 14 days before the beginning of a semester.
4. In the case where the final semester of an engineering (seven-semester) degree course includes fewer than 15 teaching weeks, the decision on the teaching schedule for the final semester of studies shall be made by the Dean at least four months before the semester’s commencement, subject to § 49, paragraph 4 of these rules and regulations.

**Chapter 7**

**COURSE OF STUDIES**

**§ 20**

1. The studies are carried out according to the study programme
2. The schedule of studies is communicated to students by the Dean at least one month before the start of the new cycle of studies.
3. The schedule of classes for full-time and part-time studies is provided by the Dean to students 14 days before the beginning of classes.

**§ 21**

1. The credit period in studies is a semester.
2. The condition for passing the semester is obtaining credits for all classes and meeting other requirements covered by the study programme.
3. All classes included in the study programme are obligatory.
4. If the schedule of studies provides for the possibility of choosing subjects by the student, the subjects chosen by the student are obligatory.
5. If, due to a temporary limitation or suspension of the operation of the UR it is not possible to complete the learning outcomes assigned to a given subject, the Didactic Council of the College, after obtaining the opinion of the College's Student Government, may transfer the obligations to complete and pass a given subject resulting from the study programme to the next semester or academic year. Information on this matter shall be communicated by the Dean to the Vice-Rector for Student Affairs and Education.

**§ 22**

1. A student may pursue studies in the IOS mode.

2. The basis for applying to study under the IOS mode is:

1. a disability certificate or a confirmed by an authorised doctor serious illness that significantly impedes the ability to attend compulsory classes;
2. pursuing part of studies at another Polish or foreign university;
3. being admitted to studies in the mode of confirmation of learning outcomes;
4. taking a short-term leave of absence from classes;
5. pregnancy of a student confirmed by a medical certificate - for full-time studies;
6. not taking advantage of the leave referred to in § 46 paragraph 3 by a full-time student who is a parent.

3. The basis for granting a student an ISO may also be:

1) studying concurrently in at least two full-time degree courses, documented by actual overlapping of classes and confirmed high academic performance;

2) occurrence of reasons that objectively do not constitute grounds for the student to apply for a leave of absence or to change the form of studies to a part-time degree course;

3) participation in sports competitions at national or international level making it impossible to attend compulsory classes;

4) obtaining outstanding scientific achievements or participation in research activities conducted by the UR outside the basic study programme.

3a. The IOS may consist in particular in:

1) individual selection of classes or a group of classes, methods and forms of education;

2) modification of the rules of taking and passing classes, on condition of the achievement

of learning outcomes defined for the subject;

3) modification of the weekly timetable of classes, preferably through the choice of the class group and/or the hours of classes in such a way as to enable the student to complete the current study programme adjusted to the student's time schedule;

4) modification of the dates of examinations and tests in consultation with the teacher conducting classes.

1. The student submits the IOS application to the Dean within 14 days before the beginning of classes in a semester or not later than 14 days after the occurrence of the reason being the basis for applying for the IOS.

4a. If the IOS has been granted on the basis referred to in paragraph 3 item 4, the Dean may appoint a tutor for the student from among the employees of the UR who holds at least a doctoral degree.

1. After receiving consent for the IOS, the student is obliged to determine - within 30 days -a schedule of implementation and verification of the learning outcomes with persons conducting classes, which he/she then submits to the Dean for approval within 7 days, subject to §26 paragraph 4, in particular:

1) individual selection of a group as part of classes or the realisation of learning outcomes with partial or total non-attendance in classes;

2) the date and method of verification of learning outcomes, with the proviso that this date may not extend beyond the dates of the examination session specified by the Ordinance of the Rector;

1. Consent to study in the IOS mode shall be granted for a semester or year of study, with the proviso that:

1) the Dean may not refuse a pregnant student and a student who is a parent in a full-time degree course a permission to study in a given degree course and level of studies under the IOS mode until its completion;

2) in the case referred to in paragraph 3a, point 1, approval for an IOS may concern classes within one or more semesters or the entire course of studies.

1. At the student's request, the Dean withdraws consent to study in the IOS mode.
2. In the case of a student's violation of the established IOS implementation rules, including failure to submit the schedule referred to in section 5 or no learning progress, the Dean may withdraw the consent to the IOS.

**§ 23**

1. A student may be admitted to a specific degree course, level and profile of education in the mode of confirmation of learning outcomes referred to in § 8 sec. 1 point 2 of these rules and regulations.
2. Detailed rules and mode of admission by through the procedure of confirmation of leaning outcomes are governed by separate regulations.
3. The Dean, at the request of a student admitted in accordance with the procedure referred to in para. 1, submitted no later than 14 days after the beginning of a semester, shall issue a decision on the completion of classes recognised in the process of verification of learning outcomes.
4. For successful completion of classes (subjects) recognised through the process of confirmation of learning outcomes, a student is awarded the number of ECTS credits allocated to these classes in a total sum not exceeding 50% of the ECTS credits allocated to the study programme at the given level and profile.
5. Completed classes (subjects) recognized as a result of confirmation of learning outcomes are recorded in the documentation of the course of studies specified in § 40 paragraph 2 through entering "passed".
6. The student's grade point average does not include classes completed as part of the process of confirmation of learning outcomes.
7. Classes (subjects) completed as a result of confirmation of learning outcomes shall be listed in the Diploma Supplement.

