

Compiled on the basis of: Resolution of the Senate of the Jagiellonian University
no. 45/IV/2015 of 29th April 2015.

Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programmes of Study

consolidated text

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I. General Provisions

§ 1

1. These Regulations apply to all forms and fields of study for the first-cycle, second-cycle, and long-cycle Magister programmes of study conducted at the Jagiellonian University.
2. The terms used in these Regulations shall have the following meaning:
 - a) faculty – an institutional unit defined in the University’s Statute which conducts at least one field of study;
 - b) ECTS points – points defined in the European Credit Transfer and Accumulation System as the measure of the average amount of effort a student needs to apply to achieve the envisaged learning outcomes;
 - c) year of study – the unit credited to a student’s progress in and completion of a curriculum;
 - d) academic year – the period of the calendar in which classes and examinations are conducted and the credits stipulated in a curriculum and overall educational programme are awarded;
 - e) student – a person receiving tuition in first-cycle, second-cycle or long-cycle Magister programme of study who has been granted a final decision confirming his/her admission to a programme of study and has taken the oath stipulated by the Statute;
 - f) subject – a component of a programme of study comprising a specified subject area which is taught and conducted in the form of lectures, laboratory periods, classes, discussion classes,

seminars, preliminary seminars, and practical training or internship, as defined in the programme of study; a subject may entail more than one form of educational activity; a subject or group of subjects may comprise an educational module to which specific learning outcomes envisaged in the overall educational programme have been assigned;

g) person conducting a subject – an academic tutor who holds the academic title (professorship) or the academic degree of habilitated doctor (doktor habilitowany), or any other academic tutor appointed to conduct a given subject stipulated in a programme of study;

h) consecutive system of classes and examinations – a relation of curricular dependence between particular subjects in a programme of study, as defined in that programme, determining that a student may not proceed to a given class or examination until he/she has obtained a credit or passed the required examination in another subject;

i) point system – the principles pertaining to the crediting of a student's completed years of study, as defined in § 10, § 11, §12 Part 1 and § 13 Part 1 of the Regulations;

j) the overall educational programme for a given field and cycle of study, and for the profile or profiles in this field of study entails a description of the envisaged learning outcomes and of the programme of study which describes the educational process leading to the achievement of those learning outcomes;

k) the curriculum gives a detailed description of the way a programme of study is organised and conducted

l) Regulations – the Jagiellonian University Regulations for first-cycle, second-cycle, and long-cycle Magister programmes of study.

§ 2

1. A student is obliged to keep the oath and comply with the University's Regulations and the provisions, orders and instructions issued by its authorities and units, uphold the good reputation of the Jagiellonian University, and observe its traditions and customs.

2. A student's rights include:

a) the right to acquire education in his/her chosen field of study, develop his/her personal scholarly pursuits, and to use the University's premises, facilities and means pertaining to these objectives, as well as the full resources of its library collections in compliance with the provisions in force, and also to have access to the assistance of the University's academic teaching staff and its administrative units;

b) the right to attend University classes and other teaching activities and to sit the examinations stipulated by the curriculum and overall educational programme, in compliance with the provisions laid down therein;

c) the right to participate, through the agency of student representatives, in the decisions made by the Jagiellonian University's collegial bodies;

- d) the right to to submit proposals concerning curricula and overall educational programmes and matters relating to students' social and living conditions to the authorities of the Jagiellonian University;
- e) the right to to receive awards and distinctions on the grounds defined in the Regulations and in separate provisions;
- f) the right to to join existing students' organisations and to found new students' organisations;
- g) the right to to contribute to the Jagiellonian University's scholarly research and to join its learned societies;
- h) the right to to pursue his/her cultural, tourist, and sports interests, and to use the Jagiellonian University's facilities and resources, as well as to have access to the assistance of its academic teaching staff and administrative units for these purposes;
- i) the right to to attend open classes offered by other fields of study at the University and any other classes on consent of the person conducting the subject.

3. Student's identity card is issued for every student.

4. Student's identity card is the document which confirms his/her status as a student. Students have the right to a student's identity card until the completion of their studies, the suspension of student's rights, or expulsion; graduates of a first-cycle programme of study have the right to a student's identity card until 31st October of the year in which they graduate.

5. A student is obliged to notify the head of his/her basic institutional unit of any changes of his/her surname and address, or any other changes in his/her personal data required by the Jagiellonian University on the grounds of separate provisions.

6. Student's rights and duties expire on the day of his/her graduation or expulsion. A graduate of first-cycle programme retains his/her student's rights until 31st October of the year in which he/she graduated, with the reservation of separate provisions.

7. The authorities of the Jagiellonian University students' self-governing organisation represent all the students of the Jagiellonian University.

8. The appropriate authorities of the students' self-governing organisation are authorised to express their position on all matters relating to students.

9. The University's administrative bodies shall be bound to undertake actions to secure equal opportunities for disabled students to pursue and complete their curriculum and overall educational programme, in consideration of the nature of the disability and the specifics of the given field of study and specialization.

§ 3

1. First-cycle, second-cycle and long-cycle Magister programmes are conducted in the form of full-time studies or part-time studies.

2. Duration of programmes

a. First cycle – at least 6 semesters;

b. Second cycle – 3 to 4 semesters;

c. Long-cycle Magister programmes – 9 to 12 semesters.

3. Part-time programmes may be one or two semesters longer than the corresponding full-time programmes.

4. The maximum duration of a study programme shall be extended as appropriate for the syllabus of students who repeat any year of study, obtain leave of absence, or sit the final examination after the end of their final academic year.

5. Admissions to a programme are conducted in compliance with the principles adopted by Senate on application by the council of the appropriate basic institutional unit, in consideration of other provisions valid at the Jagiellonian University.

