

Rules of Studies

of Andrzej Frycz Modrzewski Krakow University

Chapter 1

General Provisions

Article 1

1. These Rules shall apply to the students, authorities and employees of Andrzej Frycz Modrzewski Krakow University, further referred to as the University, as well as to all fields of studies conducted on a full-time and part-time basis.
2. These Rules shall not apply to the participants of other forms of education than higher education studies.
3. Provisions of these Rules shall apply accordingly to the students of other higher education institutions conducting part of their programme of studies within the framework of the European Credit Transfer System (ECTS) or other forms of academic cooperation.

Article 2

Terms used in these Rules:

- 1) "studies" or "higher education studies": first-cycle studies, second-cycle studies and long-cycle Master's degree;
- 2) "Faculty": an organisational unit of the University responsible for providing studies in at least one field of studies;
- 3) "Dean": an academic teacher in charge of the Faculty or the Vice-Dean acting on their authority;
- 4) "Dean's Office": a Faculty office, responsible for documenting the course of studies and for the administration of issues relating to the organisation and course of studies for students;
- 5) "Virtual Dean's Office": an electronic system providing services for students and documenting the course of studies;
- 6) "learning outcomes": knowledge, skills and social competence acquired by a student on the completion of a particular course or module or on the completion of studies;
- 7) "module": a group of courses recognised in the programme of studies and in the study plan, assigned with specific learning outcomes and a specific number of ECTS points; where according to the study plan the student receives a grade and ECTS points for completing a full

module instead of the particular courses that it consists of, the provisions of these Rules applicable to a course shall apply accordingly to a module;

8) "ECTS points": points assigned to a course or module that shall reflect the average student workload required for its completion, assuming that the full workload required for a semester completion is 30 ECTS points.

Article 3

1. The admission to studies shall be effected via the application process or by the recognition of learning outcomes.
2. The admission to studies is also possible via transfer of a student from another higher education institution, including a foreign institution.
3. The admission to studies shall be effected by the enrolment in the list of students and the refusal of admission to studies by way of an administrative decision.
4. With the permission of the Dean, a student of another higher education institution mentioned in Article 1 (3) can be temporarily enrolled in the list of University students.
5. A person admitted to studies is granted student rights effective with the University oath-taking. The condition for being admitted to take the oath is to pay the required fees.

Article 4

1. Once the conditions referred to in Article 3 (5) are fulfilled, the student shall receive a student ID.
2. If a student ID or the record referred to in Article 35 (1) is lost, destroyed or damaged, the student shall apply to the Dean with a formal request for a duplicate of the lost, destroyed or damaged document. The rules for issuing duplicates are determined by the Rector.

Chapter 2

Organisation of Studies

Article 5

1. Studies are conducted on a full-time and part-time basis.
2. Studies are conducted in accordance with the programmes of studies and study plans for particular fields of studies, levels and profiles of education. Studies can also be conducted according to an individual study plan.
3. The programme of studies determines the intended learning outcomes and the process leading to their achievement, including in particular:

- 1) the mode and profile of studies,

- 2) the number of semesters and ECTS points required for the completion of studies and the overall number of class hours,
 - 3) the overall number of ECTS points that the student must achieve during classes assisted by academic teachers or other persons conducting the classes,
 - 4) the professional degree awarded to the graduate,
 - 5) the discipline or disciplines attributed to a particular field of studies, including the specification of a leading discipline and the percentage proportions of particular disciplines in the programme of studies,
 - 6) groups of classes with assigned learning outcomes and programme contents,
 - 7) methods of verification and assessment of the learning outcomes achieved within the entire learning cycle,
 - 8) conditions for the completion of studies and graduation, as well as the requirements that the student must fulfil to be admitted to the diploma examination.
4. The programme of studies covers the general characteristics of the learning outcomes subject to the Polish Qualifications Framework.
 5. Programmes of studies referred to in Article 68 (1) of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws, item 1668) apply the current standards of education.

Article 6

1. The programme of studies with a practical profile includes a compulsory professional placement and the programme with a general academic profile may include a compulsory professional placement, specifying its duration, rules and mode of conduct as well as the number of ECTS points that the student must achieve during the placement.
2. The mode and place of conduct of the professional placement by the student shall be determined by the Dean's Representative for Professional Placement.

Article 7

1. The programme of studies may include specialisation paths within a particular field of studies.
2. A particular specialisation path may be launched under the condition that it is selected by a specific number of students determined by the programme of studies.
3. The change of a specialisation path is determined accordingly by the regulations relating to the change of a field of studies.

Article 8

1. The programme of studies shall be developed by the Faculty Council. Final conclusions relating to the acceptance of the programme of studies and the changes in the programme shall be established by the Senate in the form of a resolution.
2. Prior to referring the programme of studies to the Senate hearing, it must be consulted with the Student Government. The same shall apply to any changes in the programme of studies. Regulations governing the consultation and the deadline for the presentation of the opinion are regulated by the University Statutes.

Article 9

1. Subject to the programme of studies adopted by the Senate, the Faculty Council shall adopt study plans for particular fields, modes of studies and levels of education.
2. Proper implementation of a study plan shall be ensured by the Dean by way of selection of a duly qualified staff for the delivery of classes.
3. The schedule of classes for a particular semester included in a study plan shall be established by the Teaching Department.

Article 10

1. A study plan may allow for the classes, course completion assessments or examinations in particular courses to be delivered in a foreign language (in foreign languages).
2. While making the decisions referred to in section 1, the staff capacity of the University and the language skills of students must be considered.
3. Studies with a foreign language as the main language of lectures, examinations, course completion assessments as well as the language of diploma theses and examinations can be conducted in the University (studies in a foreign language).
4. Based on provisions of separate regulations classes, exams, course completion assessments and diploma examinations can be delivered with the use of distance learning methods and techniques.

