

RESOLUTION OF THE SENATE
of the Poznań University of the Arts (UAP)
no. 64/2018/2019
of 25 April 2019

on the amendment to the 'Regulations of the University of the Arts in Poznań for first-cycle, second-cycle, long-cycle master's and post-graduate studies' and the adoption of the consolidated text

Pursuant to 31(1)(2) of the UAP Statute in connection with 28(1)(2) and 75 of the Act of 20 July 2018 on Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) the UAP Senate has decided in an open vote as follows:

§ 1

1. Amendments to the following paragraphs of the 'Regulations of the University of the Arts in Poznań for first-cycle, second-cycle, long-cycle master's and post-graduate studies': 10(1-3), 11(4,5), 14(3), 19(2)(a), 27(1,2), 28(3), 30(3), 55(5) and 67(3).
2. The following Paragraph 33 is added hereto:
“§ 33
 1. Students with outstanding academic performance may study two fields of study at the same time.
 2. Academic performance entitling a student to apply for undertaking studies in the second field of study shall be understood as achieving the average grade of at least 5.00 in the previous academic year.”

§ 2

The consolidated text 'Regulations of the University of the Arts in Poznań for first-cycle, second-

cycle, long-cycle master's and post-graduate studies' shall be adopted as attached to this resolution.

§ 3

The resolution shall enter into force on the day of its adoption, with effect from 1 October 2019.

number of those entitled to vote:	35
number of those present:	28
for:	28
against:	0
abstentions:	0

REKTOR
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w Poznaniu

Annex to the Resolution of the Senate of the University of the Arts in Poznań No. 64/2018/2019 of 25 April 2019 on the amendment to Regulations of the University of the Arts in Poznań for first-cycle, second-cycle, long-cycle master's and post-graduate studies' and the adoption of the consolidated text.

Regulations of the University of the Arts in Poznań for first-cycle, second-cycle, long-cycle master's and post-graduate studies

Chapter I

General provisions

§ 1

Admission of students of the University of the Arts in Poznań, hereinafter referred to as 'UAP', takes place at the moment of matriculation and taking the oath, the content of which shall be determined by the UAP statute.

§ 2

After matriculation, a student shall receive a student identity document.

The rules for charging fees for issued documents shall be governed by separate provisions and the rector's order issued on their basis.

Before starting classes, students shall be required to sign an agreement with the UAP in the relevant dean's office, which shall regulate the terms of payment for studies and educational services provided.

§ 3

First- and second-cycle students as well as long-cycle master's studies run by the UAP shall form the student government. The student government bodies shall be the sole representative of all UAP students.

The student government, with the consent of a student, shall have the right to appeal against any individual decision taken in the student's case under these regulations.

Student organisations, within the scope of their statutory activities, shall be authorised to appear before the UAP authorities in matters related to studies and functioning of the university.

§ 4

The rector shall be the superior of all UAP students.

The dean shall be the superior of students studying at a given faculty.

Chapter II

Student rights and obligations

§ 5

1. A student shall acquire knowledge and skills in accordance with a curriculum and generally accepted moral standards.
2. Student works created during the didactic process at the UAP may be presented and published after receiving the written consent of the teachers under whose supervision they were created and the UAP authorities.
3. Detailed principles of copyright and related rights management are contained in the 'Regulations for the management of copyright and related rights and industrial property rights as well as the principles of commercialisation of research results and development works at the University of the Arts in Poznań'.

§ 6

During the course of studies, a student shall in particular:

1. participate in didactic and organisational classes in accordance with the study regulations,
2. take examinations, undergo internships and meet other requirements provided for in the study plan,
3. comply with the provisions in force at the UAP,
4. respect the good practices of the academic community,
5. show consideration for their own dignity and the good name of the UAP, as well as

respect the principles of social coexistence based on generally accepted ethical and legal norms,

6. pay fees in a timely manner.

§ 7

1. Students of all artistic and design fields of study shall have the right to freely choose any of the existing studios as part of the study programme in these fields.

1. The criteria for enrolment in the free-choice studio shall be specified and announced in the studio's programme by the head of the studio with the proviso that students from the field of study to which the studio is assigned shall be admitted first. The criteria for enrolment in the studio shall be announced in the studio's programme.
2. Enrolment in the studio shall take place from 1 September to 10 October each year. The enrolments shall be verified by the heads of studios from 11 to 20 October of a given year. In the event that the head of a studio does not select students by 20 October of a given year, this obligation shall be taken over by the dean and fulfilled by 31 October.

2. A student shall have the right to:

- 1) study two specialties within the same field of study with the consent of the relevant dean, provided that this process takes place in the same year of study,
- 2) study according to an individual study programme, including a study plan, on the principles established by the dean of the relevant faculty,
- 3) submit postulates regarding study plans, training programmes, course of study, teaching process, social and living conditions and all other matters related to the academic environment to the UAP authorities,
- 4) receive awards and distinctions for very good academic performance and artistic achievements,
- 5) participate in decisions of the UAP bodies through student representatives who are members of selected UAP collegiate bodies,
- 6) participate in the system of verification of the quality of education, including submitting questionnaires regarding the didactic process,
- 7) conduct local and social activities,

- 8) associate in scientific clubs or sections and participate in scientific research and implementation works conducted at the UAP,
- 9) associate in social, cultural, sport and tourist organisations operating at the UAP.

3. For the exercise of his or her rights, a student may use the UAP's premises, equipment and other resources, as well as the assistance of academic teachers and other UAP employees on the terms set out in applicable regulations and in consultation with the UAP authorities.

§ 8

1. A student may apply for material assistance benefits from funds allocated for this purpose in the state budget in the form of:
 - a) social scholarship (only students with Polish citizenship);
 - b) special scholarship for people with disabilities;
 - c) rector's scholarship for the best students;
 - d) a ministerial scholarship for outstanding achievements;
 - e) grants.
2. A student may apply for accommodation in a student dorm.
3. A student may apply for the accommodation of a spouse and a child in a student dorm.
4. Detailed rules determining the amount, granting and paying out of material assistance benefits for students (social scholarship, special scholarship for people with disabilities, rector's scholarship for the best students, grants), including detailed criteria and procedure for providing material assistance benefits for students, the method of selecting students who can receive the rector's scholarship for the best students, sample forms of applications for benefits, a sample form of a declaration on non-collection of benefits in another field of study, and the method of documenting a student's financial situation shall be determined by the rector in consultation with the UAP student government.

