

REGULATIONS OF STUDIES

COLLEGIUM HUMANUM
- WARSAW MANAGEMENT
UNIVERSITY
IN WARSAW

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Chapter 1

General provisions

§ 1.

1. Studies at COLLEGIUM HUMANUM Warsaw Management University with its headquarters in Warsaw, hereinafter referred to as “the University”, shall be conducted on the basis of certain applicable regulations, in particular:
 - 1) the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as “the Act”;
 - 2) the Statute of COLLEGIUM HUMANUM Warsaw Management University, hereinafter referred to as “the Statute”;
 - 3) the Regulations of Studies of COLLEGIUM HUMANUM Warsaw Management University, hereinafter referred to as “the Regulations”.
2. The Regulations of Studies of COLLEGIUM HUMANUM Warsaw Management University shall apply to full-time and part-time students of courses organised and taught as uniform master’s studies as well as first and second cycle studies; and they shall also apply to those students studying at COLLEGIUM HUMANUM Warsaw Management University as part of student exchange programmes, unless specific provisions or terms of contracts to which the University is a party provide otherwise.
3. Studies at COLEGIUM HUMANUM Warsaw Management University shall be organised and taught in line with a specific field, level and profile in Polish or a foreign language.
4. These Regulations shall not apply to postgraduate studies.

§ 2.

1. The rules, conditions and the procedure for admitting candidates to studies are specifically laid down in the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668) and in the Statute of the University.

§ 3.

1. A person admitted to study at the University shall begin their due studies and shall acquire certain student rights upon taking the oath, the content of which is specified in the Statute. The fact of taking the oath shall be confirmed by each student in writing.
2. After acquiring certain student rights, each student shall receive a student ID, which shall be valid for a period that is no longer than until the date of graduation, suspension of student rights or removal from the roll of students, and in the case of first-cycle graduates, until 31 October of the year of graduation.
3. The University may issue a student transcript upon each student’s request.

§ 4.

1. The documentation of the course of study shall be kept in an electronic form.

2. The documentation of the course of study shall consist of: an album of all students, folders with personal files of each student as well as the book of diplomas.
3. Upon the graduation, each graduate shall receive a diploma certifying the completion of studies in a specific field and profile confirming his or her higher education and a professional title of bachelor in case of first-cycle studies and master in case of second-cycle studies and uniform master's studies.
4. Within 30 days from the date of graduation, the University shall issue and pass to each graduate a graduation diploma along with the diploma supplement and two copies thereof, including, upon each graduate's request, a copy thereof in a foreign language.

§ 5.

1. The Provost shall be the superior and mentor of the University's students.
2. The Provost shall exercise the supervision over the recruitment and teaching processes.
3. Any first-instance decision regarding individual students may be appealed against to the Provost within 14 days from the date of its delivery to the student in question. The provisions of the Act of 14 June 1960 - the Code of Administrative Procedure shall apply accordingly to the decision-making procedures referred to in this paragraph.
4. The Provost's decision shall be final.
5. The Provost shall decide on all matters relating to the rules and procedures of completing studies that are not covered by these Regulations.

§ 6.

1. The competent Vice Provost shall be responsible for the organization of education.
2. The Vice Provost referred to in section 1 above shall, in particular:
 - 1) approve and announce subject syllabuses;
 - 2) establish and announce the staffing arrangements and schedule of classes;
 - 3) define the rules for enrollment in classes;
 - 4) acknowledge the learning outcomes;
 - 5) grant his or her consent to study under an individual organisation of studies and shall also define any detailed rules in this respect;
 - 6) credit work apprenticeship placements;
 - 7) credit study semesters;
 - 8) grant conditional credits for the next semester of study;
 - 9) direct students to retake a semester of studies;
 - 10) identify programme differences;
 - 11) change the form or field of study for a given student;
 - 12) resume studies;
 - 13) admit to studies in cases of transfers from other universities or foreign institutions;
 - 14) establish the schedule of exams in the examination period in agreement with the competent body of the Student Union;

- 15) approve the cards of periodic student achievements;
 - 16) define, in agreement with the competent body of the Student Union, the necessary guidelines providing students with access to their examination and credit papers and allowing them to obtain a due justification for grades;
 - 17) undertake other activities specified in the Regulations and separate provisions;
 - 18) undertake other activities ordered by the Provost.
3. The Vice Provost may appoint from amongst the academic teachers and for a given field or fields of study, while specifying the scope of duties thereof:
- 1) the head of studies who, under the authority of the Vice Provost, shall perform any such activities that are related to the organisation of the course of studies;
 - 2) a mobility coordinator responsible for student exchange between the University and national or foreign universities or institutions;
 - 3) a tutor for work apprenticeship placements;
 - 4) a tutor for a given year of study.

Chapter 2

Organisation of studies

§ 7.

1. First-cycle and second-cycle studies as well as uniform master's studies may be conducted as full-time or part-time.
2. The studies shall last:
 - 1) at least 6 semesters in case of first-cycle studies;
 - 2) 3 or 4 semesters in case of second-cycle studies;
 - 3) from 9 to 12 semesters in case of uniform master's studies.

§ 8.

1. Studies are conducted on the basis of study programmes set out by the University's Senate after consulting the relevant body of the Student Union.
2. The study programme specifies in particular: the form or forms of studies; the number of semesters and the number of ECTS points necessary to complete studies at a given level; the professional title awarded to graduates; classes or groups of classes, regardless of the form of their delivery, together with the assignment of learning outcomes and curriculum content ensuring the achievement of these outcomes; the total number of hours of classes; the various ways of verifying and assessing learning outcomes achieved by students throughout the entire educational cycle; the total number of ECTS points that students must obtain during classes; the content, rules and form of work apprenticeship placements as well as the number of ECTS points that students must obtain during these placements.
3. The study programme shall be the basis for the development of study timetables.
4. The study programme shall be announced to students using the University's IT system no later than 14 days before the beginning of the academic year.

