

Regulations for Studies at the Poznań University of Life Sciences

I. GENERAL

Section 1

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

Section 2

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

Section 3

1. Under the authority of the Rector, the Dean is the supervisor of all employees and students at a Faculty.
2. The Dean appoints a year supervisor from among the academic staff whose duties include assisting students in solving problems. The contact details of the year supervisor are posted on the Faculty website.
3. The organization of the teaching process at the Faculty level is the responsibility of the Vice-Dean for Studies.
4. Tasks of the Vice-Dean for Studies include, without limitation:
 - 1) managing the activities of the Recruitment Commission;
 - 2) controlling the organization of courses;
 - 3) approving the semester timetable;
 - 4) supervising the documentation of the teaching process;
 - 5) supervising the implementation of recommendations by the Polish Accreditation Committee (Polska Komisja Akredytacyjna, PKA);
 - 6) acting under the authority of the Rector to make case-by-case decisions regarding students, including:
 - a) enrollment of students moving from another university,
 - b) enrollment of students under the procedure for the confirmation of learning outcomes,
 - c) crediting a semester of studies,
 - d) granting leave from studies,
 - e) approving a personalized organization of studies,
 - f) approving a personalized study program,
 - g) allowing students to repeat a semester,
 - h) allowing a student to continue his/her studies conditionally,

- i) deleting a student from the register of students,
 - j) allowing a student to resume his/her studies.
5. The Field of Study Program Board, appointed by the Rector upon request of the Dean, shall provide the Vice-Dean for Studies with substantive support. When appointing the Field of Study Program Board, the Rector shall designate the President of the Board.

Section 4

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

Section 5

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

Section 6

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

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

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

II. STUDENT'S RIGHTS AND OBLIGATIONS

Section 7

1. All University students are a self-governed community acting through its authorities, including:
 - 1) the President;
 - 2) the Resolution Authority referred to as the Student Government.
2. The Student Government is the exclusive representative of all University students.
3. At the University, the Student Government is active in dealing with student matters, including social and cultural aspects and accommodation.
4. The Student Government decides on the allocation of University funds dedicated to student matters. At least once in an academic year, the Student Government shall settle the funds and

- prepare a report on the allocation thereof, and shall publish it in the Public Information Bulletin, hereinafter BIP (Biuletyn Informacji Publicznej, BIP) at the University's dedicated page.
5. The President of the Student Government is a member of the University Board.
 6. The Student Government operates as provided for in the Act of July 20, 2018, on Higher Education and Science, hereinafter referred to as the Act, and the regulations which set forth its organization principles and operating methods.

Section 8

The student shall have the right to, without limitation:

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

Section 9

1. The students shall have the right to seek financial assistance and use dormitories as provided for in the Act, the regulations for student benefits, and dormitory regulations.
2. The regulations for student benefits shall be specified by the Rector in agreement with the Student Government.

Section 10

1. The student may apply for the following financial benefits:
 - 1) a maintenance grant;
 - 2) a disability grant;
 - 3) financial aid;
 - 4) the Rector's scholarship;
 - 5) a scholarship financed by local government entities;
 - 6) a scholarship for learning or sporting achievements financed by a natural person or legal person other than a state or local government legal person.
2. The assistance referred to in Para. 1, items 1–4 shall be granted or refused under an administrative decision. Detailed rules shall be laid down in the regulations for student benefits.
3. Upon request of the Student Government, the benefits referred to in Para. 1, items 1–4 shall be granted by the Scholarship Committee and the Scholarship Committee of Appeal. The Committees are mostly composed of students. The decision shall be signed by the Chairman of the Committee or by the Vice-Chairman of the Committee authorized by him/her.
4. If not compliant with the law, the decision of the Scholarship Committee or the Scholarship Committee of Appeal shall be repealed by the Rector under an administrative decision.
5. The minister's scholarship may be granted to a student who demonstrates considerable scientific or artistic achievements related to his/her studies, or considerable sporting achievements.
6. The student shall file the application for scholarship referred to in Para. 5 with the Vice-Dean for Studies in the form specified by the minister, together with documentary evidence of his/her achievements. The Vice-Dean for Studies shall deliver the application to the Rector in order to submit it to the competent minister in charge of higher education and science.

