

Appendix No. 1 to Resolution No. 149/IV/2019
of the PWSZ Senate of 15 April 2019

Consolidated text

RULES OF STUDY

at the State College of Applied Sciences in Skierniewice (PWSZ)
(currently PUSB – Stefan Batory State University)

Skierniewice, April 2019

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I. GENERAL PROVISIONS

§ 1

1. Studies at the State College of Applied Sciences in Skierniewice, hereinafter referred to as PWSZ or College, shall be conducted based on applicable regulations, in particular:
 - the Act of 20 July 2018 - *Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the “Act”,
 - the Statute of PWSZ, hereinafter referred to as the “Statute”,
 - the Rules of Study at PWSZ, hereinafter referred to as the “Rules”.
2. The Rules shall apply to full-time and part-time first-cycle, second-cycle and long-cycle studies provided by PWSZ.
3. The Rector shall be the superior and guardian of all students of the College.
4. The Dean is the person immediately in charge of students of a given faculty.
5. Any issues concerning order and modes of the course of studies at PWSZ not entailed in these Rules are determined and established by the Rector of PWSZ.

§ 2

Terms used in the Rules shall have the following meaning:

- a) Faculty – an organisational unit of the College that may organise and carry out teaching and learning activities in fields of study belonging to at least two academic disciplines,
- b) Dean of Faculty – hereinafter referred to as the Dean – a person in charge of the Faculty,
- c) The Faculty Council – Dean’s advisory body that encompasses:
 1. the Dean (head of the council)
 2. Pro-Rector for Education
 3. Heads of Institutes
 4. representative of the Student Support Office
 5. Students’ representative
 6. the Careers Office representative
- d) Institute – an organisational unit in charge of organising didactic activities of teachers within the framework of at least one scientific discipline,
- e) thesis/project supervisor – an academic teacher holding a minimum of a doctoral degree, employed in the position of a lecturer, who supervises a student’s diploma thesis or a diploma project,
- f) course – a component of a study programme that encompasses various didactic forms under a common name, with an assigned number of ECTS credits and learning outcomes,
- g) course leader – a person appointed by the Head of the Institute, conducting classes within the course, responsible for designing the course syllabus, specifying the conditions for completing a course and obtaining credits as well as monitoring and verifying the learning outcomes assigned to a given course,
- h) diploma seminar - master's seminar, and in the case of first-cycle studies, bachelor's or engineering seminar, if it is provided for in the study programme,

- i) diploma thesis – master’s thesis, and in the case of first-cycle studies, bachelor's or engineer's thesis, if it is provided for in the study programme,
- j) diploma project – a project of solving a practical problem or a technical or artistic achievement, which is a condition for completing a BA or an engineering degree,
- k) grade – a measurable description of the evaluation results; positive or negative, as referred to in §36 sec. 2,
- l) course grade –the grade awarded on the first date or on the second (re-sit) date after the completion of the course, in accordance with the provisions of §36 sec. 2-6,
- m) learning outcomes - the effects referred to in the Act of 22 December 2015 about the Integrated Qualifications System (knowledge, skills and social competencies acquired by the studying person).

§ 3

1. Matters related to the course of study shall be at first instance resolved by the Dean.
2. The Dean shall take decisions on individual matters of the student that are not set forth in these Rules.
3. The Rector is an appeal body in all matters covered by the Rules of Study.
4. The student may appeal against the Dean's decision to the Rector within 14 days from the date of delivery of the decision. Appeals to the Rector should be submitted through the Dean. Documents or opinions justifying the appeal must be attached to the appeal. The Dean expresses his/her opinion in writing on the subject of the appeal. The appeal with the opinion and attachments is forwarded to the Rector for consideration by the Dean within 7 days from the date of submission of the appeal.
5. If the Dean decides that the appeal deserves to be upheld in its entirety, he/she may, within 7 days from the date of submitting the appeal, change the decision to which the appeal relates, without referring the matter to the Rector.

§ 4

1. Faculty Council shall:
 - a) adopt study programmes in accordance with the conditions for conducting studies in a given field of study, level and profile, including the guidelines specified by the Senate,
 - b) set out the rules for the implementation of the student's obligation to participate in particular types of classes,
 - c) determine the scope and conditions for conducting courses in a foreign language, tests of knowledge or skills and diploma examinations, and the preparation of diploma theses / diploma projects in a foreign language,
 - d) set out the maximum number of teaching hours and the maximum number of examinations per academic year,
 - e) establish the minimum grade point average for the current course of study, allowing students to apply for an individual study plan and study programme,
 - f) specify the conditions of admissibility and the procedure for resolving the student's appeal against the decision to refuse to complete the course referred to in §38 of these Rules,
 - g) establish the binding form of the diploma thesis / diploma project, subject to §51 sec. 1,
 - h) determine the procedure for conducting open diploma examinations.
2. The Faculty Council may:
 - a) specify the maximum number of cases of repeating a term/year in the fields of study offered at the Faculty,
 - b) define the binding sequence of courses in particular fields of study,

- c) indicate compulsory courses, without which the student cannot be registered for the next term/year of study, regardless of the number of credits he/she has obtained,
- d) due to special circumstances, introduce ad hoc changes to the study plan, resulting in a change in the number of ECTS credits required for a given term/year,
- e) establish rules for transferring students from full-time to part-time studies or vice versa, separate from those provided for in §21 herein, applicable in the entire Faculty or in individual fields,
- f) determine rules for the recognition of courses other than those provided for in § 25 herein,
- g) accept the conversion factor of ECTS credits for individual fields of study if the exchange of students with foreign or home universities does not guarantee the equivalence of the achievements obtained by students,
- h) specify rules for crediting the course towards a further course of studies other than those provided for in §35 sections 8-9 herein,
- i) determine rules for obtaining credits and taking exams other than those provided for in §35 sec.10 herein,
- j) specify some additional paradigms for student's thesis that meet the requirements of a diploma thesis / diploma project other than those provided for in §51 sec.1-2,
- k) extend the period of break in study indicated in §52, sec. 7, entitling the student to be exempt from compensating for differences in the study programme,
- l) establish a form of the diploma examination different than the one specified in §54 sec. 6 of these Rules.

§ 5

1. Part-time studies are payable.
2. Students are required to pay fees for educational services listed in Art. 79 sec. 1 of the Act and other fees listed in Art. 79 sec. 2 therein.
3. The amount of the fees referred to in § 2 are set out in separate regulations and orders of the Rector.
4. The rules of payment for the provided educational services and education, as well as the rules and procedure for granting reductions in fees are determined by the resolutions of the PWSZ Senate.
5. Information on the amount of fees for educational services and the amount of costs incurred to the extent necessary to provide these services is published on the PWSZ website.

