REGULATIONS OF THE STUDIES AT THE CARDINAL STEFAN WYSZYŃSKI UNIVERSITY IN WARSAW

I. GENERAL PROVISIONS

§ 1

1. The “Regulations of the Studies at the Cardinal Stefan Wyszyński University in Warsaw”, hereinafter referred to as the “Regulations”, regard the students who undertake education in the mode of the first-cycle studies, second-cycle studies and long-cycle studies, both as full-time studies and part-time studies.

2. The principles and the conditions of the admission to the University are provided for in the “Act on higher education” of 27 July 2005 (Journal of Laws of 2012, item 572, as amended), hereinafter the “Act” and in the Resolution of the Senate, publically announced no later than by 31 May of the year preceding the academic year to which the Resolution pertains.

3. The Cardinal Stefan Wyszyński University in Warsaw, hereinafter the "University", may collect fees for the studies and for the educational services rendered which are indicated in the Act. The subject and the amount of the fees for the educational services shall be determined by the Rector. The Senate of the University shall define the detailed principles of collecting the fees, including the mode and the conditions of exempting the students from paying them.

§ 2

1. The students realize their studies within the specified department, field of study, form and learning profile. The Faculty Council may determine the specialties (majors) conducted as part of the field of study and the learning profile.

2. At the University the first-cycle studies last for six or seven semesters and the obtaining of the course credits for the aforementioned number of semesters provides the student with the minimum amount of, respectively, 180 or 210 ECTS points. The period of those studies shall include also the student internship in the profession, if it is provided for in the curriculum.

3. The second-cycle studies last for three or four semesters, for which the student receives, respectively, the minimum of 90 or 120 ECTS points. The period of those studies for the part-time students who hold the diploma of the completion of the studies at a field of studies not corresponding with the field of the second-cycle studies may be prolonged, on the strength of a resolution of the appropriate Faculty Council by one semester, in order to complement the indispensable learning outcomes specified in the curriculum of the first-cycle studies.
4. The long-cycle studies last for ten or twelve semesters for which the student obtains minimum 300 or 360 ECTS points.

5. The University conducts studies in the form of full-time studies and part-time studies.
   1) the full-time studies require the direct participation of the academic teachers and students at least in the 50 percent of the didactic classes;
   2) the part-time studies may be conducted in the following mode:
      a) extramural in the form of weekend sessions – consisting in organizing studies in the form of two-day or three-day reunions,
      b) extramural in the form of consultations – consisting in organizing the studies in a mode which requires the direct participation of academic teachers and students at least in 30 percent of the didactic classes in the form of consultations,
      c) extramural in the form of evening classes – consisting in organizing studies in the mode of evening didactic classes during a business week.

6. Irrespective of the form of the studies in the determined field of study, the University shall ensure that the alumnus obtains the same learning outcomes.

§ 3

1. The person admitted to the University acquires the student rights at the moment of the matriculation and at the moment of taking an oath defined in Appendix no. 6 to the Statutes of UKSW, hereinafter, the "Statutes". The Students are eligible for acquiring the appropriate certificates as of the moment of delivering the decision about the admission to the studies.

2. The Student receives the Student Id Card and the student’s record book at his or her request. Those documents are issued against payment. The amount of the fees is described by separate provisions.

3. The student’s record book is a document demonstrating the course of the studies. It remains the property of the Student and it does not belong to the documentation used for settling the particular years of the studies, while taking into account section 4.

4. In all the fields of study at the Theological Faculty the student’s record book is a document used for settling the particular years of the studies. Each student in the given field of study at this Faculty shall receive the student’s record book.

5. The University shall provide for the Student the access to the documentation of the studies conducted in the electronic form through the USOSweb system.

6. The Student ID Card is a document confirming the Student’s status. The validity of the Student ID Card is confirmed at the Dean's Office every semester.

7. The Student shall have the right to hold the Student ID Card and to have its validity extended by the following date:
   1) completion of the studies;
   2) suspension in the student rights;
   3) legally binding removal of the Student from the list of the students;
4) in the case of the alumni of the first-cycle studies – by 31 October of the year of completing those studies.

8. After completing the studies the alumnus shall obtain a diploma certifying the completion of the studies and a supplement to the diploma. The template of the diploma and of the supplement are described in separate regulations.

§ 4

1. The supervisor and the coordinator of all the students of the University shall be the Rector.
2. The Rector conducts the general supervision of the matters related to the admission, the didactic process and the course of the studies.

§ 5

1. In the matters not restricted to the competences of the Rector and of the Faculty Council, the supervision of the realization of the curriculum of the studies shall be conducted by the Dean. The Dean shall take decisions in all the matters connected with the course of the studies at the Faculty.
2. The Student shall have the right to apply against the Dean’s decision to the Rector within 14 days. The applications against the Dean’s decision shall be submitted through the Dean of the appropriate Faculty, who will submit the application to the Rector along with his or her own opinion attached. The Dean shall submit the application within 7 days.

§ 6

1. The Dean may authorize the Associate Dean or the Director of the Institute to conduct the students’ matters or he or she may appoint a plenipotentiary for those matters.
2. The Faculty Council, by Resolution, may authorize the Council of the Faculty Institute conducting independently a separate field of study to exercise some of its competences in relation to the course of the studies described in these Regulations. Such an authorization shall not regard the competences described in art. 68 section 1 of the Act.
3. The Dean shall immediately notify the Rector in writing about granting the authorization or establishing the plenipotentiary described in sections 1 and 2.

§ 7

1. The exclusive representative of all the students studying at the University shall be the bodies of the Students’ Union.
2. The appropriate bodies of the Students’ Union are entitled to express their position in all the matters regarding the students.
§ 8

1. The Coordinators of the students’ organizations at the University shall be appointed by the Rector.
2. The Coordinators of the students of the particular years or fields of study, as well as the Coordinators of the students associated in the students’ research groups shall be appointed by the Dean in the mode defined in the Statutes.
3. The Coordinator oversees the realization of the didactic process, the satisfying of the scientific, social, cultural and spiritual needs of the students and he or she may submit motions and proposals in such matters to the Rector and to the Dean, as well as to the bodies of the Students’ Union.