Section 11

1. The students shall have the right to associate in student organizations, including without limitation in research groups, artist groups, and sports teams, under principles provided for in the Act.
2. The Rector shall keep records of the University's student organizations.

Section 12

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

Section 13

1. Upon the student's request, and as approved by the Vice-Dean for Studies, a personalized organization of studies (without changes to the study program) is accepted.
2. The personalized organization of studies means individual timeframes for the fulfillment of educational duties (i.e. exams, credits, internships etc.) and the ability to choose a tutorial group.
3. Pregnant full-time students and parent full-time students cannot be denied permission to have a personalized organization of studies for a specific field of study and program until the completion of their studies.
4. If applied, the personalized organization of studies should not result in postponing the completion date of studies.

Section 14

1. Students with disabilities may follow their program based on a personalized organization of studies, taking into account their specific needs.
2. The students referred to in Para. 1 include persons:
 - 1) with disabilities who have a current disability degree certificate issued pursuant to applicable laws,
 - 2) who are chronically ill, whose health status is supported by the medical documentation submitted to the Center for Support and Development,
 - 3) whose illness or accident results in temporary inability to fully participate in classes, and whose circumstances are confirmed by medical documentation submitted to the Center for Support and Development.
3. The principles for adapting the educational process to the needs of students with disabilities shall be specified by the Rector. The unit responsible for supporting and coordinating activities for people with disabilities is the Center for Support and Development.

Section 15

1. The students shall be allowed to follow a personalized study program.
2. The student may follow a personalized study program on the condition that he/she demonstrates special interests and talents verified based on grades obtained during his/her studies, without limitation.
3. Upon acceptance based on the confirmation of learning outcomes, the student may follow a personalized study program.
4. The consent for the studying procedure contemplated in Para. 1 shall be delivered by the Vice-Dean for Studies upon request of the student, no later than one month prior to the beginning

thereof.

5. The studying procedure contemplated in Para. 1 is free of charge.
6. The personalized study program:
 - 1) complies with the principles adopted by the Field of Study Program Board;
 - 2) is supervised by a holder of at least a Ph.D. with habilitation degree;
 - 3) requires the achievement of at least learning outcomes expected for the field of study and the education level and profile concerned.

Section 16

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

Section 17

1. The student has the right to move to another university provided that he/she fulfilled all of his/her obligations towards the Poznań University of Life Sciences.
2. A student moving from another university may be enrolled no earlier than upon completing the first semester of studies, provided that he/she fulfilled all of his/her obligations towards his/her home university.
3. The principles provided for in Para. 1 and 2 shall also be applicable to cases where the student changes his/her field of study or switches from part-time to full-time studies. Switching from part-time to full-time studies is possible during the semester.
4. A student moving from another university may not be enrolled in the Veterinary Medicine field of study conducted in line with education standards preparing to perform the profession of a veterinarian from a field of study other than veterinary medicine.
5. When deciding to enroll a moving student, the Vice-Dean for Studies specifies which classes completed by the student in his/her home institution shall be deemed completed in the target institution. The student is granted with ECTS credits equivalent to what is awarded as a result

of completing the corresponding classes and internships in the target institution.

6. When deciding to enroll a moving student, the Vice-Dean for Studies also specifies the classes and internships, if any, resulting from a gap between the programs, and sets a deadline for the completion thereof.
7. The student may begin studies from the first semester only under the recruitment procedure.

Section 18

1. The student's obligations include being faithful to the oath and behaving in a moral manner, and specifically to:
 - 1) comply with the students' code of ethics and good practices of the University community;
 - 2) preserve the student's dignity and good reputation of the University;
 - 3) acquire knowledge and social competences and develop his/her skills on a consistent basis.
2. During the studies, the student shall without limitation:
 - 1) comply with applicable University regulations;
 - 2) attend the classes covered by the study program;
 - 3) complete the subjects and internships, take the exams, and comply with other requirements provided for in the study program;
 - 4) comply with regulations concerning intellectual property rights;
 - 5) submit his/her diploma thesis within the required deadlines, if preparing a diploma thesis is covered by the study program;
 - 6) take the diploma exam within the required deadlines;
 - 7) make timely payments for studies or other educational services;
 - 8) promptly notify the relevant students office of changing his/her name or address.

