

## **Regulation for first-cycle, second-cycle and long-cycle study programmes**

### **I. General provisions**

#### **§ 1**

1. This Regulation applies to all first-cycle, second-cycle and long-cycle degree study programmes, hereinafter referred to as ‘degree programmes’, conducted at the Jagiellonian University, hereinafter referred to as ‘the University’.
2. Terms used in this Regulation shall have the following meaning:
  - 1) Regulation – regulation for degree programmes at the University,
  - 2) faculty – organisational unit specified in the Statute of the University,
  - 3) ECTS credits – credits defined in the European Credit Transfer and Accumulation System as volume of average workload of a learning person necessary to obtain assumed learning outcomes,
  - 4) year of study – a passing unit towards completion of a study programme,
  - 5) academic year – a calendar period during which classes, exams and credits provided for in a study programme are held,
  - 6) student – person receiving education at a degree programme, who was admitted to a degree programme and took the oath,
  - 7) course – element of a study programme which comprises specified scope, conducted in the form of didactic classes, particularly in the form of a lecture, laboratory, practical classes, discussion classes, seminar, pro-seminar, practice, specified in a study programme; a course may comprise more than one type of classes,
  - 8) course coordinator – person appointed by the dean responsible for a course organisation,
  - 9) person conducting classes – academic teacher employed in a teaching or research and teaching position or other person conducting classes who has competences and experience indispensable for proper classes performance, specified in a schedule; as an exception dean may agree that classes are conducted by an academic teacher employed in a research position,
  - 10) sequential system of classes and exams – specified in a study programme subject relation between courses determining that student cannot participate in classes or take an exam until obtaining credit for classes or passing an exam in another course,
  - 11) study programme – specifies learning outcomes together with description of the process leading to obtaining learning outcomes, as well as the number of ECTS credits assigned to classes,
  - 12) study plan – detailed specification of organisation and performance mode of a study programme,
  - 13) course of study – course of a degree programme particularly including passed years of study, periods of absence and retaking a year of study,
  - 14) schedule – detailed plan of classes in a semester within a given academic year, indicating persons conducting classes,
  - 15) dean – dean or vice-dean acting under the authority of Rector,
  - 16) syllabus – element of a study programme including i.a. detailed description of a course, drawn up in accordance with separate provisions,

- 17) advance registration – registration for another year of study within the same academic year.
3. Rules regarding establishing study programmes as well as documentation of the course of study are determined by separate provisions.
4. Rules for granting benefits for students are determined by separate provisions.

## § 2

1. Student is obliged to keep the oath and comply with the Regulation, provisions binding at the University, execute orders of the University's authorities, uphold the good reputation of the University, as well as respect its traditions and customs. Furthermore, student is particularly obliged to participation in classes in accordance with the Regulation, taking exams, carrying out practice as well as fulfilling other requirements provided for in a study programme, student is also obliged to get to know conditions for payment for studies, according to rules determined in separate provisions.
2. Student is particularly entitled to:
  - 1) acquire knowledge within the chosen field of studies, develop their own academic interest, use for this purpose premises, equipment and means together with libraries of the University in accordance with binding provisions, as well as assistance of academic teachers,
  - 2) participate in classes and take exams or credits provided for in a study programme according to rules specified in this programme,
  - 3) participate in decisions made by collegiate authorities of the University by students' representatives,
  - 4) notify the University's authorities proposals as regards study programmes and matters related to social and living conditions,
  - 5) receive awards and distinctions in accordance with Regulation and separate provisions,
  - 6) associate in existing students organisations as well as establish new ones,
  - 7) participate in academic research as well as associate in research students associations operating at the University,
  - 8) develop cultural, tourist and sport related interests, use for this purpose equipment and means of the University as well as assistance of academic teachers and University's bodies,
  - 9) participate in open classes assigned to other fields of studies as well as other classes with the permission of person conducting classes.
3. Additionally, student is entitled to:
  - 1) transferring and acknowledging ECTS credits,
  - 2) study in accordance with individual degree programme organisation,
  - 3) justify absence during classes,
  - 4) leave period from classes and leave period from classes with the possibility of taking part in verification of obtained learning outcomes specified in a study programme,
  - 5) change field of study,
  - 6) transfer to full-time programme or part-time programme,
  - 7) take a commission exam with the participation of an observer appointed by student,
  - 8) retake specified classed for the reason of unsatisfactory learning achievements

- in accordance with rules provided for in this Regulation.
- 4. Student receives student identity card.
- 5. Student identity card confirms student's status. Student identity card is valid not longer than till the day of graduating from degree programme, suspending in student's rights or striking out from the students register, in the case of first-cycle programmes graduates – student identity card is valid till October 31<sup>st</sup> of the year of graduation from this programme.
- 6. Student is obliged to immediately inform about changes in surname and address, as well as in other data required by the University on the basis of separate provisions.
- 7. Student's rights and obligations expire as of the day of degree programme graduation or striking out from the students register. Person who graduated from first-cycle degree programme keeps student's rights till October 31<sup>st</sup> of the year of graduation from this programme, subject to separate provisions.
- 8. Student cannot be registered for another time to students register of the field of study, level and profile, where their student's status is active.
- 9. Bodies of self-governing students organisation represent all students of the University.
- 10. Appropriate bodies of self-governing students organisation are entitled to present opinions in all matters regarding students.
- 11. University's authorities are obliged to undertake actions aiming at providing equal chances of performing study programme by students with disabilities, taking into consideration disability degree and specificity, as well as specificity of a given field of study.
- 12. In matters where issuing is not necessary student may submit application via:
  - a) university e-mail account in student.uj.edu.pl domain on rules defined by Dean;
  - b) USOSweb website.

