

POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

STUDY REGULATIONS

CONSOLIDATED TEXT

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1. General provisions

§ 1

1. Studies at the Polish-Japanese Academy of Information Technology, hereinafter referred to as the "University" are conducted on the basis of applicable regulations, and in particular on the basis of the following regulations:
 - 1) the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the "Act";
 - 2) of the Statute of the HEI, hereinafter referred to as the "Statute";
 - 3) of these Study Regulations, hereinafter referred to as the "Regulations".
2. The Regulations apply to: first-cycle studies, second-cycle studies, conducted in full-time or part-

time mode.

3. The terms used in the Regulations refer to:

- 1) classes – classes specified for a given field of study and mode of study;
- 2) Dean – the Dean of a faculty or the head of another organisational unit conducting or organising studies, or a person to whom the Dean has delegated their powers;
- 3) Senate – a collegiate body competent for a given field of study or another unit conducting studies;
- 4) ECTS (European Credit Transfer and Accumulation System) - the European system of transfer and accumulation of credits, used to assess Student progress ;
- 5) ITN (Individual Mode of Teaching) – a mode of study in which the Student repeats unpassed subjects;
- 6) IOS (Individual Organization of Studies) – the organization of studies designated individually for the Student by the academic supervisor and approved by the Dean;
- 7) academic teacher – a person teaching a subject provided for in the study plan;
- 8) scientific supervisor – an academic teacher employed at the HEI and appointed by the Dean to supervise the Student;
- 9) supervisor – a person under whose supervision the Student prepares a diploma thesis;

4. The Rector supervises the admission and teaching process.

5. Decisions made in individual Student matters covered by these Regulations may be appealed to the Rector. The administrative decision or decision of the Rector issued as a result of an appeal or a request for reconsideration of the case is final.

§ 2

1. The rules of admission to studies are determined by the Act and the Senate resolution.
2. Admission to the ranks of Students takes place at the moment of taking an oath, the content of which is determined by the statute of the University, after prior signing of a contract between the candidate and the University or a tripartite contract in the case of paying for studies by the sponsor/employer.
3. Admission to studies as a result of confirmation of learning outcomes takes place on the basis of the Regulations for the Confirmation of Learning Outcomes and the provisions of the Act.
4. Studies are carried out according to the study programmes established in accordance with the procedure specified in the Act.
5. Studies are conducted in a specific field, level and profile on the basis of a study program that

specifies:

- 1) learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualifications System, taking into account the universal characteristics of the first cycle studies specified in that Act and the characteristics of the second cycle studies specified in the regulations issued pursuant to Article 7(3) of that Act;
 - 2) a description of the process leading to the achievement of learning outcomes;
 - 3) the number of ECTS credits assigned to classes.
6. Part of the learning outcomes covered by the study programme can be obtained as part of classes conducted using distance learning methods and techniques using infrastructure and software that ensure synchronous and asynchronous interaction between Students and teachers. Conducting classes using distance learning methods and techniques is regulated by separate regulations.

§ 3

1. The adopted study programme or part thereof, including classes, assessments and exams, diploma thesis and diploma exam may be conducted in a foreign language. The decision in this matter is made by the Dean.
2. The preparation of the diploma thesis and the conduct of the diploma exam in a language other than the one appropriate for the study programme may take place at the Student's request, with the consent of the Dean of the faculty, undertaken in consultation with the supervisor. In other cases, the preparation of the diploma thesis and the conduct of the diploma exam take place in the language of the study.
3. If the classes in the subject are held in a foreign language, tests and exams are also held in that language.
4. The Student attaches an abstract in Polish to the diploma thesis prepared in a foreign language.
5. The study program is the basis for the development of annual or semester schedules of classes.
6. The annual or semester schedule of classes specifies the name of the subject, the academic teacher who teaches the subject, the time and place of the class.
7. The organisation of the academic year is announced before the start of the academic year or semester by means of an announcement on the University's website.
8. Foreigners whose certificates and other documents issued abroad by schools or educational institutions recognized by the country in whose territory or in whose education system they operate must have an administrative decision issued by the National Agency for Academic Exchange (NAWA) confirming the right to apply for admission to these studies. The foreigner

presents the decision during the recruitment process. In the absence of these documents before the start of studies, the candidate can start studying and the date of their delivery is set by the Rector of the University.

The above regulation applies to documents issued outside the EU, OECD, EFTA countries and countries with which agreements on mutual recognition of education are in force.

2. Student's rights and responsibilities

§ 4

1. The Student has the right to:
 - 1) use the premises, equipment and collections of the University in accordance with the applicable regulations, as well as with the assistance of academic teachers and University bodies;
 - 2) submitting to the University authorities postulates concerning teaching plans, matters related to the teaching and upbringing process and social and living conditions;
 - 3) receive awards and distinctions;
 - 4) participate in research and associate in interest groups run by the University;
 - 5) pursue cultural, tourist and sports interests, using the help of academic teachers and University bodies for this purpose;
 - 6) applying to the Dean to determine the individual organization of studies (IOS) during the leave from classes with the possibility of verifying the learning outcomes specified in the study programme;
 - 7) study according to the individual organization of studies (IOS);
 - 8) transfer and recognition of ECTS credits;
 - 9) take the board exam with the participation of an observer indicated by them;
 - 10) repeating certain classes due to unsatisfactory academic performance;
 - 11) participate in open classes in other fields of teaching and in other HEI classes;
 - 12) the exercise of the rights provided for Students in the relevant legislation;
 - 13) receive material assistance, scholarships, awards in accordance with the scholarship regulations.
2. The University creates conditions for Students with disabilities to fully participate in the education process and in scientific research within its capabilities.
3. The Student's responsibilities include making full use of the opportunities offered by the

