

Regulations for Studies at the University of Białystok

Chapter I General provisions

§ 1

These Regulations apply to academic courses at undergraduate and postgraduate level, as well as integrated Masters courses, both full- and part-time, at the University of Białystok (UwB).

§ 2

1. The Regulations determine the structure and course of studies and the associated rights and obligations of the student.
2. The Regulations also determine the terms on which particularly gifted students may attend academic classes as part of course modules reflecting the skills and interests of these students.

§ 3

The terms used in these Regulations are defined as follows:

- 1) **absolutorium** (certificate of completion) – passing successfully all the modules and exams included in the programme of studies, as well as meeting other course requirements by acquiring the required number of credits, other than submitting the dissertation and passing the diploma exam (viva).
- 1a) **course duration** – the time framework for the completion of a given course of studies;
- 2) **learning outcomes** – the knowledge, skills and social competences acquired by students in the course of their education;
- 2a) **stage of studies** – a part of the programme of studies in the course framework, to be completed within a certain timescale (semester/academic year);
- 3) **individual studies programme (ISP)** – a programme of studies aiming to broaden knowledge as part of an academic course (specialisation), together with a plan of studies establishing an individual structure for the study programme and its delivery;
- 4) **individual structure of studies (ISS)** – the delivery of the plan of studies which establishes individual terms for participation in classes and for completing modules included in the course curriculum;
- 5) **plan of studies** – an element of the programme of studies determining the detailed structure of the process of education, in particular the form of classes and the number of hours in modules envisaged at certain stages of the studies (semesters/years), the requirements for passing modules (coursework/exam) and the appropriate number of ECTS credits, as well as the total number of ECTS credits required to pass each stage of the studies;
- 6) **ECTS credits (European Credits Transfer and Accumulation System)** – the number of credits that can be accumulated for different modules, reflecting the average workload required to achieve appropriate learning outcomes;
- 7) **programme of education** – the description of specified learning outcomes for a given course at an appropriate level and profile of studies, together with a programme of studies as the process of education leading to achieving these outcomes;

- 8) **study programme** – the description of the educational process leading to the learning outcomes specified by the university for a given academic course, at a given level and for a given profile of studies, together with the number of ECTS credits endorsed in the programme and required for its successful completion;
- 9) **equivalent modules** – modules whose learning outcomes are mutually consistent and whose completion is treated as equivalent in assessing a stage of studies;
- 10) **equivalent stages of studies** – stages of studies whose learning outcomes are mutually consistent and whose completion is treated as equivalent;
- 11) **interdisciplinary studies** – studies including at least two areas of education leading to obtaining a diploma in at least one area of study (one degree course) available at the university;
- 12) **parallel studies** – studies undertaken simultaneously on at least two degree courses/specialisations.
- 13) **USOS**– *Uniwersytecki System Obsługi Studiów* – University Studies Service System, “electronically recording the progress of studies.”

§ 4

The Rector has the authority over of all students and supervises the teaching at the university.

§ 5

1. The Dean supervises the implementation of the plan of studies and the programme of education and is the decision maker in all student matters relating to the course of studies at the faculty not reserved for other bodies.
2. The Dean’s decisions concerning individual student matters may be appealed to the Rector, whose decisions are final.
3. Appeals to the Rector are submitted via the body which issued the decision appealed against within 14 days of the decision being delivered.

§ 6

1. The student community is represented at the UwB by elected students’ council.
2. Appropriate elected students’ council may comment, decide or decide jointly with University authorities in all matters concerning students within the remit specified in current regulations.

§ 7

The Dean, after consulting with an elected students’ council may appoint year tutors from the academic staff. The tasks of a year tutor include, in particular, assisting, advising and counselling students in any educational and social matters, as well as advising on individual student matters relating to the course of studies when asked to do so by the student or the Dean. The Dean may determine detailed areas of responsibility for the year tutor.

Chapter II Undertaking academic studies

§ 8

1. The entry requirements and the method of recruitment for given academic courses and the basis of studies are determined by the Senate.
2. Studies at the university may also be commenced through:
 - 1) a transfer from another university,
 - 2) a return to studies.
3. Detailed requirements for a transfer or return to studies are governed by the provisions of Chapter VI of these Regulations.
4. Student rights are acquired at the point of enrolment and the student affirmation. The affirmation is confirmed in writing.
5. The student's rights and obligations expire at the point of graduation or deletion from the student register, with the proviso that a person who has graduated from a first degree course retains their student rights until 31st October of that year.
 - 5a. The terms of payment for the studies are set down in a contract between the student and the University. The contents of the contract are determined by the Senate.
6. The Student receives a student ID card, which is a document confirming their status as a student and which must be returned when the student rights expire or are suspended.

§ 9

1. A particularly gifted student of a secondary school may participate in classes consistent with their interests within the programme of studies at a chosen academic course.
2. The decision about student's participation in classes is made by the Dean of the faculty following an application by the student. A decision is issued after the parents'/ guardians' consent has been received as well as that of the head teacher of the school which the student is attending.
3. The student is required to abide by the University's regulations.
4. Detailed mode and conditions of the student's participation in taught classes are determined by the faculty council.

