

CIRCULAR LETTER 12/2019

of the Rector of the University of Applied Sciences in Nysa of 26.04.2019, on the adoption of the Regulations of the University of Applied Sciences in Nysa

I hereby inform of the content of Resolution No. 41/2018/2019 of the Senate of the UAS in Nysa of 26.04.2019.

§1

The Senate adopts the Regulations of the University of Applied Sciences (UAS) in Nysa, which are attached to this resolution.

§2

The resolution shall enter into force on the date of its adoption.

§3

The Rules and Regulations of UAS in Nysa are valid from October 1, 2019.

§4

Circular letter 21/2017 of the Rector of the UAS in Nysa of 30.10.2017 expires on September 30, 2019.

RECTOR

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UNIVERSITY OF APPLIED SCIENCES IN NYSA

STUDY REGULATIONS
OF THE UNIVERSITY OF APPLIED
SCIENCES IN NYSA

NYSA, 2019

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STUDY REGULATIONS

University of Applied Sciences in Nysa

1 GENERAL PROVISIONS

§1

1. The study regulations shall specify the organisation of full-time and part-time studies at the University of Applied Sciences in Nysa, hereinafter referred to as "The University", and the rights and obligations of students.
2. The terms used in the regulations mean:
 - 1) Act - the Act of July 20, 2018. Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended),
 - 2) Statute - the Statute of the University of Applied Sciences in Nysa.

§2

1. A person enrolled on a course of study shall commence studies and acquire student rights upon taking the vows. The content of the vow:
"I solemnly vow that I will persevere in my efforts to acquire knowledge and develop my own personality, to refer with respect to the University authorities and all members of its community, to apply academic laws and customs and, with all conduct, to care for the dignity and honour of a student of the University of Applied Sciences in Nysa".
2. The student receives a student ID card.

§3

1. The student is obliged to act in accordance with the vows and study regulations.
2. The student is obliged in particular to:
 - 1) Participate in classes and organisational activities in accordance with the study regulations,
 - 2) Submitting exams, completing traineeships and meeting other requirements provided for in the study programme,
 - 3) Follow the regulations of the University.

§4

The University may charge fees for studies or educational services in cases indicated in the Act. The subject and the amount of fees for studies and educational services shall be determined by the Rector, prior to the commencement of recruitment, after consultation with the Student Government. The Senate of the University shall establish detailed rules for charging fees, including the procedure and conditions for exemption from their payment.

§5

After passing the diploma examination, the student becomes a graduate of the University.

§6

1. The Rector is the superior of all students at the University.
2. The Dean is the direct superior of students at the University.
3. The University staff and students constitute the University's community.

§7

1. The Student Council is the representative of all students at the University.
2. The Student Council acts through its bodies, including the Student Council:
 - 1) The President,
 - 2) The legislative authority.
3. Other student organisations operating on the premises of the University on the basis of an entry in the Rector's register also have the right to represent their members.
4. The representative of students of a given field of study or specialisation, year and form of study, shall be elected annually by the prefect.

2 ORGANISATION OF STUDIES

General provisions

§8

1. The academic year runs from October 1 to September 30 of the following calendar year and consists of two semesters: winter and summer.
2. Each semester includes: the period of classes, an examination session, a semester break, and traineeship as provided for in the study programme schedule.
3. The detailed organisation of the academic year is determined by the Rector and announced no later than 14 days before its beginning.
4. In special cases, the Rector may establish days off from teaching during the academic year and change the organisation of the academic year.

§9

1. The studies are carried out according to the study programmes in the given field.
2. Full-time and part-time studies are covered by a credit system corresponding to the European Credit Transfer and Accumulation System (ECTS) standard.
3. ECTS credits are accepted as:
 - 1) Credit for each course included in the study programme, except for physical education classes,
 - 2) Credit for the traineeship provided for in the study programme,
 - 3) Preparation and submission of the diploma paper or preparation for the diploma examination in accordance with the study programme.
4. The number of hours of the student's work includes classes organised by the University in accordance with the schedule of the programme of study and their individual work specified in the programme of study.
5. ECTS credits are assigned to courses and not to individual forms of classes.
6. The number of ECTS credits does not depend on the grade obtained and their award is conditional on the student meeting the requirements for obtaining the expected learning outcomes confirmed by the completion of the course or work placement, in accordance with the study programme.
7. The number of ECTS points scheduled for each semester is determined by the study programme.

8. The sum of points from failed courses is defined as ECTS credit debt.
9. The study programme defines:
 - 1) Learning outcomes,
 - 2) Description of the process leading to learning outcomes,
 - 3) The number of ECTS points assigned to classes.
10. The training module is understood as a subject or group of subjects, traineeship, preparation of a diploma thesis, preparation for a diploma examination.
11. The curriculum may allow teaching selected courses in a foreign language. Courses may be taught in a foreign language if they are also taught in Polish or if it results from the specificity of a given course or specialisation. The curriculum may also allow the submission of specific examinations (including diploma examinations) and the preparation of diploma thesis in a foreign language.
12. The curriculum for particular fields of study shall be available on the University's website and at Dean's Offices.
13. The curriculum for a given course of study, valid for a given course of study, shall be available within 14 days of its adoption.
14. Amendments to study programmes may be introduced at the beginning of a new cycle of study, except for amendments necessary to remove possible injustices identified by the Polish Accreditation Committee or to adjust the study programme and introduce changes to it shall be specified in a resolution of the Senate.

