

RESOLUTION OF THE SENATE NO. 02/04/2019
OF THE UNIVERSITY OF SOCIAL SCIENCES WITH ITS REGISTERED SEAT IN
ŁÓDŹ
of April 10, 2019

on passing of the Regulations of Studies

By virtue of the Art. 28 section 1, point 2 of the Higher Education Law Act of 20. July 2018 (Journal of Laws of 2018, item 1668 as amended), Art. 263 of the Act of 3. July 2018 on Provisions introducing the Act - Higher Education Law Act (Journal of Laws of 2018, item 1669) and of the Senate of the University of Social Sciences with its registered seat in Łódź passed on by virtue of the Resolution No. 1 of March, 24, 2015 of the Extraordinary meeting of shareholders of “Oświatowiec – Łódź” Sp. z o.o., it is resolved as follows:

§ 1.

1. The Senate of the University of Social Sciences with its registered seat in Łódź resolves the Regulations of Studies which shall be observed by students and employees of the University.
2. The Regulations of Studies shall enter into force on 1. October 2019.
3. The moment the Regulations of Studies, referred to in section 2, shall come into force, the Regulations of Studies adopted by virtue of the Resolution No. 1 of the Senate of 26. April 2016 shall become invalid.
4. The Regulations of Studies, referred to in section 1, constitute an appendix to this Resolution.

§ 2.

The Resolution shall enter into force on the day of its adoption.

[rectangular stamp, red ink]
RECTOR
of the University of Social Sciences
[Illegible signature, blue ink]
Prof. Roman Patora, PhD

**REGULATIONS OF STUDIES
AT THE UNIVERSITY OF SOCIAL SCIENCES WITH ITS REGISTERED SEAT IN
ŁÓDŹ**

adopted by the Resolution No. 2/04/2019 of the
Senate of the University of Social Sciences on April 10, 2019

**CHAPTER 1
GENERAL PROVISIONS**

§ 1.

1. The University of Social Sciences with its registered seat in Łódź (hereinafter referred to as "the University"), offers full-time and part-time, first- and second-cycle studies, as well as long-cycle studies with practical and general academic profiles.
2. These Regulations shall apply to students of all fields of study, levels, profiles and forms of higher studies offered by the University.
3. The language of instruction at the University is Polish or a foreign language.
4. Studies at the University are carried out as part of a chosen field of study.
5. Studies are based on curricula of studies adopted by the Senate of the University.
6. Lectures and didactic courses at the University are of closed character.
7. Didactic courses at the University can also be conducted with the use of methods and techniques of distance education pursuant to separate provisions.
8. A graduate acquires higher education graduation diploma which certifies that s/he obtained a professional title such as B.A., Eng., M.A. or M.Sc. Eng.
9. The sample of the degree certificate used at the University is adapted by the Senate of the University.

§ 2.

1. The rules, conditions and procedure of admitting the candidates for studies are specified in the Higher Education Law Act (Journal of Laws of 2018, item 1668 as amended) hereinafter referred to as "Act", in the University Statute and in the Resolution of the Senate.
2. Admittance to studies is carried out through:
 - 1) recruitment, in accordance with the provisions applicable at the University, in particular with the Resolution of the Senate which defines terms and conditions and the mode, as well as the deadline of beginning and finish of recruitment for the first year of studies in a given academic year.
 - 2) verification of learning effects on the basis of the regulations contained in the Regulations of Verifying of Learning Effects at the University of Social Sciences with its registered seat in Łódź;
 - 3) transfer from a different higher education facility, including a foreign facility, on terms set out in these Regulations;
 - 4) resumption of studies under the terms set out in these Regulations.
3. Admittance to studies is carried out through enrolment to the list of students by assigning an album number to the student in the IT system of the University.

4. The candidate is entered on the list of students under the condition that s/he signs the Agreement on Payment for Studies.
5. A person admitted to studies begins studies and acquires student's rights the moment such person takes (signs) an oath, the wording of which is given in the Statute.
6. After taking the oath, the students receives a student's ID card.

§ 3.

1. The Rector is the superior of all students at the University.
2. The Dean is the supervisor of students and a faculty.
3. The Dean is obliged to resolve individual matters of students within 14 days from the date in which their request is filed.
4. The time, mentioned in section 3, may be different as long as it stems from separate provisions.
5. The Student Self-government Body is the entity that represents business and expresses opinions of students in their dealings with the authorities of the University.

§ 4.

1. Exceptionally talented students of secondary schools, especially participants of Science Olympiads, may attend didactic classes.
2. On a written request of a secondary school student, accepted by headmaster of that student's school, the Dean issues a consent for their participation in classes.
3. While giving consent for participation of a talented student in didactic classes, the Dean states which subjects such student can participate in and appoints a tutor for such a student from among the academic teachers.
4. A student takes examinations and gets credits on dates and in accordance with the rules specified for a group, in classes of which he or she participates and s/he is evaluated in accordance with the rules that apply to that group.

§ 5.

The rules of payment and the amount of fee for studies is defined by the Rector in the "Regulations on Payment for Studies and Other Forms of Education".

§ 6.

In the case of studies conducted in Polish, certain didactic classes for a give field, form of profile of study, can be conducted in a foreign language. The Rector, by way of a decision, defines a list of courses in a given semester which shall be conducted in a foreign language.

§ 7.

1. A student has a right, within a deadline and on terms set out by the Dean to make a choice of: specialty of study, specialization, subjects, dissertation supervisor. Choice of an additional specialty/specialisations may not extend the duration of studies.
2. A student holds the right to change the field of study, speciality and specialization subject to the Dean's consent. In order to obtain it, a student needs to file a relevant request to the Dean no later than within 14 after the beginning a new semester. The Dean defines the scope and the way in which curricular differences shall be handled. Curricular differences shall not be defined if the student, during the course of studies, shall complete all the learning effects that are assigned to his/her field of study, level, profile and year of study.
3. The student can move from other facility of higher education, including a foreign one, subject to Dean's consent if such a student has fulfilled all obligations that arise from the regulations of the higher education institution that s/he is leaving. The Dean shall define the scope and method of completing the curricular differences. Curricular differences

shall not be defined if the student, during the course of studies, has completed all the learning effects that are assigned to his/her field of study, level, profile and year of study.

4. A student can move to other facility of higher education if s/he fulfils all the obligations that arise from the regulations that apply at the University of Social Sciences with its registered seat in Łódź. The student that completed at least the first semester of studies may apply for transfer to a different facility of higher education.

CHAPTER 2 ORGANISATION OF STUDIES

§ 8.

