

Annex to Resolution No 1/457
UTP Senate of 28 April 2021.

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University of Science and Technology
in Bydgoszcz**



Study Regulations

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Glossary of terms used in the Study Regulations:

- **study cycle** - a full period of study as defined by a curriculum, including a study plan,
- **course cycle** - the time taken to complete the curriculum for a given course/subject, ending on the last day of the exam session which immediately follows the courses completed,
- **learning outcomes** - the repertoire of knowledge, skills and social competences acquired through learning,
- **form of study** - full-time or part-time studies,
- **form of instruction** - lectures, recitation classes, laboratory classes, projects, field trips, foreign language/specialized foreign language classes, tutorials, seminars, outdoor workshops, workshops, placement-based learning (professional practice) etc.,
- **periodical student performance record** - a summary of the student's grades for a given semester together with information on whether the student was granted semester credit,
- **qualification** - a set of learning outcomes in the field of knowledge, skills and social competences, acquired in formal education, non-formal education or through informal learning, in accordance with the requirements set for a given qualification, whose achievement has been validated and formally confirmed by an authorised certification body,
- **full qualifications** - qualifications which are awarded exclusively within the educational system upon completion of specified stages of education and within the higher education and science system upon completion of specialised education, first-cycle studies, second-cycle studies and uniform master's studies and upon completion of a doctoral degree within the meaning of the *PSWiN* [Law on Higher Education and Science],
- **field of study** - a distinct part of one or more fields of science assigned to one or more or more scientific or artistic disciplines, provided at the University as specified in the study curriculum,
- **course-specific learning outcomes** - learning outcomes defined for a given field of study, level and profile as a part of the curriculum, established by the Senate, approved by the student council, taking into account the universal characteristics of the first cycle and the characteristics of the second cycle for the appropriate *PRK* [Polish Qualification Framework] level (respectively: 6 or 7),
- **identity card** - a document confirming the holder's student status as well as rights and obligations ensuing therefrom,
- **module of classes** - classes or groups of classes together with the designation of the learning outcomes for each module and the curriculum contents, forms and methods of study ensuring the achievement of these learning outcomes, as well as the number of ECTS points,
- **study plan** - an element of the study curriculum containing the names of courses/subjects, the time of their realization (semester), forms of instruction and their hourly duration, as well as ECTS credits awarded for completion,
- **Polish Qualification Framework (PRK)** - a description of eight qualification levels distinguished in Poland, corresponding to the respective levels of the European Qualification Framework, which was referred to in Annex II to the Recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualification Framework for lifelong learning (Official Journal of the European Union C 111 of 06.05.2008, p. 1),
- **validation of learning outcomes** - a formal process of verifying one's learning outcomes acquired in the process of learning,
- the **level of study** - first-cycle or second-cycle studies or a uniform master's studies,
- **profile** – general-academic or practical profile,
- **general-academic profile** - a profile where more than a half of ECTS credits are allocated to courses related to the research activity conducted at the university,
- **Practical profile** - a profile where more than half of the ECTS credits are allocated to practical skills,

- **study curriculum** - specifies the learning outcomes and describes the process leading to the achievement of these learning outcomes,
- **tutor** - academic teacher or other person conducting a **course/session** who has the competence and experience to properly conduct the course/tutorial, and to whom the dean of the faculty has assigned the task of conducting a course or a form of course provided for in the curriculum,
- **semester** (stage of study) - a part of the curriculum of a degree programme that is distinguished in the study plan, to be completed in a given teaching cycle,
- **student** - a person enrolled in a first-cycle, second-cycle or long-cycle programme of study who has been admitted and has taken an oath,
- **full-time degree programme** - a degree programme in which at least half of the ECTS credits covered by the curriculum are obtained through courses with direct participation of academic staff or other instructors and students,
- **part-time degree programme** - a degree programme in which less than a half of the ECTS points covered by the curriculum may be obtained with the direct participation of academic teachers or other instructors, while the number of teaching hours in the study plan shall be not less than 60% of the total number of
The number of hours of classes in the study plan shall not be less than 60% of the total number of hours of full-time studies in the same field, level and profile,
- **ECTS credit-based degree programme** - a degree programme in which a student's achievements and registration for the next semester are based on the accumulated number of ECTS credits; ECTS credits earned in successive semesters are summed up. The number of ECTS credits allocated to particular courses/subjects in a given field of study are specified in respective curricula,
- **first-cycle programme** - a programme of study open to applicants holding a secondary school leaving certificate and leading to a qualification at level 6 of the qualifications obtained in the framework of higher education,
- **second-cycle programmes** - programmes open to applicants who hold at least a level 6 qualification leading to a level 7 qualification obtained in the framework of higher education,
- **syllabus (course description)** - a substantive description of the course contents, the subject learning outcomes together with assessment methods, didactic methods, conditions for obtaining credit, literature and the estimated student workload,
- **Act** - the Act of 20 July 2018. (Journal of Laws of 2021, item 478 as amended) - Law on Higher Education and Science,
- **the value of the total ECTS credit debt in n semester** - the difference between the maximum total number of ECTS credits possible to obtain from semester 1 to n and the total number of credits actually obtained from semester 1 to n ,
- **course completion/** successful completion of classes - achievement of all the learning outcomes set out in the study curriculum for a given course, confirmed by positive assessment of all forms of classes or by obtaining examination credit.
- **course/subject** - a unit of a study curriculum comprising all forms of instruction with associated learning outcomes and ECTS credits,
- **elective classes** - subject/classes included in the study plans of a given faculty, the realization of which (so-called activation) depends on whether a group of students chooses a given class among alternatives.

GENERAL PROVISIONS

§ 1

1. Jan and Jędrzej Śniadecki University of Science and Technology in Bydgoszcz, hereinafter referred to as the University, provides full-time and part-time education.
2. The University provides access to all forms of studies and levels of education, in accordance with the applicable provisions of the effective law and the resolutions of the University Senate.
3. These Study Regulations define organisation of studies and the related rights and duties of students and is applicable to all fields, levels and forms of study offered at the University.
4. The Study Regulations apply to students of the University, students of other higher education institutions pursuing a part of the curriculum at the University, academic teachers and other persons conducting classes at the University, as well as other employees of the University.

§ 2

1. Admission to a course of study is effected by:
 - a) recruitment;
 - b) confirmation of learning outcomes;
 - c) transfer from another university or higher education institution abroad.
2. The conditions, procedure and deadlines for recruitment and the manner in which it is carried out are determined by the University Senate.
3. Admission to studies by confirming learning outcomes is specified in separate regulations.
4. Conditions for transfer from another university or higher education institution abroad are specified in §26 of these Regulations.

§ 3

1. A person admitted to the University begins his/her studies and acquires student rights as soon as he/she has taken an oath, the content of which is specified in the Statute of the University.
2. After taking the oath, the student receives a student ID card.
3. A student or graduate of a one field of study has the right to take up studies in the second and subsequent fields starting from the first year pursuant to the general admission rules.

§ 4

1. The Rector shall be the superior of all students at the University the Dean of a given faculty shall be their immediate superior.
2. The Rector oversees recruitment and the education process.
3. Individual student matters are dealt with through administrative decisions and adjudications. Administrative decisions are issued by the Rector. At Rector's discretion and upon his authorization, the decisions shall be given by the Vice-Dean for Education and Student Affairs, with the exception of decisions referred to in §26.5 a), made by the Rector or another person authorised by the Rector who holds a managerial position at the University.
4. Administrative decisions shall be issued in particular in the following cases:
 - a) removal from the list of students;
 - b) issuing a tuition fee waiver or reduction of the tuition fee;
 - c) declaring a diploma invalid;
 - d) suspension from student rights in the case referred to in Article 316(4) of the Act;
 - e) other cases arising from legislation.
5. To the decisions referred to in paragraph 4, the provisions of the Code of Administrative Procedure shall apply.

