

## **Academic Regulations**

### **I. GENERAL PROVISIONS**

#### **§ 1**

1. Studies at the Kazimierz Wielki University are conducted on the basis of the applicable regulations, in particular:
  - 1) the Act of July 20, 2018 - Law on Higher Education and Science (i.e. of 2021, item 478 as amended), hereinafter referred to as the Act;
  - 2) the Statute of the Kazimierz Wielki University, hereinafter referred to as the Statute;
  - 3) Academic Regulations at the Kazimierz Wielki University hereinafter referred to as the Regulations.
2. The Regulations define the organization, the course of studies, and the related rights and obligations of the student at the Kazimierz Wielki University.
3. The Regulations apply to the first-cycle and second-cycle degree programmes, as well as uniform Master's full-time and part-time degree programmes.

#### **§ 2**

The terms used in the Regulations shall have the following meaning:

1. Cycle of education - a full period of studies as specified in the study program;
2. ECTS (European Credit Transfer and Accumulation System) - defined points in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner, necessary to achieve the assumed learning outcomes;
3. Learning outcomes - knowledge, skills and social competences obtained by a learner in the process of education at the university or outside the study system;
4. Study plan - a document containing subjects and related classes and internships provided for in the study program along with their time dimension and assessment rules assigned to the semester / year of study and providing the requirements which the student should meet in order to complete a semester / year of study;
5. Crediting period - an academic year or a semester including classes, the examination session and the retake examination session;
6. Card of periodic student achievements - a list of the student's grades for the indicated semester during full-time studies and a year during part-time studies, along with information on the result of the settlement of the study semester / year;
7. Syllabus of courses - description of the content, learning outcomes and methods of implementation of courses indicating the language in which the courses are held; a literature list related to the courses; a description of attendance requirements and rules for crediting courses (including a retake examination); assessment methods and criteria; determination of the number of ECTS points awarded for obtaining a signature in a course;

8. Classes - lectures, classes, tutorials, laboratories, internships and other forms used as part of educational programs;
9. Compulsory classes - classes, tutorials, laboratory classes, foreign language classes, pro-seminars, seminars, student internships, physical education classes and other activities determined by the board of the field of study;
10. Equivalent classes - classes, the assumed learning outcomes of which are the same or similar and the credit for which is treated equally when it comes to the settlement of the semester / year of study;
11. Taking up studies - taking the oath by the person admitted to studies, registering for classes included in the study plan on the applicable dates and participating in obligatory classes;
12. College - an organizational unit of the University to handle the teaching process and ensure the quality of education, within the meaning of § 74 sec. 1 point 2 of the Statute, responsible for organizing education in specific fields of study;
13. College director - head of an organizational unit within the meaning of § 74 sec. 1 item 2 of the Statute;
14. Deputy - deputy head of a basic organizational unit as defined in § 75 sec. 1 of the Statute, responsible for the implementation of education in the field of study;
15. College board - a collegial entity within the meaning of § 79 sec. 2 of the Statute, competent for one or more fields of study;
16. Board of the field of study - the board designing the education program for the field of study in the basic organizational unit;
17. DPD (Polish: DON) - Department for People with Disabilities;
18. UBE (Polish: URK) - University Board of Education;
19. University - Kazimierz Wielki University.

### § 3

1. Studies are conducted by the University.
2. The rector is the head and curator of the students.
3. The Rector supervises the recruitment and education process.
4. The Rector indicates the basic organizational unit which runs the field of study.
5. The Rector indicates the college to deal with the teaching process for a given field of study.

### § 4

1. The university education policy is coordinated by the UBE.
2. The UBE produces opinions, presents conclusions and proposals, intended in particular for the Rector or senate, regarding recruitment, process of education organization and quality, payment for educational services, as well as provides general recommendations concerning hiring academic teachers in didactic and research-didactic positions.
3. The UBE provides guidelines addressed to college boards or college directors in matters relating to:
  - 1) designing study programs;
  - 2) recruitment rules and procedure;
  - 3) course syllabuses;

- 4) conducting examinations and assessing students;
- 5) converting into ECTS points and recognizing grades in subjects related to completing parts of the study program at another university;
- 6) the diploma process;
- 7) collecting, analyzing and using information on education;
- 8) information policy in the field of education;
- 9) mode and standards of education evaluation conducted by students;
- 10) mode and standards of periodic evaluation of the work of administrative units ensuring the management of the course of study, conducted by students;
- 11) standards and procedures to be followed in the case of:
  - a) students obtaining credits for classes and exams in an unethical way,
  - b) Preparation of final and diploma theses in violation of the law, including copyright.
4. The UBE monitors the quality of education, in particular by:
  - 1) analyzing the results of questionnaire research;
  - 2) reviewing study programs;
  - 3) evaluating the education process in a given field of study;
  - 4) analyzing the practice of assessing and examining students;
  - 5) analyzing the system of didactic support for students.

## § 5

1. The college board, in line with the Senate and the UBE guidelines, organizes the education process in the fields of study, specifically:
  - 1) gives opinions on the proposed recruitment rules;
  - 2) approves the curricula of the fields of study;
  - 3) approve applications for the launch / liquidation of study programs before submitting applications for consideration by the Senate;
  - 4) specifies detailed criteria for changing the form of study by a student;
  - 5) determines the detailed conditions for assigning individual organization of studies;
  - 6) determines the detailed rules for conducting examinations and the rules of taking exams before the examination session;
  - 7) approves the detailed rules of the diploma process, including preparation and evaluation of diploma theses and conducting the diploma examination;
  - 8) determines the number of extra-curricular subjects, the grades of which are taken into account when determining the average grade for a semester / year of study or for the entire study;
  - 9) takes into account the conclusions of external accreditation and internal education quality evaluation;
  - 10) approves the staffing of courses, in particular the compliance of scientific and didactic competences of persons conducting classes with the learning effects assigned to the courses.
2. The college board, in accordance with the guidelines of the Senate and UBE, monitors the education process in the fields of study, specifically:
  - 1) analyzes, on the basis of the report of the college head:

- a) the course and results of recruitment;
  - b) the course and results of the examination session;
  - c) results of student questionnaires and class visits;
  - d) the course and results of diploma examinations.
- 2) evaluates the quality of education and the functioning of the Education Quality Assurance System.