§10

1. The Dean of the Faculty shall provide students with a detailed timetable at least one week before the start of a semester.
2. Within one month from the beginning of a semester, the Dean shall provide students with a list of examinations, credit and in-service training courses in force in the given semester and a list of compulsory courses to be completed in the given semester.
3. The compulsory subject to be completed in a given semester is a subject whose learning outcomes form the basis for the completion of subsequent courses resulting from study programme schedules.

§11

1. The Dean of the Faculty may, after consultation with the Student Government body, appoint supervisors for years of study, faculties or specialisations of education and work experience.
2. The Dean of the Faculty shall determine the scope and forms of work of the tutors and shall control and evaluate their activities.

Individual Organisation of Studies (IOS)

§12

1. The Individual Organisation of Studies may be applied in cases specified in the Regulations.
2. The Individual Organisation of Studies shall consist in the individual setting of dates and rules for the performance of teaching duties resulting from the curriculum and the timetable for its implementation in a given field or specialisation of study.
3. In particular, the Individual Organisation of Studies may be applied for:
 - 1) Single-parent students,
 - 2) Students providing care for disabled people (confirmed by a certificate from the competent authorities, for example social care),

- 3) Disabled students,
 - 4) Students studying at two faculties simultaneously,
 - 5) Students completing part of their studies abroad,
 - 6) Students admitted as a result of confirmation of their learning outcomes,
 - 7) regnant students - in case of full-time studies,
 - 8) Students who are parents - in case of full-time studies.
4. Students who are not persons listed in section 3 may be allowed to apply an IOS in justified cases.
 5. Permission for the Individual Organisation of Studies shall be granted for a period of one academic year or one semester, except in the cases listed in section 3, subsections 3-4 and 6-8, for which permission may be granted for the entire period of study.
 6. The student, in consultation with the course instructor, shall determine, within the first two weeks of receiving the decision on the approval of the IOS, the manner of participation in classes and the forms of fulfilling the obligation to obtain credit and take examinations on dates specified in the organisation of the academic year.
 7. In the event that a student violates the established principles of Individual Organisation of Studies or fails to make progress in learning, the Dean may withdraw consent to this course of study.
 8. A student who follows a course of study as a result of confirmation of their learning outcomes should:
 - 1) Apply to the Dean of the Faculty to appoint an academic teacher, employed in the position of professor, docent, adjunct professor or lecturer, to take care of the student,
 - 2) Together with the Supervisor, establish a timetable for the implementation of the study programme and submit it to the Dean of the Faculty for their opinion.
 9. The planning of Individual Organisation of Studies mustn't lead to an extension of the completion date.
 10. The Dean of the Faculty shall decide on the approval of the IOS at the request of a student, who shall specify in detail the form of Individual Organisation of Studies.

3 RIGHTS AND OBLIGATIONS OF THE STUDENT

General provisions

§13

1. The student has the right to:
 - 1) Develop interests related to the field of study using the teaching facilities, equipment and means of the University, as well as assistance from academic teachers and University bodies,
 - 2) Developing scientific, cultural, tourist and sporting interests, using the University's facilities and resources for this purpose, and assistance from academic teachers and University bodies,
 - 3) Study according to an Individual Study Programme, pursuant to the rules laid down in §17 and Individual Organisation of Studies, pursuant to the rules laid down in §12,
 - 4) Participate in open classes of other fields and specialisations,
 - 5) Receive awards and honours,
 - 6) Associate in organisations on the principles set out in the Act,
 - 7) Receive financial aid under the rules set out in separate regulations,
 - 8) Receive health protection and medical care,

- 9) Confidentiality of personal files.
2. A student has the right to be trained in the rights and obligations of the student.
3. Training shall be conducted by the Student Government in cooperation with the Student Parliament of the Republic of Poland.
4. The student has the right to choose the specialisation/majority in the field studied within the technical, organisational and economic capacity of the University.
5. The priority in the selection of the specialisation/majority shall be given to students with full registration for a semester. An additional criterion is the higher grade average from the previous course of study.
6. A student of the University is entitled to a student ID card during the period of holding student rights.
7. Students' rights are lost in the event of:
 - 1) Resignation from studies,
 - 2) Removal from the list of students,
 - 3) Expulsions from the University,
 - 4) Completion of studies, subject to section 8.
8. A person who has completed a first-cycle programme shall retain student rights until October 31 of the year in which they completed that programme, excluding the right to financial aid.
9. Each student who has lost student rights shall be obliged to return their student ID card to the Dean's Office and settle all other obligations towards the University.
10. Graduates of first-cycle programmes shall have the right to hold a student ID card by October 31 of the year of the completion of such programmes.
11. Students are obliged to immediately notify the Dean's Office in writing of the loss of their student ID card, stating the circumstances of their loss.
12. In the event of the loss of a student ID card as a result of a theft or other random event, a student shall obtain a duplicate of a student ID card, which shall be payable.

§14

1. The student is obliged to actively participate in all teaching activities provided for in the programme schedule and to fulfil all obligations specified in the programme schedule and study regulations on time.
2. The academic teacher conducting the classes checks attendance at all: exercises, project classes, laboratory classes, lectures and seminars provided for in the study programme schedule.
3. The student is obliged to immediately justify their absence from classes at which his or her presence is checked. Doctor's note or other document justifying the absence must be provided to the academic teacher conducting the classes. In the case of leaving several types of classes, a doctor's note or other document justifying the absence must be delivered to the Dean of the Faculty within seven days of the date of the first absence, also in the case of a longer stay in hospital or other circumstances.
4. The documents referred to in paragraph 3 may be provided by another person or by post.
5. The course instructor shall specify the method and procedure for compensating for any arrears resulting from a student's absence from classes. Student's absence, even if justified, from more than $\frac{1}{4}$ of classes may be grounds for failing such classes.
6. In the case of a lack of progress in learning, a student may be removed from the list of students.
7. The lack of progress in learning is found in the case of unjustified absence of a student for more than $\frac{1}{4}$ of classes in at least three subjects obligatory to pass in a given semester.

