

*Annex to the Opole University of Technology Senate  
resolution no. 110 from 26<sup>th</sup> April 2017*

**Study Regulations at Opole University of Technology**

adopted by the Senate of Opole University of Technology on 26<sup>th</sup> April 2017  
in accordance with the Law on Higher Education from 27<sup>th</sup> July 2005  
(Journal of Laws 2016, item 1842 with further amendments)

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# 1. General Provisions

## §1. General provisions

1. Study regulations is binding to all students and academic teachers of Opole University of Technology, hereinafter referred to as “the University”. Regulations are to be applied to all students of full time and part-time programmes, bachelor’s degree programme, master’s degree programme and uniform Master’s studies. Regulations specify the organization and course of studies and related students’ rights and obligations.
2. Rector shall be the superior of all students, while Dean shall be the immediate superior of all students at a given faculty.
3. Admission for first level of studies is preceded by the admission committee or by the admission committee’s decision in the appeal procedure.
4. Acceptance into the student body and acquiring the student's rights is effected at the moment of matriculation and taking vows.
5. A candidate who has been accepted to study at the University receives an index number and an individual student’s account in USOSweb system.
6. After acquisition of student’s rights, a candidate receives a student’s ID.
7. The first year students participate in training related to usage of USOSweb system.
8. Admission to study based on resuming a study or transfer is effective on the basis of the decision of a Faculty Dean.
9. A student of another university can undertake a part of its studies (mention in §12) at the University on the basis of the binding agreement between parties and the decision of a Faculty Dean.
10. A graduate of another University may pursue studies at the University only under the conditions of recruitment process at the University.
11. The only representative of all students is Student Council of the University. The Faculty Councils of Students are bodies of Student Council. The Student Council operates in accordance with Act on Higher Education and the Regulation adopted by the institutional legislative body, which refers to the arrangements and operational procedures for the self-government, including the types of collective bodies and single-person authorities, the method of their appointment and their powers.
12. Student leaders represent students of lecture groups. The student leaders are elected in the direct elections according to the regulations of the Student Council of Opole University of Technology, hereinafter referred to as “Student Council”.
13. In the absence of the appointment of a student leader, Dean may ask the Student Council to his or her immediate appointment.

14. The Dean may appoint the year tutor or the tutor of student groups from among academic teachers. The Dean is also eligible to change the year tutor.

15. The main duties of the tutor include providing the students with assistance and help on matters related to their educational and social issues, cooperation with the group's prefect as well as acquainting the students with the structures and the organization of the University and hereby Regulation. The tutor is obliged to express an opinion of individual issues connected with study course upon student's request.

16. The right to take part in classes has all students enrolled for a specific semester, except from the lectures that have an open character.

17. Regulations determine an organization and proper implementation of the teaching process according to the needs of disabled students, including adjustment of the conditions of studies to a type of disability. The University and its employees provide people with disabilities the conditions for full participation in education, research and participation in the life of the University academic community, while maintaining respect for the right to privacy and dignity of persons with disabilities.

## §2. Levels and system of education, degrees

1. The University runs the following forms of education:

- 1) first degree studies;
- 2) second degree studies;
- 3) uniform Master's studies;

2. The study last:

- 1) in case of first degree studies – at least: six semesters for bachelors programmes and seven semesters for engineering programmes
- 2) in case of second degree studies – from three to five semesters;
- 3) in case of uniform Master's studies – from nine to twelve semesters.

The part-time studies can last one or two semesters longer than the proper stationery studies.

3. The study are conducted as follows:

- 1) part-time programme
- 2) full-time programme

4. The graduate can obtain the following degrees:

- 1) bachelor;
- 2) engineer;
- 3) architecture engineer;
- 4) master;
- 5) master of science.
- 6) master of science in architecture

## 2. Student Rights and Obligations

### § 3. Students are eligible to

- 1) student's ID and student record book (on the request),
- 2) develop their interests in the areas of research and use of teaching premises, equipment and technical facilities of the University as well as receive support from the academic staff and bodies of the University for this purpose,
- 3) join student organizations and scientific clubs,
- 4) participate in the University research projects, implementation projects and development projects realized at the University
- 5) participate in the elections for the University collegial bodies and the Student Council, based on Student's Council Regulation
- 6) co-decide by means of the Student Council bodies on issues associated with the education process,
- 7) receive prizes, bursaries and distinctions,
- 8) receive financial support in accordance with Regulations of granting the social support for the University's students and doctoral students as well as Regulations of awarding places in dormitories of Opole University of Technology;
- 9) express opinions regarding the classes (in a form of an anonymous survey);
- 10) inspect their assessed written works;
- 11) obtain an entry assessments to the student record book, if having one;
- 12) protection of personal data, especially data on social status and received grades;
- 13) participate in training about the student rights and obligations; training is conducted by the university Student Council in consultation with the Parliament of Students of Poland.

### § 4. Loss of student rights:

The loss of student rights is followed by:

- 1) removal from the list of students,
- 2) resignation of studies,
- 3) withdrawal from the University,
- 4) transferring to another university.

### § 5. Obligations of a student:

The student is required to:

- 1) act in accordance with the oath taken and Study Regulations

- 2) comply with the provisions and principles of social coexistence and care for the property of the University
- 3) obey the regulations of occupational health and safety as well as anti-fire protection rules ,
- 4) participate in all lectures, classes and organizational activities, according to the plan of study and training of health and safety at work and fire protection training;
- 5) notify immediately the Student Service Centre to amend the personal data and change of the material conditions if they affect granting of financial aid and its amount;
- 6) excuse absences during the next classes,
- 7) timely submissions of fees to the University referred to in the contract between the student and the University;
- 8) familiarize with orders, commands and notices of the University published on the Student Service Centre's website;
- 9) participate in polls organized by the authorities of the University, including fulfillment of anonymous surveys assessing the quality of student activities.