5. Changes to the study programme shall be introduced after consulting the relevant body of the Student Union in the manner provided for in the Act and in accordance with the conditions adopted by the University's Senate.
6. Changes in the study programme shall be introduced at the beginning of each new educational cycle. During any given educational cycle, the study programme may only be amended with reference to:
 - 1) the selection of the content of teaching delivered to students during classes, taking into account the latest scientific, artistic or professional achievements;
 - 2) and when it is necessary to:
 - a) remove any irregularities identified by the Polish Accreditation Committee;
 - b) adjust any given study programme with respect to any changes in generally applicable regulations.

§ 9.

1. The academic year shall run from 1 October to 30 September and shall be divided into 2 semesters: winter and summer. The winter semester shall last until the end of February, whereas the summer semester until the end of September. The schedule of the organisation of the academic year may regulate the end of the re-sit session and the start of the following semester differently.
2. The classes shall begin no earlier than 14 days before the start date of the academic year and shall end no later than on 15 July.
3. The schedule of the organisation of the academic year shall be established by the Provost.
4. The schedule shall include in particular: the specification of the start and end of classes, the dates of examinations as well as any breaks in classes.
5. The Provost may order certain days to be free of classes (Provost's days). The dates of any such days shall be announced together with the organisation of the academic year, and in exceptional cases at least one week in advance.
6. The schedule of the organisation of the academic year shall be announced on the University's website by 10 April in the year preceding the next academic year.
7. Schedules of classes shall be announced on the University's website no later than one week before the beginning of the semester.
8. The schedule of examinations shall be announced by the competent Vice Provost, after consulting the relevant body of the Student Union, no later than 14 days before the examination session begins.

§ 10.

1. In any given field of study conducted in the Polish language, selected didactic classes, tests of knowledge and skills as well as diploma examinations may be conducted in a foreign language within the scope and under the conditions specified by the University's Senate. Diploma theses may also be prepared in a foreign language.
2. In any given field of study conducted in a foreign language, all classes indicated in the relevant study programme shall be conducted accordingly in a foreign

language. A diploma theses and examinations shall also be submitted in a foreign language.

3. If in a given field of study conducted in the Polish language, a student chooses a subject taught in a foreign language, he or she shall be obliged to pass such a subject in the language in which that subject was taught.

§ 11.

1. Elective subjects, diploma seminars and specialisations shall be selected by the students in accordance with the study programme in question and on such dates and in such a manner as specified by the competent Vice Provost.
2. The completion of an elective course shall be carried out according to the rules specified in the appropriate syllabus.
3. The proposals of specialisations and diploma seminars shall be presented to students no later than one month before the end of the teaching classes in the semester preceding the one when the given seminar begins.
4. The competent Vice Provost, taking into account preferences of students, shall determine and communicate to students the list of specialisations, diploma seminars and elective subjects to be introduced in a given academic year.
5. If there are several specialisations in the study programme of a given field of study, each student shall choose one of such specialisations within the time limit specified by the competent Vice Provost, subject to paragraph 6 below.
6. As part of a given field of study, any student may, after obtaining the consent of the competent Vice Provost, study for more than one specialisation at the same time.

Chapter 3 Rights and duties of students

§ 12.

1. Each student has the right to:
 - 1) receive training with reference to student rights and obligations;
 - 2) acquire knowledge, skills and social competences specified in the study programme, develop scientific and professional interests and use the University's premises, its equipment, library collections as well as the assistance of academic lecturers, other teachers and the University's administrative staff for these purposes;
 - 3) pursue studies according to an individual organisation of studies;
 - 4) develop cultural, tourist and sports interests, using for this purpose the assistance of academic teachers and the University's bodies;
 - 5) participate in the work of the University's Senate through student representatives in the number specified in the University's Statute;
 - 6) associate under University's student organisations, in particular research and scientific societies, and establish new such societies in compliance with the provisions of law, as well as participate in research, development and implementation activities and professional projects carried out at the University and in the professional work environment;

- 7) engage in the Student Union and social activities;
- 8) participate in open classes organised at the University;
- 9) receive material assistance to the extent and according to the terms specified in the Act and in certain regulations on financial aid being in force at the University;
- 10) receive equal opportunities when it comes to accessing the educational process and research activities as well as professional projects, taking into account the degree and nature of each student's disability;
- 11) apply for a student loan in accordance with the rules set out in separate regulations;
- 12) take advantage of consultations run by academic teachers during their duty hours that are available to students of all modes of study;
- 13) transfer and have their ECTS credits recognized;
- 14) change their given field of study;
- 15) be transferred onto a full-time or part-time study mode;
- 16) submit postulates regarding study programmes and plans as well as other matters relating to the course of study or studies as well as the personal development of students;
- 17) have the educational process evaluated;
- 18) evaluate the work of administrative units providing support with reference to any given course of study or studies and formulate conclusions hereafter.

§ 13.

1. Each student is obliged to act in accordance with the oath as well as the Regulations in force at the University. Student's duties shall include in particular:
 - 1) acquiring knowledge, skills and social competences specified in any given study programme;
 - 2) settling any financial obligations owed to the University on time;
 - 3) taking care of the student dignity and of the good name of the University;
 - 4) respecting the University's property, laws and academic customs;
 - 5) using an individual e-mail account and the IT systems operating at the University, in particular the virtual University system;
 - 6) attaining credits and taking exams in a timely manner; preparing semester and diploma theses in accordance with the principles of ethics; completing work apprenticeship placements;
 - 7) participating in teaching and organizational activities as well as evaluating these activities;
 - 8) complying with the copyright law;
 - 9) complying with the generally applicable law as well as the provisions in force at the University.