§ 6

1. Students of the College form the student government.
2. The student government operates through its bodies, including the chairman and the legislative body.
3. The student government is the sole representative of all students of the College.
4. The legislative body of the student government adopts the Regulations of the Student Council of the Student Government, specifying the organisation and operation of the student government and the method of appointing representatives to the college bodies and the electoral committee.
5. Regulations shall enter into force after the Rector confirms its compliance with the Act and the Statute of PWSZ within 30 days from the date of its submission.

§ 7

The student government bodies participate in making decisions on matters related to the education and upbringing process under the terms of the Statute and in the Rules of Study.

§ 8

1. Exceptionally gifted upper-secondary school pupils may participate in the teaching and learning activities provided for in the course of study for a given field of study.
2. Pupils shall submit an application to the Dean of a selected Faculty to participate in classes provided for in the course of study, in the field of study compatible with their abilities.
3. The decision on the pupil's participation in the classes shall be made by the Dean of the relevant Faculty, after obtaining the recommendation of the school headmaster, and in the case of underage pupils, also with the consent of the pupil's parents or legal guardians.
4. Pupils admitted to participate in the classes shall have the right to use the College's teaching rooms and facilities as well as the help of its employees and bodies. They can also participate in the activities of the student scientific movement.
5. Pupils are required to comply with the rules and regulations in force at the College.
6. Completion of the classes follows the principles set out in these Rules and is documented in the Pupil's Transcript of Academic Progress. The Faculty Council may establish an individual procedure for obtaining credits for courses by pupils.
7. Pupils are not issued with a student ID or examination card.
8. After the course has been completed, the pupil shall receive a certificate of participation in the classes along with a list of the courses completed and the learning outcomes achieved.
9. In the event of resignation from participation in the courses, the pupil is obliged to submit a written resignation, in the case of underage pupils, confirmed by their parents or legal guardians.

II. RIGHTS AND OBLIGATIONS OF THE STUDENT.

AWARDS AND DISTINCTIONS

§ 9

1. A person admitted to the College shall commence their studies and acquire student rights upon taking the oath specified in the College Statute.
2. The Student has the right to:
 - a) obtain recognition of qualifications and the transfer of credits under the European Credit Transfer System (ECTS),
 - b) study according to an individual plan of studies (IPS) and study programme,
 - c) justify his/her absence from classes, take a leave from courses, take a dean's leave and be able to undergo verification of the acquired learning outcomes specified in the study programme,
 - d) change the field of study,
 - e) change the mode of studies from full-time to part-time and vice versa,
 - f) sit the examination before an examination board with the participation of an observer indicated by him/her,
 - g) repeat certain courses due to unsatisfactory learning results - on the terms set out in these Rules.

§ 10

1. Students with documented disability, depending on its type and degree, have the right to:
 - a) conveniences, including individual course of studies,
 - b) priority in class enrolment and group selection,
 - c) appropriate assistance in obtaining teaching materials and equipment necessary for studying,
 - d) use means to assist the student in the learning process, for example recording equipment,
 - e) individual tutoring.
2. In exceptionally justified cases, the Head of the Institute may allow a disabled person's assistant to attend classes.
3. A student with a proven disability may apply for a scholarship for students with disabilities.

§ 11

1. Students are obliged to act in accordance with the oath, the Rules and other provisions binding at the College.
2. Students are obliged to:
 - a) act in accordance with the oath, the Statute of PWSZ, the Rules of Study and, in particular, preserve the good name of the College and student dignity,
 - b) actively participate in teaching and learning activities and diligently acquire knowledge and skills provided for in the study programme,
 - c) take advantage of learning opportunities provided for by PWSZ,
 - d) observe academic etiquette and good manners,
 - e) take care of school property,
 - f) observe fire as well as health and safety regulations.
3. Students are obliged to:
 - a) participate in teaching and learning activities according to the Rules of Study,
 - b) timely obtain credits and take exams, undergo vocational training and fulfil all the obligations specified in the plan of studies and in the study programme.
4. Students shall as soon as possible, but not later than within 30 days of the occurrence of the circumstances, notify the Student Support Office of a change of name, address, telephone number, email address or the financial status that may affect the granting and scope of the financial aid.
5. Students are not permitted to take part in classes while under the influence of alcohol, drugs or other intoxicating agents, or disciplinary penalties may ensue.
6. Students are obliged to immediately notify the Student Support Office of their decision to withdraw from their programme.
7. The above-listed notifications should be made in writing under pain of nullity.

§ 12

1. Students are obliged to timely obtain credits and take exams and fulfil all the obligations specified in the plan of studies and in the study programme.
2. The student's absence from the compulsory courses may be excused by a medical certificate of temporary inability to participate in the classes or other credible reasons recognised by the course tutor.
3. The absence should be excused immediately after the cause of the absence has ceased to exist.
4. The tutor may refuse the right to make up for the backlog caused by the absence, or specify a procedure different from that provided for in the study programme, in particular if

compensating for the backlog would involve organising additional classes. The course tutor informs the students about such conditions during the first class in a given course.

§ 13

1. A student participating in the activities of a research club may obtain credits for the learning outcomes provided for in the study programme for a given course that are related to the scope of the work done by the student. Decisions on this matter shall be made by the Dean based on the opinion of the course leader and the supervisor of the research club.
2. A student's participation in the activities of a science camp may be the basis for obtaining credit for all or part of the professional internship or selected courses. Decisions on this matter shall be made by the Dean based on the opinions of the science camp tutor and the internship supervisor or the course leader.

§ 14

1. Year tutors are appointed for first-year students. Tutors are appointed by the Dean from among experienced academic teachers and it is the Dean who supervises their activities.
2. The tutors shall familiarise students with the Rules of Study. The tasks of the tutors also include helping students in matters related to the course of study.

§ 15

1. Students who excel in educational achievements may be awarded:
 - a) awards and distinctions of the Rector of the College,
 - b) congratulatory letter from the Rector,
 - c) Dean's awards and distinctions,
 - d) prizes funded by legal and natural persons.
2. The detailed procedure of granting awards and distinctions is specified in the Rector's order.

§ 16

1. In the fields of study where the study programme provides for the possibility of choosing a specialisation, the student shall have the right to choose one specialisation.
2. The Dean may limit the right to choose a specialisation if the number of candidates is too small and exceeds the unit's didactic capacity. The Faculty Council shall determine the number of students that allows to run classes in a given specialisation.
3. Upon the consent of the Dean and consultation with the Head of the Institute, the student may study concurrently in an additional specialisation in the same field of study.
4. Taking up studies outside the primary specialisation may take place if the student fulfils all the obligations related to the course of study in the primary specialisation and achieves a grade average in the current course of studies of not less than 4.5.
5. The Dean may withdraw the consent to study at an additional specialisation in the event of failure by the student to fulfil the obligations related to the course of study at the primary specialisation.
6. The Dean may refuse to admit a student to an additional specialisation if this is prevented by organisational reasons.
7. The Dean, by expressing his/her consent to undertake studies in the second parallel specialisation, shall agree to the individual programme of study (IPS), in accordance with

- the provisions of § 30. The Dean shall establish a list of courses in which the student is required to take examinations and obtain credits for the two specialisations in a given term.
8. In the case of completing two specialisations, the student prepares one diploma thesis / diploma project under the guidance of one thesis supervisor, taking into account the provisions of § 50-54, and submits one diploma examination. The diploma thesis / diploma project should concern both the primary and additional specialisation.
 9. In the case referred to in sec. 8, the graduate receives one graduation diploma.
 10. In the case of studying in two specialisations, the average grade for exams and credits applies to all exams and credits in both specialisations.