Section 19

1. A fee is charged for some educational services, including:
 - 1) extramural studies;
 - 2) repeating certain classes at full-time studies due to unsatisfactory learning achievements;
 - 3) studying in a foreign language program;
 - 4) classes not covered by the study program;
 - 5) education for foreigners as part of Polish-language full-time programs, except for the cases referred to in Section 324 Para. 2 of the Act.
2. The University shall also charge fees for:
 - 1) carrying out the recruitment process;
 - 2) the confirmation of learning outcomes;
 - 3) delivering a student ID or a duplicate thereof;
 - 4) delivering a duplicate of a higher-education diploma and supplements thereto;
 - 5) delivering an additional copy of a higher-education diploma and supplements thereto in a foreign language;
 - 6) the use of dormitories and cafeterias.
3. The terms of payments and amounts of fees for education services referred to in Para. 1 shall be specified by the Rector.
4. The student may apply for a partial or total exemption from the fee under a procedure established by the Rector, especially if he/she demonstrates extraordinary academic performance or finds himself/herself in a difficult financial situation.
5. Upon reasoned request submitted by the student prior to payment deadline, the Vice-Dean for Studies may:
 - 1) set another payment deadline;
 - 2) agree for payment in installments.

Section 20

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

Section 21

1. The students shall have the right to training on their rights and obligations.
2. The training shall be delivered by the Student Government in cooperation with the Parliament of the Students of the Republic of Poland which prepares the representatives of student governments to deliver training and undertakes promotional activities related to students' rights and obligations.
3. The student rights and obligations shall expire on the day of losing the student status, according to Section 5 Para. 5 and 6.
4. In the case of the death of the student or the loss of legal capacity, the student status shall expire, with consequences analogous to those of deletion from the register of students.
5. A person deleted from the register of students, with the exception of the case referred to in Para. 4, is obliged to fulfill all financial and material obligations to the University within one month of the date of deletion.

III. EDUCATIONAL PROCESS ORGANIZATION

Section 22

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

Section 23

1. Full-time bachelor's degree programs comprise 6 semesters. Full-time first-cycle engineer degree programs comprise 7 semesters.
2. Full-time second-cycle programs comprise 3 or 4 semesters.
3. The Veterinary Medicine long-cycle master's degree program comprises 11 semesters.
4. Extramural programs may be one semester longer than the corresponding full-time programs.

Section 24

1. The academic year shall begin on October 1, shall end by September 30 of the next calendar year, and shall include two semesters: the winter and the summer semester.
2. The Rector shall issue a regulation to specify the basic organizational principles of the academic year, including:
 - 1) the start and end date of courses;
 - 2) the schedule of examination sessions;
 - 3) the schedule of summer holidays, year-end holidays and mid-term holidays.
3. The regulation referred to in Para. 2 shall be issued by the end of May of the previous academic year, and shall be published on the University's website.
4. In the case of degree programs, each semester includes 15 weeks of classes. The Rector may shorten the last semester of studies.
5. The Rector may designate additional holidays during the academic year.

Section 25

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

Section 26

1. The degree programs are based on the study program established by the Senate and published at the University's BIP page.
2. The study program shall specify, without limitation:
 - 1) the form(s) of studies, number of semesters and the ECTS credits necessary to complete the studies at the level concerned;
 - 2) the professional title awarded to graduates;
 - 3) subjects with associated learning outcomes and academic content which enables achieving these outcomes;
 - 4) total number of teaching hours;
 - 5) methods for the confirmation and assessment of learning outcomes achieved by a student throughout his/her education cycle;
 - 6) total ECTS credits required to be earned for classes with a direct participation of university teachers or other tutors;
 - 7) duration, principles and forms of internships and the required number of related ECTS credits; in the case of the practical profile, the study program provides for no less than 6 months of internship (applicable to first-cycle programs and long-cycle master's degree programs) or 3 months of internship (applicable to second-cycle programs).
3. As regards Veterinary Medicine, the study program takes account of education standards provided for in a regulation issued by the competent minister in charge of higher education and science in agreement with the competent minister in charge of agriculture.