Article 11

1. With the permission of the Dean, a student may study according to an individual study plan.
 - 1a. The application for an individual study plan is available in particular for:
 - 1) a student who demonstrates an outstanding academic performance or other exceptional skills,
 - 2) a student who undertakes more than one field of studies simultaneously,

- 3) a student admitted to studies based on the recognition of their learning outcomes.
2. Studies conducted according to an individual study plan can commence with the beginning of any semester of studies, including the first semester.
3. Studies according to an individual study plan must not be granted for a period of less than one semester.
4. Studies according to an individual study plan may consist particularly of:
 - 1) complementing the original study plan with additional subjects leading to the achievement of learning outcomes that exceed the programme of studies for a particular field, level and profile of studies,
 - 2) replacing particular subjects with other subjects with similar learning outcomes,
 - 3) the student's participation in scientific research or development projects that exceed the programme of studies,
 - 4) an individual programme of a professional placement.
5. Studies according to an individual study plan shall apply the intended learning outcomes for a particular field, level and profile of studies and in the case of fields of studies referred to in Article 5 (5), the current standards of education.
6. A student applying for an individual study plan shall submit their well-justified request to the Dean. The request shall include the student's propositions regarding the period of studies, subjects intended to be covered by the individual study plan and the deadlines for their completion.
7. In the case referred to in section 4 (3), the student shall enclose a description of planned research (development projects,) including the research methods and objectives. Where the Dean had previously appointed a research supervisor for the student, the supervisor's opinion shall be enclosed to the request.
8. In justified cases, the student granted with a permission to study according to an individual study plan may be exempted from the compulsory attendance in classes of particular courses by the decision of the Dean.

Article 12

1. The Dean may, on their own initiative or upon the student's request, appoint a research supervisor from among the academic teachers employed at the Faculty.
2. The research supervisor assists the student in elaborating the propositions regarding the individual study plan and provides the substantive and organisational supervision of its implementation.

3. In justified cases, the Dean may also appoint a research supervisor for a student who has previously been granted an individual study plan. In such a case, the responsibilities of the research supervisor are specified by the Dean.

Article 13

1. On the request of a student whose state of health or life situation does not allow for regular participation in classes or to take the examinations and course completion assessments in a timely manner, the Dean may give consent to an individual organisation of studies. The right to study according to the individual organisation of studies is guaranteed particularly for a pregnant student or a student raising a child.

2. Conditions for an individual organisation of studies are specified by the Dean. The individual organisation of studies may, in particular, consist of:

- 1) an exemption from the compulsory attendance in specific classes, particularly including the exemption from physical education classes,
- 2) a change of the order in which the courses should be taken within particular semesters,
- 3) postponement of the deadlines for examinations and course completion assessments to a period outside of the one regulated by the schedule of the examination period
- 4) an individualised form of taking the examinations or course completion assessments.

3. The individual organisation of studies shall not impede the student's achievement of the intended learning outcomes.

Article 14

Repealed.

Article 15

1. The course of studies is documented in the record of periodic achievements and in the course (class) completion protocols.

2. Records of periodic achievements are kept electronically in the Virtual Dean's Office. Course (class) completion protocols are kept in paper form.

3. The Rector may specify detailed rules for the documentation of the course of studies.

Chapter 3

Student Rights and Responsibilities

Article 16

1. A student has the right to:

- 1) participate in classes determined by the study plan and dedicated for the student, including to take the required examinations and course completion assessments,
- 2) develop their individual scientific interests and for this purpose use the teaching facilities, technical equipment and the library, in accordance with the regulations applicable in the University,
- 3) express their opinions on and evaluate the classes attended at the University as well as the academic teachers responsible for their delivery,
- 4) associate within academic clubs and other student organisations in accordance with the provisions of the law,
- 5) the assistance of the academic staff and University authorities in matters related to the implementation of the education programme and the personal development programme of the University
- 6) the access to their personal data processed electronically and in paper form as well as to the documentation of their course of studies and to the applicable regulations of the University relating to the studies and the students
- 7) be respected and equally treated in all contacts with the University authorities, academic staff and administrative staff.

2. Each student has both the active and passive voting rights for electing the authorities of the Student Government.

3. Each student can apply for the scholarship fund benefits subject to the rules determined by separate regulations.

Article 17

1. Authorities and employees of the University shall pursue the policy of ensuring proper conditions for disabled students, so as to allow their fullest possible participation in the learning process, taking into account the type and the degree of the determined disability as well as the financial and organisational capacity of the University and the specific character of particular fields of studies.

2. Disabled students in particular have the right to:

- 1) apply for a scholarship for disabled persons, covered by funds received by the University from the state budget,
 - 2) apply for an individual organisation of studies
 - 3) choose a foreign language group adjusted to their needs,
 - 4) choose an appropriate form of physical education classes from the University offer, one that will correspond with the needs and abilities of the student, unless participation in such classes is entirely not possible, in which case the student can be exempted from PE classes by the Dean,
 - 5) take examinations and course completion assessments in appropriately adjusted conditions corresponding to the type and level of disability,
 - 6) use the University library resources,
 - 7) use the infrastructure of the University and the available technical facilities for disabled persons.
3. The rights enlisted in section 2 are exercised within the scope of existing technical and organisational capabilities and the available funds of the University.
4. In order to ensure that the rights of disabled students are respected to the highest possible level, the Disability Support Service operates in the University, headed by the Rector's Representative for Disabled Persons.

Article 18

1. In order for a student to be transferred to the University from another higher education institution, a request shall be made by the student to the Dean.
2. The request shall include the student record book or other document certifying the previous course of studies as well as a certificate issued by the student's original university confirming their student status.
3. The Dean issues an official opinion regarding the transfer from another higher education institution to the University and refers the request along with the opinion and the attachments to the Rector, who shall make the decision on the transfer.
4. Once the Rector's approval of the student's transition from another higher education institution is granted, the Dean shall contact the institution that the student is about to leave and request the transfer of documents relating to the course of their studies.

Article 19

1. With the consent of the Dean, a student can change a field of studies or transfer from full-time studies to part-time studies or otherwise.
2. In the case where within one field of studies both the general academic profile and the practical profile of studies are available as well as both the studies in Polish and in a foreign language, the student can, with the consent of the Dean, change the profile of studies or transfer from the studies in Polish to studies in a foreign language or otherwise.
3. Where the student's change of the field of studies involves a change of Faculty, the decision shall be issued by the Dean of the receiving Faculty, following their consultation with the Dean of the Faculty which the student is about to leave.