1. The academic year begins on October 1. and ends on September 30. and it is divided into two semesters: winter and summer semesters.
2. In case of winter semester classes may take place till the end of February, and in summer semester till June 30.
3. During the summer semester students are entitled to have summer break that lasts at least 6 weeks.
4. The Rector can introduce additional days that are free of didactic classes or can decide to announce days free of didactic classes (the so-called Rector's Hours).
5. The detailed organizational timetable of the academic year at the University is established each year by the Rector in a form of an order which is announced to students not later than on 30. April of the academic year preceding the following academic year.
6. The detailed timetable of classes is announced to students before the beginning of a semester via the IT system of the University.

§ 9.

The Dean appoints tutors for given fields of study from among the academic teachers. The scope of duties of a tutor is defined by the Rector.

§ 10.

1. Organisation and the way in which the didactic process is carried out take special needs of students with disabilities into consideration, especially:
 - 1) when the University knows that in a given group of students there is a person with disability, the University will make an effort to plan didactic courses in rooms that are adjusted to the needs to a particular type of disability;
 - 2) to enable the change of the form of taking of examinations/tests if a given disability requires that, in accordance with the guidelines of the spokesperson for people with disabilities;
 - 3) to enable extension of duration of exams/tests, whose time is limited (maximum by 50%) if the disability is caused by dysfunction of organ of vision or upper limbs;
 - 4) to enable individual arrangement of exams that would take needs of a student with disability into consideration (room without architectonic barriers and properly equipped);
 - 5) to enable participation in didactic classes and exams to people who assist students with disabilities (e.g. sign language interpreters).
2. The following persons are entitled to use the adjustments mentioned in section 1:
 - 1) people with disabilities with a valid certificate on the degree of disability;
 - 2) chronically ill people or people who are unable to fully participate in classes in a standard scope, but who do not have certificate on the degree of disability;
 - 3) people whose lack of ability to fully participate in classes is caused by a sudden illness or disability resulting from an accident if it is of a temporary character.

3. People listed in section 2 point 1 shall submit a certificate on the degree of disability to a spokesperson for people with disabilities, and in the cases described in sec. 2 point 2) and 3) a doctor's certificate.
4. The Dean takes a decision to apply actions described in sec. 1 point 2) - 4) after consulting the opinion of the spokesperson for people with disabilities.
5. Students who are disabled may use Individual Plan of Studies or Individual Organization of Studies on terms set out in § 11 and § 12.
6. The University cooperates with public administration bodies and non-government organisations in order to improve conditions for studying of people with disabilities, including creation of conditions that can allow them to fully participate in all areas of academic life, to even out chances and opportunities for studying of people with disabilities and chronic diseases, to remove architectonic barriers as well as barriers related to access to information.
7. The spokesperson for people with disabilities is responsible for coordination of operations for the benefit of disabled students.

§ 11.

1. With the Dean's consent the student can study in accordance with Individual Plan of Studies. For that purpose the student should file an appropriate request to the Dean no later than 14 days after the date of the beginning of a semester.
2. The Individual Plan of Studies involves rearrangement of the order of completion of chosen subjects included in the curriculum of a given field, level or a profile of study.
3. The following students can request for and Individual Plan of Studies:
 - 1) students who completed the first semester of studies and who obtained grade point average of minimum 4.5;
 - 2) students who have been admitted to studies in a result of a verification of the achieved learning effects subject to sec. 7 and § 10 sec. 5.
4. The decision about granting the Individual Plan of Studies is taken by the Dean. While granting the consent the Dean defines an order of completion of chosen subjects.
5. Lack of progress in learning constitutes basis for withdrawal of consent for studying in accordance with an Individual Plan of Studies.
6. Studying in accordance with an Individual Plan of Studies cannot last longer than it is scheduled in a curriculum for a given field of study.
7. In special cases the Dean can grant to a student of a first semester a consent for Individual Plan of Studies in accordance with an individual timetable for studies.

§ 12.

1. With Dean's consent a student can study in accordance with an Individual Curriculum Plan (hereinafter referred to as ICP). For that purpose the student should file an appropriate request to the Dean no later than 14 days after the date of the beginning of a semester.
2. Individual Curriculum Plan involves carrying out of a mandatory curriculum for a given field of study which involves exemption from all or some subjects, or from only chosen forms of classes.
3. Before granting permission for Individual Curriculum Plan, the Dean can look for an opinion of instructors of given subjects or the chosen forms of classes.
4. The permission for Individual Curriculum Plan is granted for one semester, but it is possible to extend it for following semesters. Lack of progress in learning constitutes basis for withdrawal of consent for extending the time of studying in accordance with an Individual Curriculum Plan.

5. Conditions for getting credits for individual subjects or forms of courses by the student that follows Individual Curriculum Plan are defined by the course instructor.
6. Individual Curriculum Plan does not exempt the student from the obligation of getting credits for all subjects or timely passing of all exams included in the curriculum of studies.
7. The Dean may not refuse to grant Individual Curriculum Plan to a pregnant student or a student who is a parent when they are full-time students.

§ 13.

1. The student is obliged to justify any absence from mandatory classes, in accordance with § 53 sec. 2 and 3, immediately after the cause of such absence has ceased.
2. The course instructor accepts such justifications.
3. The course instructor sets out the rules on how the student who was absent from classes is supposed to catch up with the material.
4. In the event of three unjustified absences during obligatory classes from a student, the course instructor shall notify the Dean.

§ 14.

In matters that do not require issuing of administrative decision, set out in the ordinance of Dean, student files an application in an electronic form in the IT system of the University or in person. In the same way the student shall be notified about the way in which the matter has been handled.

§ 15.

1. Students are obliged to take practical trainings in accordance with the requirements and scope defined in the curriculum of a given field, level and profile of studies.
2. The Rector appoints people at the University who are responsible for organisation of practical trainings, that is
 - 1) University Coordinator for Practical Trainings;
 - 2) Field-related Practical Training Coordinator who are responsible for trainings in particular fields of study.
3. Practical trainings can be held in business entities, state administrative bodies, self-government administrative bodies, public health units or other organisational units if the character of the job performed by students as part of their training is in line with the practical training programme designed for a particular field, level and profile of study. Field-related Practical Training Coordinator takes decisions concerning trainings in particular work places.
4. The Rector or a Field-related Practical Training Coordinator authorized by the Rector, on student's request may recognise as a practical training a documented job performed by a student or other activity that is in line with the specificity of that student's studies – irrespective of the legal relationship on the basis of which that job is performed – if by performing that job the student acquired the learning effects defined for practical training for a given curriculum of studies.
5. Credits for practical training are given on the basis of:
 - 1) completed programme of the training, achieved learning effects and obtained positive opinion of training supervisor appointed by the work place;
 - 2) submission, at the latest one month after the end of the training, but not later than 5 days before the end of a semester, of documents that certify that the training has been completed/ filled book of practical training.
6. Field-related Practical Training Coordinator recognises credits for training on the basis of entries in the practical training book filled in by the training supervisor from the work place.