Section 27

1. The delivery of classes on a subject is the responsibility of the teacher in charge of the subject appointed by the head of the organizational unit in agreement with the Field of Study Program Board.
2. A subject may include various forms of classes, including lectures, seminars, workshops, conversation classes, laboratories and field activities, depending on the educational content and the learning outcomes expected to be achieved by students.
3. The courses may be conducted using distance learning methods and techniques.
4. A subject shall be compliant with the syllabus and shall be delivered as provided for in the relevant regulations.
5. The syllabus includes, without limitation:
 - 1) names of teachers;
 - 2) types and total duration of classes;
 - 3) educational methods used;
 - 4) expected learning outcomes with respect to knowledge, skills and social skills;
 - 5) methods used to confirm learning outcomes, as adjusted to the subject concerned;
 - 6) educational content;
 - 7) recommended reading list.
6. The regulations for the subject include, without limitation:
 - 1) the forms, principles and schedule of conducting the classes;
 - 2) ability to catch up and procedures for doing so;
 - 3) principles and forms of tests, including the possibility to take a reassessment before a faculty committee;
 - 4) the exam or completion test procedure.
7. The syllabus, the regulations for the subject and the students' consultancy schedule are communicated to the students during the first classes and are posted in the Virtual Students Office.
8. The recording of audio and video by students during the classes must be approved by the teacher. If such permission is obtained, the recorded materials cannot be made available to the public.

Section 28

1. The subject ends with an exam to verify the knowledge acquired. The student may take the exam only if he/she earned positive grades in each form of classes involved in the subject concerned.
2. If no exam is required to validate the learning outcomes, the subject ends with a completion grade.
3. In cases where a qualitative assessment is impossible, the classes referred to in Para. 2 may be completed without a grade being awarded.
4. The subject ends with a final grade which may be influenced by the grades earned for each form of classes.
5. The final grades for all subjects are used to calculate the academic average.
6. Sports classes are completed without a grade being awarded.
7. The results of completion tests and exams are immediately communicated to the students in the Virtual Students Office. It is acceptable to publish the results as a list of students' numbers and grades.

Section 29

1. ECTS credits are assigned to all subjects provided for in the study program, except for sports classes.
2. ECTS credits measure the student's average workload necessary to achieve the expected learning outcomes.

3. One ECTS credit corresponds to 25–30 hours of work, including classes organized by the University and the student's individual work related thereto.
4. To obtain the diploma certifying successful completion of studies, the student is required to earn at least:
 - 1) 180 ECTS credits within a first-cycle bachelor degree program;
 - 2) 210 ECTS credits within a first-cycle engineer degree program;
 - 3) 90 ECTS credits within a second-cycle program;
 - 4) 360 ECTS credits within the Veterinary Medicine long-cycle master's degree program.

Section 30

1. The student shall follow the study program applicable in the academic year where he/she begun his/her studies, except as provided for in Para. 2.
2. A student who:
 - 1) repeats a semester;
 - 2) resumes his/her studies following a leave;
 - 3) otherwise resumes his/her studies- shall follow the program applicable in the then-current academic year.
3. In cases contemplated in Para. 2, the student shall make up for the differences in the curriculum in accordance with the principles and timeframes specified by the Vice-Dean for Studies.
4. The student shall select ECTS-earning subjects from the list provided, corresponding to no less than 30% of ECTS credits provided for in the study program.
5. The selection referred to in Para. 4 shall be made by the student in the semester preceding the semester where the classes are taught.

Section 31

1. The student's academic performance is documented in:
 - 1) course completion protocols, made as electronic data printouts;
 - 2) the student's periodic achievements sheets, made as electronic data printouts.
2. The educational process is supported by the Virtual Students Office, a part of the University's integrated IT system.
3. In the Virtual Students Office, students may access full information on the progression of their studies.

Section 32

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

Section 33

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

- 1) full name;
- 2) PESEL identity No. or, if unavailable, number of the ID document and the issuing country;
- 3) citizenship;
- 4) in the case of foreigners:
 - a) country of birth;
 - b) information on the enrollment and progress of studying;
 - c) information whether the student holds a Card of the Pole;
- 5) year of birth;
- 6) gender;
- 7) place of residence prior to enrollment: rural area or city;
- 8) number of ECTS credits earned by the student, taking all fields of study, levels and profiles into consideration;
- 9) number of ECTS credits which, upon successful confirmation of learning outcomes, was accepted to be included in the study program for the field of study, level and profile concerned;
- 10) type of financial aid awarded;
- 11) information whether the minister's scholarship was awarded;
- 12) number of diploma of completion of a specific field of study, level and profile of studies;
- 13) beginning and completion date of studies, name of the professional title awarded, or the date of deleting the individual from the register of students.