### 3. Organization of studies

#### § 6. Organization of an academic year:

1. The academic year commences on the 1<sup>st</sup> of October and lasts until the 30<sup>th</sup> of September and comprised two semesters – winter semester and summer semester.
2. The detailed organization of an academic year, including the dates of the start and end of classes, exam sessions and breaks in classes is determined by the Rector at least three months before the beginning of an academic year.
3. One semester shall be the academic settlement period.
4. The semester comprises 15 weeks of classes, examination session, hereinafter referred to as “session”, and internship or other activities determined by the plan of studies. The last semester of first degree engineer studies and the first semester of second degree studies can last shorter than 15 weeks. In case of the last semester of first degree engineer studies, the date of examination session can be indicated by the Dean right after the end of classes..
5. Within an academic year, Rector can set certain days or hours free from classes.
6. Dean shall set the timetable for each semester as well as the timetable for on-campus sessions for the part-time programme and publish it at least a five days before the start of the semester.
7. Timetables for examination sessions shall be established by Dean, and published at least seven days before the session starts.

## § 7. Organization of classes

1. The studies are conducted according to the specific field of study, form and level of studies.
2. The studies are conducted in accordance with curriculum established by the Faculty Board. The curriculum consists of educational results and overall study programme.
3. Education programs define the knowledge, skills and social competence appropriate to the individual modules (courses) and internships that students should master in the course of study. Programs of study, including study plans for the next academic year are given to students on the University website, not later than July 15.
4. Classes are conducted for each type of studies, mentioned in § 2.3, being organized in accordance with a timetable and are conducted in separate study groups.
5. Classes and lectures, seminars as well as diploma examination may be conducted in a foreign language if approved by the Faculty Board.
6. The University may organize individual interdisciplinary studies, comprising at least two areas of education and leading to a diploma in at least one degree course, conducted at the University.
7. The Internships are organised within the part-time programmes and full-time programmes of study in terms precised and approved by Faculty Board in a teaching programme and standart programme. The Internships are assigned with ECTS points accordingly to the curriculum.
8. The matters connected with Internships shall be coordinated by the deans for education or the supervisor of internship appointed by the deans
9. The method and procedure of student internship is determined by Dean. Detailed rules for the credit, the form and terms of student internships are determined in separate regulations.
10. A lecturer or an academic teacher appointed by Dean sets out the conditions for receiving credit, coordinates and agrees on the scope of all the activities that make up the course, establishes rules for the verification of learning outcomes and informs about them in the course information card before the start of an academic year and during the first classes.
11. Five exams are allowed in a semester, and their total number in an academic year may not exceed eight.
12. The number of student groups on various courses is determined by the Rector and information is issued at least three months before the start of an academic year.
13. The number of groups on each field of studies is determined by the Rector, assigning the students to the groups is determined by Student Service Center at least five working days before the beginning of the semester. Accordingly to the technical capabilities, students are allowed to enroll themselves to groups via USOSweb system, where those groups are published.
14. The terms of admission or qualifications for elective specialization courses (modules) are determined by Dean.
15. Assistants to people with disabilities can participate in the classes, having prior consent of Dean.



16. Classes can be conducted also using the distance learning methods and techniques under the conditions laid down in Regulation of the minister for higher education.

17. An academic teacher conducting the classes announces consultation hours of not less than two hours per week in weeks when classes are held and during the examination session. The consultation take place in the area of the University.

18. Students participating in the meetings of collegial bodies and electoral bodies operating within the University structures, including the Student Council structures, receive excused absence when classes are held during these meetings.

19. Before the start of the academic year, a person admitted to study in the mode of confirmation of learning outcomes is required to submit to the Dean of the faculty application for credit the courses recognized in the mode of confirmation of learning outcomes.

20. In case of a long absence of a person leading the lectures, the Dean can authorise the other teacher to take over the responsibilities. The decision of the Dean should be positively opinioned by the head of the certain faculty.

## § 8. Individual study plan and teaching programme

1. Individual study plan (ISP) is to extend the scope of knowledge within the framework of study or specialization and student's participation in research, taking into account the interests and special abilities of the student.

2. Outstanding students in science can apply for studying according to ISP.

3. ISP of a disabled person should be adapted to the individual needs in terms of:

- 1) adaptation of teaching materials;
- 2) adjusting the term of classes;
- 3) form of classes;
- 4) additional support.

4. Studies carried out according to ISP cannot last longer than the studies carried out according to the current study plan, with the exception mentioned in paragraph no. 5.

5. In the case of a person with a disability, studies carried out according to ISP can take longer than studies carried out according to the existing curriculum. The duration of study should be individually determined taking into account the degree and type of disability of a student.

6. A student interested in ISP presents written application to Dean no later than three business day before the beginning of the semester.

7. ISP provides research and teaching supervision and individual selection of contents and forms of the course. Dean appoints a scientific-education supervisor .

8. Detailed rules for ISP study shall be adopted by the Faculty Council and shall be published on the faculty website.

## § 9. Individual organization of study

1. Individual organization of study (IOS) is based on realization of the study plan and teaching programmes based on Dean's decision and in accordance with the schedule approved by Dean.

