Appendix to Resolution No. 60/2019 of the UKSW Senate of April 25, 2019.

REGULATIONS OF STUDIES

AT THE CARDINAL STEFAN WYSZYŃSKI UNIVERSITY

IN WARSAW

1. GENERAL PROVISIONS

§ 1

1. Regulations of studies at the Cardinal Stefan Wyszyński University in Warsaw, hereinafter referred to as the "Regulations", apply to students who study at the first and second level, as well as uniform master studies, in a full-time and part-time form.
2. The Cardinal Stefan Wyszyński University in Warsaw, hereinafter referred to as the "University", can collect fees for studies and educational services provided in the Act. The subject and amount of fees for educational services, including the procedure and conditions for exemption from their submission, are determined by the Rector.

§ 2

Whenever the regulations refer to:

1. Act - it should be understood as the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
2. Statute - it should be understood as the Statute of the Cardinal Stefan Wyszyński University in Warsaw;
3. University - it should be understood as the Cardinal Stefan Wyszyński University in Warsaw;
4. Senate - it should be understood as the University's body making the most important decisions related to its operation and development;
5. Dean - it should be understood as the person heading a Department;
6. Department - it should be understood as the organizational unit of the University, within which Faculties are taught;
7. Faculty manager - it should be understood as a person responsible for substantive and organizational care in a given field of study;
8. Full-time studies - should be understood as studies during which at least half of the ECTS points included in the study program is obtained as part of classes with direct participation of students and academic teachers or other persons conducting classes;
9. Part-time studies - should be understood as studies during which less than half of the ECTS points covered by the curriculum can be obtained with direct participation of academic teachers or other persons conducting classes and students;
10. Specialist studies - should be understood as studies conducted at church departments based on the "Veritatis gaudium" constitution within which learning outcomes are realized, aimed at deepening the knowledge, competences and skills appropriate to the chosen specialty; they also prepare to conduct exercises and seminars as well as specialist scientific research;
11. Study program - it should be understood as a document in which the following are defined:
12. the form or forms of studies, the number of semesters and the number of ECTS points necessary to complete studies at a given level,
13. the professional or canonical title awarded to graduates,
14. classes or groups of classes, regardless of the form of their conduct, along with attributing to them the learning outcomes and program content that ensure the achievement of the effects
15. the total number of hours of classes
16. ways of verifying and evaluating the learning outcomes achieved by the student during the entire education cycle,
17. the total number of ECTS points a student must obtain during classes conducted with direct participation of academic teachers or other persons conducting classes,
18. the number of ECTS points that a student must obtain in the course of classes in the field of humanities or social sciences, in the case of faculties assigned to other fields
19. the dimension, principles and form of apprenticeship and the number of ECTS points that a student must obtain as part of apprenticeship;
20. Learning outcomes - should be understood as knowledge, skills and social competences acquired in the learning process;
21. ECTS credits - should be understood as points which are a measure of the average workload of the student necessary to obtain learning outcomes. One ECTS point corresponds to the learning outcomes which require an average of 25-30 hours of work from the student, in accordance with the study program, and his individual work. ECTS credits are assigned for:
22. passing each of the classes and practical classes provided for in the curriculum, where the number of ECTS points does not depend on the obtained grade, and the condition for granting them is fulfilling by the student the requirements for obtaining the assumed learning outcomes confirmed by the completion of classes or practical classes;
23. preparation and submission of a thesis or preparation for the diploma examination, in accordance with the study program;
24. Individual organization of studies - it should be understood as a flexible system of studies, consisting in a separate selection of methods and forms of education, depending on the specific interests and talents of students;
25. Specialties - should be understood as a separate course of study, within which the learning outcomes relevant to a given field are realized, broadened by competences facilitating the entry of the candidate into the labor market after graduation;
26. Diploma thesis - it should be understood as an independent preparation of a scientific, artistic or practical issue or technical or artistic performance, presenting the student's general knowledge and skills related to studies in a given field, level and profile as well as the ability to analyze and inferring independently;
27. Diploma exam - it should be understood as a master's exam, a bachelor's degree exam, an engineering exam and a bachelor’s canonical degree exam which completes studies at a given faculty;
28. Promoter - it should be understood as a scientific supervisor of a diploma dissertation, holding a degree or a title in science;
29. Reviewer - it should be understood as an academic teacher assessing the thesis before the diploma exam;
30. USOSweb system - it should be understood as an electronic system for documentation of the course of studies;
31. Subject description sheet - it should be understood as a description containing the name of the subject and its subject matter, assumed learning outcomes, requirements related to achieving the assumed learning outcomes, literature and other materials with which the student should be familiarized.

§ 3

1. Students study at a specific faculty, level and profile of education. The program of study and learning outcomes, obtained as part of the field and profile of education, are defined by the Senate. The Senate can define specialties conducted as part of the faculty and profile of education.
2. First-cycle studies last six or seven semesters at the University, for which the student is granted a minimum of 180 or 210 ECTS points respectively. The period of the studies also includes professional practice, if it is provided for in the study program.
3. Second-cycle studies last from three to five semesters, for which the student is granted respectively from 90 to 150 ECTS points. The period of this study for students of second-cycle studies holding a diploma of graduation in the field of non-major studies with the second-cycle studies can be extended by one semester pursuant to the Senate resolution to supplement the necessary learning outcomes specified in the program for first-cycle studies.
4. Uniform MA studies last from nine to twelve semesters, for which the student is granted a minimum of 300 or 360 ECTS points respectively.
5. The University conducts studies in the form of full-time and part-time studies.
6. Regardless of the form of study in a particular field, the University provides the graduate with the same learning outcomes.
7. Lectures taking place at the University are open, with the priority of persons for whom the subject is compulsory, with the provision of appropriate conditions and with the consent of the teacher.