§ 17

Students who have successfully completed their studies or have been struck from the list of students are obliged to present to the Student Support Office a clearance slip before they can collect all their documents.

III. RECRUITMENT AND ADMISSION

§ 18

1. Admission to studies shall be conducted by:
 - a) recruitment,
 - b) confirmation of learning outcomes,
 - c) transfer from another higher education institution or foreign institution.
2. Admission to studies takes place in accordance with the terms and procedure of recruitment adopted by the PWSZ Senate.
3. The College shall issue the student ID after taking the oath.
4. The conditions for taking up studies by foreigners are specified in separate regulations.

§ 19

1. The student has the right to change the field of study upon obtaining the Dean's consent.
2. Changing the field of study may take place after completing the year or term in the field in which the student began his/her studies.
3. By expressing consent to change the field of study, the Dean shall determine the procedure and deadlines for compensating for the differences resulting from the study programme, taking into account the learning outcomes achieved by the student.
4. For a student admitted as a result of confirmation of learning outcomes, who has been confirmed with learning outcomes for at least one course included in the study programme, the Dean shall establish an individual programme of study (IPS), including a study plan, and a tutor.
5. The tutor must hold at least a doctoral degree.
6. The tutor and the student shall prepare a study plan schedule.
7. The schedule may provide for exemption from specific courses or obtaining credits for courses, set individual deadlines for obtaining credits and taking exams based on participation in classes, participation in the collegial research work or self-study.
8. The schedule is approved by the Dean.

§ 20

1. Students may be admitted to an additional field of study starting from the first year, taking into account § 18 sec. 1.
2. Major and minor studies are conducted independently of each other and are subject to all the provisions resulting from these Rules.

§ 21

1. In justified cases, with the consent of the admitting Dean, a student studying in the same or a related field of study may transfer from full-time to part-time studies, and vice versa.
2. In the case of the transfer referred to in sec. 1 the Dean shall determine the procedure and deadlines for supplementing the differences resulting from the study programme, based on the learning outcomes achieved by the student.

§ 22

1. A PWSZ student may transfer to another university if he/she fulfils all the obligations towards the PWSZ confirmed by a clearance slip. A transfer to another university is possible after paying the fees related to the course of study. A student who has completed at least one term or (in the case of annual settlement) a year of study at PWSZ may, upon written request, receive information from the Dean about the course of his/her studies.
2. A student of another university may transfer to PWSZ, to the same or a related field of study with the consent of the Dean of the receiving Faculty. The student should be credited with at least one term/year of study.
3. By agreeing to an admission, the Dean shall specify the procedure and dates for compensating for the differences resulting from the study programme, taking into account the learning outcomes achieved by the student.
4. Provisions of sec. 2 and 3 shall apply mutatis mutandis to students transferring from a foreign higher education institution to the State College of Applied Sciences in Skierniewice.

§ 23

1. A person who has been struck from the list of students after completing the first or higher year of studies at the State College of Applied Sciences (PWSZ) may apply to resume studies in the same or a related field.
2. A person who has been expelled from the College may apply to resume studies at the PWSZ in the same or related field, if the penalty imposed has been obliterated on the terms specified in separate regulations.
3. The procedure of resuming studies can be applied in particularly justified cases and only in relation to students who had previous records of studies at the College.
4. Reinstatement in student rights is impossible in a situation when education in a given field of study is no longer conducted at the College.
5. Reopening of the process of studies may take place only for a specific field of study and for the course of studies implemented at the time of reopening.
6. In the case of differences in the course of study, the student is obliged to make up for the differences in the study programme, regardless of the number of previously completed terms. Completion of the differences is aimed at achieving by the student all the learning outcomes resulting from the current course of study.

7. The decision of allowing a student to resume studies is made by the Dean upon the student's request. After the student resumes his/her studies, the Dean shall determine the term/year to which the student is admitted as well as the dates and mode of compensation for any differences in the study programme, based on the learning outcomes achieved by the student.

§ 24

Decisions concerning the change of the field of study or the higher education institution should be made before the beginning of the term/year for which the student is to be registered. Such decisions concerning the change of the field of study after the beginning of the term/year can be accepted by the Dean only in cases justified by special circumstances, as well as after taking into account specificities of the requirements of the didactic process.

§ 25

1. In the cases of:
 - a) repetition of the year,
 - b) changing the field of study,
 - c) reopening of studies,
 - d) resuming studies after the leave,
 - e) participation in the student exchange programme joined by PWSZ,
 - f) taking up additional studies in a different field,
 - g) getting credit for courses in a different field of study or at a different university,the Dean may accept the courses already completed, the grades as well as the learning outcomes and ECTS credits obtained by the student. In the absence of a fixed grade for a course, the Dean may decide to determine the grade on the basis of grades obtained from the course components.
2. While making the decision, the Dean shall take into account the similarities of specific learning outcomes established for the course, consider the lack of significant differences in the programme content of a given course, the form and number of classes, forms of assessment and the requirements of the didactic process.
3. The Faculty Council may establish different rules for the recognition of courses.
4. The resolutions of this paragraph do not violate the resolutions of § 34.

IV. ORGANISATION OF STUDIES

§ 26

1. The academic year commences on October 1, lasts until September 30 and is divided into 2 terms.
2. The detailed organisation of the academic year at PWSZ is established annually by the Rector, after consultations with the student government. It specifies the duration of exam sessions and holiday periods. These arrangements shall be made in the form of an order given by the Rector no later than 30 days before the beginning of the new academic year.
3. The Rector may define selected days or hours as the so-called Rector's days or hours free from didactic classes.