7. Recognition of credits for practical training is formally expressed in accordance with § 22 sec. 2, with a transcript entry made by the Field-related Practical Training Coordinator.
8. Field-related Practical Training Coordinator submits the protocol in an electronic form to the Dean's Office on the last day of the semester at the latest.
9. Practical Training Regulations define detailed rules and regulations concerning practical trainings.

§ 16.

1. During the first class the course instructor is obliged to present students with the following:
 - 1) programme of the subject, recommended reading list and well as terms and conditions of taking tests/exam passing;
 - 2) place and dates of consultations.
2. The course instructor is obliged to share the information defined in sec. 1 point 1) with students also in a form of a syllabus (subject's card) - within 2 weeks after the beginning of a semester.

CHAPTER 3

ECTS points, transfer and recognition of courses and ECTS points

§ 17.

1. ECTS points are the measure of the average labour input required to achieve learning effects.
2. One ECTS point translates into 25-30 hours of student's work which involve classes organised by the University and his/her individual work related to those classes.
3. ECTS points are assigned to subjects, not individual forms of courses.
4. Curriculum of studies defines the number of ECTS points for individual subjects.
5. The student obtains ECTS points assigned to a subject if s/he meets all the requirements defined in the curriculum, including the expected learning effects for a given subject.

§ 18.

In the event that the student is admitted for studies, and that student is already a graduate of higher studies or who terminated his/her education after completing at least one semester of studies, on student's request the Dean may recognise as completed those subjects for which the student obtained positive grades during previous studies and which accomplish learning effects defined for a given field, level and profile of studies.

§ 19.

1. As part of students' exchange the student can complete a semester or several semesters at a different facilities, including international ones.
2. Students get the courses they took at different facilities transferred and recognised as long as they obtain learning effects related to the field of studies they attend.
3. The student that gets his/her courses transferred from a different facility shall receive the same amount of ECTS points that is awarded for learning effects obtained as part of completion of those courses at the hosting facility.
4. In order to coordinate the tasks related to transfer and recognition of courses completed by the student at a different facility, the Rector assigns an ECTS University Coordinator.
5. The following, among others, are the responsibilities of the coordinator referred to in sec. 4:
 - 1) making of a list of subjects and curricular differences which the student that is on an academic exchange must get credits for;
 - 2) making transcription of grades obtained by the student from the ECTS scale into appropriate grades from the scale used at the University;

- 3) making transcription of grades obtained by the student from the scale used at the University into appropriate grades from the ECTS scale.
6. The list of subjects and curricular differences, referred to in sec.5 point 1), shall be subject to correction in the event that the student returns for an academic exchange and it turns out that there are discrepancies between an approved list of subjects that need to be completed as part of the exchange and the curriculum of studies that was actually completed by a student at the hosting facility.
7. The transcription of grades, referred to in sec. 5, looks in the following way:
 - 5,0 / very good – A;
 - 4,5 – / better than good – B;
 - 4,0 – / good – C;
 - 3,5 – / better than satisfactory – D;
 - 3,0 – / satisfactory – E;
 - 2, 0 – / unsatisfactory – F.
8. If during the exchange at a different facility the student gets a credit for a subject (or a form of a course) in a form of a ‘pass’, and the University requires such subject (form of a course) to be evaluated in a form of a grade, the coordinator, referred to in sec. 4, takes, in agreement with the Dean of a relevant faculty a decision to:
 - 1) give credits for such subject (form of a course) in a form of a ‘pass’ annotation instead of a grade;
 - 2) to give a grade for such subject (form of a course) - the grade is given on the basis of an opinion of the representative of the hosting facility and documentation accumulated by the student during the course of the academic exchange.

CHAPTER 4 CREDITS AND EXAMINATIONS

§ 20.

1. During evaluation of final tests and examinations, the following scale of grades is applied:
 - very good – 5;
 - better than good – 4.5;
 - good – 4;
 - better than satisfactory – 3.5;
 - satisfactory – 3;
 - unsatisfactory – 2.
2. The grades defined in sec.1 are also used for evaluation of a degree dissertation and degree examination.
3. Before a given semester begins, the Rector, by way of a decision, appoints a list of courses and forms of courses in which evaluation grades are replaced with a ‘pass’ or ‘fail’ annotation (‘zal’ or ‘nzal’).
4. The ‘unsatisfactory’ (2, 0) grade or the ‘fail’ annotation mean that a student fails to pass that given form of a course.

§ 21.

Students' achievements are noted down in examination protocols and transcripts as well as in student's academic progress report sheets.

§ 22.

1. Individual forms of courses as part of the subjects included in the curriculum of studies end with an examination or a test.

2. From each form of a course instructors give grades and they write them down in the examination/test protocols, subject to 8, § 20 sec. 3, § 26 sec. 2 and § 27 sec. 1 point 1) and 2).
3. Positive grade (or 'pass') is obtained for a given form of course under the condition that the student achieves all learning effects defined for a given form of classes.
4. In the case of subjects, as part of which, apart from lectures or seminars there are: classes, labs, workshops, project classes (hereinafter referred to as classes in an activating form) an exam can be taken only after the student gets credits for them. The student who failed to get credits for a course in an activating form at a first deadline and well as the date of a retake exam loses his/her right to take such exam.
5. For each subject within a curriculum of studies students get final grades except for subjects in the case of which the final grade is replaced with 'pass' or 'fail' annotation.
6. The final grade for a subject is the arithmetic average of all the grades that the student obtained from individual forms of classes and during individual deadlines for tests/exam (also though promotion), including negative grades, which is rounded to a full or a half grade, i.e.:
 - 1) in the case of arithmetic average of 3.24 the entered grade will be 3.0;
 - 2) in the case of arithmetic average that fits between 3.25 and 3.74 the entered grade will be 3.5;
 - 3) in the case of arithmetic average that fits between 3.75 and 4.24 the entered grade will be 4.0;
 - 4) in the case of arithmetic average that fits between 4.25 and 4.74 the entered grade will be 4.5;
 - 5) in the case of arithmetic average that fits between 4.75 and 5.0 the entered grade will be 5.0;While calculating the average those forms of classes in which grades are replaced with the 'pass' or 'fail' annotation are not taken into account.
7. The student gets a final grade under the condition that s/he obtained positive grade (or 'pass' annotation) from each form of classes that is realised as part of a subject.
8. In the event pursuant to § 20 sec. 3, the grade for a degree seminar is replaced with 'pass' or 'fail' annotation, obtaining of at least satisfactory grade for the review of the degree dissertation given by the degree supervisor or if the supervisor states that the dissertation meets the requirements to present it for the procedure of granting of a professional title, means that such student gets credits for the degree seminar at the last semester of studies.
9. Student's academic progress report sheets are printed after the end of a semester from the IT system of the University and they are signed by the Dean. The academic progress report sheets contain, among others, all grades obtained by the student from individual forms of classes and in particular deadlines of tests/exams, along with the name of the person who gave such grade, as well as the final grades for individual subjects along with ECTS points.
10. Only the final grades for individual subjects are put on the diploma supplement, omitting grades obtained by the student for individual forms of classes and in individual deadlines for taking tests/exams.