§ 4

1. A person admitted to study at the University acquires student rights upon taking an oath with the content specified in the Appendix to the Statute. Persons admitted to studies are entitled - from the moment of entry to the list of students - to receive relevant certificates.
2. Students receive a student ID and, at his / her request, a study course record book. The documents are issued for fee. The amount of fees is specified in separate regulations.
3. The study course record book is a document illustrating the course of studies, it remains the property of the student and does not belong to the documentation used to settle individual years of study. The Department Council can determine that the study course record book is used for the settlement of years of study. In this case, each Department student receives a study course record book.
4. The University provides the student with access to the records of the course of studies conducted in electronic form through the USOSweb system.
5. Student ID is a document certifying the student's status. The validity of the student ID is confirmed every semester in the dean's office.
6. The student ID card is valid for no longer than until:
7. graduation;
8. suspension of student rights;
9. final deletion from the list of students
10. in the case of first-cycle graduates - by 31 October of the year of graduation.
11. After graduation, the graduate obtains a diploma and a diploma supplement. The model diploma and model supplement are determined by separate regulations.

§ 5

1. The Rector is the superior and guardian of all students of the University.
2. The Rector conducts general supervision over matters related to recruitment, didactic process and course of studies.

§ 6

In matters not reserved for the competences of the Rector and the Senate, the dean supervises the implementation of the study program. The dean makes decisions in all matters related to the course of studies at the Department.

§ 7

1. Students have the right to submit an application related to individual student matters regarding the course of study. The manner of its submission is determined by the dean, with the exclusion of matters mentioned in paragraph 3, which require a paper form.
2. The student's application should contain: first name and surname of the applicant, study course record book number, course and year of study, form of education, correspondence address, recipient of the application, justification, necessary attachments, signature or should be submitted on the form specified by the university.
3. In matters concerning:
4. resumption of studies
5. transfer;
6. holidays;
7. tuition fees

- the decision includes the following elements: date of issue, definition of the issuing entity, legal basis, decision, justification, instruction on the possibility of appealing and a signature of the person authorized to issue the decision.

1. In case of incompleteness of the application, students will be asked to complete the application within 7 days with the instruction that non-completion will leave the application unanswered.
2. Students are immediately informed about the decision. Information on the method and date of notification of the student is there in his personal files.
3. Any negative decision must contain the dean's justification.
4. The decision concerning deletion from the list of students is issued in the form of an administrative decision.
5. Students have the right to appeal to the Rector within 14 days of receiving the dean's decision. Appeals are submitted through the Dean of the relevant Department, who, by submitting the appeal to the Rector, joins his opinion. The dean forwards the appeal within 7 days of lodging the appeal.

§ 8

1. Students' Self-Government consists of all students of the University.
2. Competent authorities of the CSWU Students' Self-government are entitled to represent all students and express their views on all their matters.

§ 9

1. Guardians of individual years of studies are appointed by the Dean.
2. Guardians supervise the implementation of the didactic process, satisfying the scientific, social, cultural and spiritual needs of students and can submit conclusions and proposals to the Rector and the Dean, the head of the department, as well as to the bodies of the Student Government with respect to the matters.
3. At the request of the representatives of a university student organization of a scientific nature, the Rector shall appoint a scientific guardian of the organization.
4. ORGANIZATION OF STUDIES
5. Academic year lasts from October 1 to September 30 of the following year.
6. The academic year consists in:
7. two semesters of didactic classes: winter and summer (subject to point 2.);
8. in the case of a selected study year with a practical profile, where three-month apprenticeships are envisaged, the academic year is divided into three trimesters;
9. four examination sessions, including three free from didactic classes: winter, summer and summer revision;
10. practical or field exercises;
11. winter and summer holidays, lasting a total of not less than 6 weeks, including at least 4 weeks of uninterrupted summer holidays.
12. The framework plan for the organization of the academic year, including examination sessions, is defined by the Rector, taking into consideration the following principles:
13. at full-time studies:
14. each semester consists in 15 didactic weeks;
15. two trimesters consist in 10 didactic weeks and one trimester consists in 3 months of apprenticeship;
16. at part-time studies:
17. in the part-time mode, each semester consists in no less than 5 two-day or three-day conventions;
18. in the evening mode, each semester consists in at least 3 afternoons in each didactic week specified for full-time studies.
19. The examination session at full-time studies cannot last shorter than 10 consecutive calendar days. At part-time studies, the examination session is carried out in accordance with the schedule of classes given by the Rector
20. The study plan cannot oblige the student to take more exams than eleven annually, and more than six in a semester.
21. Examiners inform students about the dates of exams at least 3 weeks before the exam session, in the winter make-up session within 5 days from the last day of the winter examination session, in the summer make-up session by 30 June. This information is posted on the Department's website.

§ 11

1. The basic language of lectures and diploma theses at the University is Polish.
2. Didactic classes during studies, knowledge or skills tests can also be conducted in a foreign language within the scope and conditions specified in the subject description sheet.
3. Part of didactic classes can be conducted using distance learning methods and techniques in all departments of study, taking into account their specificity and conditions specified by the minister competent for higher education.
4. Academic teachers with a certificate of competence and experience allowing for the correct implementation of classes in this form are entitled to teach classes with the use of distance learning methods and techniques.
5. At the request of the head of the thesis, the dean can, in justified cases, agree to write it in a foreign language. In this case, it is necessary to include the Polish title and abstract in the presented work.
6. In the field of foreign modern philology or courses taught in a foreign language, the diploma thesis is written in the language of studies. The second sentence of paragraph 5 shall apply accordingly.
7. In the field of foreign modern philology or courses taught in a foreign language, the diploma examination is carried out in the language of studies.
8. First-year first-cycle and second-cycle students, first-year students of uniform master's studies and others who commence studies at the University, have compulsory library training conducted using distance learning methods and techniques.

§ 12

1. Students have the right to access the following information before the beginning of the semester (trimester)
2. on the principles of passing the subject, its program, assumed learning outcomes, the scope of the material at the exam or passing the classes and recommended literature. Passing the course or subject is based on the criteria specified in the course card approved for the given semester. At the request of the student, the dean can invalidate the result of the exam or pass of classes if the academic teacher applied other evaluation criteria than those specified in the course sheet. The application shall be submitted within 7 days from the date of the announcement of the results.
3. The teacher specifies in the course sheet decides whether attendance is obligatory.
4. Academic teachers with an academic title or degree are entitled to conduct lectures, diploma seminars and exams.
5. In particularly justified cases, the Rector can authorize lectures conducted by persons who do not have a scientific title or a scientific degree but who possess academic achievements or professional experience.
6. Qualification criteria for the diploma seminar must be publicly available 2 made available to students, at least 14 days before the beginning of the semester (trimester).

