

**REGULATIONS OF  
STUDY AT  
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Cracow University of  
Technology ("CUT"),**

adopted by the Senate of CUT on 24 April 2015

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## **I. General provisions**

### **§ 1**

#### **General information**

1. These Regulations shall apply to all students and employees of Cracow University of Technology ("CUT"). Under the principles defined in § 39 these Regulations shall also apply to students of senior high schools.
2. The Rector shall be the superior of all students, while the immediate superior of all students at a given faculty shall be the Dean.
3. The exclusive representative of all students at CUT shall be the authorities of the student self-government.

### **§ 2**

#### **Admission to university**

1. The terms, conditions of and procedure for admission to CUT shall be defined by the Senate of CUT.
2. Admission to the first semester shall be based on a decision made by the faculty's admissions committee or a decision of the University Admissions Committee, issued as part of the appeal procedure.
3. Admission to university as a result of validation of learning outcomes shall be made on the basis of a decision made by the faculty's admissions committee or a decision of the University Admissions Committee, issued as part of appeal procedure. The principles, terms, conditions of and procedure for validation of learning outcomes shall be defined by the Senate of CUT.
4. A person admitted to university shall acquire the student's rights at the time of matriculation and taking an oath.
5. A student may resume study or transfer to another faculty on the basis of a decision issued by the Dean of the receiving faculty.
6. A student of another university may do a partial study at CUT on the basis of an agreement concluded between the home and host universities. A student of another university doing a partial study at CUT shall comply with the provisions hereof in the scope related to the study done by him/her.
7. A graduate of a higher school, a student or a person removed from the register of students may start study at CUT as a result of the recruitment process, in compliance with the principles applicable in a given academic year. In the event of convergence of learning outcomes resulting from the completion of study or getting credits for particular courses and learning outcomes defined for the started field of study, a person admitted to the 1st semester may apply for transfer of the credited classes (courses) and admission into a higher semester of study, save that the provisions of § 12 shall apply. A decision in this case shall be made by the Dean.

### **§ 3**

#### **Forms of study, levels and profiles of education**

1. The following forms of study shall be available at CUT:
  - 1) full-time course of study - a form of study where at least 50% of the curriculum is performed in the form of didactic classes that require direct participation of academic teachers and students;
  - 2) part-time course of study - other form of study than full-course, allowing to gain the same learning outcomes as full-time course, done in different groups and

according to a different schedule than the full-time course, for which a tuition fee shall be paid in compliance with the decision issued by the Senate of CUT.

2. The following levels of education shall be available as part of full- and part-time courses of study:

- 1) first cycle programme;
- 2) second cycle programme;

3. On particular levels of education there may be conducted studies of the following profiles:

- 1) general-academic profile, which includes modules of classes connected with scientific research carried out at the university, performed with the assumption that more than 50% of the study programme defined in ECTS credits includes classes aimed at gaining by the student of in-depth knowledge;
- 2) practical profile, which includes modules of classes aimed to gain practical skills and social competences, performed with the assumption that more than 50% of the study programme defined in ECTS credits includes practical classes which shape these skills and competences, including skills gained during workshops, run by persons holding professional experience gained beyond the university.

#### **§ 4**

#### **Professional titles**

After passing a diploma examination the student shall become a graduate of CUT and is awarded, depending on the obtained qualifications and the field of the completed study, with a professional title of:

- 1) licencjat;
- 2) inżynier;
- 3) inżynier architekt;
- 4) inżynier architekt krajobrazu;
- 5) magister;
- 6) magister inżynier;
- 7) magister inżynier architekt;
- 8) magister inżynier architekt krajobrazu.

### **II. Student's rights and obligations**

#### **§ 5**

#### **Student's rights**

1. A student of CUT shall be entitled to:

- 1) acquire knowledge, skills and social competences and develop his/her own interests and use for this purpose classrooms, teaching equipment, means of CUT and assistance provided by employees and authorities of CUT;
- 2) attend classes as part of ECTS credits defined in the curriculum and, for a fee, extra-curricular classes;
- 3) take an active part in the social, cultural and sports life at CUT;
- 4) associate in university students' organisations, including in particular in research clubs, and take part in scientific works performed at CUT;
- 5) receive awards and distinctions for scientific achievements, granted in compliance with applicable provisions in this scope;
- 6) make evaluation of academic teachers running classes, under the principles defined in the Statutes of CUT;

- 7) take part in the election for authorities of the student self-government and one-person and collective bodies of CUT;
  - 8) affect the full range of activity of CUT through bodies of the student self-government;
  - 9) apply for financial aid in compliance with applicable provisions in this scope;
  - 10) personal data protection.
2. A disabled student of CUT shall be entitled, apart from the rights listed in Section 1, depending on the type and degree of disability, to get necessary assistance in the course of study.
  3. A student shall be entitled to hold a student identity card.
  4. A student shall lose his/her rights in the event of loss of the student status as a result of:
    - 1) completion of study, subject to Article 167 Section 2a of the Act - The Higher Education Law of 27 July 2005 (Dz. U. of 2012, item 572, as amended);
    - 2) removal from the register of students.

## **§ 6 Student's obligations**

A student of CUT shall:

- 1) behave in compliance with the taken oath and regulations of higher education;
- 2) act honestly towards the academic community of the university;
- 3) take part in didactic and organisational classes in compliance with the regulations of higher education, including in obligatory OHS training;
- 4) sit exams, do internship and meet other requirements provided for in the curriculum;
- 5) comply with the principles of the community life;
- 6) comply with internal provisions of CUT and get familiar with the information announced on the website of CUT and information sent to the address of the individual student account in the system used for handling the administrative procedure related to lecturers and students at CUT;
- 7) act in the best interest of CUT;
- 8) cover damage for material losses caused through the student's fault to the property of CUT;
- 9) timely settle tuition fees, in compliance with the concluded agreement;
- 10) immediately notify CUT of any change of the name, surname, address or identity document.

## **III. Organisation of study**

### **§ 7 Organisation of the academic year**

1. The academic year shall last from 1 October to 30 September of the following academic year and shall be composed of two semesters, winter and summer.
2. The billing period at CUT shall be a semester.
3. Subject to Section 4, each semester shall include 15 weeks of didactic classes, examinations, internship or other classes provided for in the course of study as well as holidays and special breaks.

