

RULES OF STUDY
AT THE
PEDAGOGICAL UNIVERSITY OF CRACOW

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The rules of study at the Pedagogical University of Cracow, hereinafter referred to as the University, has been developed in accordance with the Law on Higher Education Act of 27 July 2005, (Journal of Laws of No 164, item 1365, as amended), hereinafter referred to as the Act.

This document contains the rules, organisation and course of higher education studies, along with the rights and obligations of the University students. It does not relate to post-graduate and third-cycle degree programs, for which the rules and regulations on postgraduate and doctoral degree studies are applicable.

I. GENERAL PROVISIONS

§ 1

1. Degree studies at the University, hereinafter referred to as studies are conducted within the field of study.
2. Courses within a field of study can be carried out by the faculty, or between several faculties, along with other universities and research institutions, including international ones, according to the concluded agreements.
3. Individual inter-area studies can be conducted at the University.
4. The rector is the head of students at the University, the Dean is the head at the faculty.
5. Degree studies are carried out as either full-time or part-time programmes.
6. Full-time studies are a form of higher education dissimilar to the part-time programme, in which at least half of the training programme is conducted in the form

of activities that require direct participation from academics and students.

7. Part-time programmes are a form of higher education, which are apart from full-time programmes, appointed by the University Senate.

§ 2

1. The fees for educational services provided by the University are charged in the following cases:
 - 1) education offered in part-time studies;
 - 2) education offered in full-time studies in a second or subsequent field of study in the form of a full-time programme at a public university;
 - 3) education offered in full-time studies and exceeding the ECTS points limit stipulated in §3;
 - 4) repetition of the courses offered in full-time studies as a result of unsatisfactory academic performance;
 - 5) studies in a foreign language;
 - 6) courses outside the curriculum.
2. The university also charges other fees, which are mandatory under the law of general provisions, including the fee for issuing a student ID, the credit book used as a form of documentation for the course of study, a diploma, an additional copy of the diploma translated into a foreign language and their duplicates.
3. The amount of any charges associated with the studies are determined by the Rector.
4. Detailed rules for the payment of charges associated with studying and the conditions of exemption from fees, in whole or in part, are defined by the resolution of the University Senate.

§ 3

1. A person admitted to the University shall acquire student rights upon matriculation, by taking the oath (mentioned in the Statue of the University and in the Annex to the Rules of Study) and by submitting the oath in writing.
2. The students shall receive a student identity card

certifying their status, and a credit book after signing the act of oath.

3. The students have the right to a student identity card until the completion of their studies, suspension or deletion of student rights, and in the case of first-degree program, until the 31st of October of the completion year.
4. A credit book is owned by the student. In the case of studying at the University in more than one field, the student receives a separate credit book for each of the fields and levels of study.
5. The credit book may be held in an electronic form.
6. The full-time program students, who began their studies in the academic year 2011/12 and subsequent years in public schools, have the right (without payment of fees) to attend the courses for which a student can obtain the following:
 - a) First-cycle degree studies - at least 180 ECTS credit points, and at engineering study programs not less than 210 ECTS credit points;
 - b) Second-cycle degree studies - at least 90 ECTS credit points;
 - c) One-cycle Master's degree studies - at least 300 ECTS credit points in the five-year study programme.
7. Beyond the ECTS limit referred to in section 6 of this paragraph, the student shall be entitled, without payment of fees, to the courses at a particular level, for which he/she may additionally receive up to 30 ECTS credit points. For students pursuing education in the individual inter-area studies, referred to in § 1 and section 3 of these Rules of Study, the limit may not exceed 90 ECTS credit points.
8. The use of a specified number of ECTS credit points granted in the ECTS credit points limit, in accordance with section 6 of this paragraph without payment of fees, is to be considered as course completion, to which a certain number of credit points has been assigned.
9. Students indicate the number of used ECTS credit points in a declaration on completion of the conditions for taking up and continuing full-time studies at a public, non fee paying university.

§ 4

1. Students of all studies conducted in the University form a local students' government.
2. The principles of organisation and activities of the Student's Self-Government, the type and method of selecting its organs and its powers are defined by the regulations of the Self-Government.
3. Self-Government units are the only representative of the whole student population.

II. ORGANISATION OF STUDIES

II.1. General Provisions

§ 5

1. The academic year begins on the 1st of October and ends on the 30th of September of the following calendar year.
2. The organisation of the academic year for full-time studies programmes shall be determined by the Rector after consultation with the Students' Self-Government, It shall be announced no later than by the 30th of April of the year in which the academic year begins.
3. The organisation of the academic year for full-time studies is divided into two semesters: winter and summer.
4. The organisation of the academic year for part-time studies is determined by the Dean.
5. The implementation of the courses offered at the University in a given didactic cycle starts at the beginning of the academic year. In specific cases, the Rector may determine a different starting date of a course for a particular field (specialty), level or form of studies.
6. The organisation of classes and exam dates are determined (with the participation of the Students' Self-Government representatives) by the Head of a research and teaching unit giving courses in a given field / specialisation of studies, and approved by the Dean. The organisation of classes is determined to ensure their total clarification as provided in the study plan and

study programme for a given semester (year).