§15

The student is obliged to notify the Dean's Office of any change of personal data.

§16

The student shall be liable for any conduct that is inconsistent with the content of the vows and any breach of the regulations in force at the University by the disciplinary committee pursuant to the rules laid down in the Act and the University's Statutes.

Individual Study Programme.

§17

1. In accordance with Individual Study Programmes, students may study who have completed at least the first semester of study and obtained a weighted average of grades (where the weights are ECTS credits) from the previous course of study of at least 4.00 and show special talents in one or more courses provided for in the current study programme.
2. A student applying for an Individual Study Programme shall:
 - 1) Apply to the Dean of the Faculty for the appointment of an academic teacher, employed in the position of professor, docent, adjunct professor or lecturer to take care of them,
 - 2) Together with the Supervisor, establish a study programme and submit it to the Dean of the Faculty for their opinion.
3. The consent for an Individual Study Programme is given by the Rector after consultation with the Senate on request of:
 - 1) a student who has received an opinion from the Dean of the Faculty, or
 - 2) an academic teacher who conducts classes in which the student demonstrates outstanding talents, with the opinion of the Dean of the Faculty.
4. The Individual Study Programme includes additional courses determined in accordance with the individual abilities of the student in the area of science studied so far.
5. The application referred to in section 3 should be submitted to the Rector 14 days before the beginning of a semester.
6. The permits referred to in section 3 shall be granted for a fixed period of time, not shorter than one semester.
7. The planning of an Individual Study Programme may not lead to the extension of the date of the completion of a degree programme.
8. The Rector, after consultation with the Senate, may withdraw permission for an Individual Study Programme at the request of: a student, the Dean of the Faculty or an Academic Supervisor.

Transfers

§18

1. A student may transfer from another university, also foreign, with the consent of the Rector of the University of Applied Sciences in Nysa (the receiving university), if he or she has fulfilled all the obligations resulting from the regulations in force at the university he or she is leaving. The dean of the faculty determines the semester to which the student may be transferred.
2. A student may transfer from another university, also foreign, with the consent of the head of the basic organizational unit of the receiving university expressed by way of a decision, if he or she

has fulfilled all the obligations resulting from the regulations in force at the University of Applied Sciences in Nysa.

3. A student may transfer from a field of study or specialization of studies to another field or specialization of studies within the University with the consent of the Rector, provided that he or she has fulfilled all his duties at the faculty where he or she studied so far.
4. A student accepted to the University from another university receives a student ID.
5. Students referred to in sec. 1 and 3, must complete the curricular differences resulting from the comparison of programs and timetables for the implementation of studies undertaken so far and applicable in the field of study or specialization of studies undertaken. The list of curricular differences and the deadline for their completion is determined by the dean of the faculty.
6. In relation to the students referred to in para. 1 and 3, the rules for transferring and the recognition of classes specified in §21

§19

1. A student may, with the Rector's consent, transfer from full-time to part-time studies, if he meets the conditions for admission to these studies.
2. The dean of the faculty determines the semester to which the student may be transferred.

§20

1. A student has the ability to transfer from part-time to full-time studies. The Rector decides on granting consent to transfer from part-time to full-time studies.
2. A transfer to full-time studies may take place from the new academic year, starting from the second year of studies.
3. The Rector determines the semester to which the student may be transferred.

Transfer and recognition of classes credited by the student at the organizational unit of the home university or at another university, including foreign ones

§21

1. A student may pursue part of the study program in another organizational unit of the University as well as outside the University, i.e. in another Polish or foreign university.
2. The execution of a specific part of the study program in another organizational unit of the University, as well as outside the University, takes place with the consent of the Rector.
3. Transferring the classes credited by the student enables continuation of education in the organizational unit of the University to which the student is transferred.

4. A student transferring classes credited in another university, including a foreign one, is assigned the same number of ECTS points as is assigned to the learning outcomes obtained as a result of the execution of relevant classes and internships in the unit where these classes and internships were carried out.
5. The decision to transfer the student's achievements is made, at the student's request, by the Rector, after reviewing the documentation presented by the student of the course of studies completed in another organizational unit of the University or outside the University.
6. The condition for transferring classes credited in another organizational unit of the University, or outside the University, including a foreign university, in place of the points assigned to classes and internships specified in the study program and its implementation schedule, is the confirmation of the convergence of the learning outcomes achieved during the implementation of the classes, corresponding to the classes specified in the program studies in the field of study in which the student is studying
7. In the case where a learning module or classes credited at another university do not have the assigned number of ECTS points, they are determined by the Rector. The Rector also converts the grade into the system used at the University.