University to receive education and to act in accordance with the study Regulations. In particular, the Student is required to:

- 1) taking care of the Student's dignity and the good name of the University;
 - 2) participate in theoretical and practical classes organized by the University, in accordance with the applicable study program, in particular: lectures, exercises, laboratory classes, seminars, project classes;
 - 3) pass exams, complete internships and meet other requirements provided for in the study program;
 - 4) comply with the regulations in force at the University and take care of its property, in particular compliance with the regulations for the use of laboratories and all equipment of the University;
 - 5) timely payment of tuition fees in accordance with the signed contract and other fees related to the course of studies, including curricular differences resulting from: a change of University, a change in the field or form of study, return from vacation and resumption of studies;
 - 6) inform the University about the change of name, address of residence and telephone number;
 - 7) to familiarize themselves with the decision of the relevant authorities on the applications and applications submitted by the Student and to confirm with a signature that they have read the decision referred to above;
 - 8) using the assigned email account with a domain address identified with the University.
4. Student representatives have the right to make complaints and requests in any matter involving 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 as the complaint/application.
 5. Each Student has the right to submit applications on matters related to the course of their studies. All applications should be submitted through the electronic application system "Gakko", unless the decision-maker indicates another form of communication.

§ 5

1. The Student is obliged to comply with the rules of social coexistence and maintain personal culture corresponding to the standards of the academic community.
2. A Student participating in didactic classes and other forms of education is obliged to maintain personal hygiene standards and to behave in a way that does not interfere with the course of classes or make it difficult for other people to participate in them.

3. If the Student's behaviour or other circumstances related to his/her participation in classes cause significant difficulties in conducting classes, the Dean or a person authorised by the Dean may call on the Student to remove the causes of such a situation.
4. Failure to comply with the request referred to in paragraph 3 may constitute the basis for taking actions provided for in the Study Regulations and in the regulations on disciplinary liability of Students.

§ 6

1. The Student receives a Student ID.
2. In the case of sponsorship of studies (signing a tripartite agreement), the University has the right to make available to the sponsor/employer data on the Student's course of education to the extent specified in the agreement concluded between the Student and the sponsor/employer provided to the University. In other cases, the University does not inform third parties about matters concerning the Student, unless the Student or the relevant legal regulations allow it.
3. The rights and obligations of a Student expire on the day of graduation, deletion from the list of Students or submission of a written resignation from education.

§ 7

1. The Student may resign from the classes declared by them. Resignation is possible only within the time limit specified by the Dean's Order and does not apply to courses indicated by the Dean in the case of conditional entry on the list of Students. In the event of the resignation referred to above, the Student bears the costs of resignation in accordance with the rules of collection and the amount of fees set by the Chancellor. Lack of written resignation of the Student from the previously declared classes is treated as the use of classes and their credit and payment is required.
2. The amount of fees related to the declaration of additional specialization and resignation is regulated by the Chancellor's Order.
3. In the event of resignation from studies, the Student is obliged to report this in writing to the Dean. The Student is obliged to meet all payments to the University valid until the date of written notification of resignation or deletion from the list of Students in accordance with § 30 sections 1 and 2.

3. Organization of studies

§ 8

1. The academic year is divided into two semesters: the winter semester and the summer semester.

2. The Rector announces the organisation of the academic year no later than three months before its commencement.
3. During the academic year, the Rector may, in justified cases, announce days or hours free from classes.

§ 9

1. The Vice-Rector for Student Affairs may, in consultation with the bodies of the Student self-government, appoint from among academic teachers the supervisors of the years of study and, if necessary, the supervisors of Student groups or internships.
2. The Vice-Rector for Student Affairs determines the scope and forms of work of the tutors and supervises and evaluates their activities.

4. Teaching activities

§ 10

1. The Student participates in didactic classes in compulsory subjects according to the study program applicable to a given field of study.
2. The study program includes the following types of didactic activity: classes, laboratories, lectures, workshops, internships, and in the case of Graphic Design, Graphic Design and Multimedia Art and Interior Design – also plein-air painting.
3. A Student can declare additional subjects that are not compulsory in their study program, e.g. they can declare an additional specialization. As soon as the choice referred to in the first sentence is made, such subjects become compulsory subjects for the Student. Failure to pass these subjects results in receiving an unsatisfactory grade. The above does not apply to resignation from the declared, additional specialization.
4. It is possible to change the specialization before the beginning of the semester, until the deadline for submitting Students' applications with declarations of classes for the next semester. The Student is obliged to notify the supervisor of the change of specialization and to appoint a new supervisor.
5. The Dean may not agree to a change of specialization.
6. A Student participating in research or implementation work may be exempted from participating in certain classes in the subject to which the work is thematically related with the Dean's consent.
7. The number of unexcused absences of a Student during a semester should not exceed 15% of all classes in a given subject.
8. During the semester, the total number of absences may not exceed 30% of all classes in a given

subject, subject to the rule resulting from § 9 section 7. The absolute basis for justifying absence due to illness is a medical certificate delivered to the class teacher no later than 14 days after the end of the deadline indicated in the certificate.

