

REGULATIONS OF STUDY
at Tadeusz Kościuszko Cracow University of Technology
adopted by the Senate of CUT on May 29, 2019

Table of Contents

I. General provisions

- § 1 General provisions
- § 2 Admission to study programme
- § 3 Terms of pursuit of higher education by students admitted to study programme through confirmation of learning outcomes
- § 4 Transfers and changes during the course of studies
- § 5 Resumption of studies
- § 6 Modes, levels and profiles of studies
- § 7 Academic titles

II. Student rights and obligations

- § 8 Student rights
- § 9 Student obligations
- § 10 Termination of student rights and obligations

III. Organisation of study programme

- § 11 Organisation of academic year
- § 12 Organisation of courses
- § 13 Individualised study plan
- § 14 Transfer and recognition of ECTS credits
- § 15 Attendance at extracurricular courses

IV. Credit for study programme

- § 16 Credit system
- § 17 Grading scale
- § 18 Credits for courses
- § 19 Examinations
- § 20 Credits for curricular differences
- § 21 Completion of semesters
- § 22 Registration for the next semester of study

§ 23 Semester retake

V. Removals and leaves

§ 24 Removals from the list of students

§ 25 Leaves of absence

VI. Diploma project

§ 26 General provisions

§ 27 Supervision of diploma project

§ 28 Topics of diploma projects

§ 29 Evaluation of diploma project

§ 30 Severity

VII. Diploma examination

§ 31 General provisions

§ 32 Conducting diploma examination

§ 33 Evaluation of diploma examination

§ 34 Severity

VIII. Completion of study programme

§ 35 Study score

§ 36 University graduation diploma

IX. Awards, distinctions and penalties

§ 37 Awards and distinctions

§ 38 Penalties

X. Final provisions

§ 39 Organisational orders

I. General provisions

§ 1

General provisions

1. These Regulations of Study shall apply to all students and academic teachers of Cracow University of Technology (hereinafter referred to as CUT) and other persons conducting courses at CUT. Whenever these Regulations refer to the obligations of academic teachers, they shall also apply to the obligations of other persons conducting courses.
2. The Rector of CUT is the superior of all students, and the dean is the direct superior of students at the faculty level.
3. Student self-government is the sole representative of all students of CUT.

§ 2

Admission to study programme

1. Admission to the study programme shall be carried out through:
 - 1) the recruitment process, by way of the appropriate University Recruitment Committee entering the student to the list of students, or based on a decision issued in appeal proceedings by the Rector of CUT or by the vice-rector competent for recruitment and acting as authorised by the Rector of CUT;
 - 2) confirmation of learning outcomes carried out by the dean by entering the student to the list of students, or based on the decision of the Rector of CUT issued as a result of the re-examination of the case;
 - 3) transfer from another university carried out by the dean of the receiving faculty entering the student to the list of students, or based on the decision of the Rector of CUT issued as a result of the re-examination of the case.
2. The Senate of CUT shall define:
 - 1) the recruitment conditions and the recruitment procedure at CUT,
 - 2) the rules, conditions and procedure for confirming learning outcomes at CUT.
3. A student from another university may pursue a part-time study programme at CUT. A student from another university who pursues a part-time study programme at CUT shall be bound by the provisions of these regulations to the extent pertaining to their study programme.
4. Student rights lost as a result of being removed from the list of students may be restored by way of the dean's decision through the readmission to the study programme.

§ 3

Terms of pursuit of higher education by students admitted to study programme through confirmation of learning outcomes

1. A person applying for admission to the study programme through the confirmation of learning outcomes, who have confirmed learning outcomes pursuant to the resolution of the Senate of CUT referred to in §2 section 2 clause 2 above, shall submit a substantiated application together with the relevant documentation to the dean's office of the given faculty of CUT, no later than one month prior to the beginning of the semester. The order of admission to the study programme shall be determined by the result of the confirmation of learning outcomes. The dean is obliged to enter a student to the list of students or refuse to admit a student through an administrative decision, no later than two weeks prior to the beginning of the semester.
2. As a result of the confirmation of learning outcomes, the student may be credited with a maximum of 50% of ECTS credits assigned to the specific degree course, level and profile.
3. The courses credited as a result of the confirmation of learning outcomes are assigned to appropriate semesters of study in accordance with the study programme.
4. Students admitted to specific study programmes through the confirmation of learning outcomes may pursue their study programme according to the individualised study plan (hereinafter referred to as ISP), pursuant to the regulations set out in §13.
5. The grade from the semester, to which the courses credited as a result of the confirmation of learning outcomes are assigned, shall be determined based on the grades from the courses completed in a given semester and the grades awarded for the courses credited through the confirmation of learning outcomes, having received credits for all the courses in the semester in accordance with the study programme.

§ 4

Transfers and changes during the course of studies

1. The student may transfer to CUT from another university, from one faculty to another faculty within CUT, from one degree course to a different one, or from one major to another one within the same degree course, with the consent of the dean of the receiving faculty, provided that the student has fulfilled all the obligations arising from the regulations of the university or the faculty they are leaving, as confirmed by the authorities of the university or the faculty they are leaving.
2. The student who has completed at least the first semester of studies may apply for the transfer referred to in section 1 above, unless the specific provisions of the regulations of study that are in force in the given faculty require more than the first semester to be completed.
3. Upon the dean's consent, the student may change the mode of study from full-time mode of study to part-time mode of study, or vice versa. The dean shall lay down detailed rules for changing the mode of study.
4. The transfer and recognition of the awarded ECTS credits is carried out in accordance with the provisions set out in §14.

5. The students referred to in sections 1, 2 and 3 above must obtain credits for curricular differences, as defined in §20. The period for obtaining credits for curricular differences should not exceed one year. The list of curricular differences and the deadlines for their completion shall be determined by the dean.

6. The student applying for a university transfer, change of the faculty, degree course, major or the mode of study shall submit a substantiated application together with the student credit book or the documentation presenting the course of studies and the achieved learning outcomes, issued by the administration of the university or faculty they are leaving, to the dean's office of the relevant faculty of CUT which they intend to transfer to, no later than two weeks before the beginning of the semester. The dean is obliged to enter the student to the list of students or refuse to admit the student through an administrative decision within seven days of submitting the complete application together with the required documentation.

