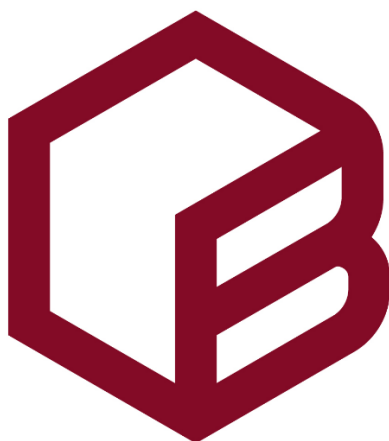


Annex to
Resolution N^o 4/503
by PBS Senate of 19 March 2025

Bydgoszcz University of Science and Technology



Study Regulations

Bydgoszcz 2025

Table of Contents

<i>GLOSSARY OF TERMS USED IN THE STUDY REGULATIONS:</i>	3
<i>COURSE OF STUDIES</i>	6
<i>ACADEMIC ADVISORS</i>	10
<i>STUDENT IDENTIFICATION CARD</i>	10
<i>STUDENT RIGHTS</i>	10
<i>STUDENT RESPONSIBILITIES</i>	12
<i>DISCIPLINARY LIABILITY OF STUDENTS</i>	14
<i>CURRICULUM</i>	15
<i>CONDITIONS AND PROCEDURE FOR TAKING COURSES</i>	16
<i>EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM</i>	16
<i>VERIFICATION AND ASSESSMENT OF ACHIEVED LEARNING OUTCOMES</i>	17
<i>OBTAINING CREDIT</i>	17
<i>EXAMINATIONS</i>	19
<i>ASSESSMENT</i>	20
<i>CONDITIONS AND PROCEDURE FOR TAKING AND OBTAINING CREDIT FOR WORK PLACEMENTS AND INTERNSHIPS</i>	22
<i>CREDIT FOR THE SEMESTER AND YEAR OF STUDY</i>	23
<i>PROCEDURE FOR REMOVAL FROM THE LIST OF STUDENTS</i>	24
<i>TRANSFERS</i>	25
<i>LEAVE OF ABSENCE</i>	27
<i>RESUMPTION OF STUDIES</i>	28
<i>INDIVIDUAL STUDY PROGRAMME</i>	29
<i>STUDYING COURSES NOT INCLUDED IN THE STUDY PLAN/ GENERAL ACADEMIC COURSES</i>	29
<i>STUDIES CONDUCTED IN A FOREIGN LANGUAGE</i>	30
<i>STUDENTS WITH SPECIAL NEEDS INCLUDING DISABILITIES</i>	30
<i>CONDITIONS AND PROCEDURE FOR THE PREPARATION OF DIPLOMA THESES</i>	31
<i>DIPLOMA EXAMINATION</i>	33
<i>STUDENT MOBILITY</i>	37
<i>TUITION FEES</i>	37
<i>AWARDS AND DISTINCTIONS</i>	37
<i>TRANSITIONAL AND FINAL PROVISIONS</i>	38

GLOSSARY OF TERMS USED IN THE STUDY REGULATIONS:

- ***study cycle***: an entire period of study as defined by a curriculum, including a study plan,
- ***course cycle***: the time taken to complete the curriculum for a given course/subject, ending on the last day of the examination session, which immediately follows the courses completed,
- ***learning outcomes***: the repertoire of knowledge, skills and social competencies acquired through learning,
- ***form of study***: full-time or part-time studies,
- ***form of instruction***: lectures, practicals, recitation classes, laboratory classes, projects, simulation exercises, field trips, foreign language/specialized foreign language classes, tutorials, seminars, outdoor workshops, workshops, placement-based learning, and so on;
- ***periodical student performance record***: a summary of the student's grades for a given semester, together with information on whether the student was granted semester credit,
- ***qualification***: a set of learning outcomes in the field of knowledge, skills and social competence acquired in formal education, non-formal education or through informal learning, following the requirements set for a given qualification, whose achievement has been validated and formally confirmed by an authorized certification body,
- ***full qualifications***: qualifications which are awarded exclusively within the educational system upon completion of specified stages of education and within the tertiary education and science system upon completion of specialised education, first-cycle studies, second-cycle studies and uniform Master's studies and upon completion of a doctoral degree within the meaning of the *PSWiN* [Law on Higher Education and Science],
- ***field of study***: a distinct part of one or more fields of science assigned to one or more or more scientific or artistic disciplines, provided at the University as specified in the study curriculum,
- ***course-specific learning outcomes***: learning outcomes defined for a given field of study, level, and profile as a part of the curriculum, established by the Senate, approved by the student council, taking into account the universal characteristics of the first cycle and the characteristics of the second cycle for the appropriate *PRK* [Polish Qualification Framework] level (six or seven respectively),
- ***identity card***: a document confirming the student's rights,
- ***a module of classes***: classes or groups of classes together with the designation of the learning outcomes for each module and the curriculum contents, forms and methods of study ensuring the achievement of these learning outcomes, as well as the number of ECTS credits,

- ***study plan***: an element of the study curriculum containing the names of courses/subjects, the time of their implementation (semester), forms of instruction and their hourly duration, as well as ECTS credits awarded for completion,
- ***Polish Qualification Framework (PRK)***: a description of eight qualification levels distinguished in Poland, corresponding to the respective levels of the European Qualification Framework, which was referred to in Annex II to the Recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualification Framework for lifelong learning, formulated using general characteristics of learning outcomes for qualifications at individual levels, presented in terms of knowledge, skills and social competences,
- ***validation of learning outcomes***: a formal process of verifying one's learning outcomes acquired in the process of learning,
- ***the level of study***: first-cycle or second-cycle studies or uniform Master's studies,
- ***profile***: general-academic or practical profile,
- ***general-academic profile***: a profile where more than half of ECTS credits is allocated to courses related to the research activity conducted at the University,
- ***practical profile***: a profile where more than half of the ECTS credits are allocated to practical skills,
- ***study curriculum***: specification of the learning outcomes and description of the process leading to the achievement of these learning outcomes,
- ***tutor***: an academic teacher or other person conducting a course/session who has the competence and experience to conduct the course/tutorial properly and to whom the Dean of the Faculty or the Head of the College has assigned the task of conducting a course or a form of course provided for in the curriculum,
- ***ECTS credits*** – points defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner necessary to achieve the intended learning outcomes,
- ***semester*** (stage of study): a part of the curriculum of a degree programme that is distinguished in the study plan, to be completed in a given teaching cycle,
- ***student***: a person enrolled in a first-cycle, second-cycle or uniform long-cycle programme of study who has been admitted and has taken a pledge,
- ***a student with special needs, including disabilities*** – a student who, due to their external or internal characteristics or circumstances, must take additional action or apply additional measures to overcome the barrier to fully participate in the admission process to universities for education, training and conducting scientific activities on an equal basis with other persons,

- ***full-time degree programme:*** a degree programme in which at least half of the ECTS credits covered by the curriculum are obtained through courses with direct participation of academic staff or other instructors and students,
- ***part-time degree programme:*** a degree programme in which less than a half of the ECTS credits covered by the curriculum may be obtained with the direct participation of academic teachers or other instructors, while the number of teaching hours in the study plan shall be not less than 60% of the total number of hours,
- ***ECTS credit-based degree programme:*** a degree programme in which a student's achievements and registration for the next semester are based on the accumulated number of ECTS credits; ECTS credits earned in successive semesters are summed up. The number of ECTS credits allocated to courses/subjects in a given field of study is specified in respective curricula,
- ***first-cycle programme:*** a programme of study that is open to applicants holding a secondary school leaving certificate and leading to a qualification at level 6 of the qualifications obtained in the framework of tertiary education,
- ***second-cycle programme:*** programmes open to applicants who hold at least a level 6 qualification leading to a level 7 qualification obtained in the framework of tertiary education,
- ***uniform, long-cycle programme:*** vocational studies carried out at a tertiary education institution, which allows for obtaining specialist knowledge in a specific scope of education and preparing for creative work in a specific profession; it ends with obtaining a professional degree: a Master's, Master of Science in Engineering or an equivalent degree (e.g. medical practitioner, dental practitioner, or veterinary physician),
- ***syllabus (course description):*** a substantive description of the course contents, the course learning outcomes together with assessment methods, didactic methods, conditions for obtaining credit, literature, and the estimated student workload,
- ***course of study:*** course of study considering completed years of study, including leaves taken from classes and repeating a semester of study,
- ***Act:*** The Act of 20 July 2018: Law on Higher Education and Science,
- ***the value of the total ECTS credit debt in n semester:*** the difference between the maximum total number of ECTS credits possible to obtain from semester 1 to n and the total number of credits actually obtained from semester 1 to n ,
- ***course completion/successful completion of classes:*** achievement of all the learning outcomes set out in the study curriculum for a given course, confirmed by positive assessment of all forms of classes or by obtaining examination credit.
- ***course/subject:*** a unit of a study curriculum comprising all forms of instruction with associated learning outcomes and ECTS credits,

- ***elective classes:*** courses/classes included in the study plans of a given faculty, the implementation of which (so-called activation) depends on whether a group of students chooses a given class among alternatives.

