

POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

STUDIES REGULATIONS

CONSOLIDATED TEXT

Table of contents

1. General provisions	1
2. Student's rights and obligations	4
3. Organisation of studies	6
4. Classes	6
5. Examinations and final course assignments	8
6. Repeating a year or semester	11
7. Grade scale	12
8. Conditional pass	13
9. Individual Curriculum Plan (ICP).....	13
10. Change of university, form or field of studies.....	15
11. Dean's leave	16
12. Removal from the list of students and resumption of studies	17
13. Thesis and diploma examination	19
14. Transitional and final provisions	26

1. General provisions

Article 1

1. The studies in the Polish-Japanese Academy of Information Technology, hereinafter referred to as the "Academy", shall be carried out on the basis of binding provisions and in particular on the basis of the provisions of:
 - 1) the Act on higher education and science of 20 July 2018 (Journal of Laws [Dz.U.] of 2018, item 1668, as amended), hereinafter referred to as the "Act"
 - 2) the Statute of the university, hereinafter referred to as the "Statute",
 - 3) these Studies Regulations, hereinafter referred to as the "Regulations".

2. The Regulations concern: first-cycle studies, second-cycle studies, long-cycle master degree studies, conducted in full-time or part-time form.
3. The terms used in these Regulations shall mean:
 - 1) classes – classes (tutorials, labs and lectures) defined for a given programme of studies and form of studies;
 - 2) Dean – the Dean of the faculty or the head of another organisational unit conducting or organising studies, or a person to whom the dean has delegated his/her powers;
 - 3) Senate – a collegial body competent for a given programme of studies or another entity conducting the studies;
 - 4) ECTS – European Credit Transfer and Accumulation System which serves to assess student's progress;
 - 5) IC (Individual Curriculum) – the mode of study in which the student repeats courses for which he/she did not receive credits;
 - 6) ISO (Individual Studies Organization) – a organisation of studies designated individually for a student by a scientific supervisor and approved by the Dean;
 - 7) academic teacher – teacher conducting courses provided for in the study plan;
 - 8) tutor – an academic teacher employed in the University and designated by the Dean to supervise the student;
 - 9) supervisor – a tutor under the direction of whom the student prepares his/her thesis;
4. The Rector shall exercise supervision over the recruitment and teaching process.
5. The student shall be entitled to appeal against the decisions taken in individual student cases covered by these Regulations. An administrative decision or a settlement of the Rector issued as a result of an appeal or a request for re-examination of the case shall be final.

Article 2

1. The Rules of enrolment are defined by the Act and the resolution of the Senate.
2. Admission as a student shall take place at the time of making the oath the wording of which shall be laid down in the Statute of the university, upon prior signing of a contract between the candidate and the university, or a tripartite contract, if studies are being paid for by a sponsor/employer.
3. Admission to studies as a result of confirmation of learning outcomes shall be based on the Regulations on confirmation of learning outcomes and the provisions of the Act.

4. Studies shall be carried out according to study plans established in accordance with the Act.
5. The studies are carried out according to a specific study plan, at a specific level and in accordance with the profile pursuant to the study plan which sets out:
 - 1) learning outcomes referred to in the Act on integrated qualification system of 22 December 2015, taking into account the universal first-degree characteristics laid down in that Act, and the second-degree characteristics specified in the provisions issued pursuant to Article 7(3) of that Act;
 - 2) description of the process leading to learning outcomes;
 - 3) number of ECTS credits allocated to classes.
6. Some of the learning outcomes covered by the study plan may be derived from classes carried out using distance learning methods and techniques using infrastructure and software providing synchronous and asynchronous interaction between students and teachers. Conducting classes using distance learning methods and techniques shall be governed by separate provisions.

Article 3

1. A study programme or part thereof, including classes, final course assignments and examinations, a thesis and a diploma examination may be carried out in a foreign language. The decision on this matter is taken by the Dean.
2. The preparation of a thesis and carrying out of a diploma examination in a foreign language may also be carried out at the request of the student, with the consent of the dean of the faculty, issued in agreement with the supervisor. In other cases, the preparation of the thesis and carrying out of a diploma examination shall be made in the language of studies.
3. If classes are taking place in a foreign language, the final course assignments and examinations shall also take place in that language.
4. The student shall add an abstract in Polish to the thesis prepared in a foreign language.
5. The study programme (curriculum) is the basis for the elaboration of annual or semestrial class schedules.
6. The annual or semestrial schedule of classes shall specify the name of the course, the academic teacher who conducts such course, the time and place of classes.
7. The organisation of the academic year shall be made public before the beginning of the academic year or semester by announcing on the website of the university.
8. Foreign students whose certificates and other documents issued abroad by a schools or educational institutions recognised by the state in the territory of which or in the educational system of which

they operate, must have an administrative decision issued by the Superintendent of Schools (Kurator Oświaty) the right to apply for admission to those studies. The foreign student shall present the decision not later than by the end of the first semester of studies and, where appropriate, within the time limit set by the Rector of the university.

This regulation concerns documents issued outside the EU, OECD, EFTA and countries with which agreements on mutual academic recognition are in force.

