

STUDY REGULATIONS AT THE UNIVERISTY OF RZESZÓW

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Chapter 1 GENERAL PROVISIONS

§ 1

1. The Regulations define the organization and the course of study as well as the rights and responsibilities of students at the University of Rzeszów.
2. The Regulations apply to all courses of study conducted in all forms, at all levels and profiles.

§ 2

Terminology used in the document:

- 1) no progress in learning – repeating the same subject, semester or failure to complete the curriculum more than twice;
- 2) lack of participation in compulsory classes –not attending, without justification the compulsory classes for more than 30 calendar days or in the event of 4 consecutive absences from classes in at least one subject, determined based on attendance lists;
- 3) a foreigner – a person without Polish citizenship;
- 4) education cycle – education based on curriculum, covering the period from the year in which the students begins studies at a given level of study untill their planned completion;
- 5) decisions delivery (settlements, summons) – enables one to familiarize with the decisions (settlements, summons) being forwarded to the addressee with a return receipt, also by electronic means enabling verification of the addressee’s identity;
- 6) learning outcomes – a set of knowledge, skills and social competence obtained in the learning process in the course of study outside the study system;
- 7) commission examination – the final form of checking students’ knowledge, skills and social competence in the subject, taking place in the presence of a board of examiners, used in case of an incorrect way of conducting the examination or obtaining credit;
- 8) e-index – an electronic index documenting the course of study in the WU electronic system;
- 9) stage of study – a semester or a year of study;
- 10) forms of classes - the forms in which didactic classes are conducted, in particular: lectures, monographic lectures, auditorium exercises, seminar exercises, clinical exercises, laboratory classes, visitation classes, workshop classes, field classes, optional classes, project classes, practical classes, proseminars, seminars, foreign language classes and physical education classes, as well as reviewing works in artistic fields;
- 11) forms of studies – full-time or part-time studies;
- 12) class schedule – a detailed schedule of classes in individual subjects and forms of their implementation in a given semester of studies along with information about the place and time of classes;
- 13) study schedule – the schedule of classes (subjects) in individual semesters resulting from the study program for a given cycle, taking into account their forms and the time span, the form of credit and the number of ECTS points required;

- 14) individual organization of studies (IOS) – partial or total exemption from the obligation to participate in classes, without reducing student’s requirements as to the learning outcomes specified in the studies program or obtaining all credits and passing exams according to the schedule and within the time limits specified by the Rector’s ordinance, in accordance with the principles set out in § 22;
- 15) JSA – Uniform Anti-plagiarism System in courtesy of the Ministry of Science and Higher Education, providing support in the area of counteracting infringements of the provisions on copyright and related rights;
- 16) teacher – an academic teacher employed at the UR, presenting with both competence and experience allowing for proper implementation of classes or another person who has such competence and experience to conduct classes at the UR employed based on a contract under Civil Law;

16a) internship coordinator – an academic teacher or an employee who is not an academic teacher exercising didactic and organizational supervision over professional internship according to the rules set out by the Rector;".
- 17) failure to commence - not taking an oath by a person admitted to study and enrolled on the list of students;
- 18) the decision announcement - decisions communicated to the student orally, after verifying his/her identity by a person authorized to announce the decision (decision, summons), with simultaneous preparation of an appropriate official annotation on student's application / application submitted to the student's file, the announcement does not exclude the need to deliver a decision;
- 19) study program - a description of the assumed learning outcomes along with a description of the learning process leading to these effects and the number of ECTS points assigned to the subject;
- 20) sequential subject - a subject which failure to complete results in the inability to continue studies in the following semester;
- 21) ECTS points (European Points Transfer and Accumulation System) – a measurement of average student workload necessary to achieve the learning outcomes. One ECTS point corresponds to 25-30 hours of student workload and includes classes organized by the university and its individual work related to these classes;
- 22) examination session - the time specified by the Rector's ordinance regarding the organization of the academic year during which students take exams;

- 23) basic examination period - the first period of the examination session, determined by the Rector's ordinance regarding the organization of the academic year;
- 24) re-sit examination period - the second period of the examination session, determined by the Rector's ordinance regarding the organization of the academic year;
- 25) WU electronic system - the Virtual University online system, integrated with the electronic system of Uczelnia 10, which collects information related to the student's course of study;
- 26) arithmetic average of the course of study - the sum of all grades obtained during the course of study from examinations and subjects ending with obtaining credit , including practical classes ending with credit, obligatory internships, divided by the number of these grades, rounded to two decimal places, according to mathematical principles; when calculating the arithmetic mean, the grades for retake and commission examinations and credits are also taken into account ;
- 27) course of study - education on the basis of study programs covering the time from the year in which the student begins studies at a given level, until their completion, including repeating stages of studies, leaves of absence, resumption of studies after being removed from the list of students;
- 28) Act - the Act of 20 July 2018 - Law on Higher Education and Science (i.e., Journal of Laws of 2020, item 85, as amended);
- 29) regulations - Regulations on studies at the University of Rzeszów;
- 30) resumption of studies - restoring student rights (after a final deletion from the students' list) in order to continue their studies;
- 31) UR - University of Rzeszów.

§ 3

1. The courses are conducted by the UR.
2. The Vice-Rector for Student Affairs and Education coordinates matters related to education at the faculties of UR, including student affairs, and oversees the implementation of the duties of College's Dean and Teaching Councils regarding the education process.
3. Dean of the College is responsible for organizing education at the faculties comprising a given College.

§ 4

1. Individual student matters referred to in these regulations shall be resolved by administrative decisions - in cases specified in the Act or by non-administrative decisions. Any reference to the decisions without detailed definition means administrative decisions or settlements.
2. In cases referred to in section 1 at the first instance the decisions are made by the Dean.
3. At the first instance, the Dean also decides in matters not covered by this Regulation, non-proprietary in separate provisions to the competences of other university bodies, including those not requiring a decision, regarding the organization and course of study, and the student's rights and obligations.

3a. In individual cases, the Dean, before issuing a decision, may summon the student to submit explanations or supplement documents that he is obliged to submit or provide within 7 days from the date of receiving the summon or effective notification of the call via the WU electronic system.
4. Any instance of the Dean in the present document refers also to the deputy Dean acting within terms of granted authority.

§ 5

1. The Dean's decisions concerning student matters may be appealed against to the Rector within 14 days of the date of receiving the announcement of the decision. The appeal is filed through the Dean.
2. If the Dean who issued the decision decides that the appeal deserves to be accepted in full, he may issue a new decision in which he will amend or revoke the contested decision. The student may appeal against the new decision on the terms specified in section 1.
3. The Dean who issued the decision is obliged to send the appeal along with the case file to the Rector within seven days from the day on which he received the appeal, if the Dean does not issue a new decision referred to in section 2. the appeal together with the case files are forwarded through the Office of the Vice-Rector for Student Affairs and Education.
4. The Rector may carry out additional proceedings to supplement evidence and materials in the case. The provision of § 4 section 3a is applied respectively.
5. Decisions issued by the Rector are final.
6. In these regulations, any reference to Rector may also mean Vice-Rector for Student Affairs and Education acting within the scope of the granted authority.