7. Should the student be transferred to a faculty where the recruitment criterium, or one of the recruitment criteria, is passing a course-specific test, students are required to pass this test.

§ 5

Resumption of studies

1. A person who has been removed from the list of students of CUT and who has completed at least the first semester of study shall have the right to apply for the resumption of studies.

2. The application for the resumption of studies shall be submitted no later than three weeks prior to the beginning of the semester. The dean shall decide on the matter within fourteen days from the date of submission of the application. The dean, at their sole discretion, shall indicate the semester from which the studies are to be resumed.

3. Resumption of studies is permissible provided that CUT offers relevant degree courses, levels and profiles in the academic year from which the studies are to be resumed.

4. The student who resumes studies shall be bound by the current study programme. Any curricular differences shall be determined by the dean.

5. The student who has resumed studies shall not be obliged to re-obtain credits for the courses completed with a positive grade if the learning outcomes defined for these courses have not changed. The dean, at their sole discretion, shall make a decision on the recognition of the credits for the courses awarded prior to the interruption of studies.

6. Should the interruption in studies be longer than three years, the resumption of studies depends upon passing the resumption exam, the scope and date of which shall be determined by the dean.

7. The dean may refuse to allow to resume studies if the student has already been removed twice from the list of students of the degree course, level or profile that the application for the resumption of studies refers to.

§ 6

Modes, levels and profiles of studies

1. The study programmes at CUT are conducted as:
 - 1) full-time modes of study, with at least half of the ECTS credits covered by the study programme being awarded as part of the classes with the direct participation of students and academic teachers or other course instructors;
 - 2) part-time modes of study, as indicated in the resolution of the Senate of CUT, with less than half of the ECTS credits covered by the study programme being awarded as part of the classes with the direct participation of academic teachers or other course instructors and students, allowing for the same learning outcomes as full-time modes of study, conducted in separate groups, according to a different schedule than full-time modes of study and for a tuition fee. The number of hours conducted with the direct participation of academic teachers or other course instructors shall constitute not less than 60% of the number of hours conducted at relevant full-time studies.
2. The study programmes can be conducted at the following levels:
 - 1) first-cycle degree programmes;
 - 2) second-cycle degree programmes.
3. The study programmes are conducted in the following profiles:
 - 1) the general academic profile, where more than half of ECTS credits is assigned to the courses related to the scientific activity of the university;
 - 2) the practical profile, where more than half of ECTS credits is assigned to the courses developing practical skills.

§ 7

Academic titles

1. Having passed the diploma examination, the student becomes a graduate of CUT, and depending on the qualifications obtained and the degree course completed, shall be awarded the academic title of:
 - 1) bachelor (licencjat);
 - 2) engineer (inżynier);
 - 3) bachelor of architecture (inżynier architekt);
 - 4) bachelor of landscape architecture (inżynier architekt krajobrazu);
 - 5) master (magister);
 - 6) master of engineering (magister inżynier);
 - 7) master of architecture (magister inżynier architekt);
 - 8) master of landscape architecture (magister inżynier architekt krajobrazu).

2. The academic titles referred to in section 1 clauses 4 and 8 above shall be awarded to students who have been admitted for the academic year 2018/19 or earlier.

II. Student rights and obligations

§ 8

Student rights

1. A person admitted to the study programme shall commence their education and acquire student rights upon taking the oath.

2. The student of CUT shall have the right to:

1) acquire knowledge, skills and social competences as well as to develop own interests, and to use lecture halls, equipment, resources of CUT, as well as the help of the employees of CUT for this purpose;

2) attend courses within the number of ECTS credits specified in the study programme as well as extracurricular courses, not included in the study programme, for a fee;

3) actively participate in the social, cultural and sporting life of CUT;

4) associate in university student organisations, in particular student research clubs, and participate in scientific works carried out at CUT;

5) be granted awards and distinctions for academic performance awarded in accordance with the provisions in force in this respect;

6) assess academic course instructors, as set out in separate regulations;

7) participate in elections to the student self-government and to single and collective bodies of CUT;

8) influence the overall activity of CUT through the student self-government;

9) apply for benefits in accordance with applicable regulations;

10) protect personal data;

11) obtain psychological help.

3. In addition to the rights listed in section 2 above and depending on the type and degree of disability, students with disabilities shall have the right to obtain assistance that is necessary in the course of their studies.

4. A commencing student shall have the right to be trained in their rights and obligations. The trainings are run by the student self-government of CUT in cooperation with the Student Parliament of the Republic of Poland.

§ 9

Student obligations

The student of CUT is obliged to:

- 1) act in accordance with the oath and study regulations;
- 2) comply with the principles of social coexistence;
- 3) act fairly in relation to the academic community of the university;
- 4) participate in didactic and organisational courses in accordance with the regulations of study, including the compulsory OHS training;
- 5) take examinations, undergo professional apprenticeships and meet other requirements provided for in the study programme;
- 6) comply with the internal regulations of CUT and become familiar with the information published on the university website as well as on the faculties' websites, and with the information sent to the address of the individual student account in the system used to support the course of studies at CUT;
- 7) protect the interest of CUT;
- 8) compensate for material damage caused by the student on the property of CUT;
- 9) timely pay the fees related to the pursuit of studies;
- 10) immediately inform CUT about the change of name, surname or address, and in the case of non-Polish citizens also of a document confirming their legal stay on the territory of the Republic of Poland;
- 11) immediately notify the faculty dean in writing about resignation from studies.

§ 10

Termination of student rights and obligations

The student rights and obligations shall expire on the day of graduation or removal from the list of students, where the person who has completed the first-cycle degree programme shall retain student rights until October 31 of the year in which they graduated, excluding rights to benefits awarded from the CUT scholarship fund.

III. Organisation of study programme

§ 11

Organisation of academic year

1. The academic year is from October 1 to September 30 of the following calendar year and consists of two semesters - fall and spring. The fall semester runs from October 1 to the last Sunday in February. The spring semester is from the last Monday in February to September 30, with the didactic period and examination session lasting until June 30. If the last Sunday in February is the last day of this month, the spring semester shall begin on the first Monday in March.
2. The settlement period at CUT is a semester.