2. Rights and obligations of the student

Article 4

1. The student has the right to:
 - 1) use of rooms, equipment and library collections of the university in accordance with applicable legislation, as well as the help of academic teachers and university bodies;
 - 2) notify to the university authorities the requests for teaching plans, matters relating to the teaching and educational process, and social and living conditions;
 - 3) receive awards and distinctions;
 - 4) participate in research and associate in science clubs organised by the university;
 - 5) develop cultural, tourist and sports interests, and for this purpose use assistance of academic teachers and university bodies;
 - 6) call to the dean for the establishment of Individual Studies Organization (ISO) during dean's leave with the possibility of verifying the learning outcomes set out in the study plan;
 - 7) study according to Individual Studies Organization (ISO);
 - 8) transfer and recognition of ECTS credits;
 - 9) attempt to pass the final resit examination with the participation of the observer designated by him/her;
 - 10) repeat certain classes due to unsatisfactory results obtained;
 - 11) participate in open classes in other teaching areas and in other classes at the university;
 - 12) use the powers provided for by students in the relevant legislation;
 - 13) receive financial assistance, scholarships, awards in accordance with the scholarship regulations.
2. The university provides students with disabilities with the conditions to participate fully in the educational process and in scientific research to the extent it is possible.
3. The student's duties include the full use of the opportunities to learn offered by the university and follow the studies regulations. In particular, the student is obliged to:

- 1) care for the dignity of the student and good name of the university;
 - 2) participate in theoretical and practical classes organised by the university, in accordance with the study plan in force, in particular: lectures, practical classes, laboratory classes, seminars, design classes;
 - 3) take examinations, do internship and meet other requirements provided for in the study plan;
 - 4) comply with the provisions of law in force at the university and care for its property, and in particular comply with the rules governing the use of laboratories and any university equipment;
 - 5) timely pay tuition fees in accordance with the signed contract, and other fees related to the course of studies, including the differences in the curricula
 - 6) inform the university about any change of surname, residence address and telephone number;
 - 7) familiarise himself/herself with the decision of the relevant authorities concerning requests made by the student, and acknowledge with a signature the receipt of such decisions referred to above;
 - 8) use a given account with a domain address of the university.
4. Student representatives have the right to submit complaints and motions in all matters relating to students. Applications are submitted to the Dean's Office in electronic form (dziekanat@pja.edu.pl) or in writing. The university authorities have 14 days to respond in the same form in which the complaint/application was submitted.

Article 5

1. The student receives a student card.
2. In the case of study sponsorship (signing of a tripartite contract), the university is entitled to provide the sponsor/employer with data on the student course of learning within the scope specified in the contract concluded between the student and the sponsor/employer. In other cases, the university shall not inform third parties about the issued concerning the student, unless permitted by the student or the applicable law.
3. The rights and obligations of the student expire on the date of graduation, removal from the list of students, or student submitting a written resignation from studies.

Article 6

1. The student may resign from classes that he/she has declared to attend. It shall be possible to resign only within the time limit set in the Rector's order, and it shall not apply to courses indicated by the dean in the event of conditional entry into the list of students and to elective courses for the current

semester. In the event of resignation referred to above, the student shall bear the costs of resignation in accordance with the principles of collection of and the amount of fees at the university, as set by the Chancellor. The lack of written resignation of a student from the previously declared classes shall be treated as using the classes, and it shall be obligatory to receive credit and pay for such classes.

2. The rules of resignation from additional major are governed by the Chancellor's order.
3. In the event of resignation from studies, the student shall be obliged to notify this in writing to the dean. The student is obliged to meet all payment obligations towards the university in force until the date of written notification of resignation or removal from the list of students in accordance with Article 30(1) and (2).

3. Organisation of studies

Article 7

1. The academic year is divided into two semesters: winter semester and summer semester.
2. The Rector shall announce the organisation of the academic year not later than three months before the start of the academic year.
3. During the academic year, the Rector may, where appropriate, declare days or hours free from classes.

Article 8

1. The Deputy Rector for student matters may, in agreement with the student government, appoint academic year advisors from among academic teachers, and, if necessary, student group advisors or internship advisors.
2. The Deputy Rector for student matters shall determine the scope and forms of work of the advisors, and shall supervise and evaluate their activity.

4. Classes and lectures

Article 9

1. The student is participating in classes in compulsory courses according to the study plan in force for a given programme of studies.
2. The study plan includes activities, including: practical classes, laboratory classes, lectures, internships, and in the case of "Graphic Design", "Graphics Design and Multimedia Art" and

"Interior Design" fields – also plein air painting workshops.

3. A student may declare to participate in additional courses which are not covered by his/her study plan, including to pursue additional major. Elective courses chosen by the student become compulsory at the time of submission of a relevant declaration. Failure to obtain credit for these courses shall result in a failing grade. The above provision does not apply to resignation from a declared additional major.
4. The change of major is possible before the beginning of the semester, until the date of submission of the students' declarations concerning classes for the next semester. The student is obliged to notify the supervisor of the change in major, and the establishment of a new supervisor.
5. The Dean may not agree to a change of major.
6. A student participating in the research or implementation work may, with the Dean's consent, be exempt from participation in certain courses which are thematically related to the work he/she carries out.
7. The number of unjustified absences of the student during the semester should not exceed 15% of all classes in a given course.
8. During the semester, the total number of absences may not exceed 30% of all classes in a given subject, in compliance with the principle resulting from § 9 section 7. The grounds for justifying an absence caused by a disease shall be a medical certificate. Submitted to the teacher not later than 14 days from the stated end of sick leave.
9. In cases of chronic diseases and a large number of justified absences, the decision on giving credits for such a course shall be taken by the Dean.
10. In particularly justified cases, the Dean may justify the absence of a student at his/her request with a written justification.
11. In the case of unjustified absences which are more numerous than provided for in section 6, the Dean shall decide whether to continue the classes in agreement with the teacher conducting such classes.
12. The student who is absent from classes is obliged to make up for the absences in the manner and within the time limits set by the teacher conducting such classes.