§ 6

1. The Dean's competence covers matters indicated in the Statute of the University of Rzeszów, as well as:

- 1) determining, after obtaining the opinion of the College's Didactic Council, detailed rules and conditions of studying according to the individual organization of studies, in cases not covered by this Regulation, and conditioned by the specificity of the field of study;
- 1a) making decisions regarding the appointment of a research supervisor to a student in the IOS mode recommended by the appropriate director and institute;";
- 2) determining, after obtaining the opinion of the College's Didactic Council, the conditions and procedure for the participation of highly gifted secondary school students in classes provided for in the curriculum of courses which are consistent with their aptitude and the rules for crediting these classes;
- 3) determining, after obtaining the opinion of the College Teaching Board, the catalogue of sequential subjects;
- 4) making decisions regarding a change in the form of studies;
- 5) making decisions regarding repeating a particular stage of studies, granting leaves of absence, removing students from the roster;
- 6) making decisions regarding resuming the course of study;
- 7) making decisions regarding the mode and deadline for completing the curricular differences in case of the resuming the course of study, repeating the semester, changing the study form after returning from a leave of absence, transferring from another field of study or from another university;
- 8) making decision regarding granting individual organization of study (IOS);
- 9) passing subjects to a student who, with the Dean's consent, commenced studies at another foreign or domestic university as a part of a student exchange;
- 10) making decisions regarding studying additional subjects not included in the program;
- 11) making decisions regarding transferring between faculties, considering convergent recruitment rules and additional requirements, necessary medical examinations, practical examinations and submission of other documents;
- 12) recognizing grades or credits from classes according to the principles set out in § 12;
- 13) determining the rules and procedures for granting the Dean's Recognition Diploma and Congratulatory Letter after being recommended by the College's Didactic Council;
- 14) granting, after obtaining the opinion of the College's Teaching Council, awards and distinctions to students or graduates and applying to other bodies of the university for granting students or graduates awards;

15) other matters referred to the Dean's competence pursuant to specific provisions.

§ 7

The competence of the College's Teaching Council includes matters indicated in the UR Statute, and:

- 1) issuing opinions on terms and conditions of studies according to the individual study organization, if required by the specificity of a given field of study;
- 2) reviewing applications for granting awards to students or graduates;
- 3) reviewing the so-called sequential subjects;
- 4) providing opinions on the regulations for the organization and execution of apprenticeship program and the curricular apprenticeship plans;
- 5) expressing opinions on the conditions and modes of participation of highly gifted secondary school students in classes provided for in the study program which is consistent with their aptitude and the rules for passing these classes;
- 6) applying for Dean's Recognition Diploma and Congratulatory Letter for outstanding graduates;
- 7) issuing opinions on the Dean's applications directed to other university bodies concerning granting awards to the graduates;
- 8) other matters referred to the competence of the College's Teaching Council based on specific provisions.

Chapter 2 STUDENT ADMISSION

§ 8

1. Students are admitted to the University:
 - 1) in the course of recruitment;
 - 2) after confirmation of learning outcomes;
 - 3) after a transfer from another university or a foreign university.
2. A foreigner may take up and pursue studies at the University of Rzeszów under the rules specified in the act.
3. The conditions and procedure of admission to studies are determined by the UR Senate approved by the College's Didactic Council on the Dean's request.
4. A student may apply for admission to the second or subsequent field of study on general principles referred to in section 1.
5. One album number is assigned to the student at all fields and levels of studies offered at UR.

§ 9

1. A person admitted to the university and entered on the student roster acquires the rights of a student upon taking the solemn oath.
2. A student receives an electronic student ID after acquiring student rights.
3. Upon one's request the students receives the index which remains his property.

Chapter 3 RESUMING THE COURSE OF STUDY

§ 10

1. In particularly justified cases a former UR student who has been legally removed from the student roster, he/she may resume them in the same field of study or in an exceptional case, if the UR does not offer the field in which the former student studied, in another field.
2. Resumption of studies is only allowed twice.
3. The Dean determines at which semester the student resumes studies and specifies the obligation to make up for the curriculum difference. Completing these differences is aimed at achieving all the effects defined in the study program in which the student was enrolled in the resumption mode.
4. A student who has not submitted his diploma thesis in the last semester and has been legally removed from the list of students may, with the Dean's consent, resume the study by repeating the semester with the obligation to make up for the curriculum difference resulting from the change in the study program. The Dean makes the decision after obtaining the consent of the supervisor.
5. A student who has not passed the diploma examination in the last semester and has been legally removed from the list of students may, with the Dean's consent, resume studies on the principles set out in section 3.
6. Resumption of studies may take place only under principles set out in this Regulation. The Dean, agreeing to resume studies, acknowledges the learning outcomes obtained during the previous course of study.
7. It is unacceptable to resume studies in a person has been legally removed from the student's list in the first semester. Re-admission to the studio takes place on the general principles of recruitment at UR.
8. Resumption of studies at UR cannot take place before the end or remission of a penalty to a person who has been removed from the list of students by a final decision of the Disciplinary Board or if more than three years have passed since the removal from the list of students.
9. Resumption of studies at UR in the case of persons struck off the list of students at another university is not allowed.

Chapter 4
CONDITIONS FOR TRANSFER AND RECOGNITION OF CLASSES

§ 11

1. A student may transfer to UR from another university, including a foreign university, to the same or another field of study, if he has fulfilled all the obligations arising from the provisions in force at the university he leaves, but not earlier than after completing the first semester of studies.
2. Detailed rules and admission procedure referred to in section 1, regulate separate regulations subject to the provisions of the authorized body to enroll on the students list at a proper semester when a person is admitted to studies and taking into account the completed stages of studies at another university.

§ 12

1. A student may transfer to another field of study at UR, with the consent of the receiving Dean, not earlier than after completing the first semester of studies, if he has fulfilled all obligations arising from the provisions in force at the College which he intends to leave.
2. The Dean, accepting a student by transfer from another field of study (before determining the curriculum difference), assigns the number of ECTS points that is attributed to the learning outcomes obtained as a result of the relevant classes and apprenticeships provided in the study program for the field of study the student is accepted at. The condition for transferring these classes is defining the similarity of the learning outcomes obtained. The dean may seek the opinion of the field manager or internship coordinator before recognizing the subject or other form of classes.
3. At the student's request, the Dean may agree to include completed subjects (classes) and ECTS points obtained in another field or university during the implementation of the current study program in the mode referred to in section 2. The student shall apply to the Dean within 14 days of commencing the didactic classes.
4. In case of a student who resumes studies in the same field of study or has participated in the student exchange program, the Dean may take into account completed subjects and credits obtained by assigning them to the current study program within the period of five years from the date of receiving the credit.

§ 13

1. A student may apply for a change in the form of studies by transferring from full-time studies to part-time studies or from part-time studies to full-time studies not earlier than after completing the first semester.