Section 34

1. The student shall provide a justification of absence from classes within no later than two weeks of the day concerned. The justification involves presenting a medical certificate or a written statement of other important reasons.
2. Upon informing the Vice-Dean for Studies, the teacher in charge of the subject shall be required to delete a student from the list of attendees if he/she missed the number of classes hours specified in the regulations of the subject.

IV. COMPLETING AN ACADEMIC YEAR AND SEMESTER

Section 35

1. The exam or subject completion test shall be conducted by the teacher in charge of the subject. If the teacher in charge of the subject is absent for a prolonged period, the Vice- Dean for Studies may appoint another examiner.
2. Promptly upon completing the examination session, the teacher in charge of the subject provides the students office with the completion or examination protocol in the form of an electronic data printout.
3. Exams shall be held solely outside the timeframes of other student activities provided for in the program, at dates and times agreed upon with the students.
4. Upon acceptance by the teacher in charge of the subject, students may take the exam prior to the examination session. This shall be considered to be the first sitting of an exam.
5. In justified cases, upon request of the teacher in charge of the subject, the Vice- Dean for Studies may extend the examination session.

Section 36

1. In the case of the "insufficient" grade, each failed exam may be repeated only once. The repeat exam should take place no earlier than 5 days after the exam results are announced.
2. The student who failed to attend an exam for relevant, duly documented reasons, shall keep the right to take that exam at another date and time set by the examiner. Failure to justify the absence

within 5 days thereof shall be equivalent to obtaining the “insufficient” grade.

3. Where justified, upon the student’s request submitted within 7 days following the day of announcing the result of the exam, the Vice-Dean for Studies may order a reassessment to be held as the commission exam.
4. The commission exam shall be held within 14 days upon submitting the relevant request.
5. The examination committee shall be appointed and chaired by the Vice-Dean for Studies, and shall be composed of two experts in the field concerned (one of them may be the previous examiner).
6. Upon the student’s request, the examination committee may include (as advisors): a representative of the Student Government and an academic teacher designated by the student (upon his/her consent).
7. During the commission exam, questions are drawn randomly.
8. In the case of unjustified absence from the commission exam, the student loses his/her right to take the reassessment at a different date and time.
9. The grade obtained during the commission exam is a final grade.

Section 37

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

Section 38

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

Section 39

1. The Vice-Dean for Studies shall delete a student from the register of students if he/she:
 - 1) fails to undertake studies;
 - 2) resigns from studies;

- 3) fails to timely deliver his/her diploma thesis, if required under the study program;
 - 4) fails the repeated diploma exam;
 - 5) is expelled from the University under disciplinary proceedings.
2. The student is found not to undertake the studies if he/she fails to take the oath within two weeks following the beginning of the academic year.
 3. Resignation from studies shall mean the submission of the relevant written statement to the students office.
 4. The Vice-Dean for Studies may delete a student from the register of students if he/she:
 - 1) is found not to attend classes;
 - 2) fails to complete a semester within the designated deadline;
 - 3) fails to make payments related to his/her studies.
 5. The failure to attend classes means a situation where the student is deleted from the list of attendees of three or more subjects under the procedure contemplated in Section 34, Para. 2.
 6. The deletion from the register of students shall be made by way of an administrative decision.

Section 40

1. The student who completed at least the first year of studies and was deleted from the register of students may resume his/her studies while keeping the same field of study, education level and profile upon meeting the conditions specified by the Vice-Dean for Studies. The studies may be resumed only once at a given education level.
2. The studies may be resumed no later than 3 years after the student was deleted from the register.
3. In duly justified cases, upon request of the student, as forwarded with an opinion of the Vice-Dean for Studies, the Rector may allow the student to resume his/her studies (as provided for in Para. 1) once again, and may extend the interval specified in Para. 2.