2. IOS can be realized by students:

- 1) serving internships and work placements in the frame of an agreement,
- 2) who are members of national, Olympic or universiade sport team, having 1<sup>st</sup> sport class, as well University's representants in Championships of Poland, who won 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place.
- 3) raising children or exercising tutelage over the closest family member, if being the sole guardian
- 4) with disabilities.
- 5) following more than a one programme

as well as the other important circumstances approved by the Dean

3. IOS of a disabled person should be adapted to the individual needs in terms of:

- 1) adaptation of teaching materials;
- 2) adjusting the term of classes;
- 3) form of classes;
- 4) additional support

3a. A request to follow an IOS can be made by a student who has successfully completed the first year of study at the first degree or uniform Master's studies. This rule does not apply to students with disabilities. The second degree students can made a request to follow an IOS since the first semester.

4. Dean shall grant the consent to follow IOS for the period of one semester.

5. A student applying for the consent to follow IOS shall submit the request no later than two weeks before the start of a semester. The attachment to the application shall be the individual agreement with the course teachers according to completion of a given course.

6. The student's failure to receive the required points in a given semester may lead to the Dean's refusal to approve IOS in the following semester.

7. The faculty council may determine the number of students eligible for IOS.

## § 10. Transfers

1. A student may seek transfer from another higher education institution to the University, from one faculty of the University to another or within the same field or within a related field of study, upon the consent of Dean of the receiving faculty and the Dean of the faculty from which student is leaving, provided that he or she has fulfilled all obligations resulting from the regulations in force at the faculty or the higher education institution which he or she is leaving.

2. The conditions of transfer, mentioned in the point 1 are determined by Dean.
3. A student transferring the courses passed at other university, including the universities abroad, shall receive the same amount of ECTS points as it's attributed to learning results and achievements at the host university.
4. Condition of the transfer shall be correlation of the learning outcomes achieved during realisation of programme at the another university, approved by the Dean.
5. A student may change the full-time degree programme for part-time degree programme after the written consent from Dean, or in particularly justified cases form the part-time degree programme to the full-time degree programme. The specific regulations of transfers are determined by Dean.
6. Transfer from another university, transfer to another faculty, field of study or form of study shall be submitted in a written form at the Student Service Center before the start of the semester. In exceptional cases Dean can agree for transfer during the academic year.

## § 11. Arrangements for students following more than one degree programme in parallel

1. A student is entitled to take up other degree programme.
2. Upon the permission of Dean a student can choose extracurricular courses if he or she fulfills all requirements related to the main degree programme.
3. The main degree programme is the one formerly began by a student.
4. Dean shall decide whether the courses completed at other degree program are treated either as an integrated part of a programme degree or as extracurricular courses.
5. Extracurricular courses shall be noted in the student's documentation of study, as well as in the supplement to the diploma. Points and marks gained in additional courses shall not be taken into account in the overall settlement of studies or applying for the scholarship.

## § 12. Mobility of students

1. A student may follow a part of his or her programme degree at another university including foreign university. A written application shall be submitted to Dean.
2. A student completing a study period at another university may apply for an individual study and teaching programme or a standard programme, in accordance with all the regulations binding at the host university.
3. ISP chosen by the student shall get the approval of Dean, prior the decision of assigning student to other university.
4. During the course of studying at another university a student is obliged to follow its regulations.
5. Prior the departure, the student and appropriate deans shall sign a study plan agreement.

6. A student completing a study period at other university shall submit the completed transcript of record to the Student Service Center by the end of an academic year.
7. Courses and semester completed at another university shall be accepted by Dean at home University, on the basis of marks and points indicated in transcript of records.

## 4. Requirements for receipt of a course credit

### § 13. Credit system

1. Full-time degree programmes and part-time degree programmes conform to the ECTS standards (European Credit Transfer and Accumulation System).
2. Regulations of a credit system:
  - 1) ECTS points are assigned to courses,
  - 2) the number of points reflects the student's input of work necessary to successfully complete the course

### § 14. Grading scale

1. The following marks shall apply for credit and examinations:

Marks in words	Abbreviation	Numerical mark
Very good	bdb	5,0
Good plus	db plus	4,5
Good	db	4,0
Satisfactory plus	dst plus	3,5
Satisfactory	dst	3,0
Unsatisfactory	nd	2,0

2. An average mark for a given period is a measure of the student's academic progress during this period and is calculated as a weighted arithmetic mean of marks from courses completed in a given period. The weight index are the ECTS points assigned to courses:

$$\text{Mark average} = \frac{\sum(\text{arithmetic mean of marks} * \text{ECTS points for a course})}{\sum \text{ECTS points for a given course}}$$

3. Mark average for a given period is accurate to two decimal places, after having rounded up, if the figure at the third decimal place is greater than or equal to 5.
4. When calculating a mark average, all additional courses that a student is studying, with consent of Dean, and courses without final assessment are excluded.
5. Unsatisfactory shall be equivalent to non-completion of a given course.

6. The physical education's courses which are not assigned with ECTS credits should be graded:

1) *classified* („zal.”) – for the students who fulfilled the minimal requirements for the course;

2) *unclassified* („nzal.”) – for the students who did not fulfill the minimal requirements for the course

## § 15. General terms

1. In order to be granted the ability to complete the course and to sit the exam it is to be listed on the periodical performance charts and possession of an identity document. The periodical performance charts shall be published in USOSweb system not later than two weeks before the start of examination session.

2. The course of study shall be documented in periodical performance charts as well as in student periodic achievement form.