4. COMPLETION OF A SEMESTER OF STUDIES

General provisions

§21

1. The credit period is a semester
2. The organization and the procedure for completing the semester is established by the dean of the faculty.
3. The completion of the semester on time is deemed to be the fulfillment of the condition specified in it. 12.
4. All forms of classes in a given subject, conducted in one semester, are subject to total credit.
5. It is not possible to pass without a grade, except for internships and physical education classes, subject to paragraph 6.
6. In the case of crediting classes based on the recognition of the learning outcomes achieved to students who were admitted to studies as a result of confirmation of the learning outcomes, the crediting is done without a grade.
7. For each subject, the dean of the faculty appoints a subject coordinator from among teachers who conduct individual forms of classes included in the subject
8. During the first class or information meeting, the course coordinator is required to present the learning outcomes, the class program and the list of recommended grades, the form of participation in the classes, the method of ongoing control of the results of the course, the course and schedule of completion, the form of the examination, the principle of determining the total grade for the course as well as the deadlines and place of consultation.
9. The grade for the course results from the assessment of individual forms of classes and the grade for a possible exam, and is calculated in accordance with the rules specified in the course

description. The credit is given and its evaluation is established by the course coordinator. If it is impossible to complete the credits and register by the course coordinator, the credit and registration are made by a person authorized by the dean of the faculty.

10. The condition for passing the course is to obtain at least a sufficient grade in the individual forms included in the course.
11. Completing a course will result in the student being awarded the number of ECTS points assigned to that course.
12. The condition for passing a semester is obtaining at least a sufficient grade in all the subjects provided for in the schedule of the study program, passing physical education classes - if provided for in the schedule of the study program, passing professional practice and obtaining ECTS points in the number required to complete a given semester in accordance with the schedule for the execution of the study program.
13. Grades in all subjects must be shown in the student's periodic achievement sheet, prepared in the form of electronic data printouts and reports on the completion of courses completed by course coordinators.
14. The student receives a copy of the sheet referred to in section 13.
15. An insufficient grade or no grade entered in the course credit report is treated as a failure to complete the course.
16. Failure to enter the grade in the course credit report is treated as an insufficient grade.

§23

The following grading scale is used to complete the course:

1. Very Good (5,0)
2. Good plus (4,5)
3. Good (4,0)
4. Sufficient plus (3,5)
5. Sufficient (3,0)
6. Insufficient (2,0)

Getting Credit

§24

1. All forms of classes included in the subject are credited, in accordance with the schedule of the study program, with the exception of lectures.
2. Passing the classes is based on verifying the learning outcomes.

3. Credits for classes are made by the teacher not later than in the last week of classes in the semester.
4. The student has the right to view his / her assessed works on the dates indicated by the teacher.

§25

1. A student participating in research or implementation works may, at the request of the head of these works, be dismissed by the dean of the faculty from participating in some classes of the course the subject of which the work is related to.
2. The dean of the faculty may make the credit of the course conditional on passing a test which checks the achievement of the learning outcomes covered by the study program, which go beyond the research or implementation works performed by the student.

§26

1. In the event of failure to obtain a credit within the time limit referred to in § 24 sec. 3, the student has the right to proceed with a retake within a period not exceeding the duration of the examination session.
2. The dean of the faculty, at the student's request, submitted within 7 days from the date of failure to pass the credit in the resit period, orders, in the event that there is no objectivity in the assessment, the commission credit, which should take place within 14 days from the date of submitting the request.
3. The dean of the faculty may order a commission credit on his / her own initiative.
4. The information about the date and time of the board examination should be posted on the information board at least 3 days before the examination date.
5. The examination by the commission is carried out by a commission composed of three academic teachers, appointed by the dean of the faculty responsible for the subject. The chair of the commission should be the dean of the faculty or a person appointed by him from among academic teachers employed at the faculty, at least as a lecturer. The commission, apart from the chair and the academic teacher conducting the classes, should include a specialist in the same or a related field of knowledge.
6. At the student's request, the commission credit may take place in the presence of an observer indicated by the student
7. The commission's assessment is final.
8. The results of individual tests are given to students knowledge by posting them on the information boards or on the University's website within 7 days from the date of passing the examination, and in the case of commission credit, the result is announced on the same day.

§27

1. A student is exempted from taking part or all of the physical education classes in force in a given semester on the basis of a medical certificate issued in the original form by a specialist

doctor. The student is obliged to deliver the exemption to the teacher within 30 days from the start of the semester to which the exemption relates.

2. The head of the Physical Education Study sets the date and method of completing the classes by the dismissed student.

Examination

§28

1. The exam is a test of the learning outcomes achieved by the student within the scope of the program of the subject.
2. The examination is carried out by the examiner who is the academic teacher conducting the lecture. In justified cases, he may be replaced by an academic teacher appointed by the dean of the faculty.
3. It is allowed to take exams before the scheduled date of the examination session (on the so-called zero date), subject to § 29 sec. 1. Students and the examiner agree to conduct the examinations earlier.
4. Exam dates are set by the examiners in agreement with the staroste of the year. In the absence of such arrangements, examiners are required to arrange the dates of the exams. The schedule of the examination session is announced to the students no later than 7 days before the session begins.

§29

1. A student may not take the exam if he or she has not obtained a credit for practical classes, project classes, laboratory classes, language courses and seminars in a given subject.
2. In the event of an insufficient grade in the examination, the student is entitled to take one retake examination in each failed subject.
3. The retake exam takes place on a date that does not collide with the student's other classes, as agreed by the teacher and the student concerned, not earlier than 3 days from the date of the first exam and not later than the end of the exam session.
4. In the event of a justified absence from the examination, the student retains the right to take the examinations provided for in the regulations.
5. Only illness or a significant random event may excuse the absence from the exam. A medical justification or any other proof of absence must be provided to the examiner within 7 days from

the date of the examination, also in the event of a longer stay in hospital or other circumstances. The justification may be provided by another person or by letter. Disputes are settled by the dean of the faculty. The justification is attached to the student's personal file.