Chapter III **Student's rights and obligations**

§ 10

1. A student is entitled to:
 - 1) have their personal dignity respected by all members of the academic community,
 - 2) acquire knowledge, develop their academic interests and, for these purposes, use rooms, equipment, facilities and library collections at the university, according to regulations,
 - 3) decide, co-decide and give views on all matters concerning students, within the remit determined by current regulations,
 - 4) submit to the University authorities, through appropriate elected bodies of students' council, proposals concerning programmes of education and their

implementation as well as other issues important to the running of the studies and student wellbeing,

- 5) receive awards and distinctions,
- 5a) have access to the records about the progress of their studies through the student's individual USOS account,
- 6) unionise in existing student associations, or establish new ones,
- 7) participate in research projects and in academic interest groups active at the UwB,
- 8) take part in open lectures at other academic courses and in other classes with the lecturer's permission,
- 9) consult with academic teachers during their consultation hours,
- 10) complete part of their programme of education at another national or foreign academic institution,
- 11) assistance from a hardship fund and housing in student halls of residence on the basis determined in separate regulations,
- 12) use the Careers Service for students and graduates of the UwB to obtain information about job offers and work experience,
- 13) use the university facilities according to current regulations.

2. A student commencing their studies has the right to receive training on their rights and obligations. The training is provided by the Student Parliament of the (Polish) Republic with the agreement of the University's elected student body.

§ 11

1. University bodies are obliged to take steps to ensure that disabled students have equal access to higher education, given the nature and degree of disability and the specifics of the given academic course.
2. Disabled students, whose disability prevents them from full participation in classes and from accessing assessments and exams on common terms, have a right to apply for adjustments to be made to enable them to study, including sitting exams and completing assessments according to their abilities.
3. Adjusting the form of participation in classes and in completing exams and assessments does not lead to the lowering of expectations of academic performance of a disabled student.
4. An application for adjustments should be consulted with the Rector's Access Officer and submitted to the appropriate Dean.
5. Detailed guidelines for introducing and applying adjustments to accommodate students' disabilities are determined by the Senate.

§ 12

1. Basic obligations of a student include acting in accordance with and the upholding of the university rules, and in particular:
 - 1) acquiring knowledge;
 - 2) respect for academic rights and traditions;
 - 3) upholding the good name of the UwB;
 - 4) respect for university chattels;
 - 6) respecting the university regulations;

- 7) fulfilling obligations resulting from undertaking a given academic course of studies, in particular participation in taught classes, passing assessments, sitting exams, attending practical classes and reviewing their own academic progress, including exam and assessments results, through their individual USOS account;
- 8) meeting the university requirements on time, including enrolling for classes if this is one of the course requirements, meeting payments resulting from the contract for obtaining academic services concluded with the university, documenting the progress of studies according to general course requirements and completing compulsory training e.g. Health and Safety;
- 9) informing the university without delay about the change of name, marital status, address, personal details affecting benefits, assistance as well as informing the university of reasons for absence during classes – in cases of illness, a doctor's certificate needs to be submitted without delay.

Chapter IV The Structure of Studies

§ 13

1. The academic year commences no later than 1st of October and lasts no longer than until 30th of September of the following calendar year.
2. The framework of the academic year is determined by the Rector, and agreed with the students' council, by no later than 15th of June of the previous academic year.
3. The faculty council may decide on the date of the commencement of the extramural academic courses being earlier than the commencement of the academic year.
4. Classes for alternate studies start on the first day of the summer semester within the academic year framework.
5. During the academic year the Rector may introduce additional days and hours, and the Dean – additional hours free of classes.
6. The Dean, with the agreement of the faculty's students' council, determines the detailed framework of the academic year and the timetable for examinations for different courses and years of studies for a given faculty.
7. The detailed timetable and list of staff assigned to particular classes should be made available to students no later than seven days before the commencement of the semester, or the commencement of the academic year.

§ 14

1. The studies are carried out according to programmes of studies established by the faculty council, according to the principles developed by the Senate after consulting with the faculty's elected students' council.
2. Programmes of education should be made generally available. Information concerning the curriculum for a specific education cycle is made available to students on the faculty's internet pages at least three months before the start of the academic year.
3. Changes to the programme of education cannot be introduced during a cycle of education unless changes are allowed under separate legislation.

3a. At least 14 days before the module is due to start, the module lecturer(s) makes the module syllabus available to students through the USOS system, including detailed information about the module, its classes and assessments, determined by the Senate.

4. Justifiable changes to the implementation schedule of the module or to the nature of its classes are permitted, provided that those changes do not impact on the learning outcomes appropriate for a given stage of studies and will provide the number of ECTS credits required to pass a given year or semester of studies. Changes should be introduced no later than three months before the start of the academic year, under the provisions of para.1.

5. The student carries out their studies in accordance with the current programme of education for the academic year in which they started their studies, with the proviso of para 6.

6. Students re-taking a year of studies, returning to study or after a period of leave, as well as students transferring from another academic institution, are obliged to make up for any differences in the programme if there is a gap between the learning outcomes achieved by the student through their previous programmes of education and those required for the course, the profile and level of studies where the student is going to continue their education. The scope, mode and deadline for bridging that gap are determined by the Dean.

