

Annex to the announcement of the Rector of the University of Silesia [*Uniwersytet Śląski*] in Katowice of 16 October 2019.

# **STUDY REGULATIONS**

## **OF THE UNIVERSITY OF SILESIA IN KATOWICE**

adopted by the Senate of the University of Silesia in Katowice

on 30 April 2019, taking into account the corrections introduced by the Resolution No. 448 of the Senate of the University of Silesia in Katowice of 14 October 2019.

(consolidated text)

### **I. GENERAL PROVISIONS**

#### **§ 1**

1. The regulations apply to full-time and part-time first- and second-cycle studies and uniform master's studies at the University of Silesia in Katowice.
2. Terms used in the Study Regulations have the following meaning:
  - 1) Act – the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws, item 1668, as amended);
  - 2) University – the University of Silesia in Katowice;
  - 3) Faculty - Faculty of the University or College of Individual Interdisciplinary Studies;
  - 4) Rector – the Rector of the University of Silesia in Katowice;
  - 5) Dean – a Dean of a Faculty, Deputy Dean, Head of the Individual Interdisciplinary Studies [*IIS*] and its deputy, and in terms of decisions, also the dean's attorney in charge of student affairs or another person authorized by a dean in accordance with the provisions of the Organizational Regulations of the University of Silesia in Katowice;
  - 6) Teaching Council - teaching council of a faculty;
  - 7) Learning outcomes - a resource of knowledge, skills and social competences acquired by a student in the educational process;
  - 8) curriculum - a description of learning outcomes and a description of the process leading to the achievement of these outcomes for a major, level and profile of education, together with the number of ECTS credits allocated to class modules;
  - 9) module - classes or groups of classes to which learning outcomes and ECTS credits are assigned;

- 10) Verification of learning outcomes - the method of assessment/grading of a student's achievement of learning outcomes in the form of an examination or a credit as described in the module description according to § 22, section 5;
- 11) Examination session - a period of verification of learning outcomes, determined in the free time or after the completion of the teaching of a given module;
- 12) Timetable - detailed organization of educational activities in a given semester, including in particular dates and place of contact classes;
- 13) Individual Interdisciplinary Studies (IIS) - a way of organizing studies to obtain a degree in more than one major;
- 14) Individual Organization of Studies (IOS) - an individual way of organizing studies (participation in classes, schedule and method of obtaining credits) in a given semester;
- 15) Individual Adaptation of Studies (IAS) - adjusting the organization and proper realization of the educational process to the special situation of students with special educational needs resulting from their health condition;
- 16) Individual Course of Study (ICS) - an individual course of study, including a study plan;
- 17) Partial Study - study lasting less than a full cycle of studies, not leading to a diploma of graduation from a host university;
- 18) Joint Degree Programmes - programmes implemented jointly with another entity, including an entity from abroad.

## § 2

1. The basis for admission as a student of the University is the candidate's fulfilment of the recruitment criteria defined in the resolution of the University Senate.
2. Student's rights are acquired upon taking the oath. A person admitted to the studies shall immediately confirm the taking of the oath in writing.
3. Admission to the University's students shall also take place on the date of transfer from another university or when a student of another university takes up studies in the second major at the University, or on the date of resumption of studies, or as a result of confirmation of learning outcomes.
4. Persons pursuing joint or partial study shall be enrolled as students after fulfilling the conditions laid down in international agreements and programmes concluded by the University.
5. A student of the University receives a course record book and a student ID card.

6. The Rector is the University's students superior.

## **II. ORGANISATION OF ACADEMIC YEAR**

### **§ 3**

1. Academic year begins on 1 October of a given calendar year and lasts until 30 September of the following calendar year.
2. The academic year includes
  - 1) period of teaching activities resulting from the curriculum, divided into two semesters - winter semester and summer semester;
  - 2) examination sessions (periods of verification of learning outcomes) set in periods free of teaching, lasting from 14 to 21 days;
  - 3) other periods free of teaching activities, in particular holiday breaks and breaks between semesters.

### **§ 4**

Studies shall be conducted according to study programmes adopted in accordance with the procedure laid down in separate regulations.

### **§ 5**

1. Curriculum of a student practical placement [*internship*] and the method of its completion shall be determined by the study programme. Completion of a student practical placement shall be one of the conditions for the completion of a semester.
2. Detailed method and procedure for student practical placements shall be laid down in the study placement regulations to be adopted by the major director after consultation with the competent teaching board and the competent student self-government body.
3. A student practical placement supervisor may award credit to a student's practical placement on the basis of confirmed professional work, student's participation in a research camp, or in any other case, if he or she determines that required learning outcomes have been achieved.
4. The student practical placement supervisor may allow a student to complete a placement at a date other than that specified in the study plan.

## **III. STUDENT RIGHTS AND OBLIGATIONS**

### **§ 6**

A student shall be entitled in particular to

- 1) develop scientific-research, social, cultural-artistic, tourist and sporting interests, and use the assistance of academic staff for that purpose, as well as teaching facilities, equipment and resources of the University, in accordance with the applicable regulations on occupational safety and health;
- 2) transfer and recognition of ECTS credits under the terms of these Study Regulations;
- 3) assess and comment on classes held at the University and on academic staff conducting the classes in accordance with the procedure and rules laid down in separate regulations;
- 4) associate in higher education student organisations, in particular in scientific circles and artistic and sports teams, as well as associations operating at the University as defined in separate regulations, and participate in scientific, development and implementation work carried out at the University;
- 5) participate in lectures of an open nature, unless the University's statutes provide otherwise;
- 6) participate, with the consent of a dean, in classes of other majors; a dean makes his or her decision after reviewing the opinion of a relevant major director;
- 7) excuse his or her absence from classes;
- 8) consultations with academic teachers during their on-call time; on-call time for part-time students should be adjusted to the timetable of part-time studies;
- 9) receiving scholarships and benefits under the terms of separate regulations;
- 10) health protection under the rules set out in separate regulations;
- 11) appeal against decisions of the bodies of the University pursuant to the rules laid down in separate regulations;
- 12) carry out an organized protest action on the premises of the University pursuant to the rules laid down in separate regulations;
- 13) participation in the work of collective bodies of the University through student representatives pursuant to the rules laid down in separate regulations; student representatives shall be exempt from participation in classes for the duration of meetings of collective bodies of which they are members;
- 14) be instructed in the rights and obligations of a student and to be assisted by a student and doctoral student ombudsman;
- 15) access to information, in particular through university websites (e.g. USOSweb, *major card prospectus*) concerning :
  - a) study programmes made available at least three months before the beginning of an academic year,

- b) current syllabuses made available during the first two weeks of a given semester or within two weeks of the start of classes, but no later than two weeks before the date of verification of learning outcomes, when, due to a different organisation adopted in the unit, classes do not start at the beginning of a semester,
  - c) timetables made available at least one week before the start of a semester,
  - d) hours and places of duty of academic teachers made available at the beginning of a semester,
  - e) dates of exams announced before the beginning of a session,
  - f) legal acts issued by the bodies of the University which regulate the organisation and course of study,
  - g) description of the education quality assurance system,
  - h) e-mail addresses of academic teachers conducting the classes,
  - i) results of exams and credits;
- 16) obtain, at the latest at the beginning of the cycle of study, the information referred to in section 15, letters a, f, g;
- 17) use of the IT system for handling the course of studies (USOS);
- 18) resignation from studies on the basis of a written statement signed by hand;
- 19) recording content of classes in the form of a sound recording within the limits of use permitted by copyright law.