6. A student who, without justification, fails to report to the exam within the prescribed period, receives a fail grade.
7. The dean of the faculty, upon the student's request, submitted within 7 days from the date of the examination, orders, in the event that there is no objectivity in the assessment, the board examination, which should be held within 14 days from the date of submitting the application.
8. The dean of the faculty may order an examination before an examination board on his own initiative.
9. Information on the date and time of the board examination and its form should be posted on the notice board at least 3 days before the examination date.
10. The examination by the commission is carried out by a commission appointed by the dean of the faculty, consisting of chairman and two members of commission.
11. The chairman of the examination board is the dean of the faculty or his deputy, or another person appointed by the dean of the faculty. The members of the examination board of the board examination are: the academic teacher who conducted the previous examination and the academic teacher conducting classes in the examination or related subject.
12. At the student's request, the board examination may take place in the presence of an observer appointed by the student.
13. The board examination may be written, oral or written and oral. The chair of the commission decides on the form of the examination.
14. The commission's assessment is final.
15. The results of individual exams are communicated to students by placing them on the notice boards or on the University's website within 7 days from the date of the exam, while in the case of a board examination, the result is announced on the same day.
16. The student has the right to view his or her marked examination papers on the dates indicated by the examiner.

Completion of study periods

§30

With regard to a student who did not pass the semester within the set deadline, the dean of the faculty requests the Rector to remove the student from the list of students or at the student's request:

1. decides on a conditional permit to continue studies in the next semester or
2. decides to register for the next semester with ECTS points debt or
3. decides to allow the student to repeat the semester in order to compensate or reduce the debt of ECTS points.

§31

1. Conditional continuation of studies in the next semester (the so-called conditional enrollment) is allowed by the dean of the faculty at the student's request, if the student's results so far allow to assume that he / she will make up for the deficiencies of the previous semester related to the failure to obtain credits in all subjects designated as obligatory for a given semester without disruptions of education in the next semester.
2. The dean may allow a student who has not completed no more than two subjects which are compulsory to be credited in a given semester, referred to in paragraph 10, section 2, to continue their studies on a conditional basis.
3. For a student who obtained a conditional enrollment for the next semester, the dean of the faculty sets the final date to clear the backlog which, except for internships, should not exceed one month.
4. With regard to a student who continues his studies on the basis of a conditional enrollment, in the event of failure to complete all the subjects designated as compulsory for completion in a given semester within the prescribed period, the faculty dean allows the student to repeat the semester or requests the Rector to remove the student from the list of students.

§32

1. Registration for the next semester with ECTS points debt is granted to a student who:
 - 1) had completed all the subjects designated by the dean of the faculty as compulsory for passing in a given semester,
 - 2) for the classes planned in the semester he obtained at least 20 ECTS points, and at the same time the total debt does not exceed 10 ECTS points,
 - 3) meets all other requirements provided for in the study program and its realization schedule.
2. In the event of a failure to complete a course, which takes the form of a lecture, class, laboratory or project, to which a total number of more than 10 ECTS points has been assigned, the dean of the faculty may, in particularly justified cases, decide to register with the actual debt of ECTS points as admissible debt.
3. The student cannot register with ECTS points debt for the last semester of study. In particularly justified cases, the faculty dean may register for the last semester with a total ECTS credit debt of up to 8 ECTS points, which must be compensated within the time limit specified by the faculty dean.
4. The final completion of the semester takes place after fulfilling the conditions specified in §22, sec. 12.
5. In relation to a student who has exceeded the acceptable debt limit of ECTS points or has not met the requirements of sec. 1. point 1) to point 3), the dean of the faculty requests the Rector to remove the student from the list of students or, at the student's request, decides to repeat the semester.

§33

Repeated classes, both as part of repeating a semester and registering for the next semester with ECTS points debt, are payable, in accordance with the rules set out in separate regulations.

§34

1. The Rector, at the faculty dean's request, shall strike the student off the list of students in the case of:
 - 1) not taking studies up,
 - 2) resignation from studies,
 - 3) failure to submit the diploma thesis or the diploma examination on time,
 - 4) disciplinary penalty of expulsion from the university.
2. Failure to start the studies referred to in para. 1 point 1 means failure to meet the following conditions within one month from the commencement of the classes: failure to sign the oath or unjustified absence from classes in compulsory subjects to be completed in a given semester.
3. The Rector, on the motion of the faculty dean, may remove the student from the list of students in the event of
 - 1) lack of participation in compulsory classes,
 - 2) no progress in learning,
 - 3) failure to obtain credit for a semester or year of study within a specified period,
 - 4) failure to pay the tuition fees.

§35

1. A student may be allowed to repeat a semester no more than once during the period of study, unless the reason for the repeated failure was a long-term illness or other important and properly documented reasons.
2. A student who repeats a semester is not required to pass the subjects in which he or she obtained a positive grade.
3. During the break in studies (caused by waiting for the repetition of the semester) and during the period of repeating the semester, the student retains the student's rights with the restriction of the right to use financial assistance, as defined by separate regulations.

Resumption of studies

§36

1. The resumption of studies takes place in the same field of studies from which the student was previously removed
2. The Rector decides to grant consent to resume studies.
3. A student who was struck off the list of students has the right to resume them after meeting the conditions specified by the Rector and settling the financial arrears arisen during studies.
4. After resuming studies, the student studies according to the currently applicable study programs.