4. The last semester of study may include fewer weeks of didactic classes, provided that all courses and internships provided for in the course of study have been covered in the full scope. A decision on the organisation of the last semester of study shall be made by the Faculty Board at least four months prior to its beginning, save that the condition of completion of study as planned is met for studies ending in the summer semester in the event of passing a diploma examination by 30 September, and for studies ending in the winter semester - by 31 March.
5. In special cases, justified by doing foreign internships as part of agreements concluded by CUT, the scheduled date of completion of study ending in the winter semester may be postponed till 30 September at the latest.
6. The organisation of the academic year shall be established by the Rector in consultations with the student self-government and announced at least five months prior to its beginning.
7. The Rector may establish, during an academic year, hours or days off for students of the whole university, and the Dean - for the Faculty subordinate to him/her.

## **§ 8**

### **Organisation of classes**

1. Programmes of study shall be conducted as part of particular fields. The Faculty Board may define specialisations as part of a field.
2. Programmes of study shall be conducted in compliance with the curriculum adopted by the Faculty Board and the Senate of CUT for each field, level and profile of education, or in compliance with standards of education defined by the minister competent for higher education.
3. The curriculum for a given field, level and profile of education shall include the description of the assumed learning outcomes and the study programme, constituting a description of the learning process allowing to reach such learning outcomes. One of the elements of the study programme shall be the course of study.
4. Students shall be notified of the curriculum, including the course of study, at least three months prior to the beginning of a cycle of education, by means of publication on the website of a given faculty. The curriculum shall be also available in the paper form, in the Dean's Office of a given Faculty.
5. The following types of classes shall be run at CUT: lectures, practical exercises, laboratories, computer laboratories, projects, seminars.
6. A person responsible for a given course shall be the head of the department/chair or the academic teacher designated by him/her. The person responsible for a given course shall:
  - 1) coordinate and agree with academic teachers running classes the scope of all classes taught in a course;
  - 2) establish the principles of control of learning outcomes and manners of grading;
  - 3) exercise supervision over the correctness and timeliness of the grades entered into records of grades maintained in the electronic system;
  - 4) designate the academic teacher running classes as part of a given course;
  - 5) be responsible for annual update of the syllabus chart placed on the websites of CUT.
7. After the end of each semester, within the time limits set by the Dean, the academic teacher running a course shall provide the Dean with the record of grades.

8. The academic teacher running classes shall provide, during the first classes, a detailed description of the course, including: information on learning outcomes, the syllabus, the specification of literature, the conditions of justification of short-term absences, the conditions of crediting and sitting an examination, the manner of notification of students of the results of tests and examinations, office hours and the procedure for viewing the assessed assignment and examination papers, save that the student shall be entitled to view a paper being the basis for test or examination results within 14 days of the date of notification of students of the results of a test or examination, but not later than before the date of the next test or examination.
9. The academic teacher running classes shall run office hours, during which students shall be provided with clarifications, information and guidelines in the scope of the raised problems, connected with the content of the course or the course of classes.
10. Attending classes covered by the course of study shall be mandatory.
11. The Faculty Board may make a decision on running didactic classes in a foreign language. A resolution of the Faculty Board shall define the scope, terms and conditions of running classes and verification of knowledge or skills, including indication of courses and forms of classes run in a foreign language, indication of the language in which classes shall be run, definition of the principles of recruitment of students into groups, the required knowledge of a foreign language, the manner of verification of the knowledge of a foreign language, the terms of conducting tests and examinations and the manner of assessment of tests and examinations, save that the grading scale defined in § 16 Section 1 hereof shall apply to the transcript of records. A resolution of the Faculty Board related to the case in question may regard the educational offer for a given academic year or the full cycle of education.
12. The manner of and procedure for doing and completing internships shall be established by the Faculty Board, in particular by means of definition of: learning outcomes for internship, the duration, form of internship, conditions, including the manner and dates, of establishing or selecting the internship places by students, the manner of confirmation of the completion of internships and the principles of assessment of the achieved learning outcomes, subject to the provisions of § 17 Sections 10 and 11. Furthermore, a resolution passed by the Faculty Board shall also define: the principles of conclusion of agreements related to doing internship, the principles of financing internship and obligations of the internship supervisor.
13. Detailed timetable of classes in a semester shall be approved by the Dean and made public to students at least one week prior to the beginning of the semester.
14. The number of subjects covered by examinations in one semester may not exceed four. In exceptional cases, in the summer semester, the said number may be increased to five, save that the total number of examinations in a given academic year may not exceed eight.
15. The division of students into groups shall be made by the Dean. Principles of establishing the number of students in groups with regard to different forms of classes shall be established by the Rector.
16. Didactic classes for each form of studies set out in § 3 Section 1 shall be organised according to a separate schedule and run in separate groups.
17. The principles of qualification of students into specialisations selected in the course of study and courses shall be established by the Faculty Board following consultations with bodies of the student self-government. In the event that more students apply for a given specialisation than the number of vacancies, the position on the ranking list, prepared according to the principles defined by the Faculty Board, shall be used to determine whether or not a given student has been qualified to a given specialisation.

18. The Dean of the Faculty may appoint the year and group tutors from academic teachers. The Dean may introduce functions of the year and group prefect at the Faculty.
19. The authorities of the university, the authorities of the faculty and academic teachers running classes shall take actions aimed to offer disabled students conditions for full participation in the learning process, taking into account the type and degree of disability and the specificity of a given field of study.
20. The university shall provide a disabled student with conditions for attending and crediting classes, depending on the type and degree of disability, in particular by means of:
  - 1) allowing a disabled student to apply for change of the conditions of attending classes and alternative forms of crediting classes;
  - 2) allowing a disabled student, following notification of the lecturer, to register, only for his/her own use, the material discussed during classes in the alternative form by means of recording and taking photos, unless the didactic materials made available by the lecturer provide the student with access to the contents discussed during classes;
  - 3) allowing, following notification of the lecturer, for presence of translators of the sign language and assistants of disabled students during classes, lectures, tests and exams;
  - 4) allowing a disabled student to apply for crediting foreign language classes done at a different university in cases justified by the type of disability;
  - 5) allowing a disabled student to apply for provision by the university of assistance in the scope of obtainment of didactic materials necessary in the course of study.

