

Regulations for Studies at the Poznań University of Life Sciences

I. GENERAL PROVISIONS

Section 1

1. These Regulations for Studies at the Poznań University of Life Sciences, hereinafter referred to as the “Regulations,” specify the organization and the course of studies at the University and the related rights and obligations of students.
2. These Regulations shall apply to all fields of study offered at the Poznań University of Life Sciences, hereinafter referred to as the “University”.
3. These Regulations shall not apply to the education at the Doctoral School, post-graduate programs or further education programs.

Section 2

1. The Rector has general authority over all University students.
2. The teaching process is managed by the Vice-Rector for Studies who is also in charge of the University’s teaching policy.
3. The University Teaching Board appointed by the Rector shall provide the Vice-Rector for Studies with opinions and assistance in the decision-making process.
4. The Rector shall indicate the Faculty who organises the teaching activities for each field of study.

Section 3

1. Under the authority of the Rector, the Dean is the supervisor of all employees and students at a Faculty.
2. The Dean appoints from among the academic staff a year supervisor whose duties include assisting students in solving problems. The contact details of the year supervisor are posted on the Faculty website.
3. The organisation of the teaching process at the Faculty level is the responsibility of the Vice-Dean for Studies.
4. Tasks of the Vice-Dean for Studies include particularly:
 - 1) managing the activities of the Recruitment Commission;
 - 2) controlling the organization of courses;
 - 3) approving the semester timetable;
 - 4) supervising the documentation of the teaching process;
 - 5) supervising the implementation of recommendations by the Polish Accreditation Committee (Polska Komisja Akredytacyjna, PKA);
 - 6) acting under the authority of the Rector to make case-by-case decisions regarding students, including:
 - a) enrolment of students moving from another university,
 - b) enrolment of students following the procedure for the confirmation of learning outcomes,
 - c) crediting a semester of studies,
 - d) granting leave from studies,
 - e) granting approval for an individualised study schedule,
 - f) granting approval for an individualised study programme,

- g) granting permission allowing students to repeat a semester,
 - h) granting permission allowing a student to continue his/her studies conditionally (a conditional promotion),
 - i) discontinuing a student,
 - j) allowing a student to resume his/her studies.
5. The Field of Study Programme Board, appointed by the Rector upon request of the Dean, shall provide the Vice-Dean for Studies with substantive support. When appointing the Field of Study Programme Board, the Rector shall designate the President of the Board.

Section 4

1. Administrative and other individual decisions regarding the students are appealable to the Rector. Administrative decisions made by the Rector in first-instance procedures may be challenged by applying for a reconsideration of the case.
2. The appeal shall be served through the intermediary of the body who issued the challenged administrative decision in first-instance procedures, within fourteen days of delivery date.
3. The decision made by the Rector as a second-instance authority is final.

Section 5

1. The following enrolment procedures are offered:
 - 1) recruitment;
 - 2) confirmation of learning outcomes;
 - 3) transfer from another university.
2. Enrolment means entering a candidate to the register of students.
3. Enrolment may be refused by way of an administrative decision appealable to the Rector.
4. The outcome of the enrolment procedure is public information.
5. The student has the status of a student until the date of completion of the studies, suspension of their student rights, or the student's discontinuation.
6. A person who has completed a first-cycle study programme shall retain their student rights until October 31 of the year in which they graduate, except for the right to apply for a need-based benefit, a disability benefit, a hardship benefit, and the Rector's scholarship.

Section 6

An individual is enrolled as a student of the Poznań University of Life Sciences and is granted student's rights upon taking the following oath:

"Joining the community of the Poznań University of Life Sciences, being aware of the ideals and traditions of Polish science, I solemnly undertake to:

- *make consistent efforts to learn and improve my skills when preparing to serve my Mother Country,*
- *develop my personality,*
- *preserve the student's dignity and good reputation of the University,*
- *respect University employees and students,*
- *comply with applicable University regulations."*

II. STUDENT'S RIGHTS AND OBLIGATIONS

Section 7

1. All University students are a self-governed community acting through its authorities, including:
 - 1) the President;

- 2) the Resolution Authority.
2. The Student Government is the exclusive representative of all University students.
3. At the University, the Student Government is active in dealing with student matters, including social, financial and cultural aspects.
4. The Student Government decides on the allocation of University funds dedicated to student matters. At least once in an academic year, the Student Government shall prepare a report on the allocation thereof and settle these fund accounts, and shall publish this report in the Public Information Bulletin, hereinafter BIP (Biuletyn Informacji Publicznej, BIP) at the University's dedicated page.
5. The President of the Student Government is a member of the University Board.
6. The Student Government operates as provided for in the *Act of July 20, 2018, on Higher Education and Science*, hereinafter referred to as the Act, and the regulations which set forth its organization principles and operating methods.