3. Student has a three business day to verify grades from exams available in USOSweb.

## § 16. Completion of a course

1. The coordinator of course/ subject, hereinafter referred to as “the Coordinator” shall be appointed. The Coordinator is a teacher of a certain subject who has an insight into the grades index from that course. In case of lecture lead by more than a one teacher, the Coordinator shall be chosen by the Deputy Dean for Education not later than three weeks before the start of the examination session.

2. In order to complete a course followed by the exam it is necessary to successfully complete courses and other forms of activities listed in the study plan and achieve positive examination assessment. In order to be admitted to an examination in a given course, the student must obtain completion of lower forms of courses. The grades from the courses should be entered into USOSweb system not later than three working days since the end of the classes in the semester. The exam results should be published within three working days from the examination date.

3. Forms of completion of colloquiums, tests, examinations, and their duration should be adjusted to individual abilities and needs of people with disabilities.

4. Completion of a course not followed by the final exam is conditioned on the successful completion of classes and other forms of activities listed in the plan for a particular course.

5. Completion of a course shall be confirmed by an academic teacher, the Coordinator or the Dean. In justified cases, Dean may also appoint other academic teacher.

6. The formal acknowledgement of successful completion of a course is an entry in periodical performance chart, employing the grading scale §14.1

7. Completion of courses shall be based on the verification of learning outcomes in the form of tests, projects, papers and other forms of testing of knowledge, skills and social competence of students, as well as attendance list, with the exception of lectures. In the case of disabled students, completion of a course should be adapted to their individual needs and abilities.

8. Completion of lower forms of classes and lectures not followed by the examination shall be conducted by the leading teacher before the examination session. Teacher, in consultation with students, can set an additional term for completion of course during the period until the end of an examination session.
9. A student is obliged to check the grades from all kind of classes which are available in USOSweb in order to report any inconsistency to the Coordinator.
10. The Coordinator on the request of a student, should clarify the inconsistencies with the person leading the lower form of classes. The correction in the periodical performance charts can be made by the Coordinator or the teacher leading the classes.
11. The periodical performance charts shall be issued not later than two weeks before the examination session starts.
12. Completed periodical performance charts, having annotation to all students on the list, shall be delivered to the Student Service Centre no later than one week after the examination session has finished.
13. A student concerned about the lawfulness of passing classes have the right, within three working days from the date of announcement of the results, to submit a reasoned request to Dean for passing the classes in the presence of the committee. It is based on principles analogous to the re-sit of exam specified in §17 paragraph 12- 16.
14. A student who participates in the research or other scientific projects at the University may be given a leave to serve specific activities. Decision in this matter is undertaken by the Dean, upon a written application of a student and the opinion of the leading teacher of a given course. The decision has to be undertaken before the start of classes which application refers to.
15. A student's participation in the scientific camp may be a basis to get a credit for the internship in total or in part, if the programme of the scientific camp fulfills the requirements of the internship. Decision in this matter is undertaken by the Dean, upon the written application of student and the opinion of the internship's coordinator and leader of the scientific camp.
16. When a student has a medical exemption from physical classes or is a person with a disability, he agrees with the teacher at the beginning of the semester concerning the form of completing the course, which should be tailored to their individual needs and abilities.

## § 17. Examinations

1. The examination timetable is determined by the group prefect in agreement with an academic teacher. In absence of such arrangements, these terms are determined by the academic teacher leading the certain classes. It shall be delivered to the Student Service Centre not later than seven days before the beginning of the examination session.

2. All examinations have to be performed during the examination session, determined in the organization of an academic year. It does not apply to additional examinations, described in section 9 and 11.
3. With the consent of the examiner, a student can take an exam before the examination session. This exam should be understood as an additional term.
4. The examiner is the leading teacher of a course. In justified cases, Dean of the Faculty can appoint another academic teacher to conduct the examination.
5. The examination results shall be published not later than three working days after the day of examination.
6. A student has a right to re-sit an examination from each course even though he was given a satisfactory mark on the first exam date.
7. An unexcused absence at the examination results in the loss of the student rights to one term of the examination, at the same time it shall not be the reason to obtain unsatisfactory mark. In that particular case, the leading teacher enters “absent” in a protocol and a periodical performance chart.
8. Double unexcused absence at the examination results in the unsatisfactory mark in a periodical performance chart and a student record book.
9. If the absence was excused, a student has a right to additional term of the examination.
10. A justification shall be submitted to the leading teacher not later than three days after the date of the examination. The decision concerning the student’s absence is undertaken by Dean. In justified cases, Dean has a right to set an additional date of the examination. In the case of disabled students, a justification shall be submitted not later than seven days after the date of the examination. The Dean has a right to set an additional date of the examination taking into consideration the adjustment to individual needs of a disabled person.
11. The examination conducted before a commission examination board is ordered and organized by the Dean upon a written application of the student, submitted to Dean’s office not later than 3 days after the date of the announcement of the examination results by the examiner, if the student has any stipulation with regard to his/her examination.
12. The decision about organizing a commission examination is determined by Dean according to an application or on Dean’s own initiative. The right to apply for conduction of a commission examination has also the examiner and a Faculty Student Council.
13. The examination conducted before a commission examination board shall be held within one week from the submitting of the application.
14. The commission examination board, designated by Dean, is composed of:
  - 1) Dean or Vice-Dean who chairs the board.
  - 2) two University teachers, being specialists in the field of knowledge or the skills covered by the examination, who didn’t take part in a first examination.

15. At the student's request, a representative of the Student Council may be appointed a member of the commission examination board.