## § 6

1. The college director is responsible for the organization of education in the fields of study in a given didactic unit.
2. The college director, in particular:
  - 1) recognizes the learning outcomes achieved during studies, internships or practices outside the University;
  - 2) grants consent to study on an individual study organization basis;
  - 3) grants conditional entries for the subsequent semester / year of study;
  - 4) refers students to repeat a semester / year of study;
  - 5) agrees to change the form or field of study of the student;
  - 6) makes a decision on the resumption of studies;
  - 7) on the rector's authorization credits the semester / year of study of a student;
  - 8) verifies the correctness of data in the IT study service system at the student's request;
  - 9) approves and signs the diplomas of graduating from first-cycle and second-cycle degree programmes, as well as uniform Master's degree programmes, graduation certificates of postgraduate courses and certificates for students and graduates;
  - 10) is responsible for the distribution of funds for student activities;
  - 11) is responsible for the distribution of funds for didactic activities;
  - 12) gives opinions on applications in the field of students' scientific, sports, cultural and artistic activities;
  - 13) decides about class-free hours;
  - 14) appoints a tutor of the first year of studies for the education cycle;
  - 15) supervises the correctness of the staffing of courses;
  - 16) undertakes other activities specified in the Regulations and separate provisions;
  - 17) undertakes other activities ordered by the rector.

## § 7

The board of the field of study, in accordance with the guidelines of the Senate and UBE, designs the education process in one field of study, in particular:

- 1) develops a concept of education consistent with the mission and strategy of the University;
- 2) prepares proposals regarding the recruitment rules;
- 3) prepares proposals for changes in study programs;

- 4) specifies the maximum number of equivalent subjects or ECTS points obtained for crediting equivalent subjects, which are the basis for completing a semester / year of study or the entire study program;
- 5) defines the rules for completing and crediting internships;
- 6) specifies detailed rules for the diploma process, including the preparation and evaluation of diploma theses and conducting the diploma examination,
- 7) prepares an annual report on the implementation of the education program and submits it to the deputy head of the basic organizational unit for education affairs.

## **§ 8**

The deputy in particular:

- 1) ensures that students are informed timely of: the study plan, course timetables, syllabuses, examination session results and credits, other current information, including changes to applicable documents concerning the course of studies (e.g. changes to the rules of awarding degrees, amendments to the Regulations);
- 2) announces the staffing and course timetable;
- 3) defines the course registration rules;
- 4) determines the equivalence of subjects and semesters / year of study by recognition of a specific subject or study program to be equivalent to, respectively, the subject or program of study the student is obliged to follow in a given semester / year of study;
- 5) determines program differences;
- 6) determines the schedule of exams in the examination session in agreement with the competent student government body;
- 7) in agreement with the competent student government body, defines the guidelines for providing students with access to their examination and credit papers, and obtaining a justification for the assessment;
- 8) appoints a tutor of internships;
- 9) is responsible for student exchange between the University and national and foreign universities;
- 10) prepares a report on the functioning of the Educational Quality Assurance System in an organizational unit and submits it to the college head;
- 11) undertakes other activities specified in the Regulations and separate provisions;
- 12) undertakes other activities ordered by the Rector.

## **§ 9**

1. Two representatives of the student self-government of the college including the president, represent students in the college board.
2. Those entitled to represent and express their position on matters related to students at the basic unit level, including faculty boards, are competent student government bodies or students designated by them.
3. The competent body of the student self-government shall express its position in writing within 14 days from the date of receipt of the application for its expression.

Failure to express its position within 14 days from the receipt of the application is considered to express a positive opinion.

## § 10

1. Individual student affairs are processed by way of administrative decisions or by resolution.
2. Administrative decisions are issued in particular in the case of:
  - 1) change to the form or field of study in the case of foreigners;
  - 2) striking from the list of students;
  - 3) exempting foreigners from the fees referred to in art. 324 sec. 1 point 1 of the Act;
  - 4) granting a social scholarship, scholarship for the disabled, allowances, rector's scholarship or scholarship from the university's own scholarship fund;
  - 5) suspension by the rector of student rights in the case referred to above in art. 316 sec. 4 of the Act;
  - 6) conferring a professional title, and the conferring of this title takes place by way of an oral decision recorded in the diploma examination protocol;
  - 7) annulment of the diploma.
3. On issue, revocation, amendment, annulment or termination of the decisions referred to in sec. 2, the provisions of the administrative code shall apply unless the act or other regulations provide otherwise.
4. The Rector, by way of an order, after consulting the relevant student self-government body students, may extend the application of the provisions of the administrative code to matters other than those mentioned in sec. 2.
5. Individual student affairs, other than those mentioned in sec. 2-4, are handled by settlement. The decision is issued by the authority immediately, but not later than within thirty days from the date of submission of the application, unless a special provision states otherwise.
6. The provisions of the administrative code shall not apply to the decisions referred to in sec. 5.
7. The student has the right to read the content of settlement referred to in sec. 1.
8. In individual student matters concerning the course of studies subject to be handled by settlement, the student has the right to submit an application in writing or by means of the IT study service system, after its launch.
9. The written application shall have the date of receipt and the name of the unit and signature of the person accepting the application.
10. In the event of submitting the application referred to in sec. 8 using the IT study service system, it is considered that the decision in question is delivered on the day following the entering of the decision into the IT system.
11. If the application is submitted in writing, as referred to in sec. 8, the student is informed on the content of settlement immediately after its issuance by e-mail to the address in the domain identified with the University.
12. The date of delivery of settlement referred to in sec. 10 and 11 is the day on which the student is informed of its issuance.

## **§ 11**

1. Administrative settlement and decisions issued by the rector may be reconsidered on application.
2. Students may appeal against administrative decisions and rulings issued by other authorities to the rector.
3. Appeals and applications for reconsideration of the case referred to in sec. 1 shall be submitted to the Rector through the college head, within 14 days from the date of delivery of the decision. The Rector's decision is final.