§ 4

1. Students pursue studies in compliance with the learning outcomes, which study programmes, including study plans are consistent with. Study programmes and study plans are adopted by the faculty council of the upon the request of the dean and after the students' self-governing body has issued an opinion on the matter, in compliance with the guidelines adopted by the Senate of the Jagiellonian University.

2. A study programme may allow certain subjects to be conducted in a foreign language. Obligatory subjects may be conducted in a foreign language if they are also conducted in Polish. The dean, acting with the approval of the person conducting the subject, may permit certain examinations, including final examinations, to be taken, and diploma dissertations to be submitted, in a foreign language.

3. For fields of study associated with language training the faculty council adopting a study programme may stipulate an obligation for certain examinations, including final examinations, to be taken in a foreign language, and diploma dissertations to be submitted in a foreign language.

4. A curriculum and overall educational programme may stipulate a list of obligatory subjects which a student must complete to receive a credit for a given year of study or to graduate; a consecutive system of classes and examinations; obligatory periods of practical training, internships, or other special forms of educational activities.

5. The study programme determines the details of the manner in which the envisaged learning outcomes are to be achieved, in the form of the educational matter to be taught in the given field or specialisation, the manner in which particular subjects are conducted, the ECTS points awarded for particular subjects, the conditions for graduation, and the number of points and

other requirements for admission to the final diploma (Licencjat or Magister) examination, if such an examination is stipulated in the programme.

6. A student shall be obliged to declare a choice of subjects carrying a total of at least 60 ECTS points and conducted in the given year, except for cases described in § 10 Part 2 Point 2) and § 11. A student's declaration of subjects chosen is to be filled out in the USOSweb system and submitted in a signed printout version to the appropriate student secretary's office within the term appointed by the council of the appropriate faculty, not later than by 7th November for subjects conducted in the winter semester and on an annual basis, and not later than by 22nd March for subjects conducted in the summer semester. If there is no option of a choice of subjects in the given year the faculty council may exempt a student from the obligation of submitting a declaration.

7. A student is obliged to obtain credits for all the subjects he/she has declared before he/she can graduate.

8. The faculty council adopts a study programme 3 months before the beginning of the academic year and announces it in the USOSweb system and on the unit's website.

9. In the study programme the faculty council defines the conditions and manner in which outstanding students participate in classes provided by the syllabus in fields of study which are in compliance with their abilities, and the principles for the award of credits for these classes to them.

10. In the event of a change in the timetable of classes occurring in the course of the academic year a student has the right to withdraw from a declared subject. In such cases he/she is obliged to notify the dean of his/her withdrawal within 7 days of the emergence of the cause of his/her withdrawal.

§ 5

1. The examinations and credits conclude with the award of a grade, unless the study programme states otherwise.

2. Examination and credit grades are awarded according to the following scale:

- 5.0 – bardzo dobry [very good]
- 4.5 – dobry plus [good plus]
- 4.0 – dobry [good]
- 3.5 – dostateczny plus [satisfactory plus]
- 3.0 – dostateczny [satisfactory (pass)]
- 2.0 – niedostateczny [fail]

2. The principles and criteria for grading, and the calculation of grades for subjects consisting of more than one form of educational activity are determined by the person conducting the subject, who announces these principles and criteria in the USOSweb system and at the first class in the given subject.

4. A record of a student's progress is kept in the following way:

- a) on his/her periodic record card printed out from the University's computer database system;

- b) in the reports drawn up and printed out for each subject from the computer database;
- c) in the University's computer database.

5. The Rector of the Jagiellonian University issues an ordinance determining the details of the principles for the keeping of records on students' progress in first-cycle, second-cycle, and long-cycle Magister programmes of study.

6. A student's mean grade (GPA, Grade Point Average) for a given academic year or for the entire syllabus is calculated as a weighted mean, with weightings determined by the number of ECTS points awarded for all of his/her grades in the period, including those for subjects failed.

7. The grades taken into account in the calculation of a student's weighted mean grade are his/her examination grades, and the final grades awarded for those subjects which do not conclude with an examination.

8. For subjects consisting of different kinds of educational activities each awarded a separate grade, the grade taken into account for a student's mean grade is the final grade awarded on completion of the full subject.

9. If a student is examined by a commission of examiners (viz. takes a commissary examination), the grade taken into account for the calculation of his/her mean grade is the grade awarded in the commissary examination, while the grade awarded in the disputed examination is waived in accordance with the procedure laid down in § 14 Part 1 of the regulations.

10. A student's weighted mean grade is calculated in the following manner:

- a) the grade awarded the student for each subject which is to be taken into account in the base for his/her weighted mean grade is multiplied by the number of points ascribed to the subject;
- b) the results of the multiplication are added up;
- c) the sum obtained in the operation defined in Point b) is divided by the sum of the credit points for all of the student's subjects which are taken into account as the base for the calculation of his/her weighted mean grade;
- d) the result is rounded up to the second figure after the decimal point.

11. If a student has obtained ECTS points from another institution of higher education which uses a scale ranging from 2 to 6, the following conversion table shall be applied in the calculation of his/her weighted mean grade:

Grade awarded on 2 – 6 scale	Corresponding grade on 2 – 5 scale
2	2
2.5	2
3	3
3.5	3
4	3.5
4.5	4
5	4
5.5	4.5

II. Organisation of classes

§ 6

1. The academic year begins on 1st October and lasts until 30th September of the following calendar year, and is divided into two semesters.
2. The principles for the organisation of the academic year, its division into semesters and the allocation of periods of tuition and examination sessions, are determined by the Rector, on receiving the opinion of the students' self-governing organisation, not later than by 1st May of the previous academic year. The detailed organisation of the academic year for all the types and fields of study conducted by a faculty is determined by the dean, on receiving the opinion of the students' self-governing body and in compliance with the principles laid down by the Rector. The detailed organisation of the academic year is announced not later than three months before the beginning of the academic year.
3. The dean determines and announces the details of the timetable of classes, not later than two weeks before the beginning of the semester.
4. The person conducting a given subject, acting with the approval of the dean, determines the rules for participation in classes and other educational activities comprising the subject and announces them in the USOSweb system and at the first class in the given subject. Students' participation in them may depend on their fulfilment of further criteria, as determined by the person conducting the subject, except for obligatory subjects.
5. Classes may be conducted by means of the methods and techniques of distance learning. Tuition with the use of the methods and techniques of distance learning is regulated in separate provisions.