A student, with the dean's consent, can take part in studies at another university in Poland or abroad on the terms set out in the regulations of student mobility programs, in cooperation agreements with other universities or in individual arrangements. The dean's decision determines the conditions for the implementation of the study program.

§ 14

1. Studies take place according to study programs established by the Senate, after consulting the Students' Self-Government.
2. The study program specifies the graduate's professional title, a description of the expected learning outcomes, classes along with their implementation schedule, time and the way they are passed, and ECTS credits.
3. The study program is available on the Department's website.
4. The timetable and staffing are determined by the class schedule.
5. The timetable of classes, approved by the dean, is notified to students no later than 14 days before the beginning of the semester (trimester).

§ 15

1. Student apprenticeships are compulsory for students of practical studies, and for students of general academic courses, they are compulsory, as far as the program of studies provides.
2. The time, type and form of apprenticeship is defined in the appendix to the study program.
3. Apprenticeships should be done and passed:
4. in the semester (trimester) indicated in the study program;
5. in the period free from didactic classes or during their duration, if it does not hinder the course of studies;
6. in an institution from a list submitted by the UKSW Career Office, or selected independently, whose profile of activity is consistent with the student's program of study, after obtaining the consent of the apprenticeship manager relevant to the field of study;
7. in the institution indicated by the dean of the department in the case of studies with a practical profile.
8. In exceptional cases, at the student's request, the dean can agree to an earlier apprenticeship or an apprenticeship not included in the study program.
9. The condition for passing the apprenticeship is fulfilling the tasks formulated in the apprenticeship program, achieving the assumed learning outcomes, presenting the relevant documentation in Polish, describing the duties performed, the apprenticeship date and the opinion of the student supervisor in the institution about the apprenticeship.
10. The apprenticeship manager decides about passing the apprenticeship, having verified the student's achievement of the expected learning outcomes
11. At the latest within 30 days after completing the apprenticeship, the student is obliged to provide the Office of Careers of the UKSW with documentation on its completion approved by the apprenticeship manager.
12. Failure to pass the apprenticeship is synonymous with the need for re-taking it.
13. The student is credited with ECTS points whose credit value is specified in the study program.
14. Detailed rules for documenting the completion and passing apprenticeship are set out in the regulations of student apprenticeship at the University.

§ 16

1. The University, taking into account the special interests and talents of students, enables them to individually choose methods and forms of education. It is implemented by a flexible system of studies and the opportunity to study according to the individual organization of studies, hereinafter referred to as "IOS".
2. Consent for individual organization of studies may be granted for:
3. a semester (trimester);
4. an academic year;
5. or until graduation, in exceptional situations referred to in art. 85 par. 2 point 1 of the Act or in § 17 subpar. 5 of the Regulations.
6. A student who has obtained an average not lower than 4.0 in the year preceding the year in which he / she applies for IOS and has met one of the following conditions can apply for individual organization of studies:
7. took up studies in the second field of study at the University;
8. has permission to go on a foreign scholarship;
9. participates in sports representations at a minimum level at the national level;
10. operates in scientific or social organizations;
11. takes a professional apprenticeship consistent with the field of study

- and completed the first year of first-degree studies, or completed the first semester (trimester) of the second-degree studies or completed the first year of uniform master's studies.

1. In particularly justified cases, the dean can approve the IOS at an earlier stage of study.
2. A student applying for individual organization of studies should:
3. ask an academic teacher holding a degree or a degree for scientific protection;
4. submit the application for approval to the dean, the model of which is established by the Rector, together with the curriculum and the schedule of classes agreed together with the academic supervisor.
5. The individual organization of studies shall be approved by the dean, and the control of its implementation is carried out in the same manner as control over the students' learning progress.
6. At the joint request of a student and academic supervisor, changes to the course of study can be reported to the dean. The decision introducing changes is made by the Dean.
7. In the event of difficulties in the implementation of an individual organization of studies, the dean, in consultation with the academic supervisor, shall decide on its further implementation, change or withdrawal of consent.
8. ORGANIZATION OF STUDIES CONSIDERING SPECIAL NEEDS OF STUDENTS BEING PERSONS WITH DISABILITIES

§ 17

1. The University undertakes actions to eliminate barriers of people with disabilities to access education, in order to ensure their full participation in the education and research process.
2. The University, taking into account the special needs of students with disabilities, enables them to organize their studies on an individual basis, consisting in adjusting the requirements for participation in didactic classes and organization of tests and exams to the needs and possibilities resulting from disability.
3. Deans are obliged to organize didactic classes, colloquia, examinations and tests in such a way as to take into account the needs arising from psychophysical conditions and the abilities of students with disabilities, basing on the student's application for individual organization of studies, positively evaluated by the Rector's Plenipotentiary for People with disabilities.
4. The University has a Rector's Plenipotentiary for People with Disabilities whose duties include analysis, giving opinions and initiating the implementation of solutions to facilitate studying in the case of such people and giving opinions on applications for individual organization of studies.
5. A student can apply for individual organization of studies, in accordance with the procedure set out in §16 par. 5, starting from the first year of studies, if he/she meets all of the following conditions:
6. has an up-to-date certificate of disability;
7. has been registered with the Rector's Plenipotentiary for People with Disabilities;
8. the Rector's Plenipotentiary for People with Disabilities gave positive opinion on the student's request for the need for individual organization of studies.
9. Students with a disability awarded, having obtained dean's consent for an individual organization, have the right to:
10. individually adapt the requirements regarding participation in didactic classes (after consultation with lecturers teaching given subjects);
11. have assistance assigned during classes and during examinations;
12. extend the exam time, by a maximum of 50%;
13. replace a written form of the exam with an oral form or vice versa;
14. postpone the date of the exam, if due to the specificity of disability the student could not take the exam at the appointed time;
15. 6) other organizational facilities according to the student's individual needs resulting from the specificity of disability and according to the University's capabilities
16. The individual organization for students with disabilities is approved by the dean, and the control of its implementation is carried out in the same manner as control over the students' learning progress.
17. At the student's request, changes to the individual organization of students with disabilities can be reported to the dean. The decision introducing changes is made by the Dean, after consulting the academic supervisor.
18. In the event of difficulties in the implementation of the individual organization of studies, the dean, in consultation with the academic supervisor, decides on its further implementation, change or withdrawing consent. In this case, he can consult the Rector's Plenipotentiary for People with Disabilities.
19. Students with a certified disability can, at their request, be entitled to other forms of support coordinated by the Rector's Plenipotentiary for People with Disabilities.
20. BASIC RIGHTS AND OBLIGATIONS OF A STUDENT