## § 7

1. The student self-government body responsible for a particular major shall have the right to express its opinion in writing on the timetable of courses. If the opinion on a given timetable is negative, the unit preparing the timetable shall be obliged to take measures to optimise it.
2. The timetable of courses in part-time studies should take into account the specificity of studies for professionals.
- 3.

## § 8

1. A student who is, or may be, exposed to harmful, onerous or dangerous factors during classes is required to undergo a medical examination and obtain a medical certificate of his or her ability to participate in such classes. The form of the certificate shall be specified in separate regulations.
2. A dean refers a student to a medical examination. A student should be referred for medical

examinations within a period of time that makes it possible to obtain the medical certificate referred to in section 1 before the date of commencement of classes during which harmful factors may occur.

3. A student who fails to undergo the examinations referred to in section 1 or fails to submit a relevant medical certificate by the date of the commencement of classes or submits a medical certificate confirming the existence of health contraindications may not be allowed to participate in those classes.

## **§ 9**

A student is obliged to:

- 1) act in accordance with the content of the oath, the principles laid down in the Code of Student Ethics and the regulations in force at the University;
- 2) participate in teaching and organisational activities in accordance with the curriculum, subject to § 6, section 13, §§ 14, 15 and §16, but attendance at lectures is optional;
- 3) cultural behaviour that does not disturb the order of classes; a student who does not comply with this rule may be removed from classes and bear disciplinary responsibility as specified in separate regulations;
- 4) timely fulfilment of obligations towards the University, in particular the registration for classes included in the study plan and payment of fees due;
- 5) inform the University about the change of name, surname, address, as well as about the change of identity document;
- 6) fulfil the obligations arising from the study programme;
- 7) fulfil other obligations laid down in separate regulations.

## **§ 10**

A student shall be liable to disciplinary measures pursuant to the rules laid down in separate regulations for any breach of the regulations in force at the University and for acts that violate the dignity of the student.

## **§ 11**

1. Individual student affairs are dealt with by administrative decisions or resolutions.
2. Administrative decisions are made in cases:
  - 1) of a student removed from the register of students;

- 2) of admission to studies, changes in the form or a major for foreigners;
  - 3) of refusal of admission to degree programmes in the form of transfer from another higher education institution;
  - 4) of refusing to resume studies;
  - 5) of exemption from or reduction of the fee for educational services;
  - 6) of granting a social scholarship, a scholarship for the disabled; aid, rector's scholarship or a scholarship from the University's own fund for scholarships;
  - 7) of the suspension of student rights by the Rector in cases referred to in Article 312, section 5, and Article 316, section 4 of the Act;
  - 8) of a diploma annulled.
3. When issuing, revoking, amending or annulling or expiring the decisions referred to in section 2, the provisions of the Code of Administrative Procedure shall apply, unless the Act or other provisions provide otherwise.
  4. Individual student affairs other than those referred to in section 2 shall be settled by way of a resolution. The resolution shall be given immediately, but not later than within thirty days of the submission of a request for resolution, unless otherwise provided for in these Regulations.
  5. The content of the resolution referred to in point 4 shall be such that it can be determined the following:
    - 1) the authority that issued the resolution;
    - 2) the date of the resolution;
    - 3) the addressee of the resolution;
    - 4) the way the case was resolved;
    - 5) the legal and factual reasons for the resolutions.
  6. Administrative decisions issued in the first instance by the Rector or a person acting under his/her authority may be subject to a request for reconsideration of the case. Resolutions other than those referred to in the first sentence may be appealed against to the Rector. Where the resolution referred to in the second sentence is approved by the Rector, it is final.
  7. The appeal shall be lodged through the body which issued the administrative decision or resolution appealed against, within 14 days of its delivery.
  8. The appeal should contain a statement of reasons.
  9. The appeal together with the case files and its opinion shall be forwarded by the body of first instance to the Rector within 7 days of the date of filing the appeal, unless within this period it issues an administrative decision or a resolution fully accepting the appeal accordingly.

10. If the appeal contains formal deficiencies, the body of first instance shall call upon the person appealing to remedy those deficiencies within the prescribed period, which shall not be less than seven days, on pain of leaving the appeal unexamined. After the formal deficiencies have been remedied within the time limit, section 9 shall apply accordingly.

## **§ 12**

1. A dean shall remove a student from the register of students in case of:
  - 1) a failure to take up studies, which shall be confirmed when a person enrolled on a course of study for a month from the date of the beginning of a semester has not confirmed in writing his or her vow or has not registered for the courses included in the study plan;
  - 2) a student being punished by disciplinary expulsion from the University;
  - 3) failure to submit a diploma thesis/dissertation by the deadline pursuant to § 33 section 7;
  - 4) not passing a diploma examination pursuant to § 37, section 3 by the deadline;
  - 5) resignation from studies pursuant to § 6 section 18.
2. A dean may remove a student from the register of students in case of:
  - 1) finding no progress in learning;
  - 2) a failure to obtain credit for a semester or a year within a specified time limit pursuant to § 28 section 1 item 3;
  - 3) not paying tuition fees pursuant to § 28, section 6;
  - 4) absence of participation in compulsory teaching and organisational activities in accordance with the study programme in force, excluding lectures.
3. In justified cases, at the written request of a foreigner, a dean may extend the deadline referred to in section 1 item 1.

4.

## **§ 13**

A dean, on his or her own initiative or at the request of students, appoints advisors for years or practice groups. An advisor is there to advise and help students in all matters related to their studies. A dean shall determine detailed scope of responsibilities of the advisor.

## **§ 14**

1. A student has the right to apply for an Individual Organization of Studies [IOS] if there are circumstances justifying its granting.