Article 20

Repealed.

Article 21

1. When deciding on the matters referred to in Article 18 (3), Article 19 (1) or (2), the specific character of a particular field of studies, as well as the intended learning outcomes and the previous course of studies of a student shall be taken into account. By giving their consent, the appropriate authority shall determine the number of semesters and the particular courses for which the student is awarded credit based on the prior studies. If necessary, the decision may include the conditions, deadlines and the methods according to which the curricular differences shall be covered.
2. Within the further course of studies, upon the student's request, the Dean may award credit for certain courses out of the ones previously completed and specify the courses from which the student has been exempted.
3. Decisions referred to in sections 1-2 shall specify the number of ECTS points granted to a student based on their previous studies, the rule being that the completed courses shall be awarded a number of ECTS points equal to the one specified in the programme of studies that the student will pursue.
4. For a graduate or a student of the University or another higher education institution who has enrolled in an additional field of studies in the University, the provisions of sections 1-3 shall apply accordingly.

Article 22

Participation in scientific research or development projects may constitute a basis for awarding credit for the courses that thematically correspond with the research or projects. The decision on this matter is made by the Dean upon the student's request and following a consultation with the course instructor.

Article 23

1. A student admitted to studies based on the recognition of their learning outcomes is exempted from the examinations and course completion assessments determined by the Rector.
2. Examinations and course completion assessments referred to in section 1 are deemed completed as first attempt and without a grade on account of the programme of studies pursued by the student.
3. A student admitted to studies based on the recognition of their learning outcomes can be granted with an individual study plan or an individual organisation of studies upon request.
4. The decision relating to the recognition of learning outcomes is applicable at only one field of studies.
5. In justified cases, along with a positive decision regarding the change of the field of studies by the student admitted to studies based on the recognition of their learning outcomes, the Dean may specify the courses that are deemed completed on account of the subsequent course of studies based on the recognition of learning outcomes.
6. The decision referred to in section 5 must not lead to any violation of the regulations relating to the admission to studies based on the recognition of learning outcomes.

Article 24

1. With the consent of the Dean, the student may pursue part of their programme of studies in another domestic or foreign university, further referred to as the "receiving university".
2. By issuing the consent referred to in section 1, the Dean shall determine the conditions, deadline and mode of completion of a particular period of studies at the University, taking the following rules into account:
 - 1) the courses specified by the Dean and completed in the receiving university shall be accordingly recognised as completed at the University;
 - 2) completion of courses in accordance with section 2 (1) may provide the basis for exemption from the obligation of completing the courses specified by the Dean and included in the study plan;
 - 3) completion of a semester or a year of studies in the receiving university may provide the basis for recognising a particular period of studies at the University as completed.
3. Should a particular subject or semester be recognised as completed at the University in accordance with section 2, the provisions of Chapter 4 shall apply accordingly.

4. Where the completion of a period of studies in accordance with section 2 (3) requires the student to cover any curricular differences, the Dean shall specify the conditions, deadline and methods of their realisation.

Article 25

1. Student rights shall be terminated:

- 1) as of the date when the decision regarding the termination of student's enrolment has become final,
- 2) as of the date when the judgement of the disciplinary board regarding the punishment of a student with a disciplinary expulsion from the University comes into force,
- 3) as of the moment of graduation or transfer to another higher education institution,
- 4) as a result of the withdrawal from studies.

2. The student has the right to withdraw from studies. The withdrawal requires a written form and otherwise shall be null and void.

3. The withdrawal becomes effective as of the end of the month of its submission, unless the student has concluded a written study agreement with the University, in which case the withdrawal shall become effective as of the date of termination of the agreement due to submission of the withdrawal.

Article 26

1. A student whose enrolment has been terminated is permitted to resume their studies following a break of not more than 5 years (reactivation.)

2. The readmission of a student whose enrolment has been terminated prior to the completion of the first semester of studies shall be effected via the application process.

3. A person applying for the resumption of studies shall submit their request to the Dean.

4. The decision regarding the resumption of studies shall be issued by the Dean, whereas in the cases referred to in sections 9 and 10 the intended learning outcomes and previous course of studies of the applicant shall be taken into account.

5. The decision shall specify the initial semester of the resumed studies and if curricular differences must be determined also the conditions, deadline and manner of their realisation.

6. Where there are no objections for recognising previous learning outcomes on account of the subsequent studies, the student shall be awarded credit for the courses completed with a positive grade or otherwise in accordance with the regulations.

7. The resumption of studies can also be approved for the limited purpose of allowing the student to submit their graduation thesis or take the graduation examination.

8. The resumption of studies in accordance with the provisions of section 7 is possible if less than three years have passed since the termination of enrolment and no curricular differences are required to be covered by the student.

9. A repeated resumption of studies requires the consent of the Rector.

10. A person whose termination of enrolment was a result of a disciplinary expulsion from the University can only apply for the resumption of studies if the punishment has been expunged. The decision on this matter shall be made by the Rector.

Article 27

The student is obliged to:

- 1) follow the substance of the University oath and the Rules,
- 2) abide by the regulations applicable at the University and by the decisions and instructions issued by its authorities,
- 3) protect the student's dignity and maintain the appropriate ethical attitude,
- 4) implement the recommendations of the academic staff in the process of learning and testing of knowledge,
- 5) participate in regular classes, foreign language classes, physical education classes, diploma seminars and other compulsory classes included in the study plan,
- 6) thoroughly participate in the professional placement included in the programme of studies,
- 7) carry out other duties resulting from the course and organisation of the teaching process,
- 8) pay the tuition fees in a timely manner,
- 9) uphold the good reputation of the University and actively participate in friendly shaping of interpersonal relations,
- 10) maintain personal etiquette and good manners, particularly promoting high standards of speech and behaviour,
- 11) maintain the property of the University in good shape and oppose its destruction and devastation,
- 12) immediately inform the University of any changes in personal data, particularly the change of a surname or address.