§ 23.

1. Average grade is calculated as an arithmetic average of final grades from individual subjects, obtained in a completed semester. Grades obtained in a non-completed semester are not taken into account while calculating the average grade.
2. While calculating the average those forms of classes in which grades are replaced with the 'pass' or 'fail' annotation are not taken into account.
3. Average from the grades of second-cycle students is calculated as the average of the final grades from subjects included in the curriculum of studies and the final grades from curricular differences defined by the Dean.
4. In the event that the student moves from one field of study or a faculty the average grade is calculated only from those subjects included in the curriculum of the field of study to which such student moved.

§ 24.

In the case of lectures and seminars, if the student is absent from a test/exam, the course instructor enters 'no grade' into the protocol.

§ 25.

In the case of classes during which presence is compulsory (e.g. classes and labs) the instructors are obliged to:

- 1) control the presence/absence list during every class;
- 2) give grades/credits no later than within 7 days from the date of the last class, referred to in § 26 and § 27.

§ 26.

1. In the case of project-related classes it is a project prepared by a student or a group of students under the instructor's supervision that is evaluated according to the rules defined by the instructor in the syllabus.
2. The curriculum defines whether a given project is given grades or not. In the case when a project is evaluated with grades:
 - 1) the course instructor gives a shared evaluation for the practical classes and the project in the case when within the course there are two forms of classes, irrespective of presence of other forms of classes within the course;
 - 2) the course instructor gives a shared grade from lab classes and a project if those two forms are part of the course, but the course does not involve practical classes.
3. Grading/crediting is performed no later than on the last day of the didactic classes in a semester.

§ 27.

1. In the case of courses that involve the use of methods and techniques of distance education:
 - 1) the course instructor gives a common grade of the practical classes and the classes that involve the use of methods and techniques of distance education in the case when within course there are two forms of classes, irrespective of presence of other forms of classes within the course;
 - 2) the course instructor gives a common grade from lab classes and the classes that involve the use of methods and techniques of distance education if those two forms are part of the course, but the course does not involve practical classes;
 - 3) in situations different than those described in point 1) and 2) the course instructor shall give separate grades for classes that involve the use of methods and techniques of distance education.

2. Grading/crediting is performed no later than on the last day of the didactic classes in a semester.

§ 28.

1. The course instructor provides the information about the grade/credit results by making an entry in the IT system of the University.
2. The date on which the exam/test results (protocol) are registered in the IT system of the University is considered the date of results' announcement.
3. Course instructor should announce results of the exam/test no later than within 7 days after:
 - 1) the date of the exam/test - in the case of courses referred to in § 24;
 - 2) the date of last classes - in the case of courses referred to in § 25;
 - 3) the last day of the didactic classes in a semester - in the case of a degree seminar and classes referred to in § 26 and § 27.

§ 29.

1. A semester is a grading period.
2. The requirement for completing a semester is to get all compulsory credits and pass all the exams included in the curriculum for a given field of study within deadlines that are in accordance with the organisation of the academic year, including also:
 - 1) those chosen by the student,
 - 2) curricular differences - in accordance with § 7 sec. 2 and 3, § 32 sec. 2 and § 58 sec. 8, if in a given semester the deadline for getting credits for then defined by the Dean expires, subject to § 35 sec. 2.
3. The fact that a semester is completed and that the student moves to another semester is performed by the Dean. Information on 'pass' or 'fail' of a semester is announced to students via the IT system of the University.

§ 30.

1. The student is obliged to take a test/an exam on a date defined in the timetable of classes or by the course instructor.
2. Absence during a test/exam is tantamount to not taking a test/exam and results in 'unsatisfactory' grade or 'fail' annotation made by the Dean, subject to sec.3.
3. For a justified request of the student the Dean may grant a consent for a student to get the required credits and to take exams on dates different than those defined in accordance with sec. 1. For that purpose the student should apply to the Dean, no later than within 7 days after the date of the test/exam, and in the case when the test/exam is supposed to take place on an earlier date than the date defined in accordance with sec.1, at least 7 days before the new date.
4. Extension of the deadline for obtaining credits/taking exams, pursuant to sec.1, cannot be longer than one month from the date of the end of exams and tests defined in separate provisions concerning the organisation of the academic year.
5. Dean can appoint a different person than the course instructor that runs a given form of classes as part of a given subject/course for carrying out of test/exam.

§ 31.

1. Students are entitled to two attempts to pass final tests or examinations which are required for them to obtain credits for a specific course in a given semester.
2. For a justified request of the student the Dean may grant a consent for a student to get the required credits and to re-take exams on dates different than those defined in separate provisions concerning organisation of an academic year, but no longer than the date set out in § 36 sec. 6. For that purpose the student should apply to the Dean, no later than

within 7 days after the date of the repetition test/exam, defined in separate provisions concerning the organisation of the academic year.

3. The Dean can appoint a different person than the course instructor who runs a given form of classes as part of a given subject/course for carrying out of repetition test/exam.

§ 32.

1. The student who failed to get credits or who did not take an exam on a re-take date may apply for re-taking of a semester, subject to sec. 4 and § 35. For that purpose the student should, within 7 days after the date of the ending of re-take exams and tests, file an appropriate application to the Dean.
2. The Dean sets out curricular differences and a deadline for their fulfilment to a student who gets a consent for repeating/re-taking a semester. Curricular differences are not defined if the student who is repeating a semester completes all the field-related learning effects that are assigned to his/her field of study, level, profile and year of study in the course of her/his study.
3. The student who is retaking a semester due to the failure to complete no more than 3 courses, can get a consent from the Dean to re-take only those courses. The rules on transferring credits of students who are re-taking a semester are defined by the Dean.
4. The student can re-take a given semester no more than three times during the course of his/her studies.
5. The student who is to re-take a semester or who is taking a leave is obliged to notify the University, in writing, about his/her readiness to continue studies. Such information must be submitted until 15. September - in the case when the student comes back to studies since winter semester and until 15. January in the case when the student comes back since a summer semester.
6. Lack of written notification about continuation of studies is tantamount to failure to undertake studies, which results in being crossed off the list of students in accordance with § 57 sec.1 point 1).

§ 33.