2. A student who is pregnant and a student who is a parent cannot be denied consent to an IOS until the completion of studies - in case of full-time studies.
3. A student who is a parent is entitled to the IOS regardless of his or her age.
4. The IOS shall be granted at the request of a student for a period of one semester.
5. A student applying for the IOS is obliged to individually agree with the instructors on the way of achievement of learning outcomes and their verification, and in particular to determine:
  - 1) the way in which learning outcomes expected for a given module are achieved (in particular the individual choice of a group within the classes or the achievement of learning outcomes with partial or complete lack of participation in contact activities);
  - 2) the date and method of verification of learning outcomes, taking into account the timetable; this deadline may not go beyond the timetable adopted for a given major, subject to §24, section 5.
6. A student requesting for the IOS shall present to a Dean for his or her approval the procedure and conditions for verifying learning outcomes provided for a given semester, agreed upon and approved by the academic teachers responsible for the implementation of particular courses in that semester. The lack of an opinion from the academic teacher conducting a given course means that the student is obliged to participate in the classes on general principles.
7. A dean shall decide on the granting of the IOS no later than 30 days after the beginning of a semester to which a student's request relates. In special cases, it is possible to grant the IOS at a later date.
8. A dean may revoke his/her consent to the IOS if a student does not meet the established conditions.
9. Students arriving at the University as part of an interuniversity exchange, or returning to the University after an interuniversity exchange, are entitled to rights resulting from the IOS in a given semester.

## § 15

1. Students with special educational needs resulting from their health condition are ensured to adjust the organization and implementation of the educational process and research to their specific situation, including the adjustment of the conditions of study to the type of existing difficulties (Individual Adjustment of Studies [*IAS*]).
2. Detailed rules for the adjustment are set out in Annex 1 to these Study Regulations.

## § 16

1. The studies conducted according to Individual Course of Study [ICS] consist in appropriate selection of modules implementing learning outcomes of the major and additional learning outcomes, as well as student's participation in scientific research, development and implementation works.
2. ICS may be requested for by a student who has completed the first semester of studies and obtained an average grade above 4.0 or was employed at the University as a consequence of obtaining by him/her, individually or in a team, a grant for financing scientific activities, or completed the first degree studies with an excellent grade, after which he/she continues his/her studies at the second degree studies and presented a detailed concept of ICS implementation in writing. A relevant teaching board may increase the required grade average.
3. Winners and finalists of the Central Level Contests and winners of international and national competitions can request for ICS from the beginning of their studies.
4. A dean decides whether a student qualifies for the ICS, taking into account the student's progress, interests and abilities.
5. When granting the right to study according to the ICS, a dean shall select ICS advisor taking into account the student's proposal.
6. Students with the ICS qualification shall have the rights resulting from § 14, section 5.
7. Detailed rules for following a course according to the ICS shall be determined by a dean at the request of the ICS advisor after consultation with a relevant major director.
8. Studies followed according to the ICS may lead to a shortening of the study period, but cannot lengthen it.
9. A dean, after prior consultation with the ICS advisor, may withdraw his/her consent to study according the ICS if a student does not meet the conditions specified in the ICS.

## § 17

1. Transfer to another major or specialisation within the University shall be possible after completion of at least the first semester. Teaching staff may lay down detailed transfer conditions.
2. A student on a part-time programme who has completed at least the first year of first-cycle study or a long-cycle study or at least the first semester of second-cycle study may request for transfer to a full-time programme in a given major. The teaching board may lay down detailed transfer conditions.

3. A full-time student may request for transfer to a part-time programme within a specific major. The teaching board may lay down detailed transfer conditions.
4. If a student requests for a transfer from another higher education institution, he/she shall be required to submit a well-founded request to a dean of a receiving faculty/department, accompanied by an opinion of a competent body of the institution from which he/she intends to transfer and documents certifying the progress of his/her degree programme to date. The teaching board may lay down detailed transfer conditions.
5. Decisions on the matters referred to in sections 1-4 shall be taken by a dean, specifying, after consultation with a major director, the conditions for the transfer and recognition of courses of study completed by a student at his or her home institution in accordance with the rules for the transfer and recognition of ECTS credits, and the conditions for the compensation of differences in learning outcomes.

## **§ 18**

1. A student has the right to participate in student exchange programmes, in particular Erasmus and MOST, on the terms and conditions applicable to them.
2. A student may, with the consent of a dean of the home faculty/department and the competent body of the receiving higher education institution, take part in a degree programme at other higher education institutions, including foreign institutions.
3. Terms and conditions for part of the studies outside the home faculty/department (the University) are determined by a dean. A dean shall conclude an agreement concerning the study programme or study stay programme with the competent body of the higher education institution at which a student intends to follow a part of his/her course of study.
4. Before completing a part of the studies at another university, a student must be informed in detail about the conditions he or she should meet in order to complete a semester or obtain a diploma at his or her home university.
5. The list of learning outcomes that a student should achieve at another faculty (university), established by a dean for each student individually, is forwarded to the faculty/department (university) where such a student undertakes his/her studies. The list of learning outcomes achieved by a student at the receiving faculty/department provides the basis for the completion of modules at the University.
6. A dean recognizes credits obtained as a result of completing a partial degree course of study and/or a student practical placement abroad on the basis of a previously approved agreement on the curriculum practical placement.

7. Detailed rules for partial degree programmes and practical placements abroad for students of the University and for students of other universities shall be determined separately.

### **§ 19**

Detailed conditions and procedures for the realization of education within the scope of individual interdisciplinary studies are set in the Annex 2 to these Study Regulations.

### **§ 20**

1. At the request of a student, a dean may recognise learning outcomes achieved in particular as a result of research, scientific, artistic, implementation, or social activities carried out during the course of his/her studies.
2. A request must be accompanied by documentation confirming the results achieved and the opinion of the person supervising student's activity. If the activity was conducted outside the University, a dean may consult the academic teacher employed at the University.
3. A dean may recognize learning outcomes achieved by a student by crediting the learning module with the number of ECTS credits assigned to it and giving such a student a grade, taking into account an opinion referred to in section 2.
4. On the basis of the verification referred to in section 1, one or more major modules may be completed.

### **§ 21**

1. Rules, conditions and method of the confirmation of learning outcomes as well as fees for the procedures related to the confirmation of learning outcomes of a person applying for admission to studies at the University shall be determined by separate internal regulations of the University.
2. As a result of the validation of learning outcomes corresponding to all the learning outcomes allocated to a given learning module, the person requesting for their validation is graded and awarded ECTS credits corresponding to the number of ECTS credits allocated to that module in the programme of study.
3. Grades based on the confirmation of learning outcomes are included in the Grade Point Average.
4. For a person admitted as a result of confirmation of learning outcomes, a dean may specify an individual study plan and appoint an advisor.

## **IV. EXAMS AND CREDITS**

## § 22

1. A semester is the credit period.
2. A student shall be required to complete a semester in order to complete all the modules provided for in the study plan and achieve a total of at least 30 ECTS credits.
3. A module is completed on the basis of positive verification of the student's achievement of all learning outcomes of the module. A dean may decide to recognize a module that has already been completed by a student. A dean has the right to consult a person responsible for the implementation of the module.
4. A module may be completed during a semester after the end of a given module, with the consent of a dean and pursuant to the rules specified in §24 section 2.
5. The final evaluation/grade of the module can be determined:
  - 1) based on the assessment/grades of individual learning outcomes;
  - 2) on the basis of an examination covering the verification of all learning outcomes of the module;
  - 3) on the basis of an examination covering the verification of part of the module's learning outcomes. In the latter (third) case, the final assessment/grade in the module should take into account the assessment/grades of the learning outcomes not covered by this examination
6. The final grade/assessment of a module may take into account fail grades obtained within the time limits for crediting and exams.
7. Detailed manner of determining a final grade/assessment of a given module is defined by the syllabus of that module.
8. In the case of part-time studies or internships abroad, an annual assessment of a student is permissible with the consent of a dean.