§ 9

A student shall immediately notify the dean's office and the section for social and living matters of the change of name, marital status and address of residence.

§ 10

1. The UAP shall make efforts to provide conditions for the use of its educational programmes by persons with disabilities whose health status allows them to study.
2. A student with a disability may apply to the appropriate dean to agree on activities related to his or her specific needs in the organisation and implementation of the teaching process, including adapting the studying conditions to the type of disability.
3. Detailed conditions of using the educational offer by students with disabilities shall be specified in the rector's ordinance.

§ 11

1. A UAP student may transfer to another university, with the consent of the deans of appropriate faculties of the home and receiving universities, provided that he or she has fulfilled all obligations arising from the UAP regulations.
2. The obligations referred to in 11(1) hereof shall include, in particular: completing a year of study, submitting a circular card to the dean's office, returning a student ID and settling financial obligations towards the UAP.
3. A student from another university, including foreign universities, may transfer to the UAP:
 - a) only to the same or a related field of study,
 - b) from second-cycle studies to long-cycle master's studies, and vice versa,
 - c) from full-time studies to full-time or part-time studies,
 - d) from part-time studies to part-time studies,

with the consent of the dean of the relevant faculty of the UAP provided that he or she has fulfilled all his or her duties arising from the provisions in force at the university which he or she leaves and obtained written consent of the dean of the home faculty of the university which he or she leaves.

4. The dean of the appropriate UAP faculty, accepting a student as part of the transfer, at the student's request and based on the documentation of the course of studies also containing the European Credit Transfer and Accumulation System (ECTS) credits obtained, shall decide on the admission of the candidate and the classes completed and ECTS credits obtained by him or her.
5. The condition for accepting the classes and ECTS credits completed by a student shall be confirmation of the convergence of the learning outcomes obtained. When deciding to accept courses, the dean of the UAP receiving faculty shall take into account the learning outcomes

obtained outside the receiving faculty as a result of completing courses and practices corresponding to the courses and practices specified in the study plan and training programme at the UAP in the field to which the student shall be transferred. The decision to accept courses shall be made by the relevant dean after consulting a teacher conducting the course at the UAP. The teacher conducting the course shall enter the accepted grade into the virtual dean's office and this grade shall be included in the average grade.

6. The dean of the appropriate faculty of the UAP may ask a student applying for transfer to make up for significant curriculum differences. The method and deadline for making up these differences shall be determined by the relevant dean.
7. Transfers shall take place during the summer break.
8. The deadline for submitting an application for transfer and attachments is 30 August of a given year. The dean shall make a decision by 20 September of the given year.
9. The rules specified in 11(1-8) hereof shall apply to the transfer of courses completed at another university, as well as to the transfer of courses completed at another faculty of the UAP.

§ 11a

1. In order to enable students of the UAP to deepen their field knowledge and to extend or change the study programme implemented during a given semester or a year of study, the UAP shall enable students to participate in a student exchange programme at another university with which the UAP shall sign the appropriate agreement.
2. A student exchange programme shall take place under reciprocity and equivalent conditions.
3. Students of first-cycle, second-cycle and long-cycle master's studies shall be accepted for a student exchange programme after completing the first year of studies at the home university and no later than after graduation, that is completing (the date of the dean's entry in the index/virtual dean's office) of the last semester of the penultimate year of study at the home university.
4. The decision to exchange students shall always be made by the relevant deans after the mutual acceptance of the study programme. In the event of significant differences, the relevant dean of the home university may ask a student returning from the host university to make up for significant curriculum differences. The appropriate dean of the home university shall set the manner and deadline for making up for these differences.

5. A student shall complete a programme implemented during a semester or a year of study and obtain grades and ECTS credits at the receiving university.
6. The faculty of the receiving university shall prepare a list of assessments, grades and ECTS credits, which shall be accepted by the student's home university.
7. Students participating in a student exchange programme shall remain students of the home university.
8. The agreement shall not be the basis for charging the other party with the costs of the student exchange programme or the implementation of the study programme.
9. The host university shall not pay a student any financial assistance benefits due to the student at the home university.
10. Detailed conditions of a student exchange programme shall be determined by the content of the relevant agreement concluded between the universities.

§ 12

1. Students admitted to studies in the mode of confirming learning outcomes shall study in accordance with an individual study programme specified by the dean of the relevant faculty.
2. An individual study programme referred to in 12(1) hereof shall take account of the conditions specified by the decision of the competent authorities for confirmation of learning outcomes in terms of the required completion of specific courses and determining the duration of studies.
3. No separate groups or courses shall be created for students admitted to studies in the mode of confirming learning outcomes, but they shall participate in courses with other students, according to their individual study plan.

§ 13

1. Lectures at the UAP shall be open to all UAP students and to non-UAP students.
2. Highly talented secondary-school students, hereinafter referred to as 'pupils', may submit dean an application to participate in classes provided in the course of studies in fields consistent with their talents to the dean of a selected faculty .
3. The decision on the pupil's participation in classes shall be made by the dean of the relevant faculty after obtaining a written recommendation from the school head, and in the case of underage pupils, also the consent of parents or legal guardians. The dean's decision shall be final.

4. Pupils admitted to participate in classes shall have the right to use the UAP's teaching rooms and equipment, and seek help from its employees.
5. Pupils participating in the classes shall comply with the provisions and rules in force at the UAP.
6. Pupils shall be credited on the principles set out in these regulations and recorded in the student's achievement card.
7. Pupils admitted to studies in the field in the classes of which they participated before the beginning of their studies may be exempted from completing the classes they have previously completed if there were no changes in the learning outcomes obtained in the course of the classes. The teacher shall make the decision.
8. The competent dean may agree to other forms of pupils' participation in classes, without the obligation to obtain credits.