§ 27

1. Studies are conducted at a specific field, level and profile on the basis of the study programme, which specifies:

- a) learning outcomes as referred to in the Act of 22 December 2015 on the Integrated Qualifications System. It takes into account the universal characteristics of the first-cycle programme specified in this Act, and the characteristics of the second-cycle programme specified in the regulations issued on the basis of Art.7 sec.3 therein,
 - b) a description of the process which leads to the achievement of the learning outcomes,
 - c) the number of ECTS credits assigned to courses.
2. The study programmes submitted by the Head of the Institutes are passed by the Faculty Council, in accordance with the guidelines established by The Senate. Study programmes remain in effect after approval of the Senate as well as the prior consultation with the competent body of the student government. In the event of an expiry of the period specified in the Statute, the requirement to consult is considered fulfilled.
 3. Detailed timetables of courses are established by the Dean, and announced no later than one week before the beginning of the term/year. During the academic year, the number of exams may not exceed the number of 8.
 4. If the specificity of studies in a given field enables such an opportunity, some of the learning outcomes covered by the study programme may be obtained during online classes conducted with the use of distant-learning methods and techniques, by means of an infrastructure and software ensuring interaction between students and lecturers.

§ 28

1. The study plan contains a list of courses, including those conducted totally or partially in a foreign language, a list of credits, exams, internship, number of ECTS credits and other teaching duties that are obligatory in a given term.
2. At the student's request, the Dean may permit to prepare diploma theses or/and diploma project in a foreign language. Taking the diploma examination in a foreign language is also possible with the Dean's consent.
3. Conditions and regulations for obtaining credits for courses, including those conducted totally or partially in a foreign language, shall be specified and communicated to students by an academic lecturer during his/her first class in a given course.

§ 29

1. Internship is a subject and a component of the study programme.
2. Internship is marked with a grade and assigned ECTS credits. The number of ECTS credits assigned for internship is specified in the study programme.
3. Internship may be held on a continuous basis or in an interim mode. The internship mode is specified in the study programme.
4. Performing professional work may be the basis for obtaining credit for part or all of the student internship foretaken in the study programme on condition that the duties performed are in compliance with the internship programme as well as the learning outcomes forecast and achieved during the internship. The decision concerning this matter is made by the internship supervisor.
5. Internship is organised in accordance with the internship regulations and internship programmes formulated by the Institutes and approved by the Faculty Council.
6. The internship is organised and credited by the internship supervisor who is appointed by the Head of the Institute and working with him/her in close cooperation.
7. The internship supervisor reports to the Head of the Institute.

§ 30

1. A student who is admitted to study at the State College of Applied Sciences (PWSZ) as a result of confirmation of achieved learning outcomes, who has been confirmed to have achieved learning outcomes for at least one course included in the study programme, or who is particularly gifted being a distinguished student of the second year or higher years of study with an average grade from the previous course of study not lower than that specified by the Faculty Council, may apply for an individual programme of study (IPS).
2. Individual Programme of Study (IPS) enables the enrichment of the student's knowledge and skills within the studied field or related fields of study and - if possible - student's participation in scientific or research work carried out at PWSZ.
3. Decisions on granting IPS shall be made by the Dean at the student's request.
4. IPS is carried out under the supervision of an academic tutor appointed by the Dean. The academic tutor of a student studying according to IPS may be an academic teacher holding at least a doctoral degree.
5. The Dean shall approve the IPS prepared by the student in consultation with the academic tutor.
6. The IPS may specify:
 - a) replacing some courses with others after taking into account the resulting requirements of the course of study, and standing in compliance with the learning outcomes specified in the course of study; the total number of compulsory credits and exams shall not in this case be lower than those forecast in the regular course of study,
 - b) extending the learning outcomes specified in the course of study,
 - c) individual organisation of studies, including the definition of terms for which individual credits, exams and internship are required,
 - d) shortening the period of study while maintaining the learning outcomes specified in the course of study.
7. A student who does not properly accomplish the IPS standards may be referred by the Dean upon the request of his/her tutor to continue his/her studies in the regular mode. The student may also withdraw from continuing the individual programme of study on his/her own initiative. The Dean shall then determine the deadlines for obtaining the missing credits and passing the missing exams as well as fulfilling other obligations provided for in the given field of study.

§ 31

1. In particularly justified cases, the Dean may grant the student, at his/her request, the right to an individual organisation of studies (IOS). This may apply in particular to cases of:
 - a) health problems,
 - b) fortuitous events,
 - c) taking care of relatives with disabilities or dependents,
 - d) periodic studies outside PWSZ,
 - e) schedule of work time inconvenient for the student in the case of part-time studies.
2. The Dean grants consent to IOS for the period of a given term/academic year. In the case of students with a severe disability certificate the consent may be granted for the entire period of study. A pregnant student and a parent student are entitled to IOS until their completion - in the case of full-time studies.
3. Concerning IOS, after consultation with the course tutors running courses included in the study programme of a given field of study, the Dean shall determine the individual methods of implementation and assessment for the study plan in a given academic year. IOS does not mean releasing a student from the obligation to achieve the same learning outcomes as well as to obtain credits and take exams; however, it may allow an annual settlement.

4. A written arrangement concerning sec. 3 above shall be made in two uniform copies, one of which is used by the student as the basis for the implementation of the course of study while the other one is included in the student's files.

V. RULES FOR THE EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

§ 32

1. In addition to the content-related assessment, articulated by the results expressed in grades, study periods at the State College of Applied Sciences (PWSZ) are assessed using ECTS credits. At PWSZ the ECTS is used in all fields and forms of study.
2. An additional condition for graduation is to obtain a specified number of ECTS credits included in the course of study and required by the study programme.

§ 33

1. All courses included in the study programme and offered at the State College of Applied Sciences (PWSZ) should be assigned ECTS credits. The PWSZ educational offer may also include activities not covered by the ECTS credits, including physical education classes.
2. The number of ECTS credits assigned to courses is specified in the study programme established by The Senate and accepted by the Faculty Council.
3. The student obtains ECTS credits for completed courses. The credits obtained are cumulative.

§ 34

1. Students participating in the Erasmus+ Programme or other Student Exchange Programmes are warrantied the recognition of achievements (including grades) in the range corresponding to the learning outcomes expected for particular fields of study at PWSZ.
2. A student transferring to PWSZ from another national or foreign university is warrantied the recognition of achievements (including grades) in the range corresponding to the learning outcomes required for particular fields of study at PWSZ.
3. Learning outcomes obtained in other universities are granted ECTS credits corresponding to the credits assigned to the learning outcomes at PWSZ.
4. Content-related assessment of the student in the scope referred to in sec. 1-2 shall be approved by the Head of the Institute. Assessments records are stored in a separate file generated by the IT system supporting the course of study. Data on the student's learning outcomes at a foreign university are entered into the IT system supporting the course of study by authorised individuals appointed by the Dean.
5. A student transferring to another university in Poland or abroad, is given a warranty to be provided with the list of achievements (grades and ECTS credits) corresponding to the study programme and learning outcomes required in particular fields of study conducted at PWSZ.