2. The Dean decides to change the form of studies, field of study or profile, and any compensation for possible curriculum differences, taking into account:
 - 1) student's course of study;
 - 2) documentation of student's specific situation;
 - 3) the College's limited possibilities in conducting a given field of study, form and profile - places limits, minimum or maximum number of groups in classes;
 - 4) costs related to conducting and maintaining a given field of study and its form.
3. The average grade cannot be the only condition necessary to change the form of study.
4. Within 14 days prior to the start of the didactic classes the student submits a request for a change in the form of study.

§ 14

1. A student who by the Ur's consent studies at the host University (foreign or domestic as a part of student exchange) in one or two semesters in the field which they pursue at the UR or in any related field of study resumes studies at a following semester after returning from the exchange.
2. The student referred to in section 1, passes a semester at the home University by the Dean's decision if the condition specified in section 5 is met. In the event of any change of subjects indicated in the agreement, the student must provide an annex to the agreement within 1 month of the beginning of the semester to the home university.
3. ECTS points obtained outside the home university are recognized by the Dean in place of points and subjects included in the study program or resulting from education standards for the fields of study for which they were defined if the learning outcomes of these subjects and apprenticeships in universities and colleges are convergent.
4. The conditions for passing the courses are regulated by a tripartite agreement in a way as to minimize the differences in curricula between study programs at both universities.
5. If in the host university's (foreign or domestic) study program does not include the subjects compulsory for the student according to the study program of the given field of study at the University of Rzeszów, the Dean credits the student with a semester or year of studies and determines a IOS mode which obligates the student to pass these subjects in the following semester / year.
6. If the student fails to complete the study program contained in the tripartite agreement and fails to obtain the required number of ECTS credits referred to in section 5, the Dean may refuse to pass a semester during which the student participated in an exchange at the host university.

7. When deciding to refuse to pass a semester, the Dean may direct the student to repeat a given semester or a year, or conditionally enroll it for the next semester, specifying the deadline to complete the backlog, if he knows the reasons for not implementing the program as justified.

Chapter 5 STUDENT'S RIGHTS AND OBLIGATIONS

§ 15

1. All UR students form the UR Student Government.
2. The Dean may, after seeking the opinion of the College's student government, appoint a supervisor of the year of study.
3. Dean, in consultation with the College's Didactic Council and the College student government determines the scope of work and responsibilities of the guardians.

§ 16

1. The student, in addition to the rights specified in the Act, has the right to:
 - 1) acquire knowledge and skills and developing interests, including cultural and sporting ones, by using the full UR teaching offer on the principles set out at the university, including participation in classes not covered by the study program or classes from other stages of study (in other fields of study) studies or other stages of study) than the one for which it is enrolled and the use of didactic rooms, equipment and other resources at the disposal of the university and necessary for the implementation of the study program;
 - 2) use the collections of the UR library and IT system;
 - 3) assess the didactic process and administrative support for students;
 - 4) take part in making decisions by university collegiate bodies or bodies of the UR Student Government through their representatives on the principles set out in separate regulations: participation in the meetings of these bodies exempts from participation in didactic classes;
 - 5) organize events and assemblies on the territory of the UR in accordance with the Act and the UR's;
 - 6) study other fields or any subjects at UR outside of their basic field of study;
 - 7) participate in scientific research conducted by the University of Rzeszow;

- 8) receive training in the rights and obligations of the student.
2. Under the terms of separate provisions, a student has the right to:
 - 1) use material assistance and various types of scholarships;
 - 2) receive assistance from the UR resulting from disability or chronic illness;
 - 3) use the assistance of the UR in seeking and finding work, obtaining an internship or apprenticeship - outside the study program (extramural apprenticeship);
 - 4) report to the teacher or the Dean any discrepancies and non-compliance or lack of an entry regarding the results of examinations and credits in the WU system within 3 days from the date of publication,
 - 5) participate in student organizations and associations, scientific associations and in scientific, development and implementation work carried out at UR;
 - 6) receive prizes and other awards on the principles set out in specific regulations;
 - 7) apply for a student loan to cover the costs of education under the funds from the Student Loan Fund;
 - 8) be accommodated with a spouse or a child in a student housing on the terms set out in separate provisions;
 - 9) receive 50% discount on public transport fees.

§ 17

1. The student's duties include, in particular, taking full advantage of the learning opportunities offered by UR and following the content of the oath, the UR Student Code of Ethics and the UR Study Regulations.
2. In particular, the student is obliged to:
 - 1) care for student's dignity and Ur's good name;
 - 2) comply with internal regulations in force at the UR;
 - 3) behave in accordance with the principles of decency and the UR Student Code of Ethics;
 - 4) respect UR's material assets;

- 5) participate actively in didactic classes;
 - 6) become familiar with the conditions for receiving credit for didactic and practical classes;
 - 7) pass examinations and obtain credits within the specified deadline, undergo vocational training and complete other requirements provided for in the study programs;
 - 8) promptly pay the fees for educational services provided and other fees collected by UR based on separate provisions, made available in BIP on the UR website and made available via the electronic WU system;
 - 9) have an active account in the WU system and check it regularly;
 - 10) submit a declaration in the WU electronic system regarding the elective subjects specified in the study schedule in a given semester / year;
 - 11) comply with the provisions contained in the contract for the provision of educational services in cases where the contract has been concluded;
 - 12) settle with the university in case of leaving it;
 - 13) notify the Dean's office without delay about any change of name and correspondence address or e-mail address, and in case of a foreigner about any change of citizenship or other data affecting the status of a foreigner in the University;
3. A foreigner undergoing studies has all the rights and obligations arising from internal regulations in force at the university, with the proviso that the right to material assistance and the right to apply for a place in a student home is determined in the mode and on the conditions regulated by separate regulations.
 4. The student's rights and obligations shall expire upon graduation or final deletion from the students roster.
 5. A person who completed first-cycle studies shall retain student rights until October 31st in the year in which they graduated except for the right to the students' benefits referred to in the Act.

§ 18

for violation of the provisions in force at the university and for acts violating the dignity of the student he or she bears full disciplinary responsibility or is held accountable on the principles set out in the Act.

Chapter 6 ORGANIZATION OF THE ACADEMIC YEAR

§ 19

1. The academic year lasts from October 1 to September 30.
2. The detailed organization of a given academic semester-wise regarding deadlines for didactic classes, holidays and holiday breaks as well as exam sessions is determined by the Rector in a separate regulation.
3. The College's Didactic Council in its schedule of classes in a given academic year may provide for a deadline for starting classes different than the one specified in section 1. This deadline shall be communicated by the Dean to students on the College's websites and bulletin boards no later than 14 days before the start of the semester.
4. In the event that the last semester of engineering studies (seven semesters) includes a smaller number of teaching weeks than 15, the decision on the schedule of classes in the last semester shall be taken by the Dean at least four months before its commencement, subject to § 49 section of these regulations.

Chapter 7 THE COURSE OF STUDY

§ 20

1. Studies take place according to the study program.
2. The schedule of studies is announced to the students by the Dean one month before the start of the new education cycle at the latest.
3. The Dean informs students about the schedule of classes for full-time and part-time studies 14 days before the start of classes.