3. Each semester of study includes didactic courses specified in the study programme, examination sessions, apprenticeships or other activities provided for in the study programme, as well as holidays and occasional breaks.
4. The organisation of the academic year shall be established by the Rector of CUT after consulting the competent student self-government body, and shall be announced at least five months prior to its beginning, subject to section 5.
5. The organisation of the last semester of study shall be established by the dean after consulting the competent student self-government body, and shall be announced at least four months prior to its beginning. In the announcement regarding the organisation of the last semester of study, the dean shall take into account the following dates: of examination sessions, submission of diploma projects and taking diploma examinations, subject to the condition of completing studies within the planned deadline being met should the student pass the diploma examination with a positive result before the end of the last semester of study. The end date of the semester is indicated in the order of the Rector of CUT on the organisation of the academic year.
6. In justified and unpredictable cases, the Rector of CUT may establish hours or days off for students of the entire university or a specific faculty also during the academic year.

§ 12

Organisation of courses

1. Courses are conducted as part of a specific degree course, level and profile. The dean may specify majors taught within a given degree course.
2. A major is a set of specialised courses offered as part of a given study programme aimed at directing student knowledge while maintaining the learning outcomes adopted for a given degree course. The student may choose a major subject to the dean's regulations.
3. Courses are conducted in accordance with the study programme defined by the university for each degree course, level and profile. In the curricula of the degree courses for which the minister competent for higher education has defined educational standards, these standards shall be included.
4. The study programme for a specific degree course, level and profile includes a description of the assumed learning outcomes, a description of the process leading to achieving learning outcomes and the number of ECTS credits assigned to individual courses.
5. The study programme is made known to students at least three months prior to the beginning of the education cycle by being published in the university system, on the website of a given faculty. The study programme is also available in the form of a paper document at the dean's office of a given faculty.

6. The forms of courses offered as part of the first- and second-cycle degree programmes at CUT include: lectures, practical classes, laboratory classes, computer laboratory classes, project classes, seminars.

7. Practical classes, laboratory classes, computer laboratory classes, project classes and seminars are obligatory for students to participate in.

8. The person responsible for the course is the academic teacher appointed by the head of the organisational unit of CUT. The person responsible for the course shall:

- 1) coordinate and agree with the course instructors on the content of all classes included in the course;
- 2) determine the principles of controlling learning outcomes and the method of formative and summative assessment;
- 3) supervise the correctness and timeliness of entering the grades into the electronic grade roster;
- 4) appoint a course instructor;
- 5) be responsible for the annual update of the syllabus in the university electronic system.

9. The course instructor shall provide a detailed description of the course in accordance with the syllabus during the first class. The description shall include: the information on learning outcomes, the programme of the course, the list of literature, the requirements of class participation and explanations for absences from classes, including the number of permissible absences, the conditions for passing the course and taking an examination, the method of informing students about the results of the final course test and examination, dates of tutorials and the mode of access to the graded final course tests and examinations, subject to the student being entitled to inspect the work being the basis for obtaining credit for the course or the exam within fourteen days from date of providing students with the information about the results, but not later than before the next date of the exam or final course test.

10. The course instructor shall offer tutorials, which consist in providing students with explanations, information and guidance on the problems they have reported, related to the content of the course or the classes.

11. A detailed timetable for the semester shall be approved by the dean and made available at least a week prior to the beginning of the semester.

12. The number of courses with examinations may not exceed four in one semester.

13. The dean shall divide students into student groups. The rules for determining the number of students in each student group relative to various forms of classes are set by the Rector of CUT.

14. Didactic classes for each of the modes of study specified in §6 section 1 are organised according to a separate schedule and conducted in separate student groups.

15. The rules of qualifying students for elective majors and courses are set by the dean after consultation with the relevant student self-government body. Should the number of students for a given major exceed the limit of places, the qualification shall be subject to the rank on the ranking list prepared according to the rules set by the dean.

16. The dean of the faculty may appoint academic teachers to be supervisors of individual years and of student groups. At the faculty, the dean introduces the functions of the year leader and of the student group leader.

17. The university authorities, faculty authorities and course instructors shall be obliged to take actions aimed at creating conditions for students with disabilities to be able to participate fully in the education process, taking into consideration the type and degree of disability of the student and the specificity of a given degree course.

18. The university shall ensure that students with disabilities have the right conditions to attend and obtain credit for the courses, depending on the type and degree of disability, in particular by:

- 1) allowing students with disabilities to apply for changing the conditions of participation in the course and alternative forms of obtaining credit for it;
- 2) allowing students with disabilities to register the material discussed in class for their own use in an alternative form by recording and taking photos, upon notifying the course instructor, provided that the teaching material made available by the instructor does not provide the student with access to the content of the classes;
- 3) allowing sign language interpreters and assistants of students with disabilities to attend classes, lectures, assessment tests and examinations, upon notifying the course instructor;
- 4) allowing students with disabilities to apply for obtaining credit for a foreign language course at another university in situations justified by the type of disability;
- 5) allowing students with disabilities to apply for help from the university in obtaining the teaching materials necessary for the study.

§ 13

Individualised study plan

1. CUT provides students with the possibility to study according to ISP.

2. ISP consists in implementing an existing study programme according to a special schedule or implementing an individualised study programme.

3. The dean shall agree to the implementation of ISP by the student. Individualised study plan cannot be refused to:

- 1) a pregnant student and a student parent- in the case of full-time modes of study;
- 2) a student admitted to the study programme as a result of the confirmation of learning outcomes;

who are studying at a specific degree course, level and profile, until they have been completed.

4. The study programme implemented according to ISP shall:

- 1) retain learning outcomes defined for a given degree course, level and profile as well as the number of ECTS credits specified in the study programme, while orienting learning in accordance with the individual predispositions and interests of the student;
- 2) take into account the previously achieved learning outcomes;
- 3) adjust the study plan to the individual needs and capabilities of the student.

5. The study programme implemented according to ISP may not last longer than the current study programme.

6. The student applying for ISP shall submit a relevant application to the dean of the faculty not later than two weeks prior to the beginning of the semester. The persons referred to in section 3 clause 1 and the students applying for ISP due to a sudden random situation or illness shall submit an application immediately upon the occurrence of the cause justifying the application for ISP.