Chapter 1

Course of studies

§ 1 1 Bydgoszcz University of Science and Technology, hereinafter referred to as the University, provides full-time and part-time education.

2. The University provides access to all forms of studies and levels of education following the applicable provisions of the effective law and the resolutions of the University Senate.
3. These Study Regulations define the organization of studies and students' related rights and obligations and apply to all fields, levels and forms of study offered at the University.
4. The Study Regulations apply to students at the University, students of other tertiary education institutions pursuing a part of the curriculum at the University, academic teachers and other persons conducting classes at the University, and other employees of the University.

§ 2 1. Admission to a course of study is affected by:

- 1) recruitment;
 - 2) confirmation of learning outcomes;
 - 3) transfer from another university or tertiary education institution abroad.
2. The conditions, procedure, and closing dates for recruitment and how they are carried out are determined by the University Senate.
 3. Admission to studies by confirming learning outcomes is specified in the Rector's resolution.
 4. Conditions for transfer, including from another university or tertiary education institution abroad, are specified in §26 of these Regulations.

§ 3 1. A person admitted to the University begins their studies and acquires student rights as soon as they have taken a pledge, the content of which is specified by confirming the taking of the pledge in the Electronic Student Service System after the student has been certified in this system. The Statute of the University defines the content of the pledge. Additionally, medical students submit the future doctor's commitment, and nursing students submit the nurse's commitment by confirming it in the student service computer system.

2. A person enrolled on the list of students of the same field of study or different forms of the same field of study in which they hold student status must submit a written resignation from one field of study before the start of the semester.
3. After taking the pledge, the student receives a student ID card.
4. A student or graduate of one field of study can take up studies in the second and subsequent fields starting from the first year under the general admission rules.

- § 4 1. The Rector shall be the superior of all students at the University, and the Dean of a given faculty shall be their immediate superior.
2. The Rector oversees recruitment and the education process.
 3. Individual student matters are dealt with through administrative decisions and adjudications. Administrative decisions are issued by the Rector. At the Rector's discretion and upon their authorization, the decisions shall be given by the Vice Dean for Education and Student Affairs, except for decisions referred to in §26 Paragraph 5 Point 1, made by the Rector or another person authorized by the Rector who holds a managerial position at the University.
 4. Administrative decisions are issued, in particular, in matters regarding:
 - 1) removal from the student list;
 - 2) exemption from fees or reduction of fees for educational services;
 - 3) application for scholarships and financial aid,
 - 4) declaration of invalidity of the diploma;
 - 5) suspension of student rights in the case referred to in Article 316, Paragraph 4 of the Act;
 - 6) other matters resulting from legal provisions.
 5. To the decisions referred to in Paragraph 4, the provisions of the Code of Administrative Procedure shall apply.
 6. Other than those referred to in Paragraph 4, individual student matters shall be dealt with employing a decision. Decisions shall be issued without delay but no later than within 14 days of applying or the occurrence of an event justifying their issue. The Code of Administrative Procedure provisions do not apply to the decisions referred to in this paragraph.
 7. If the student's application is upheld in full, the need to issue the reasons for the administrative decision or ruling may be waived.
 8. In individual student matters concerning the course of study:
 - 1) a student submits their application in writing in matters to be settled by an administrative decision;
 - 2) a student applies via the Electronic Student Service System in matters to be settled by a decision.
 9. Applications submitted in writing shall bear the date of receipt, the organizational unit's name and the signature of the person accepting the application/recipient.
 10. In the event of submitting the application referred to in Paragraph 8, Point 2 by the Electronic Student Service System, it is considered that the decision in the case was delivered the day after the decision was entered into this system. The student must check whether the decision regarding his/her application has been entered into the Electronic Student Service System.
 11. Administrative decisions issued at the first instance may be appealed for reconsideration to the Rector. The provisions concerning appeals against administrative decisions shall apply. An administrative decision issued by the Rector as a result of an appeal shall be considered final.
 12. Decisions may be appealed against by applying for reconsideration of the case to the Vice-Rector for Education and Student Affairs if the decision in the first instance was issued by the Vice Dean for Education and Student Affairs or the Rector if the decision was issued in

the first instance by the Vice-Rector for Education and Student Affairs. The closing date for submitting such an application is ten days from the date the student is notified of the decision in the manner described in Paragraph 10. An application for reconsideration of a case should include the reasons justifying its submission. A decision issued in this mode is considered final and is not subject to appeal.

13. In all matters concerning the course of study, an application referring to a given semester must be submitted before the beginning of classes unless otherwise specified in the regulations.
14. Within the scope referred to in this paragraph, the Rector may authorize the Vice Dean for Education and Student Affairs to issue administrative decisions in the first instance on their behalf. In the case of decisions in the second instance, the Rector may authorize other persons holding managerial positions at the University.
15. The Rector may also authorize other officers of the University to represent the University concerning the powers granted to them other than those indicated in this paragraph.

§ 5 1. The student council represents the student body as a whole. An elected representative of the year and/or a group representative, in turn, represents the students of a given year and course at the Faculty.

2. The student council bodies shall represent and protect students' interests in student affairs and social and cultural inclusion.

§ 6 1. The academic year begins on 1 October and runs until 30 September of the following calendar year and includes:

- 1) instruction conducted in winter and summer semesters;
- 2) the duration of the four examination sessions during which no classes are conducted: winter and winter retake, summer and summer retake;
- 3) duration of professional training;
- 4) holidays: in winter, spring, and summer.
2. In full-time programmes, courses shall last no longer than 15 weeks each semester. In part-time programmes, classes shall be conducted in sessions lasting from 2 to 3 days.
3. After consulting with the student council, the Rector shall organize the academic year in detail. It shall be published on the website of the tertiary education institution at least three months before the beginning of the academic year.
4. During the academic year, the Rector may establish days (hours) free of classes for the students at the University and may specify whether there exists a need for compensation. A relevant Dean shall specify the rules for compensating for such time off.
5. During the academic year, the Dean may establish hours off instruction and possible compensation for students of a given faculty.

§ 7 1. The student council bodies shall have the right to participate in drawing up the timetable for full-time courses and the timetable for part-time [extramural] didactic sessions.

2. The Vice Dean for Education and Student Affairs determines the detailed schedule of classes.
3. The timetable is communicated to the students in the student information system no later than 3 days before the start of the semester.
4. The timetable of teaching sessions of part-time [extramural] degree programmes is made available to students on the departmental website no later than one month before the beginning of a semester.
5. The examination schedule is established by the course coordinator/tutor and the representative of the year at least one week before the beginning of the examination session and forwarded to the head of the organizational unit and the Vice Dean for Education and Student Affairs.
6. The Vice Dean for Education and Student Affairs at a faculty must inform the year supervisor and instructors of groups that include students with special needs, including disabled students, about the number and types of disabilities of those students to ensure the conditions referred to in Paragraph 7.
7. The detailed timetable should accommodate students with special needs, including students with disabilities. In the case of mobility impairments, breaks between individual classes should be adjusted in such a way as to enable students to move between teaching rooms where classes are held. Classes for deaf and hard of hearing or blind or vision impaired students should be held in rooms equipped with systems supporting the reception of curriculum contents.
8. Students with special needs, including disabilities, can attend classes with a guardian/carer or assistant (depending on the type and degree of disability). These persons may also participate in final course tests and examinations unless they are substantially/professionally related to the course in which the student takes examinations.

§ 8 1 The course of study is documented in:

- 1) Electronic Student Service System;
 - 2) electronic course credit reports;
 - 3) the student's periodic performance record.
2. The detailed scope and manner of keeping records of the course of studies are specified in the relevant ministerial regulation and the Rector's instructions/orders issued following information included there.

Chapter 2

Academic advisors

- § 9 1. To improve the organization of the didactic process, the Vice Dean for Education and Student Affairs, after consultation with the student council bodies, shall appoint advisors for all forms and years of study and supervise their activities.
2. Advisors may be selected and appointed from among the academic staff members employed at the University as their primary place of employment.
 3. The responsibilities of the advisors include:
 - 1) providing first-year students in the first week of classes with basic information about the course of study and organization of studies, including the conditions to be met for completing a semester/year (ECTS system) effective at the University;
 - 2) assisting students with organizational and course-related matters;
 - 3) assisting in solving didactic problems;
 - 4) providing the bodies of the University with opinions and proposals from students on all matters related to education and students' social and welfare matters;
 - 5) holding meetings with students at least once a semester and as needed;
 - 6) helping students and encouraging them to exercise their right to express their opinions on the quality of academic instruction at the University.
 4. The Vice Dean for Education and Student Affairs defines the detailed tasks of the year advisors.

