

**STANISŁAW STASZIC**  
**AGH UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**REGULATIONS OF STUDIES**  
**(uniform text)**

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## §1 INTRODUCTION

The following terms are used in these Regulations of Studies, and they apply to the following:

1. **“Dean”** applies accordingly to the Head of a non-faculty unit, e.g. School;
2. **“Faculty Board”** also applies to a corresponding collegial body of a non-faculty unit;
3. **“Statute”** means the Statute of AGH University of Science and Technology;
4. **“Act”** means **“Higher Education Act”** of 27 July 2005 (Journal of Laws, no. 164 (2005), item 1365, with changes);
5. **“Standards of Education”** means requirements which must be met by plans and programmes for a particular branch of studies and level of education, specified in a decree of the minister in charge;
6. **“ECTS credits”** means the number of credits assigned to each course in accordance with the standards of education, taking into account the general principles determined by the European Credit Transfer and Accumulation System — User's Guide — European Commission, 14 February 2005;
7. **“Congress Languages”** means the following languages: English, German, French, Spanish, Russian.

## §2 GENERAL CONDITIONS

1. Students and employees of AGH constitute a self-governing academic community; being part of this community, they co-decide about the University matters and bear co-responsibility for the accomplishment of its objectives.
2. All decisions based on these Regulations should rise from the understanding of needs, rights and duties of students, and should be in accordance with the common good, the Act and the Statute.
3. This list of Regulations is in accordance with the rules and regulations expressed in the Magna Charta of the European Universities, and the requirements of the Bologna Process.
4. Classes at AGH may be held in foreign languages under the terms determined in the appropriate Ordinance of the Rector.
5. Classes and other educational activities at AGH may also be held with the use of methods and techniques of distance learning.
6. The superior of all students at the University is the Rector, and at the Faculty, the Dean of the Faculty.
7. Each student has a right to appeal to the University Rector against the Dean's decision within 14 days on the receipt of this decision.

### **§3 LEVELS AND SYSTEMS OF EDUCATION, DEGREES**

1. AGH University of Science and Technology runs the following forms of education:
  - a) full-time and part-time studies at the first-level, i.e. bachelor and engineering studies,
  - b) full-time and part-time studies at the second level, i.e. master studies,
  - c) studies at the third level, i.e. doctoral studies,
  - d) uniform master studies.
2. The first-level and second-level studies are conducted within the scope of the branch of studies, in accordance with the plan and syllabus approved by the Faculty Board, taking into account the standards of education and the guidelines of the AGH Senate.
3. AGH University of Science of Technology can also conduct macro branches of studies, as well as inter-branch studies.
4. All decision concerning the structure of studies, i.e. the ways of obtaining a degree, studying conditions, as well as plans and syllabuses, are made by the appropriate Faculty Board, which takes into consideration the regulations of the Act, the requirements of the standards of education, provisions of the AGH Statute and these Regulations of Studies, as well as the guidelines and requirements determined by the AGH Senate.
5. The length of studies at full-time courses at AGH totals:
  - a) for the first-degree bachelor studies: 6 terms;
  - b) for the first-degree engineering studies: 7 terms;
  - c) for the second-degree master studies: 3 or 4 terms;
  - d) for uniform master studies: 10 terms.

The total length of studies at the first-degree and second-degree full-time courses cannot be shorter than 10 terms.
6. Studies at the first-degree and second-degree courses can be extended by the time of the student's vocational training, if such a requirement results from the standards of education.
7. Part-time studies may last one or two terms longer than the respective full-time studies.
8. AGH University of Science and Technology issues diplomas which confirm obtaining the following degrees:
  - a) Bachelor of Arts,
  - b) Bachelor of Science,
  - c) Master of Arts,
  - d) Master of Science.