## § 23

1. In the case of modules ending with an examination, a student must obtain the remaining credit, if provided for in the module, before taking the examination.
2. If a student does not obtain a credit, he / she is entitled to an additional period of credit. In the case mentioned in section 1, this date should precede the date of a re-sit examination.
3. There are two deadlines for exams: first and second (re-sit examination). If a student obtains a fail grade on the first date or if he/she fails to attend the first date without excuse, he/she is entitled to take a re-sit exam.
4. A person carrying out the verification of learning outcomes or a dean may, in justified cases, reinstate a student's credit or examination date. A request for reinstatement should be made

no later than seven days after the reason justifying the absence on the date has ceased to exist. Requests submitted after the deadline are left without consideration.

5. The verification of learning outcomes is carried out in the language of the module. At the request of a student, and with the consent of an academic teacher, the verification may take place in another language.

#### **§ 24**

1. Dates of examinations and the manner of announcing their results shall be determined by an examiner in consultation with students. It is not possible to set two or more examination dates on the same day for students of the same major, specialization, form, level and year of study. Disputes in this regard shall be resolved by a dean.
2. The first date of the examination session shall be set in the examination session at the earliest on the third day after the end of a given module. A re-sitting examination may take place not earlier than 14 days after the announcement of the result of the first examination date, subject to the provisions of section 5. At the request of a student, the date of taking a re-sitting examination may be set earlier.
3. A student may take an exam before the end of the module's teaching sessions and a re-sitting exam before a re-sitting session, if an examiner gives his/her consent.
4. At the request of a student, a dean may agree to take the first date of the examination during a re-sitting session, taking into account the provisions of section 1. A dean may consult an examiner.
5. A winter semester should be completed no later than 15 March and a summer semester or year should be completed no later than 25 September. At the request of a student, a dean may extend these deadlines in justified cases. A student shall be required to attend classes in the next semester from the beginning of a semester regardless of the date of completion of the previous semester.

#### **§ 25**

1. A student participating in research or implementation activities where he/she has achieved learning outcomes which are consistent with those for a given module can request for completion of that module or of individual learning outcomes within that module.
2. The completion referred to in section 1 shall be decided by a dean. For this purpose, he or she may consult the module coordinator or the researcher responsible for the research or implementation project work in question.

3. The participation of a student in a project of a scientific camp may be the basis for the completion of all or part of a student work placement if the programme of the scientific camp corresponds to the learning outcomes foreseen for the placement.

## § 26

1. The following credits/graded credits, examination and final module grades shall be used, [*local grading scheme*]:
  - 1) very good [*bardzo dobry*] - 5.0 - A;
  - 2) good plus [*better than good*]- 4.5 - B;
  - 3) good [*dobry*]- 4.0 - C;
  - 4) satisfactory [*dostateczny plus*]- 3.5 - D;
  - 5) sufficient [*dostateczny*]- 3.0 - E;
  - 6) fail [*niedostateczny*] (first date of examination or credit) - 2.0 - FX;
  - 7) fail [*niedostateczny*] (examination or retake test and test taken before a faculty examination board) - 2,0 - F.
2. In the case of physical education classes, occupational health and safety training and library induction, the assessments referred to in section 1 shall not be used and replaced by formulae:
  - 1) credit awarded (zal);
  - 2) credit not awarded. (nzal).
3. Students shall be required to submit their grades to a dean within seven days of the end of the re-sit session, taking into account §24, section 5.
4. An examiner is indicated in the syllabus of a given module. In justified cases, a dean may decide to appoint another examiner.
5. In matters concerning credits and examinations, a student has the right to appeal to a dean within 14 days of the announcement of the results of the verification of learning outcomes.
6. Within 14 days from the announcement of the examination results, a student has the right to inspect his/her written paper, if it is the basis for crediting the module learning outcomes.
7. Use of unauthorised forms of assistance during the verification of learning outcomes (including the presentation of plagiarised work) results in a negative result of this verification.

## § 27

1. At the justified request of a student, submitted within 5 working days of the announcement of the result of a re-sit examination or the last date of awarding credits, a dean may, in justified cases, order a test to be taken before a faculty examination board or an oral examination to be taken before a faculty examination board, which should take place as soon as possible.
2. Forms of verification referred to in section 1 shall take place before a faculty examination board appointed by a dean. A faculty examination board is composed of: a dean, or in exceptional cases an academic teacher authorized by a dean, having at least a doctorate degree as the chairman of the examination board, a person who conducted the previous verification of learning outcomes, and a second specialist in the field of learning outcomes covered by the verification.
3. The faculty examination board cannot be chaired by a person who has carried out a previous verification of learning outcomes .
4. A dean may order an examination to be taken before a faculty examination board in a form other than oral.
5. At the request of a student, a representative of a student self-government body, a year or group advisor, as well as a student and doctoral student ombudsman may participate in a test or examination taken before a faculty examination board.

## § 28

1. In relation to a student who has not obtained a credit in a semester, a dean shall decide accordingly:
  - 1) on student's referral to repeating a module or modules and a conditional entry for the next semester if a student has not obtained a credit in no more than two modules;
  - 2) on student's referral to repeating a semester in cases other than those referred to in section 1;
  - 3) on a student to be removed from the register of students; subject to the provisions of section 2.
2. The decisions referred to in section 1, subsections 1 and 2 shall be taken at the request of a student.
3. Repeating a module and the entry referred to in section 1(1) shall be subject to the following rules:

- 1) the deadline for obtaining a credit for a module under a conditional entry shall not be longer than a semester or annual cycle of completion of the module without credit;
- 2) failure to obtain a credit for other modules in the next semester shall not preclude the possibility of obtaining a conditional entry for the next semester; the provision of section 1(1)(1-2) shall apply accordingly;
- 3) A decision cannot be issued if its implementation would conflict with the sequence of courses.
4. A semester may be repeated at first-cycle studies no more than twice, at second-cycle studies once, and at master's degree programmes no more than three times. This provision shall not apply in the case referred to in section 7.
5. If a student repeats a semester, he or she shall be required to repeat only those modules from which he or she has not previously obtained a positive assessment/grade. The modules from which a student has received a positive grade shall not be subject to re-verification (no re-entry shall be made in the course of study documentation).
6. The decision referred to in section 1, subsection 3 may also be issued in the event of failure to pay a relevant tuition fee, semester repetition or module repetition within the prescribed period.
7. The rules for repeating a semester in the event that a student fails to complete the last semester of the diploma seminar shall be laid down by a dean in consultation with a diploma thesis supervisor.
8. In the case of a change in the curriculum that makes it impossible to repeat an incomplete module, a dean specifies the learning outcomes, how they are to be achieved and verified.