Article 28

1. The student is obliged to immediately justify any absence from compulsory classes directly to the course instructor.
2. The justification shall consist of submission of a medical leave or other document legitimising the reason for the student's absence as being beyond the student's control.
3. The instructor shall specify the manner and deadline in which the student shall make up for the absence from classes.
4. Where due to a large number of absences from compulsory classes the student falls behind with a course to the extent in which they are unable to complete the course, the Dean may additionally, upon the student's request, refer the student to a course or semester retake during a semester.

Article 29

The student shall bear disciplinary liability in line with the regulations of the law for any violation of provisions applicable at the University and for the actions unbecoming to a student.

Chapter 4

Examinations and Credits

Article 30

1. The grading period is one semester.
2. Conditions for semester completion are the following:
 - 1) the completion of all compulsory courses included in the study plan, and
 - 2) the achievement of the required number of ECTS points.
3. The programme of studies or study plan may include further requirements for semester completion not referred to in section 2. One of the requirements for semester completion may, in particular, consist of the achievement of the required number of ECTS points in a specified group of courses.
4. The semester completion shall not be effected later than until the end of the resit examination period, unless in specifically justified cases, where the Dean may prolong the deadline.
5. The organisation, deadlines and the mode of semester completion shall be determined by the Rector.
6. Provisions referred to in section 5 shall be communicated to the students in the month of the commencement of the semester in question at the latest.

Article 31

1. The achievement of intended learning outcomes by the student is a necessary condition for awarding course credit.
2. The verification of the intended learning outcomes can be carried out in the form of an examination which constitutes an evaluation of knowledge and skills, or in another form specified in the study plan.
3. Credit for a course that does not end in an examination shall be awarded by the course instructor based on the conditions they have previously established.
4. Admission to a final examination or course completion assessment may be subject to previous achievement of credit for the classes or fulfilment of other conditions established by the syllabus. Achievement of credit for the classes shall follow the form and provisions specified by the course instructor, whereas:
 - 1) the student's attendance must not be the only condition for the credit to be awarded,
 - 2) if the student fails to obtain credit in the first attempt, they are allowed to one resit attempt, which should not be established for a date later than the deadline of the resit exam or course completion assessment,
 - 3) the failure to obtain credit in the resit attempt results in an unsatisfactory grade from the examination or course completion assessment (2,0 or *dwója dziekańska*), without any further possibilities of completing the course until the end of the resit examination period.
5. If a student fails to be awarded credit for a course during the first attempt and the date of the resit is due later than the first examination or course completion assessment attempt, the student shall be deprived of the first examination or course completion assessment attempt, however not receiving an unsatisfactory grade. In justified cases, the Dean may restore the first examination or course completion assessment attempt.
6. Provisions of section 4 (2) shall not apply if in order to achieve the intended learning outcomes the student must be referred to retake an entire course for the purpose of their repeated participation in the classes not awarded with credit.
7. Prior to the commencement of classes, the course instructor must communicate the updated syllabus (course records) to the students, the content of the document constituting particularly of the following:
 - 1) the intended learning outcomes and the content of the programme of the course,
 - 2) the number of ECTS points,
 - 3) the form or forms of classes and the number of hours within the particular forms of classes,

- 4) the requirements regarding the attendance in classes, taking into account the form of classes, the acceptable number of absences and the description of the method of making up for the absence in classes,
- 5) the initial requirements regarding the learning outcomes achieved in other courses included in the programme of studies,
- 6) the specific conditions of course completion, and in case the course shall end in an examination, the scope and form of the examination,
- 7) the means of determining the final result,
- 8) the mandatory and recommended literature and additional sources.

8. The course instructor is responsible for awarding credit for the course by making an appropriate entry in the periodic achievement record kept in an electronic form, and in the protocol. The above shall also apply to awarding credit for classes, in which case the entry can also be made by the class instructor.

Article 32

1. For the professional placement to be completed, it is required that the student shall carry it out within the given deadline and achieve the intended learning outcomes.
2. Credit for the compulsory professional placement shall be awarded not later than until the end of the last semester of studies, although the programme of studies may specify another deadline.
3. Credit for the placement shall be awarded based on the placement journal approved by the director of the organisational unit in which the placement was carried out or by the employee of the unit appointed as the student's supervisor. Credit for the placement shall be awarded by the Dean's Representative for Professional Placement. Article 31 (8) shall apply accordingly.
4. Where during a compulsory placement the student has not been awarded credit, it is equal to a failure to complete any other compulsory course.
5. Where a student is removed from the placement due to their violation of the workplace regulations, the student loses the right to obtain credit for the placement until a decision on this matter has been issued by the Dean.
6. Specific rules and the mode of completion of the professional placement as well as the exemptions from the obligation to its conduct are regulated by the Rules and Regulations for Professional Placement.

Article 33

1. The study plan and the class schedule shall determine the exams that will be held in a particular examination period.
2. Unless determined otherwise by the programme of studies, each course examination is conducted separately and shall be separately graded.
3. Upon the student's request and the examiner's consent, the student may take the exams referred to in section 1 prior to the examination period. An attempt that has been appointed in this way is binding for the student and it shall be treated as the first attempt to the examination.
4. The appointment of an examination attempt prior to the examination period does not exempt the examiner from the obligation of appointing the first attempt within the examination period and it is not binding for the students who have not submitted the request referred to in section 3.
5. Upon the request of the course instructor, the Dean may declare that the examination in a course that finishes at least three weeks prior to the commencement of the examination period shall take place before the examination period. The first attempt that has been appointed in this way is binding for the students.
6. For the courses that end in a course completion assessment, the provisions of sections 1-5 shall apply accordingly.

Article 34

1. The number of compulsory examinations included in the programme of studies must not exceed eight in one semester nor fourteen in one year.
2. The credit awarded for a course shall be graded. In any other case the study plan shall determine if the credit shall be graded or not.
3. Examinations and course completion assessments shall use the following grading system:
 - 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).

4. The course grade shall take into account not only knowledge but also skills and social competence specified by the syllabus. Where the skills or social competence specified in the syllabus cannot be verified by an examination, the course grade shall also include other components than the examination grade.
5. The examination shall be conducted by the course instructor. With the consent of the course instructor, another person with a doctoral degree who conducts classes in the subject area of the examination can take the role of the examiner. In justified cases, the Dean may authorise another academic to conduct a particular examination.
6. Provisions of section 5 shall not apply to a foreign language course final examination.
7. Results of examinations and course completion assessments are communicated to the students via the Virtual Dean's Office within a maximum of 7 days of the date of the examination or course completion assessment.
8. The student who took the examination or course completion assessment in the written form has the right to view their work in the presence of the examiner or the course completion assessment invigilator.