§ 21

1. The grading period in the course of study is a semester.
2. The condition for passing the semester is getting credits for all classes and meeting other requirements covered by the study program.
3. All classes included in the study program are compulsory.

4. If the study schedule provides for the elective classes, the declared classes are compulsory.

§ 22

1. A student may study in IOS mode.
 2. The basis for applying for studies in the IOS mode is:
 - 1) a certified disability or a serious illness which significantly impedes attendance at compulsory classes confirmed by a certificate issued by an authorized physician;
 - 2) part of studies at a domestic or foreign university;
 - 3) admission to studies in the mode of confirming learning outcomes;
 - 4) using short-term leave from classes;
 - 5) the student's pregnancy confirmed by medical examination - in full-time studies;
 - 6) not using the leave referred to in § 46 section 3 by a full-time student who is a parent.
 3. The basis for granting student an IOS status may also be:
 - 1) studying simultaneously in at least two full-time fields of study, documented by actual collision of classes and confirmed by obtaining high academic results;
 - 2) reasons justified by the specificity of the field of study which objectively do not support the student's application for granting a student leave of classes or changing the form of study into part-time;
 - 3) participation in sports competitions at national or international level preventing attendance at compulsory didactic classes;
 - 4) obtaining outstanding scientific achievements or participation in research activities conducted by UR outside the basic study program.
- 3a. IOS may particularly provide for:
- 1) individual selection of classes or groups of classes, methods and forms of education;
 - 2) modification of the rules of conducting and passing classes, provided that the learning outcomes assumed for the subject are achieved

- 3) modification of a weekly schedule of classes, if possible, by selecting a class group and/or hours of classes in a way to enable to implement the current study program, adapting to the student's time capabilities;
 - 4) changing dates of exams and credit tests after having discussed it with a teacher conducting the class."
4. Up to 14 days before the start of the didactic classes a student submits the application for IOS to the Dean.

5. A student who has received consent for IOS is required to individually settle the method of implementing learning outcomes and their verification with the teachers, subject to § 26 section 4 in particular:
 - 1) individual choice of a group as part of didactic classes or implementation of learning outcomes with partial or total lack of participation in contact classes;
 - 2) the date and method of verifying the learning outcomes, with the proviso that this date may not exceed the dates of the exam session specified by the Rector's order.
6. Consent to study in the IOS mode is issued for a semester or year of study, with the proviso that:
 - 1) in case of a pregnant student and a student who is a parent at full-time studies, the Dean may not refuse granting IOS to pursue studies at a field and level until they are completed;
 - 2) in the case referred to in section 3a item 1 the consent to IOS may relate to classes in one or several semesters or the entire course of study.
7. At the student's request, the Dean withdraws the consent concerning IOS.

§ 23

1. A student may be admitted to a specific field of study, level and profile of education in the course of confirming learning outcomes, as referred to in § 8 section 1 point 2 of these regulations.
2. Detailed rules and the admission mode in the course of confirming learning outcomes are governed by separate provisions.
3. At the request of a student, accepted in the mode referred to section 1, submitted no later than 14 days from the day the semester begins, the Dean issues a decision on crediting classes recognized in the learning outcomes verification process.
4. For completed classes (subjects) recognized in the course of confirming learning outcomes, the student receives the number of ECTS points assigned to these classes, in a total dimension not exceeding 50% of ECTS points assigned to a given study program at a given level and profile.
5. Completed classes (subjects) recognized as a result of confirming learning outcomes are recorded in the documentation of the course of study specified in § 40 section 2 by entering "passed".
6. The studies grades average does not include classes passed in the mode of confirming learning outcomes.
7. Passed classes (subjects) as a result of confirmation of learning outcomes are listed in the diploma supplement.

§ 24

1. Program internships are an integral part of the study program adopted by the UR Senate.

2. The head of the field of study coordinates the organization and course of professional program internships.
3. The regulations of organizing and conducting program internships and their schedule are approved by the Dean and communicated to students 14 days before the beginning of the academic year.
4. Didactic and organizational guardianship over students during the academic year is the responsibility of the internship coordinator appointed by Vice-Rector for Student Affairs and Education.
5. Detailed rules for the organization and implementation of program apprenticeships, including the duties of internship coordinators, are specified by the Rector's ordinance.
6. The completion of program internships takes place based on the Regulations referred to in section 3, with the reservation that the internship can also be credited based on:
 - 1) a document certifying working or volunteering, undergoing internship or apprenticeship, including the ones abroad, if its nature meets the requirements provided for in the apprenticeship program, unless the provisions on their implementation provide otherwise;
 - 2) student's participation in a science camp.
7. Completing student internship is one of the conditions for passing a semester or completing studies.

Chapter 8

COMPLETING A SUBJECT, SEMESTER OR YEAR

§ 25

1. The condition for passing the subject is the student's participation in the didactic classes provided for in the study program in the given field, obtaining credits or positive grades from them and passing the exam, if provided for in the study program.
2. A condition for the student's participation in the didactic classes provided for in the study program, particularly in case of the general academic or optional subject, may be a prior enrollment in classes in accordance with the enrollment rules set out in separate regulations.

§ 26

1. The student is obliged to immediately justify any absence from classes covered by the schedule of classes in a given semester.

2. Absence in class, is justified by the teacher taking into account as follows:
 - 1) student's illness confirmed by a medical certificate;
 - 2) probable random event preventing class attendance;
 - 3) confirmed student participation in the meetings of the collegiate bodies of the University, the College or the bodies of the UR Student Government, as well as in the meetings of the committees (teams) to which they have been appointed;
 - 4) participation in scientific conferences, seminars and other works for which he has obtained the consent of the university or college authorities.
3. Justification of the student's absence should take place in a reliable and credible manner, immediately after the reason for the absence has ceased, but no later than at the next class.
4. The person conducting the classes determines the manner and date of compensating didactic or practical backlog, caused by the student's justified absence, and in case of a student studying in IOS mode, sets the conditions for the implementation of learning outcomes and their verification.

§ 27

1. Getting a pass or a positive grade from classes is given at the end of classes in given subjects in the semester.
2. Refusal to pass classes or other obligatory classes takes place in the form of a teacher's entry in the electronic WU system, and in case of a student having an index also in the paper index, an unsatisfactory grade - when the pass is a grade or "credit not obtained." - when the credit is unrated.
3. In the absence of a credit or a positive grade in compulsory classes followed by an exam, a student may not take an exam in this subject. In this case, the examiner enters a negative mark in the WU system within the basic deadline.
4. The student has the right to pass the didactic classes according to the rules specified by the teacher in the syllabus. At the latest on the date of the retake examination session, a student may obtain a pass or take the exam referred to in section 3.

§ 28

1. The following grading scale is used to complete the course:
 - 1) very good 5.0;
 - 2) good plus 4.5;
 - 3) good 4.0;

- 4) satisfactory plus 3.5;
 - 5) satisfactory 3.0;
 - 6) unsatisfactory 2.0;
 - 7) passed – zal.;
 - 8) not passed - nzal.
2. Seminars, proseminars and lectures, including University-wide lecture, are credited in by being entered in the WU electronic system, and in case of students who have an index book also manually on the paper, with the abbreviation 'passed'
 3. The diploma seminar at the last semester may be completed not earlier than after the supervisor's approval of the thesis.