Section 41

The scale of grades used at the University (and the corresponding ECTS grades and English names) is as follows:

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

Section 42

1. If involved in research or implementation works, the student may be released by the teacher in charge of the subject from the obligation to attend some classes.
2. The student's participation in the works of a scientific camp, voluntary service, business activity, professional work, placement, international internship, or other activity may be the basis for giving him/her partial or full credit for the internship planned in the study program. The relevant decision shall be made by the Vice-Dean for Studies.

Section 43

1. In accordance with the study program, the student shall complete an internship supervised by the coordinator appointed by the Dean.
2. The way and procedure for completing and obtaining credit for internships are specified by the

V. AWARDS, HONORABLE MENTIONS AND PENALTIES

Section 44

1. The following awards and honorable mentions may be granted to the student:
 - 1) Rector's award;
 - 2) congratulatory letter from the Rector;
 - 3) awards financed by government authorities, scientific associations, social organizations and private persons.
2. The Rector's award shall be granted for an outstanding academic performance and for the achievements in the student's activity for the student community.
3. The congratulatory letter from the Rector may be received by a student who stood out in working for the student community of the University or Faculty. The basis for delivering a congratulatory letter may also be a notification of a laudable act.
4. Detailed principles and procedures for granting awards and honorable mentions are specified by the Rector.
5. The awards and honorable mentions set out in Para. 1 are specified in a supplement to the diploma.

Section 45

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

Section 46

1. Students shall be liable under disciplinary procedures for infringement of University regulations and for behaviors that offend the dignity of the student.
2. The competent authority who makes decisions in disciplinary matters for students is the Disciplinary Board for Students and the Appeal Disciplinary Board for Students. Members of both Boards are appointed from among University teachers and students under the procedure set forth in the Statute.
3. In the case of a minor offence, the Rector may warn the student after having given him/her or his/her defender the opportunity to be heard.
4. The student cannot be punished at the same time by the Rector and by the Disciplinary Board.
5. Disciplinary penalties are as follows:
 - 1) warning;
 - 2) reprimand;
 - 3) reprimand with a warning note;
 - 4) suspension of certain student rights for up to 1 year;
 - 5) expulsion from the University.
6. The spokesman in charge of disciplinary student matters shall be appointed by the Rector from among University teachers.
7. Final disciplinary verdicts shall be entered to the student's personal records.

VI. COMPLETING THE STUDIES

Section 47

1. The condition for completing the studies and obtaining the diploma is:
 - 1) to achieve the learning outcomes specified in the study program;
 - 2) to have a positive grade awarded for the diploma thesis in the case of second-cycle studies and in the case of first-cycle studies, if provided for in the study program;
 - 3) to take the diploma exam (except for the Veterinary Medicine field of study).
2. The studies completion date is the day of passing the diploma exam or, in the case of the Veterinary Medicine field of study, the day of passing the last exam required under the study program.
3. Depending on the type of studies completed, graduates receive the professional title of licencjat (*bachelor*), inżynier (*engineer*), magister (*master of science*), magister inżynier (*master of science, engineer*), or lekarz weterynarii (*veterinarian*).

Section 48

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

Section 49

1. The student shall deliver his/her diploma thesis within the deadline set out by the Vice-Dean for Studies, however no later than:
 - 1) January 31, in the case of studies ending in the winter semester;
 - 2) June 30, in the case of studies ending in the summer semester.
2. The Vice-Dean for Studies may extend the diploma thesis submission deadline by 3 months. Where justified, the Field of Study Program Board may further extend that deadline by 3 months.
3. In the case of a prolonged absence of the diploma thesis supervisor, which could contribute to the delay in the delivery of the thesis by the student, the Vice-Dean for Studies shall appoint a person to take over the obligations related to supervising the thesis.

Section 50

1. The diploma thesis shall be assessed by the promoter and by a reviewer appointed by the Vice-Dean for Studies. The reviewer shall hold a Ph.D. or higher degree, however no lower than the promoter's degree.
2. The grade for the diploma thesis is the arithmetic mean of grades given by the promoter and the reviewer. The arithmetic mean is entered to the diploma thesis protocol.
3. If one of the grades is "insufficient," the Vice-Dean for Studies shall appoint an additional reviewer to give the final grade.
4. If the diploma thesis is graded as "insufficient," this shall be the basis for requiring the student to repeat the semester.
5. The reviews of the diploma thesis are public, except if the subject matter of the thesis is a legally protected secret.
6. The student has the right to read the reviews at least 3 working days before the date of the diploma exam.