VI. COMPLETION OF COURSES, TERMS AND ACADEMIC YEAR. RULES FOR REGISTRATION OF STUDENTS FOR NEXT TERMS

§ 35

1. The final date for completing the summer term and the year of study in the case of studies ending in the summer term, is September 30th; the final date for completing the winter term and the year of study, for studies ending in the winter term, is the last day of the resit session of the winter term. It is determined by the order of the Rector of the State College of Applied Sciences (PWSZ) and announced in the detailed organisation of the academic year. The assessment of each term/year should be made in the manner and on the dates specified by the Dean.
2. Crediting of optional courses takes place on the same basis and follows the same rules as obtaining credits for compulsory courses.
3. A student who has met the criteria for completing a term/year is automatically enrolled on the next term/year of study.
4. A student may be registered for the next term in the form of full or conditional registration. Full registration is granted to a student who has obtained the number of credits required in the study programme in the current course of studies.
5. Conditional registration is granted to a student who has obtained the number of ECTS credits for the terms held so far, reduced by the total acceptable deficit of ECTS credits (which is equal to 15 credits), from the courses and internship covered by the study plan, subject to point 6 and § 4 sec. 2, item b.
6. Taking advantage of the credit deficit by a student each time means a conditional registration for the next term.
7. A student who has not obtained the minimum number of credits in a term/year (see: sec. 5 above) required for the conditional pass, or failed to pass the courses specified by the Faculty Council (§ 4, sec. 2, item c), fails this term/year and has the right, upon the consent granted by the Dean, to be re-entered for the same term/year of study in order to repeat specific courses due to unsatisfactory academic performance. Detailed rules for a term/year repetition are established by the Dean, specifying the scope of the resulting programme differences from the current study programme, which the student is required to compensate.
8. With the Dean's consent, and on the terms established by the Dean, the student may also complete courses in addition to the courses included in the term/year of the study plan which he/she is registered to, for the further course of studies, restricted to the sequence of courses specified by the Faculty Council. The student is bound by the choice of courses made at the beginning of the term/year of study, no later than in the second week after the courses commencement or on a different date specified by the Dean. A student who has successfully completed all the courses included in the study plan for the term/year which he/she is registered to, and who has completed all the courses included in the study plan required in the next term/year, shall receive a credit for that term/year and be entered directly for the higher term/study year.
9. A part-time student who has successfully completed all the courses in the year which he/she entered, and the courses from the following year may be entered for a higher year after paying applicable fees for all completed terms/years of study.
10. Exams and final credits at the end of the course shall take place during the exam session, or before the exam session upon the course tutor's consent. Course components which are part of the courses, if the course of study requires their separate assessment, can be assessed before the beginning of the exam session; in justified cases, at the student's request, the Dean may give his/her consent to conducting examinations during the exam session. The College Council may define other rules for obtaining credits and taking exams.
11. The course tutor allows a student to obtain assessment or take an exam outside the session dates, if the student studies within IPS or had been granted IOS.
12. Records of the course of studies at PWSZ are kept in the form of:

- a) course records or course credit reports prepared in the form of printouts from electronic data stored in the operating IT system supporting the course of study,
 - b) periodic student achievement cards prepared in the form of electronic printouts from the IT system supporting the course of study,
 - c) an electronic student book.
13. Grades from courses, including the grades given in the first term as well as the resit exam grades specified separately, shall be entered in the documents referred to in sec. 12. If the course includes separately assessed forms of course components, the grade for the course is determined by the course leader.
14. A student is obliged to pay a fee for a given term/year of study. After paying all the fees for a given term/year, he/she receives a periodic student achievement card, if such a card is issued.
15. The results of exams and credits shall be made available to students through the IT system that supports the course of study. The course tutor and students may agree on another, additional method of informing students about the obtained results of exams and credits.
16. The course tutor shall enter all the grades issued into the appropriate protocol in the IT system which supports the course of study, but not later than within 14 days from the date of the credit or exam; the entry should be made not later than on the last day of the resit session.
17. If the student did not turn up on the scheduled first date of the test or the exam, he/she receives unsatisfactory grade. The course tutor enters the grade to the appropriate protocol in the IT system that supports the course of study, not later than on the last day of the resit session.
18. The course tutor, shall provide the printed report from the IT system supporting the course of study together with the signed protocol to the Student Support Office within 7 days after the end of the resit session.
19. In order to complete a term/year, the student shall submit a periodic student achievement card to the Student Support Office. A year or a term is considered completed after the Dean's approval on the basis of the documents specified in sec. 12.

§ 36

1. All subjects are considered completed after receiving a grade.
2. The following positive grades apply for examinations and credits:

Grade in words	Numerical Grade	Abbreviation	ECTS System
very good	5.0	bdb	A
good plus	4.5	db+	B
good	4.0	db	C
satisfactory plus	3.5	dst+	D
satisfactory	3.0	dst	E
unsatisfactory	2.0	ndst	F

3. Obtaining a positive grade means achieving by the student the learning outcomes specified in the course of study of a given course. Obtaining positive grades in all courses included

in the course of study for a given field of study means that the student has achieved all the learning outcomes provided for in the course of study for this particular field, level and profile of study.

4. In the case of course components, when the course of study does not require a grade for completing a given form of classes or lectures which last longer than one term and end with an exam, the course tutor assessing the student enters:
 - a) "classified" (zal.) - in the case of passing the classes,
 - b) "unclassified" (nzal.)- in the event of failure to complete the classes.
5. If the course includes separately assessed forms of course components, the grade for the course is given by the course leader as an average with weights determined by the values of the relevant ECTS credits, from all grades obtained in this period received as an assessment of course components, taking into account the grade point average of the grades issued on the first date as well as in the resit session.
6. Calculating the grades, including the grade for the course referred to in sec. 5 calculated as the grade point average of the grades issued on the first date as well as the resit date, with the exception of § 56 sec. 4, shall be made according to the principle below:
 - a. 3.00 - 3.25 - satisfactory (3),
 - b. 3.26 - 3.75 - satisfactory plus (3.5),
 - c. 3.76 - 4.25 - good (4),
 - d. 4.26 - 4.75 - good plus (4.5),
 - e. 4.76 - 5.00 - very good (5).
7. The average of the grades from the entire course of studies is calculated as the average with weights determined by the values of the relevant ECTS credits, from all grades obtained in the course in this period, taking into account the grade point average of the grades issued on the first date as well as the resit date; the average grade for a given term/year of study is calculated as the average with weights determined by the values of the relevant ECTS credits, from all grades in the course obtained in the courses provided for in the course of study and study programme as the basis for registration for the next term/year of study, taking into account the grade point average of the grades received on the first date as well as the resit date. In the case of a course which includes separately assessed forms of course components the average grade includes only the grade from the course.
8. The average which is referred to in section 7 is calculated as follows:
 - a) the grade for each course included in the basic formula for calculating the average expressed in numbers is multiplied by the assigned number of ECTS credits;
 - b) the multiplication results are summed up;
 - c) the sum which is a result of operation described in item b above is divided by the number of ECTS credits obtained from all courses included in the base for determining the average;
 - d) the result is rounded up to four decimal places.