6. Individual student matters, other than those referred to in section 4, shall be dealt with by means of a decision. Decisions shall be issued without delay, but no later than within 14 days of the date of submission of an application or the occurrence of an event justifying their issue. The provisions of the Code of Administrative Procedure do not apply to the decisions referred to in this section.
7. If the student's application is upheld in full, the need for issuing the reasons for the administrative decision or ruling may be waived.
8. In individual student matters concerning the course of study:
 - a) the student submits the application in writing - in matters to be settled by an administrative decision;
 - b) a student submits an application via the Electronic Student Service System - in matters to be settled by a decision.
9. Applications submitted in writing shall bear the date of receipt, the name of the organisational unit and the signature of the person accepting the application/recipient.
10. If the application referred to in para. 8 item b is submitted via the Electronic Student Service System, the decision in such case shall be deemed to have been delivered on the day following the day on which the decision is entered into that system. A student shall be immediately notified of the decision being entered into the system by e-mail to the address at *utp.edu.pl* domain.
11. Administrative decisions issued at the first instance may be appealed for reconsideration to the Rector. The provisions concerning appeals against administrative decisions shall apply. An administrative decision issued by the Rector as a result of an appeal shall be considered final.
12. Decisions may be appealed against by submitting an application for reconsideration of the case to the rector via the Electronic Student Service System. The deadline for submitting such an application is 10 days of the date on which the student is notified of the decision in the manner described in para. 10. An application for reconsideration of a case should include the reasons justifying its submission. A decision issued in this mode is considered final and is not subject to appeal.
13. In all matters concerning the course of study, an application referring to a given semester must be submitted before the beginning of classes, unless otherwise specified in the regulations.
14. Within the scope referred to in this paragraph, the Rector may authorise the Vice-Dean for Education and Student Affairs to issue administrative decisions in the first instance on his/her behalf, and in the case of decisions in the second instance, Rector may authorize other persons holding managerial positions at the University.
15. The Rector may also authorise other officers of the University to represent the University with respect to the powers conferred upon them other than those indicated in this paragraph.

§ 5

1. The student body as a whole is represented by the student council, whereas an elected head of year and/or head of group is the representative of the students of a given year and course in the faculty.
2. The student self-government bodies shall be responsible for representing and protecting the interests of students in student affairs, social and cultural including.

ORGANISATION OF STUDIES

§ 6

1. The academic year begins on 1 October and runs until 30 September of the following calendar year.
2. The academic year includes:
 - a) instruction conducted in two semesters: winter and summer;
In full-time programmes, courses shall last no longer than 15 weeks in each semester. In part-time programmes classes shall be conducted in sets of sessions lasting from 2 to 3 days;
 - b) the duration of the four examination sessions during which no classes are conducted: winter, winter re-sit, summer, summer re-sit;
 - c) duration of work placements;

- d) holidays: in winter, spring, and summer.
- 3. The detailed organisation of the academic year shall be issued by the Rector after consultation with the student council and shall be published on the website of the higher education institution at least three months before the beginning of the academic year.
- 4. During the academic year, the Rector may establish days (hours) off classes for students of the University, and may specify whether there exists the need for compensation. The rules for compensating for such time off shall be specified by a given Dean.
- 5. During the academic year, Deans may establish hours off instruction and possible compensation thereof for students of a given faculty.

§ 7

- 1. The student self-government bodies shall have the right to participate in drawing up the timetable for full-time courses and the timetable part-time [extramural] didactic sessions.
- 2. The detailed schedule of classes and the timetable of extramural didactic sessions is determined by the Vice-Dean for Education and Student Affairs.
- 3. The timetable is communicated to the students in the student information system no later than 3 days before the start of the semester.
- 4. The timetable of teaching sessions of part-time [extramural] degree programmes is made available to students on the departmental website no later than one month before the beginning of a semester.
- 5. The timetable for examinations shall be given by the tutor upon consultation with the head of year at least one week before the start of the examination session.
- 6. The Vice-Dean for Education and Student Affairs at a faculty is obliged to inform the year supervisor and instructors of disabled students about the number and types of disabilities of those students in order to ensure the conditions referred to in para. 7.
- 7. The detailed timetable should accommodate for the disabled students in terms of making it possible for them to take part in classes and realise the curriculum. In the case of mobility impairments, breaks between individual classes should be adjusted in such a way so as to enable students to move between teaching rooms where classes are held. Classes for hearing-impaired or visually impaired students should be held in rooms equipped with systems supporting the reception of curriculum contents.
- 8. Students with disabilities have the right to attend classes together with a guardian/carer or assistant (depending on the type and degree of disability). These persons may also participate in final course tests and examinations on condition that they are not substantially/professionally related to the subject in which the student takes examinations.

§ 8

- 1 The course of study is documented in:
 - a) a Electronic Student Service System;
 - b) course credit reports;
 - c) the student's periodic performance record.
- 2. The detailed scope and manner of keeping records of the course of studies are specified in the relevant ministerial regulation on studies and the Rector's instructions/orders issued on the basis thereof.

ACADEMIC ADVISORS

§ 9

1. In order to improve the organisation of the didactic process, the Vice-Dean for Education and Student Affairs, after consultation with the student self-government bodies, shall appoint advisors for all forms and years of study and shall supervise their activities.
2. Advisors may be selected and appointed from among the academic staff employed at the University as their primary place of work.
3. The responsibilities of the advisors include:
 - a) providing first-year students in the first week of classes with basic information about the course of study and organisation of studies, including the conditions to be met for successfully completing a semester/year (ECTS system) effective at the University;
 - b) assisting students with organisational and course-related matters;
 - c) providing assistance in solving didactic problems;
 - d) providing the bodies of the University with opinions and proposals from students on all matters related to education and students' social and welfare matters;
 - e) holding meetings with students at least once a semester and as needed;
 - f) helping students with and encouraging students to exercise their rights to express their opinion on the quality of academic instruction at the University.
4. The detailed tasks of the year advisors are defined by the Vice-Dean for Education and Student Affairs.

STUDENT CARD

§ 10

1. A student of the University is issued a student card.
2. If a student ID card is lost, the student must notify the Vice-Dean for Education and Student Affairs in writing immediately, but no later than within seven days of the incident. A duplicate student ID card is issued upon written request.
3. The student ID card shall be valid until the date of graduation, suspension in the rights of the student or the valid removal from the list of students, and in the case of graduates of first degree courses until 31 October of the year of graduation.

STUDENT RIGHTS

§ 11

1. The student has the right to:
 - a) receive reliable and up-to-date knowledge;
 - b) have his/her ECTS credits transferred and recognized;
 - c) continue studies within an individual timetable;
 - d) be excused for absences from classes, be granted leaves of absence from classes and leaves of absence from classes with the possibility of obtaining credit for the acquired learning outcomes specified in the study curriculum;
 - e) change a form of study/discipline/major/module;
 - f) be assessed /examined by an examination board/committee and designate an observer for such assessment/exam session
 - g) re-sit certain courses due to unsatisfactory academic performance under the rules specified in the study regulations.
2. Moreover, the student is entitled to:

- a) acquire knowledge and develop skills and, for this purpose, to use the teaching premises, library, the University's facilities and the assistance of academic staff and University bodies;
- b) become a member of the University's student organisations, research clubs and participate in scientific research, development and implementation work carried out at the University;
- c) participate in the elections of the bodies of the University as defined by law and of student representatives to the student self-government bodies;
- d) obtain awards and distinctions;
- e) have their dignity respected by each member of the academic community;
- f) use the consultations available to students of all forms of studies conducted by academic staff;
- g) transfer from/to another higher education institution, including a foreign institution, with the consent of the Vice Dean for Educational Matters and Student Affairs, after fulfilling all obligations resulting from the regulations of the institution they are leaving;
- h) participate in national and international student exchanges;
- i) re-apply to continue studies or to take up studies in a second/next field of study;
- j) apply for scholarship benefits and financial aid according to the rules specified in separate regulations;
- k) apply for accommodation, as well as accommodation for a spouse and child in the student residence;
- l) develop their scientific, cultural, tourist and sporting interests and, for this purpose, to make use of the University facilities as well as receive assistance from academic staff and competent University bodies;
- m) participate in departmental/university-wide and open classes;
- n) receive training by the student council on the rights and responsibilities of students upon the beginning of studies;
- o) inspect their personal data processed by the University, correct and modify such data, as well as exercise other rights under the Act on the Protection of Personal Data;
- p) be assigned their own address in the university's email system;
- q) be granted access to their assessed work - tests, colloquia, laboratory reports, projects, control work, as well as examination papers - within 14 days of the announcement of the results;
- r) University's assistance in seeking employment, in obtaining an internship or work placement, even if they are not included in the study plan, as defined by separate regulations;
- s) undertake paid work, as long as it does not interfere with the student's duties;
- t) evaluate the quality of academic instruction at the University.