7. Taught academic classes may be carried out using distance learning methods and techniques if they meet the criteria determined by the minister holding the higher education portfolio.

8. Taught classes at the university, assessments of knowledge or skills as well as degree exams, may be conducted in a foreign language. Classes other than electives and taught courses at language departments may be conducted in a foreign language on condition that:

- 1) the faculty council adopts the programme of classes,
- 2) students have access to learning materials in the foreign language,
- 3) in the case of compulsory classes, ensuring that students have access to classes conducted in Polish.

Detailed conditions for conducting classes, assessments and degree examinations in a foreign language are determined by the faculty council.

9. The mode and conditions for obtaining higher education as part of individual interdisciplinary studies are the same as for a single honours course.

§ 15

1. The conditions and mode for carrying out and assessing internships (practical classes) as part of a degree course are determined by the faculty council.

2. A student's participation in scientific camp may form the basis for passing the practical aspect of the coursework upon application by the student or the scientific camp leader if the results of the scientific camp programme are compatible with the outcomes envisaged for internship within the course framework. The decision in this matter rests with the Dean.

3. In particularly justifiable cases the Dean may regard internships as the student's documented professional experience or work, if it can be assumed that these resulted in learning outcomes envisaged in the course framework.

4. A student who, for justifiable reasons, was not able to attend internships within the course curriculum, may receive the Dean's permission to complete the practical aspects of coursework at a different date, not conflicting with the course timetable.
5. Students who have not completed their practical coursework are subject to the Dean's decision under § 26.

§ 16

1. The faculty council determines the list of elective modules (electives) available, following the Senate's guidelines.
 - 1a. Apart from modules in para. 1, students may choose electives generally available at the university under the Senate's guidelines, within the limits defined by the faculty council.
2. Running of electives may be dependent on the number of students interested in a given module.
3. Registration for elective modules for each semester takes place within the dates decided by the Dean. After the deadline, students may not change their electives, unless the Dean determines otherwise.
4. Electives chosen by a student are treated as compulsory modules for that student; failing an elective module results in the student having to re-take it for a separate fee.

§ 17

1. Degree level lectures and seminars, exams and assessments, dissertations and their review are conducted by authorised staff with the academic title of a professor or a doctor with habilitation or equivalent degree.
2. The faculty council may authorise persons with doctorates to carry out tasks listed in para. 1. This delegated authority concerns only named classes for a specified period of time. In special cases this authority may be granted indefinitely.
3. In justified cases other suitably qualified persons than those listed in paras 1 and 2 may be authorised to give lectures.

§ 18

1. The Dean may permit a student to follow an individual structure of studies (ISS), where the student:
 - 1) is in a situation which makes it difficult to attend classes regularly,
 - 2) is simultaneously following two or more degree courses or specialisations; with the proviso that on the course where the student is applying for ISS they should be demonstrating an average assessment score of 4.0 or above,
 - 3) is studying for part of their course abroad,
 - 4) is doing a semester or a full year course outside of their parent academic institution as part of the Student Mobility Programme (MOST),
 - 5) is partaking in a research project.
2. The Dean permits the individual structure of studies (ISS) to be followed for a period no longer than one academic year, with a possible extension. An application for the permission to follow an individual structure of studies under para. 1 point 2

must be submitted no later than 30 days from the start of the semester/ academic year.

3. Students who have successfully completed their first year of studies may apply for ISS – special cases are considered at the Dean’s discretion.

4. Approval of the ISS means that the student is partly excused from attending academic classes, but it does not lower expectations as to their performance and standard in achieving the learning outcomes appropriate for the course and type of studies under the approved programme of education.

5. The Dean determines which modules the student following ISS is obliged to attend.

6. The mode and date of assessment for the remaining modules are agreed between the student and module leaders and submitted by the student to the Dean within 30 days of receiving the decision concerning ISS.

7. If the student is in breach of the agreed principles of the individual structure of studies, or fails to make satisfactory progress, the Dean may reverse the decision about granting ISS.

8. Paid employment cannot be the sole reason for ISS application during full time day studies.

§ 19

1. The Dean may approve an individual studies programme (ISP) for a student who has passed a year of studies with particularly good results (average score 4.75). In special cases the Dean may approve an ISP for a student who does not meet the above criteria.

2. The student carries out their ISP under the guidance of their chosen academic mentor. A mentor may be a researcher with the title of a Professor, the degree of a Doctor with habilitation or equivalent degree.

3. A written application for the ISP should be accompanied by:

- 1) written permission of the academic mentor,
- 2) an individual programme of education agreed with the mentor and the plan of studies establishing their individual structure and implementation mode, including the list of compulsory modules the student will be attending and the modules the student is going to complete individually as agreed with module tutors.

4. Studies carried out according to ISP may lead to a shorter period of education, but must not extend it.

5. By 30th of September each year, the mentor needs to present the Dean with information on their student’s progress. If the student’s progress is unsatisfactory the Dean may reverse the decision about granting IPS.