II. ORGANIZATION OF THE STUDIES

§ 9

1. The academic year commences on 1 October and lasts till 30 September of the following year.
2. The academic year comprises:
   1. two semesters of didactic classes: the Fall Semester and the Spring Semester (subject to section 2),
   2. in the case of selecting the year of studies with a practical profile, which year in its curriculum includes a three-month professional internship, the academic year is divided into three semesters (trimesters);
   3. four exam periods, including three sessions with no didactic classes: fall session, spring session and summer resit exam period;
   4. internship or field exercises;
   5. winter break and spring break, which in total last for not less than 6 weeks, including at least 4 weeks of the uninterrupted spring break (i.e. summer holidays).
3. The general plan of the organization of the academic year, including the exam periods, shall be defined by the Rector, while taking into account the following principles:
   1) during the full-time studies:
      a) each semester comprises 15 didactic weeks,
      b) two trimesters comprise 3 didactic months each and one trimester comprises 3 months of the professional internship,
   2) during the part-time studies:
      a) in the extramural mode in the form of weekend sessions each semester comprises not less than 5 two- or three-day reunions,
      b) in the extramural mode in the form of consultations each semester comprises didactic consultations organized not less frequently than once every 2 months,
      c) in the extramural mode in the form of evening didactic classes each semester comprises at least three evenings in each didactic week, as defined for the full-time studies.
4. The exam period may not last less than 8 consecutive calendar days.
5. The examiners shall notify the students about the dates of the exams in the Fall Semester by 10 January, in the Fall Resit Exam period within 5 days of the last day of the Fall exam period, in the Spring Semester by 15 May and in the Spring Resit Exam period by 30 June. That information is published on the website of the Faculty.

§ 10

1. The basic language of the lectures and the degree dissertations in the University is the Polish language.
2. The didactic classes during the studies, the testing of knowledge or abilities may also be conducted in a foreign language, within the scope and on the conditions described in the curriculum.
3. At the request of the tutor supervising the degree dissertation, the Dean may give his or her consent to writing it in a foreign language and for taking the degree examination in the same language. In this case, it is obligatory to include in the work presented its title and its summary in the Polish language.

§ 11

1. Before commencing the semester the Student shall have the right to access the information about the principles of obtaining the course credits in the particular subject, about the curriculum, about the assumed learning outcomes, the scope of the material for the examination or for the mid-term/ final test and about the recommended literature. The course credits for the attendance in classes or for the completion of the course regarding the particular subject are obtained on the basis of the criteria defined in the syllabus. At the request of the Student, the Dean may invalidate the result of the exam or the course credits if an academic teacher has applied the evaluation criteria other than those described in the syllabus. The application shall be submitted within 7 days of the date of the announcement of the results.
2. Only academic teachers who have an academic title or an academic degree are allowed to conduct lectures or examinations.
3. The master thesis seminars may be conducted by academic teachers who have a post-doctoral degree (or title) (i.e. PhD with “habilitation”). The Faculty Council may also authorize academic teachers who have the doctoral degree (PhD) to conduct master thesis seminars.
4. The undergraduate thesis seminars may be conducted by academic teachers who have an academic title or an academic degree.
5. The criteria regarding the qualifications to the undergraduate thesis seminar in the particular domain should be generally available at the given Faculty.

§ 12

1. The didactic classes may be conducted with the use of the distance learning methods, while taking into account the conditions defined by the minister responsible for the matters of the higher education.
2. The Student, with the consent of the Dean, may realize a part of the studies at another university in Poland or abroad, on the basis of the principles described in the regulations on the students’ mobility.
programmes, in the agreements for the cooperation with other universities or on the basis of individual agreements. The Decision of the Dean describes the conditions of the realization of the curriculum (i.e. degree programme).

3. The Student of the final year of the second-cycle studies or the long-cycle studies may, on the basis of the provisions defined in § 160 of the Statutes of the University, carry out an internship preparing him or her for undertaking the duties of an academic teacher and the Student may obtain, from the University’s own funds, a scholarship on the basis of the principles described in the Resolution of the Senate.

§ 13

1. The studies are carried out according to the curricula, of which the plans of the studies established by the Faculty Council, after obtaining the opinion from the body of the Students’ Union for the given Faculty, in accordance with the provisions of the Act, the Apostolic Constitutions “Sapientia Christiana” and “Ex corde Ecclesiae”, the Statutes of the University and the Guidelines issued by the Senate.

2. At the University individual interdisciplinary studies may be conducted, covering at least two areas of education and leading to obtaining a diploma at least in one field of study. The council of the inter-faculty organizational unit of the University established by the Senate defines the curricula, the plans of studies and the manner of conducting the documentation of the course of the studies. The Council is appointed by the Rector, after obtaining the opinion of the Senate.

3. The curriculum shall define the profile of the alumnus, the learning outcomes, the subjects and the classes connected with them, while simultaneously providing the time dimensions, as well as the mode of obtaining the course credits and ECTS points.

4. The plan of studies is a schedule of the realization of the disciplines included in the curriculum. The curriculum and the plan of the studies are made available on the website of the Faculty.

5. The schedule of the courses and the names of the teachers assigned to the particular subjects are indicated in the timetables of the classes.

6. The timetable of the classes, validated by the Dean, is announced to the students, at the latest, at 14 days before the start of the semester.

§ 14

1. The students’ professional internship is mandatory for the students of the fields of study with a practical profile, whereas for the students of the fields of study with a general academic profile the professional internship is mandatory if it is provided for in the curriculum.

2. The type and the dates of the internship shall be defined by the plan of the studies for the given field of study and specialty, whereas the number of the hours and the form of the internship shall be defined by the internship programme, validated by the appropriate Faculty Council.

3. The internship shall be carried out:
1) within the deadline indicated in the plan of the studies;
2) in the period in which there are no didactic classes or during the period in which the didactic classes are conducted, provided that it does not interfere with the course of the studies;
3) in an institution selected from the list issued by the Career Centre of UKSW or selected independently by the students, the profile of which institution is compliant with the curriculum.

4. In exceptional cases, at the request of the Student, the Dean may give his or her consent to carrying out the internship earlier or to carrying out the internship not included in the curriculum.

5. The condition for obtaining the course credits for the internship is the fulfilment of the tasks formulated in the internship programme, the accomplishment of the assumed learning outcomes, the submitting by the student of the appropriate documentation in the Polish language, containing the description of the duties performed, the dates of the internship and the opinion of the coordinator supervising the Student’s work in the said institution about the course of the internship.