Section 8

The student shall have the right to particularly:

- 1) acquire knowledge in the area of his/her field of study, develop his/her personal scientific, cultural and sports interest; for that purpose, the student may use the facilities, equipment and resources of the University as well as assistance from University employees and authorities;
- 2) express his/her opinion on matters of importance to students and to the University, including classes, by filling out a survey upon completion of each semester;
- 3) access library books, journals and scientific information;
- 4) protect his/her health, as provided for in separate regulations;
- 5) be granted with awards and honourable mentions;
- 6) participate in the elections of University bodies and other elections related to the higher education system, as provided for in the Act and the Statute of the Poznań University of Life Sciences;
- 7) participate in national programmes such as MostAR and PoMost, and international programmes such as Erasmus+.

Section 9

1. The students have the right to seek financial assistance and use halls of residence as provided for in the Act, the Regulations for student benefits, and the Regulations for PULS halls of residence.
2. The regulations for student benefits are specified by the Rector in consultation with the Student Government.

Section 10

1. The student may apply for the following financial benefits:
 - 1) a need-based benefit;
 - 2) a disability benefit;
 - 3) a hardship benefit;
 - 4) the Rector's scholarship;
 - 5) a scholarship financed by local government entities;
 - 6) a scholarship for learning or sporting accomplishments financed by a natural person or legal person other than a state or local government legal person.
2. The assistance referred to in Para. 1, items 1–4 shall be granted or refused under an administrative decision. Detailed rules are specified in the Regulations for student benefits.

3. Upon request of the Student Government, the benefits referred to in Para. 1, items 1–4 are granted by the Scholarship Committee and the Scholarship Committee of Appeal. Students constitute a majority of the Committee members. The decision is signed by the Chairman of the Committee or by the Vice-Chairman of the Committee authorised by him/her.
4. If not compliant with the law, the decision of the Scholarship Committee or the Scholarship Committee of Appeal shall be repealed by the Rector under an administrative decision.
5. The minister's scholarship may be granted to a student for considerable scientific or artistic accomplishments related to his/her studies, or considerable sporting achievements.
6. The student files the application for scholarship referred to in Para. 5 with the Vice-Dean for Studies in the form specified by the minister, together with documentary evidence of his/her achievements. The Vice-Dean for Studies presents the application to the Rector in order to submit it to the competent minister.

Section 11

1. The students have the right to associate in University student organizations, including particularly students' science associations, artist groups, and sports teams, under principles provided for in the Act.
2. The Rector keeps records of the University's student organizations.

Section 12

1. Students have the right to transfer their ECTS credits and have them accepted, including credit for a part of their studies carried out at other domestic or foreign universities.
2. ECTS credits obtained outside the student's home university are accepted if the learning outcomes are found to be consistent based on syllabuses provided by the student.
3. In the case of leave specified in Section 16, Para. 4, the student shall have the right for his/her learning outcomes specified in the study program to be duly accepted. The principles for confirmation of learning outcomes are specified by the Vice-Dean for Studies.
4. The decisions on the transfer and acceptance of ECTS credits are made by the Vice-Dean for Studies.

Section 13

1. Upon the student's request, and as approved by the Vice-Dean for Studies, an individualised study schedule may be granted (without changes to the study curriculum).
2. The individualised study schedule consists in the establishment of individual timeframes for the fulfilment of educational duties arranged by the student with the head of a respective course.
3. Pregnant students and students being parents may not be denied permission to have an individualised study schedule for a specific field of study and cycle of studies within the full-time study programme until the completion of their respective studies.
4. If applied, the individualised study schedule should not result in postponing the completion date of studies.

Section 14

1. Students with disabilities may follow their study programme based on an individualised study schedule, taking into consideration their specific needs.
2. The students referred to in Para. 1 include persons:
 - 1) with disabilities who have a current disability degree certificate issued pursuant to applicable laws,
 - 2) who are chronically ill, whose health status is confirmed by the medical documentation submitted to the Centre for Support and Development,

- 3) whose illness or accident results in temporary inability to fully participate in classes, and whose circumstances are confirmed by medical documentation submitted to the Centre for Support and Development.
3. The principles for adapting the educational process to the needs of students with disabilities are specified by the Rector. The Centre for Support and Development is responsible for supporting and coordinating activities for people with disabilities.

Section 15

1. Students may study following an individualised study programme.
2. The student may follow an individualised study programme on the condition that he/she demonstrates special interests and talents verified particularly based on their academic record.
3. Students enrolled based on the decision on confirmation of learning outcomes may follow an individualised study schedule.
4. The consent for the studying procedure specified in Para. 1 is made by the Vice-Dean for Studies upon request of the student within 30 days prior to the commencement of these studies.
5. Studies specified in Para. 1 are free of charge.
6. The individualised study programme:
 - 1) complies with the principles adopted by the Field of Study Programme Board;
 - 2) is supervised by a supervisor holding at least a Ph.D. with habilitation degree (an equivalent of Assistant Professor);
 - 3) requires as the minimum the achievement of learning outcomes expected for the field of study, study cycle and profile concerned.