## **§ 4 ADMISSION TO THE UNIVERSITY**

1. Admission to AGH University of Science and Technology follows the rules described in the Resolution of the AGH Senate in accordance with the regulations of the Act.
2. Individuals who are not the citizens of Poland can begin their studies under the conditions specified in the Act, executive regulations, and the appropriate Ordinance of the Rector.
3. After taking the oath:

*I solemnly swear that as a student of AGH University of Science and Technology I will do my best to gain knowledge systematically and eagerly, I will care about the good name of the University, and I will keep an attitude appropriate for a student, and a citizen of my country.*

and after matriculation, the student receives a course registration book and a student identity card.

## **§5 STUDENT'S RIGHTS AND DUTIES**

1. Each student has a right to:
  - a) choose a branch and specialization of studies to the extent the University and the Faculty will allow it;
  - b) change Faculty at AGH under the conditions specified in §22;
  - c) study according to individual plans and syllabuses after satisfying the requirements specified by the appropriate Faculty Board;
  - d) serve an apprenticeship or do vocational training beyond the timetable after obtaining consent from the appropriate Faculty Dean;
  - e) with the Dean's consent, study at more than one branch of studies. While taking up more than one branch of studies, the student determines which branch is their main one. Each student has to inform in writing the Deans of all faculties at which they take up courses as to the choice of their main branch of studies;
  - f) do part of their studies at another university, also abroad, under the conditions described in the agreements signed by AGH, or at their own initiative, after satisfying the conditions described in these Regulations;
  - g) express their opinion about classes and other educational activities, including the assessment of the quality of teaching, in accordance with the rules described in the Statute;
  - h) put forward to the University Authorities proposals regarding the teaching-learning process and education, as well as the organisation of the University;
  - i) elect the University Authorities, under the conditions and in the way described by the Act and the Statute;

- j) elect their representatives to the collegial bodies of the University;
  - k) co-decide through the student self-governing bodies on the issues concerning the teaching-learning process and education, granting social benefits, prizes and rewards, as well as the distribution of means dedicated to the needs and aims of students;
  - l) unite in the university student organisations;
  - m) receive prizes and rewards;
  - n) receive social benefits under the conditions determined by separate regulations;
  - o) expand their cultural, tourist and sports interests, and, for this purpose, use the facilities of the University and the local environment, and also to receive aid from the University.
  - p) do vocational training which will prepare them to undertake the duties of a university teacher (under the conditions specified in the Statute.)
2. Each student has a duty to:
    - a) follow the oath taken by them;
    - b) obey the AGH Statute and the Regulations of Studies, and other regulations which are in force at the University;
    - c) follow and continue the traditions of AGH;
    - d) behave appropriately at AGH and in other places;
    - e) respect and conserve the University's property;
    - f) take part in educational and organisational activities;
    - g) take examinations, serve apprenticeships and fulfil other requirements comprised in their plans of studies;
    - h) take good care of their student documents.
  3. Each AGH student has a duty to obtain registration for the particular term or inform the Dean of their Faculty regarding the fact of stopping or withdrawing from studies within the deadline determined by the Dean.
  4. It is each student's duty to inform their Dean without delay about any changes concerning the student's marital status, surname, address, and about changes in their financial situation, if such changes may influence receiving financial aid, or the amount of this aid.
  5. Each student is obliged to pay fees related to the course of their studies in time, if such fees are required by the appropriate regulations, contract or agreement.
  6. For the violation of AGH regulations and for acting inappropriately, each student bears disciplinary responsibility to the Disciplinary Commission or arbitration by their fellow-students, in compliance with the conditions determined in the Act. For minor offences, the student may be reprimanded by the Rector.