Article 10

1. The conditions for receiving credit for physical education classes, crediting opportunities offered by the university and applicable deadlines are governed by a separate regulation which is

communicated to students at the beginning of the semester.

2. The student is exempt from the obligation to participate in physical education classes and to receive credits for this course on the basis of a medical certificate. The medical certificate shall be provided to the university, at the latest 2 weeks from the date of its issue. In the event of a late delivery of the medical certificate, it shall not be taken into account.
3. At the request of a student who is actively engaged in other sports activities, with an opinion delivered by the coach, the manager of the organisational unit competent in this field may exempt him/her from attending classes and give him/her credit for physical education classes.

5. Examinations and final course assignments

Article 11

1. The detailed conditions for obtaining credit for the course, for the student's attention, shall be provided by the teacher at the latest 14 days after the beginning of the semester in the form of a written document, and they shall be transmitted to the Dean's Office.
2. A condition for admitting to the examination in a given course may be the reception credits for classes that make up that course, or fulfilment of other conditions described in the conditions for obtaining credit for the course.
3. In the absence of a justified absence, e.g. caused by a disease or another examination, the student shall be entitled to an additional examination date.
4. The student is entitled to inspect an examination or a final course assignment, and to receive the justification of the grade within 7 days of receiving it.
5. The student may receive credit only during the semester. In cases specified in the relevant order of the deputy rector for student matters, it may be possible to conduct final course assignment in another deadline. The student may pass examinations related to courses in a given semester within the following three deadlines:
 - 1) during the semester (early examination date);
 - 2) during the examination session;
 - 3) during the retake session.
6. The Dean may set the deadlines for additional examinations also during the semester.
7. Disabled students may apply for adjustment of the form and time limits of final course assignments and examinations to their needs arising from the type of their disability.

8. The schedule of examinations in winter and summer sessions shall be made public at the latest one month before the date of completion of classes in a given semester.

Article 12

In the event of failure to receive credit within the prescribed deadline, the student shall repeat the entire course, unless otherwise specified in the rules of crediting a given course.

Article 13

1. In the case of absence of the student during a final course assignment or an examination, he/she shall be obliged to justify such absence within 7 days of the date of final course assignment or examination.
2. In the event of disease or other justified absence of the student in the first or second date of the examination, he/she shall be entitled to one or two dates of the examination, respectively.
3. After failing to receive a pass at the first sitting of the examination, the student shall have the right to pass one retake examination for each failed course in a given semester.

Article 14

1. The crediting period shall be one semester.
2. The condition for receiving credit for the semester is the fulfilment of all requirements (completing classes, passing examinations, internships, artistic workshops, etc.) specified in the study plan for the programme of studies in question.
3. The study plan may not schedule more than 5 examinations in the course of a semester, and more than 8 examinations per year. The Senate may, by way of a resolution, increase the number of examinations.
4. The student shall pass the examination with the teacher conducting classes, or with a person appointed by the Dean.
5. The university shall keep an electronic record of studies the principles of which shall be set out in a separate document.
6. Each student is obliged to verify the grades obtained by logging into the virtual Dean's Office, and in case of errors found – to immediately contact the academic teacher who gave him/her the grade in order to receive explanations and make possible corrections.
7. The reception of credit for the semester shall be confirmed by the Dean or by the designated Deputy Dean.

Article 15

1. During exams and tests, the student is obliged to follow the rules set by the instructor. Violating the rules (e.g. using prohibited materials, electronic devices, prohibited applications, communicating with other people) will result in receiving a failing grade.
2. In the event of a serious violation of the rules (insufficient independence of work, attempt to take the exam from outside the designated room, attempt to take the exam by another person), the instructor may decide to:
 - giving the student an unsatisfactory grade in the exam without the possibility of improvement in a given semester;
 - giving the student an unsatisfactory grade for the entire subject, including the practical part.The above decision of the instructor requires the approval of the Dean of the faculty.

Article 16

1. The student does professional internship within the scope and a certain number of hours specified in the study plan.
2. The Rector shall appoint an internship representative who shall determine the deadline for internship and shall inform the students thereof.
3. The internship representative may approve internship on the basis of a certificate from the employer confirming the completion of such internship and an internship report, provided that it is compliant with his/her programme of studies. The completion of internship shall be recorded in the student's file.
4. Where the study plan provides for compulsory internship, the Dean may give credit for it in full or in part to a student who has carried out work ensuring that the learning outcomes set out in the study plan for professional internship have been obtained.
5. The student's participation in the works of the academic camp may be the basis for receiving credit for all or part of the student's internship, if the camp programme meets the requirements set out in the plan of such internship.
6. At the request of the student government, the internship representative may credit the internship to a student who performs work for the academic community. The activities performed must coincide with the study program.
7. In the event that the student fails to receive credit for the internship provided for in the study plan, the Dean may allow the student to do internship in the following academic year.