7. The dean shall appoint a research supervisor to the student implementing ISP who stands out in science or who is studying selected semesters at another university under a signed agreement.

§ 14

Transfer and recognition of ECTS credits

1. The transfer and recognition of ECTS credits obtained by the student in the course of education is intended to enable the student to continue their education in the organisational unit of the university where the student is studying or which the student is transferred to.

2. ECTS credits obtained at the university other than CUT, including a non-Polish university, shall be added to the student's ECTS credits awarded at CUT.

3. The student transferring ECTS credits in connection with commencing studies at the selected faculty of CUT in the transfer mode shall receive the number of ECTS credits that are attributed to the learning outcomes achieved as a result of the relevant courses and apprenticeships in the receiving unit.

4. A necessary condition for the transfer and recognition of ECTS credits obtained by the student is consistency of the learning outcomes achieved by the student with the learning outcomes defined in the study programme of a given degree course.

5. The student applying for the transfer and recognition of ECTS credits shall submit an application together with the documentation presenting the course of the studies to the dean of the faculty no later than two weeks prior to the beginning of the semester.

6. The decision on the transfer and recognition of ECTS credits shall be taken by the dean.

§ 15

Attendance at extracurricular courses

1. The student shall have the right to attend extracurricular courses for a fee. The rules for charging fees are set out by the Rector of CUT.
2. The student may attend extracurricular courses with the consent of the dean of the faculty at which they are conducted.
3. The dean may refuse consent to attend extracurricular courses if they decide that based on the study programme implemented so far, the student is not sufficiently prepared.
4. Extracurricular courses attended by the student at CUT shall be saved in the university system used to support the course of study at CUT, but the scores from these courses shall not be taken into account when determining the semester grade.
5. The student shall not retake the extracurricular courses for which no credit has been obtained.

IV. Credit for study programme

§ 16

Credit system

1. Full-time and part-time modes of study are subject to the credit system which reflects student achievements in accordance with the European Credit Transfer and Accumulation System (ECTS).
2. The credit system complies with the following rules:
 - 1) credits shall be assigned to all courses subject to assessment and student apprenticeships, subject to clause 2;
 - 2) credits shall not be assigned to the following: physical education classes, unless required by education standards included in the study programme, library training, OHS training and other training not included in the study programme;
 - 3) credits shall be assigned to courses and not to individual forms of courses;
 - 4) the number of assigned credits reflects the student's working time at the university and the time of own work necessary to complete the course;
 - 5) the condition for the student to obtain credits is to achieve the assumed learning outcomes confirmed by the completion of the course;
 - 6) the number of credits assigned to individual courses shall be determined by the dean;
 - 7) the total number of credits assigned to all courses of each semester of the full-time mode of study is 30, subject to clause 9;
 - 8) the total number of credits assigned to all courses of individual semesters of the part-time mode of study may be less than 30, however, the sum of all credits obtained at the part-time mode of study must be equal to the sum of all credits for the full-time mode of study for the same degree course, level and profile. The number of credits assigned to individual semesters of the part-time mode of study shall be determined by the dean of the faculty;

9) should the study programme be implemented under international agreements, the total number of credits assigned to all courses of each semester of the full-time mode of study may be different from 30, provided that the total number of ECTS credits required to complete this study programme is consistent with the requirements of the study programme in force for the given degree course, level and profile.

3. In order to complete the study programme and be awarded a diploma, the student shall be required to obtain the number of ECTS credits specified in the study programme and meet the requirements set out in §36 section 2.

§ 17

Grading scale

1. The following grading scale shall be used at CUT:

Grade	Abbreviation	Numerical grade
very good (bardzo dobry)	bdb	5.0
good plus (ponad dobry)	pdb	4.5
good (dobry)	db	4.0
satisfactory plus (dość dobry)	ddb	3.5
satisfactory (dostateczny)	dst	3.0
fail (niedostateczny)	nd	2.0

2. Negative grades (F) shall be recorded only in the electronic grade roster. Positive grades (bdb, pdb, db, ddb, dst) shall be recorded in the electronic grade roster and in the student's transcript of academic record. The electronic grade roster and the student's transcript of academic record shall be kept using the electronic system used to support the course of studies at CUT.

3. The grade from each semester of studies in the ECTS system is a weighted average calculated according to the following formula:

$$\text{semester grade} = \frac{\sum (\text{grade} \times \text{number of credits})}{n}$$

where n is the number of credits assigned to all courses of a specific semester in a given form of study, pursuant to §16 section 2 clauses 7-9.

4. The semester grade is calculated to three decimal places and then given to two decimal places, rounded up if the number in the third decimal place is greater than or equal to 5.
5. The F (fail) grades are not taken into account in the calculation of the semester grade.
6. The semester grade is calculated only for the completed semesters.

§ 18

Credits for courses

1. Completion of the course with a final examination shall be based on credits obtained for all forms of the course classes conducted as part of this course and the passed exam.
2. Completion of the course without a final examination shall be based on credits obtained for all forms of the course classes conducted as part of this course.
3. Credits for the course classes shall be awarded subject to the control of study results in the form of papers, assessment tests, projects, etc. as well as attendance at compulsory classes.
4. Credits for the individual forms of classes shall be awarded by course instructors.
5. Completion of the course without a final examination shall be carried out prior to the examination session.
6. The student who raises reservations as to the correctness of the credit awarding procedure shall have the right to appeal to the dean within a week of announcing the results through the direct superior of the course instructor.
The dean, together with the direct superior of the course instructor shall make the final decision in this matter.
7. The course shall be credited by the course instructor. In a special case, credit may be awarded by the academic teacher responsible for the course, the dean or other academic teacher appointed by the dean.
8. Should the academic teacher crediting the course find that the student's work is not independently performed, and in particular, that the student has used unauthorized materials, devices, methods or resources, the student shall obtain the F (fail) grade for the course.
9. The formal confirmation of obtaining credit for the course is entering a positive grade referred to in §17 section 2 above into the electronic grade roster and approving it in the electronic system used to support the course of studies at CUT by the authorised person referred to in section 7.
10. The electronic grade roster should contain the course completion date and not the date of filling in the roster.