7. Detailed schedules of classes for full-time programmes will be announced to students and tutors no later than three days before the start of each semester and exam dates will be announced no later than one month before the examination session, they will also be available via the Internet.
8. The dates of classes organised according to part-time programmes will be announced to students and tutors no later than one week before the start of classes, and the exam dates after the completion of half of the classes of a given course no later than one month before the scheduled date of the exam.
9. During the academic year, the Rector may announce tuition-free days and hours.
10. In exceptional cases concerning a field of study, decisions about hours will be made by the Dean, in agreement with the Rector.

§ 6

1. The training of students at the University will follow the study plans and educational programme; i.e. study programs, adopted by the faculty councils, containing a description of the learning outcomes in accordance with the National Qualifications Framework for Higher Education, as well as a description of the educational process, leading to the achievement of these results.
2. The description of the educational process leading to the implementation of learning outcomes accepted for a field of study is divided into coherent substantive parts, hereinafter referred to as courses, whose implementation is completed under the basic credit periods of these studies.
3. The courses and vocational training periods which fall within the scope of study program are credited with ECTS points according to the conducted hour balance sheet of student's work.
4. In order to obtain ECTS credit points by a student assigned to a given course (internship), they must achieve the learning outcomes. A course (internship) may be effected by the verification of the learning outcomes.
5. The sum of ECTS credits assigned to courses and internships for a particular year is nominally 60 in a

- given semester, and in a specific plan of study – 30. The number of ECTS credits for the last odd semester is 30.
6. ECTS credit points are not allocated to the following:
 - a. Library training classes;
 - b. Training, including Safety and Health at Work and Fire Emergency Training;
 - c. Practical placements which are not included in the study programme.
 7. University units, carrying out education in given fields of study, publish programs of study for all cycles and forms of education applicable in a given academic year. These are available electronically on the University website, or are advertised on notice boards.
 8. Information about course programmes and practical placements, the rules for their implementation, and verification forms of learning outcomes shall be published on the University's website.
 9. Upon request of the head of the unit conducting education in a given field of study, and approved by the faculty, the classes can be conducted in a foreign language. The scope and conditions of teaching in a foreign language are determined by the Dean.

§ 7

1. In order to improve the organisation of the educational process, the tutors of a year of study are appointed internally from the existing academic staff.
2. The Dean appoints a tutor for the students who enrol onto a course of study, at the request of the head of that field of education, after having consulted the Students' Self Government. The Dean also defines the responsibilities of the tutor.
3. Upon request of students and in agreement with the Head of the unit implementing education in a given field, the Dean may change the year tutor.
4. The arrangements for the organisation of studies are undertaken with the participation of representatives from the Students' Self Government.
5. The association for Students with Disabilities will provide assistance for disabled students, depending on their needs.
6. The process of teaching in accordance with the specific

needs of people with disabilities, including the adaptation of studies (according to the nature of the disability), is dependent on the individual degree of disability. This degree of disability is adjudicated by heads of faculty in consultation with the Office for Persons with Disabilities.

7. The means of adapting the organisation and implementation of the educational process to the specific needs of people with disabilities, including the adaptation of studies for specific types of disability, for individual students with adjudicated degree of disability shall be determined by the deans of the faculties in consultation with the Office for Persons with Disabilities.

II.2. Individual Course of Study Programmes

§ 8

1. A student may obtain permission to pursue studies according to an Individual Study Programme when he/she has completed the first year of study and has demonstrated a great ability for the studied field.
2. The Dean may give consent for this at the request of a student, reviewed by the board of education of the Unit implementing education in a given field, and submitted before the start of the semester or an academic year.
3. The Dean, at the request of the head of the unit implementing education in a given field of study, shall appoint an academic supervisor for a student from among the academic teachers with a *Doctorus Habilitatus* degree. The appointed supervisor establishes an Individual Study Programme with the student.
4. An individual Study Programme should provide an opportunity to achieve all the learning outcomes of the given field, and include additional personal interests of a student.

§ 9

1. The individual Study Programme must be approved by the faculty council.
2. The organisation of an Individual Study Programme (including the terms of credits, examinations and

practical placements) is determined by a student, his/her scientific supervisor, and approved by the Dean.

3. The individual Study Programme may be shorter than the studies carried out on a regular basis.
4. A student loses the right to an individual program if he/she does not fulfil, in the set time limit, the obligations arising from the approved program of study and established organisation of studies.

II.3. Studies According to Individual Completion Procedure

§ 10

1. A student of first-cycle degree and second-cycle degree studies may be entitled to carry out studies (in a given semester or academic year) according to an individual completion procedure.
2. The Individual organisation of studies consists of determined individual deadlines of credits, examinations, and professional practices included in the program of studies for a given semester or academic year.
3. Consent for carrying out studies according to an Individual Completion Procedure is given by the Dean and upon a reasoned request from the applying student.