STUDENT RESPONSIBILITIES

§ 12

1.

The duties of a student include acting in accordance with the oath and the study regulations, observing the regulations in force at the University, performing the acts of the Rector, protect the University's reputation and respect its traditions and customs.

2. In particular, the student is obliged to:

- a) submit a signed oath to the Dean's Office;
- b) respect the dignity of all the members of the academic community;
- c) respect and protect University's property;
- d) be responsible for their behaviour, and respect the rights and dignity of others both within and outside of the academic community;
- e) take full advantage of the learning and academic opportunities available at the University;
- f) attend a health and safety training course and a course in library preparation;
- g) attend classes in accordance with the Regulations and the study plan;

- h) take examinations, undertake work placements and meet other requirements specified in the study plan;
 - i) declare that they are familiar with the fees for tuition and other services referred to in Article 79, sections 1 and 2 of the Act, their amount and the rules for settling such dues;
 - j) timely settle financial obligations/dues to the University;
 - k) use an e-mail address at the *utp.edu.pl* domain assigned to them at the University to contact tutors and other instructors or teachers, as well as the University administration;
 - l) examine resolutions, decisions, as well as normative acts and announcements of the authorities of the higher education institution and faculty concerning the progression of studies, including those posted in the Electronic Student Service System and associated applications, and delivered to the student's individual e-mail account;
 - m) secure the login and password to the Electronic Student Service System against unauthorised access, and informing the Dean's Office without delay of any unauthorised access or interception of the login and password;
 - n) monitor information concerning the course of study in the Electronic Student Service System on an ongoing basis, and immediately report any irregularities in the data entered therein to the dean's office or the person responsible for the subject;
 - o) not use or distribute intoxicating substances of any kind or alcohol once the student has entered University premises;
 - p) not carry or use objects that pose a threat to health or life once the student has entered University premises;
 - q) submit to the Dean's Office an up-to-date medical certificate issued by a provincial occupational medicine centre stating that there are no contraindications to studying in a given field of study - in the event that the certificate issued to a candidate for studies expires;
 - r) immediately notify the Dean's Office of changes to personal data relevant to the course of study, in particular the first name, surname, home address, correspondence address and bank account number;
 - s) participate in the evaluation of the implementation of quality policy at the University;
 - t) comply with the Law on Copyright and Related Rights;
 - u) settle accounts with the University in accordance with the Graduate Student Clearance Form.
3. Students are obliged to ethically take examinations and obtain credit. In the case of dishonesty in taking examinations, colloquia or obtaining credit for other forms of classes, the student receives a failing grade and is not allowed to obtain credit in consecutive credit/examination/colloquium correction dates in a given semester.
 4. A student who is under the influence of alcohol, drugs or other intoxicants is not allowed to participate in any form of instruction under pain of disciplinary penalties, up to and including expulsion from the University. In the above-mentioned situation, the tutor may immediately request the Rector to report such case to the police. In the event that a request to the Rector proves impossible and, in the opinion of the tutor, there is an immediate threat to human life or health, they may call the police on their own, notifying the Rector of this fact as soon as possible.

§ 13

The rights and duties of a student shall expire upon graduation or valid expulsion from the register of students. However, a person who has completed a first-cycle programme shall retain student rights until 31 October of the year in which they graduate, except for the entitlement to benefits referred to in Article 86, section 1, subsections 1, and 2 of the Act.

DISCIPLINARY LIABILITY OF STUDENTS

§ 14

1. Students are subject to disciplinary responsibility for breaching the regulations in force at the University and for academic and non-academic misconduct. The following are considered to be an offence against student dignity: possession, use and distribution of drugs or similar substances or alcohol, use of electronic devices or other unauthorised devices during assessment sessions, examination or other tests of knowledge or skills which exclude or limit the student's ability to present their knowledge, skills and competences fairly and independently.

2. Upon conclusion of any of the above facts referred in section 1, in the case of an assessment session and examination, the student's examination and assignment is annulled and the student is given a failing grade. At the same time the student loses consecutive credit/examination re-sit dates in a given semester.
3. If a student is suspected of having committed plagiarism of a significant fragment or other elements of another person's work, the Vice-Dean for Education and Student Affairs shall request the Rector to conduct an inquiry.
4. In the event of a justified suspicion that an offence has been committed, the Rector, alongside ordering disciplinary proceedings, may suspend a student until a ruling is issued by the disciplinary committee on the case.
5. Detailed rules and procedures for disciplinary bodies are regulated by separate provisions.

CURRICULUM

§ 15

1. Studies at the University are conducted at a specific field, level and profile on the basis of a study curriculum adopted by the Senate, which specifies:
 - a) learning outcomes under the universal characteristics for the first and second cycle under a separate legislation;
 - b) description of the process leading to the achievement of learning outcomes;
 - c) the number of ECTS credits allocated to the course.
2. The curriculum is made available in the Public Information Bulletin on the University's website at the latest one month before the start of the study cycle, but no later than 14 days after its adoption by the Senate.
3. The student has the right to choose the specialization/major of studies/module and elective courses within the teaching offer of a given department and the University.
4. The principles for the choice of specialisations/majors and elective courses shall be published in the form of guidelines by the Vice-Dean for Education and Student Affairs upon consultation with the student council.
If the number of students applying for a given specialization exceeds the limit of places, the qualification is determined by the place on the ranking list, drawn up according to the rules specified by the Vice-Dean for Education and Student Affairs.
5. A certain part of the learning outcomes covered by the study curriculum may be obtained remotely, if the nature of the field of study allows. The Vice-Dean for Education and Student Affairs establishes the detailed conditions for remote learning, particularly the organization of ongoing monitoring of student progress, assessment, skills and social competencies, and establishes the conditions for obtaining credit and taking examinations at the end of classes.
6. The number of ECTS credits that may be obtained through distance learning methods and techniques shall not exceed:
 - a) 50% of the number of ECTS credits specified in the curriculum which are required for graduation in the case of degree programmes with a practical profile;
 - b) 75% of the number of ECTS credits specified in the study programme which are necessary to complete the programme in the case of degree programmes with a general academic profile.

CONDITIONS AND PROCEDURE FOR TAKING COURSES

§ 16

1. The student is obliged to actively participate in the classes provided in the study plan and timely complete all the requirements specified in the study plan and Regulations.
2. In the first year of the first cycle studies, all forms of classes prescribed in the study plan shall be compulsory, except for lectures for part-time students. In the subsequent years of first-cycle studies and in all years of second-cycle studies, the following are obligatory: recitation classes, laboratories, foreign language classes, field trips, projects, outdoor workshops, and seminars.

3. If a student exceeds the 20% limit of absences from classes where attendance is compulsory, the instructor/tutor shall notify the Vice-Dean for Education and Student Affairs who may institute sanctions up to and including expulsion from the register of students, if this authority derives from the authorisation given to the Vice-Dean by the Rector.
4. The student is obliged to complete the learning outcomes resulting from the change in the study curriculum (in case of referral for re-sit of specific courses, continuation of studies after a leave of absence, transfer, resumption of studies).
5. The scope of the learning outcomes to be completed is determined by the Vice-Dean for Education and Student Affairs, taking into account the current study curriculum and the number of assigned ECTS credits necessary to obtain the relevant qualifications for a given degree.