## §6 ORGANISATION OF STUDIES

1. Studies at AGH are divided into terms.
2. The academic year begins on 1 October and finishes on 30 September of the following calendar year.
3. The academic year comprises:
  - a) the period of classes, which results from the plan of studies, and which is divided into two terms: the winter term and the summer term;
  - b) programme apprenticeships and fieldwork determined in the plan of studies;
  - c) three examination sessions free from classes, whose total length is not shorter than six weeks:
    - winter examination session, after the end of the winter term classes;
    - summer examination session, after the end of the summer term classes;
    - autumn examination session, before the beginning of the new academic year;
  - d) spring, winter and summer holidays are in total not shorter than six weeks, including a minimum of four weeks of consecutive, uninterrupted summer holidays;
  - e) a break between the winter and summer terms, which is not shorter than one week.
4. A detailed organisation of an academic year is decided by the Rector along with the University's student self-governing body and announced before the beginning of the new academic year.
5. On the basis of the appropriate Rectors' Ordinance regarding the organisation of the academic year, the Faculty Deans determine the deadlines for passing courses and examinations, including retake sessions; these deadlines should be adapted to the deadlines for the student's application to obtain registration for the following term, specified in §17 item 1.
6. In some justified cases, the Dean of a Faculty, in consultation with the Rector and the Faculty's student self-governing body, can introduce changes in the organisation of an academic year determined by the Rector, and shift some deadlines. This does not apply to the date of the beginning of the academic year.
7. Within an academic year, the Rector for the entire University, and the Dean with the Rector's consent for the Faculty can set certain days or hours free from classes. Suitable student self-governing bodies at AGH have a right to propose these days and hours for consideration.

## **§7 PLANS AND PROGRAMMES OF STUDIES**

1. At AGH, studies are conducted according to the plans and syllabuses determined for each branch of studies, specialization, level and system of studying.
2. Plans of studies comprise a list of all courses, apprenticeships and other activities which are compulsory or optional for a student to participate in and pass during their course of studies, including a distribution of these courses between terms. Plans of studies also contain other information about courses, such as: the number of hours of all classes and activities assigned to each course and the list of all classes and activities being part of the course, and also the information about ECTS credits assigned to each course, as well as the deadline for passing the course.
3. While making plans of studies, the following maximum hour load must be taken into account:
  - a) at full-time studies, a weekly load must not exceed 30 hours (without student apprenticeships and fieldwork);
  - b) at part-time studies, a maximum load for each term is not determined, and it results from the organisation of classes and the scope of the programme in each term.
4. The maximum number of exams in the examination session must not exceed the number determined by the Dean of a Faculty along with the Faculty's student self-governing body.
5. Programmes of studies determine the scope of knowledge for particular courses which students should familiarize themselves with and master during their course of studies. The programme of studies also determines:
  - a) the scope of the final university examination;
  - b) the type and load of compulsory apprenticeships for a particular branch of studies, specialization and type of studies.
6. Detailed programmes for each course, its literature and conditions of passing the course are provided to the students by the teacher leading the course in the first week of classes.
7. The Board of a Faculty may determine courses which may be taken only after the successful completion of the requirements of some other courses or activities.
8. For the first-year students at full-time and part-time studies, the University can organise optional supplementary courses in mathematics, physics and chemistry covering the material of the secondary school. Detailed regulations concerning the organisation of these courses are determined by the appropriate Ordinance of the University Rector.

## **§8 TERM PLANS OF STUDIES**

1. At the beginning of each term, the Dean of a Faculty announces the list of courses compulsory for a particular branch of studies, and a corresponding timetable. Apart from compulsory courses, optional courses are also determined and announced along with the conditions of opting for these courses.