## **§ 9**

### **Individualised study programme**

1. CUT shall provide for a possibility of studying according to an individualised study programme (the "ISP").
2. ISP may be applied towards students who:
  - 1) have distinguished results;
  - 2) study selected semesters at another university as part of the signed agreement;
  - 3) are members of the national or university sports team;
  - 4) are disabled;
  - 5) were admitted to university as a result of validation of learning outcomes;
  - 6) indicate any other important reason, accepted by the Dean.
3. The ISP is aimed to:
  - 1) direct education in compliance with the student's individual predispositions and interests, with maintenance of the learning outcomes defined for a given field, level and profile of education and the ECTS credits defined in the curriculum;
  - 2) take into account the learning outcomes attained earlier;
  - 3) adaptation of the course of study to the student's individual needs and possibilities.
4. The ISP may not last more than the time of standard study programme.
5. A student applying for ISP should submit an application to the Dean not later than a week prior to the beginning of a given semester.

6. A student that starts ISP for the purpose set out in Section 3 item 1 or 2 should have a research supervisor, appointed by the Dean.
7. Individualised study programme shall be approved by the Dean.
8. The principles of studying according to the ISP shall be defined by the Faculty Board.

#### **§ 10**

##### **Terms and conditions of studying applicable to students admitted to university as a result of validation of learning outcomes**

1. Students admitted to university as a result of validation of learning outcomes shall not be obliged to take part in didactic classes, get credits, sit exams, do internship or meet any other requirements provided for in the curriculum for subjects for which they gained validation of learning outcomes in the scope corresponding to the learning outcomes contained in the curriculum in a given field, level and profile of education.
2. Students admitted to university as a result of validation of learning outcomes may follow the ISP under the principles defined in § 9.
3. As a result of validation of learning outcomes it is possible to credit for a student not more than 50% of ECTS credits assigned to the curriculum in a given field, level and profile of education.
4. Courses credited as a result of validation of learning outcomes shall be allocated to such semesters in which they are taught according to the course of study.
5. A grade for the semester to which subjects credited as a result of validation of learning outcomes are allocated shall be determined on the basis of the grades attained in courses done in a given semester and grades attained in courses credited as a result of validation of learning outcomes after crediting all courses taught in a given semester according to the course of study.

#### **§ 11**

##### **Transfers and changes in the course of studies**

1. A student may transfer from another university, including a foreign one, to CUT, from one faculty to another faculty at CUT, from one field to another field or from one speciality to another as part of the same field, upon a consent of the Dean of the receiving faculty expressed in the form of a decision, if he/she has met all obligations resulting from the provisions of the home university or faculty, which is confirmed by the Dean of the home faculty.
2. A student who has completed at least the first semester may apply for the transfer set out in Section 1.
3. Upon the Dean's consent, a student may change the form of study from full-time to part-time at the same or another faculty, and in particularly justified cases from part-time to full-time course of study, but only as part of the same faculty. The Faculty Board shall establish detailed principles of changing the form of study.
4. The transfer and recognition of classes credited by the student shall be effected in compliance with the provisions defined in §12.
5. Students set out in Sections 1, 2 and 3 shall make up for curriculum differences defined in §19. The time for making up curriculum differences should not exceed one year. The specification of curriculum differences and the time limits for making them up shall be established by the Dean.
6. A student applying for transfer to any other university or faculty, or change of the field, specialisation or form of study should submit to the Dean's Office of the faculty of CUT to which he/she wants to be transferred a justified application together with the student book or documentation, issued by the administration of the home university or faculty,

presenting the course of study and the learning outcomes, not later than two weeks prior to the beginning of a given semester. The Dean shall make a decision whether or not to admit the student within 7 days of the date of submission of a complete application with the required documentation.

7. After the transfer to the faculty in which a test of profile skills is required, the student shall additionally be obliged to pass such a test.

## **§ 12**

### **Transfer and recognition of classes (courses)**

1. Transfer of classes (courses) credited by the student is aimed to allow the student to continue education in the organisational unit of the university in which the student studies or to which he/she is transferred.
2. In the case of a student transferring classes (courses) credited at any other university than CUT, including a foreign university, with allocated ECTS credits, the transferred classes (courses) shall be included in the achievements expressed in ECTS credits at CUT.
3. A student transferring classes (courses) in connection with starting study at the selected faculty of CUT as a result of transfer shall receive in the receiving unit such number of ECTS credits as the number of credits allocated to learning outcomes gained as a result of relevant classes (subjects) and internships in this unit.
4. A prerequisite for transfer and recognition of classes (courses) credited by the student shall be the validation of convergence of the learning outcomes accomplished by the student with the learning outcomes defined in the curriculum in a given field.
5. The Dean shall make a decision on the transfer and recognition of classes (courses).

## **§ 13**

### **Study in the second or further field**

1. A student or graduate of the major field of study done as a full-time course at a public university shall be entitled to start study in the second or further field of study as a full-time course at CUT. The number of vacancies in the first year of particular fields of study, done as a full-time course, conducted at CUT for persons for whom it is the second or further field of study, done as a full-time course at a public university shall be established by the Senate of CUT.
2. The second or further field of study shall be understood as a field conducted at the same level of education as the field studied or completed by the student or graduate, respectively.

## **§ 14**

### **Attending classes not covered by the course of study**

1. A student may, for a tuition fee, attend classes not covered by his/her course of study, including classes aimed to supplement the learning outcomes necessary for starting the second cycle programme in a given field. The principles of collection of tuition fees shall be defined by the Senate of CUT.
2. Classes not covered by the course of study shall be done by the student upon a consent of the Dean of the faculty in which such classes are run.
3. The Dean may refuse to give consent to performance of a course not covered by the course of study, if he/she considers that the student is not well prepared for it, on the basis of the student's achievements as regards the hitherto study programme.
4. The subjects not covered by the course of study, performed by the student at CUT, shall be entered into the university's system used for handling the administrative

procedure related to lecturers and students at CUT, but the results gained from such courses shall not be taken into account for determination of the end-of-semester grade.