§ 19

Examinations

1. Two examination dates are set for the course with a final examination: the basic date in the examination session and the retake date in the retake session.

2. The dates of both written and oral examinations shall be agreed between the course instructor and the students. In the absence of such agreement, the dates shall be set by the course instructor. The date of the examination should be announced to the students not later than seven days prior to the beginning of the examination session.
3. The course instructor shall have the right to announce the date of the examination called the early examination date. This examination shall be conducted before the examination scheduled for the examination session. The early date is not included in the number of the dates the student is entitled to pursuant to section 1 above. The rules for both admission to the early examination date and conducting this examination shall be determined by the course instructor.
4. Students who have completed all forms of classes included in the course are admitted to the examination.
5. All examinations, including retake ones, must be finished within the deadlines specified in the examination session schedule set out in the order of the Rector of CUT regarding the organisation of the academic year. This does not apply to the dates of the examinations referred to in section 10.
6. The examination is conducted by the course instructor. In random cases, the instructor may be replaced by another academic teacher authorised by the teacher responsible for the course or the dean.
7. Should the academic teacher conducting the exam find that the student's work is not independently performed, and in particular, that the student has used unauthorized materials, devices, methods or resources, the student shall obtain the F (fail) grade for the exam.
8. Depending on the type and degree of disability, the student with a disability may apply for:
 - 1) an alternative form of the examination;
 - 2) extended time of the examination.
9. Unexcused failure to appear at the examination on a scheduled date shall be tantamount to the loss of the right to one examination date, but shall not constitute grounds for entering a negative grade.
10. Should the no-show be excused, the student shall be entitled to an additional examination date.
11. Explanation of the no-show should be presented to the course instructor immediately - no later than within seven days from the date of the examination.
12. In the event of obtaining the F (fail) grade for the first examination or an unjustified no-show, the student shall be entitled to one resit examination.
13. The student who raises reservations as to the correctness of conducting the examination shall have the right to submit a substantiated application to the dean for an examination before an examination board within seven days from the date of the announcement of the results.
14. Should the dean consider the validity of the application referred to in section 13 above, they decide to conduct an examination before an examination board. The dean may also order to conduct an

examination before an examination board on their own initiative. The examiner shall also be entitled to apply for conducting an examination before the examination board.

15. The examination before the examination board should be conducted within fourteen days of the date of the submission of the application.

16. The form of the examination before the examination board shall be determined by the dean and the dean shall notify the student and the persons being members of the examination board about it no later than seven days prior to the examination date.

17. The examination board appointed by the dean shall consist of:

- 1) the dean or deputy dean as chairman;
- 2) an academic teacher representing the same or a related course as an examiner;
- 3) an academic teacher who has conducted the previous exam as a member of the board.

18. At the student's request submitted under the procedure set out in section 13, an observer that is indicated by the student may take part in the examination.

19. A negative result of the examination before the examination board shall be equivalent to the obligation to retake the course.

20. The chairman of the examination board shall be the person authorised to enter the grade obtained by the student as a result of the examination before the examination board in the electronic grade roster.

§ 20

Credits for curricular differences

1. Curricular differences are the courses that are included in the study programme, leading to the achievement of learning outcomes that the student has failed to achieve in the course of studies at a given level and profile.

2. The dean may define curricular differences in the following cases:

- 1) the student continuing education after being transferred;
- 2) the student resuming studies;
- 3) the student taking up studies after a leave of absence;
- 4) the student retaking a semester in which the study programme has changed;
- 5) the student changing the mode of study.

3. The courses implemented as curricular differences are assigned to those semesters of study where they belong according to the study programme.

4. The grade for the semester to which the curricular differences have been assigned is determined after obtaining credit for the curricular differences based on the grades for the courses completed in a given semester and the grades for the courses constituting curricular differences. The semester grade is determined in accordance with §17 sections 3 and 4.

5. ECTS credits assigned to the curricular differences not credited on time shall be included in the credit debt for the semester in which these differences have been completed.
6. Failure to obtain credit for the curricular differences shall result in failing to complete the semester on the same terms as for other courses.
7. Curricular differences at part-time modes of study shall be implemented for a fee.
8. Failure to obtain credit for curricular differences within set deadlines shall result in them being retaken for a fee.

§ 21

Completion of semesters

1. The condition of completing a semester in full-time and part-time modes of study is obtaining the required number of ECTS credits and meeting formal requirements.
2. In the case of completing a semester before the deadline set out in the order of the Rector of CUT on the organisation of the academic year, the completion date shall be the last day of the examination session.
3. In the case of completing a semester after the deadline set out in the order of the Rector of CUT on the organisation of the academic year, the completion date shall be the date of obtaining a positive grade in the last of the courses credited by the student in a given semester.

§ 22

Registration for the next semester of study

1. The full registration for the next semester of full-time and part-time modes of study shall be subject to the fulfilment of the requirements set out in §21 section 1.
2. Should the number of ECTS credits in debt from the previous semester be less than or equal to 12, and the total number of credits in debt be less than or equal to 18, the student shall be registered for the next semester of study with credit in debt, subject to §23 section 1. Should the number of ECTS credits in debt exceed the numbers referred to above, the dean shall decide on the student's registration for the next semester of study with credits in debt.
3. The student registered with ECTS credits in debt shall have the right to clear them within one month from the date of the registration with ECTS credits in debt. Should the student obtain the missing credits in the course with a final examination, the student admitted to this examination shall be entitled to one examination date for each course to clear credits in debt.
4. Failure to clear credits in debt referred to in section 3 above shall result in the necessity to retake the course and the inability to attend or obtain credit for those courses which are continued in the next semester of study or for which the failed course was the core course. The sequence list of the courses underlying other courses conducted in the next semester shall be determined by the dean.

5. ECTS credits in debt should be cleared within one year from the date of the registration. Failure to clear credits in debt within one year may result in the dean's decision for the student to retake the first uncompleted semester.
6. The fee for retaking the course shall be calculated based on the information provided by the course instructor who specifies the forms of classes necessary to be retaken.
7. The completion of the next semesters of study is possible after clearing ECTS credits in debt.