§ 11

1. Completion of studies according to an Individual Completion Procedure does not exempt a student from the obligation to prove that he/she has achieved all the learning outcomes set for a given programme and obtained the required number of ECTS credit points for a given level of education.
2. The individual Completion Procedure of studies (including participation in classes and the time limits for credit tests and examinations) is agreed upon between the student and the academic course teacher. These arrangements, along with the dates of the individual practical placements, are approved by the dean - after consultation with the head of the unit implementing education in a given field.

II.4. Transfers and Additional Study Programmes

§ 12

1. A student from another university may become a student of the Pedagogical University of Cracow, provided there are available vacancies, and that the admission criteria and study programmes are comparable at both universities.
2. The Dean will make the final decision on the acceptance and recognition of the completed courses and practical placements in another higher education unit. The Dean will have consulted the head of the unit, who organises the studies, and will determine the year (semester) of receiving the credits and the deadlines for the curricula differences completion.
3. A student may transfer to another higher education institution if he/she has fulfilled all the required obligations towards the University.

§ 13

1. A student of one full-time degree programme is entitled to study a second full-time degree programme without payment of fees.
2. A student has the right to continue courses at another full-time degree programme institution without payment of the study fees, if in the previous year of study, he/she had met the criteria to receive the Rector's Scholarship for the best students.
3. A student who did not meet the criteria to receive the Rector's scholarship for the best student during the first year of studies, referred to in paragraph 1 of this document, is required to cover the fee for the first year of the studies.
4. Decisions concerning the student's right to benefit from the courses without payment of fees may be taken by the Rector, upon the student's request evaluated by the Dean of the faculty.
5. The right to study the second full-time degree course in a public higher education institution without the payment of fees, as well as their continuation without payment of fees by the best students, is applicable only once throughout the period of study.

§ 14

1. A student may transfer to another course provided at the University, if there are vacancies and the criteria for university admissions are comparable. The decision to admit the student to the newly chosen field shall be taken by the Dean, after consultation with the head of the unit who provides the courses in a given field.
2. A student may transfer from a specialty at a given field of study to another specialty at the same field, on the condition that there are vacancies and the criteria for university admissions are comparable. The decision about the transfer of the student shall be taken by the Dean, after consultation with the head of the unit responsible for the newly chosen specialty by the student..
3. The condition of the transfer is the recognition of the learning outcomes achieved so far by the student and the obtained ECTS credit points.
4. If necessary the Dean, in consultation with the head of the Unit providing courses in the given field, shall indicate the courses required to recompense.
5. When issuing the consent in the cases referred to in paragraph 1 and 2, the Dean specifies the year (semester) of studies, in which the student is to recompense the curricula differences and the deadline for entry of them.

§ 15

In justified cases, students may, if there are vacancies, change the form of studies: from full- time to part-time and vice versa. The decision on the transfer is taken by the Dean, after consultation with the Head of the unit providing education in a given field of study.

III. STUDENTS' RIGHTS AND OBLIGATIONS

§ 16

Students have the right to:

- 1) training in the subject of students' rights and obligations;
- 2) the development of interests in science, culture, sport and tourism, and the use of teaching rooms, equipment and the use of the

University for that purpose, furthermore the assistance of academics and authorities of the University;

- 3) address the requirements of the Faculty and the University authorities regarding matters pertaining to the study programmes, the organisation of education, and to any social issues and living conditions of the students;
- 4) evaluate the level and the teaching process of the studied field, and to receive information on the evaluation results;
- 5) access their written works for credits and written examinations, and the reviews of their diploma theses;
- 6) attend (open) courses provided in other fields of study or specialisations;
- 7) participate in the works of the Students' Self-Government organs, in accordance with the Self-Government regulations;
- 8) become members of scientific circles, and participate in scientific research carried out at the University;
- 9) become members of associations and organisations operating within the University;
- 10) undertake the duties of an assistant-trainee, according to article 191 of the Act, under the terms stated in the Pedagogical University Statutes
- 11) financial assistance and accommodation in a students' hostel, under the terms of separate provisions;
- 12) unpaid medical care on the basis of separate provisions.

§ 17

1. The student is obliged to take full advantage of the learning opportunities offered by the University and act in accordance with the oath and the Rules of Study. In particular, he/she shall:

- 1) acquire knowledge and skills according to the chosen field of study;

- 2) become familiar with the program of studies and the rules of assessment and evaluation of the established effects of education;
- 3) respect the rules of participation in courses, determined by the academic teacher who provides the classes;
- 4) manage any backlog of work resulting from the student's absence;
- 5) obtain credits for courses on fixed dates, take examinations, cover practical placements and meet other requirements included in the program of studies;
- 6) timely submit the required documentation (index books, periodic student's achievements cards);
- 7) timely cover the financial commitments towards the University and the fees arising from the decision of the University authorities;
- 8) immediately notify the Dean's Office in the case of loss or damage to the student ID, and in the case of resignation from further education;
- 9) immediately inform the dean's Office of the following changes:
 - a) name or address (including e-mail address);
 - b) material conditions if they affect the awardance and amount of financial assistance;
- 10) comply with the provisions in force at the Pedagogical University;
- 11) comply with the standards of peer life and respect the principles of social coexistence;
- 12) uphold the good name of the University;
- 13) respect the property of the University and assume liability for its material destruction or loss.