5. The Rector decides on obtaining credits for the education modules obtained before their interruption, indicates the semester from which the resumption of studies may take place or may refuse to resume them
6. The Rector may designate a training module to be completed.
7. The decision specifying the conditions for resuming studies by persons who were crossed off due to failure to submit the diploma dissertation or failure to pass the diploma examination is taken by the Rector.
8. The Rector may make the resumption of studies conditional on the passing of checking exams.

5. LEAVES OF ABSENCE

§37

1. Students may be granted leave:
 - 1) short-term (semester),
 - 2) long-term (annual).
2. The dean of the faculty decides on granting the leave, upon a justified student's request.
3. A student may be granted short-term or long-term leave:
 - 1) in the case of a long-term disease confirmed by an appropriate certificate from a competent health care institution,
 - 2) for the duration of military service,
 - 3) when a child is born or cared for,
 - 4) to a pregnant student - until the child's birth,
 - 5) a parent student - for a period of 1 year,
 - 6) for part-time studies: also in the case of a business trip abroad, temporary transfer to work outside the place of permanent residence or in other circumstances related to the performance of professional work,
 - 7) in the case of other important random circumstances.
4. A student may be granted a leave from the second semester of studies. A student may be granted leave twice during the period of study.
5. If the reason for applying for leave is a long-term or repeated illness or maternity, the student is entitled to more leaves.
6. The student should apply for a leave no later than within one month from the occurrence of the circumstances justifying the leave request, subject to point 7.
7. A parent student shall apply for a leave within 1 year from the child's birth.
8. A student cannot be granted leave for the period of the past semester.
9. During the leave period, the student retains his student rights, with the proviso that the right to financial assistance during this period is governed by separate regulations.
10. During the leave, the student may, with the consent of the dean of the faculty, take part in some classes, proceed with the verification of the achieved learning outcomes specified in the study program.
11. After returning from leave, the student studies according to the currently applicable study programs.

6. INTERNSHIP

§38

1. Internship is an integral part of the education process and is a subject to mandatory credit,
2. Information on the completion of internship is shown in the card of periodic achievements, referred to in §22 sec. 13.
3. Passing the internship is a condition for completing the semester, the program of which provides for the realization of these classes.
4. The dean of the faculty may designate a period of professional internship other than the one provided for in the schedule of the program of studies, if there are circumstances beyond the student's control that make it impossible to perform the internship in accordance with the schedule. In such cases, the dean of the faculty sets a deadline for completing the internship other than that provided for in the study program realization schedule.
5. The internship program, approved by the faculty dean, is given to students before commencing their apprenticeship.
6. The internship is graded by an academic teacher who is the tutor of the internship on behalf of the University.
7. A student's professional work performed now or in the past, as well as a traineeship, if the learning outcomes achieved as a result correspond to those assumed for the internship, may be considered an internship. In such a case, the rules for crediting the professional internship are determined by the Senate.
8. The dean of the faculty determines the consequences of recalling a student from work placement upon the employer's request.

PRIZES AND AWARDS

§39

Students with outstanding academic results and exemplary fulfillment of their duties may be awarded prizes and distinctions, in accordance with the regulations applicable to these awards.

§40

The dean of the faculty may use other forms of honouring students, e.g. handing out congratulatory letters, entering outstanding students in the book.

§41

For activities and significant achievements during studies that promote the University, graduates may be awarded the "Distinction of the University of Applied Sciences in Nysa for Graduates - Nike of Nysa". The principles of granting the distinction are determined by the Senate in consultation with the Student Government.

8. GRADUATE WORK

§42

1. The diploma thesis is an independent study of a scientific, artistic or practical issue or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies at a given field, level and profile, as well as the ability to independently analyze and reason.
2. The diploma thesis may be, in particular, a written work, a published article, design work, including the design and implementation of a computer program or system, and technological or artistic construction.
3. Student studiów stacjonarnych i niestacjonarnych zobowiązany jest złożyć pracę dyplomową, jeżeli jest ona przewidziana w programie studiów, nie później niż:
 - 1) until February 28 - for studies ending with the winter semester,
 - 2) until June 30 - for studies ending with the summer semester.
4. If the diploma thesis is a written thesis, the University checks it before the diploma examination using the Unified Anti-plagiarism System.
5. The dean of the faculty, at the request of the thesis supervisor or at the request of the student, may postpone the deadline for submitting the thesis in the case of:
 - 1) long-term illness of the student, confirmed by an appropriate medical certificate,
 - 2) inability to complete the diploma thesis within the applicable time limit for justified reasons beyond the student's control

In these cases, the deadline for submitting the work may be postponed by no more than three months from the dates specified in section 3.

6. In the event of a longer absence of the thesis supervisor, which could delay the submission of the thesis by a student, the dean of the faculty is obliged to appoint a person who will take over the responsibility for managing the thesis. The change of the thesis supervisor during the last 6 months before the graduation date may constitute the basis for extending the deadline for submitting the diploma thesis on the terms specified in section 5.
7. During the extension period, the student retains student rights, with the reservation regarding the right to benefit from material assistance, as defined in separate regulations.

§43

A student who has not submitted the diploma dissertation by the deadline specified in §42 it 3, is removed from the list of students.

§44

1. The diploma dissertation is performed by a student under the supervision of an academic teacher employed as a professor, associate professor, assistant professor or lecturer, unless the education standard or other legal act relating to education in a specific field of study provides otherwise.
2. In the case of second-cycle studies, the diploma thesis is prepared under the supervision of a person with at least a doctoral degree.
3. The subject of the diploma dissertation should be established no later than in the first month of classes after the beginning of the semester preceding the last semester of studies.
4. The thesis is assessed by the thesis supervisor and one reviewer employed as a professor, associate professor, assistant professor or lecturer. The reviewer is appointed by the dean of the faculty where the work was done.
5. The grading scale specified in § 23 is used for the diploma grade.