§ 14

1. Students of full-time first- and second-cycle studies, as well as long-cycle master's studies, at the UAP may transfer to part-time studies only in the same field (if they are conducted) of the same degree and type functioning at the UAP, after obtaining the consent of the dean of the relevant full-time and part-time studies.
2. The application shall be accepted provided that a student fulfils all student obligations, and in particular, completes a year of study.
3. As part of the transfer, a UAP part-time student may change the mode of study to full-time studies only in the same field, of the same degree and type functioning at the UAP, provided that he or she has fulfilled the conditions referred to in 14(2) hereof and has also:
 - a) obtained a minimum average grade of 5.25 in the previous academic year, and
 - b) obtained a positive grade for additional artistic activity (the grade shall be given by a three-person commission appointed by the relevant dean).

In one academic year, only one student in a field of study may change the mode of study from part-time to full-time studies.

4. In the event of the termination of part-time studies or the inability to continue them in this mode for reasons attributable to the UAP, a student may transfer to full-time studies only in the same field, of the same degree and type functioning at the UAP, within a period not exceeding one year from the date of the cessation of the obstacle preventing him or her from taking up studies. The student shall make up for the curriculum differences indicated by the

relevant dean. Failure to meet the deadline referred to in this point shall be tantamount to removing him or her from the list of students.

5. The mode of study shall be changed during a summer break.
6. The deadline for submitting an application for changing the mode of study is 30 August. The dean shall make a decision by 20 September of the given year.

§ 15

UAP graduates who want to take up further studies in another field at the UAP shall be subject to the general admission rules, based on the principles set out in 11(4-6) hereof.

§ 16

1. A student may attend other courses and may participate in studio programmes at the UAP not included in the study plan as part of extracurricular activities after obtaining the consent of the teacher conducting these courses and studio programmes.
2. The leading teacher may refuse to admit a student. There shall be no appeal against the teacher's decision.
3. Participation in extracurricular classes shall be confirmed in the student's periodic achievement card and diploma supplement. In each type of documentation, the optional nature of the classes shall be clearly indicated.
4. A student shall receive credits for extracurricular classes on the dates, conditions and criteria adopted for compulsory courses, except that the grades obtained shall not be included in the average grade that shall be the basis for obtaining a scholarship, and ECTS credits obtained shall not be included in the credits necessary to complete a semester, or a year of study.
5. A diploma supplement shall not include extracurricular classes which a student has failed or for which he or she has obtained a negative grade.
6. Failure to obtain credits for extracurricular classes has no effect in the form of retake examinations, repetition of the year or semester, or removal from the list of students.
7. A student may be required to pay a fee for participation in extracurricular classes on the terms set out in his or her agreement with the UAP.

§ 17

The rules and procedure of foreign scholarship trips as part of inter-university exchange and student internships shall be regulated by separate regulations.

§ 18

1. A student with outstanding academic performance can be granted:
 - 1) a distinction and a praise,
 - 2) awards:
 - a) awards granted by the UAP rector,
 - b) awards funded by the local government and social institutions as well as private individuals.
2. UAP bodies and commissions granting distinctions and praise, referred to in 18(1)(1) hereof, consult the competent student government body.

§ 19

1. The relevant dean shall remove a student from the list of students if he or she has:
 - a) not taken up studies, including not taken up studies under the conditions specified in 53 hereof,
 - b) resigned from studies,
 - c) failed to submit a diploma thesis or take a diploma examination on time,
 - d) been expelled from the university for disciplinary reasons.
2. The dean may remove a student from the list of students if the student:
 - a) did not participate in compulsory classes,
 - b) made no progress in learning,
 - c) has not obtained credits for a semester or a year of study by the specified date,
 - d) has not paid fees related to studies,
 - e) has failed to sign a contract submitted by the university on the terms of payment for studies or educational services.
3. Decisions of the relevant dean referred to in 19(1) and 19(2) hereof may be appealed to the rector. The rector's decision shall be final.

§ 20

1. To resign from studies, a student shall submit a written statement expressing a clear will to do so, addressed to the relevant dean. The statement cannot be revoked
2. Resignation from studies shall take place on the date of submitting the statement, unless the student indicates in his or her statement a later date on which the resignation is to take place.

§ 21

Not taking studies shall be understood as an unjustified lack of participation in classes within two weeks of the date of the beginning of an academic year or semester or the end of a leave. After this deadline, the dean shall initiate the proceedings referred to in § 23 hereof.

§ 22

The lack of progress in learning shall be understood in particular as follows:

1. failure to obtain credits in more than two courses per semester,
2. unexcused absence of a student in at least 20% of classes in a given course or in a given studio programme where attendance is compulsory.

§ 23

1. Prerequisites for removal from the list of students shall be determined in separate proceedings instigated by the relevant dean.
2. The appropriate dean shall notify a student about the initiation of the proceedings, instructing him or her on the right to submit explanations within 14 days of receipt of the notification.
3. The lack of progress in learning shall be confirmed by the relevant dean after consulting teachers conducting the classes in the course of the procedure referred to in 23(1) hereof. The student shall have the right to respond to these opinions.

§ 24

A student shall be liable to a disciplinary commission or a peer court of the student government

for behaviour violating student dignity and violation of applicable provisions of the UAP on the principles set out in separates regulations.

Chapter III

Organisation of the didactic process

§ 25

1. The academic year shall last from 1 October to 30 September of the following calendar year, unless the rector decides otherwise.
2. The organisation of the next academic year included in the UAP schedule shall be announced by the rector by 30 June, before the beginning of the given academic year.
3. The main organisational elements of the academic year shall be two semesters (winter and summer), two examination sessions and inter-semester and summer breaks.
4. Credits shall be obtained in the last week of classes in a given semester at the latest. Exams shall take place during an examination session.
5. The lecturer and examiner shall specify:
 - a) the conditions for obtaining credits and passing an examination at the beginning of the relevant semester,
 - b) no later than 14 days before the scheduled date of obtaining credits or taking examination:
 - the procedure for obtaining credits and taking an examination,
 - the date of taking an examination or obtaining credits.
6. The rector may establish days off from classes during the academic year.

§ 26

The dean shall supervise the entire didactic process at a faculty.