Article 35

1. Prior to the commencement of the examination period the student shall collect an exam record that entitles them to take the determined exams and course completion assessments in the examination period.
2. Before issuing the record the Dean's Office shall verify if the student is not in arrears with the tuition fees.
3. The examiner or the course completion assessment invigilator is required to verify if the student is entitled to take the examination or course completion assessment.
4. Upon the request of the examiner or the course completion assessment invigilator, the student is required to present an identity verification document.

Article 36

1. With the exception of Article 33 (3) and (5), the first attempt at the examination appointed for the examination period is binding for all students.
2. The student who received an unsatisfactory grade in the exam has the right to take one resit exam out of each of the failed courses.
3. The date of the resit exam shall be appointed after at least 7 days from the date of the announcement of the exam results. Upon the student's request, the date of the resit exam may be appointed earlier.

4. Provisions of sections 1-3 shall apply accordingly to the courses that end in course completion assessments.

Article 37

1. Failing to take the exam on the binding date results in the student's loss of the attempt and an unsatisfactory grade. The same shall apply in the case of a student who took the exam without the record referred to in Article 35 (1).

2. In justified cases, the Dean, following the student's documented request, may exempt the student from the obligation to take the exam on the date referred to in section 1, directly specifying another binding date of the exam or course completion assessment for the student (adjournment of the exam date).

3. Based on particular certificates or other documents delivered by the student, the Dean may excuse the student's absence in the exam, directly specifying another binding date of the exam for the student (reinstatement of the exam date).

4. The request for the reinstatement of the exam date shall be submitted within a maximum of 7 days following the overcoming of the obstacle that prevented the student from taking the exam, where otherwise the request shall remain without consideration.

5. The decision allowing the reinstatement of the exam date may not be issued if the student has previously applied for the adjournment of the exact same date, as well as in the case where there had been no obstruction for the student to apply for the adjournment of the exam date and in spite of this the student failed to submit such a request.

6. In justified cases, along with accepting the adjournment or reinstatement of the exam date, the Dean may extend the examination period for the student outside the dates specified by the provisions relating to the organisation of the academic year, however for not more than 14 days.

7. Provisions of sections 1-6 shall apply accordingly to the courses that end in a course completion assessment.

Article 37a

1. During examinations and course completion assessments, the student is obliged to:

- 1) work individually and follow the rules of academic integrity,
- 2) abide by the rules established by the examiner or course completion assessment invigilator.

2. Where in spite of a warning, the student continues not to abide by the rules referred to in section 1, the examiner or course completion assessment invigilator shall discontinue the examination or assessment and the student shall receive an unsatisfactory grade.

3. Blatant and ostentatious breach of the rules referred to in section 1 may constitute grounds for holding the student disciplinarily liable in accordance with the provisions of law.

Article 38

1. A student lodging justified complaints against the examination process or the results of the exam they received an unsatisfactory grade for may apply for being admitted to an exam conducted before an examination board.

2. The request for the appointment of an exam conducted before an examination board shall be submitted to the Dean within seven days of the announcement of the exam results. The request submitted after the deadline referred to in the previous sentence shall remain without consideration.

3. The decision on the appointment of an exam conducted before an examination board shall be issued by the Dean, following the hearing of the student's and the examiner's reasoning.

4. The appropriate examination board is called by the Dean.

5. The examination board shall include:

- 1) the Dean or an academic teacher authorised by the Dean as the head of the board,
- 2) the examiner who provided the exam,
- 3) an academic teacher specialised in the course that is assessed by the exam or in a similar course.

6. Following the student's request, the examination board may include, in the form of an observer, a representative of the Student Government of the University or of the Student Government of the Faculty or another person indicated by the student.

7. Unless otherwise decided by the examination board, the exam conducted before an examination board in an oral exam.

8. Where the grade for the exam conducted before an examination board is positive, the grade for the previous, disputed exam shall be deemed non-existent.

9. Applying for another exam conducted before an examination board within one examination period is inadmissible.

10. Provisions of sections 1-9 shall apply accordingly to the courses that end in the course completion assessment.

Article 39

1. Pursuant to the provisions of these Rules, the following decisions can be adopted by the Dean concerning a student who failed to complete a semester:

- 1) termination of the student's enrolment,
 - 2) referral, upon the student's request, to a semester retake.
2. The student who has missed a maximum of 12 ECTS points in order to complete a semester, upon their own request may be:
- 1) enrolled in the next semester, under the condition of finishing the examination period within the additional dates appointed by the Dean (short-term conditional entry).
 - 2) referred to retake a course or courses (long-term conditional entry).
- 2a. The deadline for submitting the application referred to in section 2 is within two weeks of the termination of the resit examination period.
3. The Faculty Council, upon consulting the Student Government, may adopt stricter rules regarding the approval to a conditional entry or the referral to a course retake than the ones specified in section 2.
4. While making the decisions referred to in section 2, the Dean shall take into account the requirement to achieve the intended learning outcomes and the previous course of studies of the student. Considering the request for a retake of a course or courses what shall be taken into account in particular is the question if in light of a relevant evaluation of the situation the student will be able to complete the repeated course or courses and timely perform other duties resulting from the study plan and the previous course of studies (e.g. simultaneous retake of a course from a lower semester, additional curricular differences, etc.).
5. As part of a short-term conditional entry, the student has the right to:
- 1) participate in course meetings and additional consultations regarding the failed course until the end of the period of their enrolment, and
 - 2) one attempt at an examination or a course completion assessment out of each failed course on a date scheduled by the examiner or the person responsible for awarding credit for the course.

The date scheduled in line with section 5 (2) is binding for the student.