§ 14.

1. Each student is obliged to immediately notify the University about any changes to their name as well as residence or correspondence address. This provision should also apply to any changes to the material conditions of students,

particularly if any such changes would affect the award or the amount of financial aid awarded.

2. In the event of failing to notify the University about the change of address, the delivery of the University's correspondence shall be deemed effective if delivered to the address already indicated by the student in question.
3. A person to be removed from the roll of students should meet all the conditions set out in the Regulations in force at the University, and in particular he or she should return their student ID.

§ 15.

1. Each student shall be disciplinarily liable for violating the Regulations in force at the University and for any conduct that violates student dignity.
2. The rules governing students' disciplinary liability shall be defined in separate regulations.

§ 16.

1. Competent bodies of the Student Union shall be considered as representatives of all students and shall be authorized to express relevant positions on matters relating to the wider student community. The scope of activities of the Student Union and its bodies shall be specified in separate regulations.
2. The competent body of the Student Union shall express its position within 14 days from the date of receipt of the application for its expression. Failure to express a position within this period shall be deemed a positive position.
3. During each year of study, students choose from amongst themselves their representative.

§ 17.

Tutors of the year shall be appointed from amongst the academic teachers. Each such tutor shall provide students with the necessary help and advice on matters relating to their learning and social problems, and they shall also give their opinions - be it at the student's individual request or at the request of the competent Vice Provost - on individual matters relating to the course of study in question.

Chapter 4 Credits and examinations

§ 18.

1. All forms of classes undertaken by students in any given subject and provided for in the relevant study plan shall end with an examination or credit with a grade and shall be entered accordingly in the relevant study documents.
2. Each student is obliged to take all credits and examinations in the relevant subjects on the dates set by the Provost.

3. With the consent of the competent Vice Provost, a student may take a course credit or examination on an individual basis before or after the proper examination session.
4. With the consent of the competent Vice Provost, a student studying under an Individual Organisation of Classes arrangement may take credits or examinations in subjects from semesters higher than the one he or she is currently taking.
5. The condition for admission to sit an examination is the prior completion of all forms of classes specified for the subject that is to be covered by the examination in question. A student who does not complete credits in all forms of classes on the first and retake dates shall lose their right to sit the examination in question.
6. When taking a course credit or examination, each student is required to present their student ID.
7. As part of the paid tuition fee, each student shall be entitled to two dates for taking a credit or examination in a given subject: the first date and a retake.
8. Detailed conditions for earning a credit in any given course are specified in the appropriate syllabus.
9. Absence in or failure to take the course credit or examination on the first date or on a retake by any student shall result in an unsatisfactory grade being entered in the study documentation, unless the student justifies the absence in question. The said justification of the absence must be submitted by each student in a form of application, together with a document confirming the reason for the absence, via the University's IT system or in writing no later than 7 days after the date on which the credit or examination in the given subject took place. The competent Vice Provost shall immediately make a decision in this matter. In the event of an absence in the examination that is justified by the competent Vice Provost, and is in particular due to illness of the student in question, that student shall be entitled to an alternative examination date.
10. The results of any given credit or examination shall be announced to students in the University's IT system no later than 14 days from the date on which the credit or examination in question took place.
11. The results of a credit or examination in a retake session shall be announced to students no later than 7 days from the date on which the credit or examination in question took place.
12. Upon the student's request and within 14 days from the announcement of the results of the credit or examination in a given subject, the examiner shall make any assessed work available for inspection. This rule shall also apply to other works being assessed during the course of studies.
13. Upon the student's request and on account of his or her particular health condition, the competent Vice Provost may designate another form of realisation of physical education subject. An appropriate application with a medical certificate must be submitted no later than 14 days from the date of issuing such certificate.
14. Any disclosure of the examination results and other information about any student to third parties shall require student's consent. The University may disclose examination results and other information about each student during the course of studies with the student's consent expressed in writing or electronically, whereas orally only in the presence of the student in question.

§ 19.

1. The following positive grades shall be used: excellent, very good, good plus, good, satisfactory plus, satisfactory and a negative grade - unsatisfactory.
2. The following numerical values shall be assigned to the grades specified in section 1 above for passing course credits and examinations:
 - 1) very good - 5.0 (A);
 - 2) good plus - 4.5 (B);
 - 3) good - 4.0 (C);
 - 4) satisfactory plus - 3.5 (D);
 - 5) satisfactory - 3.0 (E);
 - 6) unsatisfactory - 2.0 (F).
3. Grades specified in section 1 above can also be assigned other numerical values according to the rules established by the Provost's relevant ordinance.
4. In case of classes in relation to which the study plan or programme of studies in question does not necessitate issuing grades when completing any given form of classes, a pass credit may be awarded without any such grade by entering a suitable annotation of "pass" in the final report and periodic achievement card of a student in question, with the annotation of "no pass" for failing to pass any given class.
5. The positive grade attained in the credit or examination is final.
6. Any confirmed case of plagiarism in cases of credit or examination papers shall result in an unsatisfactory grade being entered for the given form of the course in question.
7. The grade average shall include all grades obtained by any given student during the course of studies.
8. Other methods of calculating grade averages for scholarship purposes shall be allowed, particularly if this is required so by any given scholarship founder.
9. If a subject ends with a credit, it shall take place during the last class or on another date set by the competent Vice Provost.
10. Examinations cannot be held during classes provided for in the study plan.
11. Each student shall have their credits or examinations graded by the person conducting the course in question, while in exceptional cases by another person appointed by the competent Vice Provost. Any organisational and technical activities related to the course of a credit or examination may also be performed by persons appointed by the competent Vice Provost.
12. The course of studies shall be documented in reports of credits or examinations in appropriate subjects as well as in periodic cards of student achievement prepared in the form of electronic data printouts.