§ 23

Semester retake

1. The dean may decide to refer the student to retake a semester if:
 - 1) the student's ECTS credits in debt exceed the allowable number of credits in debt;
 - 2) the student has failed to clear ECTS credits in debt within the time specified;
 - 3) the student is readmitted to the study programme in the semester that they were in before being removed from the list of students;
 - 4) the student has not obtained credit for the course which is continued in the next semester or is the core course for the course implemented in the next semester;
 - 5) the student has not obtained credit for the course leading to the preparation of the diploma project.
2. In the case of semester retake, the student shall be obliged to pay an appropriate fee associated with retaking individual courses due to unsatisfactory results. The rules for charging fees shall be set out by the Rector of CUT.
3. The student may retake every semester except the first semester. Each semester can be retaken no more than twice.
4. The student retaking a semester shall not attend the courses they have obtained credit for, unless the learning outcomes defined for these courses have changed, and they do not obtain credits for those courses. The decision on this matter shall be made by the dean. Positive grades for the credited courses in the semester being retaken, which the dean has not indicated to be credited again, shall be rewritten to the transcript of academic record of the semester being retaken.
5. Pending the semester retake, the student shall retain their student rights.
6. With the dean's consent, the student may participate in courses conducted at the higher semester of the same level of study and apply for advance credit. It shall not be possible to obtain advance credit for the courses for which the failed courses to be retaken are the core courses. The results of the obtained credits are recorded in the electronic grade roster subject to the regulations set forth herein. Failure to obtain credit for the courses being completed in this mode shall call for their retake for a fee. The rules for charging fees shall be set out by the Rector of CUT.
7. The student retaking a semester shall not complete their study programme on schedule.

V. Removals and leaves

§ 24

Removals from the list of students

1. The dean shall remove the student from the list of students, should the student:
 - 1) fail to take up study;
 - 2) resign from studies;
 - 3) fail to submit a diploma project or take a diploma examination on schedule;
 - 4) be punished with a disciplinary penalty of expulsion from the university.
2. The dean states that the person admitted to the study programme has failed to take up study in the event of their unjustified failure to take the oath referred to in §8 section 1, within fourteen days from the specified date for taking the oath by persons entered on the list of students.
3. The student resigning from the study programme shall be obliged to notify the dean of this fact. The resignation shall be contained in the written form.
4. The dean may remove the student from the list of students, should the student:
 - 1) fail to attend compulsory classes;
 - 2) fail to show progress in learning;
 - 3) fail to obtain credit for a semester or year by the date specified in the order of the Rector of CUT on the organisation of the academic year or, in the case of students of the last semester, by the date specified in the dean's announcement;
 - 4) fail to pay the fees related to the implementation of the study programme.
5. The confirmation of the lack of participation in compulsory classes is made by the dean based on the information provided by the course instructor on the unjustified absence of a student in compulsory classes taking into account the requirements contained in the syllabus.
6. The confirmation of the lack of progress in learning is made by the dean of the faculty based on the documentation of the course of study. The lack of progress in learning is stated when the degree of implementation of the study programme excludes the possibility of completing the semester, unless the student has the right to retake the semester or register with credits in debt.
7. Removal from the list of students is carried out by way of an administrative decision issued by the dean, acting under the authority of the Rector of CUT.

§ 25

Leaves of absence

1. The student may be granted the following leave of absence or leave with the possibility of proceeding to the verification of the achieved learning outcomes:
 - 1) sick leave;

- 2) personal leave;
- 3) sabbatical leave;
- 4) unconditional leave;
- 5) special leave;
- 6) parental leave.

2. The leave with the possibility of proceeding to the verification of the achieved learning outcomes provides the student with an opportunity to take exams and obtain credits without having to attend the course.

3. The student may be granted a sick leave based on a decision of an authorized medical commission or appropriate documentation confirming the illness.

4. The student may be granted a personal leave when important random circumstances have occurred which prevent the student from attending the course for a long time.

5. The student may be granted a sabbatical leave related to the participation in trips organised by sports associations or, with the consent of the dean, the implementation of internship or professional practice during the academic year. Having completed the semesters to date, the student may also be granted a sabbatical leave to take up an individual study programme at another university, a study programme at a non-basic degree course or for the implementation of paid courses not included in the study programme.

6. The student who has completed the first year of the first-cycle degree programme or the first semester of the second-cycle degree programme may be granted an unconditional leave (without giving a reason). This type of leave may be granted once during the study, having completed the semesters to date. The unconditional leave may last no more than two semesters.

7. Special leave may be granted to students during the period of military service.

8. Parental leave may be granted to a pregnant student or a student parent. A pregnant student and a student parent cannot be refused parental leave.

9. The student should apply to the dean with an appropriately documented application for granting a leave immediately upon the occurrence of the reason justifying such application. The leave should not cover the period preceding the submission of the application, except in random situations, documented illness or child's birth. The student declaring their willingness to proceed to verify learning outcomes during or after the leave is required to include such a request in the application.

10. The student parent shall submit an application referred to in section 1 clause 6 within one year from the date of the child's birth.

11. The leave referred to in section 1 clause 6:

- 1) the pregnant student – shall be granted for the period up to the day of the child's birth,
- 2) the student parent – shall be granted for up to one year.

Should the leave end in the course of the semester, it may be extended until the end of that semester.

12. During the leave, the student retains student rights.

13. Granting a leave changes the date of the planned graduation accordingly.

VI. Diploma project

§ 26

General provisions

1. The student of the last semester of the study programme shall be required to prepare a diploma project as part of the course leading to the preparation of the diploma project and to enter the diploma project into the University Digital Archive System of CUT (hereinafter referred to as UDAS).

2. The student completing the first-cycle degree programme (undergraduate student) shall prepare a bachelor's or engineering's project. The student completing the second-cycle degree programme (graduate student) shall complete a master's project.

3. A diploma project is an independent elaboration of a scientific, artistic or practical issue, or a technical or artistic achievement, presenting the student's general knowledge and skills related to the study programme of a specific degree course, level and profile, as well as the ability to perform independent analyses or inferences.

4. In the first-cycle degree programmes, a diploma project may be an elaboration of an engineering problem.

5. Diploma projects may take the form of a written thesis, a published article, a project work including the design and implementation of a computer programme or system, as well as a construction, technological or artistic work.