## **§ 29**

1. At the request of a student, a dean may allow the achievement of selected learning outcomes from a semester higher than that resulting from the current entry for the semester.
2. The decision referred to in section 1 shall not concern persons repeating a module or a semester.

## **§ 30**

1. A student who has been removed from the register of students after completing at least the first year of first-cycle study or a long-cycle study [*uniform master's degree*] or at least the first semester of second-cycle study may resume study after a break of no more than three years, counting from the date of completion of the semester in respect of which credit was

not awarded.

2. A student whose only reason for being removed from the register of students was failure to submit his or her diploma thesis/dissertation by the statutory deadline may request a dean to resume studies in the last semester in order to complete the studies and submit his or her diploma thesis and take the diploma examination, if no more than three years have passed since the date of his/her removal.
3. A person requesting for resumption of studies shall submit such a request to a dean of a relevant faculty.
4. A decision on resuming studies is made by a dean. In the case referred to in section 2, a dean shall appoint a thesis supervisor.
5. It is impossible to resume studies if a given major is no longer available at the University.
6. If a given level, form, profile or specialization of studies is no longer pursued, resumption of studies is possible only as part of the programme which is pursued in a given cycle.
7. A student who resumes studies shall be enrolled in a semester no later than the one following the last semester that a student has completed before being removed from the register of students, and the semesters for which a conditional enrolment has been made shall not be considered as completed semesters.
8. A dean, in consultation with the major director, shall determine the differences in curriculum for a student resuming studies, taking into account the current curriculum. The rules for fees shall be set forth in separate regulations.
9. A person who has been removed from the register of students as a result of a valid decision of the disciplinary board may request for the resumption of studies in a given major and year of study within a period of up to one year from the time when a penalty was obliterated.
10. A student can only resume studies once. In special cases the Rector may decide to resume studies again.
11. A decision on resuming studies shall take into account the course of study conducted so far.

## **V. STUDENT LEAVES**

### **§ 31**

1. A student may apply for leave in case of :
  - 1) long-term illness (health leave);
  - 2) other important circumstances (dean's leave).
2. A pregnant student and a parental student shall be granted leave of absence:
  - 1) where a pregnant student is concerned, the leave is granted for the period up to the

child's birthday;

- 2) where a parental student is concerned, the leave is granted for up to one year, except that if the end of the leave is during a semester, the leave may be extended until the end of that semester.
3. A dean grants leave of absence at the student's reasoned request. A request should be submitted immediately after the reason justifying such a request for leave has occurred.
4. A student may be granted a short-term leave, lasting no longer than 6 weeks, or semester leave (resulting from repeating a semester) or annual leave.
5. The granting of a short-term leave of absence shall not release a student from his/her obligation to meet the deadlines for the completion of a semester of study.
6. Annual leave may be granted to a student after completing a semester of study. In justified cases, a dean may grant leave in the absence of completion of a semester of study.
7. The total length of leave granted by a dean may not exceed two years during the entire period of study. This provision shall not apply to health leave.
8. The basis for granting health leave is the request of a student with a positive opinion of a physician. The Rector determines the request form.
9. Leave of absence is confirmed by an entry in a student course record book.
10. A student who starts learning after a leave of absence is obliged to make up for the differences in curriculum resulting from a change in the curriculum which he or she resumes. The provision of § 28, section 8 shall apply accordingly.
11. During the period of leave a student retains his /her student rights. Entitlements to financial assistance benefits shall be regulated by separate regulations.
12. A student being on leave has the opportunity to start verifying the achieved learning outcomes specified in the study programme. In the request for leave a student declares whether he /she intends to use this right.

## **§ 32**

1. In the case of absence from classes that do not require taking leave, a student is obliged to justify the reasons to a tutor/ instructor at the latest during the first class after the reason for absence ceases.
2. In the situation referred to in section 1, a course tutor/instructor shall set out the conditions and procedure for a student to make up for the absence.
3. If the absence cannot be made up in accordance with the procedure specified in section 2 above, the rules concerning completing classes and the module are decided by a dean after consulting with the class tutor/instructor or module coordinator.

## VI. THESIS/DISSERTATION

### § 33

1. Studies end with a diploma thesis/dissertation and a diploma exam.
2. In the case of first-cycle studies, a student shall submit a diploma dissertation if the study programme so provides.
3. A student submits his/her diploma thesis/dissertation in the form specified in the curriculum; submission of a diploma thesis/dissertation is a condition for completing the last semester of classes in the module in which a student prepares his/her diploma thesis /dissertation (diploma seminar or laboratory).
4. A student is obliged to submit his /her diploma thesis/dissertation no later than by:
  - 1) 15 March, at the end of a winter semester;
  - 2) 30 September at the end of a summer semester.
5. A dean, at the request of a student, who has received a positive opinion from his/her supervisor, may, in justified cases, set a later date for submitting a diploma thesis/dissertation.
6. In the event of a prolonged absence of a supervisor that could delay the date of submission of a diploma thesis/ dissertation by a student, a dean is required to appoint a person to take over the responsibility for supervising the writing of a thesis/ dissertation. A change of a supervisor during the last six months before the date of graduation may be the basis for extending a deadline for submitting a diploma thesis/ dissertation.
7. A student who fails to submit his/her diploma thesis/ dissertation within the prescribed period of time shall be removed from the register of students.

### § 34

1. A student writes /prepares his/her bachelor's dissertation (engineering project) under the supervision of an authorized academic teacher at least with a the degree of *doktor [Ph.D.]*. The bachelor's dissertation (engineering project) may also be supervised by a specialist authorized by a dean from outside the University, at least with the degree of *doktor*. A dean, after consulting an appropriate teaching council, may authorize an academic teacher with a master's professional title to supervise a bachelor's dissertation (engineering project).
2. A master's thesis shall be prepared by a student under the supervision of an academic teacher authorised to do so, at least with the degree of *doktor habilitowany [associate professor]*. A dean, after consulting an appropriate teaching council, may authorise the supervision of a

master's thesis of an academic teacher with at least the degree of *doktor* or a specialist also outside the University with at least the degree of doctor.