§ 29

1. A student is obliged to submit exams within the dates of the exam session specified in the organization of the academic year. Detailed deadlines for passing individual subjects are set by the examiner by agreement with the students.
2. The conditions of admission to take credit tests and / or exams as well as the principles and the form of conducting it are specified in the syllabus by the subject who announces them to students within two weeks of the start of classes.
3. The student has the right to take a credit test and / or an exam twice, subject to § 34 section 2.
4. A student may take an exam in a given subject during the retake examination session if he / she has not previously passed the exam in this subject for justified reasons or has not obtained an at least satisfactory grade.
A retake exam to improve a positive grade is not allowed.

§ 30

1. Immediately after passing the exams provided for in the schedule of the exam session and after completing all subjects and program-based apprenticeships required in a given semester - no later than on the last day of the exam session in the basic period - a student who has a paper index must submit it in person to the Dean's office.
2. A student who does not meet the criteria specified in section 1, may obtain missing credits and pass examinations - no later than on the last day of the resit examination session - a student who has a paper index is obliged to submit it to the Dean's office in person.

Chapter 9
CONDITIONS AND MODE OF OBTAINING CREDIT AND SITTING EXAMS

§ 31

1. Exams and / or credits concern subjects indicated in the study program. The exam and / or credit for each subject in the study program takes place separately and is subject to a separate assessment.
2. The exam and / or credit is conducted by the given subject teacher. If the didactic classes in a given subject are taught by more than one teacher, the exam may be conducted collectively by these teachers, on the principles set out by the Dean or by one of those subject teachers appointed by the Dean.
3. The schedule of exams and retake exams prepared by the units conducting individual fields of study is announced to the students not later than two weeks before the beginning of the exam session.
4. In exceptional cases, the Dean may specify a different exam date than the one indicated in the schedule referred to in section 3 or authorize another teacher, a specialist in a given or related matter, to conduct the exam. This deadline is communicated to students via the WU electronic system or the College's website two days before it is carried out.
5. When taking the exam and / or credit test, the student, if called by the person conducting the exam and / or passing, is required to present an identity document.
6. The results of exams and / or credit notes are announced to students via the electronic WU system.
7. The results of the exams and / or credits should be announced no later than 7 days from the date of the exam and / or credit test. If the exam and / or credit test was carried out orally, the result of the exam and / or credit is given to the student immediately after conducting it.
8. Student's assessed written work is made available to the student at his/her request. The examiner holds students' written works for 1 year from the date of the examination and / or credit assessment."
9. The exam and / or a retake should not take place earlier than 7 days after the announcement of the result of the exam and / or pass.

§ 32

1. Entries in the electronic WU system are made on the dates of the examination session at the latest, determined by the Rector's order, referred to in § 19 section 2.

2. If, in the student's opinion, the grade entered into the WU system differs from the obtained one (read, posted on the bulletin board or posted on the website), the student may report data incompatibility to the teacher / exam and / or pass within 3 days from the date of entering the assessment in the WU system, unless the teacher has specified that he provides information on the results only by entering them in the WU system. In the event of difficulties with reporting such a matter to an examiner or creditor, it should be reported to the Dean.
3. If there are discrepancies between the results data, the person entering the exam grade/credit into the system verifies them in the WU system.
4. Failure to submit comments and reservations concerning the grade/credit or to notify about its lack in the WU system equals accepting the information contained in the WU electronic system.

§ 33

1. Not attending the exam or credit test at the set date without any excuse results in entering an unsatisfactory grade or "nzal" by the academic teacher in the WU system, and in case of students who have an index also in the paper index. This also means that the student may not retake the exam or test as the first approach.
2. Absence at the exam and / or credit test can be justified at the student's request by an examiner or a creditor who may take into account, in particular, the reasons referred to in § 26 section 2.
3. Justification of student's absence should be done in a reliable and credible way, immediately after the reason for the absence has ceased.

Chapter 10 **REPEATING THE SUBJECT, SEMESTER OR YEAR**

§ 34

1. In relation to a student who has not received credit for the subjects required in a given semester, as referred to in § 27 section 1 and § 31 section 3, the Dean shall issue a decision on:
 - 1) repeating a semester or year - at the student's request submitted within 7 days of the end of the retake exam, or
 - 2) removal from the students' roster.
2. If the student fails to use two dates in the examination period for extremely important reasons, referred to in § 26 section 2, and files a reasoned request the Dean may agree to restore the exam date and / or grant the student conditional promotion to the next semester, however not longer than:
 - 1) until March 31st in the winter semester;
 - 2) until September 30th in the summer semester.

§ 35

1. A student who failed to pass the exam or did not pass the exam in only one subject or did not obtain the credit for the program of professional practice covered by the schedule of studies in the given semester, he or she may obtain the Dean's consent to repeat the failed subject or professional practice with simultaneous conditional promotion to the next semester or year.
2. The right to conditional promotion referred to in section 1 does not apply to the subject undertaken in the course of covering the curricular disparity as well as the final year students, subject to section 4.
3. In case of obtaining a positive credit for a given subject, which the student must repeat due to failing to pass the exam in that subject, he / she is obliged to take them again and obtain a credit for them in to following semester.
4. If the student does not pass the diploma seminar during the last semester of studies, the Dean may issue a decision to repeat it, without having to repeat all subjects from a given stage of study. A student should be entered on students' roster in the relevant semester in the following academic year, provided that the program of study of the given faculty is implemented during the semester. In this case, the student's education cycle is extended.
 - 4a. A student who passed the repeated subject in the mode specified in section 1 and did not obtain a credit for the subject from the current semester, may obtain the Dean's consent to repeat the failed subject with a conditional credit for the next semester
5. If the student fails to complete the subject referred to in sections 1 and 4, he/she may apply to repeat the semester/year in which the non- passed subject is included in the study schedule, even though he has obtained credits and passed all exams included in the study schedule for the following semester/year for which he obtained a conditional promotion in the manner specified in sections 1 and 4.
6. If the student has not obtained the credit for the following semester, during which he was enrolled in the mode specified in section 1 he or she may apply only for repeating the semester in which the repeated subject is carried out. In the electronic system of the University 10 student is enrolled for the semester during which the repeated subject referred to in section 1 is being conducted.
7. If a student repeated a semester / year for the reasons specified in section 5 and obtained all the credits and passed all the exams included in the study schedule in the repeated semester and the following (conditional) semester or year, the Dean credits him this semester and the following semester or year.
8. If a student does not pass a subject which failure to complete prevents him / her from continuing his studies in the following semester / year (sequential subject), then he / she may apply to the Dean only for repeating the semester in the following academic year. The Dean, after having received an opinion from the College's Didactic Council, specifies which subjects may not be repeated on the terms referred to in section 1

and informs students on the College's website 14 days before the beginning of the semester.