### § 3

- 1. Degree programmes may be conducted in the form of full-time programmes and part-time programmes.
- 2. Provisions stated herein apply to all forms of degree programmes, unless Regulation states otherwise.
- 3. Degree programmes last:
  - a) in the case of first-cycle programme – at least 6 semesters;
  - b) in the case of second-cycle programmes – from 3 to 5 semesters;
  - c) in the case of long-cycle programmes – from 9 to 12 semesters.
- 4. Part-time degree programmes may last longer than corresponding full-time programmes.
- 5. In the case of retaking a year, being granted leave period from classes or taking a diploma exam after the end of the last academic year within the course of a degree programme, the maximum time of study programme execution shall be accordingly extended.

### § 4

- 1. Degree programmes within the specified field of study, level and profile are conducted at the University on the basis of a study programme.

2. Study programme may allow that specified fields of study or courses are conducted in a foreign language. In the case of degree programmes in Polish obligatory courses may be delivered in a foreign language if it is related to specificity of a given field of study or in the case of delivering a course also in Polish. Dean, in cooperation with course coordinator, may agree for sitting specified exams, including diploma exams, and credits, as well as submitting diploma theses in a foreign language.
3. In the case of fields of study related to linguistic education, a faculty council may introduce an obligation to sit specified exams, including diploma exams, and credits, as well as submitting diploma theses in a foreign language.
4. Study programme may provide a list of obligatory courses performance of which determines passing a given year of study or graduation, sequential system of classes and exams, obligation to obtain credit for practice or other classes of exceptional character.
5. Student is obliged to submit a declaration of courses choice taken in a given year of study and declare totally for both semesters the number of ECTS credits not less than required for passing a given year of study, with the exceptions for cases referred to in § 10 (2) (b) and § 11. Declarations of courses choice shall be fulfilled in the USOSweb system. A faculty council may exempt students from the obligation of submitting declarations in the case of fields of study regulated by educational standards.
6. Student is obliged to pass in a given academic year all declared for this year courses, unless a study programme allows to perform this obligation till the degree programme completion.
7. Student is entitled to resign from a declared course in the case of schedule change during an academic year. Student is obliged to notify a dean the resignation within 7 days from the moment occurring a reason for resignation.

## § 5

1. Exams and credits end up with grade unless study programme provides otherwise.
2. Exam and credit grades are awarded according to the following scale:
  - a) very good – 5,0
  - b) good plus – 4,5
  - c) good – 4,0
  - d) satisfactory plus – 3,5
  - e) satisfactory – 3,0
  - f) fail – 2,0
3. Rules and criteria for awarding grades, as well as mean of counting grade in the case of a course which includes more than one form of classes are determined in a syllabus and made public to students at first classes within a given course.
4. Course of a degree programme is documented in:
  - a) reports of periodic student's achievements;
  - b) the system USOS.
5. Mean grade for a given academic year or the whole course of a degree programme is counted as a weighted mean with weightings determined by values of ECTS credits for all grades awarded within that period, subject to Art.5 (6-9). Mean grade shall be counted as follows:

$$\acute{s}rw = \frac{O_1 * w_1 + \dots + O_n * w_n}{w_1 + \dots + w_n}$$

where respective components denote:

$\acute{s}rw$  – mean grade counted to two decimal places;

$O_n$  – grade for course which is taken into account according to rules determined in points 6-9;

$W_n$  – weighting attributed to a given course n, expressed in ECTS credits.

6. If student sits an exam more than one time, in order to count a mean grade a value which is arithmetical mean from grades acquired from all exams, including fail grades, counted to two decimal places.
7. In a mean grade grades for exams are considered, and in the case of courses which do not end up with an exam – a final grade. In case of courses delivered in parts for succeeding years of study in a mean grade a grade for exam or final credit should be considered together with the sum of all ECTS credits provided for particular parts of a course.
8. In the case of a course which includes separately assessed forms of classes, in a mean grade is considered a final grade awarded as a result of passing the whole course.
9. When counting a mean grade a grade for commission exam is considered, omitting a grade for the questioned exam in accordance with § 15 (1) hereinunder.
10. In case of transferring credits acquired in another higher education institution, including institution from abroad, in which a different grades scale is in force, in order to determine a grade the following formula shall apply:

$$O_n = \frac{(O_s - \min)}{(\max - \min)} * 3 + 2$$

where respective components denote:

$O_n$  – grade after counting for the scale binding at the University;

$\min$  – the lowest grade according to scale in which the grade was awarded;

$\max$  – the highest grade according to scale in which the grade was awarded;

$O_s$  – grade acquired by student in another institution.

11. Agreement on cooperation establishment may specify other mean of determining grade than the one referred to in point 10 hereinabove.

## **II. Classes organisation**

### **§ 6**

1. Academic year shall commence on October 1<sup>st</sup> and last till September 30<sup>th</sup> of the following calendar year and shall be divided into two semesters.
2. Rules for academic year organisation, including division into semesters and separation of dates for delivering didactic classes and examination sessions, shall be determined by the Rector, after consultation with self-governing students organisation, not later than till May 1<sup>st</sup> of the preceding academic year. Detailed organisation of an academic year for all forms and fields of study shall be determined by dean after consultation with self-governing students organisation, with observance of rules determined by the Rector, and announced not later than three months before commencement of an academic year.
3. Dean shall determine and announce schedule not later than two weeks before commencement of an academic year.

4. Syllabus shall specify rules of participating in classes which are part of a course. These rules shall be announced at first classes within a given course. Participation in classes may depend from fulfilling additional criteria specified by person conducting classes, except from obligatory courses.
5. Upon a student's reasoned motion, person conducting classes may consider that student's absence during classes as justified. The basis for justification student's absence during classes are particularly: bad health condition confirmed by medical certificate, participation in session of collegiate authority or body of the University as well as representing the University in national or international fora confirmed by appropriate certificate issued by the Rector or authorised person.
6. Classes may be conducted with the appliance of methods and techniques of distance learning. Conducting classes with the appliance of methods and techniques of distance learning is regulated by separated provisions.