Section 51

1. The Field of Study Program Board shall specify the scope and form of the diploma exam, having regard to the ability to verify the student's learning outcomes. The exam may partially refer to the diploma thesis.
2. The resolution referred to in Para. 1 shall be communicated to the students and shall enter into force from the next academic year.
3. The student may take the diploma exam provided that he/she complied with the conditions set forth in the study program.
4. The date of the exam shall be set by the Vice-Dean for Studies. The exam shall take place no later than one month following the delivery date of the diploma thesis.
5. The diploma exam shall take place before a committee appointed by the Vice-Dean for Studies. The committee shall include a chairman and two or more examiners.
6. The committee shall be chaired by the Vice-Dean for Studies or a teacher appointed by him/her.
7. The diploma exam shall be conducted in the language of studies. Upon reasoned request submitted by the student, the diploma exam may be conducted in another language.
8. The scale of grades specified in Section 41 shall be applicable to the diploma exam.
9. In the case of the "insufficient" grade or an unexcused absence on the diploma exam, the Vice-Dean for Studies shall set another deadline.
10. The repeated diploma exam shall take place no earlier than one month and no later than 3 months following the first exam. The student's absence on the repeated diploma exam must be justified within 5 days of the designated exam date.

Section 52

1. The final result of studies shall be specified based on the average value of final grades for subjects provided for in the study program (the academic average), the diploma exam grade and the average grade for the diploma thesis, if required under the study program.
2. The final result of studies equals to $\frac{3}{5}$ of the academic average plus $\frac{2}{5}$ of the diploma exam grade. If a diploma thesis is required under the study program, the result of studies equals to $\frac{3}{5}$ of the academic average plus $\frac{1}{5}$ of the diploma exam grade plus $\frac{1}{5}$ of the average grade for the diploma thesis.
3. The final result of studies is specified on the graduation diploma as per the following principle:
 - 1) from 4.51 to 5.00 – bardzo dobry (*excellent*);
 - 2) from 4.21 to 4.50 – dobry plus (*very good*);
 - 3) from 3.71 to 4.20 – dobry (*good*);
 - 4) from 3.21 to 3.70 – dostateczny plus (*satisfactory*);
 - 5) up to 3.20 – dostateczny (*sufficient*).

Section 53

1. The graduate shall receive his/her diploma of completion of studies as per the template approved by the Senate.
2. Within 30 days following the completion date of studies, the University shall provide the graduate with his/her diploma of completion of studies together with the supplement thereto and 2 additional copies thereof, including at the student's request submitted by the date of graduation:
 - 1) a copy of the diploma in English, French, Spanish, German or Russian;
 - 2) a copy of the diploma supplement in English.
3. Upon request of the student or graduate, the University shall issue an additional copy of the diploma of completion of studies or a copy of the diploma supplement referred to in Para. 2 in Polish or a foreign language.
4. In the case of:
 - 1) resuming the administrative procedure for conferring a professional title, the Rector shall be the competent authority who resumes the procedure;
 - 2) declaration of invalidity of a diploma, the Rector shall be the competent authority who invalidates the diploma.

Section 54

A person who completed first-cycle studies shall keep his/her student rights until October 31 of the year he/she completed these studies, except for the right to benefits referred to in Section 10, Para. 1, items 1–4.

VII. FINAL AND TRANSITIONAL PROVISIONS

Section 55

Students enrolled prior to the effective date hereof shall follow the programs developed based on previous regulations until the end of their study period provided for in the study program.

Section 56

The resolutions of Faculty Boards regarding the matter discussed in Section 51, Para. 1 shall be applicable until new decisions are made by Field of Study Program Boards.

Section 57

Graduates of first-cycle or second-cycle studies in the field of Landscape Architecture who follow a program initiated before the effective date of these Regulations and complete it within timeframes provided for in the study program shall receive the professional title of inżynier architekt krajobrazu (engineer in landscape architecture) or magister inżynier architekt krajobrazu (master of science, engineer in landscape architecture), respectively.

Section 58

These Regulations shall enter into force at the beginning of academic year 2019/2020.