9. A student who has obtained permission to repeat a failed subject in the manner specified in section 1, and the same subject is not conducted in the next academic year (education cycle), the Dean designates another subject with the same number of hours and ECTS points and in line with the learning outcomes as the repeated subject, which the student is required to pass.
10. In the event of failing to complete the apprenticeship within the deadline set in accordance with the internship plan the Dean sets an additional date for the student to complete the apprenticeship within the time limits referred to in § 49 section 4.
11. In regard to the repetition of classes referred to in sections 1, 4 and 4a, due to unsatisfactory results in education, UR charges fees in the amount specified by the Rector's order applicable to the student from the academic year at which the student started studies and informs about the fact of charging the fee in the electronic WU system.

§ 36

1. A student who repeats a semester / year is obliged to participate in didactic activities and pass examinations and obtain credit for all failed classes provided for in a given stage of study.
2. Positive grades obtained for subjects in a failed (repeated) semester / year are included in the electronic system Uczelnia 10 at a given stage of study.
3. Student obtains credit for subjects (all forms of classes required to pass the subject) both passed and failed in the previous semester / year necessary to reach learning outcomes and assign a proper number of ECTS points to the repeated subject at a given stage of study.
4. In case of a student repeating a semester as a part of a transfer to another field of study, sections 6 and § 12 are applied respectively.
5. All grades obtained for the subjects included in the course of study, including grades based on which the student repeats a semester, shall be taken into account when calculating the arithmetic average of grades in the WU electronic system.
6. The student referred to in paragraph 1 is obliged to make up for any program difference resulting from the extension of the education cycle.
7. In regard to the repetition of classes referred to in section 1, due to unsatisfactory academic results, UR charges fees in the amount specified by Rector's ordinance student order applicable to the student from the academic year at which the student

started studies and informs about the fact of charging the fee in the electronic WU system.

Chapter 11

CONDITIONS FOR TAKING CLASSES AND OBTAINING CREDITS IN FOREIGN LANGUAGES

§ 37

1. In the field of study conducted in Polish, selected classes, thesis and the diploma examination may be carried out in a foreign language. Due to the specificity of the field of study, compulsory subjects may be taught in a foreign language specified in the study program, if this subject is taught simultaneously in Polish.
1. The Dean, in consultation with the teacher of the subject or another form of classes, may agree to pass certain classes, including written essays, in a foreign language.
2. The diploma thesis may be prepared in a foreign language, with the consent of the supervisor and in consultation with the Dean.
3. If the diploma thesis has been prepared in a foreign language, the Dean, at the student's or supervisor's request, may agree to conduct the diploma examination in the language in which the student prepared the thesis.
4. In the field of study conducted in a foreign language, all classes indicated in the study program are conducted in a foreign language. A diploma thesis and diploma exam are also prepared in a foreign language.

Chapter 12

STUDYING CONDITIONS FOR STUDENTS WITH DISABILITIES

§ 38

1. At the request of a student with a disability, the Dean agrees to adapt the teaching resources to the student's needs, if it is justified by his/her dysfunction or his/her needs specified in the submitted medical certificate.
2. At the request of a student with a disability, the Dean agrees to change the method and the conditions of didactic classes if it is justified by his/her dysfunction. The Dean also determines the appropriate way of conducting the classes, while maintaining the specificity of the field of study or selected subjects.
3. A student with a disability, due to the dysfunction or needs referred to in section 1, in justified cases, may use technical means to record the content of teaching in the

form of image or sound for its own use, as well as use an assistant to record the content of these classes.

4. If it is justified by the student's disability, the Dean may consent to use assistants of the disabled, including sign language interpreters, may participate in classes, exams and credit tests.
5. At the request of a student with a disability, the Dean may agree to change the form of the exam or credit test. The student submits the application to the Dean within 14 days before the scheduled date of completing the course or other form of classes, indicating the proposed alternative form of exam or credit test or extending their duration, due to dysfunction.
6. At the request of a student with partial disability, in consultation with the Dean, additional classes may be organized at the University to support students with disabilities, taking into account:
 - 1) student's disability,
 - 2) the type of classes to be organized,
 - 3) financial means necessary to cover the costs of these classes.

Chapter 13 **EXAM BEFORE A BOARD OF EXAMINERS**

§ 39

1. The student has the right to apply for an evaluation of his/her knowledge, skills and social competences before a board of examiners.
2. The examination before a board of examiners may take place on the Dean's initiative, at the request of a student or the College's student government.
3. The Dean may appoint a board of examiners to check knowledge, skills and social competences of a student who has not obtained the required credit for didactic classes or has received an unsatisfactory final exam grade.
4. The basis for agreeing to appoint a board of examiners to check knowledge, skills and social competences referred to in section 3, can only be justified by an incorrect way of conducting the exam.
5. An application for a board of examiners' check of knowledge, skills and social competences must reliably justify the premise referred to in section 4.
6. An application for board of examiners' verification of knowledge, skills and social competences should be submitted by the student to the Dean's office within 7 days from the day the results of the re-sit examination are announced or of the day of the refusal to grant credit.
7. A board of examiners' verification of knowledge, skills and social takes place within the time limit set by the Dean, subject to section 11.

8. The exam or assessment takes place in a written or oral form before a board of examiners consisting of:
 - 1) the Dean or a teacher authorized by him having at least a doctoral degree - as the chairman;
 - 2) the examiner who carried out the previous exam or the teacher who conducted the classes for which the student did not receive credit, or another teacher - a specialist in the field assessed, appointed by the Dean in exceptional cases;
 - 3) second teacher - a specialist in the field assessed or a specialist in a related subject, or a teacher appointed by the Dean, who has at least a doctoral degree.
9. A student in the application for an assessment before a board of examiners may indicate an observer from the members of the UR Student Government. The observer's failure to appear at the exam does not suspend the exam. The Board may refuse to admit an observer if his/her behavior during the assessment prevents its proper conduct in an objective manner. In this case, the student cannot indicate another observer.
10. The decision of the Board, referred to in section 8, on the completion of classes or passing an exam is final. The exam is protocolled.
11. Exams before a board of examiners take place within the following dates:
 - 1) until March 31st in the winter semester;
 - 2) until September 30th in the summer semester.

Chapter 14 **DOCUMENTATION OF THE STUDY**

§ 40

1. The documentation of the course of study includes:
 - 1) student album;
 - 2) student files;
 - 3) book of diplomas.
2. The course of study at UR is documented in:
 - 1) periodic student achievement cards evaluated based on data collected in the WU system and being a printed from the Uczelnia 10 electronic system;
 - 2) course completion reports prepared on the basis of data collected in the WU system, which are printed from the system, signed by the examiner or the creditor;

- 3) the report from the board of examiners' assessment supplemented and signed by the examiners;
 - 4) e-index which is a record of student study data in the WU system;
 - 5) paper index, if it was issued at the request of the student.
3. At the student's request, the Dean's office issues a confirmed printout from the Uczelnia 10 electronic system documenting the course of study.
 4. At each stage of study, the student has access to documentation of the course of study in an electronic form by logging into the WU electronic system.
 5. Detailed rules for the electronic documentation of the course of higher education are set out in separate provisions.
 6. In case of the fields of study conducted in English, foreign students other than those who speak Polish may receive documents related to the course of study in Polish as well as in English.
7. The completion of studies is documented in:
 - 1) the diploma exam report which is a printout from the Uczelnia 10 electronic system supplemented with information concerning the course of the exam, signed by authorized persons;
 - 2) student album;
 - 3) the book of diplomas;
 - 4) paper index, if the graduate has it.