§ 18

Students have the right to:

1. acquire knowledge in a chosen field of study, develop their own scientific interests, obtain the assistance of academic teachers and University bodies, use rooms, facilities and resources and the entire library collection of the University in accordance with applicable regulations;
2. study according to individual organization of studies in accordance with §16;
3. participate in decision making of the collegiate bodies of the University, through representatives of students;
4. submit postulates regarding the schedules of classes, study programs, matters related to the teaching and upbringing process and social-welfare conditions to the University authorities;
5. join the existing university student organizations and establishing new ones;
6. participate in research conducted by the University;
7. develop cultural, tourist and sports interests, using the University's equipment and resources for this purpose, as well as assistance from academic teachers and the University's bodies;
8. transfers and resumption of studies, in accordance with § 21 - 24;
9. participate in open classes of other fields of study;
10. take exams before sessions, in accordance with § 26 par. 1;
11. participate in classes of higher years of studies, according to § 26 par. 2;
12. take part in the retake examinations, in accordance with § 30 par. 1;
13. be admitted to commission examinations, in accordance with § 31;
14. have holidays, in accordance with § 35 - 37;
15. be awarded prizes and distinctions, in accordance with § 38 and 39;
16. train in the field of student's rights and duties;
17. uphold students’ rights by October 31 of the year in which he graduated from first-cycle studies, excluding the right to financial assistance;
18. transfer and recognize ECTS points;
19. justify absence from classes, in accordance with § 34;
20. retake specific classes, including due to unsatisfactory results in learning, in accordance with § 32 and 33;
21. participate in part of the course of studies at other universities, including foreign universities, as part of national or international student exchange programs;
22. be accommodated in a student dormitory and receive material help - on the terms specified in separate regulations
23. assess classes by means of electronic questionnaires, available in the USOSweb system;
24. access their written work, constituting the basis for obtaining a pass or passing an examination, within 30 days from the date of the announcement of the results.

§ 19

1. Students’ basic duties include:
2. acting in accordance with the wording of the oath, in particular:
3. properly use the University's didactic offer,
4. timely complete duties associated with the studies, including timely graduation,
5. respect academic rights and customs,
6. care for the University's reputation and its traditions,
7. respect University property;
8. comply with the dean's organizational arrangements, in particular:
9. at the date specified by the dean, sign up for classes in the USOSweb system, participate in them and pass them, as well as take examinations in accordance with the study program and session schedule after fulfilling the specific requirements related to these class, credits and examinations;
10. participate in classes at which attendance is compulsory (paid employment does not exempt from this obligation);
11. immediately notify the dean's office about the change of name or address;
12. immediately notify the relevant organizational unit of the University about a change in financial conditions if this affects the granting or amount of material aid;
13. timely pay fees for educational services, in accordance with the payment terms presented to the student in writing, the receipt of which the student confirms with a signature;
14. traineeship, provided that the program of study envisages them;
15. check the obtained grades on their account in the USOSweb system and immediately report errors in the documentation of the course of studies in the dean's office.
16. An approved student circulation sheet is a confirmation of the student's settlement at the University, in the event of graduation or deleting the student from the list, the form and design of it shall be determined by the Rector.

§ 20

Students bear disciplinary responsibility before the disciplinary committee pursuant to the rules set out in Chapter VI, Chapter 2 of the Act For violation of the regulations in force at the University and for an act that offends the dignity of a student.

1. TRANSFERRING AND RESUMING STUDIES

§ 21

1. Transfers can be carried out through:
2. transfer to another university, provided that the student has fulfilled all duties towards the University;
3. transfer from another university (including foreign universities);
4. changing the form of studies;
5. changing the field of study.
6. The dean can agree to transfer a student from another university, including a foreign university, to studies at the University if the applicant for a transfer:
7. has fulfilled all obligations arising from the regulations in force at the university from which it intends to transfer (home university);
8. has obtained the completion of the year of study for which he/she was entered in the academic year in which she applies for the transfer at the home university;
9. has applied for transfer, no later than on July 15 for full-time studies or 10 September for part-time studies.
10. A person who studies at the home university in the part-time, evening or other paid system of studies can be transferred only to part-time studies at the University.
11. The condition to transfer from another university to full-time studies at the University is to meet the requirements in force in the year in which he/she was admitted to study.
12. A person whose average grade obtained at the home university within the previously completed stages of studies is lower than 4.0 is not transferable to full-time studies at the University, but this condition is not applicable if significant random reasons support the consent.
13. Only students who study at the home university in a field assigned to the same leading discipline can transfer to studies in a specific field and level of education.
14. The application for a transfer must be accompanied by documents allowing to determine whether the conditions of transfer specified in para. 1-5 are met.
15. The student can transfer from full-time studies to part-time studies after the end of each semester of studies.
16. A dean can agree to transfer a student from part-time to full-time studies after completing at least one year of study if the student
17. obtained the pass of the year of study for which he/she was entered in the academic year in which he/she applies for the transfer;
18. obtained the grade point average within the previously completed study stages not lower than 4.5;
19. applied for the transfer not later than on 15 July.
20. A dean can consent to the student moving to another field of study at the University after completing at least the first year of studies if:
21. the fields of study are assigned to the same leading discipline;
22. the student obtained a pass of the year of study for which he/she was entered in the academic year in which he applies for the transfer;
23. the student has obtained the grade point average within the previously completed stages of studies not lower than 4.5;
24. the student has applied for the transfer not later than on July 15 for full-time studies or 10 September for part-time studies
25. In particularly justified cases, with the consent of the Rector, transfers can be made during the first year of study, as well as during subsequent years, despite failure to meet the requirements set out in par. 2-10
26. Student transfers can not lead to an increase in the number of students in a given year beyond the adopted limit for individual majors. Students retaking the year are not included in the mentioned limit.
27. Persons deleted from studies at another university can take up studies at the University pursuant to the recruitment rules at the first year of study.