1. The student who got unsatisfactory grade from a test/exam and does not agree with that grade, can apply for an exam conducted before an examination board. For that purpose the student should apply to the Dean within 3 days from the date of the announcement of the test/exam results.
2. Exam conducted before an examination board should take place no later than within 7 days from the date the announcement of the test/exam results. Exam conducted before an examination board takes an oral form, unless the Dean decides to give the exam a written form due to the character of the subject.
3. Exam conducted before the examination board is conducted by the board of three people: Dean or Deputy Dean as the chairperson, the course instructor teaching the subject in question, as the examiner, and an academic teacher from the area that is the subject of the exam or from a related area. An observer appointed by the student can also participate in the exam conducted before an examination board, however that person holds no voting right.
4. In the event of student's failure to take the exam conducted before an examination board, referred to in sec.3, or if such a student gets unsatisfactory grade from such exam, s/he can apply for the right to re-take a semester. In order to do that the student should file a request to the Dean within 7 days from the date of exam conducted before an examination board.
5. The grade from the exam conducted before an examination board is the final grade from the subject.

§ 34.

In the event that it is stated that there was a serious violation of the reliability of the exam/test, the Dean can make the grade from such exam/test invalid. The Dean appoints another person to conduct an exam/test.

§ 35.

1. The student can request for the possibility to participate in classes from the following semester while having things to catch up from the previous semester, by filing a request to the Dean for conditional credits referred to in § 36.
2. Obtaining a consent for conditional credits for a semester results in conditional passing of a semester with the number of ECTS points reduced by the number of ECTS points assigned to subjects for which the student has not yet taken exams/tests.

§ 36.

1. The Dean can give a consent for granting conditional credits from a subject/subjects. For that purpose a student should file an appropriate request to the Dean no later than within 7 days after the date of the end of a semester.
2. In a given semester conditional credits can be given for no more than three subjects.
3. The student is obliged to take exams/tests from all forms of classes of the subject from which s/he got conditional credit which s/he has not passed yet.
4. The Dean directs the student for mandatory consultations from the subject covered by the conditional credit annotation.
5. The Dean may appoint a different person than the course instructor responsible for a given course to carry out a test/exam organised as part of the conditional credits and to conduct consultations referred to in sec.4.
6. The Dean arranges the maximum deadlines for conditional credits. The said deadlines cannot take place after 15th March after the winter semester or 15th October after the summer semester.
7. The student who failed to take tests/exams included in the conditional credits may submit a request for repeating of the semester. For that purpose the student must submit an appropriate application to the Dean within 7 days after the date that is set out as the deadline for getting conditional credits.

§ 37.

The student is entitled to get an insight into his/her examination/test work combined with the justification of the grade s/he obtained, within one month after the announcement of the test/exam results.

**CHAPTER 5
DEGREE DISSERTATION AND DEGREE EXAMINATION**

§ 38.

1. The student shall prepare degree dissertation as long as it is required by the curriculum of studies.
2. In the case of second-cycle studies or long-cycle MA studies, it is required by the curriculum for a student to prepare a degree dissertation, which is an original work on a chosen scientific, artistic or practical topic or a technical or artistic achievement that presents the general knowledge and skills of the student related to studies in a given field, level and profile of studies and skills to analyse and draw conclusions in an independent way.

3. A degree dissertation can take a form of a written paper, a published article in a peer-reviewed journal, project work, including engineering project, completion of a software or a computer system, as well as construction, technological or artistic work.
4. Engineering project is a documented completion of a practical project undertaking (including a team undertaking) and it includes a technical documentation of the task defined in the topic.
5. The student prepares the degree dissertation during the last two semesters of the studies under the direction of a dissertation supervisor, who has at least a PhD degree.
6. On the student's request, the Dean can give consent for change of a dissertation supervisor as long as it is accepted by the previous and the new supervisor.
7. The student shall write the degree dissertation in the language of his/her studies, subject to sec.8.
8. Upon Dean's consent the student can prepare his/her degree dissertation in a foreign language and can take the degree examination in a foreign language as well. For that purpose the student should file an appropriate request to the Dean no later than at the beginning of the last semester of studies.
9. The student shall prepare the degree dissertation on his/her own, subject to § 39 sec. 1.
10. The degree dissertation shall be evaluated (and reviewed) by the dissertation supervisor and the reviewer appointed by the Dean. A person with at least a PhD degree may be a reviewer.
11. In case of a negative evaluation of the degree dissertation by a reviewer, or unsatisfactory grade, the Dean sends the dissertation for correction and review by an additional reviewer.
12. Reviews of degree dissertations are open, exclusive of a situation in which the subject of the dissertation is confidential or protected by law.

§ 39.

1. Team degree dissertation may be prepared by a team that consists maximum of three people. The same rules that apply to preparation of an individual degree dissertation and defending it shall correspondingly apply to team preparation of degree dissertation and defending it, unless the provisions set out in this paragraph state otherwise.
2. The Dean of a given faculty gives a consent for degree dissertation carried out by students of the same faculty, no later than at the beginning of the last semester of studies.
3. The Rector of a given faculty gives a consent for degree dissertation carried out by students of different faculties, no later than at the beginning of the last semester of studies. By granting the said consent, the Rector points out to a relevant dean competent to take decisions concerning the team degree dissertation.
4. Each student from the team that works on a degree dissertation shall work under the direction of a supervisor. Supervisors who supervise preparation of a degree dissertation should represent disciplines, that are subject matter of the dissertation or related disciplines.
5. The main supervisor of a degree dissertation is appointed by the relevant dean responsible for team degree dissertation.
6. Degree dissertation shall be accepted for defence as long as it is approved by the main supervisor and by other supervisors.
7. The Dean appoints reviewers who represent fields covering the topic of the team degree dissertation.
8. In the team degree dissertation the students and the supervisors point out, in a form of a statement, which chapters (parts) of the dissertation have been prepared by which individual member of the team (students).

9. Review (including evaluation) of the team degree dissertation concerning parts prepared by a given team member is performed by the relevant supervisor of a given student and by one reviewer appointed by the Dean.
10. The students who prepare a team degree dissertation take an exam on the same day.
11. In justified cases, upon the dean's consent, it is possible to carry out the degree exam while the team is incomplete (including the situation when only one student participates).
12. The examination board in front of which the degree exam takes place consists of supervisors and reviewers assigned to a given student.

§ 40.

1. The student submits the degree dissertation in an electronic form and in a hard copy.
2. The way of submission and the conditions that the degree dissertation should meet are defined by the Rector.
3. The deadline for submitting the degree dissertation expires on:
 - 1) 30 June — in the case of degree exams carried out in July;
 - 2) 10 September — in the case of degree exams carried out in September;
 - 3) 28 February — in the case of degree exams carried out in March;however no later than 14 days before the scheduled date of the degree exam.
4. In the event that the degree dissertation cannot be submitted due to justifiable reasons, the Dean may, after getting an opinion from the supervisor of the degree dissertation, prolong the deadline for submitting the paper, but no longer than by two months. For that purpose the student should file an appropriate request to the Dean no later than on a day defined in sec.3.
5. The student who failed to submit the degree dissertation within the set deadline, may request for repeating of the semester. For that purpose the student should file an appropriate request to the Dean no later than 7 days after the set deadline for submitting of the degree dissertation.