#### § 7

1. If a study programme provides for practice, dean may agree for awarding credit for practice by student who has confirmed experience corresponding to aims and outcomes of practice.
2. In case of other obligatory classes which are delivered in a specific form point 1 hereinabove shall apply accordingly.

#### § 8

Dean may, after consultation with self-governing students' organisation, appoint a tutor for a given year of study, group of students or practices, as well as specify scope and form of their work.

### **III. Passing of a subject and a year of study**

#### § 9

1. A passing unit within the course of a degree programme shall be a year of study. Passing a year shall be confirmed by registration for succeeding year of study in documentation registering the course of study. Documentation may be kept in electronic form.
2. Student is obliged to pass a year of study not later than till the end of academic year in which student was registered. A given course may be counted only once towards basis of registration for another year within course of study.
3. If a study plan for a given field of study provides for completion of a degree programme in a winter semester, student is obliged to pass the last year of study not later than till the end of repeat winter examination session (winter semester) during the last academic year within the course of study.
4. Upon student's request dean may agree to advance registration. In such case student is obliged to pass this year till the end of academic year in which student was granted an advance registration.

#### § 10

1. In order to pass a year of study student must acquire at least 60 ECTS credits, unless the Regulation provides otherwise. In the case when the last year of study lasts one semester, for passing the last year of study it is required to acquire at least 30 ECTS

credits. Study programme may provide for additional requirements of a given year of study.

2. If the total duration of part-time degree programmes is longer than duration of respective full-time degree programmes:
  - a) the total number of credits provided for in a part-time study programme shall be equal to the number of credits provided for in a study programme of respective full-time degree programme;
  - b) the number of credits provided for in a study programme for a semester and academic year of part-time degree programme shall be respectively less.
3. In order to complete study programme of first-cycle degree programme student must acquire at least 180 ECTS credits.
4. In order to complete study programme of second-cycle degree programme student must acquire at least 90 ECTS credits – in the case of degree programme lasting three semesters, at least 120 ECTS credits – in the case of degree programmes lasting four semesters and at least 150 ECTS credits – in the case of degree programmes lasting five semesters.
5. In order to complete study programme of long-cycle degree programme student must acquire at least 300 ECTS credits, and in the case of degree programme lasting, in accordance with adopted study programme twelve semesters – at least 360 ECTS credits.
6. Upon a student's motion dean agrees to register student to succeeding year of study in the case of acquiring at least 50 ECTS credits within dates referred to in § 9 (2) (3) or (4) sentence 2 (dates for passing a year of study) and meeting other conditions specified in a study programme (conditional registration). Study programme may allow the possibility to use the abovementioned registration also in the case of failure in completion of conditions for passing a given year of study, determined in a study programme. In the case referred to in point 2 (b) hereinabove faculty council may determine lower number of ECTS credits required to acquire a conditional registration.
7. In the case of acquiring a conditional registration for succeeding year of study student is obliged to acquire the number of credits which will complete credit deficit remaining for the preceding year of study, as well as fulfil other conditions provided for in a study programme within dates for passing a year of study. Detailed conditions and rules for completing credit deficit shall be determined by faculty council.
8. Failure in passing the same course may be the basis for conditional registration only one in a course of study.
9. Faculty council may determine a student's obligation to indicate courses which are the basis for completing credit deficit referred to in point 3 hereinabove within specified date.
10. Motion referred to in point 6 hereinabove shall be filed by a student before commencement of academic year in which student wants to be registered. In the case of necessity of retaking courses student is obliged to indicate retaken courses in the motion.

## § 11

1. If student acquires more ECTS credits than required in order to pass a given year of study, the acquired surplus shall be offset against succeeding and then – against following years of study at a given level of degree programme, if it concerns courses included in a study programme.

2. Upon a student's motion dean may agree to transfer and acknowledge ECTS credits within the period of five years from the date of passing a course. In such case also grades are transferred, both positive and negative. Provision of § 5 shall apply.
3. In the case referred to in point §11 (2) dean decides having examined documentation of the course of a degree programme. Dean may request consultation with course's coordinator.
4. A condition for transferring ECTS credits against credits assigned to classes and practice determined in a study programme shall be verification of correspondence of the obtained learning outcomes.
- 4a. Detailed conditions and rules of transferring ECTS credits may be determined by Faculty council with approval of self-governing students organisation.
5. Classes and practice against which ECTS credits are offset may be the basis for a year passing if they are included in a study programme in force for a given academic year.
6. In exceptional circumstances dean may agree to transfer and acknowledge ECTS credits even after dates referred to in point 2 hereinabove.
7. Detailed rules for passing foreign language classes as well as list of recognised certificates shall be determined by the Rector by means of order.
8. Credits for classes, including practice performed within exchange programmes, are transferred on the basis of and in accordance with approved by the University and partner institution agreement on carrying out part of study programme or agreement on practice. Detailed rules for exchange programmes organisation are specified in separate provisions. ECTS credits shall be acknowledged without repeated verification of learning outcomes, if education was held in accordance with agreement concluded between institutions.
9. Student shall receive the number of ECTS credits which is assigned to learning outcomes acquired as a result of carrying out specified classes and practice within the field of study to which ECTS credits are transferred.

## § 12

1. Student receives ECTS credits only if the procedure of assessment proves that they acquired the supposed learning outcomes for a given course/form of classes. If a course comprises more than one form of classes, study programme may provide for acquiring ECTS credits for passing each of these forms separately provided that to each of these forms learning outcomes were assigned as well as methods of verification and assessment were specified.
2. Syllabus shall determine form and conditions for passing classes, including rules for being admitted to exam or credit in accordance with study programme in force. The abovementioned information shall be as well announced to students during first classes.
3. Course coordinator, acting in consultation with dean, determines dates of exams or credits. Course coordinator may as well determine other dates of exams or credits, also outside examination session, not later than till the end of summer repeat session. Information concerning dates of exams and credits should be announced to students no later than two month before the first scheduled date.
4. As a rule, at least one exam date should be scheduled during regular session and at least one during repeat session. In the case of courses delivered in winter semester the last date of exam or credit should be scheduled till the end of winter repeat session , and in

the case of courses delivered in summer – till the end of summer repeat session. Where justified, dean may agree not to schedule dates during session provided that another exam date will be scheduled not earlier than after 14 days from the first date of exam of credit.