## **II. UNDERTAKING / RESUMING / CHANGING THE FIELD OF STUDY**

### **§ 12**

1. A person enrolled on a degree programme acquires the rights of a student upon being entered on the list of students and taking the oath. The oath is confirmed in writing by the person admitted to studies.
2. After the beginning of the academic year, the student receives a student ID card. The student ID card is valid no longer than until the day of graduation, suspension of the student's rights or striking from the list of students, and in case of first-cycle degree programme graduates - by 31 October of the year in which these studies are completed.
3. After admission to studies, the student signs a declaration that he / she has read the legal regulations regarding the amount of fees for educational services and regulations defining conditions and procedure for fee exemption.

### **§ 13**

1. A student of a given field of study at the University may be admitted by way of open recruitment to a different field of study.
2. A student may be enrolled on a degree programme by transfer from another university. Before completing the first semester / year, transfer is possible after meeting the recruitment criteria required for a given field of study at the University. A decision on consenting to admission and entry on the list of studies by way of transfer is made the college head.

### **§ 14**

1. A student removed from the list of students may resume studies at the university at their request. The resumption concerns the same field of study, profile and module from which the student has been previously deleted, provided that such a field of study still exists. Settlement concerning the resumption of studies is made by the college head.
2. In the absence of an elective module offered by the university for which the student applies, the resumption decision is made by the Rector.
3. Resumption of studies is allowed only in relation to the person who has been struck from the list of university students, with the exception of removal due to disciplinary

sanction of expulsion from the University. However, if more than 2 years have elapsed since deletion from the list, resumption is not possible.

4. Studies in a given field, profile and module may be resumed twice at the maximum, and three times in case of uniform Master's degree programmes.
5. Studies may be resumed provided that the first year of studies has been successfully completed.
6. The resumption of studies takes place not earlier than the following academic year after date of deletion. The college head may in particularly justified cases set an earlier date for resuming studies.
7. If in the academic year in which the student resumes studies, a different study program applies than at the moment of removing them from the list of students, the student shall make up for curricular differences specified in the college head's decision.
8. A student resuming studies takes courses resulting from curriculum differences according to the rules described in the syllabuses assigned to these courses.

### **§ 15**

1. A change of the field of study is possible only once during a course of studies in justified cases. The consent may be issued by the director of the competent college by the end of week 6 of the first semester of studies.
2. The college director competent for the new field of study issues the decision on changing the field of study and approves the curriculum differences required to be fulfilled by the student and specified by the deputy.

### **§ 16**

1. At the request of a part-time student with exceptional learning achievements, the college head decides about a possible change in the form of their studies by transfer from part-time to full-time studies. Changing the form of studying may take place not earlier than after completing the first year of studies.
2. At the request of a full-time student, the college head decides about a possible change in the form of studies by transferring such a student from full-time studies to part-time studies.
3. Detailed criteria concerning the change of the form of studying, including the determination of any curriculum differences realized by the student are detailed by the college board.

### **§ 17**

The college director sets the time limit and the way of fulfilling any differences in curriculum for a student, who transfers from another higher education institution, resumes studies or changes the field or form of study, taking into account the learning outcomes achieved by the student and the courses already completed.

## **III. STUDENT RIGHTS AND DUTIES**

### **§ 18**

1. Students have the right to their own dignity which shall be respected by each member of the University community.
2. Students have the right to:
  - 1) participate through their representatives in adopting resolutions by collegial bodies of the University on terms and conditions set out in the Statute;
  - 2) submit postulates regarding study programs and plans as well as other matters related to the course of studies and students' personal development;
  - 3) evaluate the education process;
  - 4) evaluate the work of administrative units which support for the course of studies and produce conclusions about this work;
  - 5) signal problems significant for the University community;
  - 6) use the help and support of the student self-government;
  - 7) use the assistance of the rector's competent representatives;
  - 8) associate in student organizations.
3. On the principles set out in the Regulations, Senate resolutions and Rector's orders, students, in particular, have the right to:
  - 1) acquire knowledge and skills and develop interests by using the full didactic offer of the University, including participation in courses provided by other fields of study or other semesters / years of study than the one on which they are enrolled;
  - 2) participate in scientific research and use the University's support within the preparation and implementation of research projects;
  - 3) use consultations conducted by academic teachers during their office hours available to students of all forms of study;
  - 4) pursue part of the study program at another national or foreign university;
  - 5) use the University's support in designing a professional career, undertaking internship or vocational practice;
  - 6) use the collections of the University library and information system;
  - 7) use the material base of the University;
  - 8) access information constituting the basis for the settlement of their semester / year of study, gathered in the IT system of study services;
  - 9) receive a justification for the grade given by an academic teacher;
  - 10) access their personal files;
  - 11) access to normative acts concerning students' rights and obligations;
  - 12) be trained by the student self-government in the field of student rights and obligations.
4. A student may receive scholarships and other financial benefits on terms and conditions specified in separate regulations, in particular in the rules of material assistance for students.

## § 19

1. It is the student's responsibility to act in accordance with the oath and the Academic Regulations, in particular:
  - 1) to acquire knowledge and skills;

- 2) to respect for the dignity of all University community members and good academic customs;
  - 3) to care for the good name of the University;
  - 4) to ethically obtain credits for courses and prepare assignments and dissertations with respect to copyright;
  - 5) to comply with generally applicable law and applicable University regulations;
  - 6) to justify absences from compulsory classes and exams;
  - 7) to respect for the property of the University.
2. The student is obliged to:
- 1) timely fulfil obligations towards the University, specifically, to sign up for classes included in the study plan and pay due fees immediately;
  - 2) actively participate in classes and tests, and take exams in accordance with the curriculum and study plan;
  - 3) immediately notify the Dean's Office of the change of name and address and the Recruitment and Student Affairs Department on changes to data affecting obtaining scholarships and other types of financial benefits;
  - 4) use the assigned e-mail account with a domain identified with the University and the IT study service system.

## **§ 20**

1. Students' rights and obligations shall expire on the day of graduation or removal from the students list.
2. A person who has completed the first-cycle degree programme retains the student's rights until October 31 of the year in which he completed these studies, with the exception of the right to a social scholarship, disability scholarship, allowances and Rector's scholarship.