§ 7

1. If the overall educational programme stipulates an obligatory period of practical training or internship the dean may fully or partially exempt a student from practical training or internship if he/she has completed an assignment which has accomplished the aims of the practical training or internship.
2. Part 1 above shall apply respectively to other special forms of obligatory educational activities.

§ 8

1. On receiving the opinion of the students' self-governing organisation, the dean may appoint a tutor for a given specialisation, year of study, group of students, or practical training period / internship.
2. Acting with the approval of the faculty council and the students' self-governing organisation, the dean determines the scope and forms of the work of tutors.

III. Credits for subjects and years of study

§ 9

1. The crediting unit within a given syllabus is the year of study. A student's completion and award of a credit for the preceding year of study is confirmed by his/her registration for the next year of study.
2. A student is obliged to complete and obtain a credit for the year of study not later than by the end of the academic year for which he/she was registered.
3. If the study programme for a given field of study stipulates graduation in the winter semester, the student is obliged to complete his/her final year of study not later than by the end of the repeat session of the winter examinations at the end of the winter semester in the final academic year of his/her syllabus.
4. On request a student may be registered for the next year of study before the end of the current academic year. In that event the student must complete that year of study and obtain a credit for it not later than by the end of the forthcoming academic year.

§ 10

1. A student obtains a credit for a year of study providing he/she accumulates at least 60 ECTS points, unless the Regulations state otherwise.
2. For part-time programmes where the full time of study is longer than the corresponding full-time programme,
 - 1) the total points stipulated in the part-time curriculum and overall educational programme is equal to the points prescribed in the corresponding full-time curriculum and overall educational programme;
 - 2) the points stipulated in the part-time curriculum and overall educational programme per semester and per year of study is correspondingly less than for the full-time curriculum and overall educational programme.
3. A student must accumulate at least 180 ECTS points to complete a first-cycle programme.
4. To complete a second-cycle programme lasting three semesters a student must accumulate at least 90 ECTS points, and 120 ECTS points for a programme lasting four semesters.
5. A student must accumulate at least 300 credit points to complete a long-cycle Magister programme; or 360 credit points for programmes which last 12 semesters in compliance with the curriculum.
6. On application from the student concerned, the dean consents to register him/her for the next academic year if he/she has accumulated a minimum of 50 ECTS points within the term specified in § 9 Part 2, Part 3, or in the second sentence of Part 4, and fulfilled the other requirements defined in the programme of study (conditional registration). A study programme may permit the use of this form of registration also in the case of students who

have not satisfied the conditions to obtain a credit for the given year of study, as defined in the programme of study.

7. In the situation described in § 10 Part 2 Point 2) above the council of the faculty may admit fewer ECTS points for registration as described in Part 6 above.

8. A student registering for his/her next year of study on the grounds specified in Part 6 above must accumulate a sufficient number of credit points within the term specified in § 9 Part 2, Part 3, or in the second sentence of Part 4 to make up for the deficit in his/her points for the preceding year of study and fulfil the other requirements defined in the study programme . The council of the faculty determines the detailed conditions and principles for the supplementation of the deficit in a student's ECTS points.

9. A given subject may be taken into account in the grounds for a student's registration as specified in Part 6 only once in his/her syllabus.

10. The programme of study may require a student to declare within a specified term the subjects which shall provide the grounds for the supplementation of the deficit in his/her credit points referred to in Part 6 above.

11. A student who intends to apply for registration on the grounds described in Part 6 above must submit his/her application before the beginning of the academic year for which he/she intends to register. A student who is obliged to retake any subjects must specify in his/her application which subjects he/she will be retaking.

12. A given subject may be taken into account in the grounds for a student's registration for the next academic year only once in his/her syllabus.

13. A study programme may stipulate additional requirements to complete a given academic year.

§ 11

1. If a student accumulates more ECTS points than required to complete a given year of study in compliance with § 10 Part 1 of the Regulations, the surplus is accounted to the next year, and thereafter to the following years of study, provided it concerns subjects on the programme of study.

2. Upon a student's request, the dean may consent to consider a completed and credited subject for the student's assessment in case the student has been readmitted to the same field of study or specialisation, participated in a student exchange programme in which the Jagiellonian University is a partner , completed a subject in another field of study or specialisation or in another institution of higher education, or has been readmitted to the programme.

3. In cases specified in Part 3 the head of the dean makes a decision on the issue on prior consultation and with the approval of the person conducting the subject, and after having reviewed the documents relating to the student's progress, in consideration primarily of the

programme of study defined for the given field of study or specialisation, even if it differs from the programme of study defined for the student's previous field of study or specialisation. In the event of differences in the study programme, particularly such differences which result from different learning outcomes, the dean may confirm fewer of the student's ECTS points for consideration in his/her assessment, or he may decide not to consider a subject at all.

4. A subject referred to in Part 2 may count towards the completion of a student's year of study providing it is part of the programme of study carried out in a given academic year.

5. The dean may issue his consent to an application for a given subject and credit points awarded to be taken into account in a student's assessment even after the deadline defined in Part 2, in particular in situations when no differences have been confirmed in the learning outcome envisaged for a given subject.