16. The mark received in the examination before the commission examination board is entered into the student record book, periodical performance chart and replaces the original mark.

### § 18. Completing a semester

1. In order to complete a semester successfully, a student is obliged to obtain required amount of ECTS points and to fulfill programme and formal requirements.
2. The basis for completion of a semester in a foreign university (host institution), shall be fulfilling all requirements written down in the study plan agreement signed by the University and a host institution.
3. The number of ECTS points necessary to complete a semester is determined by the plan of studies.
4. The nominal number of ECTS points which a student shall gain in each semester is obtained from all mandatory courses and other courses determined by Dean.
5. Successful completion of a semester is confirmed the student's academic progress report with a stamp and a signature of Dean.

### § 19. Registration for the following semester

1. Student's registration for the following semester is performed by Dean after the end of examination session on the basis of the state of records contained in a periodical performance chart.
2. Students periodically studying at another university are required to submit the required documents within two weeks of the end of the examination session of this university.
3. Registration with a credit point (for a period of one year, but not longer than the planned date of graduation), is possible, if the total deficiencies do not exceed 18 ECTS points. The decision on this matter is taken by Dean.
4. Deficiencies in obtaining points in the winter semester are complemented by a student in the winter semester of the following academic year, and from the summer semester in the summer semester of the following academic year.  
In justified cases, Dean may agree for an earlier complementation of credit points.
5. Upon student's request Dean can extend the registration time with the credit points and set another deadline.
6. Upon student's request, Rector may approve the registration with the credit points if the deficiencies are higher than 18 points.

### § 20. Repeating of a semester

1. A student is obliged to repeat a semester when:
  - 1) a student has a deficiency in points exceeding the limit,
  - 2) ECTS points were not obtained in a given period of time.



2. Repeating a semester is allowed only once after completion of the first semester of the studies. In justified cases, the Rector shall be obliged to allow for the second repetition of the semester.
3. A student who repeats the semester/year is exempt from the subjects in which he/she obtained credit, if the programme of the subject was not altered.
4. While waiting for repeating a semester a student maintains the student rights, excluding the right to achieve a financial support.
5. While waiting for repeating a semester a student may, upon previous consent of Dean, participate in the following semester courses, if these courses do not collide with the courses to retake. The courses strictly determined by Dean shall be entered into periodical performance chart of a student. Not completing these courses requires repetition the basis of general provisions.
6. A student who repeated a semester does not finish the study in the term provided by the plan of studies.

## 5. Removing a student from the list of students, resuming of study, leave of absence

### § 21. Removing a student from the list of students.

1. Dean shall remove a student from the list of students in the following cases:
  - 1) when a student has not undertaken studies;
  - 2) when a student has withdrawn from studies, based on written application;
  - 3) when a student does not submit a diploma thesis or does not pass the final University examination in time
  - 4) when a student has been dismissed from the University due to a disciplinary action.
2. Dean may remove a student from the list of students in the following cases:
  - 1) a student has made no or very little progress, resulting from the failure to obtain the required number of points and when a student does not meet the formal requirements;
  - 2) a student did not complete a semester or a year of studies within the previously determined deadline;
  - 3) a student does not pay the University fees,
  - 4) a student does not sign submitted by the University contract regarding tuition fees or education services.
3. Failure to undertake studies referred to in paragraph. 1 Section 1 states in a situation of failure to fulfill formal obligations by student of the first semester or his/her absence from classes (as declared by tutors) for at least four weeks after the start of classes in a given semester and is ground for removal from the list of students.
4. The lack of progress referred to in paragraph. 2 Section 1 describes the situation when at least two

academic teachers notify the possibility of not completing the course by a student, e.g. due to three unexcused absences.

5. Removing a student due to a failure to present a diploma thesis occurs when all subjects are completed except for the dissertation.

6. A student can appeal from Dean's decision to Rector.

## § 22. Resuming of study

1. Re-admission of a person who has not finished the first semester of study shall proceed according to the regulations of the recruitment process.

2. An application to resume the study may be submitted by a person who has completed at least first semester of study. Dean undertakes the decision.

3. A student who resumes the study follows the current plan of studies. Dean determines possible programme differences, which a student will have to compensate for.

4. A student who is readmitted to the University, and who was previously removed from the list of students, has to repeat the courses that were not passed previously.

5. A student who was removed from the list of students due to his/her failure to register a diploma thesis can register his/her diploma thesis without readmission to the University and – upon Dean's consent – take the final University examination. A student is entitled to this right within one year from the date of removal from the list of students.

6. A student who has been dismissed from the University due to a disciplinary action, has no right to resume the study.

7. If the break in the studies lasts more than 5 years, a student may be readmitted to the study prior to special examinations. Dean shall determine the scope and form of these examinations.

## § 23. Leaves of absence

1. A student may be granted the following types of leave of absence:

1) a special leave;

2) a compassionate leave;

3) a health leave.

2. A leave of absence shall be granted by Dean upon the student's application. A short-term leave of absence may not be granted for a period longer than one semester, long term leave may not be granted for a period longer than one year.

3. A special leave may be granted, when any matter of chance circumstances prevent the student from participation in class for a long time.

4. A compassionate leave may be granted by Dean to a student who participates in sport team departures or who undertakes, upon previous Dean's consent, internship in the course of an academic

year – after completion of previous semesters. A special leave may be also granted to a student who undertakes individual programme of study at another university, but not longer than for 2 semesters.

5. A health leave may be granted only upon previous written medical certificate.

6. A student shall apply for leave of absence immediately once the circumstances justifying his or her application for leave of absence have occurred.