6. The entity deciding about the validation of the internship is the Plenipotentiary of the Dean for Internship, who gives the course credits to the Student’s after verifying the assumed learning outcomes.

7. Within 21 days of the concluding of the internship during the academic year, at the latest, the Student is obligated to submit to the Career Centre of UKSW the documentation, along with the document attesting the validation of the internship by the Plenipotentiary of the Dean for Internship. The exception is the summer internship, which should be settled within 21 days into the new academic year.

8. The failure to obtain the validation of the internship shall involve the necessity for repeating it.

9. For accomplishing the internship the Student shall be granted ECTS points, whose number shall be determined by the Faculty Council in the curriculum.

10. The detailed principles of documenting the carrying out and the validating of the professional internship shall be defined in the regulations of the students’ internship in UKSW.

§ 15

1. The University, taking into account the particular interests and talents of the students, enables them to individually select the content, methods and forms of learning. That selection is realized thanks to the flexible system of studies and the possibility of studying according to the individual curriculum and the plan of studies.

2. The individual curriculum and the plan of studies may be requested by the Student who has fulfilled one of the conditions listed below:
   1) has obtained the course credits for the first year of the first-cycle studies;
   2) has obtained the course credits for the first semester of the second-cycle studies;
   3) has obtained the course credits for the first year of the long-cycle studies.

   In the particularly justified cases, the Dean may validate the individual curriculum and the plan of studies at the earlier stage of the studies.

3. The Student applying for the individual curriculum and the plan of studies should:
   1) address an academic teacher who has an academic title or an academic degree with a request to
become the student’s tutor;
2) together with the tutor establish a curriculum and the plan of studies and submit it to the Dean for validation.

4. The individual curriculum and the plan of studies shall be validated by the Dean and the controlling of its realization shall be conducted in the same mode as the controlling of the progress in the education of the remaining students.

5. At the common request of the student and the tutor the proposals of changes regarding the course of the studies may be submitted to the Dean. The decision about introducing the changes shall be taken by the Dean.

6. In the case of the difficulties in the realization of the individual curriculum and the plan of studies, the Dean, in cooperation with the tutor, shall take a decision about the further realization of the said curriculum and the plan, about changing them or about withdrawing his or her consent.

7. The Faculty Council may establish the specific conditions of conducting the individual curriculum, of which the plan of the studies.

§ 16
1. The University enables the particularly gifted secondary school students, hereinafter the “secondary school students”, to participate in the classes provided for in the course of studies, in the fields of study corresponding with their talents, on the basis of the agreements concluded between the University and the secondary school.

2. The rights and the duties of the secondary school students shall be specified in the agreement described in section 1.

§ 17
1. The University enables the students to undertake studies as a result of confirming the learning outcomes.

2. As a result of the confirmation of the learning outcomes, it is possible to apply for the studies for the person holding:
   1) a certificate of completion of secondary education and at least five years of the professional experience – in the case of applying for the first-cycle studies or for the long-cycle studies – and in the case of the graduates of the teachers’ training colleges, the teachers’ training colleges for the teachers of foreign languages and the colleges for the social workers is not required to meet the condition of having a five-year professional experience;
   2) professional title of the bachelor's degree, the engineer's title or their equivalents and at least three years of the professional experience after the completion of the first-cycle studies – in the case of applying for the second-cycle studies;
   3) professional master’s degree or its equivalent and at least two years of the professional experience after the completion of the second-cycle studies or long-cycle studies – in the case of applying for the admission for another field of study;

3. The learning outcomes are verified by the specially appointed Rector’s committees within the scope
corresponding with the learning outcomes included in the curriculum of the determined field of study, level and learning profile.

4. As a result of confirming the learning outcomes it is possible to give a course credit to the student for not more than 50 percent of the ECTS points assigned to the given curriculum of the determined field of study, level and learning profile.

5. The Senate of the University establishes the organization of the process of confirming the learning outcomes, of which:
   1) principles, conditions and the mode of confirming the learning outcomes,
   2) manner of appointing and the mode of acting of the commission members verifying the learning outcomes.

6. The person admitted to the studies as a result of confirming the learning outcomes shall submit an application for appointing an academic teacher who has an academic title or an academic degree as the Student's tutor, in order to establish together the individual plan of the studies and then to submit it to the Dean.

III. ORGANIZATION OF THE STUDIES TAKING INTO ACCOUNT THE PARTICULAR NEEDS OF THE STUDENTS WITH DISABILITIES

§ 18

1. The University takes actions for eliminating barriers in the access to education for the persons with disability, in order to ensure for them the full participation in the learning process and in scientific research.

2. The Deans are obligated to organize didactic classes, tests, examinations and to set the criteria for course credits in such a manner that the needs of the students with disabilities, resulting from their psychological and physical conditions and abilities, should be fulfilled.

3. At the University there is the Plenipotentiary of the Rector for Students with Disabilities, whose duties include analysing, giving opinions on and initiating the implementation of solutions which facilitate the pursuing of studies by such persons.

4. The students who have the certification of disability may have the right to the following:
   1) prolonging the duration of examinations, maximum by 50 percent;
   2) substituting the written form of the examination with the oral one and vice versa;
   3) postponing the date of the examination if, due to the specific nature of the disability, the Student is unable to take the examination on the scheduled date.

5. The decisions regarding the changing of the organization of the studies shall be taken by the appropriate Dean, at the request of the Student. The Plenipotentiary of the Rector for Students with Disabilities shall previously issue an opinion to the said request.