§ 22

A student who has moved from another university, including a foreign university or from another field of study at the University, shall have the results achieved accepted, taking into account the following conditions:

1. the student obtained the assumed learning outcomes and received an average of not less than 30 ECTS credits for passing each semester;
2. the student receives at the University the number of ECTS points which is assigned to the learning outcomes obtained as a result of taking relevant classes and practices at the University.

§ 23

1. A student who has been removed from the list of students of the University, after completing at least the first year of studies, can apply for the resumption of studies at the next, after the last completed year of first-degree and second-cycle and uniform Master's studies respectively.
2. Resumption is possible from the beginning of the academic year or semester. The decision on the resumption is taken by the dean.
3. A person deleted from the list of University students can resume first- or second-cycle studies once, and a unified master's program twice, if he / she applies for the resumption of studies not later than 5 years from the date of deletion.
4. The re-admission of a person who has been removed from the list of first-year students is based on the general principles of recruitment for higher education, provided that all financial obligations towards the University are settled.
5. A person who has been crossed off deleted from the list of University students due to unsatisfactory academic performance can resume studies with payment for retaking the failed subject.
6. A person who has been deleted from the list of University students can resume studies subject to the settlement of all financial obligations towards the University.
7. The student's right to have the obtained results accepted, in the case of both resumptions and recruitment, covers subjects included in a maximum of 5 years preceding the academic year in which the student's right is implemented, unless the specificity of the subject justifies withdrawal from this condition. The dean can make the decision dependent on the opinion of the person teaching the subject.

§ 24

1. A student transferred to a given year of study or resuming studies is required to compensate for curriculum differences. Dates of compensating for the differences and their list are specified by the Dean.
2. Failure by the student to timely compensate for the curriculum differences determined by the dean is the basis for deletion from the list of students due to lack of progress in learning.

COMPLETING A YEAR

1. The academic year is the settlement period. Transfer and accumulation of ECTS credits is done in a semester (trimester) cycle.

VI.

1. The condition for completing a year is fulfilling all the requirements (including: passing classes, passing exams, completing and passing the apprenticeship specified in the curriculum for the given period of study.
2. A condition for admission to classes where there are harmful or onerous factors is the presentation of a medical certificate on the absence of contraindications to undertake studies in the chosen field of study. The faculties at on which a medical certificate is required are specified in the Rector's order.
3. In case other lectures are related to the lecture, the condition to take the exam in this subject is to obtain a pass for the course.
4. The Rector defines the conditions for exempting students from the obligation to attend a foreign language course and to take a foreign language examination.
5. Completion of the subject is made by entering the grade according to the scale specified in § 28 par. 1, for the course protocol in the USOSweb system and the periodic student achievement sheet, as well as in the study course record book, at the student's request.
6. If the program of studies provides for the completion of individual classes related to the subject with a grade, par. 6 shall apply accordingly.
7. All academic teachers are required to document the results of exams and credits in the course reports in electronic form in the USOSweb system and in the form of a computer printout from this system, signed with their own signature. The deadline for submission of protocols in the form of a printout from the system is determined by the dean, however not later than within seven days from the last day of the make-up session of the given semester (trimester).
8. A positive grade entered in the course acceptance report is the final grade. In the event of discrepancies in the grade for the credit for the subject and the student's periodic performance sheet, the dean undertakes actions explaining the discrepancy.
9. The minimum number of points in the system of accumulation and transfer of student's achievements for foreign language courses and other classes taught by university-wide units is determined by the Vice-Rector for Education, in agreement with the heads of respective university-wide units.

§ 26

1. A student has the right to take an exam at any time before the session, if such date has been set by the examiner and the student has obtained class credits (entries), conditioning taking the exam. The examiner has the right to make admission to the examination before the session also subject to other additional conditions specified in the course sheet.
2. A student - with the dean's consent - has the right to participate in classes, pass them and take exams in selected subjects provided for in the plan of study at higher years, if he/she has passed the exams and obtained all credits for participation in the classes. A student who has received such consent is obliged to take exams and pass classes in the subjects.
3. A student shall take an exam in a given subject at the person teaching the subject or in exceptional situations at a person authorized by the dean.
4. The examiner can admit the student subject to examination on the condition that the student shows an ID.
5. The examiner is obliged to provide the result of the written examination within two weeks from the date of the exam. This provision applies accordingly to persons teaching a subject ended with a pass with a grade if the basis or one of the grounds for passing the classes is a written paper.
6. The examiner is obliged to enable students to access their examination and the final examination papers within 30 days of announcing the results. This provision applies accordingly to the persons teaching a subject ended with a pass with a grade in the case where the basis or one of the grounds for passing the classes is a written paper.

§ 27

1. A student who participates in research or implementation works can be exempted from participation in some classes in the subject which the work is thematically related to.
2. Participation of a student in the work of the scientific camp can be the basis for passing all or part of the professional practice, if the program implemented during the camp meets the requirements set out in the study program for a given apprenticeship.
3. The credits and exemptions mentioned in par. 1 and 2 are held on the terms specified by the dean.
4. A student holding a certificate confirming his command of a foreign language listed in the Rector's order can, at his request, submitted to the SJO manager, be exempt from crediting the language course. The exemption is made by the head of the SJO on the basis of recognition of the achievements of learning outcomes. The diploma supplement includes the following entry: exempt on the basis of a certificate.
5. A student with significant sports achievements referred to in the SWF Regulations can be exempt from completing physical education classes pursuant to a request submitted to the SWF manager. Completion of the subject is made by the SWF manager on the basis of the recognition of the learning outcomes achieved.