Chapter 3

Student identification card

- § 10 1. A student at the University is issued a student identification card.
2. If their student ID card is lost, the student must notify the Vice Dean for Education and Student Affairs in writing immediately but no later than within seven days of the incident. A duplicate student ID card is issued upon written request.
 3. The student ID card shall be valid until the date of graduation, suspension in the rights of the student or the valid removal from the list of students, and in the case of graduates of first-degree courses until 31 October of the year of graduation.

Chapter 4

Student rights

- § 11 1. The student has the right to:
- 1) receive reliable and up-to-date knowledge;

- 2) have their ECTS credits transferred and recognized;
- 3) continue studies within an individual timetable;
- 4) be excused for absences from classes, be granted leaves of absence from classes and leaves of absence from classes with the possibility of obtaining credit for the acquired learning outcomes specified in the study curriculum;
- 5) change a form of study/discipline/major/module;
- 6) be assessed /examined by an examination board/committee and designate an observer for such assessment/examination session;
- 7) retake specific courses due to unsatisfactory academic performance under the rules specified in the Study Regulations.

2. Moreover, the student is entitled to the following:

- 1) acquire knowledge and develop skills and, for this purpose, use the teaching premises, library, the University's facilities and the assistance of academic staff members and University bodies;
- 2) become a member of the University's student organizations and research clubs and participate in scientific research, development, and implementation work carried out at the University;
- 3) participate in the elections of the bodies of the University as defined by law and of student representatives to the student council bodies;
- 4) obtain awards and distinctions;
- 5) have their dignity respected by each member of the academic community;
- 6) use the consultations available to students of all forms of studies conducted by academic staff members;
- 7) transfer from/to another tertiary education institution, including a foreign institution, with the consent of the Vice Dean for Educational Matters and Student Affairs, after fulfilling all obligations resulting from the regulations of the institution they are leaving;
- 8) participate in national and international student exchanges;
- 9) apply to continue studies or to take up studies in a second/another field of study;
- 10) apply for scholarship benefits and financial aid according to the rules specified by the Rector's order;
- 11) apply for accommodation, as well as accommodation for a spouse and child in the student hall;
- 12) develop their scientific, cultural, tourist and sporting interests and, for this purpose, make use of the University facilities as well as receive assistance from academic staff members and competent University bodies;

- 13) participate in departmental/university-wide and open classes;
- 14) receive training by the student council on the rights and responsibilities of students upon the beginning of studies;
- 15) inspect their personal data processed by the University; correct and modify such data, as well as exercise other rights under the Act on the Protection of Personal Data;
- 16) be assigned their address in the University's e-mail system;
- 17) be granted access to their assessed work: tests, mid-semester or end-semester tests, laboratory reports, projects, control work, as well as examination papers, within 14 days of the announcement of the results;
- 18) University's assistance in seeking employment, in obtaining an internship or work placement, even if they are not included in the study plan;
- 19) undertake paid work, as long as it does not interfere with the student's obligations;
- 20) evaluate the quality of academic instruction at the University.

Chapter 5

Student responsibilities

§ 12 1. Obligations of a student include acting following the pledge and the Study Regulations, observing the regulations in force at the University, performing the acts of the Rector, protecting the University's reputation, and respecting its traditions and customs.

2. In particular, the student is obliged to:

- 1) confirmation of taking the pledge in the Electronic Student Service System following verification in this system;
- 2) respect the dignity of all the members of the academic community;
- 3) respect and protect the University's property;
- 4) behave with dignity at the University and outside of the academic community;
- 5) take full advantage of the learning and academic opportunities available at the University;
- 6) attend a health and safety training course and a course in library preparation;
- 7) attend classes following the Regulations and the study plan;
- 8) enrolling in classes subject to mandatory registration in the *USOSweb* system (foreign language courses and physical education classes or other courses/subjects, if such functionality is introduced at the University) following the published schedule;

- 9) take examinations, complete professional internships and placements, and meet other requirements set out in the study plan
- 10) declare that they are familiar with the fees for tuition and other services referred to in Article 79, Paragraphs 1 and 2 of the Act, their amount and the rules for settling such dues;
- 11) timely settle financial obligations/dues to the University;
- 12) use an e-mail address at the *pbs.edu.pl* domain assigned to them at the University to contact tutors and other instructors or teachers, as well as the University administration;
- 13) examine resolutions, decisions, as well as normative acts and announcements of the authorities of the tertiary education institution and Faculty concerning the progression of studies, including those posted in the Electronic Student Service System and associated applications, and delivered to the student's e-mail account;
- 14) secure the login and password to the Electronic Student Service System against unauthorized access, and inform the Registrar's Office without delay of any unauthorized access or interception of the login and password;
- 15) monitor information concerning the course of study in the Electronic Student Service System on an ongoing basis, and immediately report any irregularities in the data entered therein to the Registrar's Office or the person responsible for the course;
- 16) not use or distribute intoxicating substances of any kind or alcohol at the University premises;
- 17) not carry or use objects that pose a threat to health or life at the University premises;
- 18) timely performance of medical examinations and, in the case of students of the Faculty of Medicine, also vaccinations required by a separate order of the Rector;
- 19) submit to the Registrar's Office an up-to-date medical certificate issued by a provincial occupational medicine centre stating that there are no contraindications to studying in a given field of study if the certificate issued to a candidate for studies expires;
- 20) immediately notify the Registrar's Office of changes to personal data relevant to the course of study, in particular the first name, surname, home address, correspondence address, and bank account number;
- 21) participate in the evaluation of the implementation of quality policy at the University;
- 22) comply with the Law on Copyright and Related Rights;
- 23) submit a declaration of withdrawal from studies in writing in the event of circumstances causing withdrawal from studies;
- 24) settle accounts with the University following the Student Clearance Form.

3. Students are obliged to take examinations independently and obtain credits for courses. In the case of dishonesty in taking examinations, colloquia or obtaining credit for other forms of classes, the student receives a failing grade and is not allowed to obtain credit in consecutive credit/examination/colloquium correction dates in a given semester.
 4. A student under the influence of alcohol, drugs or other intoxicants is not allowed to participate in any mode of instruction under pain of disciplinary penalties, up to and including expulsion from the University. In the abovementioned situation, the tutor may immediately request the Rector to report such a case to the police. If a request to the Rector proves impossible, and the tutor deems there is an immediate threat to human life or health, they may call the police on their own, notifying the Rector of this fact as soon as possible.
- § 13 The rights and obligations of a student shall expire upon graduation or valid expulsion from the register of students. However, a person who has completed a first-cycle programme shall retain student rights until 31 October of the year they graduate, except for the entitlement to benefits referred to in Article 86, Paragraph 1, Points 1 to 4 of the Act.

Chapter 6

Disciplinary liability of students

- § 14 1. Students are subject to disciplinary responsibility for breaching the regulations in force at the University and for academic and non-academic misconduct. The following are considered to be an offence against student dignity: possession, use and distribution of drugs or similar substances or alcohol; use of electronic devices or other unauthorized devices during assessment sessions, examination or other tests of knowledge or skills which exclude or limit the student's ability to present their knowledge, skills, and competencies fairly and independently.
2. Upon conclusion of any of the above facts referred to in Paragraph 1, in the case of an assessment session and examination, the student's examination and assignment are annulled, and the student is given a failing grade. Simultaneously, the student loses consecutive credit/examination retake dates in a given semester.
 3. If a student is suspected of having committed plagiarism of a significant fragment or other elements of another person's work, the Vice Dean for Education and Student Affairs shall request the Rector to conduct an inquiry.
 4. In the event of a justified suspicion that an offence has been committed, the Rector, alongside ordering disciplinary proceedings, may suspend a student until a ruling is issued by the disciplinary committee on the case.
 5. Detailed rules and procedures for disciplinary bodies are regulated by provisions by the relevant Minister.

Curriculum

§ 15 1. Studies at the University are conducted in a given format at a specific field, level and profile based on a study curriculum adopted by the Senate, which specifies:

- 1) learning outcomes under the universal characteristics for the first-cycle and second-cycle studies under PRK;
 - 2) description of the process leading to the achievement of learning outcomes;
 - 3) the number of ECTS credits allocated to the course.
2. The curriculum is available in the Public Information Bulletin on the University's website at least one month before the start of the study cycle but no later than 14 days after its adoption by the Senate.
 3. The student has the right to choose the specialization/major of studies/module and elective courses within the teaching offer of a given department and the University. Medicine and nursing students choose specializations in practical clinical teaching during the final semester of their studies.
 4. The principles for choosing specializations/majors and elective courses shall be published as guidelines by the Vice Dean for Education and Student Affairs upon consultation with the student council.
 5. A particular part of the learning outcomes covered by the study curriculum may be obtained remotely if the nature of the field of study allows it. The Vice Dean for Education and Student Affairs establishes the detailed conditions for remote learning, particularly the organization of ongoing monitoring of student progress, assessment, skills and social competencies, and the conditions for obtaining credit and taking examinations at the end of classes.
 6. The number of ECTS credits that may be obtained through distance learning methods and techniques shall not exceed:
 - 1) 50% of the number of ECTS credits specified in the curriculum which are required for graduation in the case of degree programmes with a practical profile;
 - 2) 75% of the number of ECTS credits specified in the study programme are necessary to complete the programme in the case of degree programmes with a general academic profile.