Section 16

1. The Vice-Dean for Studies may grant academic leave to the student upon his/her request.
2. The student may be granted a long-term leave (up to one year) in the case of:
 - 1) a long-term illness confirmed by a medical certificate;
 - 2) significant unforeseeable circumstances;
 - 3) childbirth or childcare;
 - 4) studying abroad;
 - 5) a long-term job internship.
3. A duly documented request needs to be submitted directly upon occurrence of the event which is the grounds for granting a leave.
4. Upon their request, a pregnant student or a parent student may be granted academic leave, and they may subsequently have their attained learning outcomes validated, as specified in their study programme.
5. Students may be granted a long-term leave only once throughout his/her studies, unless the reason for applying for the leave is a long-term illness, maternity or necessary childcare.
6. The granted long-term leave extends the planned studies completion deadline.
7. The student ID remains valid during the leave period.
8. When on a leave, the student keeps his/her entitlements to the Rector's scholarship. If the leave was granted due to illness or childbirth, the student may be granted financial benefits.
9. If the leave was granted due to a long-term illness, the studies are resumed upon submitting a medical opinion certifying the student's ability to undertake studies.
10. A parent-student may file an application for leave referred to in Para. 4 within 1 year of his/her child's birth date.
11. The leave referred to in Para. 4 may be granted to:
 - 1) a pregnant student (until her child is born),
 - 2) a parent student (for a maximum period of 1 year),

- provided that if the leave comes to an end during a semester, the leave may be extended until the end of that semester.

Section 17

1. The student has the right to move to another university provided that he/she has fulfilled all of his/her obligations towards the Poznań University of Life Sciences.
2. A student moving from another university may be enrolled no earlier than upon completing the first semester of studies, provided that he/she fulfilled all of his/her obligations towards his/her home university.
3. The principles provided for in Para. 1 and 2 are also binding at the University in cases where the student changes his/her field of study, or switches from part-time to full-time studies. Switching from full-time studies to part-time studies of a given field of study is possible during the semester.
4. A student moving from another university may not be enrolled as student in the Veterinary Medicine field of study conducted in line with education standards preparing to perform the profession of a DVM (Doctor of Veterinary Medicine) when their previous field of study was other than veterinary medicine.
5. When deciding to enrol a moving student, the Vice-Dean for Studies specifies which classes completed by the student in his/her home institution shall be deemed completed in the enrolling institution. The student is granted ECTS credits equivalent to what is awarded as a result of completing the corresponding classes and internships in the accepting institution.
6. When deciding to enrol a moving student, the Vice-Dean for Studies also specifies the classes and internships, if any, resulting from a gap between the programs, and sets a deadline for their completion.
7. The student may begin studies from the first semester only under the recruitment procedure.

Section 18

1. The student's obligations include being faithful to the oath and behaving in a moral manner, and specifically to:
 - 1) comply with the students' code of ethics and good practices of the University community;
 - 2) preserve the student's dignity and good reputation of the University;
 - 3) acquire knowledge and social competences and develop his/her skills on a consistent basis.
2. During the studies, the student shall particularly:
 - 1) comply with applicable University regulations;
 - 2) attend classes covered by the study program;
 - 3) pass courses, take examinations, participate in internships and comply with other requirements provided for in the study programme;
 - 4) comply with regulations concerning intellectual property rights;
 - 5) submit his/her diploma thesis within the required deadlines, if preparing a diploma thesis is required by the study programme;
 - 6) take the diploma examination within the required deadlines;
 - 7) make timely payments of fees for studies or other educational services;
 - 8) promptly notify the relevant Dean's office of changing his/her name or address.

Section 19

1. A fee is charged for some educational services These include:
 - 1) part-time studies;
 - 2) repeating certain classes at full-time studies due to unsatisfactory academic record;

- 3) studying in a foreign language programme;
 - 4) classes not covered by the curriculum;
 - 5) education for foreigners within Polish-language full-time studies, except for cases referred to in Article 324(2) of the Act.
2. The University shall also charge fees for:
- 1) carrying out the recruitment process;
 - 2) the confirmation of learning outcomes;
 - 3) issuing a student ID or its duplicate;
 - 4) issuing a duplicate of a higher-education diploma and its supplement;
 - 5) issuing an additional copy of a higher-education diploma and diploma supplement in a foreign language;
 - 6) accommodation in halls of residence and catering in students' cafeterias.
3. The terms of payments and amounts of fees for education services referred to in Para. 1 are specified by the Rector.
4. Students may apply for a partial or total exemption from the fee under a procedure established by the Rector, especially if he/she demonstrates extraordinary academic performance or finds himself/herself in a difficult financial situation.
5. Upon a reasonable request submitted by the student prior to the payment deadline, the Vice-Dean for Studies may:
- 1) set another payment deadline;
 - 2) agree for payment in instalments.

Section 20

1. Before initiating the recruitment procedure, the University shall specify fees and their amounts charged to students. The fees may be set only upon consulting the Student Government.
2. Until the persons enrolled at the University in a given academic year complete their studies, the University can neither increase the amount of fees charged to them nor charge them with any new fees. The above shall not be applicable to increasing the amount of fees for classes not covered by the curriculum and for accommodation in halls of residence and catering in cafeterias.
3. Information on the amounts of fees referred to in Para. 2 shall be promptly published by the University in the BIP at the University's webpage.
4. The University shall not charge any fees for activities involved in the confirmation of learning outcomes specified in the curriculum or for issuing documents related to the progress of studies (other than specified in Section 19, Para. 2, items 3–5).