5. The student shall not repeat classes as part of courses done beyond the course of study in which he/she got a fail.

#### **IV. Completion of periods of study**

##### **§ 15**

##### **Credit system**

1. Full- and part-time courses of study shall be subject to a credit system used for expressing the student's achievements in compliance with the European Credit Transfer and Accumulation System (ECTS).
2. Principles of the credit system:
  - 1) credits shall be allocated to all courses subject to assessment, internship and preparation of the thesis;
  - 2) no credits shall be given for library training, OHS training and other trainings not included in the study programme;
  - 3) credits shall be allocated to courses rather than particular forms of classes;
  - 4) the number of allocated credits reflects the time that has to be devoted by the student at the university and at home to get a credit;
  - 5) a condition of getting credits by the student is the achievement of the assumed learning outcomes, confirmed by a credit in a given course;
  - 6) at the Dean's request the Faculty Board shall approve the number of credits allocated to particular courses;
  - 7) the total number of credits allocated to all courses in each semester in full-time courses shall reach 30;
  - 8) the total number of credits allocated to all courses in particular semesters in part-time courses may be smaller than 30, but the total of all credits granted in part-time courses shall be equal to the total of all credits in full-time courses for the same field and level of education; The Faculty Board shall establish the number of credits allocated to particular semesters in part-time courses.
3. For the purpose of receiving a diploma of higher school the student shall get the number of ECTS credits defined in the curriculum and meet the requirements defined in § 36 Section 2.

##### **§ 16**

##### **The grading scale**

1. The following grading scale shall apply to CUT:

descriptive grade	abbreviation	number grade	entry into the ECTS system
very good	bdb	5.0	A
good plus	pdb	4.5	B
good	db	4.0	C
satisfactory	ddb	3.5	D
sufficient	dst	3.0	E

fail	nd	2.0	F
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2. Fails (nd) shall be only entered into the record of grades. Positive grades (bdb, pdb, db, ddb, dst) shall be entered into the record of grades and the student's academic progress report. The record of grades and the student's academic progress report shall be maintained in the electronic system issued for handling the administrative procedure related to lecturers and students at CUT in compliance with the provisions defined by the minister competent for higher education.
3. The grade from each semester of study, done in the ECTS system, shall be the weighted grade point average according to the following formula:

$$\text{End-of-semester grade} = \frac{\text{grade} \times \text{number of credits}}{n}$$

where  $n$  means the number of credits allocated to all courses in a given semester in a given form of study, in compliance with § 15 Section 2 items 7 and 8.

4. The end-of-semester grade shall be calculated with the accuracy to three decimal places and next given with the accuracy to two decimal places, after rounding up, if the digit on the third decimal places is greater than or equal to 5.
5. At the time of calculation of the end-of-semester grade no fails shall be taken into account.
6. The end-of-semester grade shall be only calculated for completed semesters.

### § 17 Crediting courses

1. A credit shall be awarded for a course covered by an examination on the basis of credits collected for all forms of classes run as part of a given course and passed examination.
2. A credit shall be awarded for a course not covered by an examination on the basis of credits collected for all forms of classes run as part of a given course.
3. Crediting of classes shall be effected on the basis of an inspection of learning outcomes in the form of test assignments, tests, projects, papers, etc. and attendance during classes.
4. Credits of particular forms of classes shall be given by lecturers running such classes.
5. A student making reservations related to the correctness of the credit shall be entitled, within a week of the announcement of the results, to file an appeal to the immediate superior of the crediting lecturer. The superior shall make a decision determining the case.
6. Credits shall be given by the university teacher running classes in a given course. In special events credits may be awarded by a university teacher responsible for the course or the Dean.
7. A formal confirmation of receiving a credit for a course shall be the provision to the Dean by the authorised person set out in Section 6 of a signed record of grades, generated from the electronic system used for handling the administrative procedure related to lecturers and students at CUT.
8. The record of grades shall include information on the date of getting a credit in a given subject rather than the date of completing the record.
9. A student taking part in the performance of research, implementation or competition works, performed at CUT, may get a credit for some courses, provided that the student achieved the learning outcomes defined for such courses. A decision shall be made by

the Dean at a request of the academic teacher responsible for a given course, in consultations with the person in charge of such works. The decision shall be made prior to the commencement of classes the request relates to.

10. The student's participation in works of a scientific camp may constitute the basis for crediting, in the whole or a part, the internship, if the camp programme provides for achievement of the learning outcomes defined for it. A decision shall be made by the Dean at the student's request, following obtainment of an opinion of the camp organiser and the internship supervisor.
11. A student holding professional experience or performing professional work that provides for achievement of the learning outcomes defined for the internship may be released from the obligation to undergo internship. A decision whether or not to release the student from the obligation to do internship and a decision related to crediting shall be made by the Dean at the student's request, following obtainment of an opinion of the internship supervisor. The student may get a credit for projects or laboratories under analogous principles.

## **§ 18 Examinations**

1. Dates of written and oral examinations shall be agreed between students and academic teachers running courses. In the event of a failure to make such arrangements, the dates shall be established by academic teachers. Students shall be informed of the examination date not later than 7 days prior to the beginning of the examination period.
2. Students who have credits for all forms of classes included in a given course shall be allowed to sit an examination in a given course.
3. All examinations, including re-sit examinations, shall be completed by the date defined in the examination period schedule, set out in the resolution of the Rector of CUT on organisation of the academic year. The above shall not apply to dates of additional examinations set out in Section 7.
4. The examination shall be conducted by the academic teacher running classes or lectures in a given course. In fortuitous events the said academic teacher may be substituted with another academic teacher authorised by the teacher responsible for the course or by the Dean.
5. A disabled student may apply for the following, depending on the type and degree of disability:
  - 1) an alternative form of examination;
  - 2) extension of the duration of the examination.
6. An unjustified failure to sit an examination by the student on the set date and time shall result in loss of the right to the first attempt in a given course, but it shall constitute no basis for entering a fail.
7. In the event of considering that the student's failure to sit an examination was justified, the student shall be entitled to re-sit an examination.
8. Justification of absence during an examination should be provided to the teacher running classes or lectures in the course immediately, but within not more than 7 days of the examination date.
9. In the event of getting a fail in the first attempt or unjustified failure to sit an examination in the first attempt, the student shall be entitled to one re-sit examination.
10. A student making reservations related to the correctness of the examination shall be entitled, within 7 days of the announcement of the results, to file to the Dean a justified application for conducting an examination before the examination board.