6. In justified cases the Dean may prolong the date referred to in section 2 (1), on condition that it must not be later than six weeks of the end of the resit examination period.
7. The decision referred to in section 1 or section 2 (2) and concerning a student who failed to complete a course in accordance with sections 5-6 shall be made by the Dean.
8. Re-taking a course consists of the student who failed to complete a course being conditionally enrolled in the next semester with the requirement to complete the repeated course in a semester specified by the Dean.

9. If the course continued in the next semester shall be conducted by a unit outside of the Faculty, the decision referring the student to a course retake shall be previously consulted with the head of the unit.

10. If the repeated course shall not be completed in the manner specified by section 8, the Dean may decide on granting an additional course retake, refer the student to a semester retake or issue the decision referred to in section 1 (1).

11. Provisions of sections 1-10 shall apply accordingly to the courses of the last semester of studies.

Article 40

1. Upon the request of a student repeating a semester, the Dean shall transfer all the grades from the courses completed in the first and second attempts, provided that the grade is 4,0 or above, unless the programme of studies is modified in a way that impedes the transfer of the grades. The decision relating to the transfer of other grades shall be made by the Dean upon the student's request. The request for the transfer of particular course grades shall be submitted along with the request for the referral to a semester retake.

2. Provisions of section 1 shall not apply to foreign language courses. The decision regarding the transfer of a foreign language course grade shall be made by the Head of the Language Centre.

3. Transferred grades shall be taken into account in calculating the grade average only once.

4. In justified cases, the student who has completed a repeated semester and continues their studies may be required by the Dean to cover the curricular differences resulting from changes in the programme of studies. The conditions, dates and methods of covering the curricular differences shall be specified by the Dean.

Chapter 5

Leave of Absence and Studying in Advance

Article 41

1. With the permission of the Dean, a student may be granted a leave of absence in the following cases:

- 1) a long-term illness,
- 2) a necessity to provide childcare or care for another member of family
- 3) moving abroad, including particularly travelling for the purpose of taking up a job or additional education,
- 4) other important reasons.

2. The Dean shall grant permission for a leave of absence for the period of active military service.
3. The student may be granted the following:
 - 1) short-term leave: for a period of maximum 2 months,
 - 2) long-term leave: for a period of one or two semesters.
4. The request for a leave of absence shall be submitted immediately after the circumstances justifying its approval shall occur, unless such submission is not possible or seriously impeded due to reasons beyond the student's control.
5. Long-term leave can be granted to the student maximum twice in the entire course of studies.
6. Permission for a long-term leave shall extend the date of expected completion of studies.
7. During the leave, the student shall reserve all student rights, unless otherwise provided by these Rules or the provisions referred to in Article 16 (3).
8. Provisions of Article 40 (4) shall apply accordingly to the student undertaking education after a long-term leave.

Article 42

1. The student referred to a semester retake or granted with a long-term leave may apply to the Dean with a request for the approval to study in advance.
2. Studying in advance consists of the student's possibility to complete particular courses specified by the Dean in a higher semester to the one being repeated or in a semester of the intermission (leave of absence).
3. In the case of a student referred to a semester retake, studying in advance may also consist of the continuation of studies in a higher semester to the one being repeated.
4. The completion of particular courses or a semester in accordance with sections 2-3 shall be effected in accordance with the mode and conditions resulting from the provisions of Chapter 4, save for the following:
 - 1) provisions of Article 39 shall not apply,
 - 2) credit for a higher semester to the one being repeated can only be awarded on condition of the completion of the repeated semester.
5. The student who failed to complete three or more courses in the semester studied in advance within the determined time limit shall lose the right to study in advance in the following semesters.

Article 43

1. The regulations for granting a leave to a pregnant student and a student who is a parent of a child until one year old are determined by the law.
2. In the case specified in the above section, Article 41 (3-5) and Article 42 (5) shall not apply.

Chapter 6

Diploma Thesis

Article 44

1. Students of the second-cycle studies and long-cycle Master's degree are obliged to prepare and submit a diploma thesis. In the first-cycle studies, a diploma thesis is required if included in the programme of studies.
2. The programme of Engineer's degree studies may require of the student to prepare an engineering project instead of a diploma thesis.
3. The engineering project shall consist in a documented practical project falling within the scope of a particular field of studies and include technical plans and specifications for the assignment or assignments, defined by the project assumptions.
4. Whenever the following provisions shall refer to a diploma thesis, it shall also be understood accordingly as the engineering project.
5. A diploma thesis can be accepted as such only if prepared individually by a student. In exceptional cases, if a particular share of a thesis can be identified as individually prepared by a student, a conjoint work may be considered a diploma thesis.
6. A study plan may specify particular conditions that shall be fulfilled by the diploma theses in a particular field of studies and level of education.

Article 45

1. The deadline for submitting a diploma thesis is due by the end of the resit examination period of the last semester of studies.
2. In justified cases, upon the student's request the Dean may postpone the deadline referred to in section 1, although for not more than three months.
3. The student referred to repeat a course or courses studied in the last semester of studies is obliged to submit their diploma thesis within the period required for completion of the repeated course or courses.

4. In exceptional cases, if the delay is caused by reasons beyond the student's control, upon the student's request approved by the supervisor, the Dean may appoint a new date for submission of the diploma thesis, later to the one determined by sections 2-3.

5. In the case of resumption of studies for the limited purpose of submitting the diploma thesis and taking the diploma examination, the date for the submission is six months of the readmission to studies and it is not subject to further prolongation.

6. In order to meet the deadlines provided for by the above regulations, the student shall submit the final version of their thesis, approved by the supervisor, to the Dean's Office.

7. The student shall submit the thesis in an electronic form, unless another form is required by the study plan, in which case it shall be submitted as well. The Rector may determine specific technical requirements relating to the electronic version of a thesis.

Article 46

1. The diploma thesis shall be prepared under the supervision of an authorised academic teacher or a properly qualified specialist from outside of the University with not less than a doctoral degree.

2. Upon the Dean's request, the Faculty Council may assign the duties of a diploma thesis supervisor in the first-cycle studies with practical profile to an academic teacher with a master's degree whose scientific output within the scope of the particular field of studies stands out.

3. In the case of termination of employment of the supervisor or in view of their prolonged absence that could affect the student's submission of a diploma thesis in a timely manner, the Dean is required to change the supervisor or appoint a person who will be able to assume the function of supervising the thesis for the time of the original supervisor's absence.