Section 21

1. Students have the right to training on their rights and obligations.
2. The training is provided by the Student Government in cooperation with the Parliament of the Students of the Republic of Poland, which prepares the representatives of student governments to deliver training and undertakes promotional activities related to students' rights and obligations.
3. Students' rights and obligations shall expire on the day of losing the student status, according to Section 5 Para. 5 and 6.
4. In the case of the death of the student or the loss of their legal capacity, the student status shall expire, with consequences analogous to those of discontinuation.
5. A person who has been discontinued, with the exception of the case referred to in Para. 4, is obliged to fulfil all financial and material obligations to the University within 30 days of the date of his/her discontinuation.

III. ORGANISATION OF THE EDUCATIONAL PROCESS

Section 22

1. At the Poznań University of Life Sciences degree programs are provided in the form of various fields of study, study cycles and types of study.
2. Degree programs are provided at the following levels:
 - 1) first-cycle programs;
 - 2) second-cycle programs;
 - 3) long-cycle Master programs.
3. The following types of studies are provided:
 - 1) the practical profile, with more than half of ECTS credits being awarded for classes intended to provide practical skills;
 - 2) the general academic profile, with more than half of ECTS credits being awarded for classes related to the University's scientific activity.
4. Studies are provided in the form of:
 - 1) full-time studies, where half or more of ECTS credits covered by the curriculum are awarded for classes with a direct participation of university teachers, or other tutors, and students;
 - 2) part-time studies, where less than half of ECTS credits covered by the curriculum can be awarded for classes with a direct participation of university teachers, or other tutors, and students.
5. In the case of full-time studies, lectures are open to the public.
6. Classes in full-time studies are held separately from classes in half-time studies.
7. Classes are held in groups. The number of students within a group is specified by the Rector.

Section 23

1. Full-time first-cycle studies comprise 6 semesters, whereas full-time first-cycle B.Sc. studies comprise 7 semesters.
2. Full-time second-cycle studies comprise 3 or 4 semesters.
3. The Veterinary Medicine long-cycle Master's degree studies comprise 11 semesters.
4. Part-time studies may be one semester longer than the corresponding full-time programmes.

Section 24

1. The academic year begins on October 1, ends by September 30 of the next calendar year, and comprises two semesters: the winter and the spring semester.
2. The Rector issues a regulation to specify the basic organisational principles of the academic year, including:
 - 1) the start and end date of classes;
 - 2) the schedule of examination periods;
 - 3) the schedule of the summer break, holidays and mid-term break.
3. The regulation referred to in Para. 2 is issued by the end of May of the previous academic year, and is published on the University's website.
4. In the case of studies each semester comprises 15 weeks of classes. The Rector may shorten the last semester of a given study programme.
5. The Rector may designate additional days free from classes during the academic year.

Section 25

1. Organisational details of the studies, including the schedule of field classes, internships and diploma exams, are specified each year by the Vice-Dean for Studies.
2. Once approved by the Vice-Dean for Studies, the semester timetable is published on the University's or Faculty's website, no later than 7 days prior to the beginning of the semester concerned.
3. The Dean may designate class-free hours for the students of the respective Faculty.

Section 26

1. The studies are based on the curriculum established by the Senate and published on the University's BIP page.
2. The curriculum specifies particularly:
 - 1) the mode(s) of studies, number of semesters and the ECTS credits necessary to complete the studies at the level concerned;
 - 2) the professional title awarded to graduates;
 - 3) courses and associated field learning outcomes and academic content ensuring achievement of these outcomes along with respective ETC credits;
 - 4) total number of teaching hours within specific courses;
 - 5) methods for the confirmation and assessment of field learning outcomes attained by a student throughout his/her education cycle;
 - 6) total ECTS credits required to be earned for classes with a direct participation of university teachers or other tutors;
 - 7) duration, principles and forms of internships and the required number of related ECTS credits, which students need to obtain within the framework of these internships.
3. The curriculum of Veterinary Medicine comprises the education standards specified in a regulation issued by the competent minister.

Section 27

1. The head of a given course is responsible for the execution of the course; the head of the course is appointed by the head of a given organisational unit in consultation with the Field of Study Programme Board.
2. A course may be provided within various forms of classes, including lectures, seminars, workshops, conversation classes, laboratory classes and field classes, consultations and others, depending on the curriculum content and the learning outcomes expected to be attained by students.
3. Classes may be conducted using distance learning methods and techniques. Such information needs to be included in the course syllabus.
4. Each course is realised according to the syllabus in a manner specified in the course regulations.
5. The syllabus includes particularly:
 - 1) the name of the head of the course;
 - 2) types and total duration of classes;
 - 3) educational methods used;
 - 4) expected learning outcomes with respect to knowledge, skills and social competences;
 - 5) methods used to confirm learning outcomes adapted to the course subject matter;
 - 6) curriculum content;
 - 7) recommended reading list.
6. The regulations for the course include particularly:
 - 1) the forms, principles and schedule of conducted classes;

- 2) ability to catch up and procedures for doing so;
 - 3) principles and forms of tests, including the possibility to take a reassessment before a faculty committee;
 - 4) the exam or course completion procedure.
7. The syllabus, the regulations for the course and teachers' office hours for students are communicated to the students during the first classes and are posted in the dedicated IT system.
 8. The audio and video recording of classes by students during classes must be approved by the teacher. If such permission is granted, the recorded materials cannot be made available to the public.