11. The Dean shall make a decision on conducting an examination before the examination board, if he/she considers the application set out in Section 10 as justified. The Dean may also take his/her own initiative to direct that an examination be conducted before the examination board. The examiner shall be also entitled to request that an examination be conducted before the examination board.
12. The examination conducted before the examination board should take place within 14 days of the date of submission of the application.
13. The form of an examination conducted before the examination board shall be established by the Dean, who shall notify the student and the persons composing the examination board, not later than 7 days prior to the examination date.
14. The examination board designated by the Dean shall be composed of:
  - 1) the Dean or the Vice-Dean as the chairman,
  - 2) the academic teacher representing the same or similar course as the examiner;
  - 3) the academic teacher who conducted the previous examination, as a Member of the Board.
15. At the student's request, submitted under the procedure defined in Section 10, an observer being a student or employee of CUT, indicated by the student, may take part in the examination conducted before the examination board.
16. A negative result of the examination conducted before the examination board shall be equivalent with the obligation to repeat a given course.
17. The chairman of the examination board shall be authorised to enter into the record of grades the student's grade as a result of the examination conducted before the examination board.

## **§ 19**

### **Crediting curriculum differences**

1. Curriculum differences shall be understood as courses included in the study programme, leading to achievement of the learning outcomes, which were not achieved by the student in the course of the hitherto study in a given level of education.
2. The Dean shall establish curriculum differences in the event of:
  - 1) continuation by the student of study as a result of transfer;
  - 2) resumption of study by the student;
  - 3) undertaking study by the student after a leave;
  - 4) repeating a semester by the student, if the study programme was changed;
  - 5) change of the form of study by the student.
3. The courses done as curriculum differences shall be allocated to such semesters of study in which they are to be done in compliance with the course of study.
4. A grade received in the semester to which curriculum differences were allocated shall be established after crediting curriculum differences on the basis of grades for courses done in a given semester and grades for courses constituting curriculum differences. The end-of-semester grade shall be established in compliance with § 16 Sections 3 and 4.
5. ECTS credits allocated to curriculum differences that have not been credited on time shall be included in the credit debt of the semester in which they were to be made up.
6. A failure to make up curriculum differences shall result in a failure to complete the semester under the same principles as in the event of other courses.
7. Curriculum differences as part of part-time course of study shall be performed for a fee.

8. Curriculum differences that have not been made up on time shall be repeated for a fee.

## **§ 20**

### **Completion of semesters**

1. A condition of crediting a semester as part of full- and part-time courses of study shall be the obtainment of the required number of ECTS credits and meeting formal requirements.
2. In the event of crediting a semester by the date defined in the resolution of the Rector of CUT on organisation of the academic year, the date of crediting a semester shall be the last day of the examination period.
3. In the event of crediting a semester after the date defined in the resolution of the Rector of CUT on organisation of the academic year, the date of crediting a semester shall be the date of getting a positive grade in the last of the courses subject to a credit by the student in a given semester.

## **§ 21**

### **Registration for the next semester of study**

1. A condition for full registration for the next semester as part of full- and part-time courses of study shall be meeting the requirements defined in § 20 Section 1.
2. In the event that credit shortages from the previous semester are smaller than or equal to 12 ECTS credits, and the total number of credit shortages is smaller than or equal to 18 ECTS credits, the student may register for the next semester with credit debt.
3. As part of registration with credit debt the student shall be entitled to make up credit shortages within one month of the date of registration with credit debt. In the event of making up credit shortages in courses covered by an examination, the student admitted to the examination may sit the examination once for the purpose of debt reduction as part of each course.
4. A failure to make up the credit debt set out in Section 3 shall result in a necessity to repeat the course; in such an event the student shall not be allowed to take part in classes or get credits for the courses that are continued in the next semester of study or for which the non-credited course was the basis. A list of courses constituting the basis for courses run in the next semester shall be established by the Faculty Board.
5. Credit shortages that have not been made up should be made up within one year of the date of registration with the credit debt. In the event of a failure to make up credit shortages within one year, the Dean may direct the student to repeat the first semester that has not been completed.
6. In the event that making up the credit debt requires repeating classes, the student shall make a relevant payment, depending on the number of repeated didactic classes. If the repeated course consists of a few different forms of classes, the number of repeated hours shall be established by the Dean on the basis of the information provided by the academic teacher running the course.
7. It shall be only possible to credit further semesters of study after the credit debt has been made up.

## **§ 22**

### **Repeating a semester of study**

1. The Dean may make a decision to direct the student to repeat the semester, if
  - 1) the student's shortages exceed the permissible credit debt;
  - 2) the student failed to make up the credit debt within the set time limits;
  - 3) the student resumes study in the semester that he/she did before he/she was removed from the register of students;

- 4) the student failed to credit a course that is continued in the next semester of study or constitutes basis for a course done in the next semester.
2. In the event of repeating a semester, the student shall make a relevant payment connected with the necessity to repeat certain classes. The principles of collection of fees shall be defined by the Senate of CUT.
3. The student may repeat each semester, except the first one. A semester may be repeated only once. In particularly justified events the Dean of the Faculty may allow the student to repeat the semester again, and to repeat the first semester once.
4. The student repeating a semester shall not take part in courses from which he/she got a positive grade, if the learning outcomes defined for such courses have not been changed, and shall not get credits in these courses again. A decision in this case shall be made by the Dean.
5. The student shall retain the student's rights while waiting for repeating a semester.
6. Upon the Dean's consent the student may take part in didactic classes at a higher semester of the same educational level and apply for getting an advance credit for them. It shall be impossible to get an advance credit for courses based on non-credited courses, which are to be repeated by the student. Credits shall be entered into the record of grades under the principles defined herein. A failure to credit courses performed under this procedure shall require repeating them for a fee, under the general principles.
7. The student repeating a semester shall not complete the study as scheduled.

