

**RULES and REGULATIONS OF STUDIES
AT
THE MARITIME UNIVERSITY IN SZCZECIN**

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I. Introduction

§ 1. Legal basis

These rules regulations were developed pursuant to the Act of 20 July 2018 – Law on Higher Education and Science (Polish Official Journal of Laws of 2018: item 1668 as amended), hereinafter referred to as the Act, the decree of the Minister of Science and Higher Education of 27 September 2018 on higher education studies (Journal of Laws item 1861 as amended).

§ 2. Definitions

The terms used in the Regulations mean:

- 1) University- the Maritime University of Szczecin
- 2) Statute – Statute of the Maritime University in Szczecin.
- 3) Rules and Regulations – Rules and Regulations of Studies at the Maritime University of Szczecin, hereinafter referred to as the Regulations.
- 4) Senate – The Senate of the Maritime University in Szczecin.
- 5) Rector – Rector of the Maritime University in Szczecin.
- 6) Dean – Dean of the faculty running a given field of study.
- 7) Academic educational units – faculty and inter-faculty organisational units including an educational centre, chair, institute, department, an inter-faculty unit, etc.
- 8) STCW Convention – International Convention on Standards of Training, Certification and Watch-keeping for Seafarers. (Journal of Laws of 1984, No 39, item 201, with amendments), done in London on 7 July 1978, ratified by Poland on 27 April 1983 (Journal of Laws of 1984, No 39, item 202), that entered into force on 28 April 1984.
- 9) STCW-F Convention – International Convention on Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel (Journal of Laws of 2015, item 1654), done in London on 7 July 1995, ratified by Poland on 23 June 2015 (Journal of Laws of 2015, item 1655), that entered into force on 28 October 2015.
- 10) Level of studies – shall mean a first cycle and second cycle degree programme.
- 11) Profile of studies – shall mean a vocational profile and a academic profile.
- 12) Study programme – document adopted by the Senate for a given study field, cycle or profile, that defines:
 - a) learning outcomes, as referred to in the Act of 22 Dec 2015 on the Integrated Qualifications System, accounting for universal characteristics of first cycle studies set forth in the Act and characteristics of second cycle set forth in regulations issued under Art. 7 par. 3 of the Act;
 - b) description of the process leading to acquisition of learning outcomes;
 - c) number of ECTS points assigned to a course unit;
- 13) ECTS credits (European Credit Transfer and Accumulation System) – the European system of transfer and accumulation of credit points, serving the purpose of assessment of the student's progress in acquiring knowledge and skills, as well as confirmation of completion of subsequent study terms. The ECTS determines the student's work load required for the completion of the study programme, paired with learning outcomes.
- 14) Course unit – a set of classes under a common name, provided in the same semester of the overall study plan, assessed by an overall grade and assigned a specific number of ECTS credit points.
- 15) Schedule – schedule of activities in a given semester of an academic year, approved by the Dean.
- 16) Pass (credit) period shall mean a period of educational classes and lectures, examination session and retake exam session (academic year, semester).

17) Curriculum disparities – differences between programs of study.

II. General provisions

§ 3. Students

1. The Regulations shall apply to full time and part time, first and second cycle studies.
2. The provisions of the Regulations apply to the students of other higher education institutions completing part of programme of study at the University, in so far as appropriate.
3. A person admitted to studies shall acquire student rights upon taking an oath, the text of which shall be defined by the Senate. The student shall confirm taking the oath in writing.
4. After taking the oath the student shall receive for a fee a student ID card. The amount of fees shall be regulated in separate regulations. The student shall also receive other documents related to the progress of study in the respective field of study or specialisation, e.g. On Board Training Record Book.
5. All students of the University shall establish a Student Self-government. The Student Self-government shall act upon its own rules and regulations.

§ 4. The Studies

1. The University provides degree level education in compliance with the National Qualifications Framework for Higher Education and Science.
2. Students pursue the education within a given faculty, field of study, degree level and profile. The Senate may define specialisations (majors) offered in a given field of study and profile.
3. Studies at the University are provided as full-time or part-time degree programmes.
4. ECTS credit points are allocated for:
 - 1) obtaining credits for course units, including practical training, stipulated in the programme of studies, whereby the number of ECTS points granted does not depend on the grade awarded but is conditional on fulfilling the requirements related to achieving intended learning outcomes,
 - 2) preparation and submitting a diploma thesis and / or preparation for the final diploma exam in compliance with the study programme.
5. The progress of studies is recorded in the student's progress report and the IT system supporting Dean's office work. The diploma thesis is included in the student's progress record.
6. Upon completion of studies, graduates obtain a diploma of higher education.

§ 5. University Authorities

1. The Rector is the superior of all students.
2. The powers of the Rector laid down in the Regulations are also vested to the competent Vice Rector within the scope of his/her duties.
3. The Dean is the superior of the students of a given faculty.
4. The Dean shall take all decisions in all matters concerning the course of studies in the Faculty, except for the matters reserved exclusively for Rector's competence, excluding administrative decisions.
5. The Dean's decisions, referred to in p.4, may be appealed against to the Rector. An appeal shall be made within 14 days from the receipt of Dean's decision.

6. The powers of the Dean laid down in the Regulations are also vested to the competent Vice Dean within the scope of his/her duties.

III. Rights and duties of students

§ 6. Rights of the student

1. The student ID is a document confirming the rights the student is entitled to.
2. The student, apart from rights resulting from applicable laws and the Statute of the Maritime University of Szczecin, is eligible to:
 - 1) acquire knowledge and skills and develop her/his scientific interests;
 - 2) receive academic teachers' assistance and assistance from the class tutor or University bodies;
 - 3) use teaching rooms, laboratories, the library and other facilities, apparatuses and appliances intended for study and educational purposes;
 - 4) evaluate classes through student feedback questionnaires conducted in accordance with the regulations in force at the University;
 - 5) exercise the right to vote and stand for elections to University collective bodies;
 - 6) join student organisations, in particular, research clubs, artistic groups and sport clubs, according to the rules laid down in the Act, as well as other organisations or associations in accordance with the rights stemming from the Law on Associations;
 - 7) follow an individual study plan and curriculum according to the principles determined by the respective Dean;
 - 8) participate in research and development and implementation work carried out at the University or outside;
 - 9) pursue own cultural, sport and tourist interests using academic facilities, equipment and resources of the University and academic staff assistance and assistance from the University bodies.
 - 10) voice opinions on matters relevant to students and the University, directly or through student representatives in the collective bodies of the University;
 - 11) being granted a leave of absence, consent to suspend studies, awards or a distinctions pursuant to the rules laid down in the Regulations and separate regulations;
 - 12) participate in international exchange under programs of international mobility implemented by the University and its agreements with other institutions;
 - 13) make complaints concerning study arrangements;
 - 14) participate in protest actions pursuant to the principles stipulated by the Act and University Statute.