9. DIPLOMA EXAMINATION

§45

1. The condition for admission to the diploma examination is:
 1. obtaining credits for all subjects and internships provided for in the study program,
 2. passing all examinations provided for in the study program,
 3. obtaining the total number of ECTS points specified for the studies:
 - A. first degree six-semester: at least 180,
 - B. first degree seven-semester: at least 210,
 - C. second degree: at least 90,
 4. obtaining at least a sufficient grade for the diploma dissertation, if it is provided for in the study program.
2. If one of the grades of the diploma dissertation is insufficient, the dean of the faculty decides to admit the student to the diploma examination, who seeks the opinion of an additional reviewer.
3. The diploma examination takes place in front of the diploma examination board appointed by the faculty dean, which includes: the chairman and two members of the diploma examination board. Only a professor, associate professor, assistant professor or lecturer employed at the University may be the chair of the diploma examination board. At least one member of the diploma examination board should be employed at the University as a professor.
4. If the program of studies provides for a diploma dissertation, the members of the diploma examination board are the dissertation supervisor and the dissertation reviewer or another person

appointed by the dean of the faculty from among academic teachers employed by the faculty at least as lecturers.

5. If the diploma dissertation will be performed in a specific workplace, or its subject is closely related to the needs of the workplace, the dean of the faculty may appoint a representative of this workplace to the commission.
6. At the student's or supervisor's request, the University conducts an open diploma examination.
7. Such an application should be submitted by submitting the diploma thesis. The decision to conduct an open examination is made by the faculty dean.
8. After making the decision to set an open exam, an announcement is posted on the University's website 14 days before the exam.
9. Participants of the open examination who are not members of the diploma examination committee may participate as observers. They cannot ask questions to the graduate student and participate in the meetings in the classified part assessing the exam.
10. Failure of third parties to appear on the date of the open diploma examination shall not suspend the examination.
11. The diploma examination should take place within two months from the date of submitting the diploma dissertation.
12. The dean of the faculty may set an individual date of the diploma examination for a student who has submitted his diploma dissertation before the deadlines specified in §42 sec. 3.

§46

1. The diploma examination is an oral or written-oral examination. It can also include a practical part
2. The scope of the diploma examination in the field of jazz and stage music includes:
 - 1) specialty artistic education in jazz and stage music - conducting lessons and leading a band,
 - 2) specialization sound production - concert sound system and demonstration of a music studio project,
 - 3) instrumental or vocal specialty - recital.
3. After discussing the diploma thesis, the student answers to least two questions. This part of the examination may be written.
4. After the completion of the diploma examination, the commission determines the final grade for the diploma thesis, taking into account the grades of the thesis supervisor and reviewer, and the manner of presenting and defending the thesis.
5. When determining the grade for the diploma thesis and when assessing the answers to the questions, the grading scale specified in §23 is used.
6. The grade for the diploma examination is the arithmetic mean of the grades obtained for the answers to the questions and the result of the written part of the examination.
7. If the diploma examination consists of theoretical and practical parts, then the arithmetic mean of the grades obtained for answers to questions and the result of the written part of the examination (weight 1/2) and the mark of the practical part (weight 1/2) are taken as the grade for the diploma examination.
8. The following are accepted for the assessment of the diploma examination in the field of jazz and stage music:

- 1) specialty artistic education in jazz and stage music - a weighted average of the marks for conducting the lesson (weight 1/3) and leading a band (weight 2/3),
 - 2) specialization sound production - the weighted average of the scores for the concert sound system (weight 1/2) and the demonstration of a music studio project (weight 1/2),
 - 3) Instrumental or vocal specialty - the score for the recital.
9. The exam grade is insufficient if more than one insufficient grade is given for oral or written answers.

§47

1. The condition for admitting the diploma examination and defending the diploma thesis in the field of *nursing*, in accordance with §45 constituting the theoretical part of the diploma examination, is the student obtaining a positive grade for the practical part of the diploma examination, the rules and procedure of which are governed by separate provisions.
2. When determining the final grade for the practical part of the diploma examination, the grading scale specified in §23 is used.
3. If the student obtains a failing grade only in the theoretical part of the diploma examination, the student takes the second exam only in the theoretical part.
4. The final grade for the diploma examination is the arithmetic mean of the grades obtained in the practical and theoretical parts of the diploma examination.

§48

1. In the event of an failing grade in the diploma examination or failure to take the examination within the prescribed period for unjustified reasons, the dean of the faculty shall set the second date of the examination as the final one.
2. The re-examination cannot take place later than two months from the date of the first examination.