6. The Rector of the Jagiellonian University issues an ordinance determining the details of the principles for the award of a credit for a foreign language course on the grounds of a certificate of proficiency in the given language, and a list of the recognised certificates.

§ 12

1. Students are awarded ECTS points only if the assessment procedure shows that they have achieved the envisaged learning outcomes for the given subject/type of educational activity. If the subject comprises more than one type of educational activity the overall educational programme may stipulate the separate award of ECTS points for each type of educational activity, provided separate learning outcomes and a separate method for their verification and assessment are ascribed to each type of educational activity.

2. The person conducting the subject, acting with the approval of the dean, determines the requirements, principles, form and conditions on which students are admitted to the examination or earn the right to claim a credit, in compliance with the curriculum and overall educational programme currently in force; and announces the particulars in the USOSweb system and at the first class in the subject.

3. The person conducting the subject, acting with the approval of the dean, determines the dates of the examinations or deadlines for credits, and may also designate other examination dates outside the examination session, however not later than to the end of the summer repeat examination session. Information on the dates of examinations and the award of credits should be announced to students not later than one month before the beginning of the ordinary examination session.

4. At least one examination date should be scheduled for the ordinary examination session, and at least one for the repeat session. The last date for examinations and credits for subjects conducted in the winter semester should be designated not later than to the end of the winter repeat session; and not later than to the end of the summer repeat session for subjects conducted in the summer semester.

5. A student admitted to sit an examination or to attempt to obtain a credit is obliged to present a document proving his/her identity, if asked to do so.

6. A student who fails an examination in a given subject has the right to re-sit it once in the given academic year, before the deadline specified in § 9 Part 2, Part 3 or the second sentence of Part 4 above. A student who sits an examination for the first time in the last of the times as defined in Part 3 forfeits the right to a repeat examination.

7. The person conducting the subject may rule that a list of examinees be drawn up for particular examination dates (terms). The lists may not be closed earlier than by the fourth day before the date of the examination as defined in compliance with Part 3. After a list is closed no examinee's name may be added or deleted without the consent of the person conducting the subject.

8. A student who has been refused a credit for a class which constitutes a condition for admission to an examination has the right to one attempt to gain the credit before the commencement of the repeat examination session, provided the type of educational activity admits of such a possibility.

9. A student who does not sit an examination within the designated or declared term may sit it only during the repeat session, unless an additional date (term) has been designated for the examination on the principles defined in Part 9.

10. On application from a student, submitted within 7 days of the designated or declared date of an examination, the dean may excuse him/her for not attending the examination and, acting with the approval of the person conducting the subject, schedule an additional date for the examination, however, no later than by the end of the academic year; this regulation also applies to the repeat session. Restoration of the additional date for the examination is inadmissible.

11. A student's failure to satisfy the requirements for admission to an examination or to attend an examination for other reasons does not provide grounds for a grade of fail to be entered in his/her examination record. Failure to attend an examination is entered in the student's records for the programme.

12. The grades awarded for a given subject are announced in the USOSweb system.

13. Persons conducting a given subject are obliged to:

- a. announce the grades awarded within 10 days from the date of the examination or credit.
- b. submit a signed collective report (first and second term included) to the secretary's office of the unit conducting the given curriculum within 10 days from the date of the last examination or credit.

14. A student has a right to insight into the already graded written assignment.

§ 13

1. In the event of a justified suspicion that a student has arrogated the authorship of part or the whole of another person's work, the person conducting the subject shall without delay notify the dean in writing of the fact.

2. In the event of confirmation of the circumstances described in Part 1 above, the dean shall submit an application to the Rector for the institution of disciplinary proceedings against the student concerned.

3. The consequence of the submission of an application as defined in Part 2 above is the refusal of a credit to the student in question, and for subjects which conclude with the issue of a grade, the allocation of a fail.

§ 14

1. The dean issues his consent for a student to repeat a year of study on the student's submission of an application, in the event of the student failing to accumulate the number of ECTS points required for registration for the next year of study, or failing to satisfy the conditions described in § 10 Part 7, or any other conditions laid down in compliance with the programme of study for the completion of the given year of study. A student who is repeating a year has the right to attend the classes and sit the examinations envisaged for the subsequent year of study, unless the consecutive system of classes and examinations, or the fulfilment of any other requirements stipulated in the curriculum or overall educational programme precludes such a procedure.

2. A student may repeat a year of study once in a syllabus, in the course of a first-cycle, second-cycle, or long-cycle Magister syllabus.

3. A student who fails to complete the first year of a first-cycle or long-cycle Magister programme is not permitted to repeat the year. A student may not re-take a subject in the same academic year before the deadlines specified in § 9 Part 2, Part 3, or in the second sentence of Part 4 (deadlines for completing a year of study), unless the Regulations state otherwise.

4. In exceptional, specially justified cases, the dean may allow a second repetition within a student's syllabus of the same or another year of study.

5. In exceptional, specially justified cases, the dean may allow a student once in his/her syllabus to re-take a subject in the same year of study before the deadlines specified in § 9 Part 2, Part 3, or in the second sentence of Part 4.

6. In matters described in Parts 1 and 4 the student is obliged to submit an application before the start of the academic year for which he/she wants to register.

7. In matters described in Parts 1, 4, and 5 a student who needs to re-take subjects is obliged to state in his/her application which subjects he/she will be re-taking.

§ 15

1. The dean may order a commissioner examination to be held if

- a) an irregularity occurred during an examination in the way it was conducted;
- b) the scope of the examination which was conducted exceeded the scope specified in the notice referred to in §12 Part 2 of the Regulations.

2. The student concerned, the students' self-governing organisation, or the examiner may lodge an application for a commissioner examination within 5 days of the day on which the

results of the examination are announced, with details of the allegations as grounds for the application.