5. If requested student sitting an exam or credit is obliged to present a personal identification document.
6. Student who fails an exam has the right to one repeat exam in a given year of study, before the date for passing a year of study. Student may sit an exam for the first time during a repeat session. Student who sat an exam for the first time in the last scheduled date loses the right to repeat exam.
7. A repeat exam in order to improve a positive grade is not allowed.
8. Person conducting classes may decide to prepare register lists for particular dates of exams and credits. Lists shall be closed not earlier than four days before the date of exam or credit established in accordance with point 3 hereinabove. After the close of list student cannot register to exam or credit or deregister from the list without permission of the person conducting classes.
9. In case of failure in obtaining credit for classes which are condition for sitting an exam student is entitled to one repeating date of credit before repeat session commencement, provided that for learning methods and verification methods allow such repeat.
10. In case of failure in sitting an exam in a scheduled date student may sit this exam for another time only as a repeat exam, unless additional exam date was scheduled in accordance with point 11 hereinunder.
11. Upon student's reasoned motion, filed within 7 days from the scheduled exam date, dean may recognise failure in sitting an exam as justified and determine – in consultation with person conducting classes – additional exam date, not later than till the end of a given academic year; the above applies as well to repeat exam. Restitution of additional exam date is not allowed.
12. Failure in meeting conditions for admitting to exam or failure in sitting exam for other reasons are the basis for fail grade for this exam. Failure in sitting exam shall be noted in documentation of course of study.
13. Person conducting classes is obliged to announce results in the USOSweb system within 10 days from the date of exam or credit, not later than till the end of a given academic year.
14. Student has the right to review an assessed written work within 14 days from the day of results announcement, with the stipulation that in case of obtaining fail grade in first attempt, review must be allowed before second attempt of a given course. There should be scheduled at least two dates for reviewing works. During review student has access to examination paper and student's examination answers.

### **§ 13**

1. Rector immediately orders conducting an investigation procedure in the case of suspicion of committing an act involving:
  - 1) appropriation of authorship or misleading as regards authorship of a whole or part of somebody else's work or artistic performance;
  - 2) dissemination, without giving author's name or pseudonym, of somebody else's work in an original or as a elaboration;

- 3) dissemination, without giving author's name or pseudonym, somebody else's artistic performance or public deformation of such work, artistic performance, phonogram, videogram or conferral;
  - 4) infringement of somebody else's copyright or related rights in a way different than referred to in points 1-3 hereinabove;
  - 5) falsification of research or research results or other academic fraud.
2. If evidence gathered in an investigation procedure proves committing an act referred to in point 1 hereinabove:
    - 1) rector suspends procedure regarding conferment of professional degree till the moment of ruling issuance by disciplinary commission as well as files notification as regards suspicion of offence commitment;
    - 2) student does not pass classes till the moment of ruling issuance by disciplinary commission.
  3. Course coordinator is obliged to inform dean on circumstances referred to in point 1 hereinabove. Dean immediately submits the case to the Rector.

#### **§ 14**

1. Upon a student's motion dean may agree to repeat a year of study in the case of failure in obtaining the number of ECTS credits which is required in order to register for another year of study, failure in meeting conditions referred to in § 10 (7) hereinabove or other requirements for passing a given year of study in accordance with study programme. When repeating a year student is entitled to participate in classes and sit exams provided for another year, unless it is impossible for the reason of sequential system of classes and exams or meeting other requirements stated in study programme.
2. It is allowed to repeat a year only once, as regards course of study of first-cycle degree programme, second-cycle degree programme and long-cycle degree programme.
3. It is not allowed to repeat a year in the case of failure in passing the first year of study. Before the lapse of date for passing a year of study it is not allowed to repeat a course during the same academic year.
4. In justified cases dean may agree once within a course of study to another repetition of the same or other year of study.
5. In justified cases dean may agree once within the course of study to determine the third exam date for a given course during the same academic year before the lapse of date for passing a year of study.
- 5a. Provisions of §14(5) shall apply to final assessment if learning methods and Verification methods are allowing that. In case of sequential courses which completing is required to attend courses in next semester, the deadline for submission of request is 5 days from the date of announcement of exam second attempt grade.
6. In matters referred to in point 1 and 4 hereinabove student is obliged to file a motion before commencement of academic year for which they want to be registered.
7. In the case of necessity of repeating courses, together with motion concerning matters referred to in point 1 and 4 student is obliged to indicate courses which will be repeated.

#### **§ 15**

1. Dean, acting ex officio or upon a motion filed by student or self-governing students organisation within 21 days from the day of results announcement, however not later

than 20th of September in accordance to exams in summer repeat session may order an conduction of commission exam in the case of:

- 1) irregularities which occurred during exam conduction or
  - 2) the scope of conducted exam exceeded the scope specified in announcement referred to in § 12 (2) hereinabove.
2. Commission exam shall be conducted within 2 to 14 days from the day of ordering its conduction, after consultation with the interested student.
  3. Exam commission shall be composed of chairperson and two members appointed by dean from among academic teachers. At least one member of the commission must hold academic title or academic degree of doktor habilitowany. In a justified case dean may appoint other persons to the commission.
  4. Dean or person authorised by the dean may participate in commission exam. Upon a student's motion an observer appointed by the student may participate in commission exam. Person conducting classes who awarded grade verified in a commission procedure may participate in commission exam, as an observer.
  5. Form and date of commission exam conduction shall be determined by dean after consultation with commission chairperson. Minutes shall be drawn up from commission exam conduction.
  6. Result of commission exam shall be considered as basis for passing a given year of study even when commission exam was conducted after date for passing a year of study.