§ 20

1. The university is following the European Credits Transfer and Accumulation System (ECTS), which monitors the students' progress through awarding credits (ECTS credits).
2. The number of credits available for a given module is determined by the programme of studies.
3. Transfer and accreditation of modules completed by the student at their parent academic institution or at another academic institution, including those abroad, is carried out in accordance with the conditions and mode of module transfer determined by the Minister for Higher Education.

Chapter V **Completing a year of studies**

§ 21

1. The faculty council determines the assessment period (a semester or an academic year) for a given academic course and type of studies and defines the assessment period for a given module in the plan of studies.
2. The faculty council decides the maximum allowed deficit of credits the student may carry when registering for the following year of studies with the proviso that the maximum number of credits deficit allowed may not be greater than the sum total of credits for two of the modules, with the greatest number of credits within the year's curriculum. The agreement regarding the maximum allowed credit deficit must be reached by the faculty councils before the start of a given cycle of education.
3. The faculty council also decides on the minimum number of ECTS credits the student has to accumulate in each semester. Failing to acquire the minimum required number of credits may be treated as a lack of progress in education and may lead to the student being deleted from the student register.
4. A module or a practical part is regarded as completed if the student fulfils all the requirements of the course leader or student practice tutor in accordance with the guidelines established by the faculty council.
5. For a semester or a year of studies to be regarded as completed, the student must successfully complete all modules within the timetable determined by the structure of the academic year, and meet all the other course requirements for a given stage in the programme of studies, by which they would acquire the number of ECTS credits required in the plan of studies for a given semester or year.
6. The number of exams for any academic year must not be greater than eight, with no more than five exams to be taken during one exam session.
7. The terms of granting the leave of absence from classes and exams are determined and announced by the Dean.

§ 22

1. The student is required to successfully complete the modules contained in the plan of studies within the dates determined by the structure of the academic year. In particularly justified cases the module leader may, with the Dean's consent, enable the completion of modules during other dates.
2. If module requirements are not met to timetable, the student may complete those in the second assessment period (re-take) – para 3.4 applies. Should the taught module requirements, which are conditional for taking the exam, be

completed in the second period, the student must sit their exam in the second (re-sit) exam period.

3. A student who has not successfully met the taught module requirements within the deadline due to a leave of absence from classes granted by the Dean does not lose the right to the first assessment period.

4. A student who did not successfully meet the taught module requirements within the deadline due to absence from classes without a leave of absence from the Dean, loses the right to the second assessment period, treated as a re-take.

5. A student participating in research or implementation may be excused from attending some classes on the module whose subject area is linked to the research or implementation. The decision is made by the Dean.

§ 23

1. Students will only be permitted to take an exam if they have successfully completed all mandatory classes/ met requirements of the module within the plan of studies.

2. The student is entitled to take two exams in each module within its assessment period – the main exam and a re-sit, para. 3, 4 and § 22 para. 2 respectively apply. The dates for these exams fall within the main exam session and the second, re-take, session, unless the student, with the organiser's approval, takes the exam before the start of the exam session.

3. The student may re-sit an exam for a given module if they did not take it during the main exam session or if they failed it.

4. If the student's absence during the main or the re-take exam session is with a leave of absence from the Dean, the student retains the right to one or two exams (as appropriate) within the deadline specified by the Dean. The last exam should be taken no later than 30th September.

5. Should the student be absent during the main or the re-take exam without the leave of absence, they forfeit the right to one exam.

6. With Dean's consent, a student may take modules from the further years of studies if they have successfully completed modules and passed exams which are conditional for taking these modules. Once taken, these advanced modules become obligatory for that student and their unsuccessful completion results in a chargeable re-take.

§ 24

1. All modules included in the plan of studies result in an assessment or exam.

2. Exams and assessments use the following pass grades: very good (*bardzo dobry*), good plus (*dobry plus*), good (*dobry*), satisfactory plus (*dostateczny plus*), satisfactory (*dostateczny*), and a fail – unsatisfactory (*niedostateczny*).

3. Grades contained in para. 2 are denoted by the following numbers and letters:

very good	5	A
good plus	4.5	B
good	4	C
satisfactory plus	3.5	D
satisfactory	3	E
unsatisfactory	2	F

4. The faculty council determines which modules that do not include an exam may be completed without a grade. These are not counted in the average course grade.

§ 25

1. Within seven days of the results of an exam/ assessment being announced, a student may raise valid concerns as to the impartiality, mode or running of the assessment/ exam and apply for an assessment/ exam by an exam board. If the claim is considered valid, the Dean decides on:

- 1) With respect to a written assessment/ exam, for the board to re-examine and verify the grade, or to allow for an oral assessment/ exam before the board,
- 2) With respect to an oral assessment/ exam, to allow for an oral assessment/ exam before the board.

2. In justifiable cases, the Dean may decide on an exam or assessment before a board on their own initiative, or on the initiative of an elected students' council.

3. An exam or assessment before a board should take place within 14 days of application, but no later than on 30th of September.