Chapter 8

Conditions and procedure for taking courses

- § 16 1. The student must actively participate in the classes provided in the study plan and timely complete all the requirements specified in the study plan and the Regulations.
2. In the first year of the first-cycle studies, all forms of classes prescribed in the study plan shall be compulsory, except for lectures for part-time students. In the subsequent years of first-cycle studies and all years of second-cycle studies, all but lectures are obligatory as forms of classes. In the fields of study offered by the Faculty of Medicine, all forms of teaching provided in the study plan are obligatory throughout the entire duration of studies.
 3. If a student exceeds the 20% limit of absences from classes where attendance is compulsory, the instructor/tutor shall notify the Vice Dean for Education and Student Affairs, who may institute sanctions up to and including expulsion from the register of students if this authority derives from the authorization given to the Vice Dean by the Rector.
 4. The student must complete the learning outcomes resulting from the change in the study curriculum (in case of referral for retake of specific courses, continuation of studies after a leave of absence, transfer, or resumption of studies).
 5. The scope of the learning outcomes to be completed is determined by the Vice Dean for Education and Student Affairs, considering the current study curriculum and the number of assigned ECTS credits necessary to obtain the relevant qualifications for a given degree.
 6. Students must obtain the course coordinator's/tutor's consent to record sound or images during classes. Recorded materials may not be made publicly available.

Chapter 9

European Credit Transfer and Accumulation System

- § 17 1. The University operates the European Credit Transfer and Accumulation System (ECTS).
2. The Senate decides the number of ECTS credits allocated to individual courses.
 3. Points are assigned to courses, not to individual forms of courses, and are only awarded when all forms of courses in a given semester have been credited.
 4. One ECTS credit corresponds to learning outcomes that require an average of 25-30 hours of student work, including hours of instruction following the study plan and individual student work (study).
 5. The number of ECTS credits does not depend on the grade obtained; the prerequisite for their award is the student's fulfilment of the requirements to achieve the assumed learning outcomes confirmed by completing coursework and professional training.
 6. The total number of ECTS credits assigned to classes included in the study plan shall be between 28 and 32 ECTS credits per semester. An exception to this rule may be part-time study programmes and study programmes carried out following the standard of education.
 7. Specialization courses within a given field of study are allocated the same number of hours and ECTS credits.

8. The minimum number of ECTS credits required to complete a degree equals:
 - 1) 180 for first-cycle bachelor's degree studies;
 - 2) 210 for first-cycle engineering studies;
 - 3) 90 for second-cycle studies;
 - 4) 300 for uniform Master's degree studies lasting 9 or 10 semesters;
 - 5) 360 for uniform Master's degree studies lasting 11 or 12 semesters
9. The total number of ECTS credits allocated in the plan of part-time study shall equal the number of credits allocated in the plan of full-time study for the same field and level of study.

Chapter 10

Verification and assessment of achieved learning outcomes

- § 18 1. The credit period determined is a semester. The Vice Dean for Education and Student Affairs settles a student's semester achievements.
- 2) All learning outcomes defined in the study curriculum for given courses within the field of study are verified and assessed.
 - 3) Verification and assessment of learning outcomes are carried out in the form of credit or examination by the tutor. The method (way) of verification of learning outcomes is given in the course syllabus.
 - 4) At the end of the course, the tutor is obliged to enter the grade in the Electronic Student Service System.
 - 5) In exceptional cases caused, among others, by a long-term absence of a tutor, the obligations referred to in Paragraph 3 may be performed by another tutor appointed by the head of the department/studies or the Vice Dean for Education and Student Affairs.
 - 6) Courses and the verification of the achieved learning outcomes may be conducted in a foreign language under the rules stipulated by the curriculum council.

Chapter 11

Obtaining course credit

- § 19 1. Class participation for a given semester is reserved only for students who have obtained full or conditional credit registration for a given semester.
2. Conditions for conducting knowledge and/or skills tests and methods of verifying the expected learning outcomes are included in the syllabus; additionally, the tutor is obliged to acquaint the students with these conditions during the meeting opening a given course.
 3. During the meeting opening a given course, the tutor is obliged to determine the rules for attendance, health and safety regulations, conditions for making up for the missed classes and other rules resulting from the specifics of the course/form of instruction.
 4. The end of the teaching period in a given semester is also a closing date for obtaining credit.
 5. The results of passed classes should be entered into the report in the Electronic Student Service System no later than:

- 1) within 7 days from the date of the assessment if the assessment took place before the end of the examination session;
- 2) until the last day of the session if the assessment occurred during the retake examination session.
6. Students will receive credit for the course based on successful evaluation of their work throughout the semester.
7. Each course/session ends with an examination or a grade; however, credit for a course that does not end with an examination, according to the study plan, is given after all forms of testing that occur during the semester have been accomplished. The student may obtain credit for individual classes or jointly pass several forms of courses.
8. The student must present a valid student card or ID card during assessment sessions.
9. Students who do not obtain a pass within the first set date are entitled to two retakes. The conditions and closing dates for retake assignments shall be determined upon consultation with the student council representative, by the tutor or a person entitled to conduct classes.
10. In the case of an excused absence during assessment/examinations (illness or other fortuitous event), a student is entitled to be given an additional date for obtaining credit. The course coordinator/tutor decides to set an additional date for obtaining credit for a course.
11. The closing date for making up and obtaining extra credit for excused absences must be set prior to the end of the examination session.
12. Unexcused absence from a standard or retake assessment within a given time limit is understood as the student's resignation from taking an assessment/examination at this date, and no replacement date shall thus be settled.
13. The closing date for obtaining credit for classes is:
 - 1) for the winter semester: the last day of the winter retake session;
 - 2) for the summer semester: the last day of the summer retake session.
14. In justified cases (irregularities and unfairness during assessment, the scope of the verified learning outcomes being inconsistent with the syllabus, shortening the time for assessment, inconsistent method of assessment or how the assessment is carried out does not tally with the syllabus), a student may, within seven days of the announcement of the results of the retake, submit a written request through the Vice Dean for Education and Student Affairs, upon which the Head of the Department may order an examination committee to conduct assessment within seven days of the submission of the request. Such assessment should include an oral part. In the case of part-time students, it is permissible to take the committee examination during the subsequent session.
15. A board examination is carried out by a committee composed of at least three people, appointed by the Vice Dean for Education and Student Affairs, and chaired by the Vice Dean for Education

and Student Affairs or another teaching employee designated by them. At the student's request, the following persons may join the committee as observers: the year advisor and/or a representative of the Student Council. The committee's decision is final.

16. A report of the examination conducted before an examination board is prepared and left in the student's file.

Chapter 12

Examinations

§ 20 1. An examination assesses the student's achievement of the learning outcomes set out in the syllabus; it is conducted in a written and/or oral form.

2. The student is obliged to present a valid student card/ID card when taking examinations.
3. A student who takes an examination is required to wear formal attire.
4. The student has the right to take an examination for the course/subject after completing all other learning activities through which the course/subject is taught.
5. If a student receives an unsatisfactory grade from an examination on the first examination date, they have the right to take one retake examination for each failed course. A retake examination in a class/course is conducted in the same form as the standard examination.
6. Examinations occur during the session, and make-up examinations occur during the retake examination session.
7. The examination result is entered into the report in the Electronic Student Service System no later than:
 - 1) within 7 days from the date of the examination if the examination took place before the end of the primary examination session;
 - 2) until the last day of the session, when the examination took place during a retake examination session.
8. In the case of a student's excused absence from an examination (illness or other fortuitous event), a student is entitled to an additional examination date. The examiner decides to set an additional examination date.
9. In the event of a student's unexcused absence from the examination on the first date and the retake date, they lose the right to these dates; they are given the entry: "did not take the examination."
10. The final date for the retake examination is set for:
 - 1) the winter semester: the last day of the winter retake session;
 - 2) the summer semester: the last day of the summer retake session.

11. A student who has not taken an examination due to the lack of credit in the remaining forms of classes misses the standard examination date. In this situation, a student is entitled to a retake date for an examination which they are obliged to take immediately after obtaining credit.
 12. In particularly justified cases (irregularities during the examination, the scope of the verified learning outcomes inconsistent with the syllabus, shortening of the examination time, the method of conducting the examination inconsistent with the syllabus), a student may, within 7 days of the announcement of the results of the retake examination, submit a written request via the Vice Dean for Education and Student Affairs, upon which an examination committee may be appointed. The committee examination should occur within 14 days of the application's submission.
 13. The Vice Dean for Education and Student Affairs may order a committee examination at their discretion.
 14. The board examination is conducted by a committee composed of at least three people, appointed and chaired by the Vice Dean for Education and Student Affairs. The committee includes two specialists in the subject area covered by the examination. The Vice Dean for Education and Student Affairs appoints an examiner from among the appointed experts.
 15. At the request of the student/Vice Dean for Education and Student Affairs, the examination board may include the supervisor and/or a student council representative as an observer.
 16. The examination by the board must include an oral part. Minutes of the examination by the board shall be drawn up and kept in the student's file. The decision of the committee is final.
- § 21 1. A student who meets the requirements specified by the instructor of a given course may take the examination before the session on the so-called "zero" date set by the examiner after obtaining credits for all forms of didactic activities required to take this examination. The "zero" examination takes place in written and/or oral form.
2. A negative result of a "zero" examination does not cause the loss of a student's right to take the examination on the first and retake dates.