3. In particularly justified cases (e.g. artistic faculties, practical studies, interdisciplinary studies) a thesis may be supervised by more than one supervisor.
4. A thesis may be considered as one when prepared independently by a student. In exceptional cases, if it is possible to determine fragments prepared by a student himself/herself, a thesis prepared as a result of a team work may be considered as a diploma thesis.
5. Topics of a thesis should be consistent with the major. While determining them, student's scientific interests, research programmes implemented in disciplines appropriate for the major and the University's capabilities in terms of scientific care of a given diploma thesis should be taken into account.
6. If there is a suspicion that the content of a thesis has infringed an intellectual property right, a supervisor shall inform a dean in writing.
7. In the situation referred to in section 6, a dean shall immediately notify the Rector in writing and suspend the appointment of a deadline for defending a diploma thesis or for issuing a diploma until a final disciplinary or criminal decision is reached.
8. The provision of section 6 shall apply to reviewers of a thesis and other members of the examination board accordingly .
9. A dean submits a thesis for review after it has been accepted by a supervisor, subject to sections 6-8. A dean may regulate in detail the rules for submitting a thesis for review.
10. A thesis is assessed/graded by a supervisor and a reviewer. A thesis is considered as positively assessed/graded if it has received two positive grades.
11. In the case of a negative grade of a thesis given by a reviewer, a dean appoints a second reviewer. If the second reviewer has given a positive grade of a diploma thesis, a dean shall admit a student to a diploma examination. If the second reviewer gave a negative grade of the thesis, it cannot be the basis for graduation. In this case, such a student must prepare a new diploma thesis. The provision of §30 section 2 applies accordingly.

## **VII. DIPLOMA EXAMINATION**

### **§ 35**

1. The condition for admission of a student to a diploma examination is to achieve the learning outcomes provided for in the curriculum and obtain positive grades for the diploma

thesis/dissertation.

2. A diploma examination shall take place before a faculty examination board appointed by a dean and composed of at least three persons, including a chairman and a supervisor. At least one of the faculty examination board members should have at least a post-doctoral degree.
3. A diploma examination should take place within a maximum of three months of the date referred to in § 33, section 4, and, in the case of a student completing part of his/her degree programme abroad or participating in a student placement abroad, six months of his/her return. In the event of a longer absence of a supervisor or a reviewer that could affect the failure to meet the deadline for conducting the diploma examination specified in this paragraph, a dean shall designate a person to take over the duties of a supervisor or reviewer.
4. At the request of a student or supervisor, submitted no later than 7 days before the set date of a diploma examination, a dean orders that it be conducted in an open form. This request should include information about expected number of guests.
- 5.

### **§ 36**

1. A diploma examination is an oral examination or takes place in the form of an artistic presentation, subject to § 15.
2. In the case of a diploma thesis/dissertation prepared in a foreign language, a diploma examination may take place in that language.
3. The grades specified in § 26 section 1 are used to assess the examination results.

### **§ 37**

1. In the event that a diploma examination is not passed or a dean does not take this examination on the set date, the dean sets a second date for the examination. The second examination may take place no earlier than one month and no later than three months after the date of the first examination.
2. In justified cases, a dean may reinstate the date of a diploma examination. A request for reinstatement should be submitted no later than 7 days after the reason justifying not taking the diploma examination ceases to exist.
3. In the case of a fail grade on the second (re-sitting) date of the diploma examination, a dean may order a diploma examination to be taken before an examination board at the request of a student submitted within 7 days of the re-sitting examination. The examination board

appointed by a dean is composed of, in addition to a dean, a supervisor, and a reviewer, two persons who have at least the academic degree of *doktor [Ph.D.]* in a field corresponding to the topic of a diploma thesis/dissertation. In the case of a fail grade from this examination, a dean issues a decision to remove a student from the register of students without the right to re-admission.

### § 38

1. The condition for the completion of studies is the passing of a diploma examination with at least a sufficient result. A graduate shall be awarded a diploma of higher education confirming the obtaining of a relevant degree.
2. The basis for calculating the final result/grade of the studies are as follows:
  - 1) the arithmetic mean of all the final grades of the modules obtained during the entire period of study, including the fail grades, rounded to two decimal places; grades from physical education are not included in the arithmetic mean;
  - 2) diploma thesis/dissertation grade determined on the basis of the supervisor's and reviewer's grades, including practical presentation in artistic fields; in cases of dispute, the chairman of the examination board decides about the final grade;
  - 3) A grade for the diploma examination is determined on the basis of the partial grades obtained in this examination.

The final result/grade is the sum of  $\frac{1}{2}$  of the grade mentioned in point 1 and  $\frac{1}{4}$  of each of the grade mentioned in points 2 and 3 (each of the components of the sum is rounded to two decimal places). If the grade mentioned in point 1 is lower than 3.0, the final grade cannot be higher than sufficient.

3. The final study result/grade calculated according to the rule is entered in the diploma of graduation [*local grading scheme*]:
  - 1) up to 3.25 - sufficient;
  - 2) 3.26 to 3.75 - satisfactory;
  - 3) 3.76 to 4.25 - good;
  - 4) 4.26 to 4.60 – better than good;
  - 5) 4.61 to 4.80 - very good;
  - 6) from 4.81 - excellent.
4. An examination board may increase the grade referred to in section 3 by half a degree if a student received a very good grade from the diploma thesis/dissertation and the average final grade was at least 4.0. The grade referred to in section 3 cannot be increased to an excellent

grade. The grade shall be annotated in the student course record book and the diploma examination record.

## **VIII. TRANSITIONAL PROVISIONS**

### **§ 39**

1. The provisions of these Study Regulations shall not apply to students studying in a cycle of study that commenced before 1 October 2012.
2. The rights acquired on the basis of decisions and rulings taken before the date of entry into force of these Regulations shall remain valid.
3. Cases which have not been brought before the date of entry into force of these Study Regulations shall be governed by the existing provisions.

## **IX. FINAL PROVISIONS**

### **§ 40**

1. Cases concerning the rules of study not covered by the provisions of these Study Regulations shall be decided by the Rector.
2. Individual student matters not regulated by these Study Regulations shall be decided by a dean. Before issuing a decision on teaching matters, a dean shall have the right to consult a relevant person responsible for the organisation of the educational process (in particular the major director) or the implementation of the educational process (in particular the module coordinator or an academic teacher conducting classes).
3. The Study Regulations shall enter into force on 1 October 2019.
4. On 1 October 2019, the Study Regulations of the University of Silesia in Katowice, adopted by the Senate of the University of Silesia in Katowice by Resolution No. 127 of 24 April 2012, as amended, shall expire.

**Regulations for adjusting  
the organization and proper implementation of the teaching  
process for  
people with special educational needs,  
including adjusting the conditions of study to the  
type of difficulties**

**§ 1**

Terms used in the Study Regulations mean:

- 1) SSC - Student Service Centre of the University of Silesia in Katowice;
- 2) IAS - Individual Adaptation of Studies;
- 3) Coordinator - Accessibility Coordinator appointed separately for each discipline.