1. The organisation of the teaching process in a given field of study shall be based on the education programme including the description of the assumed learning outcomes and the study programme. The study programme shall contain a description of the education process leading to the achievement of assumed learning outcomes for the field of study, level and profile of education. The description of the assumed learning outcomes for the field of study, level and profile of education takes into account the first-degree universal characteristics specified in the Act of 22 December 2015 on the Integrated Qualification System (Journal of Laws of 2016, items 64 and 1010) and the second-degree characteristics specified in the regulations issued based on article 7 item 3 of this Act, including selected learning outcomes specific to the area or areas of study to which the field of study has been assigned:
 - 1) for qualifications at level 6 of the Polish Qualifications Framework in the case of first-cycle studies;
 - 2) for qualifications at level 7 of the Polish Qualifications Framework in the case of second-cycle studies and long-cycle master's studies.

The description of the assumed learning outcomes shall also include learning outcomes in the field of foreign language skills.

The description of the assumed learning outcomes for the field of study ending in obtaining the professional title of engineer or master of engineering shall also take into account the full range of learning outcomes for studies with an academic or practical profile, leading to obtaining engineering competences, contained in the second-degree characteristics set out in the provisions issued under Art. 7 item 3 of the Act of 22 December 2015 on the Integrated Qualification System.

2. The schedule of hours with the list of lecturers and heads of studios shall be approved by the appropriate faculty council by 30 June. The schedule of hours shall be consistent with the study plan.
3. The schedule of hours with a list of lecturers and heads of studios shall be announced to the student community before the beginning of an academic year on the UAP website.

§ 28

The study programme for a field of study, level and profile of education defines:

- 1) the form of studies;
- 2) the number of semesters and the number of ECTS credits necessary to obtain qualifications corresponding to the level of education;
- 3) modules of classes – classes or groups of classes – with the assigned learning outcomes, curriculum content, forms and methods of education ensuring achievement of these outcomes, as well as the number of ECTS credits to each module;
- 4) methods of verification and assessment of student achievement of the intended learning outcomes;
- 5) a study plan taking into account the modules of classes referred to in 28(1)(3) hereof and in the case of first-cycle studies and full-time long-cycle master's studies – also physical education classes; ECTS credits shall not be assigned for physical education classes;
- 6) the total number of ECTS credits that a student must obtain in the course of classes requiring direct participation of academic teachers and students;
- 7) the number of ECTS credits that a student must obtain as part of classes in the humanities or social sciences, not less than five ECTS points in the case of fields of study assigned to areas other than the humanities and social sciences;
- 8) the dimension, principles and form of internship for a field of study with a practical profile, and in the case of a field of study with an overall academic profile – if the training programme in these studies provides for internships, and the number of ECTS credits that a student must obtain during these internships.

§ 29

1. Each course specified in the study plan shall end with a credit, a credit and a grade or an examination and ECTS credits assigned to the examination in winter and summer semester.
2. The basis for calculating the annual average grade shall be the grades obtained by a student in the winter and summer semesters in subjects indicated in the study plan.
3. The average grade shall be calculated by dividing the sum of the grades obtained in examination sessions by their total number.

§ 30

1. Students with outstanding academic performance or outstanding artistic achievements may apply for studies according to an individual study programme.
2. Academic performance entitling students to apply for studies conducted according to an individual study programme shall be understood as achieving the grade average of at least 4.80.
3. Students who are pregnant or parents shall have the right to study at a specific field and level according to the individual organisation of studies until they are completed – in the case of full-time studies.

§ 31

1. A student applying for the studies referred to in § 30 hereof shall submit a written application to the appropriate dean before 20 September, including:
 - 1) an indication of the chosen scientific (artistic) supervisor along with his or her written consent for scientific (artistic) supervision,
 - 2) an individual study programme project developed by a student and accepted by the supervisor referred to in point 30(1)(1) hereof,
 - 3) the consent of the relevant deans of other faculties to obtain credits for courses for which a student intends to obtain credits if he or she requests their inclusion in the individual study programme.
2. The application shall include a positive reference of the academic teacher holding the degree of doctor with habilitation (post-doctoral degree) or the title of professor, who at the same time agrees to become the student's (artistic) supervisor.

§ 32

Decisions in matters referred to in § 30 and § 31 hereof shall be taken by the relevant dean at the student's request. In the case of consent to the implementation of studies according to an individual study programme, the relevant dean shall accept:

- 1) the content of the individual study programme,
- 2) the scientific (artistic) supervisor, who may be a professor or a doctor with

habilitation.

§ 33

The provisions of § 30 - § 32 hereof shall apply to a student pursuing education within individual inter-area studies in the event of their appointment at the UAP.

Further provisions regarding education within individual inter-area studies are laid down in the act establishing such studies.

§ 33¹

Students with outstanding academic performance can study in two fields at the same time.

Academic performance entitling a student to apply for undertaking studies in the second field of study shall be understood as achieving the average grade of at least 5.00 in the previous academic year.

§ 34

The scope and conditions of conducting classes, giving credits and organising examinations in a foreign language, binding in a given field of study, shall be identical to those in Polish.

The appropriate faculty council may specify the specific scope and additional conditions referred to in 34(1) hereof.

Chapter IV

Completion of a semester and a year of study

§ 35

1. The following grading scale shall apply at the UAP:

		ECTS
1) excellent	(5.5)	A
2) very good	(5.0)	A
3) good plus	(4.5)	B

4) good	(4.0)	C
5) satisfactory plus	(3.5)	D
6) satisfactory	(3.0)	E
7) unsatisfactory	(2.0)	F

2. Each grade shall be assigned an ECTS credit, which is taken into account when summarising the achievements of students studying at the UAP under the Erasmus programme.
3. In the case of students who have stayed outside the UAP under the Erasmus programme and obtained ECTS credits there, the average grade shall be calculated according to 35(1) hereof.

§ 36

1. Dates of summer and winter examination sessions, as well as credits and retake examinations, shall be specified each time in the UAP schedule.
2. Detailed dates of obtaining credits and taking examinations shall be set by the teachers and the examiners according to the rules referred to 25(5) hereof.
3. In connection with maintaining electronic documentation of the course of studies, a student shall take an examination or obtain a credit within a time limit set by the lecturer and shall present a document confirming his or her identity or face the penalty of being prevented from taking the examination.
4. In justified cases, a student may apply for an extension of the examination session by obtaining the written consent of academic teachers (examiners) and approval of the relevant dean and submitting an application before the session.
5. A student shall complete a session after obtaining credits and positive grades in the required courses and fulfilling other obligations arising from the study programme.