Chapter 13

Assessment

§ 22 1. The following grading scale, depending on the degree of achievement of learning outcomes (given as a percentage), is used for credit and examinations in the course/module/classes at the University (except for the Faculty of Medicine):

- | | |
|------------------|------------------|
| 1) 91% and above | very good (5.0); |
| 2) 81% and above | good plus (4.5); |
| 3) 71% and above | good (4.0); |

- 4) 61% and above satisfactory (3.5);
- 5) 51% and above sufficient (3.0);
- 6) below 51% fail (2.0).

2. The following grading scale, depending on the degree of achievement of learning outcomes (given as a percentage), is used for credit and examinations in the course/module/classes at the Faculty of Medicine:

- 1) 95% and above very good (5.0);
- 2) 88% and above good plus (4.5);
- 3) 80% and above good (4.0);
- 4) 71% and above satisfactory (3.5);
- 5) 71% and above sufficient (3.0);
- 6) below 60% fail (2.0).

3. For practical tests from clinical classes in the medical field (blocks E, F, and H), the pass mark is set by the coordinator/tutor but cannot be lower than 75%. The detailed grading scale, depending on the achievement of learning outcomes from clinical classes, is specified in the syllabuses of individual classes.

4. When a grade point average is calculated based on several partial grades, assuming that the student has achieved at least a sufficient degree of the verified expected learning outcomes, the following rule shall apply:

- 1) 4.76 and above very good (5.0);
- 2) 4.26 and above good plus (4.5);
- 3) 3.76 and above good (4.0);
- 4) 3.26 and above satisfactory (3.5);
- 5) 3.00 and above sufficient (3.0);
- 6) below 3.00 fail (2.0).

5. Grades from credits and examinations in all courses included in the study plan are entered into the University's Electronic Student Service System.

**Conditions and procedures for taking
and obtaining credit for work placements and internships**

§ 23 1. Professional training is compulsory and part of the study curriculum.

1. Detailed rules and procedures for internships and work placements, including the conditions for deeming professional work, volunteering or internships a work placement and the method of crediting them, are specified in a Rector's ordinance on the University-wide regulations for student professional internships.
2. The Faculty of Medicine has separate regulations for professional student internships depending on the field of study.
3. A dean's representative supervises preparing and implementation of professional training at the faculty.
4. To improve the organization and settlement of professional training, the Dean may appoint supervisors for professional training upon request of the representative for professional training.
5. The responsibilities of the Dean's Representative for Professional Training are as follows:
 - 1) assisting students in finding placements;
 - 2) acquainting students with the rules of professional practice in a particular field of study;
 - 3) maintaining contact with students on professional training;
 - 4) contacting work placement supervisors from the host institutions;
 - 5) controlling the correct implementation of professional training by students;
 - 6) holding students accountable for their professional training;
 - 7) entering grades in the Electronic Student Service System;
 - 8) supervising and coordinating the work of professional training supervisors, if appointed in the Faculty;
 - 9) other activities concerning professional training commissioned by the Vice Dean for Education and Student Affairs.
6. Students with special needs, including disabilities, shall complete professional training following the curriculum and study plan rules. These placements shall be organized in a way that does not interfere with the nature of their disability.
7. The work placement/internship grade is entered into the Electronic Student Service System employed at the University.

8. Internships shall be allocated an appropriate amount of ECTS credits and included in the total number of credits required for the relevant qualification.
9. The student's dismissal from the professional training at the request of the workplace or failure to complete the professional training programme (failure to achieve the assumed learning outcomes) results in a failing grade for the professional training.
10. For justifiable reasons, a student who has not completed their internship/work placement or a part thereof by the specified closing date may be granted permission by the Vice Dean for Education and Student Affairs to complete it at another date.
11. Postponing the professional training date until after the semester's end, during which the professional training was to be implemented, makes it impossible to complete the training in due time. A student may only obtain conditional registration for the next semester but no later than the penultimate semester of study.
12. The professional practice syllabus specifies the programme, the form of obtaining credit for professional practice, and the manner of verifying the learning outcomes achieved by the student.

Chapter 15

Credit for the semester and year of study

§ 24 1. The number of examinations per examination session may not exceed four, and the Faculty of Medicine may not exceed six.

2. The first registration for a given semester means that the student is registered for all courses planned in the study curriculum.
3. The curriculum council for a given field of study determines. The Rector approves through a ruling, depending on the field of study, the level, profile, and form of studies, and the values of the maximum total ECTS credit debt, enabling students to continue their studies in subsequent semesters. The regulation is announced to students on the faculty website before the beginning of the academic year.
4. In order to complete a semester, a student must fulfil all requirements set out in the study curriculum for a given semester, including obtaining the number of ECTS credits required for a given semester.
5. Registration for the next semester is considered:
 - 1) full: if a student has obtained the maximum number of ECTS credits provided for in the study curriculum from the current semester and previous semesters;
 - 2) conditional: if a student has obtained the minimum required total number of ECTS credits from the current semester and the preceding semesters, as specified by the Rector, making it possible to continue education in the following semester.
6. Depending on the previous course of study, a student who has not obtained the minimum required number of ECTS credits may be referred to retake a semester, except for the first semester, or be removed from the list of students.

7. A student registered for the same semester for the second time is not obliged to repeat the forms of classes for which they had already obtained credit, regardless of the grade obtained (this rule, however, does not apply to the first semester).
8. Credit and examinations for students assigned to retake a specific course may take place not earlier than after the credit report for the course to be retaken has been opened in the Electronic Student Service System for the semester in which the course was taught.
9. Students may be allowed to retake a semester no more than once during their studies. In particularly justified cases (e.g. long-term illness, fortuitous events), the Vice Dean for Education and Student Affairs may issue a decision permitting a second attempt.
10. A student retaking a specific course is assigned to this course, which is recorded in the Electronic Student Service System.
11. A student who retakes a specific course must obtain all the learning outcomes resulting from the change of study curriculum.
12. In the case of deficiencies of specific learning outcomes in the study curriculum in which the student has been referred for repetition, the Vice Dean for Education and Student Affairs decides at the beginning of the semester whether to accept the learning outcomes/courses (ECTS) already completed as equivalent in the new programme or indicates the classes that the student is required to attend and pass in order to obtain registration for the next semester.
13. A student repeating a course acquires the right to obtain credit from the course under §19, 20, 21 and 22 of these Regulations.

Chapter 16

Procedure for removal from the list of students

§ 25 1. A student is removed from the list of students in the case of:

- 1) failure to take up studies;
 - 2) a resignation submitted in writing to the Vice Dean for Education and Student Affairs;
 - 3) failure to submit the diploma thesis or the diploma examination by the specified closing date;
 - 4) facing a charge under disciplinary procedure for academic and/or non-academic misconduct and being expelled from the University.
2. A student may be removed from the register of students in the case of:
- 1) failure to participate in compulsory activities;
 - 2) lack of academic progress;
 - 3) failure to obtain semester credit by the specified closing date and not applying for conditional registration or repetition;

- 4) failure to pay tuition fees.
3. Failure to undertake studies shall be declared in the following cases:
 - 1) failure to take a pledge within the first 3 weeks of classes;
 - 2) failure to attend classes scheduled in the study plan within three weeks of the start of classes in a given semester;
 - 3) a student's failure to report to the Registrar's Office after returning from a leave of absence to obtain an appropriate entry in the Electronic Student Service System, which should be done within three weeks of the commencement of classes in a given semester.
4. Determination of lack of participation in mandatory classes is made based on a written application submitted to the Vice Dean for Education and Student Affairs by tutors conducting compulsory classes in at least three courses.
- 5 Lack of academic progress is determined by exceeding the point debt, which allows the continuation of studies in subsequent semesters and years, and the lack of the possibility of retaking a semester due to unsatisfactory academic performance.
6. The removal procedure referred to in Paragraph 2 begins with notifying the student electronically, to the e-mail address in the *pbs.edu.pl* domain, about the probable removal from the list of students and setting a final date within which the student can explain the situation.
7. A student removed from the list of students should settle all obligations towards the University, further confirmed by a clearance slip, and collect their documents within 14 days from the date of removal.