§ 41.

1. The degree dissertation prepared by the student shall be verified before the diploma exam with the use of the Unified Anti-Plagiarism System.
2. The Unified Anti-Plagiarism System defines the Similarity Percentage which indicates the similarity level of the analysed paper to:
 - 1) other works entered into the National Repository of Theses;
 - 2) documents that come from other comparison sources (Internet, legal acts, university reference databases).
3. Phrases that contain at least 20 consecutive words are considered similar.
4. The student may not take the degree exam if the cumulated Similarity Percentage for his/her thesis is more than 30%.

§ 42.

1. The student is allowed to take the degree exam under the following conditions:
 - 1) taking all of the exams and getting credits required by the curriculum of a given field of study;
 - 2) submission of a degree dissertation (diploma thesis) in the Dean's Office, as long as it is a part of the curriculum;
 - 3) publishing a statement that the dissertation, as long as it is included in the curriculum, has been prepared one's own. Detailed wording of such statement is defined by the Rector;
 - 4) obtaining of at least satisfactory reviews for the diploma thesis, as long as it is included in the curriculum, made by a supervisor and a reviewer;

- 5) fulfilling the requirements set out in the Unified Anti-Plagiarism System, referred to in § 41;
 - 6) fulfilling all the obligations to the University;
 - 7) obtaining signatures on the student's clearance slip.
2. If a disciplinary action, referred to in § 54, has been taken against the student in relation to the alleged plagiarism in his/her degree dissertation, the student cannot take the degree exam until the conclusion of the proceedings that is legally binding.

§ 43.

1. The degree exam, as long as degree dissertation is included in the curriculum, involves:
 - 1) presentation of diploma thesis by a student;
 - 2) presentation by the reviewer of a short opinion about the dissertation and reply of a student to the remarks of the reviewer;
 - 3) answers of the student to:
 - a) two problem questions related to the subject-related learning effects;
 - b) one thesis-related question,subject to sec. 3
2. Degree exam, when degree dissertation is not included in the curriculum, involves:
 - 1) two problem questions related to the subject-related learning effects;
 - 2) one question from the scope of a chosen speciality/specialization, subject to sec.4.
3. In the case of long-cycle MA studies in the field of "physiotherapy" the diploma exam consists of three parts: theoretical exam, practical skills exam (Professional Competence type) and defence of a degree dissertation, and that is the order in which it takes place. Failure to pass the theoretical and practical exam results in student not being allowed to take part in the following stages of the degree acquisition process, which is tantamount to getting of unsatisfactory grade from the degree exam. Degree dissertation defence involves:
 - 1) presentation of degree dissertation by a student;
 - 2) presentation by the reviewer of a short opinion about the dissertation and reply of a student to the remarks of the reviewer;
 - 3) answers of the student to three questions:
 - a) two randomly chosen questions related to the field of study;
 - b) one degree dissertation-related question.
4. In the case of the field of 'nursing' and 'cosmetology' the degree exam consists of two parts: theoretical exam, practical skills exam and that is the order in which they are conducted. Failure to pass the theoretical exam results in student not being allowed to take part in the following stages of the degree acquisition process, which is tantamount to getting of unsatisfactory grade form the degree exam.
5. The practical exam at 'physiotherapy', 'nursing' and 'cosmetology' involves performance of three practical tasks and application of professional skills companied by justification of taken steps and it takes place before an examination board that consists of:
 - 1) the chairman (manager of a Cathedral/Faculty) or an academic teacher authorised by a dean, who has at least a PhD degree);
 - 2) two academic teachers.
6. Degree exam is an oral exam.
7. Degree exam, as long as a degree dissertation is included in the curriculum, takes place in front of a board that consists of:
 - 1) Dean, Deputy Dean, a person appointed by the Dean who has at least a PhD degree - as a chairman;
 - 2) supervisor of the degree dissertation;

- 3) reviewer of the degree dissertation, subject to sec. 9.
8. Degree exam, when a degree dissertation is not included in the curriculum, takes place in front of a board that consists of:
 - 1) Dean, Deputy Dean, a person appointed by the Dean who has at least a PhD degree - as a chairman;
 - 2) two academic teachers who have appropriate competences and skills and experience for a given field of study.
9. In justified cases, the Dean may allow for lack of presence of the supervisor or the reviewer of the thesis during the degree exam. In such case, in order to complete the composition of the board, the Dean appoints another person, who has at least a PhD degree, who represents the scientific discipline which embraces the topic of a given degree dissertation or a related discipline.
10. A protocol of the examination process is kept.
11. The grade from the degree exam is an arithmetic average of the grades obtained by the student for answers to the questions referred to in sec. 1 point 3) or in sec. 2 respectively, rounded to a full or a half-grade, that is:
 - 1) in the case of arithmetic average of 2.99 the entered grade will be 2.0;
 - 2) in the case of arithmetic average that fits between 3.0 and 3.49 the entered grade will be 3.0;
 - 3) in the case of arithmetic average that fits between 3.50 and 3.74 the entered grade will be 3.5;
 - 4) in the case of arithmetic average that fits between 3.75 and 4.24 the entered grade will be 4.0;
 - 5) in the case of arithmetic average that fits between 4.25 and 4.50 the entered grade will be 4.5;
 - 6) in the case of arithmetic average that fits between 4.51 and 5.00 the entered grade will be 5.0.
12. Degree exams are carried out in:
 - 1) in July and September - for students who end their education in June;
 - 2) in March -for students who end their education in February, subject to § 40 sec. 4.
13. The date of the degree exam, including its individual parts - in the case of the 'physiotherapy' 'nursing' and 'cosmetology' is set out by the Dean.
14. Provisions from sec. 6, 7, 8 and 10 do not refer to the theoretical part of the degree exam or the practical skills exam at the long-cycle M.A. 'physiotherapy' 'nursing' and 'cosmetology' studies.

§ 44.

1. On student's or the supervisor's request the degree exam can be of an open character. For that purpose the student should file an appropriate request in writing to the Dean no later than 7 days before the set deadline of the degree exam.
2. Information about the date and place of the open degree exam and the topic of the degree dissertation shall be disclosed to public on the website of the University.
3. An open degree exam is carried out in accordance with provisions set out in § 43.

§ 45.

1. In the event that the student gets unsatisfactory grade from the degree exam or s/he fails to take the exam, the Dean sets out a second term. Re-take of an exam may not take place sooner than after one month.

2. In the event that a student gets unsatisfactory grade from the degree exam again or s/he again fails to take the exam, the Dean takes a decision to cross such student off the list of students.

§ 46.