#### **IV. Diploma theses and exams and completion of a degree programme**

##### **§ 16**

1. Condition for completing first-cycle degree programme is preparation and submission of diploma thesis, unless study programme provides for an obligation of preparing and submitting a diploma thesis as well as passing a diploma exam.
2. Condition for completing second-cycle degree programme and long-cycle degree programme is preparation and submission of diploma thesis as well as passing a diploma exam.
3. Condition referred to in point 1 and 2 hereinabove shall be fulfilled if diploma thesis was assessed with a positive grade.
4. Obligation of meeting condition referred to in point 1 and 2 shall be considered as a part of last year of study plan.
5. Conditions for completing a degree programme within fields of study for which educational standards are in force, shall be determined by separate provisions.

##### **§ 17**

1. Diploma thesis shall be prepared under guidance of academic teacher who holds academic title or academic degree of doktor habilitowany. As supervisor may be appointed also academic teacher who holds academic degree of doktor under permission from Faculty council. Provision of § 1 (2) (9) shall apply accordingly.
2. Faculty council may establish additional requirements as regards conduction of diploma theses as well as it may authorize to act as supervisors persons who hold at least academic degree of doktor.
3. In justified cases dean may change supervisor.

4. Diploma thesis may be prepared by more than one student provided that it is possible to separate parts prepared independently by particular students and on that basis determine contribution and value of work of each of them.

### **§ 18**

1. Student is obliged to submit diploma thesis in an electronic version for supervisor's final acceptance not later than till September 15<sup>th</sup> in the last academic year within the course of study.
2. In situation referred to in § 9 (3) hereinabove student is obliged to submit diploma thesis in an electronic version for supervisor's final acceptance not later than till winter repeat session (winter semester) in the last academic year within the course of study.
3. Supervisor approves diploma thesis till the end of September in the last academic year within the course of study, and in the case referred to in point 2 hereinabove – within 14 days from the day of thesis submission. Thesis acceptance is an indispensable condition for passing seminar or other classes leading to diploma thesis submission.
4. Supervisor accepts diploma thesis if its originality does not raise doubts. In the case originality of the thesis raises doubts § 13 shall apply accordingly.
5. Detailed rules for submitting diploma thesis shall be determined by the Rector by means of an order.
6. Diploma exam should be held within a period not exceeding one month from the day of fulfilling all conditions for being admitted to the exam provided for in a study programme and this Regulation. For justified reasons dean may extend this period for another month.

### **§ 19**

1. Diploma thesis shall be assessed by supervisor and reviewer in accordance with scale determined in § 5 (2) hereinabove. Reviewer must hold at least academic degree of doktor and if supervisor holds the degree of doktor – reviewer must hold at least academic degree of doktor habilitowany. Faculty council may establish additional requirements for reviewer.
2. Grade for diploma thesis is awarded in accordance with scale referred to in § 5 (2) hereinabove on the basis of arithmetical mean of grades awarded by supervisor and reviewer.
3. If grade awarded by reviewer is a fail grade, dean shall appoint additional reviewer.
4. In the case referred to in point 3 hereinabove the thesis shall be assessed with positive grade if additional reviewer awarded the thesis with at least satisfactory grade.

### **§ 20**

A condition for being admitted to diploma exam is:

- 1) fulfilment of all requirements specified in study programme,
- 2) reviewing a written diploma thesis with the appliance of Single Antiplagiarism System,
- 3) obtaining positive grade for diploma thesis in accordance with § 19 hereinabove,
- 4) filing all required documents specified in Rector's order in secretary office of a unit administering the course of study.

### **§ 21**

1. Diploma exam is held by commission appointed by dean and composed of chairperson and two members. As chairperson may be appointed academic teacher who holds at least academic degree of doktor. In a justified case dean may appoint to commissions additional persons.
2. If a commission member cannot participate in a diploma exam, dean shall appoint in substitution another person.
3. One of members of exam commission appointed for magister degree exam must be person who holds academic title or academic degree of doktor habilitowany.
4. Diploma exam may be conducted as oral or written exam. Detailed form of diploma exam shall be determined by faculty council.
5. After conduction of diploma exam a degree for the exam shall be awarded in accordance with scale referred to in § 5 (2) hereinabove.
6. Minutes shall be drawn up from diploma exam in accordance with rules specified in separate provisions.
7. In the case of obtaining fail degree for diploma exam or unjustified failure in sitting the exam, dean shall schedule second date of exam. Provision of § 12 (11) and § 15 hereinabove shall apply accordingly.
8. Second diploma exam cannot be held later than three months from the date of the first exam.
9. In the case of failure in passing diploma exam in two scheduled dates, dean may schedule the third date for diploma exam, if it would be considered justified. The third date for diploma exam is scheduled not earlier than a month and not later than two months from the date of second diploma exam.
10. In the case of obtaining a fail degree for the third date of diploma exam or unjustified failure in sitting the exam, student shall be strike from the student register and is not entitled to be readmitted to a degree programme.

## § 22

1. The basis for counting general outcome of study shall be:
  - 1) mean grade from all courses covered by the course of study, calculated in accordance with the Regulation,
  - 2) grade for diploma thesis, if it is required by study programme,
  - 3) grade for diploma exam or arithmetical mean of grades in the case of sitting diploma exam for more than one time.
2. General outcome of study shall be established as the sup of  $\frac{4}{8}$  of the mean grade of grades referred to in point 1 (1) hereinabove,  $\frac{3}{8}$  of the grade referred to in point 1 (2) hereinabove and  $\frac{1}{8}$  of the grade referred to in point 1 (3) hereinabove. Faculty council may decide on different manner of counting general outcome of study, however mean grade of all courses as understood in point 1 (1) hereinabove, cannot be weighted for less than  $\frac{1}{2}$ .
3. If study programme, in accordance with educational standards in force, does not provide for obligation of preparation and submission of diploma thesis and passing diploma exam, completion of degree programme shall follow full performance of study programme, and general outcome of study is determined as mean grade of grades referred to in point 1 (1) hereinabove.
4. General outcome of study is determined with accuracy to two decimal places with rounding up.