Section 28

1. The course ends with an examination verifying the knowledge acquired. The student may take the exam after he/she earned positive grades passing all forms of classes provided within the course.
2. If no examination is required to validate the learning outcomes, the course ends with a graded credit.
3. Classes referred to in Para. 2, when qualitative assessment is not feasible, may be completed with an ungraded pass.
4. The course ends with a final grade which may be influenced by the grades earned for individual forms of classes.
5. The final grades for all courses are used to calculate the grade point average for the studies.
6. Physical education classes are completed with an ungraded pass.
7. The awarded course completion grades and examination grades are immediately made available to students on the dedicated IT platform. It is acceptable to publish the grades as a list of students' matriculation numbers and grades.

Section 29

1. ECTS credits are assigned to all courses provided within the curriculum, except for physical education classes.
2. ECTS credits are a measure of the student's average workload necessary to achieve the expected learning outcomes.
3. One ECTS credit corresponds to 25–30 hours of student's work comprising classes provided by the University as well as the student's individual work connected with those classes.
4. To obtain the graduation diploma the student is required to earn at least:
 - 1) 180 ECTS credits within a first-cycle studies programme;
 - 2) 210 ECTS credits within a first-cycle B.Sc. studies programme;
 - 3) 90 ECTS credits within a second-cycle studies programme;
 - 4) 360 ECTS credits within the Veterinary Medicine long-cycle Master's degree studies programme.

Section 30

1. The student shall follow the study program applicable in the academic year, in which he/she began his/her studies, except for situations specified in Para. 2.
2. A student who:
 - 1) repeats a semester;
 - 2) resumes his/her studies following a leave;
 - 3) is reinstated
 - shall follow the study programme applicable in a given academic year.

3. In cases mentioned in Para. 2, the student is required to make up for the differences in the curriculum in accordance within the schedule and following the principles specified by the Vice-Dean for Studies.
4. The student shall select ECTS-earning courses from the list provided, corresponding to no less than 30% of ECTS credits required by the study programme.
5. The selection referred to in Para. 4 shall be made by the student in the semester preceding the one, in which the courses are taught.

Section 31

1. The student's academic performance is documented in:
 - 1) course completion records, made as electronic data printouts;
 - 2) the student's periodic transcripts of records, made as electronic data printouts.
2. The University maintains a dedicated IT platform to manage the course of studies, in which students have access to comprehensive information on the course of their studies.

Section 32

1. Documents certifying the progress or completion of studies, intended for use in international legal procedures, shall be authenticated upon request of the person concerned.
2. Authentication is a procedure certifying the authenticity of the signature and position of the signatory, or the identity of the University's official seal on the document.
3. The Director of the Polish National Agency for Academic Exchange (Narodowa Agencja Wymiany Akademickiej, NAWA) authenticates:
 - 1) diplomas of completion of studies and their supplements;
 - 2) copies of documents referred to in item 1, including copies in a foreign language;
 - 3) duplicate documents referred to in item 1;
 - 4) certificates of the successful completion of studies.
4. Documents other than listed in Para. 3 are authenticated by the University, or by the Director of NAWA if requirements specified by another country need to be met and in other justified cases.
5. Authentication is subject to a fee.

Section 33

The Rector enters students' data to the Integrated System of Information on Science and Higher Education (POL-on), including:

- 1) their first name(s) and surname;
- 2) PESEL number (Personal Identification Number) or, if unavailable, the number of their ID document and the issuing country;
- 3) citizenship;
- 4) in the case of foreigners:
 - a) country of birth;
 - b) information on enrolment and the course of their studies;
 - c) information whether the student holds a Pole's Card (the official document confirming their belonging to the Polish nation);
- 5) year of birth;
- 6) gender;
- 7) place of residence prior to enrolment: rural area or town/city;
- 8) number of ECTS credits earned by the student in the course of all his/her studies in each respective field of study, cycle of studies and profile;

- 9) number of ECTS credits which, upon successful confirmation of learning outcomes, was awarded the student within the study programme at a given field of study, cycle of studies and profile;
- 10) type of financial aid granted;
- 11) information whether the minister's scholarship was awarded;
- 12) number of the university diploma confirming completion of a specific field of study, cycle of study and profile of studies;
- 13) date of commencement of studies, graduation date, name of the professional title awarded, or the date of the student's discontinuation.