Article 17

1. Within 7 days of the date of completion of the classes or announcement of the results of final course assignments and examinations, the student who reports reasonable objections as to the impartiality of the form, mode or course of the final course assignment or examination, may submit a request to the Dean to carry out a resit final course assignment/resit examination. A decision to conduct a resit final course assignment/resit examination shall be taken within 14 days of the date of submission of the request.
2. The Dean may also order to conduct resit final course assignment/resit examination on his/her own initiative or at the request of the teacher.
3. The three-member board to conduct resit final course assignment/resit examination shall include the Dean as its head, or a person authorised by him/her, and two specialists in the topic of the examination or a related topic.
4. At the request of the student, a third party may become a member of the board to conduct resit final course assignment/resit examination in the capacity of an observer.
5. The commission course assessment/resit commission exam shall be conducted in accordance with the characteristics of the course in the form specified by the Dean.
6. A protocol shall be drawn up from the commission course assessment/resit examination, which, in particular in the case of an unsatisfactory result, should include a justification.
7. The evaluation of a resit final course assignment/resit examination shall be final and decisive for the completion or failure to complete the course in a given semester.

Article 18

1. With reference to a student who has not fulfilled his/her duties, that is he/she has not received credit for all the subjects in the study plan, the Dean shall:
 - 1) give a conditional pass for the next semester;
 - 2) allow the student to repeat the semester;
 - 3) allow the student to repeat the courses the student did not receive credit for;
 - 4) remove the student from the list of students.

6. Repeating a year or semester

Article 19

1. For students repeating the semester, the conditions for the transfer of positive grades received for courses in the previous semesters shall be specified by the dean.
2. In the case of failure to receive credit for a course, the student shall repeat that course according to the Individual Curriculum (IC). The fee for the repetition of individual courses is specified before the beginning of the academic year, communicated by means of a Chancellor's order and compulsory.
3. The conditions for the repetition of the first year of studies shall be determined by the dean. The amount of tuition fees in this case is regulated by the Chancellor's order.

7. Grade scale

Article 20

1. Examinations and final assessment for courses covered by the study programme end with a grade, unless the study programme provides otherwise.
2. The grade scale shall be used when evaluating final course assignments and examinations:
very good (5),
good plus (4.5),
good (4),
satisfactory plus (3.5),
satisfactory (3),
unsatisfactory (2).
3. The grade for each course, ending with a final course assessment and/or examination, shall be documented in accordance with the applicable provisions of law.
4. The grade average for a given semester, academic year or the entire course of studies shall be calculated in accordance with the university's Regulations on calculating grade average.

Article 21

1. The university uses the credit system according to the ECTS standards. The principles for the introduction and application of ECTS credits are laid down in the Act.
2. The condition for admission to a diploma examination shall be to obtain the number of ECTS credits required by the current study programme approved by the Senate.

8. Conditional pass

Article 22

1. The principle of conditional authorisation to continue studies in the following year, with failed courses from the previous semesters, shall be taken by the Dean.
2. The student submits a request to the Dean to be allowed to continue studies in the following semester within the time limit set by the Dean's Office. In the request, the student declares, among others, courses to be repeated according to the Individual Curriculum (IC). The Dean's decision as to conditional pass for the following semester does not need to coincide with the courses declared by the student.
3. The student who has received a conditional pass for the following semester is required to complete the missing final course assignments and examinations in the nearest semester in which the course is being conducted.
4. In exceptional cases, where the completion of the classes in one course is not possible due to their nature or organisation of the teaching process, the Dean may agree to complete the course at a later date than the one referred to in section 3.
5. In the event that a student fails to meet the obligations arising from the conditional authorisation to continue studies in the following semester, the student may be removed from the list of students or may have to repeat the whole semester.

9. Individual Curriculum Plan (ICP)

Article 23

1. A student pursues studies in accordance with an Individual Curriculum Plan.
2. At the request of the student, the Dean may agree to studies according to an ICP specifying its detailed rules.
3. The ICP shall comprise:
 - 1) an individual study plan carried out in collaboration with a tutor, or
 - 2) an individual study plan, or
 - 3) an individual mode and deadlines for receiving credit for courses, or
 - 4) an individual study mode for students with disabilities or chronically ill students.
4. The ISO shall be granted in particular:

- 1) to students who excel in learning,
 - 2) to students sent to study at another national or foreign university,
 - 3) to students with disabilities or chronically ill students,
 - 4) to pregnant students and students who are parents,
 - 5) to students enrolled to studies as a result of the confirmation of learning outcomes,
 - 6) to students who have obtained a conditional pass.
5. Students who excel in learning, i.e. have an average grade of at least 4.0 and showing extraordinary skill in given field of knowledge, may, after completing the first year of studies, study in accordance with the Individual Curriculum Plan referred to in section 3(1).
 6. A request for an ICP referred to in section 3(1), containing the proposal for an individual study plan, is reviewed by the tutor designated by the Dean. An individual study plan must meet the requirements arising from the learning outcomes specified for the programme of studies.
 7. The Dean, by expressing his/her consent to ICP referred to in section 3(1), approves the individual study plan and appoints a tutor for the student.
 8. Pregnant students and students who are parents have the right to pursue full-time studies according to the ICP until they graduate.
 9. Admission to studies of persons who benefit from ICP, referred to in section 4(5), is carried out as a result of a formal process of verification of the learning outcomes outside the studies system, which allows to undertake studies at a University in accordance with the principles adopted by the Senate.
 10. In the event of an infringement by a student of the established rules of studying according to the ICP, or in the event of a lack of progress in learning, the Dean may withdraw the consent ICP issued to the student, either on his/her own initiative, or at the request of the tutor.
 11. A student who carries out studies in accordance with ICP, shall receive credit and pass the examination within the deadlines which shall be individually specified with the teachers within the time limits of a given semester. In duly justified cases, at the request of the student, the Dean may agree to transfer these deadlines to the following semester, or to release the student from the obligation to participate in classes within a time limit which is consistent with the rector's order on resignation from classes. The reception of credit for classes in higher years of studies is possible after receiving credit for the year which the student pursues currently.