3. A missionary examination is held within 2 to 14 days from the issue of an order to carry it out.

4. The commission of examiners for a missionary examination consists of a chairperson and two members appointed by the dean from the academic teaching staff for the particular special competence of or related to the subject of the examination. At least one member of the commission must hold the academic title [viz. be a professor] or the academic degree of habilitated doctor. In duly justified cases the dean may appoint additional members of the commission examiners.

5. The dean or a member of its council delegated by him may take part in a missionary examination. On the student's application the academic tutor of his/her year or specialisation, and a representative of the students' self-governing organisation may also take part. The academic tutor who awarded the grade subject to missionary verification may attend the missionary examination as an observer.

6. The form and date of the missionary examination is established by the dean acting with the approval of the chairperson of the commission. Minutes are drawn up for a missionary examination.

7. A pass in a missionary examination is regarded as grounds for a student's completion of the given year of study even if the examination was conducted after the deadlines referred to in § 9 of the Regulations.

IV. Diploma dissertations, final examinations, and graduation

§ 16

1. To graduate a student must write and present a diploma Licencjat, Inżynier, or Magister dissertation and pass the final diploma Licencjat, Inżynier, or Magister examination.

2. The requirement referred to in Part 1 is satisfied if the diploma dissertation has been awarded a pass mark.

3. The student's duty to satisfy the requirement defined in Part 1 is treated as part of the curriculum for his/her last year of study.

4. The requirements for graduation in fields of study for which educational standards have been defined are defined in separate provisions.

§ 17

1. A student writes his/her Licencjat/Inżynier dissertation under the supervision of an academic tutor who holds at least the degree of Doktor (Doctor) and is employed at least at the position of an Adiunkt (Adjunct Professor) or Starszy Wykładowca (Senior Lecturer).

2. The council of the faculty may authorise an academic tutor who holds the degree of Doktor (Doctor) at least but is not employed by the Jagiellonian University to supervise a Licencjat/Inżynier dissertation.

3. A student writes his/her Magister dissertation under the supervision of an academic tutor who holds the academic title (of Professor) or a Habilitated Doctor's degree. The council of the faculty may authorise an academic tutor who holds at least a Doctor's degree and is employed at least at the position of an Adiunkt (Adjunct Professor) or Starszy Wykładowca (Senior Lecturer) to perform these duties.

4. The council of the faculty authorise an academic tutor who holds at least the degree of Doktor Habilitowany (Habilitated Doctor) but is not employed by the Jagiellonian University to supervise a Magister dissertation./ Master level dissertation.

5. On application from the student concerned, the dean may appoint a new tutor to supervise his/her diploma dissertation.

6. More than one student may contribute to the compilation of a diploma dissertation, providing the parts contributed by each of the students independently can be clearly distinguished, thereby making it possible for the effort and work of each of the contributors to be assessed.

7. In duly justified cases a person who is employed in another faculty may be the supervisor or reviewer of a diploma dissertation.

§ 18

1. A student is obliged to submit the final version of his/her diploma dissertation both in hard copy as well as in a software version, which must be approved by his/her supervisor, not later than by the end of September of the last academic year of his/her syllabus. The submission of a dissertation is a necessary condition a student must satisfy to complete his/her diploma seminar or other form of class leading to the submission of a diploma dissertation.

2. In the situation referred to in § 9 Part 3, the student is obliged to submit the final version of his/her diploma dissertation both in hard copy as well as in a software version, which must be approved by his/her supervisor, not later than by the end of the repeat winter examination session (the end of the winter semester) of the last academic year of his/her syllabus. The submission of a dissertation is a necessary condition a student must satisfy to complete his/her diploma seminar or other form of class leading to the submission of a diploma dissertation.

3. A student is obliged to submit the final version of his/her diploma dissertation for approval by his/her supervisor not later than two weeks before the end of the terms referred to in Parts 1 and 2.

4. A student's final diploma examination should be held not later than one month from the day on which he/she submits his/her diploma dissertation. In duly justified cases the head of the faculty may prolong this term by a further month.

§ 19

1. A student's diploma dissertation is assessed by his/her academic tutor and a reviewer, on the scale defined in § 5 Part 2. The reviewer must hold at least the academic degree of Doktor (Doctor), and in the situation described in the second sentence of § 16 Part 3 the academic title (a professorship) or the academic degree of Doktor Habilitowany (Habilitation Doctor).
2. The student's dissertation is graded according to the scale defined in § 22 Part 4 of the Regulations, on the basis of the arithmetic mean of the grades awarded by the student's tutor and the reviewer of the dissertation.
3. If the reviewer's grade is a fail, the dean appoints an additional reviewer.
4. In the situation described in Part 3, the dissertation is passed if the second reviewer awards it a pass mark (a grade of satisfactory or more).

§ 20

A student may be admitted to the final examination if he/she has satisfied the following requirements:

- a) he/she has satisfied all the requirements laid down in the study programme;
- b) his/her dissertation has been checked using the anti-plagiarism program, which is working with the national repository of written dissertations;
- c) he/she has been awarded a pass mark for his/her diploma dissertation in compliance with § 18;
- d) he/she has submitted all the required documents to the secretary's office of the unit responsible for his/her syllabus.

§ 21

1. The final examination is conducted by a commission consisting of a chairperson and two members appointed by the dean. The supervisor and reviewer of the student's dissertation are members of the commission. An academic tutor who holds at least a doctorate degree and is employed at least at the position of an Adiunkt (Adjunct Professor) or Starszy Wykładowca (Senior Lecturer), authorized to carry out examinations, may be appointed the chairperson of the commission.

In duly justified cases the dean may appoint additional members of the commission.