9. In the case of chronic diseases and a large number of excused absences, decisions on passing the course are made by the Dean.
10. In particularly justified cases, the Dean may excuse the Student's absence at their request with a written justification.
11. In the event of unexcused absences in a greater number than allowed in paragraph 7, the Dean makes a decision on the possibility of continuing classes in consultation with the lecturer.
12. A Student who is absent from classes is obliged to make up for the missed study time in the manner and on the dates set by the lecturer.
13. A Student who demonstrably prevents the proper and safe course of classes may be asked to leave them at the express request of the person conducting the classes.

§ 11

1. In the event that the Student's behaviour or condition which makes it impossible to conduct classes or significantly interferes with their course or the comfort of other people, the teacher may ask the Student to leave the classroom for the duration of the class.
2. The teacher, respecting the Student's dignity and the principles of social coexistence, should inform the Student about the reasons for being asked to leave the classroom.
3. Leaving the classroom on the basis of a summons referred to in paragraph 1 does not constitute a basis for recognizing the Student's absence from classes.
4. The situations referred to in paragraph 1 shall be considered in particular to be cases when a Student:
 - 1) is under the influence of alcohol or other drugs,
 - 2) disrupts the course of classes with their behaviour,
 - 3) due to health condition or other circumstances, makes it impossible for the teacher to conduct classes or makes it difficult for other Students to participate in them.
5. The teacher prepares a short information about the incident and passes it on to the Dean or a person authorized by the Dean.
6. The information is made available to the competent body of the Student self-government for inspection at its request.

7. Repetition of the situations referred to in paragraph 1 may constitute the basis for initiating disciplinary proceedings against the Student.

§ 12

1. The conditions for passing physical education classes, the credit opportunities offered by the University and the applicable deadlines are regulated by separate regulations, which are made known to Students at the beginning of the semester.
2. The Student is exempt from the obligation to participate in physical education classes and obtain credit for this subject on the basis of a medical certificate. The certificate should be delivered to the University, no later than 2 weeks from the date of its issuance. If the certificate is delivered later, it will not be taken into account.
3. At the request of a Student actively participating in other sports activities, as reviewed by the head coach, the head of the organizational unit competent in this area may exempt him from the obligation to participate in physical education classes and pass them.

5. Exams and credits

§ 13

1. Detailed conditions for obtaining the course credit for Students are provided by the lecturer no later than 14 days after the beginning of the semester in the form of publication on the University platform.
2. The condition for admission to the exam in a given subject may be obtaining credits for classes comprising that subject or meeting other conditions described in the rules for passing the course.
3. In the event of an excused absence, e.g. caused by illness or another exam, the Student is entitled to an additional exam date.
4. The Student has the right to inspect the evaluated exam or credit work and to receive the justification of the grade within 7 days from the date of its receipt.
5. A Student can obtain credits only during the semester. In cases specified by the relevant order of the Vice-Rector for Student Affairs, it is possible to conduct the credit on a different date. Exams in subjects of a given semester may be taken by a Student on the following three dates:
 - 1) during the semester (zero term);
 - 2) during the exam session;
 - 3) during the retake session.

6. The Dean may also set dates for additional exams during the semester.
7. Students with disabilities may apply for the adaptation of the form and dates of credits and exams to their needs, resulting from the type of disability.
8. The schedule of exams in the winter and summer sessions is announced no later than one month before the end date of classes in a given semester.

§ 14

In the event of failure to pass classes on the stipulated date, the Student repeats the entire course, unless the regulations for passing the course provide otherwise.

§ 15

1. The Student is obliged to justify the absence from the credit or exam within 7 days from the date of the credit or exam.
2. In the event of illness or other justified absence of a Student from the exam on the first or second date, they are entitled to one or two exam dates, respectively.
3. After receiving an unsatisfactory grade on the exam, on the first date, the Student is entitled to take one retake exam in each failed subject in a given semester.

§ 16

1. The credit period is a semester.
2. The condition for passing the semester is to meet all the requirements (passing classes, exams, internships, plein-air, etc.) specified in the study program for a given field of study.
3. The study program for a given semester may not provide for more than 5 exams per semester. This applies to the implementation of the statutory study plan, in the case of repeating additional subjects, this number may increase. The Faculty Council may increase the number of exams by way of a resolution.
4. The Student takes the exam with the lecturer or with persons appointed by the Dean.
5. The University keeps electronic documentation of studies, the rules of which are specified in a separate document.
6. Each Student is obliged to verify the degrees obtained by logging in to the virtual Dean's office and, in the event of discrepancies, to immediately contact the academic teacher from whom they obtained the degree in order to obtain clarifications and possible corrections, no later than one month after the examination session.