Article 24

1. If the student's disability or disease limit the possibility to participate fully in regular classes, including the possibility to pass examinations and complete final course assignments, a student may request the award of an ICP referred to in Article 23(3)(4).
2. A student with disabilities or chronically ill student shall request the award of an ICP to the Dean, through a plenipotentiary for disabled students.
3. The students referred to in section 1 are:
 - 1) disabled persons having a current degree of disability certificate or equivalent document,
 - 2) persons in whom a sudden disease or accident result in temporary incapacity to fully participate in classes, and these circumstances shall be confirmed by a medical certificate submitted.
4. The ICP for students with disabilities or chronically ill students must not lead to the lowering of substantive requirements, and must ensure that the learning outcomes set out in the study plan are achieved.
5. The forms of support provided for each individual mode of study intended for students with disabilities or chronically ill students shall be specified in separate Rector's orders.

10. Change of university, form or field of studies

Article 25

1. With the Dean's consent, the student may transfer to another university after fulfilling all his/her obligations towards the university.
2. With the Dean's consent, the student of another university, including foreign university, may be admitted to study at the university.
3. The student referred to in section 2, is required to provide full information on the achievements obtained in another university to enable them to be transferred, in accordance with the applicable study plan.
4. The transfer of grades from another university or from the home university shall be conditional on the determination by the Dean or a person appointed by him/her of the similarity of the obtained learning outcomes.
5. The Dean shall determine the conditions, deadline and manner in which the student must complete the backlog resulting from the differences in the curricula.

Article 26

1. The student may pursue part of the study plan outside the home university – at another national or foreign university on the basis of inter-university agreements resulting from participation in the national or international student exchange programmes.
2. The programme of courses at another university for a student from a university exchange outside the home university shall be established individually by a university exchange coordinator. The exchange coordinator shall also designate the study period at the partner university and a list of courses which the student is required to complete, or the amount of ECTS credits he/she must obtain.
3. The conversion of grades into the system used in the home university shall be made by the university exchange coordinator.

Article 27

1. With the consent of the Dean of the current field of studies, the student may change the current programme of studies or the form of studies at the university. The conditions for changing the programme of studies or the form of studies are determined by the Dean; in particular, the student is obliged to complete the differences in the curricula arising from the study plan.
2. If the admission to a particular programme of studies is conditioned on the fulfilment of enrolment criteria, the student may be admitted to that programme of studies, if he/she meets the criteria applicable in the academic year in which the request for change of the programme of studies was made; unless the Dean of the new programme of studies specifies different criteria for students changing the programme of studies.
3. The Dean may refuse to agree to a change of the programme of studies, in particular due to the applicable limit of students enrolled to that programme of studies.

11. Dean's leave

Article 28

1. The student may be granted Dean's leave due to important life circumstances, in particular due to:
 - 1) long-term disease;
 - 2) birth of a child and the need to care for it;
2. Other valid and documented fortuitous events.
3. A student may be granted short-term leave which covers one semester, or a long-term leave which

covers one year. The leave, at the student's written request, shall be granted by the Dean.

4. The leave shall be granted immediately following the event justifying the request for its granting. The leave shall not be granted retrospectively.
5. For the duration of the active military service, the student receives a special leave.
6. The granting of leave shall be documented with a note in the file documenting the course of studies.
7. In particularly justified cases, the Dean may grant a leave for a period longer than that referred to in section 2.
8. The granting of leave extends the date of the planned graduation and obliges the student to make up for the study plan differences. The fees for courses which need to be done by the student in order to do that are regulated by a separate document.
9. During the leave, the student is exempt from paying tuition fees except for the student who requested the award of ICP. The costs of participation in the IC are governed by a separate document.
10. No leave shall be granted for the first year of studies, and after all courses arising from the curriculum have been completed.
11. Pregnant students and students who are parents have a right to leaves from classes during which they may apply to the Dean for the award of an ICP referred to in Article 23.
12. Students who are parents shall submit their application for a leave referred to in section 11, within a year from the date of birth of the child.
13. The leave referred to in section 11 for:
 - 1) pregnant students shall be granted for the period up to the date of birth of the child,
 - 2) students being parents shall be granted for the period of one year.
14. If the end of the leave referred to in section 11 falls in the course of a semester, the Dean, at the student's request, shall extend the leave until the end of that semester.

Article 29

1. During the period of leave, the student retains student's rights with the exception of the right to benefit from material assistance, as defined by separate regulations.
2. During the leave, the student may, with the consent of the Dean and under the conditions laid down by him/her, take examinations and complete final course assignments in the examination session.