§ 20.

1. A student is required to complete a work apprenticeship placement in the amount of hours and on terms specified in the relevant study programme.
2. Students shall complete their placements at the internship provider carrying out such tasks as specified in the internship programme.

3. The condition for completing the placement is achieving a particular learning outcome by each student in question, as specified in the study programme of a given field of study.
4. In order to complete the placement, each student shall submit the following documentation by the end of the semester in which the placement took place:
 - 1) a confirmation of a work apprenticeship placement issued by the internship provider;
 - 2) a report on the implementation of the placement in question.
5. The manner and mode of work apprenticeship placements is set out in the apprenticeship regulations for particular fields of study.

§ 21.

1. The University runs a system of credit points in accordance with the standards of the European Credit Transfer and Accumulation System (hereinafter referred to as “the ECTS”).
2. The ECTS credits constitute a measure of the average student workload necessary to achieve certain learning outcomes.
3. One ECTS point corresponds to 25–30 hours of work of a student covering classes organised by the University as well as his or her individual work related to these classes.

§ 22.

1. The ECTS points shall be assigned to all subjects provided for in the study programme, except physical education classes.
2. The number of such points assigned to individual subjects shall be reflective of the student workload required to achieve relevant learning outcomes defined for a given subject. The workload defined by the number of ECTS points assigned to any given subject included in the study programme shall refer to both the student’s work with the direct participation of relevant academic teachers or other persons leading the classes at the University as well as each student’s individual work related to the classes in question.
3. If a student fails to complete all subjects included in the study programme for a given academic year and has obtained the consent of the competent Vice Provost to retake such subjects, the student in question may, at his or her own request, continue with the education in a higher academic year with a point deficit resulting from the number of points assigned to those subjects that that student is obliged to retake. However, any such deficit shall not exceed 1/3 of the total number of ECTS points covered by the study programme for the academic year.
4. The student in question shall be obliged to remedy any such deficit within the time limit set by the competent Vice Provost. In the event of any changes to the study programme, including the study plan, the student in question shall be obliged to remedy any such programme differences.

§ 23.

1. Any student may apply for the transfer or recognition of their ECTS points as well as subjects and internship placements completed during their studies in another field both at the University and foreign universities.
2. Any decision on the transfer or recognition of such ECTS points as well as the subjects and internship placements shall be made by the competent Vice Provost after reviewing the documentation of the course of studies completed at another institution or at the University that is provided by the student in question.
3. The condition for the transfer or recognition of the ECTS points as well as the relevant subjects and internship placements shall be the confirmation of a convergence of the attained learning outcomes with the appropriate learning outcomes applicable at the University for the relevant study programme in question.
4. In case of a positive decision, the student in question shall receive the exact number of ECTS points assigned to the learning outcomes attained as a result of the implementation of the relevant subjects and internship placements at the host University and described in the study programme for the academic year for which the student has been admitted.
5. The rules for transferring and recognizing the ECTS points, related to the learning outcomes and specified for certain fields of study and modules constituting the programme of any given study field, attained and credited for each student at the University or at another institution, including foreign universities, shall be determined by the University's Senate.

Chapter 5 Commissionary examination

§ 24.

1. In the event of any objections as to the form of crediting classes, the form or course of the examination and the impartiality in issuing certain grades, each student shall have the right to submit an application to the competent Vice Provost to order a commissionary check of the attained results regarding the completion of classes or the commissionary examination.
2. A commissionary check of the student's results which are the basis of the final grade in classes with credits shall take place within 14 days from the date of submitting an application for its conduct. A commissionary examination shall take place within no less than 4 days and no more than 14 days from the date of submitting the application. The deadline for submitting the application is 7 days from the date of announcing the results of completion of a given course or examination.
3. In justified cases, the competent Vice Provost may order a commissionary examination on his or her own initiative or at the request of certain examiner or any competent body of the Student Union.
4. A commissionary examination or a commissionary check of the student's results shall be carried out by a commission consisting of: the Vice Provost as a chairperson or an academic teacher so authorized by the competent Vice Provost

and two specialists in the subject to which the application relates. An academic teacher who has issued a grade being verified in the commissioner procedure shall not take part in the commissioner examination.

5. The student in question may request one person to be present in the examination as an observer.
6. The grade obtained in the commissioner examination or a commissioner check of the student's results shall replace the contested grade.
7. In the event of a negative result of the commissioner examination, the student in question shall not be entitled to retake the given subject. In such a case, the competent Vice Provost shall direct the student in question to retake the whole semester or academic year, or shall remove that student from the roll of students.

§ 25.

1. The Vice Provost shall remove from the roll of students each student failing to obtain a credit in a given course or a positive examination grade within a prescribed period, subject to section 2 below.
2. Upon the student's request, the competent Vice Provost may permit the continuation of studies in a higher academic year according to the rules specified in these Regulations, or allow a retake of the whole semester or academic year.

Chapter 6 Completion of semesters and academic year

§ 26.