§ 7. Assistant teacher training

1. The student in the final year of second cycle studies may prepare, as an assistant trainee, to take up duties of an academic teacher.
2. The principles of assistant teacher training, including vocational health safety regulations, are determined by the Faculty Dean.
3. Assistant trainee shall file documents recording the process of training, particularly noting down activities performed under the training program.
4. The training is assessed and accepted by the Dean based on the documentation submitted by the assistant trainee. The assessment includes Dean's opinion about the assistant trainee.

§ 8. Duties of the student

1. It is student's responsibility to use to the fullest the possibilities of education provided by the University.

2. The student is obliged to follow the principles in accordance with the oath taken and the Regulations, in particular to:
 - 1) actively participate in educational and organisational activities in accordance with the Regulations and instructions concerning the conduct and appropriate appearance, and the uniform wear and clothing;
 - 2) obtain credits and take exams, undergo practical training within the set deadlines, and fulfil other requirements as provided for in the study program;
 - 3) be honest in achieving assessed learning results;
 - 4) observe regulations applicable at the University;
 - 5) protect and take care of the University's property;
 - 6) observe the law and rules of social conduct;
 - 7) care for the University's good reputation and student's dignity;
 - 8) proudly represent own country and the University while staying abroad;
 - 9) pay tuition fees and meet other commitments by specified deadlines, in accordance with the rules provided for in the Statute, the Regulations and other student-related regulations;
 - 10) observe occupational and safety regulations during the classes;
 - 11) obey strictly the ban on using alcohol or drugs in all University premises and dormitories;
 - 12) notify the Dean in writing or in electronic form pursuant to regulation of the Act of 17 Feb 2005 on the Computerization of Public Entities ... (JL of 2017, item 570 and of 2018 items 1000, 1544 and 1669), delivered by means of electronic communication, about interrupting or withdrawing from studies;
 - 13) notify the Dean of the change of first name, surname or address of temporary or permanent residence, and change of identity document, in a manner defined in p. 12.
3. The student of a given faculty shall make herself familiar with regulations, instructions, information made public by the Dean's office (including a Dean's office notice board), on University's website, and information promulgated by means of student e-mail service sent in the computer system for student services, and shall respond to such information accordingly.

§ 9. Disciplinary Liability of Students

1. Students shall be liable to disciplinary measures for any breach of the regulations in force at the University and any acts demeaning the dignity of the student.
2. Disciplinary penalties are as follows:
 - 1) caution;
 - 2) reprimand;
 - 3) reprimand with a warning;
 - 4) suspension of certain student rights for a period of up to one year,
 - 5) expulsion from the university.
3. General rules and disciplinary procedures are laid down in the Act.
4. Detailed procedures and rules for explanatory and disciplinary actions as well as the manner of exercising disciplinary penalties and their obliteration are laid down in a regulation of the minister responsible for higher education.

§ 10. Awards and distinctions

1. Students distinguished for their academic performance, exemplary fulfilment of their duties, discipline, sense of citizenship, active community life and social awareness, activities for the benefit of the University as well as for outstanding sporting achievements, apart from a scholarship for learning or sporting achievements may be awarded:
 - 1) Rector's awards and distinctions;
 - 2) Dean's awards and distinctions;

- 3) awards funded by institutions, academic societies, public organisations or other sponsors (pursuant to the regulations applicable to those awards).
2. The Rector or Dean may distinguish students meeting the requirements specified in sub-paragraph 1 by a letter of congratulations or an award.

IV. Organisation of Studies

§ 11. Academic year

1. The Rector shall establish the academic calendar for each academic year not later than till 30 June of the year in which the academic year begins. The organisation of the academic year is set before the beginning of the academic year and promulgated on the University website.
 2. The academic year starts not later than on 1 October and lasts no longer than until 30 September of the following year, however the courses of a given year can commence before 1 October.
3. Winter and spring breaks and summer holidays provided for in the organisation of the academic year shall be in total not shorter than five weeks.
4. The Rector may establish class-free days or hours during the academic year.

§ 12. Credit periods

1. The full study academic year is divided into two semesters: winter and summer semester.
2. Different rules may apply for the organisation of the academic year for the part time degree programmes (on-campus sessions)
3. Credit periods are consistent with the organisation of the academic year (a semester or a year).
4. Each credit period ends with the examination session and the retake examination session. The examination session, except for the retake examinations, should last at least two weeks.

§ 13. Educational programmes

1. Students attend classes and lectures according to the program binding in the academic year they began their studies, subject to point 2.
2. In justified cases the University may change in a given semester or year the plan of studies contained in the curriculum /program/ provided that all expected learning outcomes in a given field of study are achieved during the studies.
3. Study programmes shall be available in the deans' offices, Public Information Bulletin on the University's website and on another website of the University not later than 14 days after their adoption.
4. The student retaking a semester or a year of studies, continuing the study after a leave of absence, resuming studies or being transferred from another higher education institution must supplement curriculum disparities within the scope and in a manner determined by the Dean.
5. The Dean shall take decisions on the indication of a subject /course unit/ as a curriculum disparity after comparing the learning outcomes.

§ 14. The conditions and rules for attending course units

1. Program-specific classes and lectures are carried out during semesters.

2. Classes and lectures in the part-time programme, depending on the field of study are conducted as:
 - 2) on-campus cyclic sessions or one-off session lasting seven to 12 weeks session held during a given academic year.
3. The dates when classes shall start and end are determined in the organisation of the academic year.
4. The teacher is obliged to introduce at the first class or informational meeting:
 - 1/ course unit (subject) description, with learning outcomes and a list of recommended reading;
 - 2/ description of the classes, form of participation, criteria for learning outcomes assessment, current methods of learning effects, method and dates for semester assessment, including the way of announcing assessment results relating to reports, tests, projects and other forms of assessment, presenting absence excuses, form of exam, rules of final grading and other rules;
 - 3/ weekly times and days of teacher's duty hours.
5. The weekly study schedule is announced in notices to students on the notice board and the website.
6. The Dean shall assign students to a given group and publish the list on the notice board.
7. The student may be transferred to another group upon the consent of the Dean.
8. First year students of the first cycle degree programme shall be required to attend all the classes provided for in the plan of study, subject to sub-paragraphs 11 and 12.
9. Second and higher year students of the first cycle degree programme shall be required to attend all classes provided for in the study plan except for the lectures in subjects to which provisions of the STCW Convention, STCW-F Convention and related secondary legislation do not apply, subject to sub-paragraphs 11 to 13.
10. Students of all years of the second cycle degree programme shall be required to attend all classes provided for in the study plan, except for the lectures, subject to sub-paragraphs 11 and 12.
11. Absence from class shall be justified by the teacher conducting the class. In disputable cases the Dean shall make a decision on excusing the absence.
12. Students absent due to participation in meetings of the Senate, University Council and the College of Electors are excused automatically and need not formally make up for the absence.
13. The student shall be responsible for catching up with the knowledge covered by the subject of the class missed.
14. The student shall attend all currently held classes that are listed as mandatory in the study plan for semesters lower than the one the student is presently enrolled for if he or she has not yet passed them, unless the rules adopted at a given faculty provide otherwise.
15. The right to take courses may be limited by the Dean if the student's previous educational background and learning outcomes exclude his/her participation in specialist classes.
16. Classes/lectures can be conducted using methods and techniques of distance learning.
17. Conducting classes/lectures using methods and techniques of distance learning are governed by other regulations.