## **V. Removal, resumption of study and leaves**

### **§ 23**

#### **Removal**

1. The Dean shall remove the student from the register of students in the event of:
  - 1) a failure to start study;
  - 2) resignation from study;
  - 3) a failure to submit the thesis or to sit the diploma examination on time;
  - 4) 4) imposing a disciplinary penalty in the form of expulsion.
2. The Dean shall consider the student not to have started study in the event of unjustified failure by the admitted person to take an oath set out in § 2 Section 4 within 14 days of the date of taking an oath by persons admitted to the first year, established at the Faculty.
3. The student resigning from study shall notify the Dean of his/her resignation. Resignation from the study shall be made in writing.
4. The Dean may remove the student from the register of students in the event of:
  - 1) finding that the student has no progress in education;
  - 2) a failure to get a credit for a semester by the date defined in the resolution of the Rector of CUT on organisation of the academic year or, in the case of students of the last semester of study, by the date defined in the resolution of the Faculty Board;
  - 3) a failure to timely make the payment connected with doing the study;
  - 4) a failure by the student to sign the agreement regarding the terms of payment for study or educational services, presented by the university.
5. The Dean shall consider a lack of academic progress on the basis of the transcript of records. A lack of academic progress shall be found, if the degree of accomplishment of the study programme excludes a possibility of crediting a semester of study, unless the student is entitled to repeat the semester or to register with credit debt.

## **§ 24**

### **Resumption of study**

1. A person that did not credit the first semester of study may be re-admitted to university only under the recruitment procedure.
2. A person that has been removed from the register of students of CUT but has been awarded with credits at least for the first semester of study may apply for resumption of study. An application shall be submitted not later than three weeks prior to the beginning of the semester. A decision in this case shall be made by the Dean within 14 days of the date of submission of the application. In the decision the Dean shall indicate the semester from which the study shall be resumed.
3. A student resuming study shall follow the current curriculum. Any curriculum differences shall be established by the Dean.
4. A student that has resumed study shall not be obliged to get credits in courses in which he/she got a positive grade, if the learning outcomes defined for such courses have not been changed. The Dean shall make a decision whether or not to recognise credits the student received before suspension of study.
5. A person that has been removed from the register of students of CUT because of a failure to submit the thesis or sit a diploma examination on time may obtain the Dean's consent to submission of the thesis and to resumption of study once, on the set examination date, within not more than one year of the date of the removal.
6. If the break was longer than 3 years, the Dean may set a condition for resumption of study in the form of passing the resuming examination, including verification of the selected learning outcomes achieved in the hitherto course of the study. The Dean shall define the scope, number and dates of resuming examinations. The course and results of resuming examinations shall be entered into the records of the resuming examination.
7. The Dean may refuse to allow to resume study to a person that has been twice removed from the register of students of the same field and level of study the application for resumption relates to.

## **§ 25**

### **Leaves**

1. A student may be granted the following leaves:
  - 1) sick leave;
  - 2) emergency leave;
  - 3) unscheduled leave;
  - 4) non-conditional leave;
  - 5) special leave.
2. Each leave mentioned above may be short-term, i.e. up to 30 days, or long-term, i.e. more than two semesters.
3. A student may get a sick leave on the basis of a certificate issued by an authorised medical committee or relevant documentation confirming the illness.
4. A student may get an emergency leave in the event of occurrence of important events preventing the student from attending classes and lectures for a longer period of time.
5. The unscheduled leave, connected with participation in events organised by sports associations or performance, upon the Dean's consent, of the training or internship during the academic year, may be granted to a student after he/she has got a credit for the hitherto semesters. Under the same principles the student may be also granted an unscheduled leave for individual study at another university, in any other field than the

major field of study and for attending extra-curricular classes, for a fee, aimed to supplement the learning outcomes leading to gaining engineer's competences.

6. A student who has completed the first year of the first cycle programme or the first semester of the second cycle programme may be granted an unconditional leave (without giving a cause). The student may be given such a leave once during the course of study, after the hitherto semesters have been credited.
7. A special leave may be granted to a student at the time of doing military service.
8. A student should submit an application for leave, together with relevant justification, immediately following the occurrence of the cause of applying for such a leave.
9. During the leave the student shall retain the student's rights.
10. Granting a long-term leave shall appropriately change the date of the scheduled completion of study.

## **VI. Thesis**

### **§ 26**

#### **General information**

1. A student completing study shall prepare a thesis and submit it within the time limits defined in the resolution of the faculty, as set out in § 7 Section 4.
2. A student completing the first cycle programme shall prepare a bachelor thesis. A student completing the second cycle programme shall prepare a master thesis.
3. A thesis shall be an independent development of a given scientific issue, artistic issue or artistic achievement, presenting general knowledge and skills possessed by the student, connected with a given field, level and profile of education and skills in the scope of independent analysis and conclusions.
4. As regards the first cycle programme, the thesis may be the development of an engineering issue.
5. Theses may include in particular a written paper, a published article, a design paper, including design and performance of a computer programme or system, and design, technological or artistic work.
6. Theses shall be carried out in organisational units of the home faculty.
7. Upon the Dean's consent, a thesis may be performed at another faculty of CUT, at other universities and in institutions providing for relevant care and conditions for its preparation.
8. The thesis may be prepared in a foreign language. The Faculty Board shall define the scope and conditions of preparation of theses in a foreign language, including the fields of study in which students may prepare a thesis in a foreign language, the language in which theses may be prepared, the scope of the abstract in the Polish language, to be enclosed to the thesis, and the principles of assessment and review of theses, save that the grading scale defined in § 16 Section 1 hereof shall apply to the transcript of records.
9. A student submitting a thesis shall enclose a written declaration (according to a valid template) on independent preparation of the submitted thesis. A template of the declaration shall be defined by the Rector.
10. The thesis shall be verified prior to the diploma examination with the use of an anti-plagiarism programme cooperating with the all-Poland repository of written theses.
11. Immediately following the diploma examination the thesis shall be introduced into the repository of written theses. The procedure for introduction of theses into the repository shall be established by the Rector.

### **§ 27**

### **Thesis supervisor**

1. The thesis shall be prepared by the student under the supervision of the thesis supervisor.
2. An academic teacher holding at least the degree of doktor may be a thesis supervisor and reviewer.
3. In exceptional cases, a thesis supervisor may be, upon the Dean's consent, a specialist holding a professional title from beyond the university. In such an event the thesis reviewer should be a person holding an academic degree of profesor or doktor habilitowany, employed at CUT.
4. In substantively justified cases, the thesis supervisor's obligations may be assigned to more than one person, upon the Dean's consent and following the definition of the scope of substantive supervision.