**§ 2**

The adaptation process shall be based on the following principles:

- 1) individualization - forms of adaptation are selected individually for each person;
- 2) subjectivity - taking into account the independence of a student;
- 3) developing a person's potential - forms of adaptation as compensation;
- 4) rationality of adaptation - adaptation that is economically rational, effectively equalizes opportunities;
- 5) maintaining academic standard - adapting the organisation of studies must take into account the maintenance of the substantial standard;
- 6) closest adaptation to the standard way of conducting classes - such an adaptation does not constitute a privilege, but create the same opportunities for everyone;
- 7) equal rights and obligations - to ensure equal rights of access to education, but also by means of the implemented adaptation, making the same requirements.

### § 3

1. Students with special educational needs determined by their health condition may request for adaptation of the way of organization and proper implementation of teaching process, including the adaptation of the conditions of studies to the type of difficulties and for support in the fulfilment of scientific research, that is to request for IAS.
2. Each situation of an IAS requester is considered individually, in accordance with the idea of equal opportunities and rational adaptation to the needs arising from the disability.
3. The objective of the IAS is to equalize opportunities for students with special educational needs in full access to the educational offer of the University in accordance with the principles of educational support contained in § 15 section 2 of the Study Regulations of the University.
4. All IAS-related solutions are aimed at equal opportunities while taking into account the current capabilities of a student and must not result in a reduction of substantive requirements.
5. The IAS concerns the course of studies, the form of examinations and the environment in which classes take place.
6. The SSC is the coordinating unit of the IAS organisation.

### § 4

1. In response to a student's request for the IAS, the following forms of support can be proposed:
  - 1) teaching activities, consisting in particular of:
    - a) including third parties (e.g. student assistant with disabilities - didactics, dyphlo-didactics, surdodidactics, transport, sign language interpreter),
    - b) use of additional compensating devices (e.g. computer, Braille ruler, FM system),
    - c) the possibility for a student to record all types of lectures (e.g. with a voice recorder, video camera),
    - d) the use of teaching aids enabling the reception of information through various channels depending on the needs reported by students (e.g. multimedia presentations, charts, maps, illustrations, photos, recordings),
    - e) the possibility of receiving teaching materials from a lecturer in an accessible form (e.g. in electronic form, in an enlarged font),
    - f) making materials for classes available to a student in good time before the start of the classes (e.g. electronic or paper outline, main theses, bibliography, multimedia presentation),
    - g) change of places where classes are held into places architecturally accessible,

- h) the possibility to modify timetable and/or change the group,
  - i) increase of the absence limit with the possibility of catching up on the terms agreed with persons conducting the classes,
  - j) extension of the time for the preparation of coursework, particularly extensive written papers, and, if necessary, division of such assignments into smaller parts,
  - k) exchange of papers and presentations and verbal activity during classes for a written form of obtaining a credit (e.g. test, essay),
  - l) the possibility of awarding credit on a one-to-one basis if health situation prevents a student from regularly participating in classes,
  - m) modification of timetable to minimise absences associated with planned treatment,
  - n) the possibility of organizing individual consultations if student's disability makes it particularly difficult for him/her to participate in teaching classes in the standard mode;
- 2) credit obtaining and examinations time, consisting in particular of
- a) the extension of their duration,
  - b) the participation of a sign language interpreter,
  - c) enabling written exams to be taken at a computer with specialized software,
  - d) receiving examination sheets in enlarged font,
  - e) the possibility to receive written questions during oral exams,
  - f) change of the form of the credit/examination from oral to written or from written to oral,
  - g) allowing short breaks during the writing of written exams,
  - h) spreading the examination session over time,
  - i) in the case of examinations in extensive material, allowing it to be taken in parts,
  - j) change the place and time of taking exams due to student's health condition,
  - k) the extension of deadline for the completion of a semester beyond the deadlines laid down in § 24, section 5 of the Study Regulations at the University, while retaining the obligation to participate in classes of the next semester from the beginning;
- 3) educational material, consisting in particular of
- a) the use of electronic form,
  - b) font enlargement,
  - c) converting it into Braille;
- 4) transport from home to the University and back and between the University buildings.
2. A student may request for other forms of adaptation of the educational process not included

above but conditioned by the specificity of student's disability.

## § 5

1. An IAS is granted upon written request by a student. An IAS request can be submitted to the SSC on an ongoing basis throughout the academic year.
2. A student requesting for an IAS shall submit the following documents to the SSC:
  - 1) an IAS request to a dean;
  - 2) an information card developed by SSC depending on the difficulties;
  - 3) a current disability certificate or other equivalent document and, in the case of persons requesting for IAS for reasons other than somatic dysfunction who do not have a relevant certificate or medical indication, a certificate from a SSC psychologist;
  - 4) a medical certificate containing indications for IAS if requested by the student's SSC administrator.
3. The SSC with the relevant coordinator:
  - 1) identifies individual needs of a student requesting for an IAS based on the documents presented and an interview with a student;
  - 2) shall give its opinion on the IAS request submitted to a dean;
  - 3) collects appropriate documentation to support the specific difficulties of an IAS requester, which shall be particularly sensitive in view of the confidentiality of sensitive data;
  - 4) may consult academic teachers in order to propose to an IAS requester the most appropriate solutions, taking into account the specificity of a given major or specialization, as well as adapted to the organizational capabilities of the University.
4. The SSC and the coordinator shall give an opinion on a student's request for an IAS, and the opinion should take into account the following:
  - 1) special needs and abilities of a student related to his or her health;
  - 2) specificity of substantive requirements related to the studies;
  - 3) justified and rational needs of a student related to a proper implementation of the teaching process;
  - 4) relationship between the difficulties arising from student's health condition and the difficulties in fulfilling obligations related to the implementation of the study process on a generally accepted basis.
5. The SSC shall immediately forward the opinion on the request to a competent dean.
6. A dean decides on the IAS taking into account the recommendations suggested by the SSC

and the coordinator for the implementation of forms of support.

7. An IAS is granted to students for the period of validity of a document confirming their entitlement to an IAS (disability certificate or other equivalent document, certificate of a SSC psychologist).
8. A student has the right to appeal against a dean's decision to the Rector within 14 days of receiving the decision.
9. Where a disability and other difficulties arising from student's health condition are not permanent, a student using an IAS is required to keep the relevant documentation up to date.
10. Within seven days of a dean's approval of an IAS, a student shall be required to provide the coordinator with a list of the academic teachers who conduct classes and verify educational results, together with a list of classes conducted in a given semester.
11. A coordinator, on the basis of a written statement of a student's consent (according to the consent template/form approved by the Rector), provides information about proposed forms of support resulting from the consent to an IAS to all academic teachers conducting classes and verification of learning outcomes, according to the list provided by a student.
12. A student who does not provide a statement of consent to an IAS within 7 days of a dean's consent to an IAS shall be required to provide information on the proposed forms of support to all the teachers and examiners resulting from a dean's decision on an IAS.
13. After the coordinator has sent recommendations on an IAS to relevant academic staff, a student shall agree with them on detailed implementation of the support granted within 14 days of being informed by the coordinator that a student has been awarded with an IAS.
14. In the case of using sound recording devices, a student is obliged to sign an SSC-developed declaration on copyright protection and use of the recorded and transferred materials exclusively for private use.