§ 15. Specific needs of disabled students

1. A student with a disability confirmed by a certificate from a competent authority may be granted individualised study programme.
2. Individualised study programme consists in an individualised way of completing and clearing the study plan in a given academic year which the Dean shall specify after consultation with the teachers conducting relevant classes.
3. Individualised study programme shall not mean that the student may be exempt from obtaining course credits and taking exams or from achieving the same learning outcomes, it may however mean that a permission will be granted to clear the study term annually.
4. The application for taking the individualised study programme in the winter semester should be filed by 15 November, while for the summer semester until the end of February.
5. Students with a certificate confirming a serious disability may be granted the approval for the whole period of studies.
6. A student with a disability confirmed by a certificate from a competent authority is entitled to alternative arrangements for examinations or other assessments to obtain credit. The permission to undertake an alternative form of assessment or examination is granted by the Dean.
7. Each student, depending on the type of impairment, may request a modification of examination or end of course assessment procedure. The following adjustments are possible within the change of examination form:
 - 1) additional time allowances in written exams or course crediting (up to 50%, in case of a very slow pace of recording information),
 - 2) replacing an oral exam with a written exam or a written exam with an oral exam,
 - 3) adjustment of examinations, obtaining credit or other forms of assessment to the level of student's perceptive abilities e.g. question papers or other examination materials in enlarged print,
 - 4) the presence of a personal assistant to the disabled or a sign language interpreter during the examination.

§ 16. The conditions and requirements for highly able pupils to attend courses provided for in the programme of a study field in accordance with their abilities and the rules of obtaining credit for the courses.

1. Highly able pupils may, on request, attend courses provided for in the programme of a study field in accordance with their abilities.
2. The Dean shall make a decision on the attendance after the pupil has submitted the parents' consent.
3. The pupil shall be required to observe the administrative regulations in force at the University, to take part in the required training and sign together with their parents a declaration of abiding by the rules.
4. The pupils may participate in the activities of the student scientific movement.
5. The pupils obtain credits pursuant to the rules laid down in the regulations. The faculty council may establish an individualised procedure for the pupils to obtain credits.
6. The credit awarded to the pupil shall be recorded in the credit and examination card.
7. Upon the completion of the courses the Dean shall issue a certificate of attendance and credits awarded.
8. The pupils admitted to studies may be exempted from obtaining course credits they had been awarded before.

9. The pupils admitted to studies in another field of study may be exempted from crediting for the courses they had already obtained credit for in their prior learning if the courses are provided for in the programme of the study field. The decision shall be taken by the Dean.

§ 17. The extent and requirements of conducting classes and examinations assessing knowledge or skills as well as final examinations in a foreign language, and preparing a final thesis in a foreign language.

1. When studies are conducted in a foreign language, classes and examinations assessing knowledge or skills as well as final examinations are held in that foreign language,
2. Classes not covered by the provisions of sub-paragraph 1, at the request of an academic teacher and upon the consent of the Dean and a specific student group may be conducted in a foreign language within the scope of approved curricula.
3. Examinations assessing knowledge or skills as well as final examinations and thesis not covered by the provisions of sub-paragraph 1 may be conducted in a foreign language upon the consent of the Dean and the student group or a student.

§ 18. Practical in-company training and training courses

1. Students shall be required to undergo practical training and attend specialized courses prescribed in the study programme within the time limit fixed for a respective student group.
2. In justified cases the student may apply the practical training to be taken at a different time. The Dean shall decide on the change of the date of practical training.
3. The postponement of practical training shall not adversely affect getting a semester or a year credit.
4. At the student's request the Dean may give her/his consent to individual practical training arrangements.
5. In special and substantiated cases, the Dean may exempt a student from undergoing practical training.
6. The Dean or a person designated by her/him shall award credit for practical training.
7. Part-time students shall obtain credit for practical placement provided in the curriculum not later than taking their diploma exam.
8. The manner of undergoing practical training and crediting procedure are specified in faculty approved rules of crediting a professional practical training.
9. The graduate completing the field of study being accomplished in accordance with the requirements of the STCW Convention, who by the date of the thesis defence has carried out part of the onboard training at sea as required by the regulation of the minister responsible for maritime economy concerning seafarers' training and qualifications for the operational level in a respective department in international shipping, may continue the practical placement under the supervision of the University to meet the standards and duration of training determined in the regulation.
10. The rules of the supervision referred to in sub-paragraph 9 are described in the Quality Management System procedures. The supervision is completed by issuing an approval statement of fulfilling the requirements concerning On Board Training Record Book as laid down in the annex to the current certificate of STCW compliance which specifies the scope of training services provided by the University.

V. Individualised programme of study

§ 19. The conditions for students following an individualised study programme.

1. The student may pursue an individualised study programme and curriculum on Dean's consent..
2. The Dean shall establish rules for students following an individualised study programme.
3. The following principles apply to individual path of studies:
 - 1) an individualised study programme may be granted to an outstanding student of first-cycle degree programme who has successfully completed the first year of study, or to an outstanding student who has completed the first-cycle degree programme;
 - 2) The consent is granted:
 - a) upon a written request of the student;
 - b) provided that the student shall attach a consent of his/her academic tutor who will supervise student's performance;
 - c) provided that the student attaches to the request a proposal of individual program of studies jointly developed with the academic tutor; The respective Dean's office shall keep ISP record.
 - 3) The tutor shall be an academic teacher holding a scientific title or degree;
 - 4) The student is obliged to complete the full program of studies and achieve all required learning outcomes, expressed in ECTS points,
 - 5) Individual study program cannot prolong the nominal study period.
4. A pregnant or parent student cannot be refused to follow an individual study program of in a field of study or cycle till they complete their completion in the case of full-time studies.