§ 37

The persons authorised to conduct examinations shall be:

- 1) professors, academic teachers with post-doctoral degrees, academic teachers with doctoral degrees, senior lecturers, lecturers and, in exceptional and justified cases, assistants, with the consent of the relevant dean,
- 2) lecturers and senior lecturers (teachers) in the field of practical knowledge of foreign languages.

§ 38

1. The entry 'Credit Refused' may be made in the case of art and design courses if a student has not submitted the required examination work or the presented examination work does not meet the basic requirements of the examiner, or has not been consulted with the examiner. It may also be made if, despite presenting the examination work, the examiner finds that the student has been absent for at least 20% of classes in a given course or in a given studio programme. In the case of theoretical subjects, the entry 'Credit Refused' may be made when the examiner finds that the student has been absent for at least 20% of the obligatory classes in a given course.
2. Failure to take an examination within the prescribed period during an examination session is tantamount to obtaining an unsatisfactory grade, taking into account the rules referred to in 38(1) hereof.
3. If the entry 'Credit Refused' is made, a student may, within five days from the date of entry, appeal the decision to the relevant dean in order to obtain a conditional entry for the next semester or year of study. The relevant dean examines the appeal based on the provisions specified in 44 hereof.

§ 39

1. Students shall be informed about the results of examinations and credits obtained directly by the persons conducting the examinations or those giving credits, or they shall be announced in the place indicated by the persons carrying out the examinations or giving credits,
2. Examination results and credits shall be announced in a manner that takes into account the protection of students' personal data.

§ 40

In the case of obtaining an unsatisfactory grade from an examination, a student shall have the right to retake the examination once for each failed course in a given retake session specified in the UAP schedule.

§ 41

1. In the event of obtaining an unsatisfactory grade for the retake examination, a student shall have the right to submit, within seven days of obtaining the unsatisfactory grade, a reasoned request to the appropriate dean for conducting an examination before a board.
2. In the event of submitting a reasoned request referred to in 41(1), the relevant dean shall set the date of the examination before a board and appoint the examination board, including: the dean, the examiner who conducted the previous examination, and another specialist in the subject covered by the examination or a related specialty.
3. At the student's request, the examination before the board shall take place in the presence of a student government representative.

§ 42

1. A student shall fail to complete a semester or a year of study within the time limit resulting from the UAP schedule if he or she has not received a positive grade in any of the compulsory courses provided for in the study programme, in particular if a student:
 - a) has received an unsatisfactory grade from the examination because he or she has not taken the retake examination,
 - b) has received an unsatisfactory grade from a retake examination because he or she has not submitted an application for the examination before a board or failed to take this examination,
 - c) has received an unsatisfactory grade from the examination before a board.
2. Failure to complete a semester or a year of study within the time limit referred to in 42(1) shall be confirmed by an entry in the Akademus electronic system.

§ 43

1. Failure to complete a semester or a year of study within the time limit resulting from the UAP schedule is the basis for removal from the list of students.
2. A student, with the exception of a first-year student (applies to first and second-cycle studies and long-cycle master's studies), shall have the right to repeat a semester or a year of study once during the entire period of study.
3. Within seven days from the date of the entry 'Credit Refused' (subject to 44 hereof), a student, except for a first-year student, may submit a justified request to the dean for repeating a semester or a year of study.
4. The amount of fees for repeating a semester or a year of study shall be specified in the

rector's order.

5. The decision to remove a student from the list of students or referring him or her to repeat a semester or a year of study shall be taken by the relevant dean.
6. A student who repeats a semester or a year of study may receive material assistance benefits.

§ 44

1. The dean may decide on the conditional admission of a student who has failed a semester to the next semester or year of study, upon a reasoned request from the interested party, submitted within seven days from the date of entering 'Credit Refused' in the student's periodic achievement card.
2. First-year students (this applies to first-cycle, second-cycle studies and long-cycle master's studies) shall not be entitled to the right to conditional completion of a semester or a year of study.
3. Conditional completion of a semester or a year of study shall apply to students who have failed to obtain credits for only one non-specialty course during the entire period of studies of a given degree.
4. A student who has conditionally completed a semester or a year of study shall pass the course (in the case of ungraded courses) or pass the course with a positive grade (in the case of graded courses) on the principles set out by the relevant dean, not later than in the nearest academic year.
5. The fees for repeating the course shall be determined by the rector's order.
6. A student who conditionally passes a semester or a year of study may receive material assistance benefits.

§ 45

1. Completion of a semester and a year of study shall be recorded by the appropriate dean in the student's periodic achievement card and in the virtual dean's office.
2. The basis for obtaining credit for a semester or a year of study shall be entries in the virtual dean's office and in the student's periodic student achievement card, confirming credits and positive grades in the required courses, studio programmes, internships and open-air courses provided for in the study programme, as well as obtaining the appropriate number of ECTS

credits for a given semester or a year of study.

3. Students' credits and grades shall be recorded in the virtual dean's office.

§ 46

1. The readmission to studies of a person who has been removed from the list of first-year students shall be subject to the general admission rules.
2. A student who, after completing the first year of studies, has been removed from the list of students, may once, within three years of the end of the semester in which he or she was removed (unless the relevant dean agrees for a longer period), resume studies in the same field and the same mode, taking into account the principles referred to in 14(4) hereof.
3. The decision regarding the readmission to studies shall be made by the dean at the request of the person concerned. In the readmission decision, the dean shall specify the semester and year of study for which the student shall be readmitted.
4. The fees for resuming studies shall be determined by the rector's order.

§ 47

The relevant dean may require students who repeat a semester or a year of study, have obtained conditional credit for a semester or a year of study, or are resuming studies to make up for significant programme differences. The method and deadline for making up for programme differences shall be determined by the relevant dean.

§ 48

1. A student participating in artistic and research or implementation works may be exempted from participating in some classes of a course and obtain a credit in the course at which the work is performed.
2. Students' participation in artistic and theoretical open-air workshops or scientific workshops may be the basis for completing all or part of the student internship, if the workshop or open-air programme meets the requirements specified in the study programme for the given internship.
3. The relevant dean shall decide on dismissal from classes or on crediting referred to in 48(1) and 48(2) hereof after consulting the teacher of the given course.