## § 6

1. All persons involved in an IAS awarding procedure are required to protect data relating to the disability or health of students requesting for an IAS and not to disclose it to unauthorised persons.
2. Detailed documentation submitted by students requesting for an IAS is stored at the SSC. After the case is completed, the documents are transferred to a Dean's Office for a student's personal files.
3. Documents submitted by students, and in particular opinions concerning their mental health, may be referred to relevant deans by the SSC staff or the coordinator, if justified by the

nature of the case.

## **Detailed conditions and procedures for the implementation of education within individual interdisciplinary studies**

### **§ 1**

1. Individual Interdisciplinary Studies (IIS) at the University is organized by the College of Individual Interdisciplinary Studies (hereinafter referred to as the IIS College [*Kolegium ISM*]).
2. The IIS is followed exclusively in a stationary form as a first-cycle study, second-cycle study or a uniform master's degree programme.
3. Completion of IIS in majors conducted by the University in the core disciplines for these majors is confirmed by a diploma issued by the IIS College.

### **§ 2**

1. A student is admitted to the IIS College as a result of a separate qualification procedure for first or second degree studies.
2. A student of the IIS College who has been admitted to the first degree programme may pursue a uniform master's degree programme as part of the IIS.
3. The Head of the IIS College shall decide on the transfer of a student to a uniform master's degree programme at the IIS College, taking into account the degree of progress in the achievement of the learning outcomes of the selected major.

### **§ 3**

1. When starting his / her studies, an IIS student chooses a major followed in the discipline in which he /she wants to obtain his / her diploma. The declared major is the one suitable for scholarship purposes for a student. A change of major is possible with the consent of the Head of the IIS College.
2. An IIS student cannot declare a course of study as a major if he or she is a student of that major at the same level of study outside the IIS College.

3. Individual interdisciplinary studies are a way of organizing the studies to obtain a degree in more than one major.
4. IIS students may participate in classes at all faculties of the University with the consent of an academic teacher.
5. IIS students are entitled to the rights arising from the Individual Organization of Studies.
6. IIS students may also participate in classes in other higher education institutions with the consent of competent authorities of the institution concerned and the Head of the IIS College.
7. IIS students participating in classes with majors in Philology or Foreign Languages can be tested on their knowledge of a relevant foreign language at the level required in these majors.
8. IIS students participating in classes where they are exposed to harmful, disruptive or hazardous factors must submit a medical certificate of no contraindications to their advisor before the Head of the IIS College approves their individual study plan.
9. IIS students participating in majors where artistic talent is required can be verified.
10. After completing a semester of study, an IIS student may resign from a form of study within the IIS and transfer to a major in which he or she has made sufficient progress. The conditions for such a transfer shall be determined by the Head of the IIS College together with the dean of a relevant faculty.

#### § 4

1. The Head of the IIS College, in consultation with a dean of a faculty that organises a given major, shall define a set of major modules appropriate for an IIS student. Major modules are a set of learning modules necessary to achieve all learning outcomes required by the curriculum of a given major, together with information about their number of teaching hours, the method of obtaining credit and the number of ECTS credits.
2. An IIS student shall be required to complete major modules in accordance with the timetable published at the latest by the date of commencement of his/her studies.
3. If a student resumes studies after a break of at least one year or as a result of changes in the curriculum of a major and is unable to complete the existing major modules, the requirements applicable to him/her shall be determined by the Head of the IIS College in consultation with a dean of a relevant faculty.
4. An IIS student is obliged to follow IIS modules, apart from the major modules.
5. At the request of a student, the Head of the IIS College may consider a selected major

module to have been completed on the basis of the completion of another learning module whose learning outcomes coincide with the learning outcomes of that major module. The Head of the IIS College has the right to consult a dean of a faculty where a student is following the major modules.

#### **§ 5**

1. Throughout the entire period of study, an IIS student is supervised by an academic teacher called a tutor, who has at least a doctoral degree in the area of knowledge closest to the interests of an IIS student.
2. The tutor is appointed at the student's request for an academic year by the Head of the IIS College.
3. At the request of an IIS student or his/her tutor, the Head of the IIS College may agree to change the current tutor.

#### **§ 6**

1. An IIS student agrees with a tutor, for each semester, an individual study programme, which is subject to approval by the Head of the IIS College.
2. An individual study programme shall be characterised by interdisciplinarity and shall ensure the implementation of major modules for at least one major provided by the institution.
3. The Board of the IIS College may determine additional conditions to be met by an individual study programme, in particular in terms of curriculum requirements.
4. In particularly justified cases, an IIS student, in consultation with his/her tutor, may request permission from the Head of the IIS College to make changes to an individual study programme during a given semester.
5. A semester shall be credited by the Head of the IIS College after verifying whether an IIS student has completed his or her individual study programme.

#### **§ 7**

1. An IIS student may obtain a diploma in a specific discipline by preparing an individual or team diploma thesis. Students of different majors participating in a team diploma seminar may obtain a diploma in the discipline in which they pursue their major on the basis of a team, interdisciplinary diploma thesis.
2. An IIS student obtains a diploma on the basis of the rules described in §35 of the Study Regulations of the University, with the achievement of the learning outcomes being confirmed by the completion of the major modules.

3. Activities related to a diploma thesis and a diploma examination described in §§ 33-38 of the Study Regulations of the University are performed by the IIS College. A dean means the Head of the IIS College accordingly.
4. The content of a higher education diploma shall include a note on completion of individual interdepartmental studies.

### **§ 8**

1. An IIS student is required to prepare a semester paper in the form of an essay or other form agreed with a tutor in each semester.
2. A semester paper is written under the supervision of a tutor who, together with a student, defines its subject and scope, coordinates its preparation, and then reviews and grades it. The tutor determines formal conditions which a semester paper must meet in order to be the basis for obtaining a credit.
3. An IIS student is required to submit a semester paper together with a tutor's review by the end of a re-sit session of a given semester.
4. The deadline for submission may be extended by the Head of the IIS College at the request of a student with a positive opinion from the tutor.

### **§ 9**

1. IIS students are recruited to take part in inter-university exchange programs at the faculties where they are required to complete their studies or at the IIS College.
2. IIS students may also apply for an interuniversity exchange program as part of vacancies available at other faculties of the University.
3. The Head of the IIS College, after consultation with a dean of a relevant faculty, shall give consent to the participation of a student in the Inter-University Exchange Programme. The provisions of the Study Regulations of the University, which define the principles of student participation in inter-university exchange programs, apply accordingly.

### **§ 10**

The Board of the IIS College establishes, in the form of a resolution, the Rules of Studies at the

IIS College, including in particular the detailed requirements for the implementation of the individual curriculum, duties of tutors and deadlines for IIS students.