**§ 24**

1. Curricular work placements are integral part of the study programme adopted by the Senate of the UR.
2. The head of the degree course coordinates the organisation and conduct of curricular work placements.
3. The regulations for the organization and conduct of curricular work placements and the plan for curricular work placements are approved by the Dean and are made available to students 14 days before the beginning of the academic year.
4. The didactic and organisational supervision of the students during the academic year is the responsibility of the work placement coordinator, appointed by the Vice-Rector for Student Affairs and Education.
5. The detailed rules for the organisation and delivery of curricular work placement, including the responsibilities of work placement coordinators, are laid down by the Rector in an ordinance.
6. (repealed).
7. Successful completion of a student work placement is one of the requirements for the completion of a semester or graduation.
8. Professional work, internship or voluntary service carried out in Poland or abroad may be recognised as part of a work placement, provided that it enabled the student to achieve the learning outcomes specified in the study programme for the work placements, with the proviso that professional work, an internship or voluntary service which is the basis for the recognition towards work placement:

1) must not be shorter than the duration of the work placement;

2) should be carried out during or before the commencement of study or when no more than 5 years have passed since their completion.

1. The detailed rules and regulations for work placement are specified in the regulations referred to in paragraph 3.
2. Decisions on the recognition of work placement are made by the Dean upon a written request of a student, approved by the coordinator of the work placement.

**Chapter 8**

**COMPLETION OF A COURSE, SEMESTER OR YEAR**

**§ 25**

1. The condition for subject completion is the student's participation in classes included in the study programme in a given degree course, obtaining credits or positive grades in them and passing the examinations, if included in the study programme.
2. A condition for the student's participation in classes included in the study programme, in particular in a university-wide or elective subject, may be a prior enrollment for that subject in accordance with the enrolment rules laid down in separate regulations.

**§ 26**

1. (repealed)
2. Absence from classes, at the student's request, shall be excused by the teacher of the class, who takes into account in particular:

1) the student's illness confirmed with a medical certificate;

2) a probable fortuitous event that made attendance in classes impossible;

3) confirmed participation of the student in the meetings of the collective bodies of the University, the College or the bodies of the UR Student Government, as well as in the meetings of commissions (teams) of which the student is an appointed member;

4) participation in scientific conferences, seminars and other forms of work for which he/she received permission from the University or College authorities.

1. Justification of the reason for the absence by the student should be done in a reliable and credible manner, immediately after the reason for the absence ceases to exist, but not later than in the next class after the cause of absence ceases to exist.
2. The person conducting the classes determines the method and deadline for making up for the missed classes due to the student's excused absence, and in the case of a student pursuing studies in the IOS mode, he/she determines the conditions of implementation of the learning outcomes and their verification.

**§ 27**

1. Receiving credit or a positive final grade in a classes takes place at the end of the classes in a given course in the semester.

1a. Receiving a credit in a diploma seminar may take place on dates other than those scheduled for examination sessions while retaining the deadlines for taking the diploma examination as stipulated in § 49 paragraph 4. 2.

1. Refusal to give a credit for seminars or other obligatory classes shall take the form of entering an unsatisfactory grade - in the case of a graded credit or a phrase “fail” (nzal)- when the credit is ungraded in the WU electronic system by the person conducting classes.
2. If a student fails to obtain a credit or a positive grade in compulsory classes after which an examination is scheduled, the student cannot take the examination in this course. In such a case, in the basic examination session, the examiner enters “2” or “nzal” in the WU electronic system.
3. The student has the right to retake the credit test according to the rules specified by the person conducting the classes in the syllabus. At the latest by the date of the retake examination session, a student may obtain credit or take an examination referred to in paragraph 3.

4a. A student is not allowed to retake the credit test if the refusal to take the credit test on the first term was due to unexcused absence from the course. In such a case, the examiner enters in the WU system fail or nzal grade on the primary and corrective dates.

1. If a student received a positive final grade, he cannot retake the final test or an examination to upgrade it.

**§ 28**

1. The following grading scale shall be used:
   1. very good 5.0;
   2. good plus 4.5;
   3. good 4.0;
   4. satisfactory plus 3.5;
   5. satisfactory 3.0;
   6. unsatisfactory 2.0;
   7. pass (zal)
   8. fail (nzal)
2. Credit for seminars, proseminars and lectures, including university-wide lectures takes the form of the abbreviation "zal" entered in the WU electronic system, unless the study programme provides for credit with a grade.
3. Credit for a diploma seminar in the final semester of studies may be given not earlier than after the supervisor approves the diploma thesis.

**§ 29**

1. Students are obliged to take examinations during the period of the examination session specified in the organisation of the academic year. Detailed dates for the final tests/examinations in individual courses are set by a given examiner in consultation with the students.
2. The person teaching a given course determines the conditions for passing the course and/or an examination, as well as the rules and form of carrying out the examination and communicates it to the students during the first class of the semester.
3. A student has the right to take a credit test and/or an examination twice, subject to §34 paragraph 2.
4. A student may take an examination in a given course during the retake examination session if, for justified reasons, he/she previously did not take an examination in that course or failed it. A retake examination in order to get a higher grade is not possible.