7. Passing the semester is confirmed by the Dean or the vice-Dean appointed by them.

§ 17

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

§ 18

1. The Student completes professional practice in the scope and extent specified in the study program.
2. Student internships are supervised by the Rector's Plenipotentiary for Student Internships, who determines the rules and deadlines for their completion.
3. The document regulating the rules for Student internships is the Student Internship Regulations.
4. The completion of the internship is recorded in the Student's file.

§ 19

1. Within 7 days from the date of the end of classes or the announcement of the results of their credits and the exam, a Student who raises justified objections to the impartiality of the form, mode or course of the credit or exam may submit to the Dean a request for a board exam. The decision to conduct the board exam should be made within 14 days from the date of submission of the application.
2. The Dean may also order a board exam on their own initiative or at the request of the lecturer.
3. The three-person committee for conducting the board exam consists of the Dean as the Chairperson or a person authorized by the Dean and two specialists in the subject covered by the exam or a related one.

4. At the Student's request, a third party may be a member of the committee for conducting the board exam as an observer.
5. The board exam is carried out in accordance with the specific nature of the subject in the form determined by the Dean.
6. A protocol is drawn up from the board exam, which, in particular in the case of an unsatisfactory grade, should contain its justification.
7. The grade from the board exam is final and determines whether or not to complete the course in a given semester.

§ 20

1. In relation to a Student who has not fulfilled their obligations, including failing to pass all the courses resulting from the study programme, the Dean makes a decision on:
 - 1) conditional enrolment for the next semester of studies;
 - 2) permission to repeat a semester of studies;
 - 3) permission to repeat failed courses;
 - 4) deletion from the list of Students.

6. Repeating a year or semester

§ 21

1. For Students repeating a semester, the conditions for the transfer of positive grades obtained in courses in previous semesters are determined by the Dean.
2. If the course is not passed, the Student repeats the course in the Individual Course of Study (ITN) mode. The fee for the repetition of individual subjects is fixed before the beginning of the academic year, and published in the relevant order of the Chancellor.
3. The conditions for repeating the first year of studies are determined by the Dean. The amount of tuition fees in this case is regulated by order of the Chancellor.

7. Grading scale

§ 22

1. Examinations and credits in the subjects covered by the study programme end with the issuance of a grade, unless the study programme provides otherwise.
2. The following grading scale is used for exams and course credits:

very good (5),
a good plus (4.5),
good (4),
sufficient plus (3.5),
sufficient (3),
insufficient (2).

3. The grade in each subject from the course and/or exam is documented in accordance with the currently applicable law.
4. The average of grades from a given semester, academic year or the entire course of study is calculated in accordance with the regulations for calculating the average at the University.

§ 23

1. The University has a system of credit points in accordance with ECTS standards. The rules for the implementation and use of ECTS credits are defined by the Act.
2. The condition for admission to the diploma exam is to obtain the number of ECTS credits required by the current study program approved by the Senate.

8. Conditional admission

§ 24

1. The rules of conditional permission to undertake studies in the next semester for unpassed courses from the previous semesters are made by the Dean of a given field of study.
2. The Student submits an application to the Dean for permission to undertake studies in the next semester on the date set by the Dean. In the application, the Student declares, e.g. subjects to be repeated in the ITN mode. The Dean's decision regarding conditional enrolment for the next semester does not have to coincide with the subjects declared by the Student.
3. A Student who has obtained conditional enrolment for the next semester is obliged to complete the missing credits and exams in the next possible semester in which the course is implemented in the curriculum.
4. In exceptional cases, if it is not possible to complete classes in one subject due to their nature or the organization of the teaching process, the Dean may grant consent to obtain credit for this subject later than specified in paragraph 3.
5. If the Student fails to meet the obligations arising from the conditional permit to take up studies in the next semester, the Student may be removed from the list of Students or sent to repeat the

semester.

6. In the case of Students whose planned completion of studies is extended due to lack of progress in their studies, or who resume their studies after being deleted, it is possible for the Dean to designate courses that require repetition. Detailed rules for repeating such subjects are specified in the Rector's order.

9. Individual Organization of Studies (IOS)

§ 25

1. A Student may pursue studies in the mode of individual organization of studies.
2. At the request of the Student, the Dean may consent to the study in an individual organisation of studies, specifying its detailed rules.
3. Individual organization of studies includes:
 - 1) an individual study programme carried out in cooperation with a research supervisor, or
 - 2) an individual study plan, or
 - 3) the individual procedure and deadline for passing the courses, or
 - 4) an individual mode of study intended for Students with disabilities or chronically ill Students.
4. Individual organization of studies is awarded in particular to:
 - 1) Students who excel in their studies,
 - 2) Students sent to study at another domestic or foreign University,
 - 3) Students with disabilities or chronically ill Students,
 - 4) pregnant Students and Students who are parents,
 - 5) Students admitted to studies as a result of confirmation of learning outcomes,
 - 6) Students who have obtained conditional enrolment.
5. Students who are distinguished by particularly good academic results, i.e. achieving a grade point average of at least 4.0 and demonstrating talents in a specific discipline, may, after completing the first year of studies, study according to the individual organization of studies referred to in paragraph 3 point 1.
6. An application for the award of an individual organisation of studies referred to in paragraph 3 point 1 containing a proposal for an individual study programme shall be reviewed by a scientific supervisor indicated by the Dean. The individual study programme must meet the requirements resulting from the learning outcomes specified for the field of study.
7. The Dean, by agreeing to the individual organisation of studies referred to in paragraph 3(1), approves the individual study programme as assessed by the Student's academic supervisor.