2. If a member of the commission is unable to attend the final examination, the dean appoints another person to act as deputy.
3. One of the members of a commission for the Magister final examination must hold the academic title (a professorship) or the academic degree of Doktor Habilitowany (Habilitation Doctor).

4. The final examination may take the form of a written paper or an oral. The details of the form of the examination are determined by study programme.
5. At the end of the final examination a grade is awarded on the scale defined in § 5 Part 2.
6. Minutes are drawn up for the final examination according to principles defined in separate provisions.
7. If a student fails the diploma examination, or fails to attend the diploma examination at the appointed time without just cause, the dean appoints a second, final term for the examination. § 12 Part 9 and § 14 apply as appropriate.
8. A second term for a student's diploma examination must be held not later than three months from the date of his/her first attempt.

§ 22

1. The base for the calculation of a student's overall grade on graduation comprises
 - a) the mean of all the grades in his/her syllabus, calculated in compliance with § 5 Parts 6-9 of the Regulations;
 - b) the grade awarded for his/her diploma dissertation;
 - c) the grade awarded for his/her final examination or, in the event of two attempts to pass the final examination, the arithmetic mean of the two grades.
2. The student's overall grade is evaluated as the sum of 4/8 of the mean grade referred to in Part 1 Point a), 3/8 of the grade referred to in Part 1 Point b), and 1/8 of the grade referred to in Part 1 Point c). The council of faculty may decide to adopt another method for the calculation of a student's overall grade on graduation; however, the mean grade of all of the student's grades as understood in Part 1 Point a) may not be given a weighting of less than 1/2.
3. If, in compliance with the standards of education, the curriculum and overall educational programme do not stipulate either the submission of a diploma dissertation or a final examination, the student graduates on completing the curriculum, and his/her overall grade is calculated as the mean of his/her grades under Part 1 Point a).
4. A student's overall mark on graduation is calculated with an accuracy to the second place after the decimal point and rounded up.

§ 23

1. A student graduates on the day when he/she satisfies the last requirement stipulated in the curriculum and overall educational programme.
2. On completing the full programme of study, the degree applicable for the type of study, field and specialisation is conferred on the student, and he/she becomes a graduate of the Jagiellonian University.
3. The graduate receives a graduation diploma for the degree appropriate for the type of study, not later than 30 days from the date of graduation; and where the curriculum and overall

educational programme do not stipulate a final examination, not later than 30 days from the date on which he/she satisfied the last requirement for graduation stipulated by the curriculum and overall educational programme.

4. A graduate's overall grade on graduation is entered on his/her graduation diploma, in compliance with the following principle:

- 4.51 – 5.00 – bardzo dobry [very good]
- 4.21 – 4.50 – dobry plus [good plus]
- 3.71 – 4.20 – dobry [good]
- 3.21 – 3.70 – dostateczny plus [satisfactory plus]
- up to 3.20 – dostateczny [satisfactory (pass)]

5. A graduate's grade is rounded up, as described in Part 4, only in the entry on his/her graduation diploma and its supplement; all other testimonials give his/her real overall grade, calculated in compliance with § 21 Parts 2-4 of the Regulations.

6. A supplement containing a list of all the subjects credited in the syllabus and the grades awarded is issued to the student with his/her graduation diploma. On the graduate's application the supplement may be issued in a foreign-language version, in compliance with separate provisions.

V. Individual organisation and change of syllabus

§ 24

1. On application from the student concerned the dean may consent to the student following the Individual Study Programme or the Individual Study Plan.

§ 25

1. An Individual Study Programme is a curriculum prepared for an individual student to meet student's academic interests or to enable him to conduct academic research pursued under the supervision of an individual academic tutor.

2. A student applying for an Individual Study Programme must submit a proposal to the dean for approval of the study programme prior to the academic year, which includes the name of the member of the academic staff who has agreed to be student's individual academic tutor. In case the student does not appoint his individual academic tutor, the individual academic tutor shall be appointed by the dean.

3. Granting the Individual Study Programme, the dean approves the submitted proposal of the study programme and the appointment of student's individual academic tutor.

4. The individual academic tutor may be a member of the academic staff who holds at least doctorate degree / the degree of Doktor (Doctor) .

5. An Individual Study Plan is an educational plan developed for a student who, due to life circumstances, is unable to attend classes, obtain course credits and sit examinations in accordance with a study programme. In particular, it may be applied for by the following:

- a) students with disabilities,
- b) students suffering from long-term illnesses,
- c) students studying in other field or specialization,
- d) students who take care of their children.

6. In particular, an Individual Study Plan may consist in:

- a) a modification in the consecutive system of classes and examinations, in the form of credits and examinations, the number of ECTS points required for completion of a year of study; the order in which classes are conducted in the syllabus; and the number of hours of tuition;
- b) the student completing classes extramurally, with the approval of the person conducting the subject;
- c) changes in the dates of examinations and credits in particular subjects

7. A student applying for an Individual Study Plan must submit a proposal to the dean for approval of individual mode of obtaining credits and sitting examinations in courses provided in a study programme for a given completion period (semester or academic year), to which the requirements for credits agreed on and endorsed by the academic tutors responsible for conducting the particular subjects in the given semester are attached.

8. Details of the conditions and principles for an Individual Study Programme and Individual Study Plan are determined by the faculty council.

§ 26

A person admitted to the University on the basis of confirming their learning outcomes must submit an application for credits of the acknowledged subjects to the dean.

After consulting the person referred to in Part 1, the dean shall determine his/her Individual Study Plan, in accordance with § 25.

§ 27

1. On consent from the deans, a student may obtain credits for subjects in other fields of study and specialisations, and also complete part of his/her programme of study at other institutions of higher education, including such institutions abroad.