VI. Admission following the recognition of candidate learning outcomes

§ 20. Conditions for studying by candidates admitted upon the recognition of their learning outcomes

1. Students admitted on the basis of their previous learning outcomes recognized by the University follow an individualized arrangement of studies.
2. Individual arrangement of studies comprises course unit contents in cases where the learning outcomes have not been recognized upon admission to the University.
3. Individual arrangement of studies may shorten the nominal overall duration of studies.
4. The Dean establishes individual arrangement of studies and appoints a scientific tutor to the student.
5. In student study progress documentation, the term 'recognized' is entered next to the course units whose learning outcomes have been recognized.
6. The calculated grade average of the overall student graded assessment does not include course units/modules whose learning outcomes achieved previously were recognized.

VII. Studies in more than one field of study or specialisation.

§ 21. Parallel studies at the University

1. Undertaking parallel studies at the University is only possible in accordance with the usual procedure of recruitment. The student shall inform the Dean immediately about undertaking parallel studies.
2. Permission to take up an additional degree programme in parallel at the University shall be given if the student fulfils her/his duties, in particular, timely follows the study plan in the main field.

§ 22. Attending additional classes at the University

The student may attend classes/lectures on courses that are not included in the study plan of her/his main field upon the consent of the Dean of the Faculty concerned.

§ 23. Parallel studies outside the University

1. The student of the University may take up parallel studies at another higher education institution.
2. The student shall have the same student rights while studying in parallel outside the University.

VIII. Change of the higher education institution, study field, specialisation or mode of studies.

§ 24. Transfer to another higher education institution

1. The student is eligible to transfer to another higher education institution upon the consent of the Dean of the receiving faculty, provided that he or she has fulfilled all obligations resulting from the regulations in force at the University.
2. The fulfilment of the obligations referred to in sub-paragraph 1 shall be verified and approved by the Dean.

§ 25. Transfer from another higher education institution

1. The student is eligible to transfer from another higher education institution upon the Dean's decision of granting consent, provided that he or she has fulfilled all obligations at the University, including all payment settlement.
2. The Dean shall confirm that the student has fulfilled the obligations.

§ 26. Change of specialisation or the field of study

1. The Dean shall give the consent to change a field of study.
2. A change of a field of study is possible within usual procedures of recruitment or upon the consent of the competent Deans.
3. If the admission to a given field of study is based on the fulfilment of recruitment criteria, the student may be admitted to that field if she or he meets the criteria applicable in the academic year in which he filed the application for the change of the field of study.
4. The Dean may refuse to give permission for the change of the field of study or specialisation in particular considering the limit of available places.

§ 27. Change of the mode of study

1. The student upon the consent of the Dean, in substantiated circumstances is eligible to change, within the same or relative field of study, the mode of studies from a full-time to a part-time programme on condition that all fees be settled and the curriculum disparities made up in compliance with the rules set forth by the Dean.
2. The student upon the consent of the Dean, in substantiated circumstances is eligible to change within the same or relative field of study the mode of studies from a part-time to full-time programme on condition that all fees be settled and the curriculum disparities made up in compliance with the rules set forth by the Dean.

IX. Credits and exams

§ 28. Completion of a semester or a year

1. To be awarded a semester credit or a year credit the student needs to fulfil all requirements (to pass a course, examinations, get credit for a practical placement and training courses) determined in the study program for a given period of study.
2. The student shall obtain course credits and take exams provided for in the study programme within the deadlines set in the document 'organisation of the academic year'.
3. The provisions of §18 of the Regulations set out the requirements and rules of obtaining credit for practical placement.
4. The Dean shall grant a year or a semester credit on the basis of the academic progress report submitted by the student. Obtaining a year or a semester credit entitles the student to be registered for the subsequent year or semester.
5. The student who has not passed a semester or year and received Dean's consent for a conditional promotion to the next semester or year is obliged to get the pass or passes on conditions defined by the Dean.

§ 29. Obtaining a pass for the course unit

1. The examination and other forms of earning course credit constitute an integral part of the classes.
2. Credit awarding (pass) is based on the assessment of the learning outcomes, student's attendance and participation in the class during the semester or the year.
3. Passing a course unit component, class, lecture, lab class, under one course unit (subject), has the following forms:
 - 1) non-graded pass (pass / fail)
 - 2) graded pass,
 - 3) graded exam.
4. All course unit component provided for in one semester shall be assessed as one passing grade.
5. The grade for the course results from the grades awarded in individual classes and possibly an examination grade and it is calculated (weighted average) according to the rules stated in the syllabus (course unit card). If all components are completed with a non-graded pass, the credit is also awarded without a grade (pass / fail).
6. A course unit may be passed as a result of student's learning recognition.
7. Passing a course unit results in awarding the number of ECTS points (credits) which are assigned to the course unit.
8. Obtaining an unsatisfactory grade for any component form of the course unit in the semester results in failing to be awarded credit for that whole course unit.
9. The teacher responsible for the course unit component assesses the student with a grade and records it. In cases when more than one teacher conduct the course unit component, the course coordinator or Dean shall authorise an academic teacher to award credits. Should it be not possible, credits are awarded and recorded by an academic designated by the coordinator or Dean, or head of the interfaculty unit concerned.
10. The student has the right to access her/his test after the assessment at the times specified by the teacher. Students' written work should be stored for at least two years from the end of the academic year.

11. If during credit obtaining procedure the teacher finds work presented by the student as own to be produced by someone else or his/her unauthorised use of materials the student shall fail to obtain credit.
12. If at the due date the student fails to meet the credit requirements due to absence and fails to submit a justification within seven days to the academic staff giving credits she or he shall be considered unassessed and shall not be given a pass. At the same time she or he loses an opportunity for the retake test.

§ 30. Retake test

1. The student who obtained a fail grade is entitled to one retake test in each of the failed courses.
2. In the case of failure to obtain course credit by the first deadline or in the retake test the student may lose the right to take the examination within the first time limit thus losing the first opportunity of passing it .
3. In the case of full-time studies a retake test should be taken in the first week of the examination session.
4. The dates of the retake test shall be jointly determined by the teacher and the students and shall not interfere with the examination session timetable.

§ 31. Reassessment before a board

1. In the case of failure to pass a retake test, within three days from the date of announcing the credit results the student shall be entitled to appeal to the coordinator of the study field responsible for the course or to the head of interfaculty unit concerned, who may order that the student's performance and knowledge be verified by an examination board.
2. The study field coordinator / interfaculty unit head shall appoint exam board members and set out the date within seven days after submission of the appeal.
3. The Dean may also rule on his/her own initiative that a reassessment before the exam board should be held.
4. The exam board chairperson shall determine the way of conducting the reassessment and establishing the criteria for graded assessment.