4. Upon establishing the topic of the diploma thesis, student's scientific interests and the staff capacity regarding the scientific supervision of the thesis shall be taken into account.

5. Upon the student's request, the Dean may give consent to the student's preparation of the diploma thesis in a foreign language, if permitted by the staff capacity of the University and the student's level of knowledge of the foreign language in question.

6. The request referred to in section 5 shall be submitted no later than at the beginning of the penultimate semester.

Article 47

1. The diploma thesis shall be assessed by the supervisor and one reviewer in accordance with the grading system specified in Article 34 (3). Requirements specified in Article 46 (1-2) shall apply accordingly to the reviewers.

2. Where divergences occur in the assessment of the supervisor and of the reviewer, the final grade for the thesis is the arithmetic average of the two grades, rounded in accordance with the rules for establishing the final result of studies.

3. If the divergence in the assessment of the supervisor and of the reviewer consists of a positive grade issued by the supervisor and a negative grade issued by the reviewer, the Dean shall appoint an additional reviewer. In such a case a positive grade issued by the additional reviewer constitutes a requirement for the student to be admitted to the diploma examination. In establishing the final grade, only positive grades are taken into account.

4. The thesis graded by the supervisor as unsatisfactory shall not be submitted to be reviewed and thus cannot be admitted to the defense.

5. The assessment of the diploma thesis shall be preceded by its verification in the Uniform Anti-Plagiarism System.

6. The verification of the diploma thesis in the Uniform Anti-Plagiarism System remains in the responsibility of the supervisor.

7. Only a thesis that will successfully pass the verification referred to in sections 5 and 6 can achieve a positive grade and be admitted to the defense.

8. The reviews of diploma theses are public, available for the student and they are published in the Virtual Dean's Office prior to the date of the diploma examination.

Chapter 7

Diploma Examination

Article 48

1. Requirements for the admission to the diploma examination are the following:

- 1) completion of all compulsory courses included in the programme of studies and study plan,
- 2) achievement of the required number of ECTS points determined by the programme of studies,
- 3) achievement of at least a satisfactory grade for the diploma thesis, if required.

2. The admission to the diploma examination shall be preceded by the verification of the student not being in arrears with the tuition fees.

3. The diploma examination shall be conducted before a board assumed by the Dean.

4. The board shall consist of:

- 1) the Dean or an academic teacher with at least a doctoral degree authorised by the Dean, as the head of the board,
 - 2) the diploma thesis supervisor,
 - 3) the diploma thesis reviewer.
5. For first-cycle studies that do not require a diploma thesis, the examination board shall consist of:
- 1) the head of the board, referred to in section 4 (1), and
 - 2) two academic teachers specialised in the problems that fall within the thematic scope of the diploma examination.
- 5a. In the case of studies that end in the achievement of specific professional certificates or entitle the graduate to apply for specific professional certificates, the examination board may, apart from persons referred to in section 4 and 5, include a representative of the institution responsible for awarding the professional certificate or a representative of a relevant professional self-government.
- 5b. Rules governing the process of nomination of a representative referred to in section 5a and the conditions relating to their participation in the diploma examination shall be determined by an agreement between the University and the institution responsible for awarding a professional certificate or the professional self-government.
6. If the facilities and organisational conditions allow for it, the Dean, upon the student's request, may approve the diploma examination to be an open examination.
7. The head of the examination board may order a person to leave the examination room if their behaviour or appearance shall disrespect the serious nature of the situation.
8. Where no important organisational reasons shall impede, the diploma examination shall be conducted within one month of the submission of the diploma thesis, and if the diploma thesis is not required, within one month of the student's fulfilment of the conditions determined by section 1 (1) and (2). The student whose enrolment had been terminated and who resumed their studies for the limited purpose of taking the diploma examination shall take the examination within a period of maximum three months of the date of the resumption of studies.
9. If the adjournment or reinstatement of the diploma examination date is required, the provisions of Article 37 (2-5) shall apply accordingly.

Article 49

1. The diploma examination is conducted as an oral examination.
2. The diploma examination consists of:

- 1) for studies where submission of a diploma thesis is required: the defense of the diploma thesis and a set of questions that fall within the scope of the subject of the diploma,
 - 2) for studies where submission of a diploma thesis is not required: selected questions from the scope of the programme of studies.
3. If the diploma thesis was prepared in a foreign language, this language shall be applicable in the diploma examination.
4. The diploma examination shall be assessed in accordance with the grading system determined by Article 34 (3) and the examination grade shall be calculated as an arithmetic average of grades awarded for each individual question and further rounded in accordance with the rules for establishing the final result of studies.
5. Diploma examination minutes shall be prepared, recording the course and results of the examination. The minutes must be signed by all members of the examination board.
6. The Faculty Council may additionally specify the conditions and mode of conduct of the diploma examinations for a particular field of studies and level of education. In the case referred to in section 2 (2) the Faculty Council shall determine a specific list of questions falling within the scope of the diploma examination in a particular field of studies and level of education and shall make the list available for students not later than two semesters prior to the scheduled graduation.

Article 50

1. The programme of studies with a practical profile may specify the diploma examination to include a practical part aside from the questions determined by Article 49 (2).
2. Regulations relating to the conduct of a practical diploma examination, including the composition of the examination board, shall be determined by the Faculty Council, taking into account the following requirements:
 - 1) the practical and the theoretical part of the diploma examination shall be assessed separately;
 - 2) the respective parts of the examination shall be graded according to the scale determined by Article 34 (3);
 - 3) the condition for a positive completion of a diploma examination is to achieve at least a satisfactory grade in both parts of the examination;
 - 4) the overall grade for a positively completed diploma examination shall be an equivalent of the arithmetic average of grades for the practical and the theoretical part of the examination and further rounded up to half of a full grade, in accordance with the grading system determined by Article 34 (3);

5) in order to establish the final result of studies the overall diploma examination grade established in accordance with section 2 (4) shall be taken into account.