The average is calculated according to the following formula:

$$\bar{X} = \frac{\sum_{i=1}^n x_i p_i}{\sum_{i=1}^n p_i}$$

where:

\bar{X} - represents an average grade,

n – represents a number of grades in courses (the total number of grades obtained in the courses provided for in the course of study and the study programme as the basis for enrolment on the next term/year of study)

x_i - grade for the course or the grade point average of the grades received for the course during the first-term exam as well as the re-sit exam.

p_i - number of ECTS credits assigned to the course for which the student received the grade x_i .

9. In the case of students who transferred to a field of study from another university or from a different field, or who changed the system of studies within the same field of study, the average referred to in section 2 should comprise the grades accepted by the Dean of the receiving faculty.
10. Grades obtained at another university or college according to a scale other than that used at PWSZ are converted due to rules specified in the Rector's order.

§ 37

The detailed requirements and the mode of getting a course credit as well as taking exams in individual courses and course components, in particular the form of crediting a course or the form of an exam, its scope and the list of source materials necessary to prepare for it, shall be established by the college teachers who conduct the course components under the supervision of course leaders and announced to the students by the course tutor on the first class of the course.

§ 38

In the case of courses/course components which require getting a credit, the course tutor shall refuse giving a credit and assign a failing grade or enter "nżal" if the student does not meet the requirements specified in § 37. The Faculty Council shall set the conditions of admissibility and the mode of determining students' appeals against the decision on the refusal to credit a course/course component.

§ 39

1. Exams shall be taken during the exam session. Exams can be also taken based on the principles set out in § 35 section 11.
2. Exams can be administered in an oral, written or test form or in a practical way and as a combination of these forms if it is required due to the characteristics of the course.
3. There shall be two dates for each exam: the first exam date and the resit exam date. The resit exam cannot take place prior to the lapse of 7 days from the date of announcing the results of the first date exam.
4. The examiner shall set the dates and place of exams upon consulting the students and shall inform the students about them no later than three weeks before the beginning of the exam session. The exam session schedule shall be published on the Internet website of the College. The Dean can specify different principles of arranging the dates and places of exams.
5. A student cannot be obliged to take more than one exam on the same day.
6. Upon the request of the student government the Dean shall delegate a year tutor or another person as an exam observer.

7. On the day of the exam a student shall bring his/her periodical student achievement record with credits obtained for class sessions, which are a part of a given course, that determine the admission to the exam.
8. A student who was awarded an unsatisfactory grade on the first exam date shall have the right to take a resit exam.
9. A student who did not take an exam for justified reasons specified in § 12 sec. 2 shall have the right to take an exam on the day appointed by the examiner within the exam session provided that he/she reports to the examiner immediately after the reason of absence has ceased to exist.
10. A student does not lose the right to take an exam on the first date or the resit date if the exam did not take place on the previously appointed date due to examiner's absence. The new exam date cannot interfere with the dates of other exams provided by the exam session schedule.
11. In case the examiner of a given course is not able to conduct the exam, the Dean appoints another college teacher as an examiner.

§ 40

1. In case of occurrence of events which immediately before or during the exam session prevent a student from taking exams and obtaining credits that end a course, in particular in case of illness, fortuitous events, child's birth or providing childcare, or other justified reasons, the student has the right to request postponing the dates of exams or obtaining credits that end the course.
2. The decision on postponing the dates of exams or obtaining credits that end a course shall be made by the Dean based on the submitted documents.
3. The date of an exam or obtaining a credit that ends a course on the principles set out above shall not be postponed more than one month from the end of the settlement period at a given programme. In particularly justified cases the Rector may postpone the deadline for passing an exam or obtaining a credit that ends a course no longer, though, than another month subject to § 52 sec. 5.

§ 41

1. If a student gets an unsatisfactory grade in the resit exam – upon student's request submitted within 7 days from the date of announcing the exam results, justified with circumstances which indicate an irregular course of the exam – the Dean may order an exam before a board. The exam before a board shall take place within 10 days from the Dean's decision. The Dean may also order an exam before a board on his/her own initiative.
2. The above mentioned exam shall take place before a board made up of:
 - a) the Dean or a college teacher (who holds at least a doctoral degree) authorised by the Dean as the chairperson,
 - b) at least two specialists in the subject area covered by the exam or in a related area.
3. The student has the right to take an exam in the presence of an observer he/she has indicated. The observer can be: the college teacher who awarded the grade being verified and/or a representative of the student government and/or a year tutor and/or a student and/or a college teacher indicated by the student. The exam can be held despite the absence of the representative of the student government and/or year tutor and/or the observer chosen by the student.
4. The board shall make a decision on the result by a majority vote. The decision made by the board shall be final.

5. The grade obtained as a result of an exam before a board shall replace the grade challenged.

§ 42

1. In the case of a written exam or credit the graded exam shall be made available to the student upon his/her request. The exams shall be kept according to the principles of verifying and documenting the learning outcomes achieved by students of individual fields of study adopted at the State College of Applied Sciences.

§ 43

1. The Dean shall strike a student from the list of students by an administrative decision in the event of:
 - a) failure to undertake studies,
 - b) resignation from studies,
 - c) failure to submit a degree thesis within the scheduled time frame subject to § 52 sec. 1,
 - d) failure to pass the diploma examination / to submit the diploma project,
 - e) punishment by the disciplinary penalty of expulsion from the College.
2. A student who resigns from studies at PWSZ shall submit a written resignation to the competent Dean. The decision on removing the student from the list of students in connection with his/her resignation is issued immediately, no later than 7 days from the submission of the above mentioned resignation.
3. The Dean may strike a student from the list of students by an administrative decision in the event of:
 - a) failure to participate in obligatory courses,
 - b) lack of progress in learning,
 - c) failure to obtain a credit for a term/year by the deadline specified,
 - d) the student's failure to pay applicable fees connected with the studies.
4. The Dean's decision referred to in sections 1-3 can be appealed against to the Rector. Rector's decision shall be final.

§ 44

Disabled students who hold a disability certificate have the right to obtain course credits and take exams in an alternative form. A consent to alternative forms of sitting exams and obtaining course credits is given by the Dean upon consulting the Rector's Representative for the disabled.

VII. SPECIFIC PROVISIONS CONCERNING CLASSES AND STUDIES OUTSIDE THE PRIMARY PROGRAMME AND AT ANOTHER UNIVERSITY

§ 45

1. As part of the studies in the primary programme a student has the right to participate in selected courses in a different programme. The consent to student's participation in additional courses is granted by the Dean upon consulting relevant course tutors. In such a

case the student's choice shall be binding and the grade achieved by the student shall be taken into account while calculating the average.