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM

§ 17

1. The University operates the European Credit Transfer and Accumulation System (ECTS).
2. The number of ECTS credits allocated to individual courses is decided by the Senate based on the proposal of the curriculum council for a given course of study.
3. Points are assigned to courses, not to individual forms of courses, and are only awarded when all forms of courses in a given semester have been passed.
4. One ECTS credit corresponds to learning outcomes which require an average of 25-30 hours of student work, including hours of instruction in accordance with the study plan and student's individual work (study).
5. The number of ECTS credits does not depend on the grade obtained; the prerequisite for their award is the student's fulfilment of the requirements to achieve the assumed learning outcomes confirmed by successful completion of coursework and work placement.
6. The total number of ECTS credits allocated to courses in the study plan shall not be less than 30 ECTS credits per semester. This rule may be waived in the case of study curriculum for part-time studies.
7. Specialisation courses within a given field of study are allocated the same number of hours and ECTS credits.
8. The minimum number of ECTS credits required to complete a bachelor's degree equals 180, an engineering degree 210 and a second degree 90.
9. The total number of ECTS credits allocated in the plan of part-time study shall be equal to the number of credits allocated in the plan of full-time study for the same field and level of study.

VERIFICATION AND ASSESSMENT OF ACHIEVED LEARNING OUTCOMES

§ 18

1. The credit period determined is a semester. Settlement of a student's semester achievements is done by the Vice-Dean for Education and Student Affairs.
2. All learning outcomes defined in the study curriculum for given courses within the field of study are verified and assessed.
3. Verification and assessment of learning outcomes is carried out in the form of credit or examination by the tutor. The method (way) of verification of learning outcomes is given in the course syllabus.
4. At the end of the course, the tutor is obliged to enter the grade in the Electronic Student Service System.
5. In special cases caused, among others, by a long-term absence of a tutor, the duties referred to in para. 3 may be performed by another tutor appointed by the head of the department/studies or the Vice-Dean for Education and Student Affairs.
6. Courses and the verification of the achieved learning outcomes may be conducted in a foreign language under the rules stipulated by the curriculum council.

OBTAINING CREDIT

§ 19

1. Class participation for a given semester is reserved only to students who have obtained full or conditional credit registration for a given semester.
2. Conditions for conducting knowledge and/or skills tests and methods of verifying the expected learning outcomes are included in the syllabus; additionally, the tutor is obliged to acquaint the students with these conditions during the first class session.
3. During the first class session, the tutor is obliged to determine: the rules for attendance, health and safety regulations, conditions for making up for the missed classes and other rules resulting from the specifics of the subject/ form of instruction.
4. The end of the teaching period in a given semester is also a deadline for obtaining credit.
5. The credit shall be entered via the Electronic Student Service System no later than:
 - a) 7 days after the day on which the assessment was carried out, if the credit was obtained before the end of the examination session;
 - b) 2 days after the day on which the assessment was carried out, if the credit was obtained during a re-sit examination session.
6. Students will receive credit for the course on the basis of successful evaluation of their work throughout the semester.
7. Each course/session ends with an examination or a grade; however, credit for a course which does not end with an examination, according to the study plan, is given after all forms of testing have been passed, and should take place during the semester. The student may obtain credit for individual classes or jointly pass several forms of courses.
8. The student is obliged to present a valid student card/ID card during assessment sessions.
9. If a student does not obtain a pass within the first set date, he/she is entitled to two re-sits. The conditions and deadlines for re-sit assignments shall be determined, upon consultation with the student council representative, by the tutor or a person entitled to conduct classes.
10. In the case of an excused absence during assessment/exams (illness or other fortuitous event), a student is entitled to be given an additional date for obtaining credit. The decision to set an additional date for credit is taken by the course tutor.
11. The deadline for making up and obtaining extra credit for excused absences must be set prior to the end of the examination session.
12. Unexcused absence from a standard or re-sit assessment within a given time limit is understood as the student's resignation from taking an assessment/exam at this date and no replacement date shall thus be settled.
13. The deadline for obtaining credit for classes is:
 - a) the last day of the winter re-sit session - for the winter semester;
 - b) the last day of the summer re-sit session - for the summer term.
14. In justified cases (irregularities and unfairness during assessment, the scope of the verified learning outcomes being inconsistent with the syllabus, shortening the time for assessment, inconsistent method of assessment or the manner in which the assessment is carried out does not tally with the syllabus) a student may, within 7 days of the announcement of the results of the re-sit, submit a written request through the Vice-Dean for Education and Student Affairs, upon which the head of the department may order an exam committee to conduct assessment within 7 days of the submission of the request. Such assessment should include an oral part. In the case of part-time students, it is permissible to take the committee exam during the subsequent session.
15. If the grading officer is the head of the chair/department, the relevant decision concerning the assessment by an exam committee shall be taken by the Vice-Dean for Education and Student Affairs. A record of the assessment conducted before the board shall be recorded and retained in the student's file.
16. A exam committee of at least three persons shall be appointed by the head of the chair/department who shall sit as the Chairperson. At the student's request, the committee may be composed of the supervisor of the year and/or a representative of the student council as observers. The decision of the committee shall be final. If the head of the department/chair/centre is the

tutor for the given course, the relevant decisions concerning grading shall be taken by the Vice-Dean for Education and Student Affairs.

EXAMINATIONS

§ 20

1. An examination is a test of the student's achievement of the learning outcomes set out in the syllabus and is conducted in a written and/or oral form.
2. The student is obliged to present a valid student card/ID card when taking examinations.
3. A student who takes an examination is required to wear formal attire.
4. The student has the right to take an examination for the course/subject after completing all other forms of learning activities through which the course/subject is taught.
5. If a student receives an unsatisfactory grade from an examination on the first examination date, they have the right to take one re-sit examination for each failed subject. A re-sit examination in a class/subject is conducted in the same form as the standard examination.
6. Re-sit examinations take place during the re-sit examination session.
7. The result of the examination must be communicated to the students via the IT student service system no later than:
 - a) 7 days from the day of the examination, if the examination took place before the end of the examination session;
 - b) 2 days from the day of the examination, if the examination took place during a re-sit session.
8. In the case of an excused absence of a student from an examination (illness or other random event), a student is entitled to an additional examination date. The decision to set an additional examination date is made by the examiner.
9. In the case of an unexcused absence from the standard examination date and the re-sit date, the student loses the right to have these dates reinstated, and his file is endorsed accordingly.
10. The final date for the re-sit examination is set for:
 - a) the winter semester - last day of the winter re-sit session;
 - b) the summer semester - last day of the summer re-sit session.
11. A student who has not taken an examination due to the lack of credit in the remaining forms of classes, misses the standard examination date. In this situation, a student is entitled to a re-sit date for an examination which he/she is obliged to take immediately after obtaining credit.
12. In particularly justified cases (irregularities during the examination, the scope of the verified learning outcomes inconsistent with the syllabus, shortening of the examination time, the method of conducting the examination inconsistent with the syllabus) a student may, within 7 days of the announcement of the results of the re-sit examination, submit a written request via the Vice-Dean for Education and Student Affairs, upon which an exam committee may be appointed, and the committee exam should take place within 14 days from the submission of application.
13. The Vice-Dean for Education and Student Affairs may order a committee examination at his/her discretion.
14. The Vice-Dean for Education and Student Affairs appoints and chairs an examination committee. The committee is composed of two specialists in the subject area covered by the examination. The Vice-Dean for Education and Student Affairs appoints an examiner from among the appointed specialists.
15. At the request of the student/ Vice-Dean for Education and Student Affairs, the examination committee may include the supervisor and/or a representative of the student council as an observer.
16. The examination by the board must include an oral part. Minutes of the examination by the board shall be drawn up and kept in the student's file. The decision of the committee is final.

§ 21

1. A student who meets the requirements set by the lecturer in a given course may take an examination on any date agreed with the lecturer before the session, the so-called "zero date", after obtaining credits for all forms of classes required to sit the examination. The zero date examination is effected in a written and/or oral form.
2. A negative result of a "zero" examination does not cause the loss of a student's right to take examination on the first and re-sit dates.
3. Admission to the 'zero' date is decided by the examiner.