## **IV. ORGANIZATION OF STUDIES**

### **§ 21**

1. The academic year lasts from October 1 to September 30 and is divided into two semesters.
2. No later than February 1, the Rector in consultation with the competent student self-government body determines the organization of the subsequent academic year, with a breakdown for semesters, specifying starting and closing dates for courses, examination sessions and retake sessions.
3. In order to enhance education at the University, the college head appoints tutors of first year students from among academic teachers.
4. The tutor performs his function throughout the entire education cycle.
5. The duties of the guardian include in particular:
  - 1) familiarizing students with the Academic Regulations of the Kazimierz Wielki University;
  - 2) familiarizing students with the regulations of financial assistance and the psychological assistance offer at the University;

- 3) providing students with basic information about the program and plan of studies as well as the regulations in force at the University, etc.;
- 4) getting acquainted with the problems and needs of students at the request of the interested party;
- 5) close cooperation with the student self-government, the year representative and student organizations operating at the University in all student affairs.

## § 22

1. Studies are conducted according to study programs.
2. Changes to the study program are implemented after consulting the competent student self-government, in a manner provided for by the Act and in accordance with the terms and conditions passed by the Senate.
3. Schedules and staffing of classes are announced at least two days before the first stage of enrolment for classes.
4. Enrolment for classes in a given semester / year of study takes place in two stages. Enrolment in the first stage is carried out within two weeks preceding the relevant semester / year of studies. After the first stage of registration, didactic groups with too few registered students are liquidated. Modified timetables are announced no later than 2 days before the commencement of the second enrolment stage.
5. A student can make change to enrolment for courses within a period of not more than two weeks after the beginning of these courses. The college head may consent to a change to the student's enrolment for classes at a later date only in the case of particularly important motivated reasons.
6. The schedule of exams in the examination session is announced by the deputy after consultation with the competent student self-government no later than one month before the session commencement.
7. The schedule of the diploma examinations is announced by the deputy after consulting the competent student self-government no later than two months before the deadline of the thesis exam.

## § 23

1. Studies may be conducted in the Polish language or in other foreign language in line with the study program.
2. In case of the field of study carried out in a foreign language, all classes are indicated in the study program are conducted in a foreign language. The diploma thesis and the diploma examination are also in a foreign language.
3. In the field of study, where classes included in the study program are conducted in a foreign language, it is possible to prepare a diploma thesis in a foreign language at

the student's request, with the consent of the supervisor, provided that also the diploma examination will be conducted in the same foreign language in which the thesis was written.

## § 24

1. A student may pursue studies in the course of individual organization of studies.
2. At the student's request, with the opinion of the deputy, the college head undertakes a decision on the individual organization of studies, defining its detailed rules.
3. The individual organization of studies includes:
  - 1) individual study plan or
  - 2) individual course of study and dates for completing subjects or
  - 3) individual course of study intended for students with disabilities or chronic diseases.
4. Detailed rules for assigning the individual organization of studies are specified by the college council.
5. The application for assigning the individual organization of studies referred to in sec. 3(3) shall be additionally given a positive opinion from the DPD.
6. A pregnant student and a parent student have the right to pursue full-time studies according to the individual organization of studies until their completion in accordance with the provisions of § 44.

## § 25

1. Students with disabilities may apply for adaptation of the organization method and proper implementation of the didactic process, including terms and conditions of study to the type of disability.
2. Detailed terms and conditions for adjusting the didactic process to the needs of the disabled are determined by the rector by way of an ordinance.

## § 26

1. The student may pursue part of the study program at another national or foreign university on the basis of the agreed study program, in particular under agreements or programs to which the University is a signatory.
2. Detailed rules for sending University students to study at another university as well as the rules for admitting students from other higher education institutions are governed by separate provisions.
3. The deputy, in consultation with the student who intends to pursue part of curriculum outside the University, determines related to this duties at another university in writing or by e-mail. These arrangements are approved by the college head.
4. The provisions of sec. 3 shall apply respectively to the change of established obligations related to the implementation of a study program by a student at another university.
5. The study program determined in accordance with sec. 3 is regarded as equivalent and constitutes the basis for completing a semester / year of studies pursued at another university.
6. If due to program differences between the study plan at the University and the didactic offer of the higher education institution to which the student was referred, the condition referred to in sec. 5 is not met, the college head prior to the student's departure to study at another university, indicates subjects fulfilling the curriculum

differences and the date of their completion in writing or by e-mail. Change to subjects designated in this way or to the date of their passing may be made only with the consent of the student and the college head and shall be made in writing. Meeting these conditions results in completing the relevant semester / year of study.

7. In special cases, the college head may, at the student's request, agree that part of the study program is pursued at another higher education institution with which no agreement referred to in sec. 1 has been concluded; sec. 2-6 shall apply accordingly in the remaining scope.
8. A student assigned to study at another university is required to complete subjects and pass appropriate exams specified in the agreed study program, applying the rules of the host university.
9. Grades for exams and credits referred to in sec. 8, are taken into account when completing a semester / year of study at the University after conversion into the marking scale referred to above in § 32.

### **§ 27**

Lectures at the University are open, unless the Statute provides otherwise.

### **§ 28**

1. The University documents the course of studies. The course of studies may be documented using the electronic system.
2. Documentation consists of: student's album, students' personal files, and a diploma book.
3. Reports on completing subjects and passing examinations are entered into the IT study service system not later than within 5 days of the assignment or examination.
4. The student's results are settled in the IT study service system:
  - no later than September 30 - if the reference period is the academic year;
  - no later than 5 days after the end of the re-take examination session during a given semester - if a semester is an accounting period.

## **V. CONDITIONS OF CREDITING COURSES, TAKING EXAMS**

### **CREDITING COURSES**

### **§ 29**

1. The conditions of admitting a student to get a course credit are:
  - 1) prior enrolment for a course;
  - 2) meeting the requirements specified in the course syllabus;
  - 3) obligatory presence of the student confirmed by the teacher during: classes, tutorials, laboratories, foreign language classes, proseminars, seminars, student internships, physical education classes and other courses determined by the direction board.

2. If the student is not allowed to complete the course due to unexcused absence exceeding 25% of obligatory classes, the teacher reports this fact to the college head.