8. Pregnant Students and Students who are parents have the right to pursue full-time studies according to the individual organization of studies until their completion.
9. Admission to studies of persons who are granted individual organization of studies referred to in paragraph 4 point 5 takes place as a result of a formal process of verification of learning outcomes achieved outside the study system, enabling them to undertake studies at the University in accordance with the rules adopted by the Senate.
10. In the event of a Student's violation of the established rules for the implementation of studies according to the individual organization of studies or lack of progress in learning, the Dean may revoke the consent to the individual organization of studies, on their own initiative or at the request of the research supervisor.
11. A Student pursuing studies according to the individual organization of studies obtains credits and passes the exam on dates individually agreed with the lecturers within the limits of a given semester. In justified cases, at the Student's request, the Dean may agree to postpone these dates to the next semester or exempt the Student from the obligation to attend classes on a date consistent with the Rector's order on resignation from classes. Passing classes from higher years of studies is possible after completing the year in which the Student is currently enrolled.

§ 26

1. If a Student's disability or illness limits the Student's ability to fully participate in classes held in the standard mode, including the possibility of taking exams and obtaining credits, the Student may apply for the individual organization of studies referred to in § 23 section 3 point 4.
2. A Student with a disability or chronically ill submits an application for the granting of individual organization of studies to the Dean through the Rector's Plenipotentiary for Students and PhD Students with Disabilities and Chronic Diseases. The Students referred to in paragraph 1 include the following:
 - 1) disabled persons with a current certificate of disability or an equivalent document,
 - 2) Students in whose case a sudden illness or accident results in a temporary inability to fully participate in classes, and these circumstances are confirmed by a submitted medical certificate.
3. An individual mode of study intended for Students with disabilities or chronically ill Students must not lead to a reduction in substantive requirements and must ensure the achievement of learning outcomes specified in the study programme.
4. The forms of support provided as part of the individual mode of study intended for Students with disabilities or chronically ill Students are specified in separate ordinances of the Rector.

10. Change of University, form or field of study

§ 27

1. With the consent of the Dean, the Student may transfer to another University after fulfilling all obligations towards the University.
2. With the consent of the Dean, a Student of another University, including a foreign one, may be admitted to study at the University.
3. The Student referred to in paragraph 2 is obliged to provide full information on the grades and credits obtained at another University in order to enable their transfer, in accordance with the applicable study program.
4. The condition for the transfer of grades and credits from another University or from the home University is that the Dean or a person appointed by the Dean confirms the relevance of the learning outcomes achieved.
5. The Dean determines the conditions, date and manner of making up for gaps in learning outcomes resulting from differences in curricula.

§ 28

1. A Student may pursue part of the study programme outside the home University – at another domestic or foreign University on the basis of inter-University agreements resulting from participation in national or international Student exchange programmes.
2. The curriculum of classes at another University for a Student undertaking studies as part of a Student exchange outside the home University is determined individually by the University exchange coordinator. The exchange coordinator also determines the period of study at the partner University and the list of subjects that the Student is required to complete there or the number of ECTS credits to be obtained.
3. The conversion of grades to the system used in the home University is carried out by the University exchange coordinator.

§ 29

1. With the consent of the Dean of the current field of study, the Student may change the current field of study or form of study at the University. The conditions for changing the field of study or form of study are determined by the Dean; In particular, the Student is obliged to complete the curriculum differences resulting from the study program.
2. If the condition for admission to a given field of study is to meet the admission criteria, a Student

may be admitted to this field of study if they meet the criteria in force in the academic year in which the application for a change of field of study was submitted; unless the Dean of the new field of study sets different criteria for Students changing their field of study.

3. The Dean may refuse to consent to a change in the field of study, in particular due to the applicable limit of admissions to a given field of study.

11. Leave from classes

§ 30

1. A Student may be granted leave from classes at the University in the event of important life circumstances, in particular due to:
 - 1) prolonged illness;
 - 2) the birth of a child and the need to care for it;
2. Other important and documented fortuitous circumstances.
3. A Student may be granted a short-term - semester or long-term - annual leave. Leave is granted by the Dean at the Student's written request.
4. Leave is granted immediately after the occurrence of circumstances justifying the request for it. Leave is not granted retroactively.
5. For the duration of active military service, the Student receives a special leave.
6. The granting of leave is confirmed by an entry in the documents recording the course of studies.
7. In particularly justified cases, the Dean may grant leave for a period longer than specified in paragraph 3.
8. Granting leave extends the deadline for the planned completion of studies and imposes an obligation on the Student to complete the curriculum differences. The costs of implementing the programme differences are regulated by a separate document.
9. During the leave, the Student is exempt from the obligation to pay tuition fees, except for a Student who applied to the Dean for the granting of individual organization of studies. The costs of participating in ITN are regulated by a separate document.
10. Leave is not granted in the first year of studies and after completing all subjects resulting from the curriculum.
11. Pregnant Students and Students who are parents are entitled to leave from classes, during which they may apply to the Dean for the granting of individual organization of studies referred to in § 23.