## § 23

1. Completion of degree programme shall take place on date of fulfilling of last condition provided for in study programme.
2. Student – after completing full study programme – is awarded a professional degree adequate to a given level and field of study and becomes a graduate of the University.
3. Within 30 days from the date of graduation the University issues to a graduate diploma of graduation together with supplement to diploma and their 2 copies, including – on a graduate's motion – their copy in English.
4. General outcome of study is entered on a graduation diploma in accordance with the following rule:
  - 4,51 – 5,00 – very good
  - 4,21 – 4,50 – good plus
  - 3,71 – 4,20 – good
  - 3,21 – 3,70 – satisfactory plus
  - up to 3,20 – satisfactory
5. Compensation to full grade, referred to in point 4 hereinabove applies only to the entry to diploma and supplement to diploma. In all other certificates there should be determined the real general outcome of study calculated in accordance with § 22 (2-4) hereinabove.
6. Together with graduation diploma a graduate receives supplement to diploma including a list of passed courses within the course of study and obtained grades, as well as additional information specified in Rector's order.
7. Detailed rules for issuing graduation diploma and supplement to diploma are specified in separate provisions.

## **V. Individual organisation and change within the course of study**

### § 24

1. Upon student's motion dean may agree to individual organisation of study in the form of Individual Study Programme or Individual Study Plan.
2. Pregnant student or student who is a parent cannot be refused a consent to study within a specified field of study and level according to individual organisation of study till the moment of its completion – in the case of full-time degree programme.

### § 25

1. Individual Study Programme involves modification of study programme in order to adapt the programme to student's academic interests or to enable student conduct research together with granting individual tutelage of an academic teacher.
2. Student is obliged to file a motion for granting Individual Study Programme before commencement of academic year in which student wishes to benefit from Individual Study Programme. In exceptional circumstances motion may be filed during academic year.
3. Student applying for granting Individual Study Programme shall present for dean's acceptance a proposal of programme for the coming academic year consulted with academic teacher who agreed for the post of academic tutor. In the case of student's failure in indicating a candidate for academic tutor, tutor shall be appointed by dean.

Modification of study programme must ensure achievement of all learning outcomes provided for in a study programme.

4. When agreeing to Individual Study Programme, dean accepts at the same time study programme and the candidate for academic tutor.
5. As academic tutor may be appointed academic teacher holding at least academic degree of doktor.
6. Upon motion filed by student whose situation does not allow attending classes and passing courses in accordance with study programme, dean may agree to Individual Study Plan, particularly in the case of:
  - 1) disability or illness,
  - 2) studying at more than one field of study,
  - 3) taking care over a child,
  - 4) participating in an exchange programme where the University is party to agreement,
  - 5) active operation in the self-governing students organisation or academic students organisation for the University.
7. Individual Study Plan may particularly involve:
  - 1) modification of sequential system of classes and exams as well as modification of forms of credits and exams, schedule of classes within the course of study or volume of classes hours, subject to § 10 (1) hereinabove,
  - 2) extramural passing classes, in consultation with person conducting classes,
  - 3) changes in exams and credits dates.
8. Student applying for granting Individual Study Plan shall present for dean's acceptance mode of exams and credits provided for in a given semester, and in the case of courses lasting a whole year – for an academic year, together with conditions for credits agreed and consulted with person conducting classes.
9. Detailed rules for studying in accordance with Individual Study Programme or Individual Study Plan shall be determined by faculty council.

## **§ 26**

1. Before classes commencement person admitted to degree programme pursuant to learning outcomes verification procedure is obliged to file a dean with motion for crediting courses acknowledged pursuant to learning outcomes verification procedure.
2. Dean shall determine Individual Study Programme or Individual Study Plan in consultation with person referred to in point 1 hereinabove in accordance with rules specified in § 25 hereinabove.

## **§ 27**

1. Upon dean's/deans' consent, student may pass courses not covered by study programme as well as perform part of study programme in other higher education institutions, including those abroad.
2. Upon dean's consent, student of other institution, including one abroad, may pass courses delivered at the University.

## **§ 28**

1. Upon dean's consent student may change the form of degree programme from full-time to part-time during academic year within a given field of study
2. Student may change the form of degree programme from part-time to full-time in next academic year in the case of achieving mean grade from the current course of study not less than 4,5. Faculty council may determine additional conditions for the change of form of degree programme from part-time to full-time.

### **§ 29**

Student may transfer to another higher education institution after notifying a dean with the intent of transferring as well as fulfilling all obligations resulting from this Regulation and study programme for a given field of study.

### **§ 30**

1. Upon dean's consent student of other institution of higher education, including one abroad, who passed the first year of degree programme, may be transferred to a degree programme at the University, if learning outcomes obtained at the other institution enable registering student to at least second year of degree programme at the University.
2. Upon dean's consent student of other institution of higher education, including one abroad, who passed the first year of degree programme, may be transferred to first-cycle or long-cycle degree programme at the University provided that they fulfilled admission requirements in force at the University for a given academic year.
3. In cases referred to in points 1 and 2 hereinabove student is obliged to file a dean with justified motion, accompanied by opinion issued by head of unit from which students intends to transfer and documents certifying current education and course of study.
4. In the case of change of field of study within the University, provisions of point 1 and 3 shall apply accordingly.
5. Detailed conditions and rules for transferring from other institution or changing field of study within the University shall be determined by faculty council. § 11 (2-7) hereinabove shall apply accordingly.