7. A student shall retain student rights throughout the duration of a leave of absence, without the right to any financial support.

8. Granting a leave postpones the deadline for study completion.

9. Condition for continuing studies after health leave is to submit a certificate of fitness to continue studies issued by the occupational doctor (for a degree courses that require such certification according to the recruitment process). Students are required to provide a certificate by the beginning of the semester.

10. During the leave, a student may, upon the consent of Dean and conditions laid down thereby, participate in classes and complete courses included in the program of study.

## **6. Diploma thesis**

### **§ 24. General provisions**

1. In the fields of study in which plan of studies provide for that, a student shall prepare and submit a diploma thesis before the deadline concluded in the detailed timetable of an academic year.

2. Along with the diploma thesis, a student shall also submit a written statement, according to a valid template, that the thesis was written personally and single-handedly.

3. A diploma thesis is checked by anti-plagiarism checking software, and a report of results shall be submitted to the supervisor before the evaluation.

4. In the case of a justified suspicion that a student has copied a significant part or other elements of somebody else's scientific work, Rector shall recommend investigation procedures as specified in the Law of Higher Education.

5. A diploma thesis has to be prepared in the home institution of the student.

6. Upon the consent of the Dean, the diploma thesis may be prepared outside of the University, at other University or in an institution providing appropriate conditions for such preparation, including the foreign language.

### **§ 25. Supervisor and reviewer of a diploma thesis**

1. A student writes his/her thesis under the supervision of the supervisor.

2. The supervisor of a master thesis shall be professor or doctor with postdoctoral qualification.

3. At the requests of a department director, Dean may appoint the supervision of a master thesis to a teacher holding a PhD. title.
4. An academic teacher holding a scientific title may be a supervisor of a bachelor/engineer thesis.
5. In justified cases, upon the consent of Dean, the supervisor of a master or bachelor thesis may be another specialist from outside the University.
6. The reviewer of a diploma thesis shall be a professor or doctor with postdoctoral qualifications. In case where the supervisor of a diploma thesis is a professor or doctor with postdoctoral qualifications, the reviewer may be an academic teacher holding a scientific title.
7. At the reasoned student's request, Dean may change the supervisor of a thesis.

## § 26. Subject of a diploma thesis

1. The subject of a diploma thesis shall be agreed upon at least two semesters before the planned completion of the degree programme. A thesis topic card is submitted to the student files.
2. The subject of a diploma thesis is determined by a director of a given unit, where the thesis is prepared and then shall be approved by Dean.
3. While determining the subject of a diploma thesis, research interest of a student shall be taken into consideration. A student has a right to propose his/her own subject of a diploma thesis in the scope of his/her field of study.
4. More than one subject of a diploma thesis shall be proposed to a student in order to allow him/her a free choice.
5. Upon the consent of the supervisor, previously agreed with a student, the director of a unit can change the subject of a diploma thesis, providing that it will have a profitable effect on the achieving the educational goal and shall not extend the length of study. Dean shall be informed about any change.
6. Only one subject may be realized by one student. In justified cases, it is also possible to allow a group of students prepare a diploma thesis, while the scope of each student's work shall be determined in detail by the supervisor.
7. A diploma thesis may be included into the program of scientific research of the faculty or department or the student scientific clubs.

## § 27. Grading a diploma thesis

1. A diploma thesis is marked by the supervisor and the reviewer independently. The reviewer receives the diploma thesis which has positively opinioned by the supervisor.
2. If the reviewer negatively evaluates a diploma thesis, Dean shall appoint another reviewer, whose evaluation is decisive in admitting the student to diploma examination.
3. A mark of a diploma thesis is arithmetic mean of marks delivered by the supervisor and the reviewer, and shall be calculated within accuracy of one decimal point.

4. Grading a diploma thesis shall be done according the following scale

Mean	Mark
4,75 – 5,00	Very good (5,0)
4,25 – 4,74	Good plus (4,5)
3,75 – 4,24	Good (4,0)
3,25 – 3,74	Satisfactory plus (3,5)
below 3,25	Satisfactory (3,0)

## § 28. Rigors

1. A student who fails to submit a diploma thesis by the end of examination session is removed from the student list.
2. At the request of the student, positively opinioned by the supervisor, Dean may extend the deadline for the submission of the diploma thesis, but only for a maximum period of three months. Throughout this period, the student shall retain student rights without the right to any financial support.
3. A student who was removed from the list of students due to not submitting a diploma thesis has a right to resume the study according to regulations defined in the §22.
4. After resuming a study, a student may continue his/her subject of a diploma thesis or be granted a new subject. The head of a unit decide in that matter after consultation with the previous supervisor of a student.

## 7. A diploma examination

### § 29. General provisions

1. A degree programme is completed within the day of sitting a diploma examination, except physiotherapy students at uniform Master's studies, who need to complete the last scheduled internship.
2. Diploma examination is composed of:
  - 1) defense of a diploma thesis, if such is determined in the plan of studies,
  - 2) examination.
3. In order to be admitted to a diploma examination, a student shall have fulfilled all semesters of study, formal and programme requirements, and shall have achieved positive assessment of a diploma thesis if such is determined by the plan of studies of a given field
4. A student shall submit a student card in Student Service Centre in order to be admitted to a diploma examination at second degree programme or uniform Master's programme.