12. Students who are parents submit an application for leave referred to in paragraph 11 within one year from the date of birth of the child.
13. Leave referred to in paragraph 11 for:
 - 1) pregnant Students is granted for the period up to the day of birth of the child,
 - 2) Students who are parents are granted for a period of up to one year.
14. If the end of the leave referred to in paragraph 11 falls during the semester, the Dean, at the Student's request, shall extend the leave until the end of that semester.

§ 31

1. During the leave period, the Student retains Student rights, with the exception of the right to use material assistance, specified in separate regulations.
2. During the leave, the Student may, with the consent of the Dean and under the conditions specified by the Dean, take credits and exams in the examination session and carry out internships during this time.

12. Deletion from the list of Students and resumption of studies

§ 32

1. A Student is removed from the list of Students in the case of:
 - 1) failure to undertake studies;
 - 2) resignation from studies;
 - 3) failure to submit a diploma thesis or diploma exam on time;
 - 4) expulsion from the University with a disciplinary penalty.
2. A Student may be removed from the list of Students in the case of:
 - 1) a statement of non-participation in compulsory classes;
 - 2) lack of progress in learning;
 - 3) failure to obtain credit for a semester or year within the specified deadline;
 - 4) failure to pay fees related to studies.
3. Failure to undertake studies referred to in paragraph 1 point 1 shall be confirmed by the Dean in the event of failure to take the oath.
4. Lack of progress in learning is found when the level of implementation of the study programme excludes the possibility of completing a year of study, unless the Student is entitled to repeat a year of study.

5. Deletion from the list of Students takes place by means of an administrative decision. The decision to remove Students from the list of Students is made by the Dean, acting on the authority of the Rector.
6. A Student is entitled to a request for reconsideration of the case against a decision made by the Dean on the Rector's authority within 14 days from the date of receipt of the decision on deletion. The Rector's decision is final.
7. During the time limit for filing a motion for reconsideration, a party may waive the right to appeal. On the day of delivery of the statement of waiver of the right to appeal, the decision becomes final.

§ 33

1. A person who has been removed from the list of Students by a final decision may apply in writing to the Dean for permission to resume studies.
2. A Student resuming studies is enrolled in a semester of studies indicated by the Dean.
3. The resumption takes place in the field of study run by the University, from which the Student was previously expelled. If this field of study is no longer offered, at the Student's request, the resumption may take place for another field of study run by the University. The decision on admission is made by the Dean of the current field of study.
4. A Student resuming studies is required to pay a registration fee in the applicable amount.
5. A person who has been removed from the list of Students for the reason referred to in § 30 section 2 point 4 may resume studies after paying all payments and the registration fee related to re-enrollment on the list of Students, in the applicable amount.
6. Resumption of studies by a person who has been removed from the list of Students in the first year of studies takes place on the basis of general admission rules. In justified cases, the decision to re-admit to the first year of studies on other terms is made by the Dean.
7. The Dean determines the conditions, date and manner of making up for the differences in curricula by a Student resuming studies.

13. Thesis and diploma exam

§ 34

1. For the fields of study "Computer Science" and "Information Management", the diploma exam at the end of the first and second cycle studies consists of two parts: practical – related to the defence of the diploma thesis and theoretical – testing the Student's knowledge.
2. The Student takes the theoretical part of the diploma exam after passing the practical part.

3. The Student should take the diploma exam in accordance with the deadlines included in the Dean's Order for each semester. In justified cases, at the Student's request and after consulting the supervisor, the Dean may agree to postpone the date of the diploma examination.
4. A person who has obtained a discharge, i.e. has fulfilled all the requirements set out in the study programme, with the exception of passing the diploma seminar due to the failure to submit the diploma thesis provided for in the study programme, may apply for resumption of studies for a period not exceeding two years from the date of removal from the list of Students without the obligation to complete the curriculum differences. The Dean, in consultation with the thesis supervisor, may decide on individual conditions for passing the diploma seminar. In the event of re-deletion from the list of Students, another resumption is possible provided that the program differences are completed.
5. The provisions of paragraph 4 shall apply mutatis mutandis to Students who have been removed due to failure to submit the diploma examination within the prescribed deadline and have submitted an application for resumption of studies within a period not exceeding two years from the date of deletion.
6. Completion of studies takes place on the day of passing the diploma exam.

§ 35

1. Within the time limit in accordance with the study programme, the Dean or a person authorised by the Dean approves the topic and form of the diploma thesis proposed by the supervisor in the field of the selected specialty, subject to paragraph 2.
2. In the field of "Graphic Design" and "Graphic Design and Multimedia Art", the main supervisor approves the topic and form of the diploma thesis in the field of the selected specialization proposed by the supervisor team, the composition of which is specified in paragraph 4, in consultation with the Student.
3. The supervisor or reviewer of the diploma thesis may be an academic teacher employed at the University¹, with an academic degree of at least:
 - 1) master's degree in the case of first-cycle studies,
 - 2) PhD in the case of second-cycle studies,subject to paragraph 4.
4. In the fields of "Graphic Design" and "Graphic Design and Multimedia Art", the diploma thesis is

¹ Employment is understood as all its forms.

prepared under the supervision of a supervisory team consisting of: the main supervisor, the technical supervisor and the supervisor of the written work. In the field of "Interior Design", the supervisory team consists of a supervisor and an ancillary supervisor. The composition of the supervisory team may be expanded to include an assistant supervisor. The main supervisor is responsible for the work of the supervisory team. Members of the supervisory team may be persons designated by the faculty council.