Chapter 17

Transfers

- § 26 1. At the student's request and upon presenting relevant documentation confirming the previous course of study at the home institution (including a foreign one), the Vice Dean for Education and Student Affairs of the competent Faculty decides to transfer the confirmed learning outcomes expressed in ECTS credits.
2. The transfer of a student's achievements is based on the convergence of the learning outcomes achieved at the home institution during the implementation of the courses corresponding to the courses and the learning outcomes assigned to the ones specified in the study curriculum in the field to which the student intends to transfer.
 3. The transfer of achievements consists of the student's recognition of the number of ECTS credits allocated to the courses at the University. The Vice Dean makes confirmation of achievements in Education and Student Affairs.
 4. Student transfers may be made no later than the first three weeks:
 - 1) within the University of Technology from field to field:

- in a given semester in first-cycle studies (with the consent of the Vice Deans for Education and Student Affairs of both faculties),
 - only during the first semester of second-cycle studies (with the consent of the Vice Deans for Education and Student Affairs of both faculties),
- 2) a given semester between forms of study;
 - 3) a given semester as part of first-cycle studies from other universities, both domestic and foreign to the University of Technology (with the consent of the Dean of the home university);
 - 4) a given semester from the University of Technology to other domestic and foreign universities.”
 - 5) transfers to the medical field are only possible with another university from full-time studies in the medical field; the transfer can only take place to a place vacant within the limit specified by the Ministry of Health in the indicated field and year of studies.
5. The decision to transfer shall be taken as follows:
- 1) for the first semester of studies: by the Rector or a representative who holds a managerial position at the University;
 - 2) after completing the first semester of studies by the Vice Dean for Education and Student Affairs.
6. A student may transfer within the University from another tertiary education institution, including a foreign tertiary education institution, upon the consent of:
- 1) the Rector if they have complied with the classification procedure required for admission to the course to which they wish to transfer;
 - 2) the host Faculty’s Vice Dean for Education and Student Affairs provided that the student has fulfilled all the obligations from the regulations effective in the unit they are leaving.
7. The Vice Dean for Education and Student Affairs shall determine the semester to which the student may be transferred and the rules and closing date for making up the curricular differences and learning outcomes.
8. The transfer of a student is possible for a semester not higher than the one from which they are transferring.
9. Student transfer is subject to:
- 1) previous academic performance and the extent to which the assumed learning outcomes have been achieved, which may not result in a transfer to a semester lower than the second;
 - 2) the number of ECTS credits to be obtained, not exceeding 15.

10. After verifying the student in this system, a student transferring from another university must confirm taking the pledge via the Electronic Student Service System. After taking the pledge, the student receives a student ID.
11. For studies in the field of medicine, a student may change the form of studies from part-time to full-time from the next academic year within the field of study with the consent of the Vice-Dean for Education and Student Affairs in the event of obtaining an average grade from the previous course of studies of at least 4.5. The Programme Board of the field of study may specify additional conditions for changing the form of studies from part-time to full-time.

Chapter 18

Leave of absence

§ 27 1. The Vice Dean for Education and Student Affairs may grant students a leave of absence or a leave of absence with the possibility of obtaining credit for the acquired learning outcomes specified in the study curriculum for a period not exceeding one year in the following cases:

- 1) sick leave due to long-term sickness or disability;
 - 2) a special leave in other justified cases.
2. At the student's request, The Vice Dean for Education and Student Affairs determines the method and form of verification of learning outcomes for courses completed in a given semester of study in which the achievement of learning outcomes does not require direct participation in classes.
 3. Verifying the learning outcomes in Paragraphs 1 and 2 consists of checking whether the student has achieved the learning outcomes specified in the study program for a given course in a given semester. This provision does not apply to persons who obtained leave for health reasons.
 4. A leave of absence is not given after completing the final semester of study.
 5. An application for leave of absence should be submitted as soon as circumstances temporarily preventing the continuation of studies arise.
 6. A second leave of absence may be granted to a student only in case of illness or other exceptional circumstances confirmed by pertinent documentation. Granting a leave of absence extends the closing date for the statutory completion of studies.
 7. Granting leave of absence shall be confirmed by an appropriate entry in the Electronic Student Service System.
 8. During the period of leave, the student retains their student rights; their eligibility for benefits during that period, however, is stipulated by the Rector's order.
 9. A student continuing education after a leave of absence must complete the required study curriculum and achieve the prescribed learning outcomes.

§ 28 1. Both a pregnant student and a student who is a parent are entitled to a leave of absence, including a leave with the possibility to obtain credit upon verification of the learning outcomes specified in the study curriculum.

2. At the student's request, The Vice Dean for Education and Student Affairs determines the method and form of verification of learning outcomes for those courses completed in

a given semester of studies in which achieving learning outcomes does not require direct class participation.

3. Verifying the learning outcomes in Paragraphs 1 and 2 consists of checking whether the student has achieved the learning outcomes specified in the study program for a given course in a given semester.
4. Students who are parents shall submit a documented application for the leave referred to in Paragraph 1 within one year from the date of childbirth.
5. The leave of absence referred to in Paragraph 1 is granted to:
 - 1) pregnant students for the period up to the date of delivery;
 - 2) student-parents for a period of up to one year.
6. If the leave referred to in Paragraph 1 ends during a semester, the leave may be extended until the end of that semester.
7. A pregnant student and a student who is a parent may not be refused leave, as referred to in Paragraph 1.

Chapter 19

Resumption of studies

§ 29 1. A student who has discontinued their studies or has been removed from the list of students at the University during the first semester of studies may resume studies under the general rules for enrolment effective at the University.

2. A student at the University who, having fully registered for the second semester of studies, has been removed from the list of students has the right to resume their studies following the rules stipulated by the Vice Dean for Education and Student Affairs (by repeating a semester or continuing studies). The resumption of studies is to be understood as reinstating student rights.
3. Resumption of studies is possible only once, no later than within one year from the date of removal, provided that the University continues to provide education in the given field, level, and profile from which the student was removed.
4. The decision to resume studies is granted by the Vice Dean for Education and Student Affairs, who simultaneously defines the conditions, time limit and manner of completing the learning outcomes resulting from the changes in the curriculum.
5. Studies may be resumed in a semester not higher than the one from which the student was removed.
6. A student removed from the list of students may resume their studies in any form.
1. The application for resumption of studies must be submitted before the beginning of the semester in which it is to be implemented.

Chapter 20

Individual study programme

§ 30 1. An individual organization of study may be granted by the Vice Dean for Education and Student Affairs to students for a maximum of one year provided that these students:

- 1) are members of the sports national team (reserve team) or the university team, regardless of their club affiliation;
- 2) are pregnant and/or parents;
- 3) have special needs, including disabilities;
- 4) are pursuing part of their studies or professional training in other national or foreign universities and/or in domestic or foreign companies;
- 5) are enrolled through confirmation of learning outcomes;
- 6) In other justified cases, employment/work contracts are excluded.

2. For full-time programmes, a pregnant student and a student who is a parent may not be refused an individual organization of studies until the completion of the studies.

3. The mode of individual organization of studies consists in setting individual closing dates with the course instructors for the implementation of didactic obligations resulting from the curriculum (i.e. individual weekly schedule of classes – the student may be allowed to select a convenient group depending on the organizational possibilities of the Faculty, individual closing dates for credits, examinations, professional practice) and possible exemption of the student from participating in some classes. Individual credit and examination dates agreed with the course instructor may not extend beyond the period of the examination session.

4. This procedure does not include exemptions from compulsory credit examinations. It may not lead to shortening or extending the statutory time limit for completing studies.

5. The Vice Dean for Education and Student Affairs shall withdraw the consent for an individual organization of study in the case of:

- 1) failure to comply with the conditions set out in Paragraph 1;
- 2) failure to comply with the conduct regulations of the University;
- 3) at the student's request.

Chapter 21

Studying courses not included in the study plan/general academic courses

§ 31 1. With the consent of the Vice Dean for Education and Student Affairs, a student undertakes studies in courses not included in their study plan/general academic courses.

2. Courses not included in the study plan/ general academic courses are entered into the University's student information system when approved by the Vice Dean for Education and Student Affairs. ECTS credits obtained as a result of their completion are not considered when calculating the ECTS credits in the settlement of the semester. The obtained grades are not included in the grade point average calculated to apply for any form of benefit or in the grade point average for the course of study.
3. The conditions for obtaining credit for a course not included in the study plan/ general academic courses and the consequences of failing to obtain credit are the same as for courses included in the study plan for the course.
4. Courses completed outside the study plan are entered in the Diploma Supplement.

Chapter 22

Studies conducted in a foreign language

- § 32 1. The study curriculum or selected classes and tests of knowledge and skills may be conducted in a foreign language, provided that such a possibility is made known to students and the list of classes in a given language is provided in the study curriculum. This rule also applies to the completion and defence of diploma theses.
2. Courses offered in a foreign language and the syllabus should be made available to students on the faculty or university website before the commencement of each semester.
 3. The Vice Dean for Education and Student Affairs grants the decision to start education in a foreign language in a given course.
 4. The tutor responsible for the course shall determine the form and language of its completion following the published syllabus.