ASSESSMENTS

§ 22

1. The following grading scale depending on the degree of achievement of learning outcomes (given as a percentage) is used for credit and examinations in the course/module/classes at the University:
 - a) from 91% very good (5.0);
 - b) from 81% good plus (4.5);
 - c) above 71% good (4.0);
 - d) from 61% satisfactory plus (3.5);
 - e) from 51% satisfactory (3.0);
 - f) less than 51% fail (2.0).
2. When an average grade is calculated on the basis of several partial grades, the following rule shall apply:
 - a) from 4.76 very good (5.0);
 - b) from 4.26 good plus (4.5);
 - c) from 3.76 good (4.0);
 - d) from 3.26 satisfactory plus (3.5);
 - e) from 3.00 satisfactory (3.0);
 - f) below 3.00 fail (2.0).
3. Grades from credits and examinations in all subjects included in the study plan are entered into the University's Electronic Student Service System.

CONDITIONS AND PROCEDURE FOR TAKING AND OBTAINING CREDIT FOR WORK PLACEMENT

§ 23

1. Work placements are part of the study curriculum and are compulsory.
2. The Vice-Dean for Education and Student Affairs of the faculty shall determine the rules for the implementation and settlement of work placements.
3. The preparation and realisation of work placements in the faculty is supervised by the Dean's representative.
4. In order to improve the organisation and settlement of work placements, upon request of the proxy for work placements, the Dean may appoint supervisors for work placements.
5. The responsibilities of the Dean's Representative for Work Placements are as follows:
 - a) assisting students in finding placements;
 - b) acquainting students with the rules of professional practice in a particular field of study;
 - c) maintaining contact with students on work placements;
 - d) contacting work placement supervisors from the host institutions;
 - e) controlling the correct implementation of work placements by students;
 - f) holding students accountable for their work placement;

- g) entering grades in the Electronic Student Service System;
 - h) supervising and coordinating the work of work placement supervisors, if appointed in the faculty;
 - i) other activities concerning work placements commissioned by the Vice-Dean for Education and Student Affairs.
6. Students with disabilities shall undertake and pass work placements in accordance with the rules stipulated in the curriculum and the study plan, and these placements shall be organised in a way that does not interfere with the nature of their disability.
 7. The grade for the work placement is entered into the Electronic Student Service System.
 8. Apprenticeships shall be allocated an appropriate number of ECTS credits and included in the total number of credits required for the relevant qualification.
 9. The student's dismissal from the work placement at the request of the workplace or failure to complete the work placement programme (failure to achieve the assumed learning outcomes) results in a failing grade for the work placement.
 10. A student who, for justifiable reasons, has not completed his/her work placement or a part thereof by the specified deadline may be granted permission by the Vice-Dean for Education and Student Affairs to complete it at a later time.
 11. Postponing the date of the work placement until after the end of the semester makes it impossible to complete it in due time. A student may only obtain conditional registration for the next semester, but no later than the penultimate semester of study.
 12. The programme, the form of obtaining credit for professional practice and the manner of verifying the learning outcomes achieved by the student are specified in the professional practice syllabus.

CREDIT FOR THE SEMESTER AND YEAR OF STUDY

§ 24

1. The number of examinations per examination session may not exceed four.
2. The first registration for a given semester means that the student is registered for all courses planned in the study curriculum.
3. The curriculum council for a given field of study determines, and the Rector approves by means of an ruling, depending on the field of study and the level, profile and form of studies, the values of the maximum total ECTS point debt enabling students to continue studies in subsequent semesters. The regulation is announced to students on the faculty website before the beginning of the academic year.
4. In order to complete a semester, a student must fulfil all requirements set out in the study curriculum for a given semester, including obtaining the maximum number of ECTS credits required for a given semester.
5. Registration for the next semester is considered:
 - a) full - if a student has obtained the maximum number of ECTS credits provided for in the study curriculum from the current semester and previous semesters;
 - b) conditional - if a student has obtained the minimum required total number of ECTS credits from the current semester and the preceding semesters, as specified by the Rector, making it possible to continue education in the following semester.
6. A student who has not obtained the minimum required total number of ECTS credits, depending on the previous course of study, may be directed to re-sit a semester, except for the first semester, or be removed from the list of students.
7. A student registered for the same semester for the second time is not obliged to repeat the forms of classes they had already obtained credit for, regardless of the grade obtained (this rule however does not apply to the first semester).
8. Credit and examinations for students assigned to repeat a specific course may take place not earlier than after the credit report for the course to be repeated has been opened in the Electronic Student Service System for the semester in which the course was taught.
9. A student may be allowed to repeat a semester no more than once during their studies.
In particularly justified cases (e.g. long-term illness, fortuitous events), the Vice-Dean for Education and Student Affairs may issue a decision permitting a second attempt.

10. A student who has been referred by the Vice-Dean for Education and Student Affairs for the repetition of specific classes, shall be obliged to enroll for these classes in accordance with the procedures effective at the University.
11. A student who repeats a specific course is obliged to obtain all the learning outcomes that result from the change of study curriculum.
12. In the case of deficiencies of specific learning outcomes in the study curriculum in which the student has been referred for repetition, the Vice-Dean for Education and Student Affairs decides at the beginning of the semester whether to accept the learning outcomes/subjects (ECTS) already completed as equivalent in the new programme, or indicates the classes that the student is required to attend and pass in order to obtain registration for the next semester.
13. A student repeating a subject acquires the right to pass the subject under §19, 20, 21 and 22 of these regulations.

PROCEDURE FOR REMOVAL FROM THE LIST OF STUDENTS

§ 25

1. A student is removed from the list of students in the case of:
 - a) failing to take up studies;
 - b) resignation submitted in writing to the Vice-Dean for Education and Student Affairs;
 - c) failure to submit the diploma paper or the diploma examination by the specified deadline;
 - d) being charged under disciplinary procedure with academic and/or non-academic misconduct and expelled from the University.
2. A student may be removed from the register of students in the case of:
 - a) failure to participate in compulsory activities;
 - b) lack of academic progress;
 - c) failure to obtain semester credit by the specified deadline and not applying for conditional registration or repetition;
 - d) failure to pay tuition fees.
3. Failure to undertake studies shall be declared in the following cases:
 - a) failure to take an oath within the first 3 weeks of classes;
 - b) failure to attend classes scheduled in the study plan within three weeks of the start of classes in a given semester;
 - c) a student's failure to report to the Dean's Office after returning from leave of absence in order to obtain an appropriate entry in the Electronic Student Service System, which should be done within three weeks of the commencement of classes in a given semester.
4. Failure to attend compulsory classes shall be established following a written request submitted by instructors in at least three obligatory subjects, and referred by the head of the department/studies.
5. Lack of academic progress is determined in the case of exceeding the point debt which allows the continuation of studies in subsequent semesters and years, and the lack of the possibility of repeating a semester due to unsatisfactory academic performance.
6. The removal procedure referred to in para. 2 begins with the student being notified electronically about the expected removal at the e-mail address at the *utp.edu.pl*.
7. A student removed from the list of students should settle all obligations towards the University, which is confirmed by a circulation card, and collect their documents within 14 days from the date of removal.