**§ 30**

(repealed)

**Chapter 9**

**CONDITIONS AND MODE FOR OBTAINING CREDITS AND TAKING EXAMINATIONS**

**§ 31**

1. Examinations and/or credit tests are held in the courses indicated in the study programme. Examination and/or credit in each course included in the study programme takes place separately and is subject to separate assessment.
2. The exam and/or credit test is carried out by the teacher teaching a given course. If classes in a given course are taught by more than one teacher, the examination can be conducted collegially by those teachers, on the terms set out by the Dean, or by one teacher appointed by the Dean, teaching given classes.
3. The schedule of examinations and retake examinations prepared by the units teaching individual courses are made available to students not later than 14 days before the beginning of examination session.
4. The schedule of examinations for a student in a given degree course should be set in such a way that no more than one examination is scheduled per one session day. It is permissible to schedule more than one examination on a single day of the session at the request of a year representative, subject to a positive opinion of the student government of a given college.
5. In exceptional, unforeseeable cases, the Dean may set a date for an examination other than the one indicated in the schedule referred to in paragraph 3, or authorise another teacher - a specialist in a given or a related subject - to conduct the examination. This date is communicated to students via the WU electronic system or the College's website two days before the examination is planned.
6. Before taking an examination and/or credit test, the student is required to get familiar with the requirements for passing the subject, including the rules for the conduct of credit test and/or examination, and at the request of the person giving the examination and/or credit test he/she is required to present an identity document.
7. The results of examinations and/or credit are announced to students via the WU electronic system.
8. The results of examinations and/or credit tests should be announced not later than 7 days after the date of the examination and/or credit test, taking into consideration the dates of the examination. If an examination and/or a credit test has been conducted in an oral form, the result of an examination and/or an oral test is communicated to the student immediately after the examination and/or an oral test has taken place.
9. The assessed written work is made available to the student for inspection upon his/her request

within 7 days of submitting the request. The examiner shall keep the written work of students for a period of 1 year, starting from the date of the examination and/or credit test. The examination and/or retake should not take place earlier than after 7 days after the announcement of the result of the examination and/or credit test, subject to paragraph 8 and the dates of examination sessions.

**§ 32**

1. The entry of the grades into the WU electronic system takes place at the latest on the dates specified by the Rector.
2. If, in the opinion of a student, the grade entered in the WU electronic system differs from the grade actually obtained (read, posted on the notice board or posted on the website in an anonymised form), the student may report the discrepancy to the person conducting a class/ an examination/ a credit test within 3 days of the entry of the grade in the electronic WU system unless this person specified that he/she provides information about the results only by entering them into the WU system. In the event of difficulty in reporting a discrepancy to the person conducting an examination or a credit test discrepancies should be reported to the Dean.
3. If there is an actual discrepancy in the results data, the person entering the grade/pass into the system shall verify them in the WU system.
4. Failure to report by the student comments and objections referring to the grade obtained or its lack within the time limit referred to in paragraph 2 means the acceptance of the information contained in the WU electronic system.

**§ 33**

1. Failure to turn up for an examination or a credit test on the set date without an excuse, results in entering the unsatisfactory grade or the phrase “ nzal” in the WU electronic system by an academic teacher or the examiner –as the final grade.
2. Absence from an examination and/or credit test shall be excused, at the request of the student, examiner or the teacher grading the credit test, who may take into account in particular the reasons referred to in §26 paragraph 2.
3. The student's excuse of an absence should be reliable and credible and made immediately after the cessation of the absence.

**Chapter 10**

**RETAKE OF A COURSE, SEMESTER OR YEAR**

**§ 34**

1. In the case of a student who has not obtained credit in all subjects required in a given semester, the Dean issues a decision:

1) for the student to repeat a semester or a year - at the student's request submitted within 7 days from the end of the retake examination session, or

2) remove the student from the register of students.

1. If a student does not take an examination in the basic and retake sessions for exceptionally important reasons referred to in §26 paragraph 2, upon the student's justifiable request, the Dean may allow the student to retake the examination and/or to obtain credit with conditional enrolment to the next semester, but not later than:

1) by 31 March in the winter semester;

2) by 30 September in the summer semester.

2a. The Dean may ask the teacher of a given course for their opinion before making the decision. In justified cases, the Rector, at the request of the Dean, may extend the time limit referred to in paragraph 2 point 1 by 1 month.