§ 28

1. The following scale of assessments shall apply to the exams and grades:

very good - 5.0;

good plus - 4.5;

good - 4.0;

satisfactory plus - 3.5;

satisfactory - 3,0; unsatisfactory - 2.0.

1. . In order to ensure a fair transfer and recognition of foreign students who have completed their studies at the University, a system of interpretation and conversion of assessments called "ECTS Assessment Table" is created in each field of study.
2. Students who have obtained a course credit at another university, including a foreign one, by obtaining a learning outcome determined by the university, have the relevant grade assigned according to the adopted:

above 90% -100% -5.0

above 80% - 90% - 4.5;

above 70% - 80% - 4.0;

over 60% - 70% - 3.5;

60% and below - 3.0;

Unless the ECTS grading table was included in the list of credit assessments.

§ 29

The average of each stage (semester, trimester, year, whole study) is calculated as the arithmetic mean of all grades entered, according to the study program referred to this stage, into the subject protocols.

§ 30

1. A student who obtains a course pass (entry) conditioning taking exams prior to the exam session and who takes the exam and receive an unsatisfactory grade at the exam, has the right to retake the examination once.
2. In the event of failing to pass the exam condition before the exam session, the student shall take this course in the retake session; if he / she receives it, he/she is entitled to one exam date in the retake session and if he / she does not get the credit, he / she is graded with an unsatisfactory grade. The student can apply to the dean for setting a 3-day time for getting the credit, provided that all the requirements set out in the subject sheet are met.
3. In the event of unexcused absence at the exam within the set time limit, the student loses the right to one take without being awarded any grade. If this is an absence on the first date, he is entitled to a date in the retake session.
4. In the event of unexcused absence at the exam on both dates, the student is awarded with an unsatisfactory grade at this examination. The dean enters the unsatisfactory grade when settling the year.
5. In the event of an illness or another absence justified by the dean at the exam on the first or second date, the dean in agreement with the examiner sets a different date, which can not be earlier than 7 days from the date of the exam and no later than 10 days from the date of the application made by the student.
6. The application to restore the date of the exam should be submitted to the dean along with the documents justifying the absence within 7 days from the date of termination of the reason for absence.

§ 31

1. Within seven days from the date of announcement of the results of the retaken examination, the student has the right to submit an application with justification for an examination before an examination board.
2. In any academic year, a student has the right to submit an application for only two examinations at an examination board.
3. The dean agrees to the examination at an examination board if there are important reasons to do so and only if the student retook examination and was awarded with an unsatisfactory grade.
4. The date of the exam is set by the dean. The examination at an examination board should take place within 7 to 14 days from the date of submitting the application.
5. The three-member examination board conducting the exam includes a dean or a person authorized by him as a chairman, the previous examiner and a specialist in the subject covered by the examination, appointed by the dean.
6. The examination board can not be chaired by a person who previously examines the student.
7. At the student's request, submitted no later than 3 days before the exam, an academic teacher or a representative of the Students' Self-Government body can participate as an observer in the exam at an examination board.
8. In relation to a student who has not passed the examination board, the dean takes one of the following decisions:
9. about conditional entry for the next year of studies, if the conditions set out in § 32 par. 1 point 3 are met;
10. about retaking the year, subject to the limitations of § 32 par. 3 and 4;
11. about deletion from the list of students due to lack of progress in learning, if consent to conditional entry or retaking the year is impossible.

§ 32

1. The dean makes one of the following decisions in relation to a student who has not completed the given year of study by 30 September:
2. deletion from the list of students;
3. referral to retaking the year of study at the student's request;
4. a conditional entry for the next year of study, at the student's request, if the student did not complete the year:
5. for the maximum of two subjects - regardless of the number of ECTS points assigned to them, or
6. subjects with a total value of not more than 12 ECTS points

- the given subject can be covered by a conditional entry, if according to the program of studies, failing to complete the course enables continuation of studies

1. The applications referred to in par. 1 point 2 and 3 must be submitted by 30 September. In particularly justified cases, this condition shall not apply.
2. A student of the first year of studies can be referred to ratake a year only in exceptional and documented cases of chance. The given year of study can be repeated no more than once.
3. Any subject can not be included in the conditional entry more than once.
4. A student who did not pass a subject covered by a conditional entry can, in justified cases, be referred to retake a year.
5. In the case of a change in the study program that prevents retaking a failed subject, the dean determines how to pass it.
6. The final dates of crediting subjects included in the conditional entry are determined by the dean, but none of them can be longer than the end of the last retaking session in the academic year in which the subject is retaken.
7. Retaking specific classes due to unsatisfactory academic performance is payable. The amount of the fees is determined by the Rector's order.

§ 33

1. A student retaking a year only participates in classes in subjects he did not pass.
2. A student retaking a year shall have all positive grades obtained during the previous year considered.
3. A student retaking a year has the right, with the dean's consent, to participate in selected classes from senior years, complete them and take exams, subject to § 26 par. 2.