Chapter 23

Students with special needs, including disabilities

- § 33 1. At the University, activities for students with special needs, including disabilities, shall be undertaken and coordinated by the relevant organizational unit.
2. The University is obliged to adapt, as much as technically, spatially, and financially possible, the conditions of rooms, examinations, and final course tests to the needs of students with special needs, including disabilities.
 3. Upon a request of a student with special needs, including disabilities, the examiners and persons authorized to award credit for a course may set individual dates and forms of examinations or assessments, depending on the type of disability.
 4. With the consent of the Vice Dean for Education and Student Affairs, students with special needs, including disabilities, are allowed to attend classes with a sign language interpreter or an assistant/guide for the mobility and visually impaired.
 5. Assistants/guides or sign language interpreters may participate in assessment sessions or examinations, except when the guides, assistants and interpreters are substantially or professionally related to the course in which the student is taking the examination or assessment.

6. Students with special needs, including disabilities, may, as far as possible, be provided with study aids available at the University.
7. A student with special needs, including disabilities, is always entitled to the necessary assistance from the University staff in using the teaching facilities, materials, equipment, infrastructure, and study aids.

Chapter 24

Conditions and procedures for the preparation of diploma theses

§ 34 1. The diploma thesis is compulsory in the case of second-cycle studies and the case of first-cycle studies insofar as the study curriculum provides for it. In the case of a uniform master's degree program in medicine, a diploma thesis is not required.

2. The diploma thesis is an independent study of a scientific, artistic, or practical problem or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies in each field, level and profile, as well as the ability to conduct an independent analysis and draw conclusions.
3. The written diploma thesis is submitted electronically in the Electronic Student Service System. When submitting the thesis, the student accepts the declaration and the template specified in the Rector's order.
4. The thesis is subject to copyright. The University has priority in publishing a student's diploma thesis. If the University has not published the diploma thesis within 6 months of the date of its defence, the student who prepared it may publish it. In the case of theses prepared by more than one student, the consent of all co-authors is required.
5. If the diploma thesis is a written dissertation, the University verifies it before the diploma examination employing the Uniform Anti-Plagiarism System.
6. Under a valid decision of the Student Disciplinary Committee, if a student is found guilty of committing plagiarism or tampering with the text of the diploma thesis, this student shall not be admitted to the diploma examination and shall be held accountable as stipulated by a regulation of the relevant Minister.
7. The Rector's order specifies university-wide diploma rules.
8. The Vice Dean for Education and Student Affairs defines detailed rules for graduation in a given faculty.
9. The student completes the diploma thesis under the supervision of one academic teacher with at least a doctoral degree.
10. A student should decide on the topic of their diploma thesis before the end of classes in the semester preceding the last semester of studies. The diploma thesis topic must be consistent with the field of study.

11. When determining the topic of the diploma thesis, the student's interests, the possibilities of the University, and the economic needs of the region and the country should, among other things, be taken into account.
12. The thesis supervisor and one reviewer assess the thesis.
13. The reviewer of the diploma thesis should be an academic teacher holding at least a doctoral degree, appointed by the Vice Dean for Education and Student Affairs.
14. In the event of one negative review of the thesis, the Vice Dean for Education and Student Affairs shall appoint a second reviewer whose assessment shall be final.
15. A failing grade by two reviewers disqualifies the assessed thesis as a diploma project. It results in the student being sent to retake the final semester or being removed from the list of students, depending on their performance during studies.
16. Reviews of the diploma thesis shall be open to the public, except a diploma thesis, the subject matter of which is protected by law.

§ 35 1. The closing date for submitting the diploma thesis is the date of acceptance by the supervisor of the final electronic version submitted by the student in the Diploma Thesis Archive (APD) system.

2. The student is obliged to submit the final version of the diploma thesis in the APD system no later than on the last day of:
 - 1) winter retake session: for courses ending in the winter semester;
 - 2) summer retake session: for courses ending in the summer semester.
3. The condition for obtaining credit for the diploma seminar during the final semester of studies, in which the submission of a diploma thesis is required, is submitting the diploma thesis to the Archive of Diploma Theses, entering a review by the reviewer, and obtaining credit for the course Preparation and Submission of a Diploma Thesis, and preparation for the diploma examination.
4. In the absence of the diploma thesis supervisor, which could delay its implementation, the Vice Dean for Education and Student Affairs is obliged to appoint another supervisor for the diploma thesis.
5. In justified cases, upon written request of the thesis supervisor or the student, the Vice Dean for Education and Student Affairs may postpone the closing date for the submission of the thesis by two months from the closing dates listed in Paragraph 2. Such permission shall be granted only once.
6. In the case of resumption of studies, the topic pursued before the student's withdrawal/removal may be continued and taken up with the promoter's consent, or a new one may be assigned but not later than the beginning of the last semester of resumed/repeated studies.
7. Failure to submit the thesis by the aforementioned closing dates shall result in the following:

- 1) Referring the student to retake the final semester of their studies, which is effected solely upon the student's request submitted to the Vice Dean for Education and Student Affairs via the Electronic Student Service System, depending on the student's performance in the course of studies;
- 2) removal from the list of students.

§ 36 1. The language of the diploma thesis is Polish.

2. In the case of classes conducted in Polish, the Vice Dean for Education and Student Affairs may, at the student's request and upon the supervisor's approval, grant approval to prepare a diploma thesis in one of the modern languages, accompanied by a title, abstract and keywords in Polish.
3. In the case of classes conducted in a foreign language, the student prepares a diploma thesis in that language supplemented with a title, abstract, and Polish keywords.

Chapter 25

Diploma examination

§ 37 1. To be admitted to the diploma examination, a student of first-cycle studies whose programme provides for a diploma thesis and a student of second-cycle studies must:

- 1) obtain all the assumed learning outcomes resulting from the study programme and receive a positive thesis from the thesis supervisor and reviewer;
 - 2) clear the thesis through the Uniform Anti-Plagiarism System.
2. Admitting a first-cycle student whose curriculum does not include a diploma thesis to the diploma examination is conditional on achieving all the assumed learning outcomes arising from the study curriculum.

§ 38 1. If the diploma dissertation is obligatory, the diploma examination takes place before a board/committee chaired by the Vice Dean for Education and Student Affairs, or another academic staff member appointed by him/her and employed as a professor or university professor. In addition to the chairperson, the committee works as a panel that includes a supervisor and a reviewer. The committee may be assisted by a second reviewer if need be. In the event of the absence of the supervisor or reviewer due to sick leave or an unexpected event, the committee may be supplemented by the vice-dean for education and student affairs/vice-rector for education and student affairs with an academic teacher with the appropriate competencies.

2. The diploma examination may be open:

- 1) following an application for an open examination submitted by the student or supervisor;
- 2) the Vice Dean for Education and Student Affairs informs about the place and date of the open examination on the department's website at least 7 days before its scheduled date;
- 3) the Vice Dean for Education and Student Affairs shall determine detailed proceedings of an open examination.

3. Diploma examinations in fields of study conducted following the educational standards are conducted under the provisions of these standards.
4. The diploma examination should take place within thirty days from the date of acceptance by the supervisor of the final electronic version of the diploma thesis submitted by the student in the APD system.
5. The Bachelor's/Engineer's/Master's diploma examination is oral. It constitutes a test of the student's knowledge of the field of study and the subject of the diploma thesis.
6. The undergraduate/engineering diploma examination consists of the following:
 - 1) presentation of the thesis by the student;
 - 2) discussion;
 - 3) the student's answers to the committee's questions, two of which are related to the content of the course of study and one of which is related to the subject of the diploma thesis.
7. The Master's diploma examination consists of:
 - 1) presentation of the thesis by the student;
 - 2) discussion;
 - 3) the student's answers to the committee's questions, one of which concerns the educational content related to the field of study and two of which concern issues related to the subject of the diploma thesis.
8. The student must obtain a positive assessment of the thesis presentation and discussion. In assessing answers to questions under Paragraphs 5 and 6, a student may receive one failing grade at most. In the case of receiving more than one failing grade for the answers to the committee's questions, the student receives an unsatisfactory grade from the diploma examination.
9. The grade for the diploma examination is established based on the grade point average obtained from the thesis presentation and its defence answers to the committee's questions. It is graded according to the scale specified in §22 Paragraphs 1 and 2.

§ 39 1. If the study curriculum does not provide for a diploma thesis, the bachelor's or engineering diploma examination takes place before a committee chaired by the Vice Dean for Education and Student Affairs or another academic staff member appointed by them who is employed as a professor or university professor. In addition to the chairperson, the committee shall comprise academic staff members holding at least a doctoral degree. In justified cases, academic staff members with a Master's degree in veterinary medicine and at least three years of experience in a given profession may participate in the committee's work as consultants.

2. The Vice Dean for Education and Student Affairs shall appoint the committee members. They shall represent the organizational units of the Faculty related to the field of study.
3. The diploma examination in engineering or for a bachelor's degree consists of written and oral parts. It verifies the achieved learning outcomes related to the field of study.