Section 34

1. Students are required to submit a justification of absence from classes within maximum two weeks of the day concerned. The justification is provided based on a medical certificate or a written statement of the student specifying other important reasons.
2. After a student is absent from classes for a number of hours specified in the course regulations the head of this course is required to delete that student from the list of attendees and inform of this fact the Vice-Dean for Studies.

IV. COMPLETING A SEMESTER AND AN ACADEMIC YEAR

Section 35

1. The examination or the end of course test are conducted by the head of the course. If the head of the course is absent for a prolonged period, the Vice-Dean for Studies may appoint another examiner.
2. Promptly upon the end of the examination period the head of the course submits the examination records or the course credit records in the form of an electronic data printout .
3. Examinations shall be held solely outside the timeframes of other student classes scheduled within the semester timetable, on dates and at times agreed upon with the students.
4. Upon consent of the head of the course students may take an examination before the start of the examination period. This shall be considered to be the first sit of that exam.
5. In justified cases, upon request by the head of the course or a student, the Vice-Dean for Studies may extend the duration of the examination period.

Section 36

1. If the student fails an examination, he/she has the right to resit the failed examination in each respective course only once. The resit examination should take place no earlier than 5 days after the examination results are announced.
2. The student who failed to attend an examination for relevant, duly documented reasons, has the right to take that examination at another date and time set by the examiner. Failure to justify the absence within 5 days of its occurrence results in failing the examination.

Section 37

1. Upon the student's duly justified request submitted within 7 days following the day the result of the examination are announced, the Vice-Dean for Studies may allow a reassessment examination to be held before a faculty commission.
2. The examination before such a faculty commission shall be held within 14 days from the date the relevant request is submitted.

3. The examination commission is appointed and chaired by the Vice-Dean for Studies. Whenever possible, such a commission shall include two experts in the field concerned.
4. Upon the student's request, the examination commission may include (in an advisory capacity): a representative of the Student Government, and (upon his/her consent) an academic teacher indicated by the student.
5. During the examination before the faculty commission questions are drawn randomly.
6. In the case of unjustified absence from the examination before the faculty commission the student loses his/her right to take the reassessment at a different date and time.
7. The grade obtained during the examination before the faculty commission is final.

Section 38

1. The basic credit period is one semester.
2. The organisation rules and the procedure for completing a semester are laid down by the Vice-Dean for Studies.
3. The condition for completing a semester is to obtain a total number of ECTS credits assigned for this semester in the study programme.
4. The basis for granting ECTS credits is the completion of a course, internship and, in the last semester, a positive grade awarded for the diploma thesis, if such a thesis is required under the study programme.
5. Crediting the completion of the semester is granted by the Vice-Dean for Studies based on the documentation referred to in Section 31, Para. 1.

Section 39

1. The student who failed to complete a semester, may submit a request to the Vice-Dean for Studies, asking to:
 - 1) repeat the courses he/she failed to complete while conditionally continuing his/her studies in the next semester;
 - 2) repeat the semester.
2. When waiting for repeating the semester, the student has the right to attend only the classes he/she repeats. The student has no right to attend classes provided for in the curriculum for the next semester of studies.
3. The Vice-Dean for Studies may conditionally register a student for the next semester if the total number of ECTS credits earned by the student for classes included in the study programme is no less than $30 \times L - 12$, with L denoting the number of semesters from the beginning of the studies. Where justified, the Vice-Dean for Studies may reduce the required number of credits.
4. The student who conditionally continues his/her studies may repeat the course he/she failed to complete only once. Where justified by health issues or major fortuitous events, the Vice-Dean for Studies may decide otherwise.
5. The Field of Study Programme Board may designate courses which due to the programme sequence are required to be completed in order to continue studying in the next year.
6. The student who repeats a semester is not required to repeat the courses he/she was already credited for.

Section 40

1. The Vice-Dean for Studies discontinues a student if he/she:
 - 1) fails to undertake studies;
 - 2) withdraws from studies;
 - 3) fails to timely submit his/her diploma thesis, if required under the study program;
 - 4) fails the diploma examination;

- 5) is expelled from the University under disciplinary proceedings.
2. The student is found not to undertake the studies if he/she fails to take the oath within 14 days since the start of the semester classes.
3. Withdrawal from studies is based on a respective written declaration of the student, submitted at the Dean's office..
4. The Vice-Dean for Studies may discontinue a student if he/she:
 - 1) is found not to attend classes;
 - 2) fails to complete a semester within the designated deadline;
 - 3) fails to make payments of fees related to his/her studies.
5. Failure to attend classes refers to a situation when the student is removed from the list of attendees for three or more courses under the procedure specified in Section 34, Para. 2.
6. Discontinuation is made based on an administrative decision.

Section 41

1. A student who had completed at least the first year of studies and was later discontinued may resume his/her studies within the same field of study, study cycle and profile upon meeting the conditions specified by the Vice-Dean for Studies. The studies may be resumed only once at a given cycle of studies.
2. The studies may be resumed no later than 3 years after the student was discontinued.
3. In particularly justified cases, upon request of the student, duly approved by the Vice-Dean for Studies, the Rector may allow the student to resume his/her studies (as provided for in Para. 1) once again, and may extend the interval specified in Para. 2.