2. The student of the Pedagogical University of Cracow, by being a full member of the academic community, is obliged to actively participate in the life of the University. In particular he/she is required to participate in the ceremonies which are organised by the University, such as the solemn inauguration of the academic year and the Feast of the University.

IV. Credits and Examinations

IV.1. Course completion

§ 18

1. The basic grading period at the University is:
 - 1) full-time studies – a semester;
 - 2) extramural studies – a year or a semester, according to the Dean's decision, undertaken after consultation with the faculty council.
2. A student may obtain credit for a course and receive ECTS credit points assigned to it only after verifying that he/she has achieved the learning outcomes assumed for this course.
3. The methods of checking the level of the achieved learning outcomes, and rules established for determining the assessment of the course are part of the curriculum made available to students in the academic ECTS information package. This is in a document containing a detailed description of the course, called the Card of the Course.
4. Completion of a course includes covering all planned forms of teaching for a given course, in accordance with the terms stated in the Card of the Course, including - if incorporated in the program of studies - taking an examination.
5. The credits for a particular course can be obtained from the course lecturer unless otherwise stated, with the consent of the head of the unit implementing the training program for a given field. If courses are provided to a given group by two or more teachers, the credit is granted by the teacher appointed by the head of the unit conducting the training program for a given field of study.

6. In any case where the academic course teacher does not give a credit or a pass mark from a given class to a student, the student may appeal to the head of the unit implementing the training program for a given field of study, by submitting a substantiated request within 7 days of the announcement of the result.
7. Taking a credit in front of the credit committee is done on the same principles as taking the exam in front of an examination committee, including the record in § 22, section 4, 5 and 6.
8. A student may complete a course at an earlier date, after consultation with the academic course teacher providing that course.
9. Any doubts concerning various forms of course completion, and exams taken in front of the examination committee shall be settled by the dean.

§ 19

1. A student may complete some courses (achieving comparable learning outcomes) in another higher education institution (within Poland or abroad), which operate within the ECTS Credit points system, with the approval of the dean of the faculty.
2. The dean recognises the completion of selected courses in another higher education institution by establishing, in consultation with the head of the unit implementing the training program for a given field of study, the so-called "Learning Agreement", signed by the person representing the two universities and the student.
3. The conditions specified in the "Learning Agreement" must be fulfilled for the courses completed at another university to be recognised.

IV.2. Examinations

§ 20

1. An examination is a test of the student's achievement of learning outcomes included in the curriculum for one or more courses. The exam can be carried out orally, in writing or both.
2. The academic teacher, who provides the courses and lectures, will inform the students about the course programme, literature on the subject of the course, the rules of receiving

credits in various ways and examination requirements.

3. An examination from the course for which the programme of studies does not provide lectures will be carried out by an academic teacher, who is appointed by the head of the unit implementing the training program for that field.

4. In exceptional cases, the dean, in consultation with the head of the unit implementing the training program for a given field, may appoint an academic teacher to carry out the examination in a given course in a given academic year, who provides the same or a related course.

5. Admission to an examination in a given course, for which the program provides classes, is conditional on receiving credit for classes which make up this course. If the classes are organised in several forms, the student will take the examination on receiving credit for all these forms of classes. Lack of credit means the loss of the right to take an exam in a basic mode.

6. Failure to obtain credit for the course, provided in the form of classes, before the date of the re-sit exam will result in the loss of the right to take the re-sit exam.

7. Loss of the right to take an exam in a given mode is equivalent to the entry in the documents listed in § 21 section 3 of the sentences "lack of grade" (which is calculated as digit "2" when calculating the average grade). The dean is entitled to perform such a procedure.

8. The student takes an examination after receiving the Student's Periodical Performance card.

9. Any reason for absence of a student from an examination should be settled up to 7 days from the date of the examination. The dean will determine if the absence is excused and will then set the period in which student is to pass the overdue exam.

10. Any unexcused absence from an examination will result in the entry of the term "lack of grade" in the documents listed in § 21, section 3 (which is calculated as digit "2" when calculating the average grade). The Dean is eligible to perform this procedure.

11. Students participating in research or implementation projects may be exempted by the teacher providing the course from participation in certain activities. These fall within the scope of the conducted research activities.

12. If the student fails the first term examination, he/she has

the right to re-sit the examination.

§ 21

1. The University applies the following grades and their reference numerals, along with their equivalents in English, according to the ECTS grading scale;

bardzo dobry	5,0	very good	A - excellent
plus dobry	4,5	good plus	B – very good
dobry	4,0	Good	C – good
plus dostateczny	3,5	satisfactory plus	D– satisfactory
dostateczny	3,0	satisfactory	E – acceptable
niedostateczny	2,0	unsatisfactory	F- not passed

2. The unsatisfactory grade is a negative grade, indicating the lack of credit or failing to pass an examination.

3. Grades from all examinations are entered into the student's index book, student periodic achievements examination protocol and included in the average grade from the studies.