2. The credit referred to in sec. 1 may not relate to a course which the student attends within the same or broader scope in accordance with the study programme.

§ 46

1. A student may achieve the learning outcomes provided by the study programme at another home or foreign university.
2. The terms of crediting learning outcomes at other higher education institutions are specified in the agreement between the student and the State College of Applied Sciences. The Dean may make the conclusion of the agreement dependent on presenting a written consent from another university.
3. If a part of the learning outcomes is being realised at another higher education institution within an international student exchange programme, all the conditions specified in the study programme must be met in order for the student to solicit crediting the part of learning outcomes within the study programme.

VIII. LEAVES IN THE COURSE OF STUDY

§ 47

1. Students have the right to be granted leaves from courses including leaves of absence with the possibility to verify the achieved learning outcomes specified in the study programme.
2. The Dean shall grant the leave to the student who obtained credit for the first study term in the event of important circumstances which hinder participating in classes, especially because of:
 - a) sickness,
 - b) important fortuitous circumstances,
 - c) a study tour,
 - d) child's birth or providing childcare.
3. A student can be granted:
 - a) a short-term leave (up to 5 weeks),
 - b) a long-term leave (for a term or a year).
4. The leave shall be granted to:
 - a) a pregnant student, for the period until child's birth,
 - b) a student who is a parent, for up to 1 year- with the provision that if the leave ends during a term, the leave can be extended until the end of this term.
5. The short-term leave cannot be granted for the period of exam session.
6. Upon granting the short-term leave the Dean also specifies the method and deadline for clearing the backlog resulting from the break in attending classes.
7. The fact of granting the leave shall be confirmed by an entry in the student credit book.
8. The total period of leave granted during studies shall not be longer than 12 months.
9. After returning from a sick leave it is necessary to present a medical certificate stating there are no contraindications to continue the studies.
10. The granting of a leave may postpone the date of the scheduled completion of studies.
11. A student may request a study leave to study abroad. The period of the leave corresponds to the period of studies abroad.

§ 48

1. During the leave, student's ID shall be valid.
2. During the leave, with Rector's consent, the student can participate in some courses and take some exams and obtain relevant credits.
3. In justified cases, if the student meets the requirements specified in the rules of students' benefits, the Rector – upon consulting the student government – may give consent to a student to receive benefits also during the leave.

§ 49

1. The student is obliged to report his/her return to studies in writing no later than 7 days before the end of the long-term leave. Failure to meet this deadline results directly in failure to continue the studies.
2. Students who return from leaves are obliged to make up for the differences resulting from the study programme in the mode and within the deadline specified by the Dean.

IX. DIPLOMA EXAMINATION, COMPLETION OF STUDIES

§ 50

1. The completion of studies and obtaining a diploma shall be conditional upon:
 - a) achieving learning outcomes specified in the study programme which have been assigned at least:
 - a. 180 ECTS credits – in the case of first-cycle bachelor's degree studies,
 - b. 210 ECTS credits – in the case of first-cycle engineering studies,
 - c. 90 ECTS credits – in the case of second-cycle studies,
 - d. 300 ECTS credits – in the case of long-cycle studies which last for 9 or 10 terms,
 - e. 360 ECTS credits – in the case of long-cycle studies which last for 11 or 12 terms;
 - b) passing the diploma examination;
 - c) a positive grade for the diploma thesis – in the case of second-cycle studies and long-cycle studies; and a positive grade for the diploma project – in the case of first-cycle studies, if it is provided in the study programme.
2. The date of completion of studies shall be the date of passing the diploma examination.

§ 51

1. The diploma thesis is an independent work on a scientific, artistic or practical issue, or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies in a given field, level and profile, as well as the ability to carry out independent analysis and draw conclusions.
2. The diploma project is an independent work on a practical issue or a technical / artistic achievement, presenting the student's specialist knowledge and skills related to studies in a given field, level and profile, as well as the ability to carry out independent analysis and draw conclusions.

3. The diploma thesis/diploma project shall be prepared under the supervision of a person who holds at least a doctoral degree.
4. If the diploma thesis is a written document, the College shall verify it in the Uniform Anti-Plagiarism System before the diploma examination.
5. The reviews of the diploma thesis shall be public.
6. The rule from sec. 4 shall not apply in the case of the diploma thesis, the subject of which is confidential and is protected by the law.
7. The diploma rules specify the course of the didactic process connected with the preparation of the diploma thesis/diploma project, in particular:
 - a) the method of documenting the course of the didactic process connected with the preparation of the diploma thesis/diploma project and
 - b) the detailed rules of conducting the diploma examination.
8. The course of the didactic process connected with the preparation of the diploma thesis/diploma project is organised by the Head of the Institute who manages the relevant field of study.
9. In particular, the Head of the Institute shall:
 - a) appoint academic teachers to conduct diploma seminars/run a diploma project,
 - b) approve the subject of the diploma seminar/diploma project,
 - c) present the subjects of diploma theses/diploma projects to the Faculty Council for approval,
 - d) specify detailed requirements for diploma theses/diploma projects,
 - e) present the form of documenting a diploma thesis/diploma project to the Dean for his/her approval if the diploma thesis/diploma project has been prepared in a form other than the written form,
 - f) appoint diploma thesis/diploma project supervisors, reviewers and approve co-supervisors.

§ 52

1. The student shall prepare and submit the diploma thesis/diploma project to the Student Support Office in at least one printed and bound version along with an electronic version, no later than on the last day of the term in which the study completion time falls.
2. The copy submitted to the Student Support Office shall have an electronic version attached, be printed double-sided in paperback and include the following attachments:
 - a) the attachment containing the title of the diploma thesis/diploma project in Polish and English as well as student's declaration,
 - b) the attachment containing student's declaration on the confidentiality of the content of the diploma thesis/diploma project,
 - c) the attachment containing the description of the diploma thesis/diploma project with an annotation by the supervisor on its acceptance,
 - d) the attachment containing student's consent to make the printed version available in the library of the State College of Applied Sciences.
3. If the diploma thesis/diploma project has been prepared in a form other than a written form, the Head of the Institute shall specify how it should be documented and present it to the Dean for his/her approval.
4. If a student fails to submit the diploma thesis/diploma project by the date specified in sec. 1, he/she has the right to request an extension of the deadline for thesis submission. The decision on the deadline submission shall be made by the Dean. The Dean can extend the deadline for thesis submission by three months provided that the student has received all credits and has passed all the exams.