Chapter 15

METHODS USED FOR EXPRESSING STUDENT'S ACHIEVEMENTS IN LINE WITH ECTS POINTS

§ 41

1. The points system used in the university complies with the ECTS standard (European Points Transfer and Accumulation System).
2. All classes, including student internship and the preparation of the diploma thesis, which are provided for in the study program, are allocated a specific amount of ECTS points. The amount is determined by the UR Senate in the study program.
3. The allocated ECTS points reflect the student workload necessary to achieve the assumed learning outcomes and to pass the subject.

4. During exams and credit tests, the following grades and corresponding grades in the ECTS system are used:

Very good	bdb	5,0	A (in the ECTS system)
Good plus	+db	4,5	B (in the ECTS system)
Good	db	4,0	C (in the ECTS system)
Satisfactory plus	+dst	3,5	D (in the ECTS system)
satisfactory	dst	3,0	E (in the ECTS system)
unsatisfactory	ndst	2,0	F, FX (in the ECTS system)

Chapter 16 DELETION FROM THE STUDENT ROSTER

§ 42

1. The Dean removes the student from the students roster in case of:
 - 1) not taking up studies;
 - 2) receiving a written resignation from studies;
 - 3) failing to submit a diploma thesis or diploma exam on time;
 - 4) carrying out a disciplinary penalty of expulsion from the university.
2. The Dean may delete a student from students roster in case of:
 - 1) a lack of participation in the obligatory classes;
 - 2) no progress in learning;
 - 3) failure to obtain credit for a semester or year within the specified period of time;
 - 4) unpaid fees related to studies.
3. Before issuing a decision to remove the student from the roster referred to in section 2, the student is notified in writing of the grounds for the removal and summoned to present oral or written explanation within 7 days from the date of receiving the summon.
4. The notification referred to in section 3, is delivered against a receipt.
5. Removal from the student roster is ordered by means of an administrative decision.

Chapter 17
LEAVES OF ABSENCE

§ 43

1. Upon a student's substantiated and documented application who has completed the first semester of studies, the Dean may, subject to § 45, grant long-term leave lasting no longer than jointly:
 - 1) two semesters on first- or second-degree studies;
 - 2) four semesters at uniform Master's studies.
2. The application referred to in section 1, the student shall submit to the Dean's office not earlier than after he has obtained credits for all classes and apprenticeships, if provided for in the study program, concerning the examination period preceding the submission of the application.

§ 44

1. Upon a student's substantiated and documented application, the Dean may, subject to § 45, grant permission for a short-term leave in connection with illness or a fortuitous event during the course of teaching, for a period not longer than one month. A student may submit an application for short-term leave no more than three times during his studies.
3. The application referred to in section 1, shall be submitted to the Dean no later than within 7 days of the date the cause justifying the granting of leave has occurred.

§ 45

1. Leaves of absence, referred to in § 43 and § 44, can not be granted based on unsatisfactory results achieved by the student or failing a semester in particular.
2. Granting a leave of absence, referred to in § 43 and § 44 is confirmed by an appropriate entry in the electronic system Uczelnia 10, and in case of students who have an index also in the paper index.
3. Granting a leave after completing the last semester is not allowed.
4. A student may submit a written cancellation of leave no later than:
 - 1) 14 days from the date of receiving the consent for long-term leave;
 - 2) 7 days from the date of receiving the consent for short-term leave.

§ 46

1. A pregnant student and a student who is a parent have the right to a leave from classes, including a leave from classes with an option to take part in the verification of learning outcomes specified in the study program.
2. A student who is a parent applies for the leave referred to in section 1, within a year of the child's birth.
3. The leave as referred to in section 1, is granted by the Dean to:
 - 1) pregnant students - for the period up to the day the child is born,
 - 2) a student who is a parent - for up to a year- except for if the end of the leave falls during the semester, then the leave is extended until the end of the semester at the student's request.

§ 47

1. During the leave the student retains the rights of the student. The right to use material assistance during the leave is defined by separate provisions.
2. During the leave, a student may, with the Dean's consent, take part in some classes, undergo program internships and participate in verification of the learning outcomes specified in the study program (take credit tests and exams).
3. If the leave was granted for health reasons, the student must submit a certificate issued by an authorized physician stating that there are no contraindications to allow the student to participate in classes, credit tests, exams or internships.
4. A student enrolled in a second or subsequent field of study may apply for leave on all courses at the same time or only on one of them.
5. Within 14 days of the beginning of the classes in the semester following the end of the leave, the student is obliged to notify the relevant Dean's office of the fact of retaking up studies.
6. A student returning from a leave is obliged to make up for any program difference.

Chapter 18 GRADUATION

§ 48

1. The student prepares the diploma thesis under the guidance of an academic teacher of his choice - a supervisor who has at least a doctoral degree. In case of fields of study conducted on the basis of educational standards, the supervisor of a diploma thesis is a person who meets the requirements set out in these provisions.
2. The diploma thesis is prepared as a part of a diploma seminar or diploma studio. The condition for passing the diploma seminar or diploma studio during the last semester is that the student prepares the diploma thesis and is admitted to the diploma exam by the supervisor.
3. The rules for enrolling in seminar groups, changing the diploma seminar (bachelor's, engineering, master's or artistic) and the list of supervisors authorized to conduct them are determined by the College's Didactic Council, and the supervisors of diploma theses are reported by the Institute Council.
4. In justified cases, at the request of a thesis supervisor, the College Didactic Council may agree to appoint an auxiliary supervisor. An auxiliary supervisor can also be a person from outside the university, in particular from the socio-economic environment, having a master's degree, competences and experience in the field of thesis.
5. Topics of theses should be determined in the first semester of participation in the seminar. Topics of diploma theses are approved by the institute council.
6. The thesis is assessed by the supervisor and reviewer. Reviews of the diploma thesis are public and made available to any person who submits such a request.
7. The diploma thesis is reviewed by a teacher with an academic degree of professor or an academic degree of doctor with habilitation or doctor. If the thesis supervisor is a teacher with a doctoral degree, then the reviewer is a teacher with at least a postdoctoral degree.
8. The final grade of the diploma thesis is the arithmetic average of the supervisor's and reviewer's grades. § 28 section 1 and § 52 section 2 shall apply accordingly.
9. The supervisor verifies the written thesis for plagiarism using JSA. Detailed rules for the operation of the anti-plagiarism procedure in UR are set out in separate provisions.
10. In case of a negative assessment of the diploma thesis issued by the reviewer, the decision concerning the admission to the diploma examination is made by the Dean, after seeking the opinion of an additional reviewer.
11. In case of a negative assessment of the diploma thesis after considering the procedure referred to in section 10, at the student's request, the Dean issues the decision to repeat the diploma seminar.