Article 51

1. Where a student achieved an unsatisfactory grade in a diploma examination or failed to justify their absence at a scheduled examination date, the Dean shall schedule a date for a resit examination.
2. The resit examination may be conducted not earlier than one month and not later than three months of the date of the original examination.
3. If the student achieves an unsatisfactory grade in the resit diploma examination or is absent without justification on the date of the resit diploma examination, their enrolment shall be terminated.

Article 52

Provisions of Chapters 6 and 7 shall not apply to the medical programme students.

Chapter 8

Graduation or Discontinuation of Studies.

Article 53

1. Unless otherwise specified by the law, the graduation is effective as of the achievement of a positive result in a diploma examination with no less than a satisfactory grade.
2. The graduate is awarded with a graduation diploma of a particular field of studies which confirms the achievement of an appropriate degree.
3. With the exception of sections 4 and 5, the basis for calculating the final result of studies consists of:
 - 1) the arithmetic average of all exam grades and courses ending in graded assessments, except for PE, including the unsatisfactory grades granted throughout the entire period of studies,
 - 2) the diploma thesis grade,
 - 3) the diploma examination grade.
4. The final result of studies shall be comprised of the grade referred to in section 3 (1) in 60% and of each of the grades referred to in section 3 (2) and (3) in 20%.
5. For the first-cycle studies that do not require a diploma thesis, the basis for calculating the final result of studies consists of the average of grades referred to in section 3 (1) and the

diploma examination grade. The final result of studies shall be comprised of the grade referred to in section 3 (1) in 60% and of the diploma examination grade in 40%.

6. The final result of medical programme studies shall consist of the arithmetic average of all exam grades and courses ending in graded assessments referred to in section 3 (1).

7. The graduation diploma shall include the final result of studies rounded in accordance with the following principles:

- 1) up to 3,25: satisfactory,
- 2) 3,26 to 3,75: satisfactory plus,
- 3) 3,76 to 4,25: good,
- 4) 4,26 to 4,50: good plus,
- 5) 4,51 and above: very good.

8. Where a very good diploma examination grade is achieved and the final result of studies is above 4,60, the diploma examination board may apply to the Rector for an honourable mention to be awarded to the graduate. The additional requirement for receiving an honourable mention in the case of studies that require a diploma thesis is a very good grade achieved for the diploma thesis.

9. In the case of the medical programme, a diploma including an honourable mention may be awarded to a student who achieved the final result of studies not lower than 4,51.

10. The honourable mention shall be recorded in the diploma supplement.

Article 54

1. Upon graduation or discontinuation of studies the student shall return their student ID and submit the clearance form confirmed by the appropriate organisational units of the University to the Dean's Office.

2. Graduates of the first-cycle studies reserve the right to their student IDs until October 31 of the year of their graduation.

Article 55

1. The Rector shall terminate the student's enrolment in the case where the student:

- 1) fails to commence their studies,
- 2) resigns from studies,
- 3) fails to submit their diploma thesis or diploma examination within the scheduled deadline,

- 4) is punished with a disciplinary expulsion from the University.
2. The Rector may terminate the student's enrolment in the cases of the student's:
 - 1) absence from compulsory classes,
 - 2) lack of learning progress,
 - 3) failure to complete a semester within the deadline scheduled by the provisions of these Rules,
 - 4) failure to pay tuition fees.
3. The termination of the student's enrolment due to the student's failure to commence the studies shall be effected if the student has not collected their student ID and has not participated in classes scheduled by the study plan within first two months of the commencement of the first semester of studies.
4. Provisions of section 3 shall apply accordingly in the cases referred to in Article 3 (2).
5. The termination of the student's enrolment shall be effected by way of an administrative decision.
6. *Repealed.*
7. The student facing the proceedings on the termination of their enrolment must not be enrolled in the following semester of studies until these proceedings have been concluded.

Chapter 8a

Temporary Limitation or Suspension of the Operation of the University

Article 55a

1. The rector may determine specific regulations on the organisation of studies in a semester affected by a temporary limitation or suspension of the operation of the University caused by extraordinary life- or health-threatening circumstances concerning the members of the University community, including in particular the specific regulations on the organisation of the examination period, semester completion and the documentation of the course of studies, having regard to the need of the effective operation of the University, the safety requirements and the proper quality of education.
2. Provisions based on section 1 must not breach student rights determined by these Rules.

Chapter 9

Final Provisions

Article 56

1. Studies commenced prior to these Rules coming into force shall be conducted in accordance with education programmes adopted by the appropriate University authority and based on the Law on Higher Education of July 27, 2005 and the secondary legislation issued thereunder.
2. Whenever these Rules mention the:
 - 1) "programme of studies," it shall be also accordingly understood as education programmes, including the study plans,
 - 2) "learning outcomes," it shall also be understood as the education outcomes adopted by the appropriate University authority in accordance with the provisions referred to in section 1.
3. In the case of changes in the education programmes referred to in section 1, the provisions of Article 7 shall apply.

Article 57

For students who commenced their studies prior to these Rules coming into force, the course of studies shall be documented as before, however, the record books and periodic achievement records in paper form shall not be used longer than until the academic year of 2020/2021.

Article 58

1. Exams conducted before an examination board scheduled prior to these Rules coming into force shall be conducted as before.
2. Requests for a leave of absence or studying in advance submitted prior to these Rules coming into force shall be processed in accordance with the provisions of these Rules.
3. For the first-cycle studies that commenced prior to these Rules coming into force, the students are required to prepare a compulsory diploma thesis. Article 45 (7) shall apply accordingly.
4. Provisions relating to the transfer to another field of studies and the enrolment in an additional field of studies shall apply accordingly to the specialisations within the field.

Article 59

1. Issues relating to the organisation of studies and the course of studies that are not regulated by the provisions of these Rules shall be considered by the Rector.
2. The student has the right to appeal to the Rector against the decisions made by the Dean in accordance with the provisions of these Rules. The appeal shall be lodged with the Dean within 14 days of the notification on the decision or its announcement.
3. Decisions taken at first instance by the Rector cannot be appealed against. A student unsatisfied with the decision may apply to the Rector with a request for a review of the case within 14 days of the notification on the decision.

Article 60

These Rules shall enter into force with the commencement of the academic year 2019/2020.