### § 30

1. Credits for courses included in the curriculum are given by the teacher who conducts classes and makes student attendance records in the electronic system USOSweb.
2. If the classes are conducted consecutively by several academic teachers, the final course credit is given by the last one based on the information provided by his predecessors and his own assessment.
3. If the classes are conducted simultaneously by several people, the final course credit shall be given in the presence of all fellow teachers.
4. The internship tutor shall credit the internships provided for in the study program on the basis of opinions provided from the internship placement.
5. All forms of courses included in the curriculum are subject to credit.
6. Criteria for passing individual courses and conditions for admission to the exam in the case of the courses ending with an exam are defined by the syllabus and the teacher gives the criteria for the attention of students during the first class.
7. Completion of the diploma seminar in the last semester / year of studies takes place after the student submits the diploma thesis. If the data is not accepted by the thesis supervisor in the APD system, the diploma seminar is cancelled.
8. At the beginning of the semester, a disabled student may report his preferences in terms of the credit form (oral / written) and his needs for participation of a third party during the course completion (e.g. an assistant to a disabled person or a sign language interpreter), to the academic teacher conducting the course via the DPD system.
9. Credits for courses which do not end with an exam or a credit with a grade are made by entering the word "credit" in the USOSweb test reports, and those ending with a credit with a grade by entering a grade according to the accepted grade scale in § 32.
10. The teacher shall inform the students immediately about course credit results - not later than 5 days before retake dates.
11. Course credits should take place in the last week of classes.
12. A retake date shall be set no later than 3 days before the exam date.
13. At the teacher's request, the college head may agree to change the course credit date in justified cases.
14. In case of failure to a signature in a course which does not end with an examination, the student may apply for a retake date to be set until the end of the exam session.
15. Refusal to credit the course:
  - 1) without a grade - is expressed by entering the word "no credit" and is equivalent to the lack of admission to the exam;
  - 2) with a grade - is expressed by entering the grade "unsatisfactory" (2.0) and is equivalent to the lack of admission to the exam.
16. If the student fails to obtain a credit in the agreed period without an excuse, the teacher enters a failing grade or in the case of the course which do not end with a credit with a grade, the word "no credit".

## TAKING EXAMS

### § 31

1. Academic teachers with an academic title, with a doctorate hab. degree or a doctorate degree who conduct courses are authorized to carry out examinations.
2. The college head may in consultation with the deputy authorize another teacher to conduct the examination in particularly justified cases.
3. If the classes are conducted by several people at the same time, the exam may be carried out in the presence of all fellow teachers.
4. Academic teachers who conduct the course are authorised to conduct exams in foreign language courses and practical foreign languages.
5. Academic teachers who conduct the course are authorised to conduct exams in practical classes pursued in fields of study with a practical profile.
6. The exam in each course is held separately and is subject to separate assessment.
7. There may be only one exam per day.
8. The number of exams in a semester may not exceed five, excluding cases of retaking courses with a conditional enrolment or fulfilling curriculum differences.
9. Obtaining a credit for a given course is the condition for taking the exam if this is provided for in the study program.
10. The teacher informs students about exam results and enters the results in the USOSweb system report immediately - no later than 5 days before starting a retake session.
11. The student may take the exam earlier on the so-called zero date, agreed with the examiner, subject to the prior receipt of a credit. If the student gets a failing grade in the exam in the so-called zero deadline, the student has the right to have one retake examination during the retake session.
12. At the beginning of the semester, a disabled student may report his preferences concerning the exam form (oral / written) and his needs for participation of a third party in the exam (e.g. an assistant to a disabled person or a sign language interpreter), to the academic teacher conducting the course via the DPD system.
13. The student has the right to have access to the assessed written paper within 14 days from the publication of the exam results in the USOSweb system.
14. The student who does not take the exam at the appointed date without justification despite the previously obtained credit or does not obtain a credit before a deadline, the examining teacher enters a failing grade.
15. If the student misses the examination date for important reasons and immediately justifies his absence, the college head shall set another date without losing the right to a retake deadline.
16. In the case of a long-term illness of a student, the college head may establish an individual examination schedule.

### § 32

1. Grades for credits and examinations are given according to the following grading scale:
  - 1) very good            5.0
  - 2) good plus            4.5
  - 3) good                    4.0
  - 4) satisfactory plus    3.5
  - 5) satisfactory            3.0
  - 6) unsatisfactory    2.0
2. The average grade in a given year of study is calculated as the arithmetic mean of all grades obtained from the courses provided for in the study program being the basis for enrolment for the subsequent year of study.
3. When determining the average grade, unsatisfactory grades earned for courses, which must be completed in a given year, are also taken into account.
4. When calculating the average grade, the grade for a credit or examination before an examination board is taken into account, excluding the questioned exam grade as provided for in § 34. For students who transferred to a given field of study from another higher education institution or from a different field of study or changed the form of studies within the same field of study, the average grade referred to in sec. 2 shall include the grades recognised by the head of the host college.
5. In the case of determining the arithmetic mean based on the grades earned at another university and calculated according to a different scale, the following conversion shall be applied:

Grade on a scale of 2 to 6	Respective grade on a scale of 2 to 5
<b>2</b>	<b>2</b>
<b>2.5</b>	<b>2</b>
<b>3</b>	<b>3</b>
<b>3.5</b>	<b>3.5</b>
<b>4</b>	<b>4</b>
<b>4.5</b>	<b>4</b>
<b>5</b>	<b>4.5</b>
<b>5.5</b>	<b>5</b>
<b>6</b>	<b>5</b>

## **VI. CONDITIONS OF THE END-OF-TERM TEST / EXAMINATION BEFORE THE BOARD**

### **END-OF-TERM TEST BEFORE THE BOARD**

#### **§ 33**

1. If the student questions the objectivity or correctness of the course completion process, he has the right, within 7 days from the credit deadline, to ask the deputy to conduct the end-of-term test before the board.

2. Taking the end-of-term test before the board for the course which ends with an exam entitles the student to take an exam and a retake exam.
3. The unsatisfactory grade for the examination before the board is final.
4. A negative result of the end-of-term test before the board does not exclude the repetition of the course with a conditional enrolment.
5. Taking the end-of-term test takes place before the board which consists of the deputy or a person assigned by him as the chairperson and two specialists in a given discipline assigned by the deputy.
6. A protocol is drawn up from the conducted end-of-term test.