IV. BASIC RIGHTS AND OBLIGATIONS OF THE STUDENT
§ 19

The Student has the right to:

1) acquire knowledge in the selected field of study, develop his or her scientific interests, have the assistance of the academic teachers and of the bodies of the University, use the rooms, equipment and means, as well as all the library resources of the University in accordance with the applicable provisions of the law;
2) study according to the individual plan of the studies and the curriculum, according to § 15;
3) co-participate in taking decisions by the collegiate bodies of the University through the representatives of the students;
4) submit to the authorities of the University postulates regarding the plans of the studies, the curricula, the matters connected with the process of teaching and educating students, as well as the social and economic conditions.
5) join the student organizations existing at the University and establish new ones;
6) participate in the research conducted by the University;
7) develop his or her cultural, tourist and sporting interests, making use, to this end, of the equipment and the means of the University, as well as taking advantage of the aid of the academic teachers and the bodies of the University;
8) obtain a transfer to another field of study or to/from another university or to resume studying, according to § 21 – 24;
9) participate in open classes of other fields of study;
10) take examinations before the exam period, according to § 27 section 1;
11) participate in the classes conducted for students of the higher years, according to § 27 section 2;
12) take resit examinations, according to § 31 section 1;
13) take resit examinations before a commission (Polish: egzamin komisyjny), according to § 32;
14) take advantage of leaves, according to § 36 – 38;
15) receive awards and distinctions, according to § 39 and 40;
16) undertake paid work, which may not constitute the basis of applying for the exemption from the participation in mandatory classes;
17) receive training with regard to the rights and obligations of the student;
18) retain the rights of the student by 31 October of the year in which the Student completed the first-cycle studies, except the right to material aid.

§ 20

1. The basic obligations of the Student include:

1) acting in compliance with the content of the oath taken, in particular:
   a) taking advantage of the didactic offer of the University in an ethical manner;
   b) fulfilling the duties connected with the studies in a timely manner, of which completing the
studies within the required period;
c) respecting the academic rights and customs;
d) upholding the good name of the University and its traditions;
e) respecting the property of the University;

2) complying with the organizational decisions of the Dean, in particular:
   a) within the date specified by the Dean, enrolling for the classes in the USOSweb system,
      participating in those classes and obtaining the course credit for the classes, as well as taking
      examinations in accordance with the plan of the studies and the schedule of the examination
      session, after previously fulfilling the specific requirements connected with those classes, credits
      and examinations;
   b) immediately informing the Dean’s Office about changing the name or the address;
   c) immediately notifying the appropriate organizational unit of the University about any changes to
      the Student’s economic situation, if such changes have an impact on the possibility of being
      granted material aid or on the amount of such aid;
   d) effecting payments for the educational services in a timely manner, according to the concluded
      agreement for effecting payments for the educational services and according to the general
      regulations of the University.

2. The confirmation of the fulfilment by the Student of all his or her duties towards
   the University after completing the studies is a filled in clearance form, submitted to the Dean’s Office of the given Faculty,
   the template of which clearance form constitutes an Appendix to the Regulations.

§ 21

For violating the principles applicable at the University and for committing acts which are contrary to the
dignity of the student, the Student shall render himself or herself liable to disciplinary action before the
disciplinary commission or before the court of the Students’ Union, on the basis of the principles described in
section IV, chapter 6 of the Act.

V. TRANSFERS AND RESUMING THE STUDIES

§ 22

1. The transfers may be effected as of the second year of the studies and, with the consent of the Rector, in
   the particularly justified cases, also during the first year of the studies. The transfers shall be realized by:
   1) transferring the Student to another university, provided that the Student has fulfilled all the duties
      towards the University;
   2) transferring the Student from another university (including foreign universities), if the student has
      fulfilled all the duties resulting from the provisions applicable in that university;
   3) changing the form of the studies;
   4) changing the field of study.
2. The detailed conditions of the transfer shall be established by the Faculty Council by a resolution and they should be announced to the students. The persons removed from the list of the students at another university may undertake studies at the University on the principles of the admission to the first year of studies. The Dean may recognize the accomplishments of the Student at the previous university on the basis of the principles specified in the “Decision on the conditions and on the mode of transferring the course credits of the students” of the Minister of Science and Higher Education.

3. The transfers of the students may not lead to the increasing of the number of the students of the given year in excess of the limit adopted by the Faculty Council for the particular fields of study or specialties. The students repeating a year shall not be included in the aforesaid limit.

4. The resuming of the studies in the year of the studies following the year for which the Student has last received credits with regard to the first-cycle studies and, respectively, second-cycle studies, as well as the long-cycle studies, may be applied for by a person who has been removed from the list of the students of the University after obtaining credits for at least first year of those studies.

5. The person removed from the list of the students of the long-cycle studies at the University may apply for resuming the studies in:
   1) the year following the year of the long-cycle studies for which the Student has received credits, if such studies are still conducted,
   2) second year of the first-cycle studies, if the long-cycle studies are not conducted anymore and if the aforementioned person has received credits for the fist year of such studies before the removal of his or her name from the list of the students,
   3) third year of the first-cycle studies, if the long-cycle studies are not conducted anymore and if the aforementioned person has received credits for the second or higher year of such studies before the removal of his or her name from the list of the students,

6. The person who, after being removed from the list of the students of the University at the fifth year of the long-cycle studies, has resumed the studies and then has completed the first-cycle studies and has been admitted to the second-cycle studies, undertakes those studies according to the individual plan of the studies, validated by the Dean.

7. The payment for resuming the studies by the Student who has been removed from the list of the students of the University for the unsatisfactory educational results, shall be calculated according to the same principles as the payment for repeating a year of the studies.

8. The person removed from the list of the students of the University may resume the first-cycle studies or the second-cycle studies only once and in the case of the long-cycle studies – twice.

§ 23

1. The decisions on the transfers and resuming studies described in § 22 shall be taken by the Dean.

2. The Student who has been transferred from another university, including a foreign one, or from another field of studies conducted at the University, shall obtain the course credits on the basis of the conditions and the mode of transferring the accomplishments, as defined in separate regulations.
3. The Student transferred to a different year of the studies or resuming the studies is obligated to remedy the gaps resulting from curricular differences. The dates for the completion of the curricular differences and the list of such differences shall be defined by the Dean.

4. The failure on the part of the Student to remedy in a timely manner those curricular differences defined by the Dean may constitute the basis for removing the Student from the list of the students due to the lack of progress in learning.

§ 24

The re-admission to the studies of the person who has been removed from the list of the students during the first year of studies shall take place on the basis of the general principles of the admission to the university studies.

VI. OBTAINING COURSE CREDITS FOR THE GIVEN YEAR

§ 25

1. The period in which the students’ credits are validated is the academic year. The transfer and the accumulation of the ECTS points are finalised in a semester cycle.