4. An exam or assessment before a board is conducted by an exam board consisting of three persons appointed by the Dean, and includes the Dean, the vice-Dean or another academic lecturer authorised by the Dean as the head of the board, as well as at least one lecturer who is a specialist in a given subject area. The lecturer who has marked the assessment under scrutiny may also be a member of the board. Upon application by the student, the board may also include as an observer a member of the elected students' council or another academic lecturer.

§ 26

1. In respect of a student who has failed to complete a year or a semester of studies, the Dean may decide the following:

- 1) conditional registration for the following year (semester) with a deficit of credits defined above in § 21 para. 2,
- 2) re-registering the student for the past year/ semester of studies where the student has to retake those modules where he did not acquire the required number of ECTS credits,
- 3) deleting the student from the student register due to the lack of progress in learning if the student has not acquired the minimum number of ECTS credits specified under § 21 para. 3.

2. Decisions under para. 1 point 1 & 2 are issued by the Dean upon an application by the student.

3. Under particularly justified circumstances, the Dean may decide to conditionally allow registration for the following year of studies of a student who has exceeded the deficit of credits specified in § 21 para. 2.

§ 27

1. The Dean will delete a student from the student register if:

- 1) The student failed to commence their studies, and in particular:
 - a) did not confirm in writing the taking of the Student Affirmation within 30 days of registering as a student with UwB,
 - b) did not sign the contract on the terms and conditions of payment within 30 days of commencing their studies,

- 2) has resigned from the course in writing,
 - 3) has not submitted their dissertation on time, or failed to pass their diploma exam (viva) on time,
 - 4) has been expelled from the university.
2. The Dean may delete a student from the student register if:
- 1) There is a marked lack of progress in learning, and in particular:
 - a) the student has failed more than once a given stage of studies or module,
 - b) the student failed to acquire the minimum required number of ECTS credits specified in § 21 para. 3,
 - 2) the student failed to successfully complete their semester or year of studies within the specified timescale,
 - 3) the student failed to pay the fees arising from using chargeable educational services.

Chapter VI

Transfer, parallel studies and return to studies

§ 28

1. A student of another higher education institution, including foreign institutions, may apply to become a student at the UwB after completing their first year of studies, subject to meeting all the requirements of the university where they have been studying so far. Under particularly justified circumstances, the Dean may decide to allow a student to transfer during their first year of studies.
2. The decision to admit a student transferring from another academic institution is made by the Dean. In the case of foreign students, the decision is made by the Rector upon the Dean's application.
3. If there are differences between learning outcomes achieved during the programme of studies the student had been following so far, and those appropriate for the course, the profile and the level of studies where the student will be continuing their education, the Dean, while making the decision on admission, imposes the terms, the timescale and the mode for making up for those differences. The Dean agrees on a list of equivalent modules offered by the university the student is transferring from, together with the number of ECTS credits available for those modules. Decisions on the transfer of modules successfully completed by the student at another higher education establishment are made in accordance with the guidance on conditions and modes of transfer of modules from the Minister for Science and Higher Education.
4. A student joining the UwB student fraternity through transfer from another academic institution has to affirm.

§ 29

1. A student may apply for:
 - 1) a transfer to another academic institution or to another course of studies within UwB,
 - 2) a change of the format of studies on a given course.
2. A student who wants to transfer to another academic institution is obliged to:

- 1) notify the Dean of their parent institution in writing no later than 14 days before the planned transfer date,
 - 2) present their circulation form,
 - 3) return their student ID.
3. In respect of a student who has submitted a transfer notice the Dean issues a decision on cessation of payments from the university hardship fund.

§ 30

1. Provisions of § 28 paras. 1, 2, 3 are respectively applicable to students applying to transfer to another course of studies at UwB. The Dean of the faculty admitting the student notifies the authorities of the faculty where the student has been studying so far of his decision without delay.
2. The decision in para. 1 above may be subject to an assessment of the student's skills and knowledge required for a given course of studies if the terms and conditions of admissions required additional entry exams verifying the candidates' skills and knowledge. Its remit and method of the assessment are determined by the Dean.

§ 31

1. Students may apply to change the form of their studies, subject to the criteria set up by the faculty council.
2. With a change to the form of studies the provisions of § 28 para. 1, 2, 3 respectively apply.

§ 32

1. A student may undertake parallel studies on other courses and in other specialisations including those offered at other universities. The student must inform the Dean about commencing parallel studies.
2. Students may apply for parallel studies outside of recruitment procedure, subject to successful completion of at least one year of studies, meeting all the obligations resulting from their major course of studies and a favourable reference from the Dean of the faculty where the student is pursuing their major subject.
3. The faculty council agrees the internal guidelines for admissions for parallel studies together with quotas for taught and distance learning courses.
4. Guidelines for fees chargeable for parallel studies, as well as the amounts chargeable for these studies, are set by separate regulations.
5. A student enrolling on a parallel studies course is obliged, before the course commences, to sign a contract with the University on the terms of payment for their educational services.

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§ 33

1. A student who has been deleted from the student register may, with the Dean's consent, return to studies no earlier than in the following academic year within the period of time no longer than five years from when they were first deleted from a given course, with the proviso of para. 5. Provisions of § 28 para. 3 respectively apply.