5. In justified cases, it is allowed to appoint reviewers and supervisors from outside the University, approved by a resolution of the Faculty Council.
 - 1) The application for approval of a reviewer and/or supervisor from outside the University should be prepared by the Head of the Department and addressed to the Scientific Council appropriate for a given discipline, in order to obtain a recommendation for the Faculty Council;
 - 2) The application shall be accompanied by a CV and a description of the scientific/professional achievements of the proposed candidate for the role of reviewer and/or supervisor;
 - 3) The Scientific Council appropriate for a given discipline may request additional documents confirming the candidate's competence for the role of reviewer and/or supervisor;
 - 4) The resolution approving the candidacy of a reviewer and/or supervisor from outside the University is valid for a period of 3 years.
6. The task of the supervisor, and in the case of the Graphic Design, Graphic Design and Multimedia Art and Interior Design areas – the supervisory team, is to supervise the thesis and control the schedule, including control of the deadlines for the completion of diploma work, as well as timely entry of credits.
7. The diploma thesis must be prepared independently, meet the formal and substantive criteria appropriate for a given field of study and submitted in printed and electronic form in accordance with the standards set out in separate provisions.
8. In justified cases, the Dean may change the supervisor and the topic of the diploma thesis.
9. A diploma thesis may be prepared by more than one Student, as long as it is possible to precisely distinguish the parts prepared by individual Students and on this basis determine the workload and its substantive value.
10. When determining the topic of the diploma thesis, the following are taken into account:
 - 1) field of study and specialization;
 - 2) the Student's interests;
 - 3) the Student's real possibilities of performing a given job.

§ 36

1. The diploma thesis is admitted to the defence after obtaining a positive assessment by the supervisor, and in the case of the fields of study Graphic Design, Graphic Design and Multimedia Art and Interior Design, after obtaining a positive assessment of all members of the supervisory team, with the main supervisor deciding on the admission of the work for defence.
2. The number of reviewers of a diploma thesis is determined by a resolution of the faculty council, if the procedure of defence in a given field of study assumes the evaluation of the thesis by reviewers.
3. In the event of a negative assessment by the reviewer of the diploma thesis, the Dean appoints a second reviewer. If the second reviewer has given a positive grade to the paper, the Dean decides on the Student's admission to the diploma exam. In the case of a negative assessment, the diploma thesis cannot be the basis for graduation.
4. The evaluation of the diploma thesis is determined as the arithmetic average of the supervisor's and reviewer's assessment, according to the scale specified in § 20 section 2 of the Regulations.

§ 37

1. The decision to admit a Student to the diploma exam is made by the Dean after the Student meets the following conditions:
 - 1) completion of the study programme, including obtaining all credits and passing all exams resulting from the study programme applicable to the year with which the Student completes studies, completing the internships specified in the curriculum, and in the case of the following fields: Graphic Design, Graphic Design and Multimedia Art and Interior Design after also completing the obligatory painting plein-air;
 - 2) fulfilling the Student's obligations towards the University and obtaining a positive opinion of the supervisor and reviewer on the Student's diploma thesis, and in the case of Graphic Design and Graphic Design and Multimedia Art, obtaining a positive opinion of all members of the supervisory team on the Student's diploma thesis;
 - 3) completing all the points indicated in the preparatory procedure for the defence;
 - 4) obtaining a positive result of the evaluation of the diploma thesis by the anti-plagiarism system.
To do this, the Student needs to submit the diploma thesis in paper and electronic versions to the library. The procedure for evaluating a diploma thesis by the anti-plagiarism system is regulated by separate regulations;
 - 5) In the event of a negative assessment of the plagiarism system, the Dean does not allow the

diploma exam and, after consulting the supervisor, determines further conditions of the procedure.

2. In the case of early completion of the diploma thesis, without passing all subjects, the Student may only take the practical part, while the theoretical exam will be taken after completing the entire study program. This applies mainly to works carried out in groups.
3. In the above-mentioned case, the prerequisite for admission to the defence of the diploma thesis is (Dean's order):
 - 1) obtaining positive grades by the Student in the fields of Computer Science and Information Management in project and seminar subjects (PRO and SEM);
 - 2) a positive opinion of the supervisor about the diploma thesis;
 - 3) submitting an application for admission to the practical part of the diploma exam in the Gakko system with a copy of the diploma thesis in an electronic version;
 - 4) obtaining a positive result of the evaluation of the diploma thesis by the anti-plagiarism system.
4. All formalities should be completed within 7 days before the planned date of the diploma exam.
5. A Student who has changed their year during studies (e.g. was on Dean's leave, repeated a year of study) or has been admitted to an HEI on the basis of a transfer from another HEI, completes studies in accordance with the current curriculum and, if they fail to pass a subject required in the current curriculum, they should complete the curriculum differences before taking the exam.
6. The diploma exam takes place before a diploma examination board approved by the Dean.
7. The diploma examination board consists of at least three people, including a supervisor and a reviewer, subject to paragraph 8.
8. The Chairperson of the Diploma Examination Committee may be: the Rector, Vice-Rector, Dean, Vice-Deans, Head of Department or a person appointed by the Head of the Department from among the full-time teaching staff of the University holding at least a doctoral degree.
9. In the field of "Graphic Design" and "Graphic Design and Multimedia Art", the diploma examination committee consists of at least four people, including all members of the supervisor team and the chairman of the committee. The chairman of the committee may be the Rector, Vice-Rector, Dean, Vice-Deans or a person holding a postdoctoral degree or a scientific title employed at the Faculty of New Media Art.
10. The diploma exam is an oral exam. The detailed form of the diploma exam is specified in the Resolution of the Faculty Council.