1. For the purposes of the implementation of a study programme, the accounting unit shall be the academic year consisting of two semesters.
2. The number of assigned points and their scope required to complete each academic year shall be determined in the study programme applicable to any given field of study.
3. The minimum number of ECTS points that each student is required to obtain in any given academic year shall be 60.
4. The condition for completing an academic year is attaining positive grades and credits in all subjects covered in the study programme, including internship placements and seminars, by 30 September of a given academic year.
5. If a student failed an internship placement, did not obtain the relevant credit or failed the examination in any subject within the time limit specified in §18(2), he or she may, with the consent of the competent Vice Provost, retake the relevant subject or internship placement. In such a case, the competent Vice Provost shall allow the student in question to conditionally continue his or her studies in a higher academic year with the proviso that the relevant credit for the subject or placement in question must be attained within a prescribed period. In any given academic year, each student may retake no more than three subjects. In justified cases, after obtaining the consent of the competent Vice Provost, a student may additionally retake two more subjects. The total number of ECTS points assigned to the subjects that the student in question is required to retake may not exceed 1/3 of the total number of ECTS points specified for the given academic year.

6. The application to retake a subject shall be submitted no later than 30 September of a given academic year.
7. A student may submit another application to retake a subject on the condition of obtaining credits and passing examinations in all subjects for which he or she requested a retake in the previous academic year.
8. As part of the retake procedure, each student shall be entitled to two dates for completing a subject or sitting an examination: the first and the retake. In case of an absence in or failure to take the course credit or examination in a given subject, rules specified in §18(9) shall apply.
9. If a student has not attained a credit or has not passed the examination in a retake subject, he or she may apply to the competent Vice Provost to retake the whole semester or academic year, or the student in question shall be removed from the roll of students.

§ 27.

1. If there has been a change in the study programme, the competent Vice Provost shall specify to the student in question, who is retaking the whole semester or academic year, the subjects constituting curriculum difference as well as the date for their completion.
2. Should the student fail to obtain credits for the course referred to in section 1 above, §25 shall apply accordingly.

Chapter 7 Removal from the roll of students

§ 28.

1. Vice Provost competent for student affairs shall have the authority to remove any given student from the roll of students in case of:
 - 1) clear failure to commence the studies, i.e. in case of an unexcused absence in classes lasting at least one month after the beginning of the academic year;
 - 2) resignation from studies submitted in writing;
 - 3) failure to submit the diploma thesis or sit the diploma examination within the prescribed period;
 - 4) an installment of a disciplinary punishment of expulsion from the University;
 - 5) clear lack of progress in learning, i.e. a failure to attain a credit or attaining an unsatisfactory grade in the examination in a given subject within the prescribed period;
 - 6) failure to complete the academic year within the prescribed period;
 - 7) failure to pay relevant tuition fees;
 - 8) failure to sign an agreement presented by the University on the terms of payment for the studies or educational services.

Chapter 8 Resumption of studies

§ 29.

1. A person who has been removed from the roll of students may apply to the competent Vice Provost for a permission to resume the studies.
2. Such a student shall resume the studies in the academic year indicated by the Vice Provost.
3. The Vice Provost shall decide on the resumption of studies in question specifying the conditions for such a readmission, including any programme differences resulting from the study programme in force in the academic year for which the student in question has been re-admitted, while also specifying the date of their completion.

Chapter 9 Individual study programme, individual study organisation, second field of study, second specialty

§ 30.

1. Any student may pursue their studies in the mode of an individual organisation of studies.
2. At each student's request, the competent Vice Provost may consent to the studies in question being organised individually, specifying any detailed rules thereof.
3. The individual organisation of studies shall include:
 - 1) an individual study programme carried out in cooperation with a student advisor; or
 - 2) an individual study plan; or
 - 3) an individual mode and date for attaining course credits; or
 - 4) an individual mode of study designed for students with disabilities or with chronic diseases.
4. The consent to study under an individual organisation of studies may be given in particular to:
 - 1) students who excel in learning;
 - 2) students participating in research and implementation projects not included in the study programme in question;
 - 3) students who excel in sports activities in which they represent the University;
 - 4) students who excel in their cultural or artistic activities;
 - 5) students assigned to study at another university or at a national or foreign institution;
 - 6) students pursuing more than one field of study at the same time;
 - 7) students with a disability or chronic diseases;
 - 8) pregnant students as well as students who are parents;
 - 9) students admitted to studies as a result of the confirmation of specific learning outcomes;
 - 10) foreign students pursuing part of their studies at the University as part of the international exchange programme;

- 11) any other justified cases, including those related to random events concerning the student in question.
5. As part of an Individual Study Programme, each student shall be provided with a special didactic and scientific care as well as an individual selection of the content, forms and methods of education. An Individual Study Programme shall extend and deepen the scope of knowledge acquired by the student in question as well as their skills and social competences. Subjects on offer shall be tailored to the academic and professional interests of students and student advisors, whereas methods of education shall be focused on the independence of study as well as the external verification of teaching and learning outcomes compared with those applicable for a given study programme.
6. An Individual Study Programme may be awarded to a student who has met at least one of the following conditions:
 - 1) he or she has completed their first semester of studies and obtained a study average of more than 4.50;
 - 2) he or she has commenced their studies in two fields of study that have been carried out simultaneously since the first year of studies;
 - 3) he or she has been pursuing part of their study programme at another university.
7. Before the start of the academic semester, any student applying for an Individual Study Programme shall submit the following documents to the competent Vice Provost:
 - 1) an application for an Individual Study Programme with a suitable justification of the reasons for applying;
 - 2) any proposed changes in the study programme in question;
 - 3) an agreement of the prospective student advisor to undertake the scientific care, together with an opinion on the programme of the Individual Study Programme prepared by the student in question.
8. The competent Vice Provost shall make a decision to award an Individual Study Programme, appoint a suitable student advisor and determine the detailed conditions of studying according to the Individual Study Programme in question.
9. The student advisor may be an academic teacher with an academic title or degree.