5. In the event of a prolonged absence of the diploma thesis/diploma project supervisor the Dean in consultation with the Head of the Institute may appoint another academic teacher to supervise the thesis/project. The change of the supervisor within the last 3 months before the scheduled time of study completion may be the ground for extending the deadline for diploma thesis/diploma project submission.
6. The Student Support Office shall accept the thesis/project if the student has received credits in all obligatory courses and internships as well as the number of ECTS credits required in the present study term.
7. The resumption of study, in the event of removal from the list of students referred to in § 43 sec. 1 item c, occurs in line with conditions specified in § 23. The Dean may exempt the student from the obligation of compensating for differences in the study plan and education programme and reduce his/her duties to the preparation of diploma thesis/diploma project provided that the break in studies was not longer than 1 year. The Dean is guided by the learning outcomes achieved by the student. The Faculty Council may extend the period of break in studies that entitles the student to be exempted from making up for the differences in the study plan and education programme provided that the break was not longer than 3 years.
8. In the case of resumption of study referred to in sec. 7 above the Dean may allow the student to finish the diploma thesis/diploma project which the student started working on or to write it again at the same Institute, under the supervision of the same or a new supervisor.

§ 53

1. Assessment of the diploma thesis shall be done by the teacher supervising its preparation and the reviewer independently. The reviewer shall be a person who holds at least a doctoral degree in the same or similar field. The reviewer may also be a person who is not employed at the State College of Applied Sciences in Skierniewice, in particular within the exchange between universities or scientific institutions – the decision shall be made by the Dean upon consulting the Faculty Council.
2. If the reviewer awards a negative grade for the thesis, the decision on the admission to the diploma examination shall be made by the Dean, who may consult a second reviewer. In order to appoint the second reviewer provisions of sec. 1 shall apply.
3. The reviews of diploma theses shall be public except for theses the subject of which is confidential and is protected by the law.
4. If the diploma thesis is a written document, it shall be verified with the use of the Uniform Anti-Plagiarism System before the diploma examination.
5. A diploma thesis presented in the form referred to in § 52 sec. 3, shall be assessed by a board appointed by the Dean in order to conduct the diploma examination. The members of the board shall acquaint themselves with the thesis and award a grade referred to in sec. 2 on the examination day. The grade shall be entered into a diploma examination protocol.
6. A diploma project shall be assessed by a board appointed by the Dean in order to conduct the diploma examination. The members of the board shall acquaint themselves with the project and award a grade referred to in sec. 2 on the examination day. The grade shall be entered into a diploma examination protocol.
7. The grading scale defined in § 36 sec. 2, and sec. 6 shall be used in the assessment of the diploma thesis/diploma project.

§ 54

1. The admission to the diploma examination shall be conditional upon:

- a) obtaining credits in all obligatory courses and internships as well as the number of ECTS credits required in the course of study,
 - b) receiving at least a satisfactory grade for the diploma thesis/diploma project or the Dean's decision on the admission when the procedures specified in § 53 section 2 have been exhausted.
2. The diploma examination, subject to sec. 3, is taken before a board chaired by the Dean or an academic teacher authorised by the Dean who holds at least a doctoral degree. Apart from the chairperson the board is made up of the supervisor and the reviewer.
 3. In the case where the diploma project or the diploma thesis has been presented in a form other than a written form, the diploma examination is taken before a board chaired by the Dean or an academic teacher authorised by the Dean who holds at least a doctoral degree. Apart from the chairperson the board is made up of the thesis/project supervisor and a specialist in the same or a related area – appointed by the Dean – who holds at least a doctoral degree.
 4. The diploma examination shall take place within three months from the date of submission of the diploma thesis/diploma project in the Student Support Office.
 5. The scope of examination requirements for the diploma examination shall be determined by the Faculty Council following the request of the Head of the Institute.
 6. The diploma examination shall be an oral examination. The Faculty Council may stipulate a different form of examination.
 7. The grading scale defined in § 36 sec. 2 and sec. 6 shall be used in the assessment of the diploma examination.
 8. The course of the diploma examination shall be documented in a protocol which shall be signed by the chairperson and the members of the board.

§ 55

1. Should the student receive an unsatisfactory grade for the diploma examination or in the case of an unexcused absence at the diploma examination on the fixed date, the Dean shall settle another date as a final one. The resit examination shall take place no sooner than after 1 month and prior to the lapse of 3 months from the date of the first examination.
2. Should the student fail the diploma examination on the second date the Dean shall issue a decision to strike the student from the list of students.

§ 56

1. The following points shall be the basis for calculating the final result of the studies:
 - a) the average referred to in § 36 sec. 7-8 (average with weights),
 - b) the grade point average (GPA) for the diploma thesis/diploma project,
 - c) the grade for the diploma examination.
 The final result of the studies shall be the sum of 0.6 of the average referred to in item a) and 0.2 of the grades referred to in item b) and 0.2 of the grade referred to in item c).
2. The final result of the studies shall be entered into the college graduation diploma according to the following rule:
 - a) 3,00-3,25 – satisfactory (3),
 - b) 3,26-3,60 – satisfactory plus (3,5),
 - c) 3,61-4,10 – good (4),
 - d) 4,11-4,60 – good plus (4,5),
 - e) 4,61-5,00 – very good (5).

3. The examination board can raise the grade referred to in sec. 2 by half a grade (0.5) if the student has not repeated a term/year, excelled in his/her academic achievements and received very good grades for the diploma thesis/diploma project and the diploma examination.
4. At the request of the student and the thesis supervisor it is possible to organise a public diploma examination. The request shall be filed to the Dean no later than 3 weeks before the scheduled examination. The mode of organising public diploma examinations shall be passed by the Faculty Council with the stipulation that the information on the date and place of such an examination shall be published on the PWSZ website at least 7 days before the scheduled examination.

§ 57

1. The graduate shall receive a college graduation diploma in the given study field and profile which confirms obtaining higher education and a professional title of:
 - a) *licencjat* (bachelor), *inżynier* (engineer) or an equivalent one which confirms higher education at the same level – in the case of first-cycle studies,
 - b) *magister* (master), *magister inżynier* (master of science) or an equivalent one which confirms higher education at the same level – in the case of second-cycle studies and long-cycle studies.
2. Within 30 days from the completion of studies the College shall issue a college graduation diploma to the student along with a diploma supplement and two copies thereof, including a copy in English at student's request.

X. FINAL PROVISIONS

§ 58

1. The College shall publish these Rules in the Public Information Bulletin on its website.
2. The resolutions by the Faculty Councils concerning student affairs shall be published on the PWSZ website.

§ 59

Article 75 sec. 2-5 of the *Law on Higher Education and Science* shall apply to the resolutions passed by the Faculty Councils pursuant to § 4.

§ 60

Any references to the grade average in legal acts issued at the State College of Applied Sciences in Skierniewice shall be deemed to mean the grade average as mentioned in these Rules.

§ 61

These Rules have been passed by the Resolution no 149/IV/2019 of the PWSZ Senate of 15 April 2019 and shall enter into force at the beginning of the academic year 2019/2020.