Section 42

The scale of grades used at the University, the corresponding ECTS grades and their English names are as follows:

<i>verbal description</i>	<i>numerical description</i>	<i>ECTS equivalent</i>	<i>English version</i>
bardzo dobry	5.0	A	Excellent
dobry plus	4.5	B	Very good
dobry	4.0	C	Good
dostateczny plus	3.5	D	Satisfactory
dostateczny	3.0	E	Sufficient
niedostateczny	2.0	F	Insufficient

Section 43

1. A student involved in research or implementation works may be released by the head of a respective course from the obligation to attend certain classes.
2. The student's participation in a scientific camp, voluntary service, business activity, professional work, job placement, international internship, or other activity may be the basis for giving him/her partial or full credit for the internship being part of the curriculum. The relevant decision is made by the Vice-Dean for Studies.

Section 44

1. Students complete their internships in accordance with the curriculum under the supervision of a coordinator appointed by the Dean.

2. The manner and procedure for completing and obtaining credits for internships are specified by the Field of Study Programme Board.

V. AWARDS, HONOURABLE MENTIONS AND PENALTIES

Section 45

1. Students may receive the following awards and honourable mentions:
 - 1) Rector's award;
 - 2) a congratulatory letter from the Rector;
 - 3) awards funded by government authorities, scientific associations, public sector organisations and private persons.
2. The Rector's award is granted for an outstanding academic performance and for achievements in the student's activity for the student community.
3. The congratulatory letter from the Rector may be received by a student distinguished in activities benefitting the student community of the University or Faculty. A congratulatory letter may also be awarded based on a notification of a laudable act.
4. Detailed principles and procedures for granting awards and honourable mentions are specified by the Rector.
5. The awards and honourable mentions listed in Para. 1 are specified in the diploma supplement.

Section 46

1. Graduates may receive the Professor Zwoliński Award and the "Prominent Student Achievements" medal.
2. The Professor Zwoliński Award is awarded for the University's best Master's thesis. Detailed principles and procedures for granting this award are given in the regulations specified by the Rector.
3. The "Prominent Student Achievements" medal is awarded to graduates for extraordinary performance during their studies. Detailed principles and procedures for granting this award are given in the regulations specified by the Rector.
4. The congratulatory letter from the Rector is awarded to graduates from the ranking list of top 10% best University graduates.

Section 47

1. Students are liable under disciplinary procedures for infringement of University regulations and for behaviours that offend the dignity of the student.
2. The Disciplinary Board for Students and the Appeal Disciplinary Board for Students are the authorities competent to make decisions in disciplinary matters of students. Members of both Boards are appointed from among University teachers and students under the procedure set forth in the Statute.
3. In the case of a minor offence, the Rector may subject the student to a penalty of admonition after having given him/her or his/her defender the opportunity to be heard.
4. The student may not be punished simultaneously by the Rector and by the Disciplinary Board.
5. Disciplinary penalties are as follows:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with a warning note;
 - 4) suspension of certain student rights for up to 1 year;
 - 5) expulsion from the University.

6. The spokesman in charge of disciplinary student matters is appointed by the Rector from among University teachers.
7. Final disciplinary verdicts are entered in the student's personal records.

VI. COMPLETION OF STUDIES

Section 48

1. Conditions to be met for completing the studies and obtaining the diploma include:
 - 1) achievement of learning outcomes specified in the curriculum;
 - 2) a positive grade awarded for the diploma thesis in the case of second-cycle studies and in the case of first-cycle studies, if provided for in the study program;
 - 3) passing the diploma examination (except for the Veterinary Medicine field of study).
2. The graduation date is the day of passing the diploma examination or, in the case of the Veterinary Medicine field of study, the day of passing the last examination required under the study program.
3. Depending on the type of studies completed, graduates receive the professional title of *licencjat (Bachelor)*, *inżynier (Bachelor of Science)*, *magister (Master of Science)*, *magister inżynier (Master of Science, Engineer)*, or *lekarz weterynarii (Doctor of Veterinary Medicine)*.

Section 49

1. The diploma thesis is an individual elaboration of a scientific, artistic or practical topic, or a technical or artistic achievement, reflecting the student's general knowledge and skills related to his/her field of study, cycle of studies and profile of studies, and the student's ability to conduct independent analyses and draw conclusions.
2. Once completed, the diploma thesis is subject to copyright. Economic rights to the diploma thesis are held by the University to the extent governed by separate regulations.
3. The conditions to be met by a diploma thesis are set out by the Field of Study Programme Board.
4. The Vice-Dean for Studies approves the topic of the diploma thesis which should be specified no later than one year prior to the planned deadline for completing the studies.
5. The diploma thesis is prepared under the supervision of a person holding a Ph.D. or a higher degree.
6. The diploma thesis is prepared in Polish and it includes a summary in English.
7. If so approved by the Vice-Dean for Studies, the diploma thesis may be written in a foreign language. In such cases, it should include a comprehensive summary in Polish and a summary in English. Reviews for such theses need to be written in Polish and in the respective foreign language.
8. If made in writing, prior to the diploma examination the diploma thesis is verified by the University using the Unified Anti-Plagiarism System which provides support in countering infringements of copyrights and related rights.
9. If in his/her diploma thesis constituting the basis for conferring a professional title, the candidate claimed authorship of a significant portion or other elements of a third-party work or scientific finding, the Rector invalidates the diploma by way of an administrative decision.