2. Part 1 applies as appropriate to classes which are not part of the curriculum conducted in extra- and interfaculty units.

3. On consent from the dean, a student from another institution of higher education, including such an institution abroad, may complete subjects which are conducted by the Jagiellonian University.

4. In making his decision concerning a transfer of classes, the dean takes into consideration the learning outcomes a student would achieve in another institutional unit of the Jagiellonian University or in another institution of higher education as a result of completing the classes

and practical training corresponding to the classes and practical training defined for the curriculum and overall educational programme in the field of study which the student is pursuing. A transfer in lieu of the points ascribed for classes and practical training defined in the Jagiellonian University curriculum and overall educational programme may be effected provided that the learning outcomes to be achieved at the institution of transfer are confirmed to be identical with those achieved at the Jagiellonian University.

§ 28

1. On consent from the dean a student may change his/her form of study from full-time to part-time studies within the same field or specialisation of study.
2. A student may change his/her form of study from part-time to full-time studies only by undergoing the admission procedure for full-time studies. In such cases § 11 Parts 3-5 are applied as appropriate.

§ 29

A student may transfer to another institution of higher education on completing all the requirements stipulated under these Regulations and in the programme of study for his/her field or specialisation of study.

§ 30

1. On consent from the dean, a student from another institution of higher education, including a foreign institution of higher education, who has completed his/her first year of study, may transfer to study at the Jagiellonian University without undergoing the admission procedure.
2. In the situation described in Part 1 the student must submit an application to the dean, explaining the grounds for the transfer, with the opinion of the head of the institutional unit from which he/she intends to transfer, and the records for the progress he/she has made in his/her studies.
3. Parts 1 and 2 apply as appropriate in cases of changes of field of study or specialisation within the Jagiellonian University.
4. Details of the conditions and principles for transfer from another institution of higher education and changes of field of study or specialisation within the Jagiellonian University are determined by the faculty council . § 24 Part 3 applies as appropriate.

§ 31

1. Disabled students may apply to have the organisation and conducting of the educational process, including conditions of study, adapted to cater for the needs of their disability.
2. The students referred to in Part 1 include the following persons:
 - a) disabled persons holding a valid medical certificate or equivalent document confirming the degree of their disability;

- b) persons with a chronic disease who do not hold a certificate confirming disability, but who present medical records to confirm their condition to the Jagiellonian University Disability Support Service;
- c) persons whose temporary disability due to sudden illness or an accident has made them unable to participate in the full scope of classes, and who present specialist medical records confirming their condition to the Jagiellonian University Disability Support Service.

3. Decisions in matters referred in in Part 1 are made by the dean.

4. Details of the conditions for the adaptation of the educational process for the needs of disabled persons are determined by the Rector of the Jagiellonian University.

VI. Leave of absence from classes

§ 32

1. A student may take the following kinds of leave of absence from classes:

- 1) student's leave,
- 2) dean's leave.

2. Leave is granted on a semestral basis.

3. A student who has completed the first year of his/her studies may take student's leave by submitting a letter declaring his/her intention to take this form of leave to the dean, indicating the duration of the period of leave. Student's leave may not last longer than two semesters. A student who has already taken student's leave for a duration of one semester during his/her syllabus has the right to only one semester's student's leave.

4. A student who submits a letter declaring his/her intention to take student's leave during the semester is granted leave as of the next semester.

5. On application from a student the dean may grant him/her dean's leave on the grounds of serious circumstances preventing the student from attending classes, in particular for reasons of health, disability, or in connection with the birth and bringing up of a child. The total duration of dean's leave of absence may not be longer than 4 semesters.

6. A student may apply for dean's leave immediately on the emergence of the cause thereof.

7. Dean's leave of absence may not be granted for a period of time in the past or during an examination session, unless the grounds justifying a grant of leave emerged earlier.

§ 33

A student's failure to report to register for his/her next year of study after a period of leave before the commencement of classes in a given semester shall be considered grounds for his/her withdrawal.

§ 34

1. During leave of absence a student retains all the students' rights with the exception of the right to claim material assistance, unless the provisions for the particular form of assistance state otherwise.
2. A student may take part in classes and complete subjects stipulated by his/her programme of study while on leave, provided the dean issues his consent and determines the conditions thereof.
3. In case of granting leave due to medical conditions, the dean issues the consent referred to in Part 2 provided that a medical certificate, stating that there are no contraindications to attend classes, obtain course credits and sit examinations, is submitted.

VII. Expulsion and readmission

§ 35

1. The dean expels (sends down) a student by striking him/her off the list of students, if the student
 - 1) fails to register for study,
 - 2) submits a letter of withdrawal from study,
 - 3) fails to submit a diploma dissertation or pass the final examination within the deadline referred to in §17 Parts 1- 3,
 - 4) is punitively sent down for disciplinary misconduct.
2. The dean may expel (send down) a student by striking him/her off the list of students, if
 - 1) it is confirmed that the student has made no progress in his/her studies;
 - 2) the student has not completed the year within the term defined in § 9 Part 2, 3 or Part 4 (second sentence);
 - 3) the student has not paid the required tuition fees, despite having received a summons in writing to pay the fees within 14 days of the date of delivery of the summons.
 - 4) the student has not signed the agreement on payment conditions for studies, submitted by the University.
3. A student has the right to appeal to the Rector against the decision defined in Parts 1 and 2 above. The Rector's decision is final.
4. Failure to register for study as specified in Part 1 Point 1) is considered to have occurred if the student has failed to comply with the obligations imposed by this Regulation and the study regulation, in particular if he has failed to submit a declaration of his/her choice of subjects without cause, or has declared subjects carrying an insufficient number of ECTS points, or in the case referred to in § 30.
5. No progress in a student's studies is confirmed when his/her achievement is too low to allow him/her to complete the year, unless he/she is entitled to repeat the year of study or subject(s).