**§ 35**

1. A student who has not obtained credit or has not passed an examination in only one course or who has not obtained credit for a curricular work placement included in the schedule of studies for the semester, may apply to retake the failed course or work placement with simultaneous conditional pass for the next semester or year.
2. The right to conditional pass for the next semester referred to in paragraph 1 does not apply to sequential subjects.
3. A student who has obtained permission to retake a failed course in the mode referred to in paragraph 1, and the same course is not carried out in the following academic year (cycle of studies), the Dean indicates another course with at least the same number of hours and ECTS credits and convergent learning outcomes as the course to be retaken, which the student is required to pass.
4. A student who has not passed the diploma seminar in the last semester of their studies, may, with the consent of the Dean, retake that semester without retaking all courses from a given stage of studies. The student shall be enrolled into the student register of the appropriate semester in the following academic year, provided that the study programmer for a given degree course is implemented during that semester.
5. A student who passed a retaken course as specified in paragraph 1 and failed to obtain credit for the course in the current semester may obtain the Dean's permission to repeat the failed course with conditional pass for the next semester.
6. A student who has not obtained credit in the course referred to in paragraphs 1 and 3 may apply for repeating the semester/year in which the failed course is included in the schedule of studies, even if he or she obtained credits and took all examinations required in the schedule of studies for a higher semester/year to which he/she has been granted the conditional pass, pursuant to the procedure laid down in paragraphs 1 and 3.
7. If the student did not obtain credit for the higher semester in which he/she started studying in the mode referred to in paragraph 1, he/she may only apply for permission to retake a semester, in which the repeated subject is carried out. In the university system of dean's office, the student is entered for the semester in which the repeated subject referred to in paragraph 1 is carried out.
8. If a student has repeated a semester/year for the reasons set out in section 6 and has obtained all the credits and passed all examinations included in the schedule of studies in the repeated semester and in the higher (conditional) semester or year, the Dean shall give him/her credit for that semester and the higher semester or year.
9. In the case of obtaining credit for a class in given course which a student repeats because of failing an examination in that course, the student is obliged to attend the class again and obtain credit for it.
10. In the case of not receiving credit for the work placement by the date set in the work placement plan, the Dean designates an additional date for the student to complete the work placement within the time limits specified in § 34 paragraph2.
11. For retaking classes due to unsatisfactory academic performance, the Rector charges fees in the amount set out in the Rector's ordinance in force, applicable to a student from the academic year in which the student commences studies and informs the student of the fact that the fee has been charged in the WU electronic system.

**§ 36**

1. A student who repeats a semester/year is obliged to participate in classes and take exams and credit tests for all classes they have not received credits for in at a given stage of study.
2. All positive grades obtained in courses in a failed (repeated) semester/year are included in the university's dean's office system at a given stage of study.
3. The student is obliged to complete all forms of classes required to complete the course (passed and failed in the previous semester/year) necessary to obtain learning outcomes and to assign the number of ECTS points to the repeated subject at a given stage of study.
4. In the case of a student repeating a semester as part of a transfer to another degree course, section 6 and § 12 are applicable.
5. All grades obtained for the courses passed in the course of studies, including the grades on the basis of which the student repeats the semester, are taken into account when calculating the arithmetic mean of grades in the WU electronic system.
6. The student referred to in sec. 1, is obliged to make up for any curricular differences resulting from the extension of the cycle of studies.
7. For the repetition of the classes referred to in sec. 1, due to unsatisfactory learning results, the UR charges fees in the amount specified in the Rector's order applicable to the student from the academic year from which the student began studies and informs the student about the fact of charging the fee in the WU electronic system.

**Chapter 11**

**CONDITIONS FOR HOLDING CLASSES AND OBTAINING CREDITS IN A FOREIGN LANGUAGE**

**§ 37**

1. In the degree course conducted in Polish, selected classes, the diploma thesis and the diploma examination may be conducted in a foreign language. Due to the specific nature of the degree course, compulsory classes may be conducted in a foreign language as specified in the study programme if this course is simultaneously conducted in Polish.
2. The Dean may, in agreement with the person teaching the course or other form of studies, give permission for certain classes, including written assignments, to be completed in a foreign language.
3. The diploma thesis may be prepared in a foreign language with the consent of the supervisor and in agreement with the Dean.
4. In the case when the diploma thesis was prepared in a foreign language, the Dean, at the student's or the supervisor's request, may consent to conducting diploma examination in the language in which the student prepared the thesis.
5. In the degree course conducted in a foreign language, all classes indicated in the study programme are conducted in the foreign language. The diploma thesis is also prepared and the diploma examination is conducted in the foreign language.

**Chapter 12**

**STUDYING CONDITIONS FOR STUDENTS WITH SPECIAL NEEDS**

**§ 38**

1. Persons with a certificate of disability and persons without a certificate of disability, and whose health condition impedes their process of studying, can obtain support from the Office for Persons with Disabilities (BON).
2. Registration at BON takes place upon a student’s request.
3. Detailed principles of organisation and scope of support from BON are defined by the Rector.
4. Students referred to in paragraph 1 may receive an opinion from BON on the adjustment of the

conditions, organisation and implementation of the didactic process to their needs.

1. At the request of the student referred to in paragraph 1, the method of adapting the conditions,

organisation and implementation of the didactic process, while respecting the specific nature of the degree course or selected courses, shall be specified by the Dean in consultation with the head of the degree course and the teacher conducting classes, based on an opinion of BON, taking into account the possibility of:

1) extending the duration of a given credit test or examination;

2) the use of technical devices during the credit test and examination, such as: computers, screen readers, Braille devices, alternative keyboards, etc.;

3) changing the form of the examination from written to oral or vice versa;

4) participation in a credit test or examination, including an examination before an examination board, diploma examination of persons referred to in paragraph 6;

5) receiving didactic materials tailored to the needs before classes, including those in electronic form (e.g. presentations, text files), in accordance with the opinion of BON with the absolute proviso that these materials shall not be made available to third parties.