### **§ 31**

1. Disabled students may apply for of organisation and conducting of educational process, including conditions of studying, adapted to the type of disability.
2. Students referred to in point 1 hereinabove include the following persons:
  - 1) disabled persons holding a valid medical certificate confirming the degree of disability or equivalent document,
  - 2) persons with a chronic disease who do not hold a certificate confirming degree of disability, whose health condition is confirmed by medical documentation filed to the Jagiellonian University Disability Support Service (DON UJ),
  - 3) persons whose temporary disability due to sudden illness or an accident made them unable to fully participate in classes, and whose condition is confirmed by medical documentation filed to the Jagiellonian University Disability Support Service.
3. Decisions in matters referred to in point 1 hereinabove shall be made by dean.
4. Detailed conditions for adaptation of educational process for the needs of disabled persons shall be determined by the Rector by means of order.

## **VI. Leave of absence from classes**

### **§ 32**

1. Student may use leave of absence from classes in the form of:
  - 1) student's leave,
  - 2) dean's leave.
2. Pregnant student and student who is a parent cannot be refused granting permission for leave of absence referred to in point 1 (2) hereinabove, even in the case of having used full amount of the leave.
3. Student who is a parent files motion for leave referred to in point 1 within the period of 1 year from child birth.
4. Leave referred to in point 1 for:
  - 1) pregnant student shall be granted for the period to the day of child birth,
  - 2) student who is a parent shall be granted for the period not longer than 1 year,
    - and if the end of leave falls during a semester, leave shall be extended till the end of this semester.
5. Leave of absence from classes shall be granted on a semester basis.
6. Student who passed the first year of degree programme may use student's leave filing a declaration concerning the intent of taking this leave with a dean and indicating the amount of leave. Student's leave cannot last longer than two semesters.
7. In the case of filing the declaration during a semester, student's leave is granted from the succeeding semester.
8. Upon student's motion dean may grant dean's leave for important circumstances which make it impossible to participate in classes, particularly resulting from health condition, disability or related to childbirth and raising a child. Dean's leave may be granted twice within the course of study, in the maximum amount of four semesters, subject to section 2 hereinabove. In exceptional cases dean may once grant dean's leave provided that granted leave won't be longer than four semesters.
9. Student may apply for dean's leave directly after its reason occurrence.
10. It is not allowed to grant dean's leave for a previous period or during examination session, unless reason for granting the leave occurred earlier.
11. In the case of granting dean's leave for health related reasons, which make it impossible to participate in classes in order to undertake studying after the leave, student must present a dean with medical certificate confirming lack of contraindications for continuation of studies.

### **§ 33**

If student fails to report undertaking studying after the leave of absence from classes before commencement of classes in a given semester shall be the basis for determining failure in registering to degree programme.

### **§ 34**

1. Upon dean's consent and in accordance with conditions determined by dean, in particularly justified cases, student may participate in classes and pass courses.
2. In the case of granting a leave for medical reasons which make it impossible to participate in classes or because of pregnancy, consent referred to in point 1

hereinabove may be granted provided that student presents a dean with medical certificate confirming lack of contraindications for participating in classes and sitting exams and credits.

## **VII. Striking from students' register and readmission to degree programme**

### **§ 35**

1. Dean shall strike student from students' register in the case of:
  - 1) failure in registering to degree programme,
  - 2) written withdrawal from degree programme,
  - 3) failure in submitting diploma thesis or diploma exam within period referred to in § 18 hereinabove,
  - 4) punishing with disciplinary punishment of expulsion from a university.
2. Dean may strike student from students' register in the case of:
  - 1) determining failure in attendance in obligatory classes,
  - 2) determining lack of educational achievements,
  - 3) failure in passing a year within period referred to in § 9 (2) (3) or (4) sentence two hereinabove,
  - 4) failure in paying fees related to studying, in spite of written summons for payment within 7 days from the day of its service.
3. Decisions referred to in points 1 and 2 hereinabove may be appealed against to the Rector within 14 days from their service.
4. Failure in registering to degree programme referred to in point 1 (1) hereinabove shall be determined if student fails to undertake obligations resulting from the Regulation and study programme, particularly in the case of: failure in taking the oath, failure in providing within specified period of time a certificate confirming lack of contraindications for undertaking degree programme where students are put at risk of harmful factors as well as unjustified failure in submitting declaration of courses choice or declaring too few ECTS credits and in the case referred to in § 33 hereinabove.
5. Failure in attendance in obligatory classes referred to in point 2 (1) hereinabove shall be determined in the case of unjustified lack of attendance in classes of more than half of courses which are obligatory for a student to pass in a given academic year and which – in accordance with study programme – provide for obligatory attendance.
6. Lack of educational achievements referred to in point 2 (2) shall be determined if the level of study programme completion makes it impossible to pass a year, unless student is entitled to repeat a year of study.
7. Manner for determining lack of attendance in obligatory classes shall be specified by faculty council.

### **§ 36**

1. Person who was struck from students' register at the first year of study may be readmitted to degree programme in accordance with general rules for admission for degree programme in force.
2. Upon a motion filed by person struck from students' register of second and subsequent year of study, dean may agree for readmission to degree programme within a given field of study as of succeeding academic year (readmission to degree programme), unless the reason for striking from students' register was punishing with disciplinary punishment

of expulsion from a university or more than 5 years elapsed from the date of striking from students' register.

3. Readmission to degree programme is allowed only once within the same field of study, provided that the University still delivers education at the same field of study, level and study profile.
4. Readmission to degree programme shall be considered as continuation the previous course of study.
5. Readmission to degree programme is allowed as of the beginning of academic year.
6. In the case referred to in point 2 hereinabove, dean shall determine the number of ECTS credits to be transferred and acknowledged as well as year of study to which student readmitted to degree programme should be registered, taking into consideration the stated programme differences and study programme in force for a given year. In the case of stating programme differences dean may determine lower number of ECTS credits to be transferred and acknowledged or even decide not to acknowledge credit for a given course.
7. If more than 5 years elapsed from the date of being struck from students' register, readmission to degree programme shall be conducted in accordance with general rules for admission procedure at the first year of study, unless dean decides otherwise.
8. Readmission to degree programme is not allowed if a given field of study is not conducted at the University.
9. In the case of striking from students' register of a field of study, level and study profile and non-conduction of degree programme within the same field of study, level and study profile, dean may agree for readmission to degree programme, if there is convergence of learning outcomes, taking into consideration programme differences.
10. Readmission to degree programme is performed to a specified field of study conducted at the moment of readmission. In such situation dean, granting consent for readmission to degree programme, shall determine learning outcomes achieved during previous studies. Potential programme changes oblige student to complete programme differences, notwithstanding the number of previously passed semesters.