- 1a. Applications for a return to studies should be submitted before the start of the academic year, up to the deadline of 15th of September. Applications received after the deadline will not be considered.
2. Returning to studies, the student re-commences the same course as the one from which they were deleted.
3. If the time period specified in para. 1 has elapsed, admission to the course of studies is through general recruitment.
4. The Dean may decide on the return to studies at a lower year/ semester level if he/she thinks that in the time period between the deletion and return to studies there have been significant changes for a given course, level and profile of education.
5. A person who was deleted from the student register having obtained an absolutorium may apply to return to studies for the day of the diploma exam (viva) within two years of the absolutorium being granted. The return to studies must be preceded by a positive assessment of their dissertation from their supervisor.
6. A person who, having obtained an absolutorium, was deleted from the student register and who did not submit their dissertation within two years of having obtained the absolutorium, may apply for a return to studies for the final year of studies. Provisions of § 28 para. 3 respectively apply.
7. Return to studies on a full time taught university based course is applicable only to those students who had previously been studying on a full time course.

Chapter VII

Studies abroad

§ 34

1. A student may study abroad as part of international agreements and educational exchange programmes at the UwB. The time period of studies is determined by such agreements.
2. The programme of classes a UwB student will follow at another academic institution is developed individually by the exchange tutor and agreed by the Dean. The programme determines the period of time for which UwB directs the student to a partner academic institution and the list of modules which the student is obliged to complete successfully together with the number of ECTS points they should acquire.
3. The exchange tutor (faculty or department coordinator) is appointed by the Dean.
4. The stage of studies accomplished by the student at a different academic institution which meets the requirements specified in §3 point 11, is the basis for completion of an appropriate stage of studies at the parent university.
5. If the stage of studies to be completed at a different academic institution does not correspond to the stage of studies envisaged for completion at the parent institution, the Dean will determine the list of modules regarded as equivalent as well as those which will require completion at the parent institution, together with the timescale for their completion. The list is signed by the Dean and the leaving student.
6. If the student did not manage to complete the agreed programme due to changes to taught courses at the hosting university, and consequently has not achieved the appropriate learning outcomes, the Dean will determine a list of

supplementary modules which will enable the student to successfully complete a given stage of studies. The timescale for the completion of supplementary modules is determined by the Dean.

7. In special cases, the Dean may, upon application by the student, agree to the programme of studies being partly carried out at another academic institution than those included in the agreement on the exchange of students. Provisions of paras. 4 – 6 respectively apply.

Chapter VIII

Leave of absence during the course of studies

§ 35

1. A student may obtain a [long term] leave of absence in following circumstances:

- 1) in case of a long term illness or disability,
- 2) giving birth and caring for a newborn child,
- 3) carrying out studies at another academic institution or abroad,
- 4) in other significant circumstances.

2. The leave of absence is granted by the Dean.

3. A leave of absence as described in para. 1 point 1, is obtained for the time of illness, treatment and rehabilitation, in circumstances which make it impossible or impractical to continue studying. A leave of absence is granted by the Dean on the basis of medical evidence or on the advice of the Rector's representative for the disabled.

4. Leave of absence as described in para. 1 point 3 could be obtained after successful completion of at least the first year of studies, for a period no greater than one year.

§ 36

1. A student may obtain the following types of a leave of absence:

- 1) short-term – for a period of time shorter than one semester,
- 2) long-term – for a period of a semester or a year.

2. Short term leave of absence does not release the student from the obligation to punctually complete modules and pass exams on the modules included in the curriculum.

3. In special, justifiable cases the Dean may decide on extending the leave of absence.

§ 37

1. The Dean grants a leave of absence upon a written application by the student.

2. During the leave of absence the student may, with the Dean's consent, complete chosen modules and exams and assessments forming part of these modules.

3. During the leave of absence the student retains their student rights.

4. A long-term leave of absence may extend the duration of studies.

5. In case of a discrepancy between learning outcomes achieved during the programme of studies completed by the student to date, and learning outcomes for the cycle of education within which the student is going to continue their studies after the leave of absence, the Dean determines subsidiary modules which will enable the student to achieve the appropriate learning outcomes and complete the relevant level of studies. The timescale for completion of subsidiary modules is determined by the Dean.”

Chapter IX Fees for studies

§ 38

1. Fees for taught classes can be charged for:
 - 1) student education during extramural courses, including having to re-take modules due to their non-completion,
 - 2) retaking failed taught modules during full time courses due to unsatisfactory progress,
 - 3) providing education to students on a full-time, day-time course, if this is a second or a third undergraduate full time course,
 - 4) providing education to students on a full-time, day-time course if these include modules outside of the additional ECTS credits limit specified by legislation ,
 - 5) modules/classes outside of the curriculum, including modules required for additional rights [qualifications].
 - 6) studies in a foreign language other than full time day time language studies,
 - 7) post-graduate and Continual Professional Development studies.
2. The amount of fees specified in para. 1 is determined by the Rector upon application by the Heads of Departments. The information on fees payable, as per para. 1 points 1-6, is made publicly available at least four months prior to the commencement of the academic year. The information on fees payable, as per para. 1 point 7, is made publicly available at least two months prior to the start of a given cycle of education.
3. Terms and conditions of charging for educational services, including detailed timescales for payments are determined by a written contract between the university and the student.
4. The terms on which the fees are charged, and to which the Rector is committed, are determined by the Senate.