1. If justified by the student's dysfunction, with the consent of the Dean, assistants of people with disabilities and sign language interpreters appointed by BON may participate in classes, examinations and credit tests.
2. The student referred to in paragraph 1 may, in justified cases, use technical means in the form of video or audio in order to record the content of the classes for his/her own use after informing the class instructor in advance.

**Chapter 13**

**EXAMINATION BEFORE AN EXAMINATION BOARD OR CREDIT TEST BEFORE AN EXAMINATION BOARD**

**§ 39**

1. The student has the right to submit an application for assessment of his/her knowledge, social skills and competences by an examination board.
2. An examination or credit test before an examination board may be held at the initiative of the Dean, at the request of a student or a student government body of the College.
3. The Dean may appoint an examination board to assess knowledge, skills and competences of a student who has not obtained the required credit for classes or failed the retake examination.
4. The only basis for the Dean’s consent to the appointment of an examination board to assess knowledge, skills and social competences referred to in paragraph 3 may be the fact that the examination/credit test was not carried out correctly.
5. The student’s application for assessment of knowledge, social skills and competences by an examination board must credibly justify the premise referred to in paragraph 4.
6. The application for assessment of knowledge, social skills and competences by an examination board should be submitted to the dean's office within 7 days from the date of announcement of the retake examination result or refusal to grant a credit.
7. Assessment of knowledge, social skills and competences by an examination board shall take place within the time limit set by the Dean, subject to paragraph 11.
8. The examination before an examination board or credit test before an examination board takes place in a written or oral form before a board composed of:

1) the Dean or a teacher authorized by him/her holding at least a PhD degree - as the chairman;

2) the examiner conducting the previous examination or the teacher who conducted classes for which the student did not receive a credit, or another teacher - a specialist in the field covered by the examination or credit test, appointed by the Dean in exceptional cases;

3) the second teacher - a specialist in the field covered by the exam or credit test, or a specialist in a related subject or a teacher appointed by the Dean, holding at least a doctoral degree.

1. The student may indicate in the application for an examination or credit test before an examination board an observer from among the members of the UR Student Government. Absence of the observer at the examination does not prevent the examination from taking place. The board can refuse to admit an observer if his/her behavior during the examination or credit test makes it impossible to conduct it properly.
2. The decision of the examination board referred to in paragraph 8, on crediting classes or passing/failing an examination is final. A report shall be drawn up from the conduct of the examination before an examination board.
3. Examinations before an examination board are held during the following time periods:
   1. until March 31 in the winter semester;
   2. until September 30 in the summer semester.
4. In justified cases, the Rector, at the Dean's request, may extend the deadline referred to in paragraph 11 point 1 by 1 month

**Chapter 14**

**DOCUMENTATION OF THE COURSE OF STUDIES**

**§ 40**

1. The documentation of the course of studies consists of:

1) students' album;

2) students’ personal file folders;

3) book of diplomas.

2. The course of studies at the UR is documented in:

1) periodic student achievement cards prepared on the basis of the data collected in the WU electronic system and being a printout from the university dean's office system;

2) course credit transcripts collected in the WU electronic system,

3) report of the examination board completed and signed by the board;

4) an e-index, which is a record of the student's course of studies in the WU electronic system.

5) (repealed)

1. At the student's request, the dean's office issues a confirmed printout from the university dean's office system documenting the course of studies.
2. At each stage of studies, the student has access to the documentation of the course of studies in an electronic form by logging into the WU electronic system.
3. Detailed rules for keeping electronic documentation of the course of studies in higher education is defined by separate regulations.
4. In the case of degree courses conducted in English, foreign students who do not speak Polish may receive documents related to the course of studies in Polish and in English.
5. Completion of studies shall be documented in:

1) the diploma examination transcript, which is a printout from the Dean's Office system supplemented with information on the course of the examination, signed by authorised persons;

2) students' album;

3) book of diplomas;

4) (repealed)

**Chapter 15**

**METHODS APPLIED FOR EXPRESSING STUDENTS’ ACHIEVEMENTS IN ACCORDANCE WITH ECTS**

**§ 41**

1. The credit system used at the university corresponds to the ECTS standard (European Credit Transfer and Accumulation System).
2. All classes, including student work placements and the preparation of the thesis provided for in the curricula shall be allocated a specific number of ECTS credits. The number of credits is determined by the UR Senate in the study programme.
3. The assigned ECTS points reflect the student's workload necessary for achieving the assumed learning outcomes and passing a given subject.
4. During examinations and credit tests, the following grades and the corresponding grades in the ECTS system are used:

|  |  |  |  |
| --- | --- | --- | --- |
| very good | bdb | 5.0 | A (in the ECTS system) |
| good plus | +db | 4.5 | B (in the ECTS system) |
| good | db | 4.0 | C (in the ECTS system) |
| satisfactory plus | +dst | 3.5 | D (in the ECTS system) |
| satisfactory | dst | 3.0 | E (in the ECTS system) |
| unsatisfactory (fail) | ndst | 2.0 | F, FX (in the ECTS system) |