4. Compulsory open-air activities resulting from the study programme shall take place at the UAP Open-Air Student House in Skoki. In justified cases, the relevant dean shall issue consent to conduct mandatory open-air workshops outside the place indicated above.

Chapter V

Types of student leave and absence

§ 49

1. A UAP student may receive:
 - 1) dean's leave,
 - 2) active dean's leave,
 - 3) short-term leave.
2. Leave shall be entered in the virtual dean's office.
3. During a period of leave, a student shall retain student rights.
4. Detailed rules for granting financial assistance benefits to students while on leave shall be set out in the regulations referred to in 8(4) hereof.
5. Granting leave shall extend the date of planned completion of studies. This does not apply to short-term leave.

§ 50

1. A student may receive dean's leave only if he or she has documented:
 - 1) long-term illness,
 - 2) child's birth or care,
 - 3) other important circumstances.
2. A student may receive dean's leave once during the first-cycle studies, once during the second-cycle studies and twice during the long-term master's studies unless the reason for applying for leave is maternity or long-term or repeated illness.
3. Dean's leave shall be granted by the relevant dean for a period of one academic year, unless the reason for applying for the leave is maternity or long-term or repeated illness. If the

reason for applying for leave is maternity or long-term or repeated illness, the leave may also be granted during the semester for a different period of time.

4. Dean's leave may be granted after completing the first semester, unless the reason for applying for the leave is maternity or long-term or repeated illness, in which case the leave can also be granted during the semester.

§ 51

1. A student may, with the consent of the dean, receive active dean's leave under the conditions specified in 50(1) hereof. He or she shall then participate in some classes agreed with the relevant dean of the faculty and take credits and examinations in these courses. A student is entitled to only one period of active dean's leave during the course of long-cycle master's studies.
2. First- and second-cycle students shall be entitled to one period of active dean's leave throughout the entire period of first- and second-cycle studies together. The student shall have the right to choose whether the active dean's leave shall take place during the first- or second-cycle studies.
3. Granting of active dean's leave shall extend the date of the planned completion of studies.
4. A student on active dean's leave shall be entitled to financial assistance.
5. Active dean's leave shall be granted by the relevant dean for a period of one academic year.

§ 52

1. A student may be granted short-term leave not exceeding one month.
2. A student on short-term leave shall be entitled to financial assistance.

§ 53

1. A student who has completed the first year of studies may, after obtaining the consent of the appropriate dean, interrupt his or her studies once for a specified period, losing his or her student rights at that time.
2. The appropriate dean shall determine the period after which the student loses the opportunity to return to studies.

3. Failure to take up studies during the period referred to in 53(2) hereof shall be the basis for removing the student from the student list.

§ 54

1. A student shall be required to justify his or her absence from class to the lecturer at the next class at the latest.
2. Evidence justifying absence from classes may include:
 - 1) medical certificate stating the inability to participate in the classes,
 - 2) a personal request for a student to appear in person, issued by a competent general military defence body, a government administration body or a local government body, court, prosecutor's office, police or body conducting proceedings in cases of misconduct, containing an annotation confirming the student's appearance on that call,
 - 3) certificate/invitation confirming the participation of a student government member in intercollegiate councils of local government bodies and student organisations.

Chapter VI

Bachelor's thesis, engineer's thesis and master's thesis (diploma theses)

§ 55

1. A bachelor's thesis, engineer's thesis and master's thesis (diploma theses) shall consist of two parts: practical and theoretical.
2. The condition for carrying out the practical part of the diploma thesis in a selected studio (artistic or design) shall be completion of a minimum of two semesters in that studio, including the diploma semester.
3. A student shall carry out the practical part of the bachelor's thesis under the guidance of a supervisor: professor, doctor with habilitation or doctor. Separate principles set out in the study programme shall apply to the fields of photography, curatorial studies and art theories.
4. A student shall carry out the theoretical part of the bachelor's thesis under the guidance of a practical work supervisor (and at the Faculty of Art Education and Curatorial Studies under the guidance of a theoretical thesis supervisor), and also a theoretical thesis supervisor:

professor, doctor with habilitation or doctor in the cases indicated in the study programme at specific fields. The theoretical thesis supervisor shall be included on the first page of the diploma thesis and shall be responsible for checking the work with anti-plagiarism software.

5. A student shall perform the practical part of the engineer's thesis under the guidance of a supervisor: professor, doctor with habilitation or doctor.
6. A student shall carry out the theoretical part of the engineer's thesis under the guidance of a practical thesis supervisor.
7. A student shall carry out the practical part of the master's thesis under the guidance of a supervisor: professor or doctor with habilitation. Separate principles set out in the study programme shall apply to the fields of photography, curatorial studies and art theories.
8. A student shall carry out the theoretical part of the master's thesis under the guidance of a practical thesis supervisor (and at the Faculty of Art Education and Curatorial Studies under the guidance of a theoretical thesis supervisor). In the cases indicated in the study programme at specific fields of study, a theoretical thesis may be performed under the guidance of a theoretical thesis supervisor: professor or doctor with habilitation. The theoretical thesis supervisor shall be included on the first page of the diploma thesis and shall be responsible for checking the work with the anti-plagiarism software.
9. In exceptional cases, the competent dean, after consulting the appropriate faculty council, may authorise a person holding a master's degree who is an outstanding creator in a given discipline to supervise a bachelor's or engineer's thesis.
10. In exceptional cases, the competent dean, after consulting the appropriate faculty council, may authorise a doctor or a master who is an outstanding creator in a given discipline to supervise a master's thesis.
11. A reviewer of a bachelor's, engineer's or master's thesis can be a professor, doctor with habilitation or doctor.
12. In exceptional cases, the competent dean, after consulting the appropriate programme council, may authorise a master who is an outstanding creator in a given discipline to review a diploma thesis.
13. Reviewers of diploma theses shall be appointed by the appropriate dean.
14. The appropriate faculty council may determine additional conditions for implementing the practical and theoretical parts of the diploma theses in a selected studio depending on the degree and mode of studies as well as the field of study and specialty.