6. Diploma projects are prepared in the organisational units of the home faculty.

7. With the dean's consent, the diploma project may be prepared at other faculties of CUT, at other universities, as well as in institutions ensuring proper care and conditions for its preparation.

8. With the dean's consent, the project may be prepared in a foreign language. The student is obliged to attach an abstract in Polish to the project prepared in a foreign language.

9. Before completing the course leading to the preparation of the diploma project, the diploma project is verified using the University Digital Archive System of CUT and the Uniform Anti-plagiarism System.

10. The diploma project shall be entered into the repository of written diploma projects immediately after the diploma examination. The mode of entering works into the repository shall be determined by the Rector of CUT.

§ 27

Supervision of diploma project

1. The student shall prepare a diploma project under the supervision of a promoter.
2. The promoter and reviewer of a diploma project may be persons with at least a doctoral degree. In the case of first-cycle degree programmes, a specialist with a professional title who has at least 5 years of professional experience may also be a promoter and reviewer of the diploma project.
3. Should the promoter of the diploma project be the specialist referred to in section 2 above or a person not being an employee of CUT, the reviewer should be a professor or a doctor with a post-doctoral degree employed at CUT.
4. For substantive reasons, the duties of the project promoter may be entrusted to more than one person, with the dean's consent and after defining the scope of substantive supervision.
5. Reviews of the diploma project are public, with the exception of the diploma project the subject of which is protected by law.

§ 28

Topics of diploma projects

1. The topics of diploma projects are taken up by the students by the end of the penultimate semester of studies the latest. Taking into account the specifics of the study programme in a given degree course, the deans may set a different date for taking up topics of diploma projects.
2. The topics of diploma projects are approved by the supervisor of the degree course (major) or the head of the unit in which the diploma project is carried out.
3. When determining the topics of diploma projects, students' scientific interests should be taken into account. The student shall have the right to propose their own topic within the completed degree course (major).
4. The number of topics should allow the student to select one.
5. At the request of the diploma project promoter, as agreed with the student, and in consultation with the head of the unit in which the diploma project is carried out, the supervisor of the degree course (major) may change the subject of the project, should it have a positive effect on achieving learning outcomes and not extend the date of the completion of the study programme.
6. The student shall have the right to change both the promoter and the topic of the diploma project. The decision on this matter shall be made by the dean in consultation with the supervisor of the degree course (major) and the head of the unit in which the diploma project is carried out.
7. Each topic should be implemented by one student. In exceptional cases, it is allowed that two students prepare a diploma project, with the scope of work of each of them being clearly defined by the project promoter.

8. The promoter shall deliver the final topic of the diploma project prepared by the student to the dean's office on the date specified by the dean of the faculty in the announcement referred to in §11 section 5.

§ 29

Evaluation of diploma project

1. The diploma project shall be evaluated separately by the project promoter and reviewer.
2. In the event of a negative grade awarded by the reviewer, the dean may decide to admit the student to the diploma examination provided that the project obtains a positive evaluation grade from an additional reviewer.
3. When evaluating the diploma project, the grading scale specified in §17 section 1 shall apply.
4. The grade for the diploma project, agreed between the promoter and the reviewer, shall be entered into the diploma examination report. In the event the promoter and reviewer are not able to agree, the dean shall appoint an additional reviewer. The grade determined by the additional reviewer is final.

§ 30

Severity

1. The student who has failed to complete the course leading to the preparation of the diploma project by the date set out in the dean's announcement referred to in §11 section 5 may be:
 - 1) referred to retake the semester upon the submission of a relevant application to the dean, or
 - 2) removed from the list of students.
2. The student removed from the list of students as a result of a failure to obtain credit for the course leading to the preparation of the diploma project shall have the right to resume studies subject to the provisions set forth in §5.
3. In the case of the resumption of studies, after consulting the current promoter, the supervisor of the degree course (major) or the head of the faculty organisational unit shall decide on the possibility of continuing the topic of the diploma project or assigning a new one.

VII. Diploma examination

§ 31

General provisions

1. The completion of the study programme shall ensue on the day of passing the diploma examination.
2. The diploma examination consists of:
 - 1) the presentation of the diploma project;
 - 2) the answers to the questions of the diploma examination board.
3. The condition of being admitted to the diploma examination is a positive evaluation of the diploma project, completing all semesters of studies and meeting formal and curricular requirements.

4. The student may be admitted to the diploma examination after submitting their student ID or a document confirming its loss or theft to the dean's office or handing it over to the examination board. This requirement shall not apply to students who, after completing their first-cycle degree programmes, retain the right to hold a student ID until October 31 of the year in which they graduated.
5. The diploma examination shall be held before the end of the last semester, subject to §34 sections 1 and 2. The date of the end of the semester is set out in the order of the Rector of CUT on the organisation of the academic year.
6. The diploma examination shall be conducted before the examination board appointed by the dean. The diploma examination board shall consist of at least three members: the chairman, promoter and reviewer, whereas the promoter and reviewer cannot act as the chairman of the examination board. The examination board should include at least one academic teacher holding the academic title of professor or an academic teacher with the post-doctoral academic degree.
7. The diploma examination board shall be chaired by the dean, deputy dean, professor or academic teacher with post-doctoral degree, appointed by the dean.
8. In random situations, the absence of the promoter or reviewer during the diploma examination is permitted, while maintaining at least three members of the examination board and meeting the requirement of an academic teacher holding the academic title of professor or an academic teacher with the post-doctoral academic degree being members of the examination board. The chairman of the examination board is obliged to record the absence of the promoter or reviewer in the diploma examination report and to confirm the random cause of this absence.
9. If the diploma project is being developed for the needs of a specific business entity, the dean may additionally appoint a representative of the entity concerned as a member of the examination board to act in an advisory capacity.
10. The dean may decide on conducting the diploma examination in a foreign language. The dean shall specify the scope and conditions of conducting such an exam, subject to the scale of grades in the documentation of the course of study complying with the form specified in §17 section 1 herein, and the student's personal file containing the diploma examination report being prepared in Polish or translated into Polish.
11. The dean may develop detailed regulations of the diploma examination pursuant to §39 section 1. Should the study programme of a given degree course provide for conducting a comprehensive examination verifying the level of students' mastery of the knowledge, skills and social competences defined for that degree course, the detailed regulations of the diploma examination shall determine the scope, principles and procedure of conducting a comprehensive examination, subject to this examination being conducted prior to the date of the diploma examination.