1. The date of passing the degree exam with at least satisfactory grade is considered the end date of studies. And in the case of physiotherapy studies - the date of completing the last practical training required as part of the curriculum.
2. The basis for the final grade for studies, when the curriculum involves degree dissertation, are:
 - 1) Grades' weighted average of 0.6;
 - 2) grade from the degree dissertation given by the supervisor with weight of 0.1
 - 3) grade from the degree dissertation given by the reviewer with weight of 0.1
 - 4) grade from the diploma exam with weight of 0.2;subject to sec.4.
3. If the curriculum does not involve degree dissertation, the final grade from studies is defined, except for sec. 4 , in accordance with the sum of the following components:
 - 1) average of grades from the studies with weight of 0.8
 - 2) grade from the diploma exam with weight of 0.3subject to sec. 5
4. In the case of the physiotherapy studies the following make the basis for the final grade:
 - 1) average of grades from the studies with weight of 0.4
 - 2) grade from the theoretical and practical part of the degree exam (practical skills exam - Professional Competence type) with weight of 0.3;
 - 3) grade given by the supervisor with weight of 0.1;
 - 4) grade given by the reviewer with weight of 0.1;
 - 5) grade from the degree exam with weight of 0.1;
5. In the case of the 'nursing' and 'cosmetology' studies the following make the basis for the final grade:
 - 1) average of grades from the studies with weight of 0.6
 - 2) grade from the theoretical and practical part of the degree exam (practical skills exam - Professional Competence type) with weight of 0.4;
6. On the graduation diploma the degree grade is entered, according to the following rule, subject to sec. 6:
 - 1) in the case of the final result of studies the grade up to 3.30 is entered as 'satisfactory';
 - 2) in the case of the final result of studies the grade that fits between 3.31 and 3.75 is entered as 'more than satisfactory';
 - 3) in the case of the final result of studies the grade that fits between 3.76 and 4.25 is entered as 'good';
 - 4) in the case of the final result of studies the grade that fits between 4.6 and 4.75 is entered as 'more than good';
 - 5) in the case of the final result of studies the grade that fits between 4.75 and 5.0 is entered as 'very good'.
7. If the average of grades from studies is lower than 3.0 the degree grade is entered on the degree certificate cannot be higher that 'satisfactory'.
8. In special cases the examination board may rise the grade by 0,5 if in the last year of study, the student obtained the average grade not lower than 4.8 and obtained very good grades from the supervisor and reviewer, but also from the degree exam.

9. Upon the examination board's request the Rector may grant the student with a distinction if s/he obtained the average grade in the course of studies of above 4.8 and got very good grades from the dissertation and the degree exam.

§ 47.

Specific rules concerning degree granting process are included in the Rules on Degree Granting for individual fields of study.

**CHAPTER 6
RIGHTS AND OBLIGATIONS OF STUDENTS**

§ 48.

1. The student holds the right to:
 - 1) have his/her ECTS points transferred and recognised;
 - 2) participate in studies in accordance with individual organisation of studies;
 - 3) justify his or her absence from classes, right to holidays and leave from classes with the possibility to have his or her learning effects set out in the curriculum verified;
 - 4) change the HEIs;
 - 5) change the field of study
 - 6) change the form of studies;
 - 7) take a final exam conducted before the examination board, including a participation of an observer designated by the student;
 - 8) repeat certain classes due to unsatisfactory performance – on the terms specified in the Regulations of Studies;
2. The student is entitled to benefits under the terms specified in separate provisions.

§ 49.

1. The students and graduates whose exceptional grades stand out and who additionally have academic, artistic or sports achievements may be granted with awards and distinctions.
2. Awards and distinctions, referred to in sec. 1, are granted by the Rector or a board appointed by the Rector.

§ 50.

1. The student can study at more than one field of study, also at different higher education facilities. Commencement of studies at the University at an additional field of study takes place upon a consent of a dean of a field of study which carries out the main field, in consultation with a dean of the additional field of study.
2. The consents, referred to in sec.1, is granted by the dean on student's written request that needs to be filed no later than within 14 days after the beginning of a semester. While granting the consent the Dean takes into account, in particular, the learning effects achieved by the student in the main field of study and how such student would be able to participate in all mandatory courses.

§ 51.

1. On a written, justified request, the student can be granted a leave:
 - 1) health-related;
 - 2) fortuitous leave;
 - 3) parental leave.
2. The leave is granted by the Dean.
3. Health leave is granted on the basis of a medical certificate.
4. Fortuitous leave is granted due to important reasons, which make it impossible or make it substantially more difficult for the student to continue his/her studies.

5. Parental leave is granted to a student who is pregnant (until she gives birth) and a student who is a parent (for the period of maximum one year, and if the end of the leave is during a semester, the leave can be prolonged till the end of such semester). The Dean may not refuse to grant a parental leave.
6. The student must file a request for a leave immediately after the appearance of the cause behind such need for leave, subject to sec.7.
7. A student who is a parent can apply for parental leave in the first year from the date on which a child is born.
8. While granting parental leave, a dean defines curricular differences (that result from the leave) and a deadline for catching them up. Curricular differences shall not be defined if a student who continues his/her after coming back from the leave during the course of studies, shall complete all the learning outcomes that are assigned to his/her field of study, level, profile and year of study.
9. During the leave the student retains student's rights. The right for benefits during the leave applies only in special cases, based on terms and conditions specified in separate provisions.
10. The provisions set out § 32 sec. 5 and 6 shall apply correspondingly in the case of continuation of studies after leaves.

§ 52.

The student is obliged to:

- 1) observe the regulations applicable at the University, and to look after the property of the University;
- 2) take care for the student's dignity and the University's good name;
- 3) show respect to employees of the University, to observe the rules of social cooperation and respect the academic rules;
- 4) pay all fees for studies in accordance with separate provisions.

§ 53.

1. The student is obliged to act in accordance with the text of the oath, student's code of ethics and the Regulations of Studies.
2. The student is obliged to participate in didactic classes that are required as part of the curriculum of studies, including practical training, subject to sec.3 and § 12 sec. 2.
3. In the case of lectures and seminars the decision whether participation in those is compulsory is taken by the person in charge of such course.
4. The student is obliged to take exams and tests in a timely and individual manner.
5. The student is obliged, subject to the cases defined in § 39, to individually prepare a degree dissertation.
6. The student is obliged to immediately notify the Dean's Office about the change of last name, first name or address, including e-mail address and phone number. In case of a failure to notify the University about the change of address, all letters sent by the University to the address given by the student shall be deemed effectively delivered.
7. Each student has an individual University electronic mail account. The student is obliged at least once a week to open messages that are sent to his/her account and at least once a month to delete the opened messages from the account.
8. The student is obliged to participate in opinion surveys organised by the University bodies, including filling of anonymous student questionnaires which evaluate the quality of classes and the didactic staff of the University.

§ 54.

For behaving in a manner not befitting a student and breaching the regulations applicable at the University, the student shall be held responsible before the disciplinary board, under the rules specified in separate regulations.