2. In order to pass a year of study, the student must meet all the requirements and, in particular: obtain credits for the courses (Polish: “zaliczenie”), take the examinations, carry out the required internships, obtain at least 60 ECTS points (and in the case of undergraduate engineering studies which last an odd number of semesters – at least 30 ECTS points during the final year of the studies), which are specified in the plan of studies for the given academic stage.

3. If the given course includes lectures, practical classes, seminars, laboratory classes or other types of classes and the plan of studies specifies that they need to be completed and confirmed with the course credits in order for the student to be admitted to the examination, the student may only be admitted to the examination on the condition that he or she has obtained the abovementioned course credits.

4. The Rector determines the conditions of exempting the students from participating in classes and the conditions of taking foreign language examinations.

5. The crediting of the course is effected by entering the student's credits in the course protocol in the USOweb system, in the student’s periodic achievement form (if such a form is required), according to the grading scale specified in § 29 section 1, as well as in the student’s record book at the Faculty of Theology or, at the student's request, in the student’s record book at other faculties.

6. If the plan of the studies does not provide for obtaining the course credits for the given classes connected with the course, section 5 applies accordingly.

7. The obtaining of the course credits for which a grade is not required, shall be effected by entering a “pass” inscription in the course protocol in the USOweb system, in the student’s periodic achievement
form (if such a form is required), as well as in the student’s record book at the Faculty of Theology or, at the student’s request, in the student’s record book at other faculties.

8. All the academic teachers are required to document the examination results and the course credits in the course protocols, in the electronic form in the USOSweb system, as well as in the printed form with their signature. The date of submitting the protocols in the printed form is determined by the Dean, however it should not exceed 7 days of the last day of the re-sit examination period in the given semester.

9. The positive grade entered in the course protocol is final. In the cases of the disparities between the grades in the course protocol and in the student’s achievement form, the grade which is recorded in the course protocol, is assumed to be final.

10. The Faculty Council assigns ECTS points to the given course and to obligatory internships in accordance with the rules specified in the Decision of the Ministry of Science and Higher Education on the conditions and mode of transferring the course credits obtained by the student.

11. The minimum number of points in the system used for accumulating and transferring the student’s achievements for the foreign language courses and for the Physical Education courses, as well as for other courses run by the non-faculty university units is determined by the appropriate Vice-Rector for Teaching, in consultation with the heads of the appropriate non-faculty university units.

§ 26

The plan of studies may not require the student to take more than eleven exams a year and more than six exams in one semester.

§ 27

1. The student has the right to take an examination at any time before the examination period, on the condition that the date of the examination has been set by the examiner and the student has obtained the course credits (recorded by the course instructor), which is the prerequisite for the admission to the examination. The examiner has the right to make the admission to the examination before the examination period depend on additional conditions, which have been specified in the syllabus.

2. The student may, with the Dean’s consent, participate in classes, obtain the course credits and take exams in the selected courses designated in the plan of studies for the higher years, on the condition that the student has taken exams and obtained all the course credits which are required in order to be admitted to the said course. The student who has obtained such a consent is required to take the exams and to obtain the course credits from that course.

3. The student shall take the examination in the given course with the given course instructor or with a person authorized by the Faculty Council.
4. The examiner may decide that in order to admit the student to the examination the student should present at the Faculty of Theology his or her student’s record book, periodical achievement form (if the student has received it in a printed form), and, in justified cases, additionally a document with a photograph confirming the student’s identity (in particular the Student ID Card, identity card, passport, driving license).

5. The examiner is required to announce the result of the written examination within two weeks of the examination date, subject to §25 section 8. This provision shall apply accordingly to the persons conducting a course which ends with obtaining course credits with a grade or without a grade, in the case in which the credits for the said course are awarded on the basis of a written work.

6. The examiner is obligated to enable the students to view their examination papers within 30 days of the announcement of the results. This provision shall apply accordingly to the persons conducting courses which end with obtaining course credits with a grade or without a grade, on the basis of submitting a written work.

§ 28

1. A student taking part in the research work or in the implementation work may be exempted from participating in the classes if the subject of the said work is related to that of the classes.

2. The student’s participation in the works of a scientific camp may constitute the basis for obtaining a credit for a part of or for the entire professional internship, on the condition that the programme of the camp corresponds to the requirements described in the curriculum for the given internship.

3. The credits and exemptions enumerated in sections 1 and 2 are granted according to the rules specified by the Dean.

§ 29

1. The following grading scale is applied to the exams and the credits for the courses:
   - Very good – 5.0;
   - Good plus – 4.5;
   - Good – 4.0;
   - Satisfactory plus – 3.5;
   - Satisfactory – 3.0;
   - Unsatisfactory – 2.0.

2. In order to ensure the fair transfer and the recognition of the grades of the foreign students who have carried out their studies at the University, a system of the interpretation and calculation of the grades has been created at every field of study, called the “ECTS grading table”.

3. The students, who have obtained a course credit at a different university, including a foreign university, and have obtained the learning outcome specified by that university, shall be given a grade assigned by the Dean according to the following scale:
   - above 90-100% – 5.0;
above 80-90% – 4.5;
above 70-80% – 4.0;
above 60-70% – 3.5;
60% and lower – 3.0;

unless an ECTS grading table has been attached to the credits list.

§ 30

The average from each stage of the studies (semester, year, the whole cycle of the studies) is calculated as an arithmetic mean of all the grades recorded in the course protocol, in accordance with the curriculum of the given stage of the studies.

§ 31

1. The student who has obtained all the course credits before the examination period (recorded in the student’s record book), which course credits are a prerequisite for the admission to the examination, and receives a failing grade in the examination, shall be entitled to resit the examination once.

2. If the student fails to obtain the course credits in order to be admitted to the examination before the examination period, he or she should obtain the course credits during the re-sit examination period. If the student succeeds in obtaining the course credits, he or she is entitled to take the examination during the re-sit examination period. Should the student fail to obtain the course credits, he or she will receive a fail grade in the examination. The student may request the Dean to set a third date of obtaining the course credits, provided that he or she fulfils all the requirements specified in the syllabus.

3. In the case of the unauthorised absence from the examination the student shall lose the right to take the examination on the first date of the examination session, without receiving any grade. If it is an absence on the first date of the examination session, the student shall be entitled to take the examination on the second date of the examination session in the re-sit examination period.