12. Requirements that should be fulfilled by the diploma thesis and detailed rules for conducting diploma examinations are set by the College's Didactic Council.

§ 49

1. The condition for completing studies and obtaining a diploma is:
 - 1) achieving learning outcomes specified in the study program;
 - 2) positive grade for the diploma examination;
 - 3) positive assessment of the diploma thesis issued by the supervisor and reviewer, if provided for in the study program.
2. The conditions for admission to the diploma examination are as follows:
 - 1) meeting the conditions referred to in Article 1 sections 1 and 3;
 - 2) submitting the documents referred to section 3 points 1-4;
 - 3) fulfilling all obligations arising from the provisions in force in College.
3. The following documents should be submitted to the Dean's office not later than two weeks before the diploma exam:
 - 1) the diploma thesis together with the electronic record (CD or DVD);
 - 2) statement of thesis authorship;
 - 3) paper index if the course of study was documented therein;
 - 4) other documents necessary to issue the diploma, in particular: up to date personal data, a photograph (if required) and a payment confirmation if required.
4. The student is required to take the diploma examination no later than:
 - 1) March 31st if the studies end in the winter semester;
 - 2) September 30th if the studies end in the summer semester.
5. If a student doesn't take the diploma exam or fails it, the Dean, at the student's request, designates the second examination date as final, subject to the deadlines specified in section 4.
6. A student who submitted the diploma thesis together with the required documents to the Dean's office within the dates specified in section 4 and did not take the

diploma examination, applies to the Dean to extend this deadline. The Dean may extend the period referred to in section 1 by a maximum of one month, as referred to in section 4. In the Uczelnia 10 system, the student is assigned the status of pending diploma exam.

7. In the event of a negative grade for the diploma examination, the Dean shall issue:
 - 1) a decision about removing the student from the roster;
 - 2) a decision about the repetition of the diploma seminar at the student's request submitted up to 7 days from the date of the diploma examination.
8. The diploma examination board, when determining the grade from the diploma examination, does not take into account the negative grade referred to in section 7.

§ 50

1. The diploma exam takes place before a board appointed by the Dean, composed of:
 - 1) the Dean or a teacher appointed by him having at least a doctoral degree as a chairman;
 - 2) supervisor or, in exceptional justified circumstances preventing participation in the supervisor's commission, another teacher specializing in the subject or subjects covering the theme of the thesis;
 - 3) the reviewer or, in the event of exceptional justified circumstances preventing participation in the reviewer's committee, another teacher, if possible, a specialist in the subject or subjects covering the theme of the diploma examination, holding at least a doctoral degree.
2. Taking into account the specificity of the field of study, the Dean may decide to expand the composition of the committee referred to in section 1.
3. When determining the final grade entered on the diploma, the board takes into account the total of the means:
 - 1) 60% of the arithmetic average of grades obtained during studies;
 - 2) 20% of the arithmetic average of the grades for the diploma thesis;
 - 3) 20% of the arithmetic average of the grades obtained during the diploma exam.
4. In fields where artistic work is a part of the thesis, the board takes into account the sum of the means:

- 1) 40% of the arithmetic average of grades from the course of study;
 - 2) 20% of the arithmetic average of grades for the theoretical part of the diploma thesis;
 - 3) 20% of the arithmetic average of grades for the artistic part of the diploma thesis;
 - 4) 20% of the arithmetic average of the diploma exam grade.
5. The date of graduation is the date of submitting the diploma examination, and in case of medical studies, the date of passing the last exam required for the study program or the date of obtaining final credit.
 6. The basis for determining the final grade entered on the diploma for the medical field is the arithmetic average of the course of study, taking into account the requirements specified in § 52 section 2.
 7. In physiotherapy, the date of graduation is the date of passing the last internship provided for in the study program.

§ 51

1. At a student's or supervisor's justified request, the Dean may agree to an open diploma examination.
2. The student submits the application referred to in section 1, at the Dean's office together with the thesis submission, indicating the people who may take part in the diploma examination.
3. Information about an open diploma exam is posted on the bulletin boards and websites of the College, at least 7 days before the exam.
4. Open diploma exam consists of an open part, in which participants of the open exam can take part in the discussion related to the topic of the thesis, and the classified part.
5. Participants of the open diploma exam who are not members of the board may neither ask questions nor participate in the classified part of assessment. In the classified part, the board determines:
 - 1) the final grade for the diploma thesis;
 - 2) the grade for the diploma examination;
 - 3) the final grade for graduation (grade entered on the diploma).

§ 52

1. In the graduation diploma the following scale of grades is used: very good, good plus, good, satisfactory plus and satisfactory.
2. Taking into account the principles referred to in § 50 sections 3, 4 and 6, the final grade entered on the diploma shall be as follows:
 - 1) up to 3.25 - satisfactory;
 - 2) from 3.26 to 3.75 - a satisfactory plus;
 - 3) from 3.76 to 4.25 - good;
 - 4) from 4.26 to 4.75 - a good plus;
 - 5) from 4.76 - very good.
3. If the arithmetic average of the grades obtained from the course of study is lower than or equal to 3.00, the commission may not enter the final grade for the graduation diploma higher than satisfactory.

§ 53

1. A graduate of the UR receives a diploma confirming higher education degree and a professional title in a given field and profile.
2. Within 30 days from the date of graduation, the UR issues the graduate a diploma along with its supplement and two copies.
3. On graduate's request, filed within the time limit specified in § 49 section 4, the UR issues one copy of the documents, referred to in section 2, in a foreign language within 30 days of the date of submitting the application.
4. The graduate has the right to keep an electronic student ID and paper index.
5. A graduate may apply for an additional release other than that indicated in section 3, a copy of the diploma or copy of the diploma supplement in a foreign language.

Chapter 19 AWARDS

§ 54

1. For outstanding achievements, a graduate of the UR may, at the Dean's request, receive Rector's Laurel or Rector's Recognition Diploma.
2. Outstanding graduates, at the request of the College's Teaching Council, may be awarded a Dean's Recognition Diploma or Dean's Congratulatory Letter.
3. Detailed rules and procedure for granting awards, as referred to in sections 1 and 2, are specified with separate provisions.

Chapter 20
TRANSITIONAL AND FINAL PROVISIONS

§ 55

1. The UR does not charge graduates who started their studies from the academic year 2019/2020 with any fees for issuing the documents mentioned in § 53 section 2.
2. Agreements reached with students who began their studies in the 2018/2019 academic year and in previous years, remain in force, in the scope of charging fees for issuing documents mentioned in § 53 section 2.
3. Foreigners who started their studies in the 2018/2019 academic year and in previous years, continue their studies based on the current rules.

§ 55 a

In cases justified by extraordinary circumstances threatening life or health of the members of the UR academic community, the Rector, in consultation with the Student Government, by way of an ordinance, may temporarily introduce other rules for the course of studies, taking into account the degree of risk and universally binding provisions, respectful of student rights.

§ 56

The Study Regulations come into force October 1st, 2019 and apply to students who began their studies in the 2019/2020 academic year and earlier.

President of the Senate
of the University of Rzeszów
Rector
prof Sylwester Czopek, PhD