**CHAPTER 7
Loss of the status of a student**

§ 55.

Loss of the status of a student of the University of Social Sciences with its registered seat in Łódź takes place in the following cases:

- 1) after graduation;
- 2) after crossing off the list of students

§ 56.

1. The graduate and a student who resigns from studies or who is crossed off the list of students is obliged to settle with the University including completing clearance strip.
2. The student of B.A. studies keeps the rights of a student, including the right to use student ID card, until 31. of October of the year in which such student graduates, exclusive of the entitlement for benefits.
3. For resignation from studies to have a legal effect it must be handed over in a written form.

§ 57.

1. The Dean crosses a student off the list of students in the event of:
 - 1) failure to commence studies, including the case a granted leave or request for repeating of a semester or subjects;
 - 2) resignation from studies;
 - 3) failure to submit degree dissertation or degree exam on their due date;
 - 4) disciplinary expulsion of a student from the University.
2. The Dean can cross a student off the list of students in the event that:
 - 1) the Dean ascertains that a student failed to attend compulsory courses;
 - 2) lack of progress in education is stated;
 - 3) student fails to get credits for a semester within a given deadline;
 - 4) the student fails to timely pay the fee for studies.
3. Absence during compulsory classes and/or lack of progress in learning is checked by the Dean on a request of the course instructor of a given subject, which is filed in the event that:
 - 1) the student was absent, without a justification, from three compulsory classes;
 - 2) the analysis of student's activity during classes and the results from tests confirm lack of progress in learning.
4. It is deemed that a student has not started studies if s/he did not take an oath until the moment of commencement of didactic classes at the first semester.

§ 58.

1. Students who have been crossed off the list of students can apply to the Dean for resuming of studies (restore rights of a student), subject to sec.3. Resuming studies is not admission to studies within the meaning of Article 69 of the Higher Education Act.
2. A person who has been crossed off the list of students and who wants to resume studies in the same semester should apply to resume studies within 21 days from the date when that student received decision on being crossed off the list of students.

3. The student may not resume his/her studies if the reason behind crossing off the list of students was disciplinary expulsion from the University or the crossing off the list of students took place after retaking the same semester for the third time.
4. Resuming studies takes place to the field of studies and curriculum carried out at the University at the moment of resuming. Resuming studies is not possible if a particular field of studies is no longer provided at the University.
5. If more than two years have passed since the end of the semester in which the student was crossed off the list, the Dean can send a student to a check-up exam before taking a decision of resumption of studies. In the decision concerning resumption of studies the Dean defines:
 - 1) the scope of the exam - taking into account the period that passed since crossing off and the development of science within the subjects covered in the curriculum in semesters that the student passed/completed before being crossed off;
 - 2) who will carry out the exam.
6. Negative result of the check-up exam shall constitute a basis for rejection of the request to resume studies.
7. A grade from the check-up exam shall not affect the average of grades obtained in the course of studies.
8. The Dean shall list the Curricular differences and a deadline for their fulfilment to the student who gets a consent for resuming studies. Curricular differences are not defined if the student who is applying for resumption of studies who completes all the field-related learning effects that are assigned to his/her field of study, level, profile and year of study in the course of her/his study.

CHAPTER 8
CONDITIONS OF STUDYING FOR STUDENTS WHO ARE ADMITTED TO
STUDIES AS A RESULT OF VERIFICATION OF LEARNING EFFECTS

§ 59.

1. The University allows for getting credits for subjects (within a scope that is in agreement with learning effects that are included in the curriculum for a given field, level and profile of study) on the basis of verification of learning effects. The terms and conditions as well as the mode of verification of learning effects as well as the way and mode of appointment and operation of Boards verifying the learning effects are set out by the Senate of the University.
2. In a result of verification of learning effects the student can be get credit for subjects, to which overall no more than 50% of ECTS points are assigned to subjects included in the curriculum.

§ 60.

1. The Dean gives credit ("pass" annotation) to a person admitted to studies in a result of verification of learning effects for those subjects (as well as ECTS points assigned to those subjects) on the basis of the resolution of the Learning Effects Verification Board.
2. People admitted to studies in a result of verification of learning effects study in accordance with the Individual Plan of Studies which allows for change of order in which chosen subjects included in the curriculum of a given field, level, and level of study are completed.
3. Studies in accordance with the Individual Plan of Studies may last for a shorter period of time than the time scheduled in the curriculum for a given field, level, and level of study, but no shorter than:
 - 1) 1.5 years - in the case of B.A. first-cycle studies;
 - 2) 2 years - in the case of first-cycle engineering studies;

- 3) 1 year -in the case of second-cycle studies;
4. The Dean appoints a tutor for a student from among academic teachers.

§ 61.

People admitted to studies in a result of verification of learning effects are entitled to benefits on terms specified in separate provisions.

**CHAPTER 9
TRANSITIONAL PROVISIONS**

§ 62.

The students who in the academic year of 2019/2020 repeat the last semester of studies from the degree seminar are not given curricular differences to fulfil.

§ 63.

1. In the case of grades obtained in semesters completed till the end of the 2018/2019 academic year inclusive, the grades obtained by the student from each form of courses within a subject are listed on the degree supplement.
2. In the case of grades average for semesters completed till the end of the 2018/2019 academic year inclusive:
 - 1) the average of grades is calculated as an arithmetic average of grades obtained in a semester that has been completed; grades obtained in a non-completed semester are not taken into account while calculating the average grade;
 - 2) while calculating the average of grades, those subjects and forms of classes in which grades are replaced with the 'pass' or 'fail' shall not be included.
 - 3) the average of final grades of second-cycle students is calculated as the average of final grades from subjects included in the curriculum and the final grades from first-cycle curricular differences set defined by the Dean.

**CHAPTER 10
FINAL PROVISIONS**

§ 64.

1. In all matters covered by the Regulations of Studies, the student is entitled to file an appeal to the Rector against the decisions issued in the first instance by the Dean.
2. In the case of first instance decisions taken by the Rector, the student is entitled to a make a request for the matter to be reconsidered.
3. The deadline to make an appeal or to file a request for re-consideration of case is 14 days from the date of getting a decision.
4. The decision issued on the basis of filed appeal or request for reconsideration of the case is final.
5. The student holds the right to file a complaint to the District Administrative Court in relation to the final administrative decisions issued in individual student cases in agreement with rules and mode specified in separate provisions.

§ 65.

In matters not regulated by the following Regulations, and which concern rights and obligations of students, the decision of a relevant dean shall apply.

§ 66.

The Regulations of Studies shall come into effect upon the beginning of the academic year, after it has been consulted with the resolution-passing body of the student self-government body at the University.

[rectangular stamp, red ink]
RECTOR
of the University of Social Sciences
[Illegible signature, blue ink]
Prof. Roman Patora, PhD