4. The courses that can be completed without taking an examination, along with the practical placements for which the grades are included, form the average grade from the studies. All grades obtained for the above mentioned courses and practical placements are entered in the documents referred to in paragraph 3.

5. The dean will determine a list of the courses from which credit is an averaged grade from studies on the basis of study programs.

6. Obtaining a credit with a grade for completing a course will be regarded as an examination.

7. If a credit and examination is provided for a course, a student is obliged to obtain a credit for that course before taking the examination.

§ 22

1. A student who expresses reservations about the accuracy of the conducted examination has the right to submit a substantiated request for a final re-sit examination to the

dean of the faculty, within 7 days of the announcement of the exam result.

2. The Dean may order a final re-sit examination according to the submitted request or upon his/her own initiative.
3. A final re-sit examination is an oral examination. However in particular cases, determined by the nature of studies, the Dean may choose a different form of examination.
4. The examination committee include the following persons:
 - 1). a chairperson which may be: a dean, vice-dean, head of the unit implementing the teaching program for the field of studies or his/her deputy;
 - 2). the academic teacher who had previously examined the student;
 - 3). a specialist in a given or related field (course subject).
5. The final re-sit examination commission cannot be chaired by the academic teacher who had previously examined the student.
6. Upon request of a student, the dean may permit the following persons to participate (without constituting voting rights) in the final re-sit examination commission: the tutor of the year, a specialist in a given field, a person chosen by the student or the student government representative.
7. In case of an inconclusive outcome of the final re-sit examination, the Dean will decide upon one of the following:
 1. permission to repeat a semester (year) of studies, with the exception of first-year students of the first-cycle degree studies;
 2. in justified cases, a conditional entry for the next semester (year);
 3. removal from the list of students.

IV.3. Practical Placements

§ 23

1. Practical placement included in the programs of studies are an integral part of the educational process and will be subject to compulsory completion during the dates stated in

the plans of study.

2. An academic teacher, who is appointed as a supervisor of practical placements by the head of the research and teaching unit or teaching unit implementing the educational programme, may give credit for practical placements' completion.

3. The rules and procedures of the organisation, participation and assessment of practical placements are determined by the Rector's ordinance.

IV.4. Successful completion of a semester (year).

Conditional credit, repeating the semester (year)

§ 24

1. The rules for the successful completion of a semester (year) are based on the ECTS credit points system.

2. The condition for the successful completion of a semester (year) and signing up for the next semester (year) is the fulfilment of all requirements of the programme of studies. This includes the achievement of the established learning outcomes for each course and obtaining the required number of credits from the plan of studies, on the dates complying with the organisation of the academic year.

3. A student of the first year of first-cycle degree studies, who failed to complete a semester (year), may be removed from the list of students by the dean, or the dean may agree on a conditional credit.

4. In the case of a student who failed a semester (year) of studies, with the exception of the case specified in paragraph 3, the dean may agree to:

1) two conditional credits for the next semester (year);

2) the repeating of the semester (year) of studies.

4. A student who did not meet the specified point minimum defined by the dean's regulation may apply for the conditional signing onto the next semester (year). In the case of failure to earn the required number of points from the plan of study, since the failed course

(practical placement) is not the necessary condition for the continuation of studies (prerequisite for the courses / practical placement at a higher semester / year), a student who repeats the failed course or practical placement is obliged to pay the fee in the amount determined by the rector.

5. The ordinance of the dean concerning the limit of point shortages at all the courses conducted by the department will be announced at the beginning of each semester (year).
7. In exceptional cases the dean, in consultation with the head of unit implementing the programme in a given field of studies, can change the permitted number of missing points.
8. The completion of the last semester (year) of studies takes place after passing the diploma exam.

§ 25

1. The Dean, in consultation with the head of the unit implementing the programme of studies in a given field of study, will determine the term and method to alleviate the curricular differences which result from changes in the programmes of study by students repeating a year (semester) of studies.
2. The Dean, after consultation with the head of the unit implementing the program of studies in a given field of study, may allow a student, who repeats a year (semester) of studies, to participate in classes. They may also obtain credits and exams from the selected courses at the higher semester or year of study, with the condition that it does not interfere with the other responsibilities of the student.
3. A student who repeats a year (semester) of studies is exempted from the obligation to attend classes, obtain credits and exams of the courses which he/she had already completed, and cover the completed practical placements.
4. A student who has received a conditional credit is required to participate in the classes of the course covered by this credit.
5. A student is permitted to repeat a year (semester) no more than once during the course of studies. However, he/she is able to apply for another repetition in special circumstances, such as a long-term illness.
6. A student who repeats a year (semester) of studies due to unsatisfactory performance will be obliged to pay a fee

in the amount determined by the rector.

IV.5. Being removed from the List of Students

§ 26

1. The dean removes a student from the List of Students in the following cases:
 - 1.). not taking the studies up;
 - 2). resignation from studies;
 - 3). failure to submit the thesis or the final exam to the assigned deadline;
 - 4) disciplinary expulsion from the University.