### **VIII. Awards, distinctions and disciplinary liability**

#### **§ 37**

Students with outstanding academic performance and exemplary obligations fulfilment may be granted awards and distinctions awarded by the Rector, dean and outside-university institutions upon the University's motion.

#### **§ 38**

1. Diploma with distinction may be awarded to graduates who jointly met the following conditions:
  - 1) completed degree programme within the period referred to in § 18 hereinabove,
  - 2) did not repeat year of studies during degree programme, except for repeat year of studies referred to in § 43(2),
  - 3) passed diploma exam for the very good grade,
  - 4) diploma thesis was assessed for the very good grade,
  - 5) achieved mean grade for the whole course of study not less than 4,5,
  - 6) no disciplinary punishment was imposed during degree programme.

2. Condition provided for in point 1 (4) hereinabove does not apply to fields of study programme study of which does not provide preparation and submission of diploma theses.

### **§ 39**

Students' disciplinary liability is regulated by separate provisions.

## **IX. Final and transitional provisions**

### **§ 40**

1. Decisions in individual students' matters in the first instance shall be made by dean, unless the Regulation or separate provisions state otherwise. Upon dean's motion, accepted by self-governing students organisation, Rector may authorise other persons to issue decisions in accordance with this Regulation, except for decisions regarding leaves of absence from classes, transferring from other institution, striking from students' register and readmission to degree programme.
2. Against decisions made by dean or person authorised by the Rector in individual students' matters in accordance with this Regulation may be filed reservations to the Rector within 14 days from the day of decision service. Rector's decision is final.
3. In matters concerning rules and mode of studying which are not covered by this Regulation decisions shall be made by the Rector.
4. In case of violation of course passing conditions by person conducting classes or course coordinator, student or selfgoverning students organisation body has the right to inform the dean about the case immediately.

### **§ 41**

Education within the framework of individual inter-area studies is conducted at the University till the end of educational cycle started in the 2021/2022 academic year on the basis of provisions hitherto in force.

### **§ 42**

1. This Regulation shall come into force on October 1<sup>st</sup>, 2019.
2. Students who commenced degree programme before this Regulation came into force shall study in accordance with current programmes till the end of study period provided for in study programme.
3. Academic year 2018/2019 shall be passed in accordance with current rules. Motions filed before entering into force of this Regulation shall be examined due to current rules.
4. If period of studying is extended over the period referred to in point 2 hereinabove, dean shall determine study programme which student will be obliged to complete, with reference to programme differences.
5. If – after lapse of period referred to in point 2 hereinabove – a given field of study is not conducted any longer, dean, having heard student's opinion, shall determine field of study at which student will continue education, taking into consideration programme differences.
6. Person struck from students' register of long-cycle degree programme who commenced studies before September 1<sup>st</sup>, 2005, in the case of change in degree programme from long-cycle to two cycle degree programmes, may be readmitted to degree programme

at respective first-cycle degree programme or second-cycle degree programme, provided that the person hold graduation diploma, with reference to § 36 hereinabove.

7. To fields of study regulated by educational standards provisions of this Regulation shall apply with reference to separate provisions.
8. Faculty council shall pass resolutions in matters referred to in this Regulation, after consultation with self-governing students organisation. Self-governing students organisation shall issue an opinion within fourteen days from receiving resolution draft. In the case of ineffective lapse of that period requirement for obtaining an opinion shall be deemed to be satisfied.

### **§ 43**

1. Upon a student's motion dean agrees to register student to succeeding year of study in the case of acquiring at least 30 ECTS credits in academic year 2019/20 within dates referred to in § 9 (2) (3) or (4) sentence 2 (dates for passing a year of study) and meeting other conditions specified in a study programme (conditional registration). Provisions of § 10 (7-10) shall apply accordingly.
2. Upon a student's motion dean agrees to retake student's last year of study which was realized in academic year 2019/20 in case of failure in obtaining the number of ECTS credits which is required in order to finish the last year of study or in case of failure of meeting other requirements for last year of study stated in study programme. Use of retaking the year based on this provision does not deprive the student of the possibility of applying for retaking the year of study referred to in § 14 hereinabove. Provisions of § 14 (6-7) shall apply accordingly.
3. In cases mentioned in §43 (1-2) dean agrees for conditional registration or retaking the academic year only if failure in obtaining the number of ECTS credits which is required in order to finish the last year of study or in case of failure of meeting other requirements for last year of study stated in study programme in academic year 2019/2020 is caused by the temporarily reducing the functioning of the Jagiellonian University in connection with the prevention and eradication of COVID-19. In that case there are no fees for retaking classes for the reason of unsatisfactory learning achievements or programme differences.
4. Provisions of §43 (1-3) are in force in academic year 2020/2021.

### **§ 44**

1. In the case of a student not being able to acquire the amount of ECTS credits or meeting other requirements for passing the last year of studies in the academic year 2020/2021, on the account of the temporary restriction of functioning of the Jagiellonian University due to the prevention, counteracting, and combating COVID-19, upon the students motion the dean agrees to repeat this year of study in the academic year 2021/2022, subject to point (2) hereinunder. In such case, fees for retaking classes due to unsatisfactory learning achievements and fees for supplementing programme differences are not charged. Repeating a year on the basis of this provision does not affect student's right to apply for repeating a year mentioned in § 14. § 14 (6-7) shall apply accordingly.
2. The right mentioned in point (1) hereinabove shall not be exercised by persons who obtained the approval mentioned in § 43 (2).