4. The grade for the diploma examination is determined based on the average of the positive grades obtained in the written and oral parts. It is graded according to the scale specified in § 22, Paragraphs 1 and 2.

§ 40 1. The diploma examination (in a study curriculum with and without the obligation to complete a diploma thesis) takes place no later than:

- 1) by the end of February for first cycle studies ending in the winter semester;
 - 2) by the end of March for second cycle studies ending in the winter semester;
 - 3) by the end of October for studies ending in the summer semester.
2. In the event of an extension of the closing date for submission of the diploma thesis as referred to in § 35 Paragraph 5, the diploma examination shall take place no later than:
- 1) by the end of April for first cycle studies ending in the winter semester;
 - 2) by the end of May in the case of second-cycle studies ending in the winter semester;
 - 3) by the end of December for studies ending in the summer semester.
3. The Vice Dean for Education and Student Affairs sets the timetable for diploma examinations no later than one month before the final semester of study begins.
 4. The Vice Dean for Education and Student Affairs stipulates detailed rules for the proceedings of the diploma examination, including the examination conducted in a foreign language.
 5. The diploma examination report in a foreign language must be attached to its Polish-language version.
 6. In case of obtaining a failing grade during the diploma examination or an unexcused failure to take the examination on the set date, the Vice Dean for Education and Student Affairs sets a second date, deemed final.
 7. In the event of a student's justified absence from the diploma examination, the Vice Dean for Education and Student Affairs sets a new examination date.
 8. The second examination may not occur earlier than 14 days and not later than 30 days from the first.
 9. In the event of failing the diploma examination on the second date, a decision is taken to remove the student from the list.
 10. Minutes of the examination shall be drawn up and signed by the chairperson and the examination board/committee members. The minutes are then attached to the student's file.
 11. The decision of the committee/board is final.

§ 41 1. The studies are completed after passing the diploma examination and obtaining a sufficient grade. The date of graduation is the date of taking the diploma examination. In the case of uniform Master's studies in the field of medicine, graduation takes place after passing all credits/examinations. The date of graduation in the field of medicine is the date of passing the last credit/examination.

2. The basis for calculating the result of studies which include a diploma thesis (the grade on the diploma) shall be the following:

- 1) the arithmetic mean of the grades for the courses included in the study plan (A);
- 2) evaluation of the diploma thesis by the committee/board based on the grades given by the reviewer and supervisor (B);
- 3) the grade for the diploma examination (C).

The study result is calculated using the formula: $0.6 a + 0.2 B + 0.2 C$.

3. The basis for calculating the result of studies which do not include a diploma thesis (the grade on the diploma) shall be the following:
 - a) the arithmetic mean of the grades for the courses included in the study plan (A);
 - b) the grade for the diploma examination (B).

The study result is calculated using the formula: $0.6 A + 0.4 B$.

4. The basis for calculating the final result of studies in medicine is the arithmetic mean of the grades in the subjects covered by the study plan.
5. In the diploma of graduation, the result of the studies shall be entered according to the rules:
 - a) 4.51 and above very good;
 - b) 4.26 and above good plus;
 - c) 3.76 and above good;
 - d) 3.26 and above satisfactory;
 - e) 3.00 and above sufficient.
6. After passing the diploma examination, the student becomes a graduate of the University and receives a diploma confirming completion of studies in a specific field and profile, as well as a degree together with a supplement, no later than 30 days after graduation.
7. A student of the medical faculty becomes a graduate of the University after passing the required credits and examinations and achieving learning outcomes during the course of studies and receives a diploma of completion of studies in the medical faculty confirming tertiary education and obtaining a professional title, together with a supplement, no later than 30 days from the date of graduation.
8. Before receiving the diploma and the supplement, graduates must settle all obligations/dues towards the University and confirm it by submitting a completed Graduate Student Clearance Form.
9. After a student passes the diploma examination, the written diploma thesis is immediately added to the National Repository of Written Diploma Theses.
10. If in the diploma thesis constituting the basis for the award of the degree, the applicant for that degree has plagiarised a substantial fragment or other elements of another person's work or scientific finding, the Rector shall, by way of an administrative decision, declare the diploma invalid.

Chapter 26

Student mobility

§ 42 1. With the consent of the Vice Dean for Education and Student Affairs, a student at the University may study or implement professional training abroad as part of international programmes or at another Polish tertiary education institution as part of inter-university exchange programmes.

2. A student who has been granted permission to complete a part of their studies at another domestic or foreign tertiary education institution is registered for a subsequent semester of studies after the curriculum has been approved by the Vice Dean for Education and Student Affairs and the minimum number of ECTS credits required has been obtained.
3. If a student obtains fewer ECTS credits than the minimum number of credits required for a semester, the Vice Dean for Education and Student Affairs shall issue a decision on a student to retake a semester.
4. Courses and semesters completed at another tertiary education institution shall be graded by the Vice Dean for Education and Student Affairs at the home institution based on grades and ECTS credits.
5. In exceptional cases, the Vice Dean for Education and Student Affairs may oblige the outgoing student to complete specific courses resulting from curriculum differences in the assumed learning outcomes after returning from the exchange within the agreed timeframe and procedure.

Chapter 27

Tuition fees

§ 43 1. The University shall charge tuition fees following Paragraph 79, Point 1 of the Act, and other fees following Paragraph 79, Point 2 of the Act.

2. The Rector's order shall determine the amount and rules for charging tuition and other fees, including the conditions for exemption from such fees.
3. The setting of fees referred to in Paragraph 2 shall require the consultation of the student council.
4. The University shall make information on fees available in the Public Information Bulletin on the University's website.

Chapter 28

Awards and distinctions

§ 44 1. Students who excel in academic performance, sports and extra-curricular activities in a given academic year, as well as exemplary performance of their obligations and discipline, are granted:

- 1) awards founded by state institutions, scientific societies, and social organizations: following the regulations binding for these awards;
- 2) awards and distinctions of the Rector of the University, including:

- badge of honour: Best Student of the Bydgoszcz University of Science and Technology;
 - badge of honour: Best Graduate of the Bydgoszcz University of Science and Technology.
2. Prizes and distinctions for academic achievements referred to in Paragraph 1 Point 2) may be awarded to:
 - 1) students who have completed a semester (year) of study and have achieved a grade point average of at least 4.0;
 - 2) graduates with a final degree result of no less than 4.85.
 3. Detailed rules and procedures for granting awards and distinctions referred to in Paragraph 1, Point 2) and Paragraph 2 are stipulated by pertinent regulations issued by the Rector.

Chapter 29

Transitional and final provisions

§ 45 1. In order to pass a semester and an academic year for students who started their studies in years preceding the academic year 2021/2022, it is necessary to fulfil all requirements specified in the study curriculum, including obtaining the required number of ECTS credits:

- 1) for full registration for the following semester: obtaining not less than 30 ECTS credits or the number of ECTS credits provided for in the curriculum for part-time students;
 - 2) for conditional registration: obtaining at least 50% of the number of ECTS credits indicated in the curriculum each semester, but not less than the minimum required for conditional registration in the given field of study.
2. The values of the minimum number of ECTS credits required to complete a semester and the point debt allowing for the continuation of studies in subsequent semesters and years referred to in Paragraph 1, as well as the conditions for registration for the final semester of studies, are defined in resolutions of the Senate of the University for individual fields of study.
 3. A student of an n semester shall be registered conditionally for semester $n + 1$ when they fulfill all the following conditions at a time:
 - 1) obtaining at least 50% of the ECTS credits for the courses planned for the n semester, but not less than the minimum number of ECTS credits necessary to complete the n semester;
 - 2) for courses scheduled for semesters from 1 to n , has obtained at least x ECTS credits in total of the ECTS credits planned (achievable) for each semester from 1 to n ;
 - 3) having fulfilled all other requirements under the study curriculum and these regulations, including paying the required fees.

§ 46 1. Students who began their course of study in the years preceding the academic year in which these regulations are introduced shall continue to follow the study curriculum drawn up based on the previous regulations until the end of their planned study period. In the case of a student retaking a semester of study, taking a leave of absence from classes, or resuming studies, students

shall follow the same study programme as for a given course of study. They shall be subject to the semester and year credit rules applicable to a given course.

2. In cases commenced and not closed before these Study Regulations become effective, the provisions of the previous regulations shall apply.
3. The conditions for completing studies in fields of study in which educational standards apply are specified in separate regulations.
4. Due to personal data protection, the Registrar's Office does not disclose information about students and their progress to third parties (including parents) without the student's written consent.
5. The provisions of these Study Regulations do not apply to doctoral studies, post-graduate programmes and further education and training courses.
6. The Rector shall decide on matters concerning the order and mode of study not covered by these Regulations.
7. In cases of emergency, specific provisions of these Regulations may be amended by supreme legal acts to which these regulations must adhere. An extraordinary situation is a set of factual and legal circumstances resulting from socio-economic, environmental, and legal changes that could not have been prevented.
8. These Study Regulations shall become effective on 1 October 2025.