2. The dean may remove a student from the List of Students in the following cases:
 - 1). Lack of progress in learning, including the failure to attend courses;
 - 2). failure to obtain credit for a semester or a year in a given period;
 - 3) failure to cover the fees for studies.

3. The decisions referred to in sections 1 and 2 may be appealed to the Rector. The Rector's decision is final.

IV.6. Resumption of Studies

§ 27

1. Resumption of studies does not apply to the persons removed from the list of first-year students as a result of the lack of progress in education.
2. Resumption of studies by persons, who had been removed from the list of students in higher years of study, can occur with the approval of the dean. He or she will decide upon the level and date of completion of the differences in curriculum and assigned ECTS credits, after consultation with the head of the unit implementing the education program for the given field.
3. If curricular differences, caused by changes in the programs of studies, are significant the Dean may:
 - a. order an examination testing the knowledge agreed upon with the head of the education program for the field of studies;

- b. authorise the resumption of studies into the year (semester) of a lower level than the achieved level entered in the credit book for the year (semester) of studies, which was classified before the removal from the list of students;
 - c. refuse to consent to the resumption of studies.
- 4. For examination testing and completing curriculum differences, a student will pay a fee in the amount determined by the rector.
- 5. Any student expelled on disciplinary grounds from the University loses the right to resume studies within three years of the punishment decision, unless the punishment has been excused in the manner specified in article 222, section 2 of the Act.
- 6. The Dean may refuse to resume studies a second time for the person who had already resumed, and was later removed from, studies in the same field.

V. LEAVES

§ 28

- 1. A student may be granted short-term or annual leave by the Dean.
- 2. A student may be granted a special leave in the following cases:
 - 1). an illness confirmed with a medical certificate;
 - 2). other important circumstances.
- 3. For a student of the first year of study, leave may be granted only in the case of long-term illness, birth of a child or child care.
- 4. A student, before starting courses after a leave of long term illness, is required to submit a certificate to the authorities of the faculty detailing the ability to continue further studies in the chosen field, issued by the appropriate specialist. A medical certificate is required only in the case of fields of study where there is a requirement to submit a medical certificate before taking university courses.
- 5. Once during the course of studies, a student who has completed the first year of study, has the right to obtain an annual leave without giving a reason (i.e. dean's leave).
Leave of this type can be received only at the beginning of the year (semester) and after completing the previous year (semester).

6. The application for a leave of absence, together with an opinion of the head of the unit implementing the education program for the field of studies, should be submitted by the student to the dean.

7. Granting annual leave is confirmed by an entry in the index book, which automatically postpones the deadline for the completion of studies.

§ 29

1. In justified cases a student, in consultation with the Dean, may forego the granted leave if it is possible to complete the established backlog of work.

2. During a leave, a student retains all student rights, with the exception of section 3.

3. The right to use the material support during the leave shall be granted in particular cases, which are specified in separate regulations.

4. During the leave a student, with approval of the dean, may participate in certain activities and take course examinations.

VI. REWARDS AND PENALTIES

§ 30

1. The students who have distinctive academic or sporting performance, or other special achievements may be rewarded with the following awards:

1). scholarships of the appropriate minister;

2). awards funded by state institutions, scientific societies, and so on;

3). rector's awards (financial, non-cash) or congratulatory letters;

4). Medal of the Pedagogical University of Cracow.

2. Detailed rules and procedures for granting Minister scholarships, awards listed in section 1, point 2, and awards, distinctions and medals listed in section 1, point 3 and 4 are defined in separate regulations.

3. A graduate, who presented a distinctive diploma thesis, may be given an award or a congratulatory letter by the rector.

§ 31

1. For any acts violating the dignity of a student or for the infringement of the regulations in force at the University, the student will be liable and must answer to the disciplinary committee or the peer court of the student government, hereinafter referred to as the peer tribunal.
2. The decision to refer the case to the disciplinary ombudsman or to the peer tribunal will be taken by the rector, after consultation with the student government.
3. For the same act, a student cannot be punished by the peer tribunal and by the disciplinary committee at the same time.
4. The disciplinary penalties are:
 - 1). rebuke;
 - 2). reprimand;
 - 3). reprimand with a warning;
 - 4). suspension from certain rights of a student for a period of up to one year;
 - 5). expulsion from the University.
5. In disciplinary matters of students, the following bodies make judgments: the disciplinary committee and the disciplinary appeal committee, appointed for the term of the University authorities of the academics and students of the University, for the period specified in the statute.
6. For minor offences the rector may, after hearing the accused or his/her counsel, impose a penalty of a warning to the student, omitting the disciplinary committee or peer tribunal.
7. A student penalised by the rector with a rebuke penalty may, within fourteen days from the delivery of the notice about the imposition of the penalty, appeal to the disciplinary committee or peer tribunal. In such case, the disciplinary committee or the peer tribunal may sustain the rebuke penalty or acquit the student.
8. In the case of suspicion of committing an unworthy act, including the criminal offence of plagiarism, the mode of the investigation procedure and the procedure for disciplinary proceedings are defined by the provisions of the Law on Higher Education, and the implementing regulations of the minister responsible for higher education.
9. The organisation and detailed procedure before the peer tribunal are determined by the regulations of the student government.