§ 32. The examination

1. The examination is an assessment of the learning outcomes acquired by the student to the extent determined in the curriculum of the course unit to be completed.
2. The examination shall be conducted by the academic teacher conducting lectures in the course, and in justified cases another teacher appointed by the study field coordinator, Dean, or the head of interfaculty unit. In the case when the course is taught by more than one lecturer, the examiner shall be appointed by the coordinator, Dean or, if applicable, interfaculty unit head.
3. Examinations provided for in the study plan shall take place during an examination session.
4. Dates and times of the examination shall be agreed upon between the examiner and the group that can be represented by its leader, and be binding for all the students in the class. The teacher shall submit the examination date to the Dean's office for the examination timetable to be arranged. In justified cases the Dean may change the date of the examination. Exam dates should be announced to students on the University website, through the university email service or another channel of information.
5. Only one exam or one retake test or reassessment before board may be scheduled per day of the examination session.

6. Should the student fail to take the examination on the fixed date or justify his absence within seven days or they will be allowed to take the examination once, in the retake examination session.
7. In the case of sick leave or other absence for which the student has been excused by the Dean he or she shall have the right to retake the examination on another date.
8. Rule § 29 sub-paragraph 11 shall apply accordingly.

§ 33. The retake examination

1. The student who was awarded a fail grade for the examination is eligible to one retake examination on each course failed.
2. The Rector or the Dean may permit students to take more than one retake examination on the course concerned, in substantiated cases the Dean or the rector may order a repeated written examination for the individual class or all students in the year.
3. A retake examination shall be given by the same teacher who conducted the examination in the examination session. In justified cases the Dean may give his consent to the change of the examiner.
4. Retake examinations for the full time studies shall be held during the retake examination session.
5. The date of the retake examination shall be agreed upon with the examiner and be binding for all the students in the class. In justified cases the Dean may change the date of the examination.
6. Rule § 27 sub-paragraph 11 shall apply accordingly.

§ 34. The examination before a board

1. The student raising justified objections to the impartiality, form or rules of the conduct of the examination may submit, within seven days of the date of the publication of examination results, a request to the Dean for an examination to be retaken before a board.
2. The Dean may stipulate the holding of an examination before a board for another reason, on his or her own initiative.
3. The Dean shall take a decision to admit the student to the examination before a board on the basis of the analysis of student's performance.
4. In special cases, the Dean may waive the requirements specified in sub-paragraph 1.
5. The Dean shall take a decision as to the holding of the examination before a board, its date and the composition of the board. The student shall be notified of the date set for the examination on the notice board at least three days in advance.
6. The examination before a board can be given in written form, oral form or in written and oral form. The way of conducting the examination before a board and establishing the criteria for awarding credit shall be determined by the chairperson.
7. Rule § 29 sub-paragraph 11 shall apply accordingly.
8. The result of the examination taken before a board shall be final and cannot be appealed against.

§ 35. The composition of the reassessment or the examination board.

1. A board shall be composed of:

- 1) chairperson;
 - 2) two academic teachers specializing in the same or a related subject;
2. At the student's request, the chairperson may broaden the composition of the board by introducing an observer indicated by the student concerned.
 3. A person previously assessing the student shall not be the chairperson of the board.
 4. The composition of the reassessment board shall be determined by the coordinator of the relevant study field, of head of interfaculty unit concerned, with a reservation that in case referred to in sub-paragraph 3, the Dean shall be the chairperson of the reassessment board, or a person appointed by the Dean.
 5. The composition of the examination board shall be determined by the Dean who at same time, may be its chairperson, or a person appointed by him/her.

§ 36. Grading scale

1. The following grading scale is used for course credits and examinations:
 - 1) *bardzo dobry* [5.0]; very good
 - 2) *dobry plus* [4.5]; good plus
 - 3) *dobry* [4.0]; good
 - 4) *dostateczny plus* [3.5]; fairly good
 - 5) *dostateczny* [3.0]; sufficient
 - 6) *niedostateczny* [2.0], insufficient
 - 7) „*nieklasyfikowany*”: “unassessed” entry
2. “Insufficient” or “unassessed” entry shall be regarded as the failure to pass a given course or its component.
3. In the case the student has been unassessed, 0 value shall be counted to calculate the average of the grades.
4. The grades of course credits or examinations shall be entered by the teacher or the chairperson of the board referred to in § 33 into a relevant student's academic progress report and the IT system supporting Dean office services from which student achievements reports are printed out .
5. The teacher or the chairperson of the board referred to in § 35 is obliged to publish the results of the reassessment or examination in a manner agreed with the students of the group class or the student. In the case of the oral reassessment or examination the teacher or the chairperson of the board referred to in § 35 shall inform the student about the results directly after the end of the examination or the reassessment.

§ 37. Failure to complete successfully a semester or a year

1. As far as a part time student is concerned who failed to complete successfully the first semester or year, the Dean should take a decision of striking from the register of students, and only in the case of legitimate, unpredictable circumstances, a decision of granting a permission for conditional registration for the subsequent semester or year, at the same time defining the requirements for making up shortfalls.
2. As far as the student is concerned who failed to complete successfully the second or further semester or year, the Dean shall take one of the following decisions:
 - 1) deletion from the student register;

- 2) permission to repeat the semester or year;
- 3) permission for conditional registration for the subsequent semester or year and the eligibility to repeat a course unit or units;
- 4) granting a permission for conditional registration for the subsequent semester or year and specifying the deadline for obtaining a pass.

§ 38. The right of re-enrolment for a credit period or a year (the right to repeat)

1. The student may repeat a given semester or year. The decision in this matter shall be taken by the Dean.
2. The student may apply for a conditional registration for the subsequent semester or year and
 - 1) shall be allowed to attempt to obtain a pass in a specified period of time.
 - 2) shall be allowed to apply for repeating the course units failed. The number of course units that may be repeated shall be defined by the Dean.
3. The repetition of a semester or year or a single course unit a result of unsatisfactory learning outcomes is paid.
4. All course units passed and corresponding credits of the student repeating the year or semester shall be transferred and recognised, subject to the compliance of the programme of the studies, unless the Dean, at student's request, decides otherwise.