§ 56

1. The scope of bachelor's and engineer's theses includes:
 - a) performance and presentation of the practical part of the diploma thesis related to the field of study,
 - b) preparation and submission of the theoretical part of the diploma thesis containing the description of the idea of the practical work, sources of inspiration, conclusions, footnotes, illustrations, as well as attached documentation in digital form. The technical conditions for its preparation shall be specified in the rector's order,
 - c) a portfolio containing selected works documenting the course of studies.
2. Details of the scope of bachelor's and engineer's theses shall be specified by the relevant programme councils in the curriculum.

§ 57

1. The scope of a master's thesis includes:
 - a) performance and presentation of the practical part of the diploma thesis related to the field of study,
 - b) preparation and submission of the theoretical part of the diploma thesis related to the field of study, characterised by the ability of independent analysis and inference. The technical conditions for its preparation shall be specified in the rector's order,
 - c) a portfolio containing selected works documenting the course of studies.
2. Details of the scope of a master's thesis shall be specified by the relevant programme councils in the curriculum.
3. A student studying two specialties in one field of study shall:
 - a) take one diploma examination,
 - b) present one theoretical thesis which may cover the scope of both specialties,
 - c) present two practical parts of the diploma theses representative of each specialty, which may be created under the guidance of two supervisors,
 - d) the numbers of ECTS credits received for a diploma thesis and defence shall be added, and their total number (sum) shall be as provided for the main specialty of the student in the study plan,
 - e) the student shall receive one diploma for two specialties.

§ 58

1. During a diploma examination, a student may additionally present his or her achievements in another field of study or specialty in the form of an annex.
2. The presentation of the annex shall require the prior consent of the dean, the practical work supervisor and the leading tutor, under whose guidance the annex was implemented.
3. The annex shall only be supplementary and shall only be confirmed in the virtual dean's office and in the diploma supplement, and no additional ECTS credits and grades shall be given for it.

§ 59

1. The conditions for taking a bachelor's, engineer's and master's examination shall be meeting all the requirements resulting from the study programme, as well as obtaining a positive grade for the thesis from the supervisor (the theoretical thesis supervisors/advisor).
2. Students shall submit dean information on taking the diploma examination according to a set pattern to the dean of the relevant faculty within 30 days before the planned date of the diploma examination
3. Students shall enter the documentation that is part of the practical part of the thesis to the virtual dean's office two weeks before taking a diploma examination, on a date arranged in advance with a practical work supervisor.
4. Students shall submit a written theoretical thesis signed by the supervisor to the dean of the relevant faculty and enter it to the virtual dean's office to be checked with the anti-plagiarism software within two weeks before taking a diploma examination.
5. Before being admitted to the diploma examination, written diploma theses shall be checked by the UAP using anti-plagiarism software cooperating with the Polish repository of written diploma theses.

§ 60

A UAP graduate shall submit digital documentation of the theoretical and practical parts of the thesis, including all works presented during the diploma examination, to the UAP Main Library (including documentation of videos and performances).

Chapter VII

Graduation

§ 61

First-cycle, second-cycle and long-cycle master's studies shall be completed upon passing a diploma examination with at least a satisfactory grade (3.00).

§ 62

1. The date and place of the diploma examination shall be determined by the appropriate dean in accordance with the adopted schedule of diploma examinations for individual faculties and fields of study.
2. The diploma examination for full-time studies takes place by 30 June of a given year. In the case of students undergoing compulsory internships in the diploma year, the diploma examination shall take place by 30 September of the given year.
3. In the case referred to in the first sentence in 62(2) hereof, the relevant dean may set a later date for the diploma examination – in September, in the calendar year in which the student has met the conditions for admission to the diploma examination. Setting this date shall be possible only at the student's documented request in cases of:
 - 1) severe long-term illness or hospital stay,
 - 2) childbirth and care,
 - 3) death of close family members,
 - 4) other justified incidents.
4. A student's request to set a later date for the diploma examination must also contain the supervisor's consent (theoretical thesis supervisors and/or advisors) of the diploma thesis.

§ 63

Diploma examinations at the UAP shall be conducted in an open mode – with the participation of the public – with the exception of engineer's examinations – in the place indicated by the dean of the relevant faculty. At the student's justified request, the diploma examination may be conducted in a closed mode. A student shall submit a request for the closed mode of examination

at least seven days before it starts. In this situation, the examination shall be carried out in the same place without the participation of the public.

§ 64

1. A bachelor's, engineer's and master's diploma examinations shall take place before a commission appointed by the relevant dean and approved by the rector.
2. The chairman of the commission at a master's diploma examination shall be the appropriate dean or a person delegated by him or her.
3. The chairman of bachelor's and engineer's diploma examinations shall be the head of the department or another person delegated by the relevant dean.
4. The relevant dean may appoint a professor or doctor with habilitation from outside the UAP to the commission.
5. In the absence of the supervisor, which may delay the date of the diploma examination, the appropriate dean shall appoint a person who shall take over the duties of the absent supervisor.
6. The maximum time for presenting a diploma thesis to which a student is entitled shall be determined by the dean when appointing the diploma commissions.

§ 65

1. The final grade from bachelor's, engineer's and master's diploma examinations consists of:
 - 1) a grade for the practical part of the diploma thesis (in the manner specified in 65(2) hereof),
 - 2) a grade for the theoretical thesis (in the mode specified in 65(3) hereof),
 - 3) a grade for the oral examination, during which a student shall defend the theoretical and practical parts of his or her diploma thesis (in the mode specified in 65(5) hereof),
 - 4) for engineering faculties: also a grade for the engineer's examination (in the mode specified in 65(6) hereof).
2. A grade for the practical part of the diploma thesis shall be the average of three independent grades: the supervisor's grade, the arithmetic average of the other committee members' grades and the reviewer's grade.
3. A grade for the theoretical thesis shall be the average of two independent grades: the supervisor's and the reviewer's grades.

4. The grades for the theoretical thesis given by the supervisor and the reviewer shall not be subject to voting.
5. A grade for the defence of the theoretical and practical parts of the diploma thesis (oral examination) shall be a grade given by all committee members (the committee's grade may be the arithmetic average of the grades given by individual committee members at the request of any of its members).
6. A grade for the engineer's examination shall be the average grade given by individual members of the commission conducting the examination.
7. A grade for the practical part of the diploma thesis in the case of a diploma in two specialties shall be the average of two grades given in each specialty, calculated as in 65(2) hereof.
8. If a student obtains an unsatisfactory grade in any part of the diploma examination, the student shall receive an unsatisfactory grade for the entire examination.
9. During a diploma examination, a student shall demonstrate knowledge of a given field of study, and in particular knowledge of issues related to the subject of his or her diploma thesis.
10. The grading scale specified in 67(3) hereof shall apply when assessing a diploma examination.