5. A diploma examination shall take place in period determined in the organization of an academic year.
6. A diploma examination is held before a board appointed by Dean and composed of at least 3 persons. The board shall be composed of Chairman, the supervisor and the reviewer of a diploma thesis. In justified case, an academic teacher appointed by Dean may substitute for the reviewer or the supervisor.
7. The chairman of the board shall be Dean, Vice-Dean or professor or doctor with postdoctoral qualifications appointed by Dean.
8. If a diploma thesis has been prepared for a given institution, the board shall also take into consideration the opinion of the institution representative.

### § 30. Diploma examination

1. A diploma examination shall be an oral examination.
2. Upon Dean's consent to written application of student and the supervisor, a diploma examination may be open to public. The application should be delivered to the Dean at least three working days before the planned date of examination. The additional participants of examination should be pointed by the student and the supervisor.
3. A diploma examination consists of presenting a diploma thesis and answering questions related to the field of study, and therefore sitting a final examination.
4. In the case of co-authored thesis, each of co-authors presents the scope of its part of the work.
5. During a diploma examination a student shall answer at least 3 questions related to his/her field of study.
6. The list of questions shall be published at on the faculty website before beginning of the diploma semester.

### § 31. Grading of a diploma examination

1. At the end of a diploma examination, a board shall determine the mark for the defense of a diploma thesis and the mark for the final examination.
2. A board shall determine the mark for the defense of diploma thesis based on the answers given by a student to questions concerning the diploma thesis. The mark shall be given according to the grading scale form § 14.1.
3. Each student's answer in the final examination is marked individually according to the grading scale form § 14.1.
4. In order to pass the final examination it is necessary to obtain positive marks from most of the responses.
5. The result of the final exam is calculated with the accuracy of two decimal points, based on the table from § 27.4.

6. In order to pass a diploma examination, it is necessary to obtain positive mark from the final examination and thesis defense.
7. The mark of a diploma examination is an arithmetic mark average from the defense of a diploma thesis and final exam calculated with accuracy of two decimal points and based on the table from the paragraph 27 section 4.
8. In the case of positive evaluation of the thesis defense and a negative assessment of the final examination, a student is to re-sit only a final exam in the following deadline.

### § 32. Rigors

1. If a student does not sit a diploma examination or if he/she receives the failing mark in the examination, Dean shall set another date for the diploma examination, as a final one, but not sooner than a month and not later than 3 months from the date of the previous examination. Throughout the waiting for the another examination date, student shall retain student's rights without the right to any financial support
2. If a student's absence at a diploma examination was justified, Dean shall set another date for a diploma examination and that date is be consider a first one. A justification of absence shall be submitted not later than 3 days from a diploma examination.
3. If a student fails or does not sit a diploma examination on the basis of regulations from section 1 and 2, a student is removed from the list of students.
4. If a student was removed from the list of students, Dean may grant consent for his resume of a study within one year from the date of removing student from the list of students.

## 8. Graduation

### § 33. Final result of a study

1. The average mark for the stage of study shall be calculated as the arithmetic mean of all marks for examinations and all final marks for courses which do not end with an examination, altogether with a mark for a diploma thesis calculated according to a formula stated in paragraph 14 point 2, with the accuracy of two decimal points according to regulations from paragraph 14 point 3.
2. The final mark for the completed studies shall be calculated in accordance with the paragraph 14 point 3, and is a result of arithmetic average mark of the following:

mark for student's academic record	- 0,60
mark for a diploma thesis	- 0,20
mark for a diploma examination	- 0,20

3. The result of study, entered in the studies completion diploma and other documents is determined according to this table:

Final result of study	Mark entered in the diploma
4,60 – 5,00	Very good (5,0)
4,26 – 4,59	Good plus (4,5)
3,76 – 4,25	Good (4,0)
3,26 – 3,75	Satisfactory plus (3,5)
below 3,26	Satisfactory (3,0)

### § 34. Graduation

1. Graduation takes place immediately on the day of passing of a diploma examination according to regulations from paragraph 29 point 1.
2. Before receiving the diploma, a graduate shall be required to fulfill all obligations towards the University, proved in Circulation Card.
3. Within 30 days from passing a diploma examination, the University issues a diploma of successfully completed studies with two copies and the certificate supplement.

## 9. Prizes, distinctions and penalties

### § 35. Prizes and distinctions

1. Student with above-average performance who carries out his/her obligations perfectly may be granted prizes and distinctions such as:
  - 1) congratulatory letter,
  - 2) material prize or financial prize,
  - 3) prizes funded by state institutions, scientific societies, social organizations, foundations etc.
2. Granting awards and distinctions from section 1, points 1 and 2, are granted by the Rector upon the Dean's or Student Self-Government application.
3. Prizes, distinctions and social scholarships may be granted to students for significant scientific, sport or artistic achievements.
4. The procedures and conditions of granting scholarships and prizes (section 1 point 3) are determined by separate regulations for these matters.
5. Additional diploma with distinction, based on a template defined by the University, may be granted to students who fulfill following requirements:
  - 1) a graduate within a deadline determined by the study plan,



- 2) a graduate with mark average least 4,60 at least
- 3) their diploma thesis were granted with mark very good (5,0).
6. Names of University graduates, who were granted a diploma with distinction, will be entered into the University distinction book.

### § 36. Penalties

1. For offense against student's dignity, and breach of regulation binding at the University student shall answer before the disciplinary committee or student disciplinary panel on the basis determined by the Law of Higher Education and the University charter.
2. Disciplinary penalties shall include admonition, reprimand, and reprimand with a warning, suspension of certain student rights for a period of up to one year, expulsion from the University.
3. For minor breaches, Rector shall inflict the penalty admonition, without referring to the disciplinary committee or the student disciplinary panel, prior hearing with the defendant or his or her defense counsel.