VII. FINAL THESIS

§ 32

1. Depending on the type and field of studies, the student prepares a bachelor, engineering or Master's thesis, hereinafter referred to as diploma thesis. In the case of art subject degrees, the thesis consists of an artistic and a theoretical element.
2. The student prepares a thesis under the guidance of an academic teacher, called the supervisor, who holds the title of professor or a degree of *doctorus habilitatus* (or an equivalent title / degree in arts). In the case of degrees in art subjects, a student is allowed to conduct a diploma thesis under the guidance of two supervisors.
3. The teaching and research council of the unit appropriate for a given field of studies / specialisation may entrust the supervision over a diploma thesis and conducting thesis seminars to an academic teacher with a doctoral degree.
4. The Faculty Council may entrust the guidance of a diploma thesis to a person from outside the University, if he/she fulfils the conditions set out in paragraph 2, and in particular cases - the person meeting the requirements set out in paragraph 3.
5. In the case of a long absence of the supervisor of a diploma thesis or for other important circumstances, the dean will appoint a new supervisor, in consultation with the head of the unit implementing the educational program for a given field of studies.

§ 33

1. The issue of a diploma thesis should be agreed upon no later than the beginning of the final year of studies and remain closely connected with the field of study and interests of the student.
2. The student has the right to choose, as far as the organisational possibilities of the unit implementing the educational program for a given direction are concerned, the following: an academic teacher under whose guidance he/she shall perform a diploma thesis; the topic of the thesis, along with the proposal of a topic of issues developed by himself/herself as part of the student scientific movement.

3. A diploma thesis may be a teamwork, carried out by two people, after obtaining consent from the head of the entity implementing the educational program for a given field of studies. The scope of work of each student must be clearly specified by the supervisor.

4. The thematic range of a diploma theses in given studies is approved by the teaching and research council of the unit appropriate for a given field / specialisation of studies, and in special cases - the faculty council.

§ 34

1. The diploma thesis will be assessed according to the grading scale mentioned in § 21, section 1, by the supervisor and reviewer appointed by the head of the unit competent for a given field of studies/specialisation.

2. A reviewer of a diploma thesis may be an academic teacher or a person from outside of the University who meets the requirements stated in § 32, as well as a person who at the request of the teaching and research council of the unit appropriate for a given field of studies / specialisation has obtained the consent of the faculty council.

3. In the case of the degrees in arts, the evaluation of the artistic part of the diploma thesis will be conducted by the examination commission.

4. In the case of a student obtaining one negative grade, the dean will make the decision on the admission of the student to the final examination, after consultation with an additional reviewer.

§ 35

1. A student is required to submit, to the dean's office, the diploma thesis in print and electronically. In the case of degrees in the field of art, further documentation of the artistic part of the diploma thesis, approved by the supervisor(s), should be submitted no later than by the end of the final year of studies.

2. The number of printed copies and the format of the electronic record is determined by the regulation of the dean of the faculty.

3. When submitting a diploma thesis, the student should submit a statement about the authorship of the his/her thesis, containing a clause concerning the consequences of plagiarising someone else's work or someone else's research

results and concepts to the Dean's office. A template of the declaration is defined by the rector.

4. The artistic part of diploma thesis is presented and evaluated during the final exam.

5. The dean may, upon request of a student supported by the opinion of the diploma thesis supervisor, alter the date of its submission, but not by more than three months, due to the following: student's long-term illness confirmed with a special medical certificate; inability to carry out the work within the deadline due to causes independent of the student.

6. During the period referred to in section 5, the student retains student's rights.

§ 36

1. In accordance with § 26, section 1, point 3, a student who does not submit the diploma thesis within the deadlines specified in § 35 or has not been admitted to the final examination, shall be removed from the list of students

2. The person referred to in section 1, who had been removed from the list of students may, within two years from that date, submit a thesis and pass the diploma examination.

3. The costs of guidance over the diploma thesis referred to in section 2, shall be covered by the student in question in the amount determined by the rector.

VIII. FINAL EXAMINATION

§ 37

1. Herewith are the required conditions for taking a diploma examination:

1. passing all compulsory courses and practical placements included in a given program of studies,
2. obtaining the required number of ECTS points, minus the number of points assigned to a diploma thesis and examination diploma, provided by the program of studies for a given field and level of studies.

3. obtaining two positive evaluations (from the supervisor and the reviewer) of the diploma thesis, or a decision of admission to the examination in the case referred to in § 34, section 3.

2. A diploma examination is held before a committee appointed by the dean. The committee consists of: the chairman - appointed by the dean, the supervisor (supervisors) and the diploma thesis reviewer (s) - wherein at least one member of the committee must hold a *doctorus habilitatus* degree or an academic title (or an equivalent degree / title in the field of art) . In special cases, the composition of the examination committee may change.