12. Removal from the list of students and resumption of studies

Article 30

1. The student is removed from the list of students in the case of:
 - 1) failure to take up studies;
 - 2) quitting studies;
 - 3) failure to submit a thesis or pass a diploma examination within a specified deadline;
 - 4) being punished with a disciplinary penalty of expulsion from the University.
2. A student may be removed from the list of students in the event of:
 - 1) finding that the student does not participate in mandatory classes;
 - 2) finding that the student does not show progress in learning;
 - 3) failure to receive credit for the semester or a year within a specified deadline;
 - 4) failure to pay the fees related to studies.
3. Failure to take up studies referred to in section 1(1) is determined by the Dean in the case of failure to take the oath.
4. Lack of progress in learning is determined when the degree of completion of the study plan excludes the possibility of completing the year of studies, unless the student is entitled to repeat that year of studies.
5. Removal from the students' list takes place by administrative decision. The decision on removal from the students' list is made by the Dean acting under the authority of the Rector.
6. A student may appeal against a decision made by the Dean under the authority of the Rector by filing a request for reconsideration with the Rector within 14 days from the date of receipt of the decision on deletion. The Rector's decision is final.
7. In the course of the time limit for submission of a request for re-examination of the case, the party may waive the right to appeal. On the date of receipt of the declaration of waiver of the right to appeal, the decision shall become final and valid.

Article 31

1. A person who, by virtue of a final decision, has been removed from the list of students may apply to the Dean in writing for the resumption of studies.
2. The student resuming studies is registered for the semester of studies indicated by the Dean.
3. The resumption shall take place in the programme of studies conducted by the university from which the student was previously removed. If this programme of studies is no longer conducted, the resumption may be made in another programme of studies conducted by the university at the student's request. The decision on re-admission is issued by the Dean.
4. The student resuming studies is obliged to pay a registration fee in the applicable amount.

5. A person who has been removed from the list of students due to reasons referred to in Article 30(2)(4) may resume studies after the payment of all the fees and the registration fee related to the re-registration in the list of students, in the applicable amount.
6. The resumption of studies by a person who was removed from the list of students at the first year of studies shall be based on the general principles of enrolment. In duly justified cases, the decision on re-admission to the first year of studies on different principles shall be taken by the Dean.
7. The Dean shall determine the conditions, deadline and manner in which the student resuming studies must complete the backlog resulting from the differences in the curricula.

13. Thesis and diploma examination

Article 32

1. A condition for the completion of studies shall be the writing, submission and positive evaluation of a thesis in the case of a master degree and uniform master degree studies, and in the case of bachelor degree studies – if provided for in the study plan.
2. For the programmes of studies Computer Science and Information Management, a diploma examination, concluding the first-cycle and second-cycle degree studies, consists of two parts: practical part – related to the defence of the thesis, and theoretical part – consisting in checking the student's knowledge.
3. The student takes the theoretical part of the diploma examination after a satisfactory completion of the practical part.
4. The student should proceed to the diploma examination in accordance with the deadlines laid down in Dean's semestrial orders. In duly justified cases, at the student's request and after consulting the supervisor's opinion, the dean may agree to postpone the date of the diploma examination.
5. The person who completed all courses in the studies plan, that is to say has fulfilled all the requirements set out in the study plan, except for the completion of the graduate seminar due to the failure to submit the thesis provided for in the study plan, may, within a period not exceeding two years from the date of removal from the list of students, apply for the resumption of studies without the obligation to complete the differences in the curricula. The Dean, in agreement with the supervisor of the thesis, may decide on the individual conditions to complete the graduate seminar. In the event of another removal from the list of students, subsequent resumption is possible, provided that the differences in curricula are completed.

6. The provisions of section 4 shall apply accordingly to students who have been removed due to failure to take the diploma examination within the specified deadline, and who have submitted a request for resumption of studies within a period not exceeding two years from the date of removal from the list.
7. The studies are completed on the date of passing the diploma examination.

Article 33

1. Within a period compliant with the study plan, the dean or a person authorised by it shall approve the topic proposed by the supervisor and the form of the thesis in the scope of the chosen major, subject to section 2.
2. In the programme of studies in “Graphic Design” and “Graphics Design and Multimedia Art” within a period compliant with the study plan, the main supervisor approves the topic and the form of the thesis in the scope of the chosen major, proposed by the supervisory team the composition of which is specified in section 4, in agreement with the student.
3. The supervisor or reviewer of the thesis may be an academic teacher employed by the University¹, with a scientific degree of at least:
 - 1) MSc/MA (mgr) – in the case of first cycle studies,
 - 2) PhD (dr) – in the case of second cycle studies,subject to section 4.
4. In the programme of studies in “Graphic Design” and ”Graphics Design and Multimedia Art” the thesis is prepared under the direction of a supervisory team in the following composition: principal supervisor, technical supervisor and written thesis supervisor. In the programme of studies in “Interior Design” the thesis is prepared under the direction of a supervisory team in the following composition principal supervisor and supervisor of annex. The composition of the supervisory team may be extended by the additional supervisor. The principal supervisor is responsible for the work of the supervisory team. The members of the supervisory team may be persons appointed by the Faculty Council.
5. In duly justified cases, the appointment of reviewers and supervisors from outside the university, approved by a resolution of the Faculty Council, shall be permitted.
 - 1) The request for approval of the reviewer and/or the supervisor from outside the University should be prepared by the Head of the Department and addressed to the Committee on

¹Employment shall be understood as any of its forms.