§ 31.

1. In justified cases and at each student's request, the competent Vice Provost may award a student with an Individual Study Plan.
2. An Individual Study Plan shall include establishing individual dates for the completion of student duties resulting from the relevant programme and plan of studies.
3. Any student applying for an Individual Study Plan shall submit to the competent Vice Provost an application with a suitable justification of the reasons for applying.
4. After obtaining the permission to pursue an Individual Study Plan, each student shall agree with the relevant academic teacher the rules of participation in classes.

5. In justified cases and at each student's request, the competent Vice Provost may award a student with an Individual Mode and Deadline for Attaining Subject Credits.
6. Any student applying for an Individual Mode and Deadline for Attaining Subject Credits shall submit to the competent Vice Provost:
 - 1) an application with a suitable justification of the reasons for applying;
 - 2) a proposal of changes to the dates of credits and examinations for subjects included in the study programme of a given field of study.
7. After obtaining the permission to pursue an Individual Mode and Deadline for Attaining Subject Credits, each student shall agree with the relevant academic teacher the conditions for the realization and completion of each subject, including the rules of participation in classes.
8. In justified cases and at each student's request, the competent Vice Provost may award a student with an Individual Study Mode designed for students with disabilities or chronic diseases, including the possibility to sit examinations and attain course credits. Any student with disabilities or a chronic disease shall submit a suitable application to the relevant Student Affairs Office. The forms of support provided under an Individual Study Mode intended for students with disabilities or chronic diseases shall be specified in separate ordinances of the Provost.

§ 32.

1. Any student may apply for the admission to pursue more than one field of study conducted at the University.
2. The decision to admit a student to pursue an additional field of study shall be made by the competent Vice Provost.
3. The rules for granting financial aid to students studying for additional fields of study at the University shall be set out in the relevant regulations on granting financial aid.

§ 33.

1. A student may pursue part of their study programme at other universities.
2. The scope of subjects that a student shall pursue during the studies referred to in section 1 above as well as the conditions, dates and the manner of supplementation of any curricular differences resulting from the study programme in question shall be agreed with the competent Vice Provost.

§ 34.

Studying for more than one field of study or for more than one specialisation shall not release any student in question from their obligations to meet the requirements set by the academic teachers conducting classes across all fields of study or specialisations which the student in question is pursuing.

Chapter 10

Change of university, faculty, field or form of study

§ 35.

1. Any student may apply for a transfer to another university, provided that he or she has fulfilled their obligations towards the university that he or she is intending to leave as confirmed by the relevant circulation card.
2. The student who intends to apply for a transfer to another university shall be obliged to:
 - 1) notify the competent Vice Provost thereof in writing and no later than 14 days prior to the proposed date of transfer;
 - 2) submit a circulation card;
 - 3) hand over their student ID.

§ 36.

1. Any student of another higher education institution may apply for a transfer to the University for the same or a related field of study, provided that he or she has fulfilled all their obligations resulting from the regulations in force at the university that he or she is leaving.
2. When deciding on the admission for studies on the basis of the documentation provided by the student in question, the competent Vice Provost shall define the conditions, dates and the manner of supplementation of any curricular differences resulting from the study programme in question, while taking into account the principles of recognizing student achievements specified in §23 of these Regulations.

§ 37.

1. Any student may change the field or form of their studies.
2. The competent Vice Provost in question shall make the decision to permit any change of the field or form of studies. Any such decision shall specify in particular the following:
 - 1) the year of studies in which the student in question shall start their education anew;
 - 2) any programme differences as well as the deadline for their supplementation, while taking into account study programmes in both fields of study.

Chapter 11

Leaves and short-term absence at teaching classes

§ 38.

1. In justified cases, any student may be granted a leave from classes at the University, in particular in cases of:
 - 1) long-term illness;

- 2) birth of or care for a child;
 - 3) studying abroad;
 - 4) other important and random circumstances.
2. The leave in question may be long-term, corresponding to the length of the academic year, or short-term, corresponding to the length of up to one semester.
 3. The length of the leave in question shall be determined by the competent Vice Provost taking into account each student's course of study completed up to the date of the application as well as the possibility of pursuing it any further.
 4. Granting the leave from classes at the University shall be confirmed by a suitable entry into the documentation of the course of studies.
 5. During the leave from classes at the University, the student in question shall retain their student rights. The provisions on the right to financial aid shall be provided for in separate regulations.
 6. During the leave from classes at the University, the student in question may not participate in classes nor take any credits or sit examinations in relevant subjects, excluding professional practice.
 7. After returning from leave, the student in question shall be obliged to attain credits in subjects constituting curriculum differences if there has been a study programme change.

§ 39.

1. In the event of a short-term absence of a student in classes, he or she shall be obliged to apply to the relevant teacher for a suitable justification stating the reasons for their absence.
2. The teacher in question may define the scope of the material that the student shall be obliged to cover as well as the form of attaining a credit for its completion.

Chapter 12 Diploma thesis and diploma examination

§ 40.

1. The diploma thesis shall be defined either as an independent study of a certain scientific, artistic or practical issue or a technical or artistic achievement presenting the student's general knowledge and skills related to his or her studies in a given field, level and profile as well as their ability to analyse and reason independently.
2. During the uniform master's degree studies or second-cycle studies, each student shall prepare a master's thesis, hereinafter referred to as "the diploma thesis", under the supervision and guidance of a person holding at least a doctoral degree, hereinafter referred to as "the supervisor".
3. During the first-cycle studies, each student shall prepare a bachelor's thesis, hereinafter referred to as "the diploma thesis", under the supervision and guidance of a person holding at least a doctoral degree, hereinafter referred to as "the supervisor" as long as it is provided for in the relevant study programme.