## **EXAMINATION BEFORE THE BOARD**

### **§ 34**

1. At the request of the student who questions the conditions in which the examination was conducted or objectivity of the grade, the college head undertakes a decision about a possible examination before the board.
2. The application shall be submitted within 7 days from the date of announcement of the retake examination result.
3. The examination before the board shall take place within 7 days from the date of filing an application by the student.
4. The exam is conducted before the board composed of the college head or a person appointed by him as the chairperson of the board and two members appointed by the deputy from among academic teachers representing the scientific / artistic discipline relevant for the course. The chairperson determines the examination form.
5. The academic teacher who gave the grade verified during the board examination procedure may participate in the board examination as an observer without the right to vote with the student's consent.
6. An observer indicated by the student may participate in the examination before the examination board, without the right to vote.
7. In the case of a student with a disability, a third party is allowed to participate in the examination before the board (e.g. a disabled person's assistant, a sign language interpreter) at the student's request.
8. A protocol is drawn up from the examination conducted before the examination board.
9. A positive examination result is taken into account as the basis for crediting the course also when it is carried out after the deadlines referred to in sec. 2 and 3.
10. The unsatisfactory grade in the board examination is final.
11. At the student's request, the college head may refer the student to repeat a semester / year or agree to a conditional enrolment, if the student is obliged to do so. Otherwise, the student is struck off from the list of students.

## **VII. COMPLETION OF A SEMESTER / YEAR OF STUDY**

### **§ 35**

1. The settlement period for full-time students is the semester, and for part-time students – the academic year.
2. Crediting the courses in a given semester / year is confirmed with an enrolment for the subsequent semester / year of studies in the documentation in which the course of studies recorded.
3. The end of the academic year is the final date for completing a given year of studies.

### **§ 36**

1. The condition for completing a semester / year of study is obtaining the number of ECTS points provided for in the study program for a given field of study.
2. The curriculum and study plan may provide for additional credit requirements for a given semester / year of study.
3. The condition for earning ECTS points is meeting the requirements concerning the achievement of assumed learning outcomes confirmed by crediting a given course.
4. A student who takes an exam or credit is obliged to present an identity document at the tutor's request.

### **§ 37**

1. In relation to a student who has not obtained the number of ECTS points required for an enrolment for the subsequent semester / year of study or failed to meet other credit conditions for a course in a given semester / year, the college head, at the student's request, makes a decision and issues the outcome regarding:
  - 1) repeating the courses with a conditional enrolment;
  - 2) repeating a semester / year.
2. The student may be allowed to repeat classes with a conditional registration for the subsequent semester, if the number of failed classes in a semester does not exceed 2. In the case of fields of study accounted for on an annual basis, the number of uncompleted courses cannot exceed 4.
3. The right to repeat the courses with a conditional enrolment does not apply to the student of the final semester / year of study.
4. In special cases, the college director decides whether the student can repeat the courses with a conditional enrolment for a higher number of courses.
5. Repeating courses with a conditional enrolment may last one year. In justified cases the college director may extend the period arranged for repetition of the courses at the student's request.
6. A student may obtain a conditional credit for a semester / year of study for no more than:
  - 1) three times during the first-cycle degree programme;
  - 2) once during second-cycle degree programme;
  - 3) four times during uniform Master's studies.

### **§ 38**

1. The University may charge fees for educational services specified in Art. 79 of the Act.
2. The amount, charging conditions, and the exemption procedure are specified by the Rector by way of regulation.

### **§ 39**

1. A student who repeats a semester / year due to unsatisfactory education results pays a fee for educational services in a given semester / year.
2. A student who repeats courses with a conditional enrolment pays a fee for repeating the courses in accordance with the relevant regulations.
3. A student who repeats a semester / year is exempt from obtaining credits for the courses already passed.

## **VIII. DELETION FROM THE LIST OF STUDENTS**

### **§ 40**

1. The Rector strikes off a student's name from the list of students in the case of:
  - 1) failure to take up studies pursuant to § 2 point 11;
  - 2) a written resignation from studies;
  - 3) failure to submit a diploma thesis or take a diploma examination within the time limit specified in § 48 sec. 1 and sec. 2;
  - 4) punishing with a disciplinary penalty of expulsion from the university.
2. The Rector may remove a student's name from the list of students in the event of:
  - 1) finding no progress in the learning process;
  - 2) failure to obtain credit for a semester or year within the time limit specified in § 21 sec. 1;
  - 3) proven absence in compulsory classes;
  - 4) failure to pay the tuition fees despite a written payment reminder.
3. Failure to participate in compulsory classes referred to in sec. 2 point 3 is confirmed by the college head based on declarations of at least two academic teachers about 3 unexcused absences from classes conducted by them.
4. The Student Affair Office informs the student via the USOS system about the initiation of the deletion procedure.
5. Deletion from the list of students takes place by way of an administrative decision against which the student may apply and request for reconsideration of the case. The application is submitted to the Rector through the college head within 14 days from the date of decision delivery. The Rector's decision is final.

## **IX. LEAVES DURING STUDIES**

### **§ 41**

1. On request the college head may grant the student:
  - 1) sick leave;
  - 2) maternity or paternity leave;

- 3) sports, artistic and scientific leave;
- 4) special leave in other justified cases.
2. An application for leave is filed by the student to the college head.
3. The college head makes a decision and issues a settlement concerning granting of leaves referred to in sec. 1.
4. During the leave, the student retains the student's rights with the exception of the right to benefit from financial assistance.
5. The student returns to studies after the leave according to the rules specified by a college head.
6. Granting the leave may postpone the scheduled completion of studies.

#### **§ 42**

1. The college head decides about granting the student a sick leave for duration of the disease, treatment or rehabilitation, based on the student's medical documentation.
2. A student with a disability submits an application for sick leave via DPD.
3. A student applies for a sick leave as soon as the circumstances which could constitute the basis for granting such a leave arise. At the end of the semester / year of studies, the student cannot be granted a sick leave for the previous semester / year.
4. After the sick leave, the student is obliged to deliver a medical certificate confirming that there are no contraindications for continuing studies to the college head.