4. In the case of the unauthorised absence from the examinations on both dates the student shall receive a fail grade in the said examination. The unauthorised absence during the exams in all the courses on both dates of the given examination period may result in the removing of the student’s name from the list of the students due to the lack of academic progress.

5. In the case of the absence due to illness or other circumstances, which absence is justified by the Dean, at the examination on the first or on the second date of the examination session, the student shall retain his or her right to take this examination on a another date set by the Dean in consultation with the examiner, however, not earlier than within 7 days of the date of the examination.

§ 32

1. Within seven days of the date of the announcement of the re-sit examination the student is entitled to file an application for a re-sit examination before a commission (Polish: "egzamin komisyjny").
2. During each academic year the student is entitled to file an application for only two additional re-sit examinations before a commission.

3. The Dean shall give his or her consent to an examination before a commission only in the cases in which the student has taken a re-sit examination and received a fail grade.

4. The date of the re-sit examination before a commission is set by the Dean. The examination before a commission must be held within 7 to 14 days of the date of filing the application.

5. The personal composition of the three-person commission which conducts the re-sit examination before the commission comprises the Dean or a person authorized by him or her as the chairperson, the previous examiner and a specialist on the subject on which the examination is conducted, appointed by the Dean.

6. The previous examiner may not chair the examination commission.

7. At the student’s request (whose request must be submitted at minimum three days before the examination), an academic teacher or the representative of the body of the Students’ Union designated by the student may join the commission as an observer.

8. The Dean shall take one of the following decisions concerning the student who fails to pass the examination before the commission:

   1) to conditionally allow the student to continue his or her education in the next year of the studies, provided that the conditions specified in § 33 section 1, item 3 are met;
   2) to decide that the student should repeat a year, subject to the limitations specified in § 33 section 2 and 3;
   3) to remove the student from the list of the students if it is impossible for the Dean to give his or her consent to a conditional admission of the said student to the next year of studies or to the repeating of a year by the student.

§ 33

1. The Dean shall take one of the following decisions concerning the student who fails to obtain the course credits for the given year by 30 September:

   1) to remove the student’s name from the list of the students;
   2) to decide that the student should repeat a year of studies;
   3) to conditionally allow the student to continue his or her education in the next year of studies if the student fails to obtain credits for:

      a) maximum two courses – regardless of the number of ECTS points or
      b) courses for which the total value of ECTS points is not higher than 12 ECTS points.

The course may be credited conditionally, if, according to the curriculum, the lack of the credits does not prevent the student from continuing the studies.

2. The first year students may be directed to repeat a year only in exceptional cases and in social hardship. This limitation does not apply to the students of the first year of the second-cycle studies.

3. The given year of studies may not be repeated more than once.
4. The given course may not be credited conditionally more than once. The student who has not obtained credits for a course for which the provisions regarding the conditional credits are applicable may not be directed to repeat a year.

5. The Dean may decide to remove the student's name from the list of the students in relation to the circumstances specified in sections 3 and 4.

6. If the curriculum of the studies has been changed to such an extent that the course the student failed to obtain credit for cannot be repeated, the Dean shall determine the form of the credit.

7. The final dates of obtaining credits for the courses which have been credited conditionally are set by the Dean, however they shall not exceed the end of the last re-sit examination period in the academic year, in which the course is repeated.

8. The repetition of a year or the repetition of a course for which the provisions regarding the conditional credits are applicable shall be against payment, if caused by unsatisfactory educational performance. The amount of the fees shall be determined by a decision of the Rector.

§ 34

1. The student repeating a year shall participate only in the classes of the courses for which he or she has not obtained credits.

2. All the positive grades obtained in the preceding year of studies by the student who is repeating a year shall be recognised.

3. The student repeating a year is entitled, with the consent of the Dean, to participate in the selected classes of the next year, to obtain passing grades and to take the examinations.

§ 35

1. The cases in which the student’s name is removed from the list of the students or the cases in which it may be removed from the list of the students by the Dean have been enumerated in article 190 section 1 and 2 of the Act.

2. The student’s name may be removed from the list of the students for the following reasons:

   1) not undertaking the studies – the fact of not undertaking the studies is confirmed by the Dean. The proof of not undertaking the studies is the failure to take the academic oath by 31 October of the year in which the student has been admitted to the studies or to sign the agreement for paying tuition fees for the educational services within 14 days of the date of the delivery of the agreement;

   2) the resignation of the student from the studies shall take the form of a written statement submitted to the appropriate Dean’s Office. The date of the resignation shall be the date of the submitting of the resignation, unless a later date has been specified in the content of the document;
3) the lack of the academic progress is identified if the student fails to obtain the credit for a course or for the given year more than once, or if he or she has not taken any examinations during the examination period in both terms, without any justified reason.

3. The student is entitled to make an appeal against the Dean’s decisions described in section 1 to the Rector within 14 days of the date of the delivery to the student of the decision about the removal of the student’s name from the list of the students.

4. The decision to remove the student’s name from the aforesaid list is legally binding if no appeal has been made or such a decision is final if the Rector sustains the decision of the Dean.

VI. LEAVES

§ 36

1. The student is entitled to a leave in justified circumstances. The student may be granted a short-term leave which lasts for no longer than 10 weeks or a long-term leave lasting for two subsequent semesters.

2. The student may be granted a leave due to:
   1) illness;
   2) participation in a programme organized nationally or abroad by the University, the Students’ Union, a student organization or a student research group;
   3) military service;
   4) birth of a child;
   5) adoption of a child;
   6) necessity to take care of a child;
   7) other cases appropriately justified by the student.

3. The students of extramural studies may be granted a special leave also when they have been delegated by their employer abroad, transferred to work outside their place of permanent residence or due to other circumstances connected with their professional activity, which temporarily prevent them from continuing the studies.

4. The leave may be granted at any moment during the academic year, however it may not be granted earlier than on the day of submitting the application. This limitation does not apply to leaves granted for health reasons.

5. The granting of a long-term leave postpones the scheduled graduation date by two semesters. The Dean's decision in the aforementioned matter should be justified in detail.

6. The student on a short-term leave is not exempted from the requirement of obtaining the course credits for the given academic year in a timely manner.