4. Upon the student's request, and after the approval of both the current and the new supervisor, the Provost may consent to the change of the supervisor in question.
5. When determining the topic of the diploma thesis, the following criteria shall be taken into account:
 - 1) the field of study and specialty in question;
 - 2) student's interests;
 - 3) student's ability to perform the work in question.
6. Each student shall prepare their diploma thesis wholly individually.
7. In justified cases, and only with the consent of the competent Vice Provost and supervisor, the thesis in question may be prepared by a team of two at the request of the students concerned. In such a situation, the authors of the thesis shall determine their individual contributions.
8. The Vice Provost, with the supervisor's consent and at the student's request, may consent to the diploma thesis being written in a language other than that in which the studies in question are conducted.
9. In the event of a negative evaluation of a thesis by an assessor, the Vice Provost shall resort to consulting another assessor and then shall decide about the admission to the examination.
10. Before the diploma examination can take place, each written diploma thesis shall be checked against the Uniform Anti-plagiarism System.

§ 41.

1. Each student shall be entitled to attain a credit for their master's or bachelor's seminar in the last semester of studies after submitting their diploma thesis and obtaining their supervisor's acceptance, including in cases of first-cycle studies, if it is provided for in the relevant study programme.
2. Each student shall be obliged to submit their diploma thesis by the end of the last semester of studies, that is on the following dates:
 - 1) by 28 February, with regard to those studies that end in the winter semester;
 - 2) by 30 September, with regard to those studies that end in the summer semester.
3. Each student shall be obliged to submit their diploma thesis with an acceptance note from their supervisor no later than 14 days before the planned diploma examination.
4. A student who fails to submit their diploma thesis within the time limit specified in section 2 above, may apply to the competent Vice Provost with a written request to retake the given semester covering the scope of the seminar in question.
5. Re-admission to studies in the event of a removal of student from the roll of students due to the failure to submit a diploma thesis or sit a diploma examination on time shall take place on the terms set out in §29. The competent Vice Provost may exempt the student in question from sitting supplementary

examinations and thus limit his or her duties to preparing a diploma thesis, provided that the absence from studies was no longer than one year.

6. In the event of a re-admission to studies referred to in section 5 above, the competent Vice Provost may consent to the completion of a commenced diploma thesis or its re-execution under the guidance of the same supervisor.

Chapter 13 **Diploma examination (bachelor's or master's)**

§ 42.

1. The condition for admission to sit a diploma examination is:
 - 1) obtaining credits for subjects and passing exams in all subjects specified in the study plan and curriculum, including completing work internship placements;
 - 2) obtaining relevant signatures in the student circulation card;
 - 3) obtaining a positive assessment of the diploma thesis issued by the supervisor and an assessor in cases of second-cycle studies and uniform master's studies; whereas in cases of first-cycle studies, this shall be required only if the study programme in question provides for the preparation of a diploma thesis;
 - 4) the supervisor's acceptance of a result attained for the diploma thesis with the application of the Uniform Anti-plagiarism System;
 - 5) attaining at least:
 - a) 300 ECTS credits for uniform master's studies;
 - b) 120 ECTS credits for second-cycle studies;
 - c) 90 ECTS credits for second-cycle studies (three semesters);
 - d) 180 ECTS credits for first-cycle studies.

§ 43.

1. The diploma examination shall be conducted orally in the language of the programme of a given field of study. The student shall answer three questions formulated by the relevant commission.
2. Before the diploma examination, each student shall have the right to see the grades attained for their diploma thesis as well as the relevant justification.

§ 44.

1. Each student shall take the diploma examination on the date specified by the competent Vice Provost but no later than on the day preceding the scheduled date of graduation.
2. The diploma examination shall take place in front of a commission appointed by the Vice Provost, which shall be made of a chairman as well as the supervisor and assessor of the diploma thesis in question.
3. If the programme of first-cycle studies does not provide for a diploma thesis, the diploma examination shall be held in front of a commission consisting of a chairman as well as two academic teachers possessing competences and

experience appropriate for the field of study in which the examination in question is being conducted.

4. The chairman of the commission may only be a person with at least a doctoral degree.
5. The Vice Provost may appoint additional persons to sit in the commission if it is justified by the specificity of the study programme in question.
6. In justified cases, including student's excused absence during the examination, the Vice Provost may set a different date for the examination.
7. Should any student obtain an unsatisfactory grade in the examination on the first date, the Vice Provost shall set a retake date for the examination which shall serve as the final date.
8. If a student obtains an unsatisfactory grade in a retake examination, the Vice Provost shall decide to remove that student from the roll of students.
9. Absence or failure of any student to take the diploma examination within the prescribed period shall result in assigning an unsatisfactory grade for the examination in question. This grade shall be then used when calculating an average for the diploma examination grade.

§ 45.

1. The competent Vice Provost may order an open diploma examination at a written request of any given student or supervisor.
2. Any student referred to in section 1 above shall submit such an application no later than on the day of submitting the diploma thesis, whereas the supervisor no later than on the day when the diploma thesis is accepted.
3. All the information about the open diploma examination in question shall be published on the University's website no later than 10 days before the scheduled date of that examination, stating the exact date and place of the examination, surname and first name of the student and the supervisor concerned as well as the title of the diploma thesis.
4. The open diploma examination shall consist of open and closed parts. In the open part, each student answers certain examination questions. Anyone interested shall be allowed to participate in the open diploma examination as an observer. In the closed part of the examination, the relevant commission shall determine the pertinent grade.
5. Those participants of the open part of the examination who are not members of the examination commission may not participate in the examination's closed part.