§ 39

1. Upon application by a student suffering particular financial hardship the Dean may exempt them from the payment of some or all the fees for taught courses.
2. The Dean, upon application by a student, may decide to spread the payments of fees into instalments, or to extend the due date for fees without charging interest.
3. The Dean may reverse the decision about exempting the student from part of the fee payment, or to allow payment in instalments, if the student is overdue with meeting the outstanding charges.
4. A student may apply to be exempted from the payment of all or some of the fees for taught courses if they achieve exceptional results for their course and level

of studies. Exceptional results are indicated by 'good' and 'very good' grades achieved in the course of studies so far, as well as an average score of 4.75 for the results of the academic year prior to submitting the application. The decision is made by the Rector upon a written application by the student, after consulting the Dean.

5. The Rector, upon application by the Dean, may reverse the decision made under para. 4 on:

- 1) exemption from duty to make payments for some or all the fees, if the student's results markedly worsen,
- 2) exemption from the payment of some of the fees if the student is overdue with meeting the outstanding charges.

6. The mode and conditions for forgoing all or some of the fees are determined by the Senate.

Chapter X

Awards, commendations, scholarships and disciplinary procedures

§ 40

1. Students who achieve excellent academic, art or sports results, or for outstanding work for their communities may receive:

- 1) a commendation from the Dean or the Rector,
 - 2) a Dean's or Rector's award,
 - 3) a scholarship from the university scholarship fund for students/ doctoral students, on the terms determined by the Senate,
 - 4) the Rector's scholarship for exceptional students,
 - 5) the Minister for Science and Higher Education's scholarship for outstanding performance, on the terms defined in separate legislation,
 - 6) a diploma 'with distinction' from the UwB, on the terms specified in § 41.
2. The faculty council may agree separate awards for their students.

§ 41

1. A diploma 'with distinction' is received by a graduate who meets the following criteria:

- 1) has achieved an average score of 4.75 or above on the terms defined in § 48 para. 1 point 1, in exams and assessments on modules included in the plan of studies.
- 2) has achieved 'very good' grades for their dissertation and viva,
- 3) had not been fined, subject to a disciplinary procedure.

2. A diploma 'with distinction' is awarded by the faculty council upon application by the exam board conducting the viva.

§ 42

1. A breach of university regulations and acts below the student's dignity are subject to disciplinary procedure before the disciplinary commission or peer proceedings before the elected students' council on the terms determined by separate regulations.

2. Minor infringements may be subject to a caution given by the Rector without involving the disciplinary board or the peer court, but having first heard out the defendant or their advocate.

Chapter XI

Graduation, dissertation and viva (diploma exam)

§ 43

1. A student who meets the conditions specified in § 3 point 1 receives an absolutorium.
2. The following are required to be awarded an undergraduate degree and the title of a Bachelor: receiving an absolutorium, submission of a (Bachelor) dissertation and passing a diploma exam (viva).
3. To graduate from a post-graduate course or an integrated Masters course and obtain a Masters degree, students must receive an absolutorium, submit a Masters dissertation and pass a (Masters) diploma exam (viva).
4. The studies end on the day the diploma exam is passed.
5. A graduate receives a diploma confirming the achievement of a first or a second degree and an appropriate professional title.

§ 44

1. The dissertation is prepared under the supervision of a qualified academic tutor – the supervisor. Regulations of § 17 apply to the dissertation supervisor.
 - 1a. The dissertation may be supervised by an external academic not employed by the University. Regulations of § 17 para. 1 respectively apply. Detailed guidelines for an external supervisor's participation in the process of graduation are determined by the faculty council.
2. The topic of the dissertation should be jointly agreed by the student and the supervisor. The mode of approval and changes to the dissertation topic are determined by the faculty council with the proviso that the final approval for dissertation topics must be no later than the start of the last semester in the given cycle of education.
3. The dissertation must be the student's own work and must meet the formal criteria and substantive conditions determined by the faculty council for a given course of studies and specialism. A dissertation should be submitted as an electronic and paper copy.
4. On laboratory based courses and those involving field research, the head of the department where the dissertation is being prepared may appoint, in consultations with the dissertation supervisor, a technical supervisor from the department staff. The tasks of the technical supervisor include assistance with the experimental part of the work, help in solving technical problems and looking after the health and safety aspects of the student's work.
5. Dissertations may be prepared in a foreign language. On courses other than language courses the Dean may approve the preparation of a dissertation in a foreign language upon application by the student with the supervisor's favourable reference. The student must submit a summary of the dissertation translated into the Polish language.
 - 5a. Detailed guidelines for dissertations prepared for courses run in a foreign language are agreed by the faculty council.
6. A dissertation prepared as part of the student research movement may be regarded as a degree dissertation.