Conducting diploma examination

1. The diploma examination is an oral examination.
2. At the diploma examination, the student shall present their diploma project and answer questions from the diploma examination board regarding three issues covered by the learning outcomes defined for a given degree course and level. One grade is awarded for all the answers provided.
3. At the request of the student or promoter, the diploma examination may be an open access examination. A relevant written request should be sent to the dean no later than three weeks prior to the planned date of the diploma examination. The dean shall decide on that matter at least two weeks prior to the date of the diploma examination. The procedure for conducting an open access diploma examination shall be determined by the dean.

§ 33

Evaluation of diploma examination

1. The diploma examination board shall evaluate the presentation of the diploma project and the answers to the questions on the three issues referred to in §32 section 2 above, using the grading scale specified in §17 section 1.
2. The grade awarded for the diploma examination is the arithmetic average of the grade for the presentation of the diploma project and the grade for answering the questions on the three issues referred to in §32 section 2, subject to section 3.
3. Should the study programme of a given degree course provide for conducting a comprehensive examination referred to in §31 section 11, the grade for the diploma examination shall be the weighted average of the grade for the presentation of the diploma project, the grade for answering the questions on the three issues referred to in §32 section 2 and the grade for the comprehensive examination. Detailed rules for determining the grade for the diploma examination are set out in the provisions of the regulations referred to in §31 section 11 herein.
4. The diploma examination shall be considered passed if the diploma examination grade is greater than or equal to 3.00, with only one answer being negative.

§ 34

Severity

1. In the event of a failure of the diploma examination or unjustified failure to appear at the examination on a scheduled date, the dean shall set the final date for the diploma examination.
2. The student who has failed the diploma examination or has failed to appear at the examination on the final date set by the dean pursuant to section 1 above, shall be removed from the list of students.
3. Should the student's failure to appear at the diploma examination be justified, the dean shall set a new date for this examination. The justification for the absence at the diploma examination should be submitted to the dean within seven days of the exam date.

4. The students removed from the list of students pursuant to section 2, may apply for the resumption of studies under the provisions set out in §5.

VIII. Completion of study programme

§ 35

Study score

1. The grade from the course of studies is the arithmetic average of all semester grades, calculated with accuracy to three decimal places, and then given with the accuracy of two decimal places after rounding, pursuant to the provisions of §17 section 4.

2. The study score, calculated to three decimal places and then given to two decimal places after rounding, pursuant to the provisions of §17 section 4, is a weighted average of the following grades:

- 1) grade from the course of studies - with a weight of 0.6;
- 2) evaluation of the diploma project - with a weight of 0.2;
- 3) grade for the diploma examination - with a weight of 0.2.

3. The diploma of the completion of studies and all other documents confirming the completion of studies shall contain the study score calculated based on the following table:

Study score	Grade entered into 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 plus (3.5)
3.00 – 3.25	satisfactory (3.0)

4. In the case of joint education agreements concluded with non-Polish universities, the rules for determining the grade for the diploma examination and the study score shall be stipulated in these agreements, taking account of the provisions set out herein.

§ 36

University graduation diploma

1. Having passed the diploma examination, the graduate shall receive a university graduation diploma.

2. The completion of the study programme and receiving a diploma shall be subject to achieving the learning outcomes specified in the curriculum as well as the required number of ECTS credits, a positive evaluation of the diploma project and passing the diploma examination.

3. A graduation diploma shall be prepared and handed over to the graduate within 30 days from the date of the diploma examination.

4. Before collecting a graduation diploma, the graduate should settle all obligations towards CUT.

5. In the event the applicant for the academic title, being the author of the diploma project constituting the basis for awarding this title, has attributed to themselves the authorship of a significant fragment or other elements of someone else's work or scientific finding, the Rector of CUT shall annul the diploma by way of an administrative decision.

IX. Awards, distinctions and penalties

§ 37

Awards and distinctions

1. Students with outstanding academic performance and exemplary fulfilment of duties may be granted awards, subject to separate regulations.
2. A graduation diploma with distinction shall be awarded to the graduate who has fulfilled the following conditions jointly:
 - 1) has completed the study programme within the planned dates specified in §11 section 5 herein;
 - 2) has achieved a study score of not less than 4.75;
 - 3) has met the conditions set out in regulations issued based on §39 section 1.
3. The diploma examination board shall state that the graduate meets the criteria for being awarded the diploma with distinction in the diploma examination report.
4. A book of distinguished graduates may be kept at the faculty, in which the names of the graduates who have received a diploma with distinction are noted.

§ 38 Penalties

1. Violation of the provisions in force at the university, including violation of the provisions contained herein, and the act violating the dignity of a student shall result in the student being liable to the student disciplinary board.
2. Disciplinary penalties include: a warning, a reprimand, a reprimand with a warning, suspension in certain student rights for up to one year, expulsion from the university.
3. For minor offences, after hearing the accused or defence counsel, the Rector of CUT may impose a reprimand on the student.

X. Final provisions

§ 39

Organisational orders

1. Deans may draw up specific provisions for the regulations of study, taking into account the specificity of the study programmes at a given faculty or of the degree course. Faculty regulations

must comply with these Regulations of Study. Specific provisions for the Regulations of Study shall be adopted by the Senate of CUT.

2. The dean acting under the authority of the Rector of CUT shall issue, in the first instance, an administrative decision in the cases specified in §3 section 1, § 4 section 6 and § 24 sections 1 and 4. The student shall have the right to submit a request to the Rector of CUT for reconsideration of the administrative decision made by the dean acting under the authority of the Rector of CUT. The application for reconsideration of the case shall be submitted through the dean who has issued the administrative decision.

3. Other individual cases of students shall be resolved by the dean.

4. The dean's decisions referred to in section 3 above shall be controlled by the Rector of CUT. The student who is dissatisfied with the dean's decision may refer the matter to the Rector of CUT through the dean's office.

5. Whenever these regulations refer to an administrative decision or a decision made by the dean, this shall also mean an administrative decision or a decision made by the deputy dean.