§ 46.

1. The final grade for the diploma examination shall be determined on the basis of an arithmetic mean of all the grades obtained for each question. The condition for obtaining a positive final grade shall be attaining positive grades for the presentation and for the answers to each of the examination's question.
2. The grading scale specified in §19 shall apply to diploma examination.
3. Subject to section 5 and 6 below, a separate entry of a final study grade shall be made on the diploma of completion of second-cycle studies and uniform master's

studies as well as first-cycle studies, if the programme of these studies provides for the submission of a diploma thesis, and this final grade shall be determined by the sum of the following components:

- 1) 60% of the arithmetic mean of the grades attained during the course of studies;
 - 2) 10% of the grade for the diploma thesis issued by the supervisor;
 - 3) 10% of the grade for the diploma thesis issued by the assessor;
 - 4) 20% of the grade for the diploma examination.
4. Subject to section 5 and 6 below, a separate entry of a final study grade shall be made on the diploma of completion of first-cycle studies where the study programme does not provide for the submission of a diploma thesis, and this final grade shall be determined by the sum of the following components:
- 1) 60% of the arithmetic mean of the grades attained during the course of studies;
 - 2) 30% of the grade for the diploma examination;
 - 3) 10% of the grade for the diploma project.
5. The final study grade referred to in section 3 above shall be determined in accordance with the following principle:
- 1) up to 3.50 - sufficient grade;
 - 2) from 3.51 to 3.75 - sufficient plus grade;
 - 3) from 3.76 to 4.25 - good grade;
 - 4) from 4.26 to 4.60 - a good plus grade;
 - 5) from 4.61 to 5.00 - very good grade.
6. It is allowed to assign other values to the adopted grades. The principles thereof shall be determined by the Provost in an appropriate ordinance.
7. The condition for obtaining the grade of "sufficient plus" is that the student's in question average grade attained during the course of studies is not lower than 3.25.
8. The condition for obtaining the grade of "good" or higher is that the student's in question average grade attained during the course of studies is not lower than 3.5.
9. At the request of an examination commission, the Provost may award a distinction to a student who has achieved an average grade during the course of studies of above 4.50 and has obtained very good grades for the diploma thesis in cases of first-cycle studies for which the programme does not provide for the submission of a diploma thesis, as well as for the diploma project and the diploma examination. The Provost also takes into account the fact whether the student in question has realized the course of study in a timely manner.
10. Each student completes their studies on the day of passing the diploma examination with the minimum of a satisfactory grade.

§ 47.

1. Within 30 days from the date of the diploma examination, each graduate shall receive a university diploma bestowing the relevant professional title that is provided for the given level of study.
2. Together with the diploma, each student shall also receive a diploma supplement.

Chapter 14

Payment for studies

§ 48.

1. Studying at the University is subject to a fee payment.
2. The terms of payment for studies shall be specified in a written agreement concluded individually between the University and each student.
3. The commencement of studies and the admission to participate in classes shall be conditional on the signing of such an agreement.
4. The rules for the amount and for charging of tuition fees at the University shall be set out in the Provost's ordinance for a given academic year.

§ 49.

1. Students of the University may apply for financial aid.
2. The rules governing financial aid for students shall be specified in separate regulations on granting financial aid.

Chapter 15

Awards

§ 50.

1. The Provost shall determine the types and conditions of granting student awards for attaining outstanding academic results as well as for the engagement in cultural, sports and social activities.
2. The rules for granting such awards shall be specified in separate regulations of the Provost governing awards for students at the University.

Chapter 16

Adapting the educational process to the specific needs of students with disabilities

§ 51.

1. The University, recouring to its own resources as well as granted subsidies, shall undertake relevant activities aimed at enabling students with disabilities to participate in the educational process and the academic life of the University.
2. Any such undertaken activities may not reduce the substantive requirements directed at students and shall so consist of removing architectural barriers and adapting the organisation and implementation of the educational process to the specific needs of students with disabilities, while taking into account the type of disability in question.
3. The competent Vice Provost may, at the student's request and while adapting the organisation and implementation of the educational process:
 - 1) allow third parties to take part in classes, in particular as translators, assistants and stenographers;

- 2) allow for the use of sound or image recording devices after the submission by the relevant student of a declaration of copyright protection and providing for the use of recorded materials solely for private purposes;
- 3) change, in justified cases, the dates of taking credits or examinations in individual subjects;
- 4) change the procedure for obtaining credits or taking examinations in a given subject, in particular by changing the written form examination to an oral form examination, or the other way round, extending the duration of an examination or using appropriate technical devices enabling the candidates in question to take the relevant course credit or examination.

Chapter 17

Conditions and mode of participation, rules for completing classes by exceptional students

§ 52.

1. With the consent of the competent Vice Provost, exceptionally gifted students may be allowed to participate in classes provided for in the relevant study programme in the fields of study compatible with their talents.
2. In cases of minor students, the application for an approval to participate in classes shall be accompanied by an opinion of a relevant school headmaster as well as the consent of the student's parents or legal guardians.
3. The application for an approval to participate in classes should be submitted by 15 September of the year in which the relevant academic year begins.
4. Students admitted to participate in the classes shall have the right to use the University's premises, its equipment, library collections as well as the assistance of its academic teachers and administrative staff.

Chapter 18

Final provisions

§ 53.

These Regulations shall enter into force with the commencement of the 2019/2020 academic year.