### **§ 28**

#### **Thesis topics**

1. Students shall choose topics of their theses not later than the end of the last-but-one semester of study, but Faculty Boards may establish other timeframe for selection by students of thesis topics, taking into account the specificity of study at a given faculty.
2. Thesis topics shall be approved by the field (specialisation) supervisor or the head of the faculty's organisational unit in which the thesis is prepared.
3. At the time of establishing thesis topics students' scientific interests should be taken into account. Students may propose their own thesis topics, as part of their field (specialisation) of study.
4. The number of thesis topics should allow students to make a free choice.
5. At a request of the thesis supervisor, made in arrangements with the student, the field (specialisation) supervisor or the head of the faculty's organisational unit may change the thesis topic, if it contributes to achievement of learning outcomes and does not result in postponement of the study completion date.
6. A student may change both the thesis supervisor and the topic. A decision in this case shall be made by the Dean of the Faculty in consultations with the field (specialisation) supervisor or the head of the faculty's organisational unit.
7. Each topic should be done by one person. In exceptional cases it shall be possible for two persons to prepare one thesis, but the scope of work performed by each student shall be clearly defined by the thesis supervisor.

### **§ 29**

#### **Thesis assessment**

1. Thesis assessment shall be made separately by the thesis supervisor and the reviewer.
2. In the event of negative assessment by the reviewer, the Dean may make a decision to allow the student to sit the diploma examination, provided that an additional reviewer gives a positive grade to the thesis.
3. At the time of assessment of the thesis the grading scale defined in § 16 Section 1 shall apply.
4. The grade of the thesis, agreed with the reviewer, shall be entered by the thesis supervisor into the thesis, placed and approved in the electronic system issued for handling the administrative procedure related to lecturers and students at CUT. In the event it is impossible to make such agreements, the Dean shall make a decision on the grade.

## **§ 30 Regimes**

1. A student who has failed to submit the thesis by the date defined in § 7 Section 4 shall be removed from the register of students.
2. A student who has been removed from the register due to a failure to submit the thesis shall be entitled to resume study under the principles defined in § 24.
3. In the event of resumption of study, the field (specialisation) supervisor or the head of the faculty's organisational unit shall make a decision, in consultations with the thesis supervisor, about the possibility of continuation of the begun thesis topic or about assignment of a new topic.

## **VII. Diploma examination**

### **§ 31**

#### **General information**

1. The completion of study shall be effected on the date of passing the diploma examination.
2. The diploma examination shall include:
  - 1) presentation of the thesis;
  - 2) answering questions asked by members of the diploma examination board.
3. A condition of admitting the student to the diploma examination shall be positive assessment of the thesis, receiving credits for all semesters and fulfilment of formal and programme requirements.
4. A student may sit a diploma examination following the submission to the Dean's Office or provision to the examination board of the student identity card or a document confirming loss or theft of the student identity card. The above requirement shall not apply to persons who, following the completion of the first cycle programme, retain a right to hold the student identity card till 31 October of the year of completion of study.
5. The diploma examination should take place within not more than two months of the submission of the thesis. Holidays (July, August) shall not be included in the time of waiting for the diploma examination. In this period the student waiting for the diploma examination shall not lose the student's rights, save that the right to financial aid shall be subject to separate provisions.
6. The diploma examination shall be taken before a board appointed by the Dean. The diploma examination board shall be composed of minimum three persons, including the chairman, the thesis supervisor and the reviewer, but neither the supervisor nor the reviewer may be the chairman. The composition of the board should include at least one academic teacher holding the academic title of profesor or a doktor habilitowany degree.
7. The chairman of the diploma examination board shall be the Dean, the Vice-Dean or a person holding the academic title of profesor or a doktor habilitowany degree, designated by the Dean.
8. In fortuitous events the thesis supervisor or reviewer may be absent during the diploma examination, provided that the board is composed of at least three persons and the requirement of participation in the board of a person holding the academic title of profesor or a doktor habilitowany degree is fulfilled. The board chairman shall record absence of the thesis supervisor or reviewer in the diploma examination protocol and confirm the fortuitous event being the basis of the absence.
9. In the event of preparation of the thesis for the purpose of a particular business entity, the Dean may additionally designate the representative of the interested entity as a member of the board, who shall act as an advisor.

10. The Faculty Board may make a decision about introduction of the diploma examination in a foreign language. A resolution passed by the Faculty Board shall define the scope, terms and conditions of holding the diploma examination, save that the grading scale defined in § 16 Section 1 hereof shall apply to the transcript of records and the student's personal file shall include the diploma examination protocol, prepared in Polish, or translation of the diploma examination protocol into Polish.
11. The Faculty Board may develop detailed diploma examination regulations in compliance with § 40 Section 1.

### **§ 32**

#### **Course of the diploma examination**

1. The diploma examination shall be an oral examination.
2. During the diploma examination the student shall present the thesis and answer the questions asked by the diploma examination board related to three issues covered by the scope of the learning outcomes defined for a given field and educational level. A grade shall be given for all answers given with regard to each of the issues.
3. The diploma examination may be of open nature, at the request of the student or the supervisor. A written application shall be submitted to the Dean not later than three weeks prior to the planned examination date. A decision about the open nature of the diploma examination shall be made by the Dean not later than 14 days prior to the diploma examination date. The procedure for conducting an open diploma examination shall be established by the Faculty Board.

### **§ 33**

#### **Assessment of the diploma examination**

1. The diploma examination board shall assess the presentation of the thesis and the answers given to the questions related to the three issues set out in § 32 Section 2 with the use of the grading scale defined in § 16 Section 1.
2. The grade given for the diploma examination shall be the arithmetic mean of the grade given for the presentation of the thesis and the grade for the answers given to the questions related to the three issues set out in § 32 Section 2.
3. The diploma examination shall be deemed passed, if the grade given for the diploma examination is greater than or equal to 3.00, but only one answer can be given a negative grade.