- dissertation proceedings, in order to obtain a recommendation for the Faculty Council;
- 2) The request shall be accompanied by a CV and a description of the scientific/professional output of the candidate proposed for the role of a reviewer and/or a supervisor;
 - 3) The Committee on dissertation proceedings may request additional documents confirming the suitability of the candidate for the role of a reviewer and/or a supervisor;
 - 4) The resolution approving the nomination for the position of a reviewer and/or a supervisor from outside the University shall be valid for a period of 3 years.
6. The task of the supervisor and, in the case of the “Graphic Design”, “Graphics Design and Multimedia Art” and “Interior Design” programme of studies – of the supervisory team, is the substantive supervision of the thesis and control of the work schedule, including control of deadlines for its completion and timely reception of credits.
 7. The thesis must be created without any assistance, meet the formal and substantive criteria applicable to a given programme of studies and submitted in the printed and electronic form in accordance with the standards set forth in separate regulations.
 8. In duly justified cases, the Dean may change the supervisor and the topic of the thesis.
 9. The thesis may be prepared by more than one student, provided that the parts prepared by individual students can be precisely distinguished and that the workload and its substantive value can be determined on that basis.
 10. In determining the topic of the thesis, account shall be taken of:
 - 1) the programme of studies and the major;
 - 2) the student's interest;
 - 3) the feasibility of performance of a given work by the student.

Article 34

1. The thesis is approved for defence after a positive evaluation by the supervisor, and in the case of the “Graphic Design”, “Graphics Design and Multimedia Art” and “Interior Design” programme of studies – after a positive evaluation by all the members of the supervisory team, while the approval of the thesis for defence is issued by the principal supervisor.
2. The number of reviewers of the thesis is specified in the resolution of the Faculty Council, if the defence procedure in a given programme of studies is to be evaluated by reviewers.
3. In the event of a negative evaluation by the reviewer of the thesis, the Dean shall appoint the second reviewer. If the second reviewer has issued a positive evaluation, it is the Dean that shall decide whether or not to allow the student to take the diploma examination. In the case of a negative

evaluation, the thesis cannot constitute the basis for graduation.

4. The assessment of the thesis shall be determined as the arithmetic mean of the grades given by the supervisor and the reviewer, in accordance with the scale specified in Article 20(2) of the regulations.

Article 35

1. The decision to admit a student to a diploma examination shall be taken by the Dean after the student has met the following conditions:
 - 1) the student completed the study programme, that is he/she has completed all final course assignments and passed all examinations resulting from the study programme applicable to the year in which the student graduates, completed internship specified in the studies plan, and in the case of programmes of studies: “Graphic Design”, “Graphics Design and Multimedia Art” and “Interior Design” – completed a compulsory plein air painting workshop;
 - 2) the student fulfilled all obligations towards the university and obtained a positive opinion of the supervisor and reviewer about his/her thesis, and in the case of “Graphic Design” and “Graphics Design and Multimedia Art” programme of studies – obtained a positive opinion of all the members of the supervisory team on the student's thesis;
 - 3) the student submitted a request for admission to the defence of the thesis together with a printed copy of the thesis with electronic versions enclosed, if the study plan provides for the preparation of a thesis;
 - 4) the student obtained a positive result of the assessment of the thesis with the use of an anti-plagiarism system. For this purpose, the thesis must be submitted in paper and electronic form to the library. The procedure for assessing the thesis with the use of an anti-plagiarism system is governed by separate regulations.
 - 5) In the event of a negative evaluation with the use of an anti-plagiarism system, the Dean shall not allow the student to take the diploma examination, and upon consultation with the thesis supervisor, shall determine further procedure.
2. In the event of early completion of the thesis, prior to the completion of all courses, the student may proceed only to the practical part, while he/she will be able to proceed to the theoretical examination upon completion of the entire study plan. This concerns mainly the work carried out by a group of students.
3. In the above-mentioned case, the obligatory conditions for being admitted to the defence of the

thesis is:

- 1) the student of Computer Science and Information Management obtained positive marks in project and seminar courses (PRO and SEM);
 - 2) the student obtained a positive opinion on the thesis from the thesis supervisor;
 - 3) the student submitted a request for admission to the practical part of the diploma examination with a copy of the thesis in electronic form;
 - 4) the student obtained a positive result of the assessment of the thesis with the use of an anti-plagiarism system.
4. A request for admission to the diploma examination, together with the printed thesis, if the studies plan provides for the preparation of a thesis, should be submitted in the Dean's Office not later than 14 days prior to its planned date.
 5. A student who, during the course of the studies, changed his/her year (e.g. he/she was on dean's leave, repeated a year of studies) or was admitted to the university on the basis of a transfer from another university, shall graduate in accordance with the current curriculum, and in the event that he/she has not completed the course required in the current curriculum, he/she should make up for the differences in curricula before taking the examination.
 6. The diploma examination shall be carried out before a diploma examination board approved by the Dean.
 7. The diploma examination board shall consist of at least three persons, including the thesis supervisor and the reviewer, subject to section 8.
 8. The head of the diploma examination board may be: the Rector, Deputy Rector, Dean, Deputy Deans, Head of a Department or a person appointed by the Head of a Department from among the academic teaching staff of the University, having at least the PhD degree.
 9. In the “Graphic Design” and “Graphics Design and Multimedia Art” programme of studies, the examination board shall consist of at least four persons, including all members of the supervisory team and the head of the board. The head of the board may be the Rector, Deputy Rector, Dean, Deputy Dean, or an independent faculty member employed in the Faculty of New Media Arts.
 10. The diploma examination is an oral examination. A detailed form of the diploma examination is specified in a resolution of the Faculty Council.