**Chapter 16**

**REMOVAL FROM THE REGISTER OF STUDENTS**

**§ 42**

1. The Dean removes a student from the register of students in the case of:
   1. failure to take up studies;
   2. written resignation from studies;
   3. failure to submit the diploma thesis or take the diploma examination on time;
   4. punishing with the disciplinary penalty of expulsion from the university.
2. The Dean may remove a student from the register of students in the case of:
   1. ascertained absence from compulsory classes;
   2. ascertained lack of progress in learning;
   3. failure to complete a semester or year within the specified period;
   4. failure to pay tuition fees.
3. Before issuing a decision on removing a student from the list of students referred to in paragraph 2, the student shall be notified in writing of the occurrence of the grounds for removal and summoned to submit oral or written explanations in this regard within 7 days from the date of the receipt of the summons.
4. The notification referred to in paragraph 3 shall be delivered against confirmation of the receipt.
5. Removal from the list of students takes place by way of an administrative decision.

**Chapter 17**

**LEAVE OF ABSENCE DURING STUDIES**

**§ 43**

1. At the justified and documented request of a student who completed the first semester of studies, the Dean may, subject to § 45, grant a long-term leave of absence lasting no longer than a total of:
   1. two semesters for first degree or second degree studies;
   2. four semesters for uniform Master's degree studies.
2. An application referred to in paragraph 1 shall be submitted by a student to the dean's office not earlier than after he/she has obtained credit for all classes and work placements, if these are provided for in the study programme in the examination session preceding the submission of the application, not later than 30 days after the beginning of a semester or within 7 days of the emergence of the reason justifying granting the leave.

**§ 44**

1. At a justified and documented request of a student, the Dean may, subject to § 45, grant permission for a short-term leave of absence, due to illness or a fortuitous event during the course of studies, for a period not exceeding one month. A student may apply for short-term leave not more than three times during his/her studies.
2. The application referred to in paragraph 1, the student submits to the dean's office not later than 7 days from the occurrence of the reason justifying granting the leave.

**§ 45**

1. The grounds for granting the leaves of absence referred to in § 43 and § 44 cannot be based on poor student performance, in particular failure to complete a semester.
2. The granting of the leave of absence referred to in § 43 and § 44 shall be confirmed by a relevant entry in the Dean's Office system.
3. Granting the leave of absence after completion of the last semester is unacceptable.
4. A student may submit a written resignation from leave no later than:
   1. 14 days from the date of receiving permission for a long-term leave;
   2. 7 days from the date of obtaining permission for a short-term leave.

**§ 46**

1. A pregnant student and a student who is a parent shall be entitled to a leave of absence from classes, including a leave of absence from classes with the possibility to proceed to the verification of the learning outcomes specified in the study programme.
2. A student who is a parent shall apply for the leave, referred to in paragraph 1, within a period of one year from the date of birth of the child.
3. The leave referred to in paragraph 1 is granted by the Dean for:
   1. a pregnant student - for the period until the date of the birth of the child;
   2. a student who is a parent - for a period of up to one year, with the proviso that if the end of the leave of absence falls during a semester, the leave is extended at the student's request to the end of that semester.

**§ 47**

1. During the period of leave, the student retains the rights of a student. The right to receive financial aid during the leave is specified in separate regulations.
2. During a leave of absence a student may, with the consent of the Dean, take part in some classes, take part in curricular work placements and proceed to the verification of obtained learning outcomes specified in the study programme (take credit tests and examinations).
3. If the leave of absence was granted for health reasons, the student must document with a certificate issued by an authorised doctor that there are no contraindications to their participation in classes, credits, examinations or work placements.
4. A student studying a second or further degree course may apply for a leave of absence in all courses at the same time or only in one of them.
5. Within 14 days of commencement of classes in the semester following the end of leave of absence

the student is obliged to notify the relevant dean's office of the fact of taking up studies.

1. A student returning from a leave of absence is obliged to make up for possible curricular differences.
2. A student of the last year of studies, after returning from a leave of absence, is obliged to make arrangements with the dean's office of the conditions for the preparation of a diploma thesis.

**Chapter 18**

**COMPLETION OF STUDIES**

**§ 48**

1. The student prepares the diploma thesis under the supervision of an academic teacher of his/her choice- a supervisor who has at least a doctoral degree. In the case of degree courses based on educational standards, the supervisor of the diploma thesis is a person who meets the requirements set out in those regulations.
2. The diploma thesis is prepared as part of a diploma seminar or diploma workshop. A condition for passing a diploma seminar or a diploma workshop in the final semester is the completion of a diploma thesis by the student and its admission to the diploma examination by the supervisor.
3. Principles of enrolment in seminar groups, selection of a supervisor, change of the diploma seminar (Bachelor, engineer, Master or diploma workshop for artistic works) and change of the supervisor are determined by the Didactic Council of the College. List of supervisors of diploma theses are submitted by the institute's council.

3a. The Dean, in agreement with the institute's director and after consultation with the Teaching Council, may consent to the preparation of the diploma thesis under the supervision of an academic teacher who does not conduct a diploma seminar in a given degree course in a given academic year - in an individual mode and ensuring full implementation of the study programme.