§ 36

1. A person who has been struck off the list of students in his/her first year of study is readmitted for study in compliance with the general principles governing the admission.
2. Upon the request of the person concerned, the dean may consent to the readmission of a person who was struck off the list of students in his/her second or higher year of study, for the same field or specialisation, which the readmitted student continues as of the next academic year (readmission to study), unless the person concerned was punitively struck off the list of students and sent down from the University, or if more than 5 years have passed since the date on which he/she was struck off.
3. A person may be readmitted only once to the same field of study or specialisation.
4. Readmission to study shall be considered as the continuation of the readmitted student's previous syllabus.
5. A student is readmitted at the beginning of the academic year.
6. In cases described in Part 2 above the dean determines the ECTS points which are to be counted towards the readmitted student's achievement record and the year of study for which he/she is to be registered, with the consideration of any differences in the programme which are confirmed. The dean determines the student's ECTS points in consideration of the overall educational programme defined for the particular field or specialisation of study in the given academic year. If differences in the respective programmes are found to occur, the dean may decide that fewer ECTS points are to be taken into consideration for the readmitted student's achievement record, or that a given subject shall not be taken into consideration at all.
7. If more than 5 years have passed since the person's name was struck off the list of students, he/she is readmitted for study in compliance with the general principles governing the admission to the first year of study, unless the dean decides otherwise.

VIII. Awards, distinctions, and disciplinary liability

§ 37

1. Students who achieve outstanding results in their education and perform their duties in an exemplary manner may be awarded the following awards and distinctions: the Jagiellonian University Rector's Award / Distinction, the dean's awards / distinctions, and awards and distinctions conferred at the Jagiellonian University's request by institutions outside the University.
2. A student's awards and distinctions are entered in the personal record file of his/her studies.

§ 38

1. A graduation diploma with a distinction are awarded to graduates who
 - a) have completed their studies within the term specified in § 17 above, in compliance with the programme of study;
 - b) have achieved a grade of very good in their final examination;

- c) have achieved a grade of very good for their diploma dissertation;
- d) and have achieved at least a grade of 4.5 in the overall weighted mean grade for their entire syllabus.

2. The condition referred to in Part 1 Point c) does not apply to fields of study for which the programme of study does not provide the compilation and submission of a diploma dissertation.

3. The distinction is awarded by the dean in his own right or on application from the commission of examiners who have conducted the student's final examination.

§ 39

Students' disciplinary liability is regulated in separate provisions.

IX. Final and interim provisions

§ 40

1. The first decision maker in students' individual matters is the dean, unless the Regulations state otherwise.

2. The dean may authorise a vice-dean, the director of an institute, the vice-director of an institute, or the head of another institutional unit in the faculty to make decisions in matters envisaged in these Regulations. The dean shall be bound to notify the Rector immediately of the authorisations he has made.

3. Students have the right to appeal to the Rector against decisions made by the dean in their individual matters. The Rector's verdict is final and no further appeal against it is available.

4. Appeals are lodged through the unit which issued the contested decision within a term of 14 days of the delivery of the contested decision.

5. The Rector makes decisions in matters concerning the principles applicable to studies not within the scope of these Regulations and the manner in which such studies are to be conducted.

6. In matters concerning students pursuing individualised interdisciplinary degree programmes the person authorised to make the decisions belonging to the powers of the dean is the head of the given interdisciplinary degree programme.

§ 41

1. The Jagiellonian University may organise individualised interdisciplinary degree programmes involving at least two disciplines of tuition and leading to a graduation diploma in at least one field of study conducted at the Jagiellonian University by a basic institutional unit with the power to confer doctoral degrees in the discipline associated with this field of study.

2. Details of the mode and conditions for individualised interdisciplinary degree programmes are determined by the programme council consisting of representatives of the units conducting the given programme.

§ 39

1. These Regulations come into effect on 1st October 2015.
2. § 4 Part 7 does not apply to students, who started their studies before 1st October, 2012.
3. Students who started their studies before 1st October 2012 continue on the grounds of the curricula and overall educational programmes they have been following hitherto. Students may be readmitted only on the grounds of the new Regulations. On issuing his consent to readmit a student, the dean determines the learning outcomes he/she achieved in his/her studies hitherto.
4. The faculty council defines the principles for the determination and computation of ECTS points of those students who
 - e) due to their repeating of a year of study, a change in their field of study or specialisation, commencement of a new field of study or specialisation, or due to their readmission for study, have become subject to the point system, whereas the curriculum and overall educational programme they were previously following did not stipulate the point system;
 - f) are completing subjects not under the grade point system, in the conditions defined in § 24 Part 3 of these Regulations.
5. If part of the student's curriculum was not subject to the point system, the mean grade for all the subjects on his/her syllabus, which provides the base for his/her overall grade on graduation, is calculated as the arithmetic mean.
6. A student pursuing a long-cycle Magister programme who started his/her studies before 1st September 2005 may complete his/her studies on an individual curriculum and overall educational programme for the long-cycle Magister programme, notwithstanding the transition from the long-cycle system of study into the two-cycle system.
7. A student who completed the full set of subjects stipulated in his/her curriculum (absolutorium) under the provisions in force before 1st October 2009 and was struck off the list of students may be readmitted under the provisions in force as of 1st October 2010. If a change has been introduced in the curriculum and overall educational programme, the student shall be obliged to complete the differences in the programme, unless the faculty council decides otherwise.
8. Any long-cycle student struck off the list of students who began their studies before 1st September 2005 (the transition from the long-cycle system into the two-cycle system) can be readmitted to their respective first- and second-cycle programme provided he/she meets the requirements for re-admission. Second-cycle applicants must also prove successful completion of first-cycle programme.