11. For the programmes of studies Computer Science and Information Management:
 - 11.1. The diploma examination for bachelor degree studies shall consist of:
 - 1) a practical part consisting in the presentation of the thesis (max. 15 minutes) and answers to questions relating to it;
 - 2) a theoretical part consisting in answering 3 questions, including: 1 question in the field of the student's major, and 2 questions drawn from a pool of topics approved by the councils of the faculties, covering the entire bachelor degree studies curriculum.
 - 11.2. The diploma examination for second-cycle studies shall consist of:
 - 1) a practical part consisting in the presentation of the thesis (max. 15 minutes) and answers to questions relating to it;
 - 2) a theoretical part consisting in answering 3 questions, including: 1 question in the field of the major selected by the student, and 2 general questions from the entire master degree study plan.
12. The assessment of the practical part of the defence of the thesis is determined as: (grade from the thesis supervisor + grade from the reviewer + general grade for the presentations and answers to questions concerning the thesis/3).
13. A positive result of the practical part shall be obtained, if the average of the partial grades shall be at least 3 (satisfactory).
14. The grade for the theoretical part of the examination shall be an arithmetic mean of the 3 questions according to a grade scale specified in these regulations.
15. After the completion of the diploma examination, a grade from the diploma examination shall be issued on the basis of the grade scale referred to in Article 20(2).
16. After the diploma examination, the diploma examination board shall determine the final result of the studies entered in the diploma.
17. The final result of the studies is: $\frac{1}{2}$ mean grade from examinations and credits obtained during studies, and $\frac{1}{4}$ grade for the thesis and $\frac{1}{4}$ for the diploma examination. If the study plan does not provide for the preparation of a thesis, the final result of the studies is: 0.65 mean grade from examinations and credits obtained during studies, and 0.35 grade for the diploma examination, subject to sections 10 and 11.
18. The final result of the studies in the programmes of studies: “Graphic Design”, “Graphics Design

and Multimedia Art” and “Interior Design” is: the grade received for the aesthetics of the diploma and the presentation of the diploma (1/2 of the final grade), an average grade obtained from the reviews of the members of the supervisory team (1/8 of the final grade), the grade obtained from the reviewer (1/8 of the final grade), the arithmetic mean of all evaluations grades obtained in the course of studies (1/4 of the final grade).

Article 36

1. If the diploma examination ends with a fail or a justified failure to come to the examination, the Dean shall, at the student's request, determine the second, final date for the examination.
2. A retake examination shall not take place later than six months from the date of the first examination.
3. In the event of a failure to pass the diploma examination for the second time, the Dean, at the student's request, decides to remove him/her from the list of students. The Dean may specify conditions allowing for the resumption of studies and for taking the diploma examination.

Article 37

1. The completion of studies shall take place after the diploma examination is passed with at least a satisfactory grade.
2. The diploma of graduation includes the final result of studies, adjusted in accordance with the following principle:
 - to 3.39 – satisfactory;
 - from 3.40 to 3.79 – satisfactory plus;
 - from 3.80 to 4.19 – good;
 - from 4.20 to 4.49 – good plus;
 - from 4.50 – very good;
 - subject to section 3.
3. The diploma of graduation in the “Graphic Design”, “Graphics Design and Multimedia Art” and “Interior Design” programme of studies includes the final result of studies, adjusted in accordance with the following principle:
 - Below 3.0 – failed examination;
 - 3.0 to 3.45 – satisfactory;

3.46 to 3.55 – satisfactory plus;

3.56 to 4.45 – good;

4.46 to 4.55 – good plus;

4.56 and more – very good.

4. A report shall be drawn up from the diploma examination, including in particular: the composition of the diploma examination board, the content of the questions asked, the evaluation of the answers given, the final grade for the theoretical examination, the grade for the practical examination, and the general grade for the entire studies entered in the diploma. In the case of the “Graphic Design” and “Graphics Design and Multimedia Art” programme of studies, the report shall further include the evaluation of the aesthetics and the presentation of the work.
5. The graduate has the right to keep his/her grade book, if the records are in “hard copy” form.
6. The conditions for obtaining a diploma with distinction shall be determined in a resolution of the Faculty Council of a given programme of studies.

14. Transitional and final provisions

Article 38

1. Following the completion of the first cycle study plan (including the submission of a thesis) and passing the diploma examination, the student shall receive the professional title of a bachelor or engineer with a supplement.
2. Following the completion of the master degree study plan or uniform master degree studies (including the submission of a thesis) and passing the diploma examination, the student shall receive the professional title of a master, master in arts or master in engineering with a supplement.
3. The studies are completed on the date of passing the diploma examination.

Article 39

These regulations shall enter into force at the beginning of the **2024/2025** academic year.