7. The student of the first- and second-cycle studies may be granted a long-term leave only once in the course of the studies and twice during the long-cycle studies, unless his or her leave has been granted due to health reasons or the birth of a child. The Dean may decline the consent for a long-term leave due to health reasons, if a student of the first- or second-cycle studies has obtained such a leave twice during his
or her studies, and the student of the long-cycle studies – three times during the course of the studies.

8. The decision on granting the leave, on the dates and on the conditions of resuming the studies shall be taken by the Dean.

9. The decisions related to granting the leave shall be kept in the student’s file and at the Faculty of Theology they are recorded also in the student’s record book.

§ 37

Upon his or her return from the leave the student is obligated to take the exams in the nearest examination period according to its schedule.

§ 38

1. In the course of his or her leave the student preserves all the student rights, however the right to apply for financial assistance is exercised according to the regulations on extending material aid for the students.

2. In the course of his or her leave the student may, upon the Dean’s consent, participate in the selected classes, obtain course credits and take examinations.

VI. AWARDS AND DISTINCTIONS

§ 39

1. The students with exceptional academic or sports achievements, exemplary code of conduct, exceptional achievements in student research groups or outstanding contribution to the academic community, may be awarded in-kind or financial prizes or an honourable mention in the form of a honorary badge, diploma or a letter of appreciation.

2. The prizes for outstanding academic achievements described in section 1 are awarded by the Rector on his or her own initiative or at the Faculty Council’s request. They can be awarded to students who have obtained the credit for the academic year with an average calculated according to § 30 and not lower than 4.0. The students who have been conditionally allowed to continue their education are deprived of the right to an award for the subsequent year.

3. The prizes for achievements in sports, for the exemplary conduct and achievements in the student research groups and for the contribution to the University community are awarded by the Rector on his or her own initiative.

4. The prize described in section 1 may be awarded once or twice a year.

5. The detailed rules and the mode of awarding the prizes and honourable mentions specified in section 1 are determined by the Rector.

§ 40
1. The graduation diploma with honours shall be awarded to alumni who fulfil all of the following conditions:
   1) they have graduated within the dates specified in the plan of their studies;
   2) they have obtained the average of their grades not lower than 4.5;
   3) they have obtained a very good grade in their degree examination;
   4) they have not infringed the rules comprised in the oath;
   5) they have obtained a very good grade for their degree dissertation.
2. Diplomas with honours are awarded by the Dean at the examination commission's request.
3. Diplomas with honours are issued on special templates.

IX. DEGREE DISSERTATION, GRADUATION

§ 41

1. The degree dissertations of the students of the first-cycle and second-cycle full-time studies, part-time studies, as well the long-cycle studies should be submitted no later than on the last day of the didactic classes in the given academic year, and in the case of the engineering studies no later than on the last day of the classes of the last semester of studies.
2. The detailed rules of submitting degree dissertations are set forth in the Rector’s decision.
3. The degree dissertations are recorded, archived and their authorship verified in accordance with the Rector’s decision on keeping the record of diplomas and on archiving degree dissertations.
4. The Dean, at the dissertation supervisor’s or at the student’s request, may postpone the date of the submitting of the degree dissertation in the case of a long-term illness or other significant circumstances. The date of submitting the degree dissertation may be postponed no later than by 30 September of the last year of the studies.
5. A student who has failed to submit his or her degree dissertation in time shall be removed from the list of the students.

§ 42

In the event of a protracted absence of the supervisor, which could cause a delay in the submitting of the degree dissertation by the student, the Dean shall appoint another person to take over the duty of supervising the dissertation. Should such a change occur after the 1st of January, it may constitute the grounds for postponing the date of the submitting of the dissertation by 30 September.

§ 43
1. The student prepares his or her degree dissertation under the guidance of an academic teacher with an academic title or with the academic post-doctoral degree (Polish: doktor habilitowany). In exceptional circumstances the Faculty Council may authorize an academic teacher or a specialist from outside the faculty having the academic post-doctoral degree to supervise the dissertation at the level of the Master of Arts (Polish: magister).

2. The degree dissertations at the level of the Bachelor or the Bachelor of Engineering (Polish: licencjat and inżynier) are supervised by an academic teacher with at least the post-doctoral degree.

3. The topic of the graduate dissertation (i.e. master thesis) should be defined not later than by the end of the penultimate semester of the studies. The Faculty Council may set an earlier date for the defining of the topic of the graduate dissertation. The student’s interests and the practical possibilities of writing the dissertation should also be taken into account in the process of defining the topic.

4. The degree dissertation can have a form of a written paper, a published article, a design project, including the design and the realisation of computer software, as well as a construction work, a technological work or an art work connected with the field of study.

§ 44

1. The graduate dissertation is evaluated by the supervisor and one reviewer appointed by the Dean. If the dissertation is evaluated negatively by the reviewer, the Dean shall take the decision about allowing the student to take his or her degree examination upon consultations with another reviewer.

2. If the grades awarded by the supervisor and the reviewer or reviewers are not in accordance with one another, all the grades shall be recorded in the protocol described in § 51 section 6.

3. § 43 section 1 shall be applied to the reviewers accordingly.

§ 45

The provisions of § 41-42 and § 43 section 3, as well as § 44 shall be applied to the undergraduate dissertation and to the engineering dissertation accordingly.

§ 46

1. The degree dissertation shall be submitted by the student according to the procedure described in the decision of the Rector of the UKSW concerning the keeping record of the diplomas and archiving degree dissertations, in particular with regard to the procedure of signing the declaration on the authorship of the degree dissertation, which declaration constitutes an annex to the said decision.
2. The University is obligated to verify all the written degree dissertations prior to the degree examination, with the use of the antiplagiarism software connected with the national repository of written degree dissertation.

3. The Rector shall, by his or her decision, render invalid the proceedings for the awarding of the professional title, if the applicant has appropriated the authorship of a significant part or elements of another person’s work or scientific discovery.

X. DEGREE EXAMINATION

§ 47

1. Degree examinations include the following: a graduate examination, an undergraduate examination and an engineering examination (Polish: egzamin magisterski, egzamin licencjacki and egzamin inżynierski).