§ 34

1. Cases in which a student is deleted or can be deleted by a dean from the student list are listed in art. 108 par. 1 and 2 of the Act.
2. Reasons for deleting a student from the student list are specified:
3. failure to take up studies - the fact of not taking up studies is stated by the dean. The proof of the failure to study is not signing an academic oath until October 31 of the year in which the person was admitted to study, and in the case of part-time studies, this date can be postponed to 14 days from the date of receipt of the oath;
4. resignation of the student must be in the form of a written statement submitted to the appropriate dean's office. The date of resignation is the date of submitting the statement, unless the date of the letter indicates a later date;
5. lack of progress in learning can be determined if the student did not pass the given subject or year of study more than once or scored less than 1/3 of the subjects provided for in the study plan in a given exam session,
6. lack of participation in obligatory classes can be determined when the student was absent at, without proper justification, at least 20% of obligatory classes,
7. failure to pay fees related to studies.
8. Absences at classes at which attendance is compulsory, resulting from participation in the Senate meetings and other collegial fields of the University, are treated as justified.
9. The student retains the student's rights until the decision on deletion becomes final.
10. HOLIDAYS

§ 35

1. In justified cases, students are entitled to have a holiday at his/her request. The holiday granted can be short-term, lasting no longer than 10 weeks or long-term, covering two consecutive semesters (three consecutive trimesters).
2. A student can get a holiday because of:
3. health status
4. a national or international trip organized by the University, Students' Union and student organizations;
5. performing active military service;
6. adoption of a child;
7. other cases justified by the student, respectively.
8. Holidays are granted to:
9. a student who is pregnant - until the day of birth of the child;
10. a student who is a parent - for a period of up to one year; the application can be submitted within 1 year from the day of birth of the child.
11. If the end of the holiday of students indicated in par. 3 iis during a semester, the holiday can be extended until the end of the semester.
12. Part-time students can also receive occasional holidays if they have been posted abroad, temporarily referred to work outside their place of permanent residence, or due to other circumstances related to the performance of their work temporarily preventing them from continuing their studies.
13. Holidays can be granted at any time during the academic year, except that the holiday can not be granted earlier than the date of submitting the application. This restriction does not apply to holidays granted for health reasons.
14. A student returning from a long-term holiday granted due to his / her health condition is obliged - before commencing classes - to present an up-to-date medical certificate on the absence of contraindications for continuing studies to the dean.
15. Granting long-term holidays extends the period of completion of studies by two semesters. The dean's decision in this matter must contain detailed justification.
16. Short-term holidays do not absolve the student from the obligation to pass the year of study on time.
17. A student of first- or second-cycle studies can obtain a long-term holiday only once in the period of study, and a uniform master's program twice in the period of study, unless the reason for the holiday is health or parenthood. The dean can refuse to grant a long-term holiday for health reasons if the first- or second-cycle student obtained such a holiday twice in the period of study, and the uniform Master's student - three times during the period of study.
18. The decision on granting a holiday, the date and conditions for returning to studies is taken by the dean.
19. Decisions on the granting of a holiday are kept in the student's file.

§ 36

A student returning from a holiday is required to sign up for classes, participate in them and take exams in the next exam session, according to the schedule.

§ 37

1. During the holiday period, the given student retains his/her student rights, except that the entitlement to benefit from material assistance benefits is set out in the Student Benefit Regulations.
2. During the holiday, the student can, with the dean's consent, take part in selected classes, pass them and take examinations.
3. PRIZES AND AWARDS

§ 38

1. Students, distinguished by academic or sport results, exemplary fulfillment of their duties, achievements at work in a student academic movement or achievements for the academic community, can receive a material or financial reward or an honorary distinction, a diploma of recognition or a letter of praise.
2. Prizes for outstanding results in science, referred to in par. 1, shall be granted by the Rector on his own initiative or at the request of the head of the department. They can be awarded to students who have passed the given year in a timely manner with an average grade, calculated in accordance with § 28, not lower than 4.0. A conditional entry for the following year deprives the student of the right to the prize.
3. Awards for results in sport, exemplary fulfillment of duties, achievements at work in the student scientific movement and for the community of the University are awarded on the Rector’s initiative.
4. The award referred to in par. 1, is granted once a year.
5. Detailed rules and procedure for awarding the prizes and distinctions referred to in par. 1 shall be determined by the Rector.

§ 39

1. A graduation diploma with distinction is awarded to graduates who jointly fulfill the following conditions:
2. have completed their studies within the period specified in the study plan;
3. have obtained the average grade not lower than 4.50;
4. have obtained a very good grade at the diploma exam;
5. have not violated the rules contained in the oath;
6. have obtained a very good grade for the diploma thesis, if it is planned by the program of studies.
7. The examination commission informs the dean about a student fulfilling the conditions set out in par. 1.
8. A diploma with distinction is issued on special forms, along with a diploma of graduation.
9. DIPLOMA PAPER, COMPLETION OF STUDIES

§ 40

1. Students of full-time and part-time first-cycle studies, if it is envisaged by the second-cycle program and the uniform Master's and specialist studies, are required to submit their diploma thesis to the last day of didactic classes in the last semester of study.
2. The dean can postpone the date of submission of the diploma thesis at the request of the head of the work or at the request of the student in case of long-term illness of the student or for other important reasons. The date of submitting the thesis can not be postponed until later than September 30 of the last year of studies, and in engineering studies - no later than by April 30 of the last year of study.
3. The condition for passing the diploma seminar in the last semester of studies is the approval of the diploma thesis.
4. Failure to submit the diploma thesis at the appointed date shall result in the student being removed from the student list.

§ 41

In the case of a long absence of the supervisor of the diploma thesis, which could have influenced the student's delay in submitting the thesis, the dean is obliged to appoint a person who will take over the obligation to supervise the work. If such a change occurs after January 1, this circumstance can be the reason for postponing the deadline for submitting the thesis no later than September 30, and can be the reason for postponing the submission deadline by April 30th.

§ 42

1. The diploma thesis is performed by a student under the supervision of a university teacher holding a title or a degree in science and scientifically oriented to the subject field referring to the subject of the student's diploma thesis.
2. The subject of the diploma thesis should be determined not later than by the end of the penultimate semester of studies. The dean can specify an earlier date of establishing the diploma thesis subject. When determining the topic, the student's interests should be taken into account, as well as the possibility of doing the given task.
3. The diploma thesis can be, in particular, a written paper, project work, including a design and implementation of a program or computer system, as well as a construction, technological or artistic work related to the field of study, presenting general knowledge and skills of the student related to studies and the ability to analyze and infer.
4. Detailed rules for the canonical thesis and submission of the canonical bachelor examination are determined by the Dean of the relevant Department.