X. Recognition of credits for part of the study completed outside the University

§ 39. Part of the study completed under the student exchange programme

1. The student may take up part of the study outside the University upon the Dean's consent.
2. A written agreement concluded between the student, the Dean and the receiving institution shall constitute the basis of taking up studies outside the University.
3. The agreement referred to in sub-paragraph 2 shall include but not be limited to the time of studies at the other institution, a list of courses and the form of classes the student is to be credited for and possibly the costs and the source of financing the studies.
4. If the student pursues part of study within the student exchange programme approved by the University, the requirements established therein must be fulfilled.
5. If the courses or the curricular contents included in the agreement, referred to in sub-paragraph 2 prove to be considerable different from the study plan and the curriculum of the study area followed by the student in the given credit period, the Dean may identify the courses for which the student shall obtain credit in the University. The Dean shall fix the deadline for them to be credited and shall appoint the academic teachers from whom credit ought to be obtained. The appointed teacher shall decide about the method of student's obtaining credit. The course units should be specified before the studies referred to in sub-paragraph 1 have been undertaken.
6. Obtaining credit for the courses specified in the agreement referred to in sub-paragraph 2, and obtaining credit within the time limit for possible courses referred to in sub-paragraph 5 as well as the fulfilment of financial commitments shall be the grounds for the student to get a pass for the period of study at the other university.
7. The Dean shall enter grades into the student progress report for course units completed outside the University on the basis of the documents issued by the partner institution. The grades for the course units referred to in sub-paragraph 5 shall be entered by the teacher appointed by the Dean.

8. If the student has not met the conditions defined in sub-paragraph 5, the Dean shall take a decision of repeating that period of studies or a conditional registration for the subsequent semester or year, at the same time specifying the requirements the student shall fulfil.

XI. Transfer and recognition of credits

§ 40 transfer and recognition of credits acquired by a student

1. The student transferring course units to higher education institution other than the University, also abroad, shall be assigned such number of ECTS points as is assigned to learning outcomes obtained from the completion of these course units at the University.
2. Transferring credits for course units passed in another field of study at the University or outside it, also abroad, to count these points instead of points assigned to course units set forth in the study program shall be conditional on the confirmed similarity of learning outcomes. The similarity of learning outcomes shall be ascertained by the Dean.
3. One point of the ECTS corresponds to learning outcomes that require from the student on average 25-30 hour workload, where hours of student's work includes contact hours at the University according to the study plan plus student's independent work.
4. The student shall submit in the dean's office a request for transferring the grades for those course units that he has obtained a graded pass.
5. The request should be submitted until 30 October in the winter semester or 30 March in the summer semester. Requests submitted after the deadline shall not be reviewed.
6. Until the decision is made, the student should attend the classes according to the schedule.
7. Obtaining a positive decision, the student must inform the teacher responsible for the course unit about the consent received and all teachers conducting classes under this course unit.
8. The dean decides on transfer and recognition of ECTS points, acceptance of the grade and enters the grade into the IT system for student support.

XII. The interruption of study, leave of absence

§ 41. General rules

1. The student who has been granted a permission to take a break or leave of absence from the studies, is obliged to cover independently all subjects and topics set out in the study program in the study field and to achieve all required ECTS points, subject to subpar. 3 and 4.
2. The Dean shall define the conditions, time and manner of making up the requirements due to a break or of leave of absence from studies.
3. The student finishing a break or leave of absence may request for verification of his/her learning outcomes specified in the study program. The Dean shall grant a consent and conditions for the verification.
4. The student need not make up for those parts of the syllabus (subpar. 2) where the learning outcomes have been positively verified.

§ 42. Interruption of studies

1. The decision to approve the interruption of study shall be taken by the Dean upon the student's request. The interruption of study is justified including: necessity of taking up paid work for a period of time due to financial hardships, difficult family situation.
2. During the interruption period the student's rights shall be suspended.
3. The interruption of studies may not extend more than two successive semesters or a year and during the whole studies it may be granted once. It shall be confirmed by an entry in the student record book.
4. An application for an interruption of study should be submitted before the semester or year commences.
5. If alterations in the curriculum took place during period of the interruption the Dean shall take a decision of determining differences in curricula and shall define the time limit to obtain credit.

§ 43. Dean's leave of absence

1. The student may be granted a short term leave of one month duration or a long term leave of 2 up to 12 months during which he shall retain student's rights subject to sub-paragraph 2.
2. The student is not entitled to financial support during the leave except for cases set out in the regulation for student benefits provision.
3. The student should apply for leave of absence immediately once the circumstances justifying his or her application for leave of absence have occurred.
4. The Dean shall take a decision of granting leave at the student's written request.
5. The granting of a month leave shall mean that the absence from class be deemed justified.
6. A year – long Dean's leave may be granted as a compassionate leave, an internship leave, a research leave.
7. The Dean, while granting leave, may specify the curriculum disparities and requirements for making up educational activities missed.
8. The granting of year-long leave of absence shall extend the prescribed time limit for the completion of a degree programme.
9. During the course of leave, upon the Dean's consent, the student may attend some classes and undertake assessment to achieve credit for courses and take examinations.

§ 44. Dean's compassionate leave

1. The student may be granted a Dean's compassionate leave in the following circumstances
 - 1) long- term sickness confirmed by a certificate of a relevant medical board,
 - 2) legitimate and adequately documented circumstances beyond the student's control.
2. The application for Dean's compassionate leave in a credit period made by the student who failed an examination before the board shall not be considered.
3. Student returning from a health leave is obliged to produce a medical certificate confirming that he is fit for study in the specific field.

4. Dean's leave of absence may be granted only once over the entire duration of studies, except the leave for health reasons.

§ 45. Dean's internship or research leave

1. Dean's internship leave shall mean a leave granted in order to take an internship within the scope related to the field of study.
2. Dean's research leave shall mean a leave for the continuation of studies at another national or foreign higher education institution.
3. Applications for granting Dean's internship or research leave shall be submitted not later than in the first month of a given credit period.
4. After the completion of Dean's internship or research leave the student shall supply documentary evidence to prove that she or he used it according to purpose.
5. Dean's internship or research leave may be granted only once.

XIII. Deletion from the register of students and resuming study

§ 46. Deletion from the register of students

1. The Dean shall remove the student from the register of students if he or she:
 - 1) has not taken up studies (student's unjustified absence from classes for two weeks from their beginning shall be considered a failure to take up studies);
 - 2) has withdrawn from study (upon written notice);
 - 3) has not submitted the thesis or the final project or has not taken the final examination within the specified time limit;
 - 4) has been punished with the disciplinary penalty of expulsion from the University.
2. The student may be expelled if he or she:
 - 1) He or she is found not to attend obligatory activities (classes, lectures etc.);
 - 2) has made no progress in studies, in particular when the student
 - a) has not received permission to correct the failed diploma project or has obtained another failing mark pursuant to § 51 sub-paragraph 2,
 - b) has failed to pass the diploma examination at second attempt pursuant to § 54 sub-paragraph 2,
 - 3) has failed to get a passing grade for semester or a year within the specified time limit;
 - 4) has not paid tuition fees;
3. Student's deletion from the register is an administrative decision taken according to applicable regulations.
4. Decisions referred to in subparagraphs 1 and 2 may be appealed against to the Rector within 14 days of the receipt of the decision.
5. Before collecting his documents from the University the student struck off the register is obliged to fulfil the financial commitments to the University.