#### **§ 43**

1. A student may be granted special leave for no longer than one year, provided that a student of a first-cycle or uniform Master's full-time degree programme may be granted a special leave after completing at least the first semester / year of study.
2. The college head may grant the student a special leave on the basis of the submitted documentation.

#### **§ 44**

1. A pregnant student and a parent student may not be refused consent to:
  - 1) pursue studies in a given field of study and at a level according to an individual organization of studies until the completion of studies - in case of full-time studies;
  - 2) grant leaves from classes, including leaves from classes with the possibility of verifying the student's learning outcomes specified in the study program.
2. The verification of the learning outcomes referred to in sec. 1, point 2, consists in checking as indicated in the subject syllabus whether the student has achieved learning outcomes specified in the study program for a given subject.
3. A pregnant student may apply for a leave by submitting a pregnancy card for inspection.
4. A parent student may file an application for leave referred to in sec 1 point 2, within 1 year of the child's birth.
5. The leave referred to in sec. 1 point 2 shall be granted:
  - 1) a pregnant student until the child's birth;

- 2) a parent student for a period of up to 1 year.
6. If the end of the leave referred to in sec. 1 point 2 falls during the semester, the college head may extend the leave until the end of this semester at the student's request.

## **X. AWARDS AND DISTINCTIONS**

### **§ 45**

1. Students for scientific and non-scientific achievements may be awarded:
  - 1) prizes funded by state institutions, scientific societies, social organizations, in accordance with the regulations for granting these awards;
  - 2) awards and distinctions awarded by the University authorities.
2. The fact of granting an award or a distinction shall be entered in records of study.
3. The college head, by 30 November each year, announces the competitions in accordance with the regulations of awards and distinctions for students and alumni of the Kazimierz Wielki University.
4. Regulations of awards and distinctions for students and alumni of the Kazimierz Wielki University define the detailed rules and procedure of awarding awards.

## **XI. DIPLOMA THESIS**

### **§ 46**

1. The diploma thesis is an independent study of a scientific, artistic or practical issue or a technical or artistic achievement presenting the student's general knowledge and skills related to studies in a given field, at a given level and profile as well as the skills to analyze and infer independently.
2. The diploma thesis must be prepared independently and meet the substantive and formal requirements determined by the board for a given field of study in accordance with UBE guidelines.
3. In case of second-cycle and uniform master's degree programmes, a diploma thesis is prepared under the supervision of an academic teacher employed at the University with at least a doctoral degree.
4. Academics with the professional title of magister may, at the request of the field board, manage the creation of bachelor's and engineering theses and conduct seminars provided that the college head issues an authorization with the consent of the college board.
5. Students are allowed to jointly write a diploma thesis on condition that they specify the contribution of each co-author. The rules in this regard are laid down by the college board in line with the UBE guidelines.
6. The university checks the diploma thesis before the final diploma examination using the Unified Anti-Plagiarism System.
7. The diploma thesis is assessed by the thesis supervisor and one reviewer. The reviewer is appointed by the college head. The grading scale specified in § 32 sec 1 shall apply.

8. If the reviewer assesses the diploma thesis as unsatisfactory, the college head appoints a second reviewer. If the second reviewer rates the diploma paper with an unsatisfactory grade, the thesis cannot provide the basis for graduation and the rector undertakes a decision whether to delete the student's name from the list of students. The student is entitled to resume studies in order to prepare a new diploma thesis as part of the seminar thesis.
9. Reviews of the diploma thesis including substation are open and subject to publication in the University Diploma Thesis Archives. However, this rule does not apply to a diploma thesis the subject of which is legally secret protected.
10. The grade for the diploma thesis is determined on the basis of the arithmetic mean of the grade issued by the reviewer or reviewers, if more than one.
11. If the student has appropriated the authorship of a major part or other elements of another person's work or a scientific finding in his diploma thesis, the Rector cancels the procedure for awarding the title professional under an administrative decision.
12. Copyrights to the diploma thesis are regulated by separate provisions.
13. The student submits a declaration of consent for the University to make the diploma thesis available for research and teaching purposes.
14. The student has the right to choose the thesis supervisor from among academic teachers who satisfy the requirements specified in sec. 3 or 4.
15. The subject of the diploma thesis in uniform master's degree programme and second-cycle degree programme should be determined no later than two semesters before the graduation date, and in first-cycle and three-semester second-cycle programmes no later than one semester before the graduation date.
16. A paper created within the student scientific circle may be considered to be a diploma thesis.
17. The procedure for approving thesis topics is determined by the college board.

#### **§ 47**

1. A full-time student is required to submit a diploma thesis no later than by June 30 of the last year of studies, if the end of studies is in the summer semester, or until March 15 of the final year of studies, if they are completed in the winter semester.
2. A part-time student is obliged to submit a diploma thesis no later than by September 30 of the last year of studies, if the study course ends in the summer semester or until June 30 of the last year of studies, if their course finishes in the winter semester.
3. The diploma thesis is submitted pursuant to the provisions of the rector's regulation concerning the rules for submitting and archiving of diploma theses using the Diploma Theses Archive System (DTAS) and checking of diploma theses by means of the Uniform Plagiarism System (UPS).
4. At the student's request or at the request of the diploma thesis supervisor, the college head decides whether to extend the deadline for submitting the thesis by up to three months in case of:
  - 1) the student's long-term illness as confirmed by the opinion of the DPD issued on the basis of the student's medical records;

- 2) failure to complete the diploma thesis within the applicable deadline for justified reasons;
5. If the delay in submitting the diploma thesis is on the part of the thesis supervisor, the college head appoints another academic teacher to be a supervisor upon the student's request.
6. The change of the thesis supervisor in the last six months preceding the graduation date constitutes the basis for extending the deadline for the submission of the thesis on the terms set out in sec. 4 point 2.