§ 43

1. The thesis is assessed by the promoter and one reviewer appointed by the dean. In the case of a negative evaluation of the thesis, the dean appoints a second reviewer.
2. If the grades issued by the promoter and the reviewer or reviewers do not coincide, the protocol referred to in § 49 par. 6 shall include all the assessments. The grade for the diploma thesis is determined on the basis of the arithmetic mean, calculated from the grades issued by the promoter and the reviewer or reviewers.
3. Reviewers are subject to, respectively, §42 par. 1.

§ 44

1. Students submit their diploma theses according to the procedure contained in the Rector's ordinance on the conduct of the book of diplomas and archiving diploma theses together with a statement about the authorship of the thesis, which is an attachment to this ordinance.
2. The University is obliged to check all written diploma theses before the diploma exam, using the Unified Anti-plagiarism System, unless the subject matter is protected by a legally protected secrecy.
3. The Rector, by way of decision, annuls the procedure for granting a professional title or canonical title, if in the thesis the person applying for this title has assigned himself / herself with the authorship of a significant passage or other elements of someone else's paper or scientific finding.
4. DIPLOMA EXAMINATION

§ 45

1. Diploma examinations include: master's exam, bachelor's exam, engineering exam and canonical bachelor’s degree.
2. The conditions for admission to the diploma examination include:
3. obtaining credit for all subjects and apprenticeship provided for in the study program;
4. obtaining at least 180 ECTS (at six-semester studies) or 210 ECTS credits (on seven-semester studies) or from 90 to 150 ECTS credits on second-cycle studies or obtaining at least 300 ECTS credits in this system uniform master's studies in the system of accumulation and transfer of student's achievements;
5. obtaining two positive reviews for the diploma thesis and its positive verification in the anti-plagiarism program, if that is provided for in the study program;
6. making the student settlements and fulfilling all the obligations confirmed on the circulation sheet.
7. The diploma examination takes place in front of a three-person board appointed by the dean, which includes: a chairman, supervisor and reviewer or another examiner. The examinations are presided over by the dean, deputy dean, head of the faculty or a university teacher authorized by the dean, holding a scientific title or degree.
8. The diploma exam should take place not shorter than seven days and not longer than three months from the date of submission of the diploma thesis. If the program of studies does not provide for a diploma thesis, the diploma examination should take place within a period of not less than seven days and not longer than three months from the last day of classes in the last semester of study.
9. Detailed rules regarding the course of the baccalaureate examination are determined by the dean of the relevant Department.

§ 46

1. The diploma examination is an oral exam and is closed to the public. At the request of the student or supervisor, the exam can be an open exam. The application should be submitted by submitting a diploma thesis. The dean announces the place and date of the open diploma examination at least three days before the planned exam date. Participants in the open examination who are not members of the commission can not ask questions to the graduate and participate in the classified part of the examination.

1. The *ex universa* exam in the fields in which the program of study envisages is a component of the Master's examination. Detailed rules regarding the course of the *ex universa* examination are determined by the dean of the relevant Department.
2. The grades specified in § 28 par. 1 shall be used in the assessment of the examination.

§ 47

1. In the case of passing a diploma examination graded with an unsatisfactory grade or unjustified failure to take a diploma examination, the dean appoints the second date as final, not earlier than within 4 weeks and not later than after 14 weeks from the first date.
2. In the event of failing to pass the diploma examination on the second date, the dean decides to delete the student from the list of students.

§ 48

1. Completion of studies takes place after submitting the diploma examination with at least a satisfactory result.
2. Student rights shall expire at the end of the last year of studies, subject to §18 point 17. In the case of obtaining a diploma before the end of the last year, student rights shall expire on the day of passing the diploma exam.
3. After completing studies, students receive diplomas with the professional title of a bachelor, engineer or master or a canonical bachelor's degree at the relevant department.
4. Within 30 days from the date of this examination, a graduation diploma with a professional title of a bachelor, engineer or master with two copies and a supplement shall be drawn up and issued, and the graduate's data shall be entered in the diploma record book. The condition for the award is to pay the fee and provide the current photograph.
5. The diploma model for a canonical bachelor shall be determined by the dean.

§ 49

1. The basis for calculating the result of studies includes:
2. the average of grades from the course of study, calculated in accordance with § 29;
3. evaluation of the diploma examination;
4. the average of the grade for the diploma thesis awarded by the supervisor and the reviewer or reviewers, if it is provided for in the program of studies.
5. The result of studies is the sum of:
6. the average referred to in par. 1 point 1 or respectively 0.65 of the average referred to in par. 1 point 1, if the program of study does not provide for a diploma thesis;
7. the average of grades listed in par. 1 point 2 and 3 or respectively 0.35 of the assessment referred to in par. 1 point 2, if the program of studies does not provide for a diploma thesis.
8. In the diploma of graduation, the result of the studies is entered in line with the following principle:
9. up to 3.30 - satisfactory;
10. above 3.30 to 3.80 - satisfactory plus;
11. above 3.80 to 4.30 - good;
12. above 4.30 to 4.70 - good plus;
13. above 4.70 - very good.
14. The adjustment concerns only the entry to the diploma; in all other certificates, the actual result of studies is determined, with rounding to two decimal places.
15. The examination commission can increase the assessment referred to in par. 3, by half a grade, if the average of grades referred to in par. 2 point 2, amounts to 5, and the first or second-cycle student in the last year of studies or uniform master's studies on the last two years of studies obtained passes of courses only with good and very good grades and completed the studies by 30 September, and in the case of engineering studies - until 30 April.
16. The examination commission draws up a report on the course of the diploma examination according to the formula given in the Rector's order.
17. TRANSITIONAL PROVISIONS

§ 50

The provisions contained in § 48 par. 4 shall not apply to students who start their studies from the academic year 2019/2020.

1. FINAL PROVISIONS

§ 51

1. The Regulations enter into force at the beginning of the academic year 2019/2020, after consultation with the university resolution body of the Students' Self-government of the UKSW Students.
2. Matters initiated before the entry into force of these Regulations shall be settled on the basis of the Regulations in force so far.
3. Regulations also apply to foreign students in all matters that are not regulated by separate regulations.
4. In matters relating to studies that are not covered by the regulations, the Rector decides.