1. In justified cases, at the request of the thesis supervisor, the Didactic Council of the College may consent to the appointment of a thesis co-advisor. The thesis co-advisor may also be a person from outside the university, in particular coming from a socio-economic environment, holding a professional title of Master's degree and competence and experience in the area covering the topic of the diploma thesis.
2. Thesis topics should be determined in the first semester of participation in the seminar. Diploma thesis topics are approved by the institute's council. Diploma thesis is assessed by its supervisor and a reviewer.
3. Diploma thesis reviews shall be open to public inspection and made available to any person who submits such a request.
4. The diploma thesis shall be reviewed by a teacher holding the academic title of a professor or a habilitated doctor or a doctor. If the thesis supervisor is a teacher holding a doctoral degree, the thesis shall be reviewed by a teacher holding at least an academic degree of habilitated doctor.
5. The final grade for the diploma thesis is the arithmetic mean of the supervisor's and reviewer’s grades. § 28 paragraph 1 and § 52 paragraph 2 shall apply accordingly.
6. The supervisor verifies the written diploma thesis for plagiarism by using the JSA. Detailed rules for the functioning of the anti-plagiarism procedure at the UR are specified by separate regulations.
7. In the case of a negative assessment of the diploma thesis by a reviewer, the Dean may appoint an additional reviewer.

10a. In the case of a positive assessment of the diploma thesis by the additional reviewer, referred to in paragraph 10 and if the average grade from two reviews is positive (at least 3.0), the Dean allows the student to take the diploma examination.

1. In case of a negative assessment of the diploma thesis by the additional reviewer referred to in para. 10, the Dean, at the student's request, shall issue a decision of repeating the diploma seminar.
2. Requirements to be met by the diploma thesis and detailed rules for conducting diploma examinations shall be determined by the Didactic Council of the College.

**§ 49**

1. The condition for completing studies and obtaining a graduation diploma is:
   1. achieving the learning outcomes specified in the curriculum;
   2. a positive grade in the diploma examination;
   3. positive assessment of the diploma thesis issued by the thesis supervisor and the reviewer, if provided for in the study programme.
2. The condition for admission to the diploma examination is:
   1. fulfillment of the conditions referred to in paragraph 1 points 1 and 3;
   2. submission of the documents referred to in paragraph 3 points 1-4;
   3. fulfillment of all obligations resulting from regulations in force at the College.
3. Students are required to submit to the dean's office not later than one week before the diploma examination:
   1. the diploma thesis together with an electronic carrier;
   2. a statement that the thesis has been written independently;
   3. other documents necessary to issue a graduation diploma, in particular: update of personal data and confirmation of payment of fees for documents, if required.
4. The student is obliged to take the diploma examination not later than on:
   1. March 31 for the studies ending in the winter semester;
   2. September 30 for the studies ending in the summer semester.
5. If the student does not take the diploma examination, the Dean, at the request of the student, sets the second date of the examination as final, with the observance of the deadlines set out in paragraph 4.
6. A student who submitted the diploma thesis together with the required documents to the dean's office by the deadlines specified in paragraph 4 and did not take the diploma examination, they shall submit an application to the Dean for an extension of that time limit. The Dean may extend the time limits referred to in paragraph 4 by a maximum of one month. In the university system of the dean's office a student is assigned the status of waiting for the diploma examination.
7. In the case of receiving a negative grade from the diploma examination, subject to paragraph 5, the Dean issues:
   1. a decision to remove the student from the register;
   2. a resolution concerning the repetition of the diploma seminar upon the student's application submitted within 7 days of the date of the diploma examination.
8. When establishing the grade for the diploma examination, the diploma examination board shall not take into account a negative grade referred to in paragraph 7.
9. Retaking the diploma examination in order to improve a positive grade is inadmissible.

**§ 50**

1. The diploma examination shall be held before a committee appointed by the Dean and consist of:
   1. the Dean or a teacher appointed by the Dean who holds at least a PhD degree as a chairperson;
   2. the thesis supervisor or, in the case of exceptional, justified circumstances preventing the participation of the thesis supervisor in the committee, another specialist teacher in the subject or subjects covering the subject of the diploma thesis;
   3. the thesis reviewer or, in the event of exceptional, justified circumstances preventing the participation of the thesis reviewer in the committee, another teacher, if possible a specialist in the subject or subjects covering the subject of the diploma examination, holding at least a doctoral degree.
2. Taking into account the specificity of the degree course, the Dean may decide to extend the composition of the committee referred to in paragraph 1.
3. When determining the final grade, entered on the graduation diploma, the committee takes into account the sum of the following averages:
   1. 60% of the arithmetic mean of grades from the course of studies;
   2. 20% of the arithmetic mean of the diploma thesis grades;
   3. 20% of the arithmetic mean of the diploma examination grades.
4. In the fields of study where an artistic work is a part of the diploma thesis, the committee takes into account the sum of the following averages:
   1. 40% of the arithmetic mean of grades from the course of studies;
   2. 20% of the arithmetic mean of the grade for the theoretical part of the thesis;
   3. 20% of the arithmetic mean of the grade for the artistic part of the thesis;
   4. 20% of the arithmetic mean of the diploma examination grade.