§ 47. Conditions of resuming study

1. Readmission of a person, who was struck off the list students due the failure to complete the first semester of full time programme or first year of part time programme, shall be governed by general regulations of recruitment.

2. A person struck off the list of students who successfully completed at least the first credit period may apply for re-enrolment in the same field of study. A decision in this matter, called the reinstatement, shall be taken by the Dean. The Dean may set out additional conditions of reinstatement (e.g. a readmission examinations, making up shortfalls resulting from the differences in the curricula).
3. A person struck off the list of students may not apply for reinstatement if more than 4 years have elapsed since the deletion.
4. The conditions of resuming study in the circumstances referred to in § 51 sub-paragraph 2 shall be set out by the Dean, however the requirement to choose another topic of the diploma project must be met.
5. A person who has been deleted from the register of students on the grounds of a judgement of the disciplinary committee to be punished with the penalty of expulsion from the University, and the punishment adjudged was not obliterated or remitted is not eligible for the resumption of study.
6. Persons who have not settled overdue payments to the University cannot apply for reinstatement.

XIV. Diploma thesis

§ 48. The diploma thesis

1. Preparation of diploma thesis or g project shall constitute a mandatory part of the study programme of the respective level, field of study and the specialisation (relevant to the given degree, i.e. the degree of *licencjat, inżynier, magister*)
2. Diploma work is an independent development of a specific scientific, artistic or practical problem, or artistic or technical accomplishment, reflecting student's general knowledge and skills related to the studies at the given field, cycle and profile and abilities to analyze and infer independently.
3. The diploma work may consist, in particular, of written thesis, a published article, project work, including design and implementation of computer program or system, and construction or technological project.
4. It is allowed that the diploma thesis is carried out by more than one student, on principles set out by the Dean, with the indicated contribution of each of the students in the work.
5. The diploma thesis is a creative work and shall be subject to copyright.
6. The University shall enjoy the right of priority to publish the final thesis of the student. If a higher education institution has not published the final thesis within six months of the date of the diploma exam, it may be published by the student who has prepared it, unless the final thesis is a part of collective work.
7. A diploma thesis may be prepared in a foreign language other than Polish pursuant to § 17 sub-paragraph 3.
8. Upon the submitting the diploma thesis, the student shall make a declaration in writing that the work (or in the case of collective work, its part) has been carried out by herself or himself, i. e. except for the required consultations, no aid of third parties has been given, and in particular no other parties have been tasked to develop the work in part or in the entirety nor the sources or resources other than the ones indicated for reference have been used.

9. The University according to the Act checks written diploma works before the diploma exam using anti-plagiarism software, particularly the *Jednolity System Antyplagiatowy* (plagiarism checker).
10. The diploma thesis is stored in the repository immediately after the student passes the diploma exam by sending it to the Main Library.

§ 49. The supervisor, the subject and the assessment of a diploma thesis

1. The bachelor thesis or the engineering project shall be prepared under the supervision of an authorised academic teacher holding at least a master degree (*magister*).
2. The master thesis shall be prepared under the supervision of an authorised academic teacher holding at least a PhD level degree (*doktor*).
3. The theses specified in sub-paragraphs 1 and 2 may be carried out under the supervision of a person from outside the University being an expert in the area which is the subject of the thesis, and a holder of at least a PhD level degree (*doktor*).
4. The student may prepare the diploma thesis outside the University within the student exchange programme. In such case a person appointed by a relevant body of the partner institution may be a diploma thesis supervisor upon Dean's consent.
5. The student is entitled to choose a topic of the diploma thesis and the supervisor. If the student cannot get consent of any teacher to supervise his or her thesis the Dean shall appoint a supervisor. The topic of the thesis shall be considered as defined once the student has been given the consent of the supervisor in writing.
6. The topic of a diploma thesis shall be defined by the student and supervisor on the thesis topic card and delivered to Dean's office not later than one year before the expected date of completion of studies.
7. The Dean may agree on a change of the supervisor and diploma thesis (project) topic to another approved topic. The Dean shall grant a student permission to submit a new topic or modify the previously approved topic upon consultation with a Discipline Council.
8. In the case of prolonged absence of a supervisor of the thesis, which may result in postponing the time of its completion or submission the student may request a supervisor substitution who shall be appointed by the Dean.
9. A replacement of the supervisor effected during the last six months before the stipulated date of submitting the thesis may be the grounds for an extension of the deadline for submission of the thesis according to the rules set out in § 50 sub-paragraph 7.
10. The thesis shall be assessed by the supervisor and a reviewer appointed by the Dean. In case of discrepancy regarding the assessment of a thesis, the Dean, who may consult another reviewer, shall take a decision whether the student can take a diploma exam.
11. The grading scale stated in § 36 sub-paragraph 1.
12. The reviewer of the diploma (bachelor, engineer level) shall be either an academic teacher or an expert person from outside the University holding at least a professional title of *magister* [*Master's degree*].
13. The reviewer of the master diploma thesis shall be either an academic teacher or an expert person holding a scientific degree of a doctor.

14. When the student is granted a scholarship by a future employer, or has concluded a preliminary employment agreement effective upon graduating or is a studying employee, the topic of the thesis may address the requirements or needs of the employing organisation.

§ 50. The form and the deadline for thesis submission

1. The student shall submit a written diploma thesis in two hard copies (duplex printing, A4 paper format, hard cover) and as an electronic file, not secured with password, on a CD or DVD disk, in one of these formats: DOC, DOCX (Microsoft Word) or PDF (editable version) and uploads the thesis to the *Wirtualna Uczelnia* system.
2. The text of the thesis in the printed form, electronic file attached to the hardcopy and the file uploaded to the *Wirtualna Uczelnia* system must be identical.
3. The student shall submit a declaration of the identity of the written thesis, saved on electronic carriers and uploaded to the IT system for students.
4. An attachment to the written diploma thesis may be a computer program, model, design, a device etc.
5. The form and method submitting a diploma work other than written shall be specified by the Dean on student's request.
6. The student is obliged to submit a diploma work within the date specified in the organisation of the academic year.
 7. At the request of the thesis supervisor or at the request of the student, the Dean may extend the deadline for the submission of the diploma thesis in the case of :
 - 1) student's long- term sickness confirmed by an authorised medical board;
 - 2) legitimate and adequately documented circumstances beyond control of the student;
 - 3) other special circumstances.
 8. Failure to submit the diploma thesis by the specified deadline shall be the grounds for striking the student off the register. The Dean shall take a decision in this matter.