TRANSFERS

§ 26

1. At the student's request and upon presentation of relevant documentation confirming the previous course of study at the home institution (foreign including), the Vice-Dean for Education and Student Affairs of the competent faculty decides on the transfer of the confirmed learning outcomes expressed in ECTS points.
2. The transfer of a student's achievements is based on the convergence of the learning outcomes achieved at the home institution during the implementation of the courses corresponding to the courses and the learning outcomes assigned to the courses specified in the study curriculum in the field to which the student intends to transfer.
3. The transfer of achievements consists in the recognition of the student for the number of ECTS credits allocated to the courses at the University. Confirmation of achievements is made by the Vice Dean for Education and Student Affairs.
4. Student transfers, implemented no later than during the first three weeks of a semester, can be realized as :
 - a) transfers within the University:
 - from one course to another in the first degree programme (with the agreement of the competent Deans of both faculties),
 - between forms of study;
 - b) transfers within the framework of first degree studies from other universities - both domestic and foreign (upon the consent of the Dean at the student's home university);
 - c) transfers from the University to other universities both domestic and foreign.
5. The decision to transfer shall be taken as follows:
 - a) for the first semester of studies – by the Rector or a proxy who holds a managerial position at the University;
 - b) after the completion of the first semester of studies – by the Vice-Dean for Education and Student Affairs.
6. A student may transfer within the University, from another higher education institution, including a foreign higher education institution, upon the consent of:
 - a) the Rector if they have complied with the classification procedure required for admission to the course to which they wish to transfer;
 - b) the Vice-Dean for Education and Student Affairs of the host faculty, provided that the student has fulfilled all the obligations arising from the regulations effective in the unit they are leaving.
7. The Vice Dean for Education and Student Affairs shall determine the semester to which the student may be transferred and the rules and deadline for making up the curricular differences and learning outcomes.
8. The transfer of a student is possible for a semester not higher than the one from which they are transferring.
9. Student transfer is subject to:
 - a) previous academic performance and the extent to which the assumed learning outcomes have been achieved, which may not result in a transfer to a semester lower than the second;
 - b) the number of ECTS credits to be obtained - not exceeding 15.
10. A student transferred from another university receives a student ID card is upon signing an oath.

LEAVE OF ABSENCE

§ 27

1. The Vice Dean for Education and Student Affairs may grant students a leave of absence or a leave of absence with the possibility of obtaining credit for the acquired learning outcomes specified in the study curriculum for a period not exceeding one year in the following cases:
 - a) sick leave due to long term sickness or disability;
 - b) a special leave in other justified cases.
2. The verification of the learning outcomes referred to in para. 1 consists in checking, in the manner indicated in the course syllabus, whether the student has achieved the learning outcomes specified in the study curriculum for a given subject. This provision does not apply to persons who have been granted sick leave.
3. Granting leave of absence after the completion of the last semester of study is not permitted.

4. An application for leave of absence should be submitted as soon as circumstances temporarily preventing the continuation of studies arise.
5. A second leave of absence may be granted to a student only in case of illness or other special circumstances confirmed by pertinent documentation. Granting leave of absence extends the deadline for the statutory completion of studies.
6. Granting leave of absence shall be confirmed by an appropriate entry in the electronic Student Service System.
7. During the period of leave, the student retains student rights, but eligibility for benefits during that period is stipulated by separate regulations.
8. A student continuing education after a leave of absence is obliged to complete the required study curriculum and achieve the prescribed learning outcomes.

§ 28

1. A pregnant student and a student who is a parent are entitled to a leave of absence, including a leave with the possibility to obtain credit upon verification of the learning outcomes specified in the study curriculum.
2. The verification of the learning outcomes referred to in para. 1 consists in checking, in the manner indicated in the course syllabus, whether the student has achieved the learning outcomes specified in the study curriculum for a given subject.
3. Students who are parents shall submit a documented application for the leave referred to in paragraph 1 within one year from the date of childbirth.
4. The leave of absence referred to in paragraph 1 is granted to:
 - a) pregnant students for the period up to the date of childbirth;
 - b) student-parents for a period of up to one year.
5. If the leave referred to in paragraph 1 ends during a semester, the leave may be extended until the end of that semester.
6. A pregnant student and a student who is a parent may not be refused leave referred to in paragraph 1.

RESUMPTION OF STUDIES

§ 29

1. A student who has interrupted their studies or has removed from the list of students at the University during the first semester of studies, may resume studies under the general rules for enrolment effective at the University.
2. A student of the University who, having fully registered for the second semester of studies, has been removed the list of students, has the right to resume their studies in accordance with the rules stipulated by the Vice-Dean for Education and Student Affairs (by repeating a semester or continuing studies). The resumption of studies is to be understood as the reinstatement of student rights.
3. Resumption of studies is possible only once, no later than within one year from the date of removal, provided that the University continues to provide education in the given field, level, profile from which the student was removed.
4. The decision to resume studies is granted by the Vice-Dean for Education and Student Affairs, who at the same time defines the conditions, time limit and manner of completing the learning outcomes resulting from the changes in the curriculum.
5. Studies may be resumed in a semester not higher than that from which the student was removed.
6. A student removed from the list of students may resume their studies in any form.
7. The application for resumption of studies must be submitted before the beginning of the semester in which it is to be implemented.

INDIVIDUAL STUDY PROGRAMME

§ 30

1. An individual organization of study may be granted by the Vice-Dean for Education and Student Affairs to students for a maximum of one year provided that these students are:
 - a) members of the sports national team (reserve team) or the university team, regardless of their club affiliation;
 - b) pregnant and parents;
 - c) disabled;
 - d) pursuing part of their studies or work placements in other national or foreign universities and/or in domestic or foreign companies;
 - e) enrolled through confirmation of learning outcomes;
 - f) in other justified cases, excluding employment/work contract.
2. In the case of full-time programmes, a pregnant student and a student who is a parent may not be refused an individual organisation of studies until the completion of the studies.
3. The mode of individual organization of studies consists in setting individual deadlines with the course instructors for the realization of didactic obligations resulting from the curriculum (i.e. individual weekly schedule of classes – the student may be allowed to select a convenient group depending on the organizational possibilities of the faculty, individual deadlines for credits, examinations, professional practice) and possible exemption of the student from participating in some classes. Individual credit and examination dates agreed with the course instructor may not extend beyond the period of the examination session.
4. This procedure does not include exemptions from compulsory credits, examinations and may not lead to shortening or extending the statutory time limit for the completion of studies.
5. The Vice-Dean for Education and Student Affairs shall withdraw the consent for an individual organization of study in the case of:
 - a) failure to comply with the conditions set out in paragraph 1;
 - b) failure to comply with the conduct regulations of the University;
 - c) at the student's request.

STUDYING SUBJECTS NOT INCLUDED IN THE STUDY PLAN/GENERAL ACADEMIC SUBJECTS

§ 31

1. With the consent of the Vice Dean for Education and Student Affairs, a student undertake studies in subjects not included in their study plan/general academic subjects.
2. Subjects not included in the study plan/ general academic subjects are entered in the University's student information system when approved by the Vice-Dean for Education and Student Affairs. ECTS credits obtained as a result of their completion are not taken into account when calculating the ECTS credits in the settlement of the semester, and the obtained grades are not included in the grade point average calculated to apply for any form of benefit or in the grade point average for the course of study.
3. The conditions for obtaining credit for a course not included in the study plan/ general academic subjects and the consequences of failing to obtain credit are the same as for courses included in the study plan for the course.
4. Subjects completed outside the study plan are entered in the Diploma Supplement.

STUDIES CONDUCTED IN A FOREIGN LANGUAGE

§ 32

1. The study curriculum or selected classes as well as tests of knowledge and skills may be conducted in a foreign language, provided that such a possibility is made known to students and the list of classes in a given language is provided in the study curriculum. This rule also applies to the completion and defence of diploma theses.
2. The offer of courses in a foreign language, together with the syllabus, should be made available to students on the faculty or university website before the commencement of each semester.
3. The decision to start education in a foreign language in a given subject is granted by the Vice Dean for Education and Student Affairs.
4. The tutor responsible for the course shall determine the form and language of its completion in accordance with the published syllabus.

DISABLED STUDENTS

§ 33

1. At the University, activities for students with disabilities shall be undertaken and coordinated by the relevant organisational unit.
2. The University is obliged to adapt - as far as technically, spatially and financially possible - the conditions of rooms, examinations and final course tests to the needs of disabled students.
3. Upon a disabled student's request, the examiners and persons authorised to award credit for a course may set individual dates and forms of examinations or assessments, depending on the type of disability.
4. With the consent of the Vice-Dean for Education and Student Affairs, students with disabilities are allowed to attend classes with a sign language interpreter or an assistant/guide for the mobility and visually impaired.
5. Assistants/guides or sign language interpreters may participate in assessment sessions or examinations, except when the guides, assistants and interpreters are substantially or professionally related to the subject in which the student is taking the examination or assessment.
6. Students with disabilities may, as far as possible, be provided with study aids available at the University.
7. A disabled student is always entitled to the necessary assistance from the University staff in the use of the teaching facilities, materials, equipment, infrastructure and study aids.