7. The dissertation is assessed by the supervisor and reviewed by an examiner appointed by the Dean, with the applicable grades defined in § 24 para. 2.
8. A student has the right to see the assessment of their dissertation before their diploma exam (viva).
9. If the examiner has reviewed the dissertation negatively, the Dean appoints a second examiner. If the second examiner gave a positive grade, the Dean decides on admission to the diploma exam and determines the final grade. If the second examiner also marked the dissertation negatively, such dissertation may not form the basis for graduation and is rejected.
10. The dissertation grade is an average score between the grade given by the supervisor and that given by the examiner, or the grade given by the supervisor and the final grade of the review determined by the Dean.

§ 45

1. The dissertation should be submitted at the latest by the end of the main [exam] session. The Dean may extend the dissertation deadline till the end of the re-sit session.
2. deleted
3. A student who has failed to submit a dissertation by the deadline specified in para. 1 above will be deleted from the student register. The terms for the return to studies after the deletion due to the failure to submit a dissertation on time are determined by the provisions of § 33 paras. 5 & 6.
4. During an extended absence of the dissertation supervisor, which may contribute to a delay in submission of the dissertation, the Dean must appoint a person who will take over the supervision of the dissertation. Change of the supervisor within the last six months before graduation may form the basis of an extension to the dissertation deadline.

§ 46

1. The guidelines for the diploma exam, including its format, are determined by the faculty council. The diploma exam may be written, oral or combine both these parts.
2. Access to the diploma exam is subject to an absolutorium and a dissertation being passed.
3. The diploma exam is conducted by a board established by the Dean. The board members for an oral exam include the supervisor and the examiner. The board is headed by the Dean, vice Dean or an academic lecturer appointed by the Dean holding the title of at least a doctor with habilitation or equivalent degree for a Masters degree, or a doctor for an undergraduate degree.
4. The diploma exam should take place within three months of the dissertation being submitted.
5. The diploma exam is assessed according to the grades specified in § 24 para. 2.
6. The Dean, upon receiving a written application by the student or the supervisor, may agree to an open diploma exam. The application should be submitted together with the dissertation. Information about an open diploma exam is published on the faculty's website at least a week before the appointed exam date and includes the composition of the exam board as well as the date and time for the

exam, the name and surname of the person taking the exam and the dissertation topic.

7. An open diploma exam consists of a public and closed session.

8. During the public part, the candidate presents their dissertation, takes part in the discussion around the dissertation and answers examiners' questions.

9. During the closed session, the Board agrees on the final grade for the dissertation, the diploma exam and the final overall grade for the course.

10. Participants in the open diploma exam who are not members of the examination board may not ask the candidate questions and are not permitted to participate in deliberations during the closed part of the assessment, but may participate in the discussion around the dissertation.

§ 47

1. Should a student fail the diploma exam, or fail to attend the exam without a leave of absence, the Dean determines a second, final date for the exam.

2. Should a student fail the second diploma exam, or fail to attend the second exam without a leave of absence, the Dean will delete them from the student register.

§ 48

1. The final grade for the course is determined on the following basis:

1) the mean average of exam and assessment results for the modules not assessed by an exam, including fail marks, with the proviso that the re-mark grade applies instead of the original grade for the results appealed under the provisions of § 25 paras. 1-2,

2) dissertation grade,

3) diploma exam grade.

2. The final result is the sum of the 0.7 of the average in para. 1 point 1, 0.2 of the dissertation grade and 0.1 of the diploma exam. The grade is rounded up to two decimal places after the comma.

3. The degree diploma contains the final grade for the course of studies according to the guidelines below:

up to 3.40 – satisfactory

from 3.41 to 3.80 – satisfactory plus

from 3.81 to 4.20 – good

from 4.21 to 4.60 – good plus

from 4.61 to 5.00 – very good.

4. The exams board may raise the grade specified in para. 3. by half a grade (0.5) if the student has achieved 'very good' grades for their dissertation and the diploma exam.

Chapter XII

Transitory and final regulations

§ 49

1. Completion of a year or a semester of studies in the academic year preceding the implementation of these Regulations is on currently binding terms.

2. Any outstanding proceedings in individual student matters in progress and not finalised before 1st October 2013 will be concluded in the current mode and according to currently binding Regulations.

3. In the case of students who have started/returned to studies before 1st October 2011, their progress of studies is documented according to the Regulations applicable at the time of enrolment, with the proviso of para. 6.

4. The faculty council, together with the legislative body of the elected students' authority, may decide on stopping to document the progress of studies in the student's index book. The above applies to students specified in para. 5, from 1st October 2011.

5. Students who commenced/returned to studies before 1st October 2012 and who are following approved degree programmes will, for the remainder of their course envisaged in the plan and programme of studies, follow the terms and conditions specified in Chapter XI of the currently applicable Regulations of studies concerning graduation, dissertation and diploma exam.

6. Faculty councils will, by 30th November 2012, have determined the annual permitted deficit of ECTS credits specified in § 21 para. 2, for all cycles of education implemented before 1st of October 2012 and in the academic year 2012/2013.

§ 50

The Regulations are binding for students and university staff.

§ 51

The Regulations come into force on 1st October 2012.