3. In case of degrees in art subjects, the committee will also include members appointed by the dean, in the amount specified by the council decision of the unit implementing educational program in a given field of studies.

4. The diploma examination is to take place no more than three months from the date of the submission of the diploma thesis.

5. At a request of a student or supervisor the diploma examination can be carried out in an open mode. The conditions for carrying out the final exam in an open mode shall be determined by the dean.

§ 38

1. The diploma examination is an oral exam. In special cases, the scope and form of the final exam is determined by the faculty council.

2. The examination committee will determine the final assessment of the diploma thesis and the evaluation of the final examination, using grades specified in § 21, section 1.

§ 39

1. In the case of obtaining an unsatisfactory grade from the final exam, also in the case of an unjustified absence on the appointed date of the examination, the dean will appoint a second term as the final one.

2. The second diploma examination may be held after a one month period from the date of the first term and no later than three months from the date of the first exam.

3. In the case of failing the final exam in the second term, the dean will remove the examinee from the list of students.

4. The person removed from the list of students due to failing

the final exam may benefit from the right referred to in § 36 section 2, with the of regulations taken into effect contained in § 36, section 3.

§ 40

1. The condition for obtaining a higher education diploma is to submit a diploma exam with a satisfactory mark.

2. The final mark entered on the diploma at the time of graduation will be comprised of the following, subject to paragraph 3:

- 1). The arithmetic mean of all marks obtained for the exams and the marked credits during the whole period of studies, and completed practical placements, including unsatisfactory marks (2) - constituting 50% of the final mark;
- 2). The mark for the diploma thesis - constituting 25% of the final mark;
- 3). The mark for the diploma examination - constituting 25% of the final mark.

3. In the artistic fields of studies, the final mark entered on the diploma consists of:

- 1).The arithmetic mean of all marks obtained for the exams and the marked credits during the whole period of studies, and completed practical placements, including unsatisfactory marks (2);
- 2). The mark for the artistic diploma thesis – constituting 25 % of the final mark;
- 3). The mark for the theoretical diploma thesis - constituting 15% of the final mark;
- 4). The mark for the diploma examination – constituting 10 % of the final mark.

4. The final graduation mark is calculated as a mean of the marks obtained as above, after rounding it according to the following rules:

under 3.20	- satisfactory (3.0)
from 3.21 to 3.70 (3.5)	- satisfactory plus (3.5)
from 3.71 to 4.20	- good (4)
from 4.21 to 4.49	- good plus (4.5)
from 4.50	- very good (5)

5. The committee conducting the graduation examination may

request a higher grade of half a degree if the average marks of the final year of studies or the previous two semesters is at least 4.5, and/or the mark for the diploma thesis and the final exam is 5.0

6. Upon a reasoned request of the examination committee conducting the final examination, the Dean may apply to the Rector for a diploma with distinction if the average mark of the course of studies is at least 4.75, if the evaluation of the diploma thesis is outstanding and the mark obtained for the final exam is 5.0.

7. The request of the committee to increase the mark of the diploma should be recorded in the minutes of the diploma examination and is subject of approval by the Dean.

IX. GRADUATES AND DIPLOMAS

§ 41

1. The completion of studies date is the date of the final examination.
2. A student who passes the final examination will become a graduate of the University.
3. Graduates will receive a diploma of completion of the university studies, together with a diploma supplement confirming that the graduate has obtained the professional title, which is defined in the law on higher education.
4. Before issuing a diploma, graduates must fulfil all the obligations towards the University.
5. Graduates have the right to keep their credit book.

X. FINAL PROVISIONS

§ 42

1. Appeals from the decisions taken on the basis of the Rules of Study can be directed to the appropriate figure of authority within 14 days of receiving a decision. The Rector should be consulted in all matters of appeal within the University. Furthermore, according to Article 207 of the Act of Law, a complaint can be made on the decisions made on the issues included in the Rules of Study to the administrative court in the manner and on the terms specified in the Code of the Administrative Procedure.

2. Appeals shall be submitted in writing.
3. In the instance of Appeal, a decision is made within 30 days from the date of the submission of the appeal.

§ 43

If the outcome of the investigation finds that in the work, which is the basis for awarding the professional title, the applicant assumed a significant portion of authorship that includes elements of another person's work or scientific findings, the Dean may decide to annul that title.

§ 44

1. In the case of awarding a diploma to the person referred to in § 43, the Rector will annul the decision to award the professional title and the issuing of the diploma.
2. The Rector is also the competent authority for the procedure of awarding the professional title and issuing a diploma.

§ 45

1. Rules of Study apply to the students and staff of the University.
2. Rules of Study shall come into force on the 1st of October, 2012.

Annex to the Rules of Study

The oath

I do solemnly swear that I will:

- constantly strive to acquire knowledge and develop my own personality, preparing to work for the good of the country and Polish education;*
- address, with respect, the authorities of the University and all the members of the community;*
- respect the academic laws and customs and with all of my ability take care of the dignity and honour of the students of the Pedagogical University of Cracow.*