CONDITIONS AND PROCEDURE FOR THE PREPARATION OF DIPLOMA THESES

§ 34

1. The diploma thesis is compulsory in the case of second-cycle studies, and in the case of first-cycle studies, insofar as the study curriculum provides for it.
2. The diploma thesis is an independent study of a scientific, artistic or practical problem or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies in a given field, level and profile, as well as the ability to conduct an independent analysis and draw mature conclusions.
3. The written diploma paper is submitted in a paper form. With the diploma paper the student submits a statement, the specimen of which is defined by separate regulations.
4. The thesis is subject to copyright. The University has the right of first refusal to publish the diploma paper of a student. If the University has not published the diploma thesis within 6 months of the date of its defence, the student who prepared it may publish it. In the case of theses prepared by more than one student, the consent of all co-authors is required.
5. If the diploma paper is a written dissertation, the University verifies it before the diploma examination using the Uniform Anti-Plagiarism System. The detailed rules of verifying written diploma theses with the use of the Uniform Anti-Plagiarism System are given by the Rector by means of a ruling.

6. Under a valid decision of the Student Disciplinary Committee, if a student is found guilty of committing plagiarism or tampering with the text of the diploma paper, this student shall not be admitted to the diploma examination and shall be held accountable as stipulated by separate regulations.
7. Detailed rules for graduation in a given faculty are defined by the Vice-Dean for Education and Student Affairs.
8. Student pursue their master's theses under the supervision of academic teachers who hold at least a doctoral degree.
9. Upon consent of the Vice-Dean for Education and Student Affairs Persons, tutors with a master's degree in veterinary medicine may supervise undergraduate and engineering theses, provided that they have been employed at the university for at least 3 years as an academic teacher, or have at least 5 years of experience in the relevant profession.
10. A student should decide on the topic of their diploma paper before the end of classes in the semester preceding the last semester of studies. The topic of the diploma paper must be consistent with the field of study.
11. When determining the topic of the diploma thesis, the student's interests, the possibilities of the University as well as the economic needs of the region and the country should, among other things, be taken into account.
12. The thesis is assessed by the thesis supervisor and one reviewer.
13. The reviewer of the diploma thesis should be an academic teacher holding at least a doctoral degree, appointed by the Vice-Dean for Education and Student Affairs.
14. In the event of one negative review of the thesis, the Vice-Dean for Education and Student Affairs shall appoint a second reviewer whose assessment shall be final.
15. A failing grade by two reviewers disqualifies the assessed thesis as a diploma project, and results in the student being sent to repeat the final semester or being removed from the list of students, depending on their performance during the course of studies.
16. Reviews of the diploma thesis shall be open to the public, with the exception of a diploma thesis the subject matter of which is protected by law.

§ 35

1. The date of submission of the diploma paper shall be the date of submission of the final electronic version of the diploma paper in the Diploma Thesis Archive (APD) system.
2. The student is obliged to submit the final version of the diploma paper in the system not later than on the last day of:
 - a) winter re-sit session - for courses ending in the winter semester;
 - b) summer re-sit session - for courses ending in the summer semester.
3. The diploma paper printed out from the system with control numbers and other necessary documents must be submitted to the Dean's Office of a given faculty at the latest 7 days before the date of the planned diploma examination.
4. In the event of the absence of the supervisor of the diploma thesis, which could delay its realization, the Vice-Dean for Education and Student Affairs is obliged to appoint another supervisor of the diploma thesis.
5. In justified cases, upon written request of the thesis supervisor or the student, the Vice-Dean for Education and Student Affairs may postpone the deadline for the submission of the thesis by 2 months from the deadlines listed in para. 1. Such permission shall be granted only once.
6. In the case of resumption of studies, the topic pursued before the student's withdrawal/removal may be continued and taken up with the promoter's consent, or a new one may be assigned - but not later than the beginning of the last semester of resumed/repeated studies.
7. Failure to submit the thesis by the aforementioned deadlines shall result in:
 - a) directing the student to repeat the last semester of their studies, which is effected solely upon the student's request submitted to the Vice-Dean for Education and Student Affairs via the Electronic Student Service System, depending on the student's performance in the course of studies;
 - b) removal from the list of students.

§ 36

1. The language of the diploma project is Polish.

2. In the case of classes conducted in Polish, the Vice-Dean for Education and Student Affairs may, at the student's request and upon the supervisor's approval, grant approval to prepare a diploma paper in one of the modern languages, complete with a title, abstract and keywords in Polish.
3. In the case of classes conducted in a foreign language, the student prepares a diploma paper in that language supplemented with a title, abstract and keywords in Polish.

DIPLOMA EXAM

§ 37

1. To be admitted to the diploma examination, a student of first-cycle studies whose programme provides for a diploma paper, and a student of second-cycle studies must:
 - a) obtain all the assumed learning outcomes resulting from the study programme and receive a positive thesis from the thesis supervisor and reviewer;
 - b) clear the thesis through the Uniform Anti-Plagiarism System.
2. Admitting a first-cycle student whose curriculum does not include a diploma thesis to the diploma examination, is conditional on achieving all the assumed learning outcomes arising from the study curriculum.

§ 38

1. If the diploma dissertation is obligatory, the diploma examination takes place before a board/committee chaired by the Vice-Dean for Education and Student Affairs or another academic staff member appointed by him/her and employed as a professor or university professor. In addition to the chairperson, the committee works in a panel of a supervisor and a reviewer. The committee may be assisted by a second reviewer, if need be.
2. At the request of the student or the supervisor, the diploma examination may be public when:
 - a) an application for an open examination is submitted by the student or supervisor together with a copy of the diploma paper;
 - b) the Vice-Dean for Education and Student Affairs informs about the place and date of the open examination on the department's website at least 7 days before its scheduled date;
 - c) detailed proceedings of the open examination shall be determined by the Vice Dean for Education and Student Affairs.
3. The diploma examination should take place within 30 days from the date of submitting the diploma paper in the system.
4. The Bachelor's/Engineer's/Master's diploma examination is an oral examination and constitutes a test of the student's knowledge related to the field of study and the subject of the diploma thesis.
5. Undergraduate/engineering diploma examination consists of:
 - presentation of the thesis;
 - discussion;
 - the student's answers to the committee's questions, two of which are related to the content of the course of study and one of which is related to the subject of the diploma paper.
6. The Master's diploma examination consists of:
 - presentation of the thesis;
 - discussion;
 - the student's answers to the committee's questions, one of which concerns the educational content related to the field of study, and two of which concern issues related to the subject of the diploma paper.
7. In the assessment of answers to questions under paragraphs 5 and 6, a student may receive one failing grade at most. In the case of receiving more than one failing grade for the answers to the committee's questions, the student receives an unsatisfactory grade from the diploma examination.
8. The grade for the diploma examination is established on the basis of the grade point average obtained from: the presentation of the thesis and its defence, answers to the committee's questions, and is graded according to the scale set out in §22 sections 1 and 2.

§ 39

1. If the study curriculum does not provide for a diploma paper, the bachelor's/engineering diploma examination takes place before a committee chaired by the Vice Dean for Education and Student Affairs or another academic staff member appointed by them who is employed as a professor or university professor. In addition to the chairperson, the committee shall be composed of academic staff holding at least a doctoral degree. In justified cases, academic staff with a master's degree in veterinary medicine and at least five years of experience in a given profession may participate in the work of the committee as consultants.
2. The members of the committee shall be appointed by the Vice Dean for Education and Student Affairs and shall represent the organisational units of the Faculty related to the field of study.
3. The diploma examination in engineering or for a bachelor's degree consists of a written and oral part and constitutes a verification of the achieved learning outcomes related to the field of study.