§ 66

1. In the event of a student's failure to take a diploma examination on the first date set by the relevant dean and in the case referred to in 19(1)(c) hereof, in accordance with the schedule of diploma examinations, the relevant dean shall decide whether to remove the student from the list of students.
2. If a student receives an unsatisfactory grade from a diploma examination, the relevant dean shall decide whether to remove the student from the list of students.
3. Persons referred to in 66(1) and 66(2) hereof may retake a diploma examination provided that they obtain permission to resume studies in accordance with 46(2) and 46(3) hereof.

§ 67

1. The final result of the studies shall be the sum obtained by adding:
 - 1) half of the average grade for the entire period of studies in courses indicated in the study programme,
 - 2) half of the grade for a diploma examination.
2. When calculating the average referred to in 67(1) hereof, the sum of the grades obtained shall

be divided by their total number.

3. A university diploma shall include a grade for the entire degree programme determined according to the following principles.
 - 1) a grade for the entire degree programme from 3.00 to 3.40 – satisfactory (3.0),
 - 2) a grade for the entire degree programme from 3.40 to 3.85 – satisfactory plus (3.5),
 - 3) a grade for the entire degree programme from 3.85 to 4.35 – good (4.0),
 - 4) a grade for the entire degree programme from 4.35 to 4.85 – good plus (4.5),
 - 5) a grade for the entire degree programme from 4.85 to 5.25 – very good (5.0),
 - 6) a grade for the entire degree programme from 5.25 and more – excellent (5.5).
4. Only grades referred to in 67(3) hereof shall be entered on the diploma. All other certificates shall contain a grade for the entire degree programme specified in 67(1) hereof.
5. The following rules of calculating the average grade shall be determined only when preparing a diploma supplement, in the case of unsatisfactory grades – the grading scale:

up to 3.00	sufficient	(3.0)
from 3.00 to 3.50	sufficient plus	(3.5)
from 3.50 to 4.00	good	(4.0)
from 4.00 to 4.50	good plus	(4.5)

the method of calculating the average grade in the case of examination before a board:

$2 + 5.5 = 7.5 : 2 = 3.75$	good	(4.0)
$2 + 5.0 = 7.0 : 2 = 3.50$	satisfactory plus	(3.5)
$2 + 4.5 = 6.5 : 2 = 3.25$	satisfactory plus	(3.5)
$2 + 4.0 = 6.0 : 2 = 3.00$	satisfactory	(3.0)
$2 + 3.5 = 5.5 : 2 = 2.75$	satisfactory	(3.0)
$2 + 3.0 = 5.0 : 2 = 2.50$	satisfactory	(3.0)

the method of calculating the average grade in the case of correcting unsatisfactory grades (retake exam):

$2 + 2 + 5.5 = 9.5 : 3 = 3.17$	satisfactory plus	(3.5)
$2 + 2 + 5.0 = 9.0 : 3 = 3.00$	satisfactory	(3.0)
$2 + 2 + 4.5 = 8.5 : 3 = 2.83$	satisfactory	(3.0)

$2 + 2 + 4.0 = 8.0 : 3 = 2.67$	satisfactory	(3.0)
$2 + 2 + 3.5 = 7.5 : 3 = 2.50$	satisfactory	(3.0)
$2 + 2 + 3.0 = 7.0 : 3 = 2.33$	satisfactory	(3.0)

§ 68

1. A graduate of UAP master's studies shall receive a diploma with a professional title of Master of Arts, while a graduate of first-cycle studies shall receive a bachelor's degree, the wording of which shall be specified in separate provisions.
2. A UAP graduate of master's studies in architecture shall receive a diploma with a master's degree in architectural engineering, and a graduate of first-cycle studies in this field shall receive the professional title of engineer in architecture, the wording of which shall be stipulated in separate regulations.

§ 69

A graduation diploma shall be issued within 30 days of graduation.

§ 70

A student shall settle all obligations towards the UAP before receiving a diploma.

Chapter VIII

Provisions regarding part-time studies, post-graduate studies and studies in the English language

§ 71

The above provisions shall apply to part-time, post-graduate and studies in the English language unless the provisions of this chapter provide otherwise.

§ 72

1. Part-time studies, post-graduate studies and studies in the English language shall be paid studies.
2. The condition for admission to an examination session shall be settlement of all financial obligations towards the UAP.
3. The so-called 'zero year' can be introduced for students intending to study at the UAP in the English language, after which they shall undergo the admission procedure to studies conducted in English under the conditions set out in separate regulations. Class schedule for the zero year shall be determined by the relevant programme council with the proviso that students shall not receive ECTS credits, and the completion of the so-called 'zero year' shall be documented by the UAP with the appropriate certificate. The amount of fees for participating in classes during the so-called zero year shall be defined in the rector's ordinance.

§ 73

1. If the vice-dean or head is appointed for part-time and post-graduate studies or studies in the English language, he or she shall have the powers designated by the relevant dean in matters falling within his or her scope of activity.
2. The student government shall be a representative of the interests of students of part-time studies, post-graduate studies and studies in the English language.

Chapter IX

Final provisions

§ 74

A student may appeal to the rector of decisions taken by the dean or the faculty council in student matters pursuant to these regulations, who may maintain or revoke the decision.

§ 75

The faculty council shall be competent to make decisions on matters related to the order and mode of study not covered by these regulations.

§ 76

The following rules shall apply to students of second-cycle studies who started their studies before 1 October 2017:

- a) in second-cycle studies, the examination in courses and studio programmes covered by consultations shall be conducted by consultants whose courses and studio programmes shall be credited as part of these consultations,
- b) only persons indicated in 76(a) hereof shall enter grades 'passed' and 'failed' to the virtual dean's office.

§ 77

These regulations shall enter into force on 1 October 2019.



prof. dr hab. Wojciech Hora