§ 51. Failing grade for the thesis

1. The student whose diploma thesis was awarded a failing mark may apply for additional three months to be granted for the correction. The decision in this matter shall be taken by the Dean after the consultation with the reviewer.
2. Obtaining no consent from the Dean, referred to in sub-paragraph 1, or another failing mark for the diploma thesis may result in
 - 1) Deletion from the register of students.
 - 2) Student's right to repeat a semester or year of study – at student's request.

XV. Diploma exam

§ 52 Requirements for admitting the student to diploma exam

1. In order to be admitted to the diploma examination (bachelor, engineer, master) the student shall meet these requirements:
 - 1) achieve all learning outcomes and the required number of ECTS credit points stipulated in the educational programme of a given field of study, degree level and profile;
 - 2) receive a positive assessment from the diploma work (thesis) supervisor and reviewer confirming the fulfilment of the content-related and formal requirements for diploma theses;
 - 3) pay all fees related to the course of studies.

2. The date of the diploma exam shall be set by the Dean.
3. The Dean may set the date of the diploma exam for the student who has submitted the work ahead of the scheduled date.

§ 53. Taking the diploma exam

1. The diploma exam shall be an oral examination during which the examination board shall evaluate the scope of student's preparation for work in the specific profession and specialisation studied by the student.
2. During the master degree exam, the student presents to the exam board the aims of the master's thesis, its methodological assumptions, achieved results and conclusions drawn from the research.
3. The board, chaired by the Dean, Vice-Dean or a person appointed by the Dean, is also composed at least two academic teachers representing two basic technical course units of a given field of study. If the engineering project has been carried out for the needs of a given company its representative may also be its member.
4. The final exam board for engineers for the fields or specialisation of study covered by the certificate of compliance with the requirements of the STCW Convention shall include at least one holder of the management level maritime diploma in the given department, and at least one person must be an examiner of the Central Maritime Examination Board, referred to in the Act on Maritime Safety.
5. The Dean may order that the supervisor or the reviewer take part in the board or be present during the examination. The supervisor is obliged to be a member of the exam board in case of master's degree diploma exam.
6. The exam board may be joined by other academic staff designated by the Dean or by an external specialist. If the diploma work is done for the purposes of a specific company, its representative may also be a member of the exam board.
7. The board may exempt the student from the obligation of answering the questions concerning the diploma exam on bachelor / engineer level if the assessment of the thesis by both the supervisor and the reviewer resulted in grade *good* or higher.
8. The grading scale applied to the diploma examinations is defined in § 36 sub-paragraph 1 of the Regulations.
9. Obtaining a passing grade for the examination shall be conditional upon a successful presentation of the respective topics, being the subject matter of the examination, with no failing grades awarded for any of them.
10. The diploma work characterised by high scientific level or utmost usefulness may be distinguished and take part in the competition of diploma works. The thesis / work reviewer proposes to distinguish a thesis or work, and the decision is made by the examination board conducting the diploma exam of the student concerned.

§ 54. Retaking the diploma exam

1. In the case the student fails the diploma exam or has failed for no justifiable reason to take the final examination on the date fixed, the Dean shall set another date for the examination as the ultimate date.

The second examination shall take place within three months of the first examination date but not sooner than after one month.

2. In the case the student fails the diploma exam on the ultimate date:
 - 1) Dean shall make a decision on granting the permission to repeat the final year or semester of studies, with the exemption of provisions of §38 sub-paragraph 4,
 - 2) The students is deleted from the register of students.
3. The student repeating the semester due to the failure of the bachelor/engineer diploma exam need not be write a new diploma thesis.
4. The student repeating the semester or year due to the failure of the master diploma exam must write a new master's thesis.

§ 55. Open diploma exam

1. At the request of the student or the thesis supervisor the diploma examination may be an open examination. The request should be made when submitting the degree thesis.
2. The Dean shall take a decision of holding the open examination.
3. The participants in the open examination who are not members of the Examination Board shall not be entitled to ask the candidate any questions or participate in examination assessment proceedings in camera.

XVII. Graduation

§ 56. Graduation date

The date of passing the diploma examination shall be the date of graduation.

§ 57. Conditions of graduation

The graduation is conditional upon achievement of all learning outcomes and the nominal number of ECTS credit points stipulated in the study programme, and passing the diploma examination.

§ 58. The final result of student overall performance

1. The basis for calculation of the final result of studies shall be:
 - 1) average of the final grades for examinations and graded passes obtained in the overall period of study;
 - 2) the grade for the diploma thesis (arithmetic mean of the grades given by the supervisor and the reviewer);
 - 3) the grade for the final diploma exam.
2. The final result of the studies is the sum of the three components referred to in sub-paragraph 1 multiplied by the following coefficients:
 - 1) for the grade referred to in sub-paragraph 1 item 1 – coefficient 0.5;
 - 2) for the grade referred to in sub-paragraph 1 item 2 – coefficient 0.25;
 - 3) for the grade referred to in sub-paragraph 1 item 3 – coefficient 0.25.
3. The final result of the studies recorded in the diploma is rounded off as follows:

- 1) for all grades of up to 3.40 – sufficient (*dostateczny*) [3,0];
- 2) from 3.41 to 3.80 – more than sufficient (*dostateczny plus*)[3.5];
- 3) from 3.81 to 4.20 – good (*dobry*)[4.0];
- 4) from 4.21 to 4.60 – more than good (*dobry plus*)[4.5];
- 5) for all grades above 4.60 – very good (*bardzo dobry*) [5.0].

XVII. Tuition fees.

§ 59. Types of tuition fees

1. The Rector shall set the types and amounts of tuition fees by way of an official order, upon a consultation with the student self-government.

XVIII. Final provisions.

§ 60. The procedure for adopting the Regulations

1. The Regulations shall be adopted by the Senate in the term pursuant to the Act.
2. The Regulations should be agreed on with the student self-government. If in three months' time of adoption of the Regulations the Senate and the student self-government will not reach an agreement as to its contents, the Regulations shall enter into force by way of another resolution of the Senate that is passed by two-thirds of the votes of the statutory members.
3. The Regulations enter into force at the start of the academic year.
4. In case of amendments to the Regulations, sub-paragraphs 1, 2 and 3 apply respectively.
5. In case of studies run jointly with another domestic or a higher education institution from abroad separate regulations governing studies may be laid down.