2. In order to be admitted to the graduate examination the student must fulfil the following conditions:
   1) obtain all the course credits and the credits for the internships provided for in the curriculum;
   2) obtain at least 120 ECTS points in the system of accumulating and transferring the students’ achievements, i.e. at least 120 ECTS points during the second-cycle studies or at least 300 ECTS points during the long-cycle studies;
   3) obtain at least a satisfactory grade for the student’s graduate dissertation and receive a positive result of the verification of the paper through antiplagiarism software;
   4) fill in (i.e. collect all the necessary signatures) and submit the student’s clearance form to the Dean’s Office.

3. In order to be admitted to the undergraduate examination the student must fulfil the following conditions:
   1) obtain all the course credits and the credits for the internships provided for in the curriculum;
   2) obtain at least 180 ECTS points in the system of accumulating and transferring the students’ achievements (during six-semester studies) or at least 210 ECTS points (during seven-semester studies);
   3) obtain at least a satisfactory grade for the undergraduate dissertation or for the engineering dissertation and receive a positive verification of the paper through antiplagiarism software;
   4) fill in (i.e. gather all the necessary signatures) and submit the student’s clearance form to the Dean’s Office.

4. The graduate examination is conducted before the examination commission composed of three members and appointed by the Dean. The graduate examination commission consists of the chairperson, the supervisor and the reviewer or another examiner. The examination is chaired ex officio by the Dean, the Vice-Dean, the head of the institute or his or her deputy or an academic teacher holding an academic title or a post-doctoral degree, employed by the Faculty and authorized by the Dean.

5. The undergraduate examination is conducted before the examination commission composed of three members and appointed by the Dean. The undergraduate examination commission consists of the chairperson and two members. The examination is chaired ex officio by the Dean, the Vice-Dean, the
head of the institute or his or her deputy or an academic teacher holding an academic title or an academic
degree, employed by the Faculty and authorized by the Dean.

6. The degree examination shall be held at least seven days following the submitting of the degree
dissertation and no later than within three months of the date of the submitting of the degree dissertation.

§ 48

1. The degree examination is an oral examination and it is closed to the public. The examination may be
organised in the form of an open examination at the request of the student or the supervisor. The
application must be submitted together with the degree dissertation. The Dean announces the place and
the date of an open degree examination on the notice board and on the website of the faculty at least at
three days before the scheduled date of the examination. The participants in the open examination other
than the members of the commission are not allowed to ask questions to the candidate nor to participate in
the discussions in the closed assessment proceedings.

2. If an *ex universa* examination is provided for in the curriculum of the particular fields of study, it
constitutes an integral part of the graduate examination.

3. The examination is graded according to the scale specified in § 29 section 1.

§ 49

1. In the case of obtaining an unsatisfactory grade for the degree examination or in the event of the student’s
not taking the examination for unsubstantiated reasons, the Dean shall define the second date as the final
date of the examination, the examination of which should take place not earlier than within 4 weeks and
not later than after 14 weeks following the first date of the examination session.

2. In the event of not taking the degree examination on the second defined date, the Dean shall decide about
the removing of the student’s name from the list of the students.

§ 50

1. The studies shall be deemed completed following the passing of the degree examination with at least a
satisfactory grade.

2. The student rights shall expire with the completion of the last year of the studies, subject to §19 section
18. Should the student obtain his or her diploma before the end of the final academic year, the student
rights shall expire on the date of taking the degree examination.

3. After the graduation the student shall receive a diploma attesting the completion of the university studies
with the professional title, respectively, of the Bachelor of Arts, the Bachelor of Engineering or the
Master of Arts at the appropriate faculty.

4. A diploma of the completion of the university studies with the professional title of the Bachelor of Arts,
the Bachelor of Engineering or the Master of Arts, together with two copies and a supplement, shall be
drafted and handed to the student within 30 days of the date of the degree examination and the student’s
data shall be recorded in the Register of Diplomas. The diploma shall be released to the student on the condition of effecting the payment and submitting a current photograph.

§ 51

1. The final result of the studies shall be composed of:
   1) the average of the grades from the course of the studies, calculated according to § 30;
   2) the degree examination grade;
   3) the average of the grades for the degree dissertation issued by the supervisor and by the reviewer or reviewers.
2. The final result of the studies shall be calculated as the total of:
   1) \( \frac{1}{2} \) of the average of the grades enumerated in section 1 item 1;
   2) \( \frac{1}{2} \) of the average of the grades enumerated in section 1 item 2 and 3;
3. In the diploma of the completion of the university studies the final result of the studies shall be calculated as follows:
   1) up to 3.30 – satisfactory;
   2) above 3.30 up to 3.80 – satisfactory plus;
   3) above 3.80 up to 4.30 – good;
   4) above 4.30 up to 4.70 – good plus;
   5) above 4.70 – very good.
4. The alignment to the full grade regards exclusively the grade entered in the diploma paper; in all the other certificates the actual result of the studies is rounded to two decimal places.
5. The degree examination commission may increase the grade described in section 3 by half a grade, provided that the average of the grades described in section 2 item 2 equals 5 and the student of the first-cycle studies or the second-cycle studies during the final year of the studies or the student of the long-cycle studies during the two last years of the studies has obtained solely “good” and “very good” grades as the average of the grades in all the course credits and he or she has completed his or her studies by 30 September.
6. A report on the course of the degree examination shall be drafted by the examination commission according to the template specified in the Rector’s decision.

XI. FINAL PROVISIONS

§ 52

1. These “Regulations” shall become effective as of the beginning of the academic year, upon consultation with the legislative body of the Students’ Union of the UKSW.
2. The foreign students shall also be bound by the “Regulations” in all the matters which are not regulated by separate provisions.
3. In any matters referring to the studies and not covered by these Regulations the decisions shall be taken by the Rector.
Annex to the Regulations

Warsaw, ……………..

………………………………………
(stamp of the organizational unit):
Name:
Student no:
Field of study:
Specialty:
Level, year and form of the studies:
Academic year which was the last year of the studies:
Date of the resignation from the studies/ removal of the student’s name from the students list:
E-mail:

STUDENT'S CLEARANCE FORM

It is hereby confirmed that the student has accomplished the clearance process and fulfilled all the student responsibilities:

1. MAIN LIBRARY OF THE UKSW
2. FACULTY LIBRARY

3. CAREER OFFICE
4. DEPARTMENT OF FINANCIAL AID
   FOR STUDENTS

5. DEAN’S OFFICE
6. BURSARY’S OFFICE

Date:……………………,
Issuer:…………………………..