11. For the fields of study Computer Science and Information Management:
- 11.1. The diploma exam for first-cycle studies consists of:
- 1) the practical part consisting of the presentation of the diploma thesis (max 15 min.) and answers to questions about the thesis;
 - 2) the theoretical part consisting of answers to 3 questions, including: 1 question concerning the Student's specialization and 2 questions drawn from a set of issues approved by the Faculty Councils, covering the entire first-cycle study program.
- 11.2. The diploma exam for second-cycle studies consists of:
- 1) the practical part consisting of the presentation of the diploma thesis (max 15 min.) and answers to questions about the thesis;
 - 2) the theoretical part consisting of answering 3 questions, including: 1 question concerning the specialization chosen by the Student and 2 general questions from the entire second-cycle study program.
12. The evaluation of the practical part of the thesis defence is determined as: (supervisor's assessment for the thesis + reviewer's assessment for the thesis + overall assessment for presentations and answers to questions from the diploma thesis/3).
13. A positive result of passing the practical part is obtained if the average of partial grades is at least 3 (dst).
14. From the theoretical part of the exam, a grade is issued, which is the arithmetic average of 3 partial questions according to the grade scale specified in these regulations.
15. After the end of the diploma examination, the grade of the diploma examination is issued according to the grade scale specified in § 20 section 2.
16. After the diploma exam, the diploma examination board determines the final result of studies entered on the diploma.
17. The final result of the studies is: $\frac{1}{2}$ of the average grades from the exams and credits obtained during the studies and $\frac{1}{4}$ of the grade for the diploma thesis and the diploma exam. If the curriculum does not provide for the preparation of a diploma thesis, the final result of the studies is: 0.65 of the average grades from the exams and credits obtained during the studies and 0.35 of the grade for the diploma exam, subject to paragraphs 10 and 11.
18. The final result of studies for the fields of study Graphic Design Design, Graphic Design and Multimedia Art and Interior Design is: the grade received for the aesthetics of the diploma and the presentation of the diploma ($\frac{1}{2}$ of the final grade), the average grade received from the

reviews of the members of the supervisory team (1/8 of the final grade), the grade received from the reviewer (1/8 of the final grade), the arithmetic mean of all grades obtained during the studies (1/4 of the final grade).

§ 38

1. In the event of obtaining an unsatisfactory grade or an excused failure to take the exam in the diploma examination, the Dean, at the Student's request, sets a second, final date for the examination.
2. The re-exam may not take place later than six months from the date of the first exam.
3. In the event of failure to pass the diploma exam in the second term, the Dean, at the Student's request, decides to remove them from the list of Students. The Dean may present the conditions allowing for the resumption of studies and passing the diploma exam.

§ 39

1. Completion of studies takes place after passing the diploma exam with at least a satisfactory result.
2. The diploma of completion of higher education shall include the final result of studies aligned with the grade in accordance with the following principle:
Below 3.0 – exam failed;
from 3.0 to 3.39 – sufficient;
from 3.40 to 3.79 – a sufficient plus;
from 3.80 to 4.19 – good;
from 4.20 to 4.49 – a good plus;
from 4.50 – very good;
subject to paragraph 3.
3. The diploma of University graduation in the fields of Graphic Design Design, Graphic Design and Multimedia Art and Interior Design includes the final result of studies equal to the grade in accordance with the following principle:
Below 3.0 – exam failed;
3.0 to 3.45 – sufficient;
3.46 to 3.55 – a sufficient plus;
3.56 to 4.45 – good;
4.46 to 4.55 – a good plus;
4.56 and above – very good.

4. A protocol is drawn up from the course of the diploma examination, including in particular: the composition of the diploma examination board, the content of the questions asked, the grades of the answers given, the final grade of the theoretical examination, the evaluation of the practical examination, as well as the overall result of studies entered on the diploma. In the case of Graphic Design Design and Graphic Design and Multimedia Art, the report also records the assessment of the aesthetics and performance of the presentation of the work.
5. The conditions for obtaining a diploma with distinction are determined by a resolution of the faculty council of a given field of study.

14. Transitional and final provisions

§ 40

1. After completing the study program at the first-cycle studies (including submitting a diploma thesis) and passing the diploma exam, the Student receives the professional title of bachelor or engineer with a supplement.
2. After completing the study programme at the second cycle (including submitting a diploma thesis) and passing the diploma exam, the Student receives the professional title of Master of Science or Master of Engineering with a supplement.
3. Completion of studies takes place on the day of passing the diploma exam.

§ 41

The regulations enter into force at the beginning of the academic year **2026/2027**.