§49

1. Graduation takes place after passing the diploma examination with at least a satisfactory result.
2. A graduate receives a diploma of completion of studies along with a diploma supplement and two copies thereof, including, upon the graduate's request, their copy in a foreign language.
3. Issuing a graduation diploma confirms that you have successfully completed the last semester of studies.
4. The final result of the studies is determined by the diploma examination board.
5. The basis for calculating the final study result are:
 - 1) average grade for the entire course of study, excluding failed semesters, rounded to two decimal places. The mean of the marks is calculated as the weighted mean. The final grades for all subjects included in the study program are taken into account in the calculations. The weighted average is determined as follows: the grade for each subject is multiplied by the assigned number of ECTS points. The obtained results are summed up and divided by the sum of the ECTS points from all subjects, which are the basis for determining the average,

- 2) assessment of the diploma dissertation, if provided for in the study program,
- 3) final grade for the diploma examination
6. The final result of the studies is the sum of 1/2 of the grade mentioned in it. 5 point 1 and 1/4 of the grades mentioned in sec. 5 points 2-3, or in the case when the program of studies does not provide for a diploma dissertation - the sum of 1/2 of the grade mentioned in section 5 point 1 and 1/2 of the grade mentioned in section 5 point 3.
7. The final study result, equal to one of the following grades, is entered in the higher education diploma, in accordance with the principle:
 - to 3.25 - Sufficient (3.0)
 - 3.26 - 3.75 - Sufficient plus (3.5)
 - 3.76 - 4.25 - Good (4.0)
 - 4.26 - 4.65 - Good plus (4.5)
 - 4.66 - 5.00 - Very good (5.0)
8. The equalization of the grade applies only to entry into the diploma, all other certificates specify the actual study result, calculated as in section 6 to two decimal places.
9. The diploma examination committee may increase the grade referred to in sec. 7, not more than one grade in the grading scale, if the student in the diploma dissertation or diploma examination received very good grades and in the last two semesters of study obtained a weighted average of grades (where the weights are ECTS points) in the subjects for which the program provides for examinations , at least 4.0.

10. THE METHOD OF ADAPTING THE ORGANIZATION AND IMPLEMENTATION OF THE TEACHING PROCESS TO THE SPECIFIC NEEDS OF DISABLED STUDENTS

General rules

§50

1. The alternative solutions applied to students with disabilities are aimed at equalizing the chances of graduation, taking into account the abilities of these people. The use of alternative solutions may not reduce the substantive requirements for disabled students.
2. When making decisions on the issues referred to in §21-53, the Dean of the faculty may consult the Office of Material Aid and Service for Disabled Persons

Changes in the way of participating in classes

§51

1. If the student's disability does not allow him to participate in classes, the dean of the faculty, at the student's request, may:
 - 1) allow for an increase in the permissible absenteeism,
 - 2) consent to the individual organization of studies,
 - 3) allow a change in the form of verification of learning outcomes.

2. At the request of a disabled student, the dean of the faculty may consent to the application of the following solutions:
 - 1) involving third parties in the classes (e.g. sign language interpreters, stenographers)
 - 2) the use of additional technical devices owned by the student, enabling the student to fully participate in the classes,
 - 3) use of audiovisual devices owned by the student, allowing for the registration of classes. In the case of using sound or sound and image recording devices during classes, the student is obliged to submit a written declaration of non-infringement of copyrights to works created during the classes and to use the registered materials only for private usage.

Changing the mode of taking exams and obtaining credits.

§52

1. Depending on the type of disability, the student may submit an application to the dean of the faculty to change the method of taking the exam and obtaining credits in a given subject.
2. In order to change the method of taking an examination or obtaining a credit for a given course, the dean of the faculty may issue a decision allowing a disabled student to:
 - 1) extension of the duration of a given examination or credit
 - 2) the use of technical devices owned by the student, enabling the student to pass the exam,
 - 3) changing the form of a given exam from written to oral or from oral to written,
 - 4) participation in the exam by third parties (e.g. sign language interpreters, stenographers)
 - 5) changing the place of the exam.

Changing the organization of the examination session.

§53

1. If the student's disability makes it impossible to pass all the exams provided for in the examination session, the student has the right to apply to the Dean of the faculty to change the examination deadlines outside the session period.

2. Change of the dates referred to in sec. 1, enables the registration of a disabled student for the next semester without a conditional entry, as specified in §30 of these Regulations.

11. CONDITIONS AND MODE OF PARTICIPATION OF EXCELLENT PUPILS IN THE CLASSES PROVIDED FOR THE STUDY

§54

1. Exceptionally gifted students of upper secondary schools, hereinafter referred to as students, may submit an application to the Rector for participation in the classes provided for in the course of study in the fields of study compatible with their abilities. In the case of underage students, the application is submitted by the student's parents or legal guardians.
2. The decision on the student's participation in the classes is made by the Rector after receiving the recommendation of the school headmaster.
3. Students are obliged to comply with the regulations and rules in force at the University.
4. Parents of underage students are obliged to provide them with care during breaks between classes.
5. Students admitted to participate in classes have the right to use the University's teaching rooms and facilities as well as the help of its employees.
6. Students admitted to participate in the classes may participate in the activities of student research clubs of the faculty in which they conduct their classes.
7. Completion of classes to students takes place on the terms set out in these regulations and is recorded in the Student Achievement Card. The University Senate may establish an individual course of obtaining credits for students.

12. FINAL REGULATIONS

§55

A student who resigns from continuing studies submits a written declaration to the faculty dean on the resignation from studies.

§56

1. The Rector is the appellate instance against the decision of the faculty dean in all matters covered by the regulations of studies.
2. The appeal, in justified cases, should be submitted in writing, through the dean of the faculty, within 14 days of receiving information about the issued decision.
3. The Rector's decision in the appeal proceedings is final.

4. Decisions on removing a student from the list of students are made by the Rector. The student has the right to submit an application to the Rector for reconsideration of the case against the Rector's decision within 14 days from the date of receipt of the decision.
5. The Rector decides in other matters, not covered by the provisions of the regulations.

§57

The Regulations enter into force on 01/10/2019.