Section 50

1. Students are required to submit their diploma thesis within the deadline set out by the Vice-Dean for Studies, not later than:
 - 1) January 31, in the case of studies ending in the winter semester;
 - 2) June 30, in the case of studies ending in the spring semester.

2. The Vice-Dean for Studies may extend the diploma thesis submission deadline twice. The maximum total extension of the deadline for the submission of the diploma thesis may not exceed 6 months.
3. In the case of a prolonged absence of the diploma thesis supervisor, which might contribute to a delay in the submission of the thesis by the student, the Vice-Dean for Studies appoints a person to take over the obligations related to supervising the thesis.

Section 51

1. The diploma thesis is evaluated by the thesis supervisor and by a reviewer appointed by the Vice-Dean for Studies. The reviewer needs to hold a Ph.D. or higher degree.
2. The grade for the diploma thesis is the arithmetic mean of grades given by the thesis supervisor and the reviewer. The arithmetic mean is entered to the diploma thesis records.
3. If one of the grades is “failing,” the Vice-Dean for Studies appoints an additional reviewer, whose grade is the final grade.
4. The “failing” grade for the diploma thesis is the basis for requiring the student to repeat the semester.
5. The reviews of the diploma thesis are public, except if the subject matter of the thesis is a legally protected secret.
6. The student has the right to read the reviews at least 3 working days before the date of the diploma examination.

Section 52

1. The resolution of the Field of Study Programme Board specifies the scope and form of the diploma examination, to ensure feasible verification of the student’s learning outcomes. The examination may in part refer to the diploma thesis.
2. The resolution referred to in Para. 1 is communicated to the students and enters into force from the next academic year.
3. The student may take the diploma examination provided that he/she has met the requirements specified in the curriculum.
4. The date of the examination is set by the Vice-Dean for Studies. The examination needs to be held no later than 30 days since the date of the diploma thesis submission.
5. The diploma examination is held before a commission appointed by the Vice-Dean for Studies and composed of a chairman and two or more examiners.
6. The commission is chaired by the Vice-Dean for Studies or a teacher appointed by him/her.
7. The diploma examination is conducted in the language of studies. Upon a reasoned request submitted by the student, the diploma examination may be conducted in another language.
8. The scale of grades specified in Section 42 is applicable to the diploma examination.
9. In the case of a “failing” grade or an unexcused absence at the diploma examination, the Vice-Dean for Studies specifies another date, which is final.
10. The repeated diploma examination may be held not earlier than 30 days and not later than 90 days since the date of the first diploma examination. The student’s absence at the repeated diploma examination has to be justified within 5 days of the designated examination date.

Section 53

1. The final result of studies is specified based on the grade point average (the mean) of final grades for courses required by the curriculum (the grade point average for the studies) and the diploma examination grade, as well as the mean of the grades for the diploma thesis, if the diploma thesis is required by the curriculum.

2. The final result of studies equals to $\frac{3}{5}$ of the grade point average plus $\frac{2}{5}$ of the diploma examination grade. If a diploma thesis is required by the curriculum, the result of studies equals to $\frac{3}{5}$ of the grade point average, $\frac{1}{5}$ of the diploma examination grade plus $\frac{1}{5}$ of the grade point average for the diploma thesis.
3. The final result of studies is specified on the graduation diploma as follows:
 - 1) from 4.51 to 5.00 – bardzo dobry (*very good*);
 - 2) from 4.21 to 4.50 – dobry plus (*above good*);
 - 3) from 3.71 to 4.20 – dobry (*good*);
 - 4) from 3.21 to 3.70 – dostateczny plus (*fairly good*);
 - 5) up to 3.20 – dostateczny (*satisfactory*).

Section 54

1. The graduate receives his/her university graduate diploma in accordance with the template approved by the Senate.
2. Within 30 days following the graduation date the University issues the university graduate diploma together with the diploma the supplement and their 2 copies, as well as following the student's request submitted by the date of graduation:
 - 1) a copy of the diploma in English, French, Spanish, German or Russian;
 - 2) a copy of the diploma supplement in English.
3. Upon request of the student or graduate, the University issues an additional copy of the graduate diploma or a copy of the diploma supplement, referred to in Para. 2, in Polish or a foreign language.
4. In the following cases:
 - 1) resuming the administrative procedure for conferring a professional title, the Rector is the competent authority to resume the procedure;
 - 2) declaration on invalidity of a diploma, the Rector is the competent authority to invalidate the diploma.