4a. In the fields of study where the diploma examination includes an artistic examination (recital), the committee takes into account the sum of the following averages:

* 1. 30% of the arithmetic mean of the grades from the course of study;
  2. 10% of the arithmetic mean of the grades for the diploma thesis;
  3. 10% of the arithmetic mean of the grade for the theoretical part of the diploma examination;
  4. 50% of the arithmetic mean of the grade for the artistic part of the diploma examination.

1. The date of graduation shall be the date of taking the diploma examination, and in the case of the programme in medicine, the date of taking the last examination required by the study programme or passing the last credit test.
2. The final grade entered on the diploma for the programme in medicine is based on the arithmetic mean of the course of studies, taking into account the rules set out in § 52, paragraph 2a.
3. In the field of physiotherapy, the date of graduation shall be the date of completion of the last work placement provided for in the study programme.

**§ 51**

1. At the justified request of a student positively assessed by the supervisor, the Dean may agree to conduct an open diploma examination.
2. The student submits the application referred to in paragraph 1 to the Dean's Office together with the submission of the diploma thesis, indicating the persons who may participate in the diploma examination.
3. Information about the open diploma exam is posted on notice boards and on the College's website at least 7 days before the examination.
4. The open diploma examination consists of a public part during which there is a presentation of the diploma thesis, and the participants of the open examination can take part in a discussion related to the topic of the diploma thesis, and a closed part.
5. Participants in the open diploma examination who are not members of the committee cannot

participate in the closed part. In the closed part, the committee shall determine, inter alia:

* 1. the final grade of the diploma thesis;
  2. the diploma examination grade;
  3. the final grade for graduation (the diploma grade).

**§ 52**

1. The following grading scale is used in the diploma of higher education: very good, good plus, good, satisfactory plus, satisfactory.
2. Taking into account the principles referred to in § 50 sections 3, 4, 4a the final grade entered on a student's diploma of higher education shall be determined as follows:
   1. up to 3.25 - satisfactory;
   2. from 3.26 to 3.75 – satisfactory plus;
   3. from 3.76 to 4.25 - good;
   4. from 4.26 to 4.60 - good plus;
   5. from 4.61 - very good

2a) In the case of the fields of study where the study program does not stipulate the obligation to prepare and submit a diploma thesis or pass a diploma exam, the final grade entered on the diploma of graduation shall be determined as follows:

1) up to 3.25 - satisfactory;

2) from 3.26 to 3.75 - satisfactory plus;

3) from 3.76 to 4.25 - good;

4) from 4.26 to 4.50 - good plus;

5) from 4.51 - very good.

1. If the arithmetic mean of the grades obtained in the course of studies is lower than or equal 3.00, the committee cannot enter a final grade on the diploma of higher education higher than satisfactory.

**§ 53**

1. A graduate of the UR receives a diploma of higher education in a specific course and profile confirming higher education and a professional title.
2. Within 30 days of the date of completion of the studies, the UR issues the diploma of higher education together with a supplement to the diploma and 2 copies of the diploma, including at the student's application submitted by the date of graduation:
   1. a copy of the diploma in English, French, Spanish, German, Russian or in another foreign language in which the education was conducted in these studies;
   2. a copy of the diploma supplement in English or in another foreign language, in which the education was conducted in these studies;
3. At the written request of a student or graduate, upon payment of the fee, the university shall, within 30 days of the date of submission of the application, issue an additional copy of the diploma of higher education in English, French, Spanish, German, Russian or another foreign language in which education was conducted in these studies or a copy of the diploma supplement in English or in another foreign language in which the studies were conducted.
4. At the written request of a student or graduate, the university shall, within 30 days of the date of submission of the application, issue an additional copy of the diploma of higher education in Polish, or a copy of the diploma supplement in Polish.
5. A graduate has the right to keep their electronic student ID card.

**Chapter 19**

**AWARDS**

**§ 54**

1. For outstanding achievements, a UR student may receive Dean’s congratulatory letter.
2. For outstanding achievements, a UR graduate may receive:
   * 1. the Rector's Laurel;
     2. the Rector's Recognition Diploma;
     3. the Dean's Recognition Diploma;
3. Detailed rules and procedure for awarding the awards referred to in paragraphs 1 and 2 are defined in separate regulations.

**Chapter 20**

**TRANSITIONAL AND FINAL PROVISIONS**

**§ 55**

1. The UR does not charge fees for the issuance of the documents referred to in § 53(2) to graduates who started their studies from the academic year 2019/2020.
2. Contracts concluded with students who commenced their studies in the academic year 2018/2019 and in earlier years shall remain in force, including in particular these with regard to the collection of fees for the issuance of the documents referred to in § 53 paragraph 2.
3. Foreigners who commenced their studies in the academic year 2018/2019 and in previous years shall continue their studies according to the previous rules.

**§ 55a**

**(repealed)**

**§ 56**

These Rules and Regulations of studies shall enter into force on 1 October 2019 and shall apply to students who started their studies in the academic year 2019/2020 and earlier years.

President of the Senate

of the University of Rzeszów

prof. dr hab. Sylwester Czopek

Rector