### §37. Conditions of participation in classes of particularly gifted students

1. Particularly gifted high school students can participate in activities included in the program of studies in the fields consistent with their abilities, upon written request, upon the consent of Dean of relevant faculty, after receiving the recommendation of the school principal, in the case of minors also a permission of the parents or legal guardians.
2. Students are obliged to respect the laws and rules of the University.
3. After completing the course, Dean issues a certificate of participation in educational activities and completion of certain courses in an academic year.
4. Students admitted to a study at a degree programme in which they have already participated in courses prior to the start of a study, may be exempted from the obligation to participate or passing, if there were no alternations in learning outcomes.

## 10. Final provisions

### § 38. Final regulations

1. All Dean's decisions issued within the competences of a single body of the University, must be in writing.
2. Dean is authorized to apply Regulations without violating its rules to allow a disabled student to fulfill obligations according to his/her psychophysical competence.
3. The rules and procedures for the organization of studies and rules for issuing diplomas conducted by the University jointly with foreign universities and the issue of double diploma from a foreign

University shall provide for appropriate agreement with these universities.

4. Dean is deciding in matters not determined by Regulations.

5. A student may appeal to Rector through Dean's Office from all decisions taken in students matters under these Regulations, within 14 days of receipt of the decision.

## 11. Index of terms

**Student Service Centre (COS)** – the university administrative office dealing with the students and student administration, mediating the contact between Dean and a student.

**Dean** - head of the organizational unit - faculty of Opole University of Technology.

**ECTS (European Credit Transfer and Accumulation System)** - European Credit Transfer and Accumulation System points, used to assess student's progress in acquiring knowledge and skills; ECTS determines the student's workload required to implement the training program.

**Learning outcomes** - knowledge, skills and social competence acquired in the educational process in the system of study.

**Rector's hours** - established by the Rector of the University, hours, or days free from classes.

**Matriculation** – formal process of entering the University.

**Student record book** - issued at the request of the student, a document, which evaluates course of study.

**Individual Organization of Studies (IOS)** – consists in implementing of existing plan of study and training program by a student, based on Dean's decision and according to the schedule annexed to the Dean's decision

**Individual Studies Program (IPS)** – consist in broadening knowledge in the frame of the study or the specialization as well as participating of a student in research taking into consideration students' interests and skills

**Charter of periodic student achievement** – an element of a documentation of the course of studies informing about the results of points and exams within the semester.

**Course Information Card (syllabus)** - a description of contents, learning outcomes and how to implement the subject matter and methods of related activities, bibliography for a program, a description of the examination, classes and the subject, and the forms and evaluation criteria.

**National Qualifications Framework for Higher Education** - a description of qualifications gained in Polish higher education system

**Student ID card**- a document issued by the University certifying student's status.

**Tutor of the year** - the person giving students the help and consultation on matters related to the

implementation of the teaching process.

**Study plan** - part of the description of the process leading to the achievement of learning outcomes that have been defined for the training program. The study plan defines:

- a set of training modules (courses and groups of courses)
- location of these modules in each semester.
- In the case of courses - basic forms of teaching and dimension of the course

**Confirming the effects of learning** - formal verification process of hold learning outcomes organized institutionally outside the system of study and learning unorganized institutionally implemented in the manner and methods of broadening knowledge, skills and social competence.

**Diploma thesis** - is an independent elaboration of a particular scientific issue or artistic issue or artistic accomplishment presenting general knowledge and skills related to the student's field of study, the level and type of education and skills of self-analysis. A diploma thesis may constitute in particular an essay, a published article, a project work, including the design and implementation of a program or a computer system and a design, technological or artistic work.

**Student internship** - carried out during stationary studies and extramural studies, in a dimension specified in the study plan. Its goal is to acquire practical skills.

**Educational program** - a description specified by the University of coherent educational outcomes, in accordance with the National Qualifications Framework for Higher Education and a description of the learning process leading to the achievement of these outcomes together with values assigned to ECTS points of each module of this process.

**Periodical performance chart** - a part of the documentation containing the results of exams and completion of courses.

**Lecturer** – a University teacher, appointed by Dean, leading particular classes.

**Course** – a part of a study program covering certain thematic content realized in the form of classes, defined in the study program; a course may include more than one form of classes; a course or a group of courses may be an education module, for which one has assigned in the curriculum established learning outcomes and the number of points.

**Faculty Council** - elective collegiate body of the University.

**Academic year** - calendar period in which classes exams are held.

**Student Council** - students of bachelor and master degree programs create a student government. The authorities of the Student Council are the sole representatives of all students of the University. The Student Council works in accordance with the Law on Higher Education and laws adopted by the University's authority.

**Student** - a person enrolled in the University for bachelor or master degree program, which has obtained a final decision on admission and took the oath set out in the statute of the University.

**Part-time programme** - a form of higher education, where classes are held on Saturdays and Sundays, according to the schedule of studies.

**Full-time programme** - a form of higher education, in which at least half of the training program is implemented in the form of classes requiring direct participation of teachers and students.

**University** - Opole University of Technology.

**Law on Higher Education** - the Act of 27 July 2005. (Dz. U. 2012 pos. 572, as amended), Polish law regulating the legal issues in higher education.

**Classes** - are all kinds of activities conducted at the University in accordance with the curriculum. At the University one distinguishes lectures and lower forms of classes, i.e. exercise, laboratories, seminars, projects and foreign language courses.