### **§ 34**

#### **Regimes**

1. In the event of failing the diploma examination or unjustified failure to take it on the set date, the Dean shall set the date of the resit examination, being the final examination date. The re-sit examination may not take place sooner than the expiry of one month and later than the expiry of three months of the date of the first examination.
2. In the event that the student's failure to sit the diploma examination was justified, the Dean shall set a new examination date, which shall be deemed as the first attempt. Justification of the absence during the diploma examination shall be provided to the Dean within 7 days of the examination date.

3. A student who failed the diploma examination or failed to resit the diploma examination on the date set by the Dean under the principles defined in Section 1 shall be removed from the register of students.
4. In order to allow the person removed from the register of students to sit the diploma examination the Dean may, once during the student's course of study in a given field, consent to resumption of study on the set diploma examination date, within not more than one year of the date of removal.
5. Following the resumption of study under the procedure described in Section 4 the student shall be entitled to one attempt of the diploma examination.

## **VIII. Completion of study**

### **§ 35 Study result**

1. The grade of the study shall be the arithmetic mean of all end-of-semester grades, defined with the accuracy to three decimal places, and next given with the accuracy to two decimal places following rounding in compliance with the principle provided in § 16 Section 4.
2. The result of studies, calculated with the accuracy to three decimal places, and next given with the accuracy to two decimal places following rounding in compliance with § 16 Section 4, shall be the arithmetic mean of the following grades:
  - 1) the grade for the course of study - with the weight of 0.6;
  - 2) the grade for the thesis - with the weight of 0.2;
  - 3) the grade for the diploma examination - with the weight of 0.2;
3. The diploma of higher education and all other documents confirming the completion of study shall provide the result of the studies, set in compliance with the below table:

result of studies	grade entered into the diploma
4.60 - 5.00	very good (5.0)
4.26 - 4.59	good plus (4.5)
3.76 - 4.25	good (4.0)
3.26 - 3.75	satisfactory (3.5)
3.00 - 3.25	sufficient (3.0)

### **§ 36**

#### **Diploma of higher education**

1. After passing the diploma examination the graduate shall be awarded with the diploma of higher education.
2. A diploma shall be awarded on condition of the achievement of the learning outcomes defined in the curriculum and receiving the required number of ECTS credits, doing internship provided for in the curriculum, submission of the thesis and passing the diploma examination.
3. Prior to the collection of the diploma of higher education the graduate shall settle all his/her liabilities towards CUT.
4. The diploma of higher education shall be prepared and released to the graduate within 30 days of the diploma examination date.

## **IX. Awards, distinctions and penalties**

### **§ 37**

#### **Awards and distinctions**

1. Students with outstanding achievements in education and perfect fulfilment of the student's obligations may be given awards under the principles defined in different regulations.
2. A diploma of higher education with honours shall be awarded to a graduate who meets all of the following conditions:
  - 1) completed study by the scheduled date defined in § 7 Section 4 hereof;
  - 2) achieved the result of studies not lower than 4.75;
  - 3) met the conditions defined in the provisions issued under § 40 Section 1 hereof.
3. The diploma examination board shall confirm in the diploma examination protocol the fulfilment by the graduate of the criteria entitling to a diploma with honours.
4. A graduate who was awarded with a diploma with honours may receive a pecuniary award, whose amount shall be established by the Dean.
5. At the Faculty there may be maintained a book of distinguished graduates, including names of graduates awarded with a diploma of higher education with honours.

### **§ 38**

#### **Penalties**

1. For conduct conflicting with the student's dignity, including breach of the provisions hereof, the student shall bear liability before the disciplinary commission of students or the student disciplinary panel.
2. Disciplinary penalties shall include: a warning, a reprimand, reprimand with a warning, suspension of some of the student's rights for the period of up to one year, expulsion from university.
3. For a minor breach the Rector may give the student a reprimand, without the disciplinary commission of students or the student disciplinary panel, after prior listening to the accused and his/her counsel.
4. In the event of suspicion that the student has committed an act consisting in plagiarism with regard to a significant fragment or other elements of a third-party work, the Rector shall immediately cause to conduct explanatory proceedings and notify the prosecutor of committing a crime by the student.

## **X. Final provisions**

### **Terms, conditions of and procedure for participation of exceptionally gifted secondary school students in classes provided for in the course of study**

1. Exceptionally gifted secondary school students may apply for participation in classes provided for in the course of study in the fields corresponding to their gifts.
2. Interested secondary school students set out in Section 1 shall submit an application to the Dean of the Faculty at which they would like to attend classes. An opinion issued by the school director, and in the case of underage students also the parents' or guardians' consent to participation in selected classes, shall be enclosed to the application.
3. Students who have obtained the Dean's consent to participation in classes shall comply with the provisions and principles applicable to the university.
4. Secondary school students shall credit classes under the same principles as the principles applicable to university students. The outcomes achieved by secondary school students shall be entered into the progress report.
5. Secondary school students who have credited classes and undertake study at CUT may be released from the obligation to credit such classes, if they achieved the assumed learning outcomes applicable to university students. A decision in this case shall be made by the Dean.

### **§ 40**

#### **Special provisions**

1. Faculty Boards may develop detailed provisions for the regulations of study, taking into account the specifics of study at a given faculty and in a given field. The faculty provisions shall comply with these regulations. The procedure for adoption by the Senate of CUT of the detailed provisions, developed by Faculty Boards, for the regulations of study shall be defined in separate provisions.
2. In individual cases of students, decisions shall be made in the first instance by the Dean, unless otherwise provided for by separate provisions.
3. A student shall be entitled to file an appeal against the Dean's decision to the Rector, through the Dean, within 14 days of the receipt of the decision.
4. Decisions in individual cases by the Dean and the Rector shall be made in writing for their validity and shall be served to the student with acknowledgement of receipt. Decisions should contain detailed factual and legal justification.

### **§ 41**

#### **Interim and final provisions**

1. The "Regulations of Study at Tadeusz Kościuszko Cracow University of Technology, adopted by the Senate of CUT on 27 April 2012, with amendments introduced under the resolution of the Senate dated 26 April 2013 and 28 March 2014, shall lose effect, except § 40 Section 1.
2. The cases initiated prior to the effective date of these regulations shall be determined in compliance with the hitherto provisions.
3. The provisions of these regulations shall become effective from 1 October 2015.