§ 40

1. The diploma examination (in a study curriculum with and without the obligation to complete a diploma thesis) takes place no later than:
 - a) by the end of February for first cycle studies ending in the winter semester;
 - b) by the end of March for second cycle studies ending in the winter semester;
 - c) by the end of October for studies ending in the summer semester.
2. In the event of an extension of the deadline for submission of the diploma paper as referred to in § 35 section 5, the diploma examination shall take place no later than:
 - a) by the end of April for first cycle studies ending in the winter semester;
 - b) by the end of May in the case of second-cycle studies ending in the winter semester;
 - c) by the end of December for studies ending in the summer semester.
3. The timetable for diploma examinations is set by the Vice-Dean for Education and Student Affairs no later than one month before the beginning of the final semester of study.
4. Detailed rules for the proceedings of the diploma examination, including the examination conducted in a foreign language, are stipulated by the Vice-Dean for Education and Student Affairs.
5. The diploma examination report in a foreign language must be attached to its Polish-language version.
6. In the case of a failing grade in the diploma examination or an unexcused failure to take the examination on the set date, the Vice-Dean for Education and Student Affairs sets a second date which is deemed final.
7. The second examination may not take place earlier than after 14 days and not later than after 30 days from the date of the first examination.
8. In the event of failing the diploma examination on the second date, a decision is taken to remove the student from the list.
9. Minutes of the examination shall be drawn up and signed by the chairman and the members of the examination board/committee. The minutes are then retained in the student's file.
10. The decision of the committee/board is final.

§ 41

1. The studies are completed after passing the diploma examination and obtaining at least a satisfactory grade. The date of graduation is the date of taking the diploma examination.
2. The basis for calculating the result of studies which include a diploma thesis (the grade on the diploma) shall be the following:
 - a) the arithmetic mean of the grades for the subjects included in the study plan (A);
 - b) evaluation of the diploma thesis by the committee/board on the basis of the grades given by the reviewer and supervisor (B);
 - c) the grade for the diploma examination (C).The study result is calculated according to the given formula: $0.6 A + 0.2 B + 0.2 C$.

3. The basis for calculating the result of studies which do not include a diploma thesis (the grade on the diploma) shall be the following:
 - a) the arithmetic mean of the grades for the subjects included in the study plan (A);
 - b) the grade for the diploma examination (B).
 The study result is calculated according to the given formula: $0.6 A + 0.4 B$.
4. In the diploma of graduation the result of the studies shall be entered according to the rule:
 - a) from 4.51 very good;
 - b) from 4.26 good plus;
 - c) from 3.76 good;
 - d) from 3.26 satisfactory plus;
 - e) from 3.00 satisfactory.
5. After passing the diploma examination, the student becomes a graduate of the University and receives a diploma confirming completion of studies in a specific field and profile, as well as a degree together with a supplement, no later than 30 days after graduation.
6. Before receiving the diploma and the supplement, graduates are obliged to settle all obligations/dues towards the University and confirmed it by submitted a completed Graduate Student Clearance Form.
7. After a student passes the diploma examination, the written diploma thesis is immediately added to the National Repository of Written Diploma Theses.
8. In the event that in the diploma thesis constituting the basis for the award of the degree, the applicant for that degree has plagiarised a substantial fragment or other elements of another person's work or scientific finding, the Rector shall, by way of an administrative decision, declare the diploma invalid.

STUDENT MOBILITY

§ 42

1. With the consent of the Vice-Dean for Education and Student Affairs, a student of the University may study or serve a work placement abroad as part of international programmes or at another Polish higher education institution as part of interuniversity exchange programmes.
2. A student who has been granted permission to complete a part of their studies at another domestic or foreign higher education institution is registered for a higher semester of studies after the curriculum has been approved by the Vice-Dean for Education and Student Affairs and the minimum number of ECTS credits required has been obtained.
3. If a student obtains fewer ECTS credits than the minimum number of credits required for a semester, the Vice-Dean for Education and Student Affairs shall issue a decision to repeat a semester.
4. Courses and semesters completed at another higher education institution shall be graded by the Vice-Dean for Education and Student Affairs at the home institution, on the basis of grades and ECTS credits.
5. In special cases, the Vice-Dean for Education and Student Affairs may oblige the outgoing student to complete certain subjects resulting from curriculum differences in the assumed learning outcomes after returning from the exchange within the agreed timeframe and procedure.

TUITION FEES

§ 43

1. The University shall charge tuition fees in accordance with section 79.1 and other fees in accordance with section 2 of the Act.
2. The amount and rules for charging tuition and other fees, including the conditions for exemption from such fees, shall be determined by separate regulations.

3. Setting of fees referred to in paragraph 2 shall require the consultation of the student council.
4. The University shall make information on fees available in the Public Information Bulletin on the University's website.

AWARDS AND DISTINCTIONS

§ 44

1. Students who excel in academic performance, sports and extra-curricular activities in a given academic year, as well as exemplary performance of their duties and discipline:
 - a) awards founded by state institutions, scientific societies, social organisations - in accordance with the regulations binding for these awards;
 - b) awards and distinctions of the Rector of the University, including:
 - badge of honour: Best Student of the University of Science and Technology in Bydgoszcz;
 - badge of honour: Best Graduate of the University of Science and Technology in Bydgoszcz.
2. Prizes and distinctions for academic achievements referred to in section 1. paragraph b) may be awarded:
 - to students who have completed a semester (year) of study and have achieved a grade point average of at least 4.0;
 - to graduates who have achieved a final degree result of no less than 4.85.
3. Detailed rules and procedures for granting awards and distinctions referred to in section 1, paragraph b) and section 2 are stipulated by a pertinent regulations issued by the Rector.

TRANSITIONAL AND FINAL PROVISIONS

§ 45

1. In order to pass a semester and an academic year for students who started their studies in years preceding the academic year 2021/2022, it is necessary to fulfil all requirements specified in the study curriculum, including obtaining the required number of ECTS credits:
 - a) for full registration for the following semester - obtaining not less than 30 ECTS credits or the number of ECTS credits provided for in the curriculum for part-time students;
 - b) for conditional registration - obtaining at least 50% of the number of ECTS credits indicated in the curriculum in each semester, but not less than the minimum required for conditional registration in the given field of study.
2. The values of the minimum number of ECTS credits required to complete a semester and the point debt allowing for the continuation of studies in subsequent semesters and years referred to in section 1, as well as the conditions for registration for the final semester of studies, are defined in resolutions of the Senate of the University for individual fields of study.
3. A student of an n semester shall be registered conditionally for semester $n + 1$ when they fulfil the all following conditions at a time:
 - a) obtaining at least 50% of the ECTS credits for the courses planned for the n semester, but not less than the minimum number of ECTS credits necessary to complete the n semester;
 - b) for courses scheduled for semesters from 1 to n , has obtained at least x ECTS credits in total of the ECTS credits planned (achievable) for each semester from 1 to n ;
 - c) having fulfilled all other requirements under the study curriculum and these regulations, including the payment of the required fees.

§ 46

1. Students who began their course of study in the years preceding the academic year in which these regulations are introduced shall continue to follow the study curriculum drawn up on the basis of the previous regulations until the end of their planned period of study. In the case of a student retaking a semester of study, taking a leave of absence from classes or

resuming studies, students shall follow the same study programme as for a given course of study and shall be subject to the semester and year credit rules applicable to a given course of study.

2. In cases commenced and not closed before these Study Regulations become effective, the provisions of the previous regulations shall apply.
3. In relation to personal data protection, the Dean's Office does not disclose information about students and their progress to third parties (parents including) without the student's formal written consent.
4. The provisions of these Study Regulations do not apply to doctoral studies, post-graduate programmes and further education and training courses.
5. Matters concerning the order and mode of study not covered by these Regulations shall be decided by the Rector.
6. In cases of emergency, certain provisions of these Regulations may be amended by supreme legal acts to which these regulations must adhere. An extraordinary situation is understood as a set of factual and legal circumstances resulting from socio-economic, environmental and legal changes which could not have been prevented.
7. These study regulations shall become effective 1 October 2021.