## **XII. FINAL DIPLOMA EXAMINATION**

### **§ 48**

1. A condition for admitting a student to the final diploma examination, including the open diploma examination is:
  - 1) completion of the last semester / year of study;
  - 2) obtaining a positive grade in the diploma thesis;
  - 3) submission of all required documents;
- 4) fulfilment of the provisions of the rector's regulation on the rules of thesis submission and archiving by means of the University Diploma Thesis Archives (UDTA) and checking diploma theses with the use of the Unified Anti-Plagiarism System (UAPS).
2. The diploma examination is conducted before the board appointed by the college director.
3. The board consists of: a chairperson (the college head or professor / university professor / habilitated doctor authorized by the head) as well as a supervisor and a reviewer. With the consent of the college head, the deputy manager of the basic organizational unit with a PhD degree responsible for the implementation of education may act as a chairperson.
4. The diploma examination should take place within three months from the date of submission of the diploma thesis.
5. The diploma examination may be open.
6. If a student or supervisor submits an application for an open exam, the diploma examination may be attended by persons indicated in sec. 9.
7. An open diploma examination may be conducted at the student's or supervisor's request no later than 3 weeks before the expected date of the diploma examination.
8. The date of the open diploma examination shall be announced by the college head to in writing one week before the examination date.
9. Members of the diploma examination board and other interested academics and non-academics who do not have the right to ask questions or participate in the classified part of the meeting concerning the examination evaluation, take part in the open diploma examination.
10. Detailed rules for conducting the diploma examination are specified in the awarding degrees regulations developed by the organizational unit which supervises the field of study and approved by the college board.

11. The condition for passing the diploma examination is obtaining positive grades in the answers to all examination questions.
12. After the diploma examination, grades are given according to the grading scale provided in § 32.
13. A report is compiled from the course of the diploma examination including in particular: date of the examination, student's name (names) and surname, album number, names and surnames, examination board members' signatures, academic titles, academic degrees or professional titles, content of asked questions, received grades, average grade obtained during the study period, title and the grade of the diploma thesis, diploma examination grade, final result of studies and obtained professional title.
14. The basis for calculating the overall result of studies is the average calculated with two decimal places accuracy according to the following formula:

$$O = \frac{1}{2} O_s + \frac{1}{4} O_p + \frac{1}{4} O_e$$

where:

O - overall study result;

O<sub>s</sub> - average grade achieved for the course of studies;

O<sub>p</sub> - grade for the diploma thesis based on the average of positive grades given by the promoter and reviewer;

O<sub>e</sub> - grade for the diploma examination determined on the basis of the average grade for the answers to examination questions or a grade resulting from the arithmetic mean of grades in the event of taking the diploma examination on two different dates.

15. Grade achieved for the diploma thesis (O<sub>p</sub>) calculated based on the average of positive grades given by the promoter and reviewer are entered in accordance with the following rule:
  - 1) from 4.75 to 5.00 - very good
  - 2) from 4.25 to 4.74 - good plus
  - 3) from 3.75 to 4.24 – good
  - 4) from 3.25 to 3.74 - satisfactory plus
  - 5) from 3.00 to 3.24 – satisfactory
16. A diploma examination grade is calculated on the basis of the average grade for the answers to examination questions or a grade resulting from the arithmetic mean of grades in the event of taking the diploma examination on two different dates determined based on the average of positive grades given by the promoter and reviewer, is entered in accordance with the following rule set out in § 48 sec. 15.
17. The overall result of studies referred to in sec. 14 is calculated with two decimal places accuracy according to the following rule:
  - 1) from 4.51 to 5.00 - very good
  - 2) from 4.35 to 4.50 - good plus

- 3) from 3.75 to 4.34 – good
- 4) from 3.35 to 3.74 - satisfactory plus
- 5) from 3.00 to 3.34 – satisfactory.

#### **§ 49**

1. In case of an unsatisfactory grade in the diploma examination or unjustified failure to take this exam on a specified date, the college head arranges the second examination date as final.
2. The examination fixed on the second date cannot be taken earlier than after one month and no later than three months from the first date of examination.
3. In the event of failure to pass the diploma examination on the second date, the rector issues a decision to delete the student's name from the list of students.

### **XIII. GRADUATION**

#### **§ 50**

1. The condition for graduating from studies and receiving a higher education diploma is:
  - 1) achieving the learning outcomes specified in the study program,
  - 2) positive grade for the diploma thesis,
  - 3) taking the diploma examination.
2. A graduate receives a graduation diploma in a specific field of study and profile confirming higher education and a professional title as follows:
  - 1) licencjat, engineer or equivalent confirming higher education at this level - in case of first-cycle degree programmes
  - 2) master, master engineer or equivalent confirming higher education at this level - in case of second-cycle and long-cycle master degree programmes.
3. Within 30 days from the graduation date, the graduate receives a diploma with a supplement along with two copies of these documents.
4. At the student's request, a copy of the diploma and a copy of the diploma supplement submitted by the graduation date may be issued in a foreign language.
5. The supplement contains a list of completed courses within the course of studies along with respectively assigned ECTS points and obtained grades.
6. The general study result is entered on the graduation diploma.
7. If in the case of the diploma thesis constituting the basis for granting the professional title the person applying for this title has appropriated the authorship of a major part or other elements of another person's work or a scientific finding, the Rector declares the diploma invalid under an administrative decision.
8. The condition for issuing the diploma is that the graduate has settled all obligations towards the University.

#### **XIV. STUDENTS' DISCIPLINARY RESPONSIBILITY**

##### **§ 51**

For behaving not according to student reputation and not observing University regulations, the student is subject to disciplinary liability on the terms specified in art. 307-321 of the Act.

#### **XV. FINAL AND TRANSITIONAL PROVISIONS**

##### **§ 52**

1. In matters not covered by the Academic Regulations, decisions are made by the Rector.
2. The Rector may authorize other persons to make decisions on his behalf.
3. Students are entitled to apply for reconsideration of the case concerning administrative decisions issued by the Rector.
4. The provisions of the Academic Regulations apply accordingly to foreign students, unless separate regulations provide otherwise.
5. In matters relating to the principles and course of study not set forth in the provisions of the Regulations, decisions are made by the Rector.

##### **§ 53**

1. The Academic Regulations of the Kazimierz Wielki University shall enter into force on October 1, 2021 and apply to activities related to the course of study starting from the academic year 2021/2022.
2. Since the entry into force of the Academic Regulations referred to in sec. 1, the Regulations of the Kazimierz Wielki University introduced by a resolution of the Kazimierz Wielki University Senate, No. 25/2019/2020 of April 26, 2020 is no longer valid.