2. Each student prepares their own plan of studies for the following term.
  - a) The plan of studies should encompass all compulsory courses as well as the chosen optional courses. Besides their plans of studies, students can take other courses or classes which are not part of their studying programmes. ECTS credits gained for these courses are not taken into account during the student's registration process for the following term, but they are listed as additional achievements in section "B" of the diploma, i.e. in the supplement to the diploma.
  - b) Students also add to their term plans of studies any subjects or courses which constitute possible programme differences determined by the Dean of their Faculty.
  - c) Students also add to their term plans of studies any courses that they have to retake, i.e. courses failed in the previous terms, under the conditions described in §18 item 1.
3. A term plan of studies encompasses all courses which a student is going to take and complete in a given term; the assigned number of ECTS credits to these courses cannot be lower than 30.
4. A student willing to do part of their studies abroad should fulfil the following requirements before leaving:
  - a) to obtain a leave permit for the time of studying abroad, unless it is not required owing to the form of the trip (e.g. the course is a part of an organised programme);
  - b) to prepare an agreement concerning the programme of activities, which will include a list of courses and subjects the student is going to take at the university abroad and their Polish counterparts in the current programme of studies at AGH. The Dean of a Faculty approves the agreement and determines which courses will be recognised by the Faculty after the student's return;
  - c) the successful completion of a period of studies abroad is confirmed after the student has returned and presented the appropriate documentation from the university abroad, which will include a confirmation of all completed classes and courses and their detailed programme, the number of ECTS credits, the number of hours of the courses and classes, as well as marks received for these courses. The recognition of courses studied at universities abroad is confirmed by the Dean of a Faculty while taking into account the regulations described in §12 item 10. The student should present the documentation mentioned above within the time suitable for obtaining registration for a particular term of studies.

## **§9 INDIVIDUAL PLANS AND PROGRAMMES OF STUDIES**

1. The University ensures good teaching and research tutelage to particularly gifted and outstanding students via the individual selection of compulsory courses, methods and forms of education (the so-called individual studies carried out on the basis of an individual plan and programme of studies – IS), and special forms of prizing and rewarding.
2. The Dean of a Faculty qualifies a student for the individual studies (IS) on the basis of the student's application, taking into account the student's progress, interests, capabilities and

achievements. The Dean assigns a supervisor and approves the plan of individual studies, and any changes during their course. The Dean can allow a departure from the requirements specified in §7 item 3. The changes in the studying programme cannot apply to the contents determined by the standards of education for a particular branch of studies and the courses approved by the Board of a Faculty as compulsory for this branch of studies.

3. The rules concerning individual studies (IS) are determined by the Board of a Faculty. Doing individual studies cannot lead to the extension of the studying period. These rules should comprise the procedures of application, the scope of individualization, the role of a student's supervisor, and the way of approving the individual programmes of studies.
4. The University enables some students to take an individual course of studies (ICS), i.e. according to an individual plan to fulfil the requirements of the studying programme, and an individual weekly timetable via permitting these students to choose a studying group and/ or the times of classes, which will allow them to accomplish the compulsory programme of studies within time frames suitable for them. These students are: students with disabilities, students who find themselves in a difficult life situation, students who study another – apart from the main one – branch of studies, and students elected to the collegial bodies of the University. These changes may only apply to the organisation of classes and cannot apply to the contents of studies specified by the standards of education for a particular branch of studies and determined by the Board of a Faculty as compulsory for a particular branch of studies.
5. The decision to enable a student to take an individual course of studies (ICS) is made by the Dean of a Faculty, who supervises the accomplishment of the approved programme throughout the entire length of the individual course of studies.

## **§10 COURSES**

1. A course in a plan of studies is a set of classes whose aim is to enable a student to familiarize themselves with a given field of knowledge or part of it. Courses are accomplished on term basis.
  - a) The leading teacher of a course is a professor or an assistant professor with postdoctoral qualifications lecturing in a given course. The Dean of a Faculty can entrust leading the course to another researcher or teacher after obtaining the opinion of the Faculty Board.
  - b) The leading teacher of a course is a person who was entrusted with leading the course by the Dean of a Faculty in accordance with the teaching workload. The leading teacher determines the programme of the course and the conditions of its successful completion.
2. The satisfactory completion of a course is based on checking how well a student has mastered the knowledge and material of the course via organising an examination or through other forms determined in the detailed programme of the course.
3. The Dean of a Faculty can recognise student's work at an educational camp as partial or total fulfilment of the requirements of serving a student apprenticeship or doing fieldwork.
4. While attending courses, students receive marks for completing the requirements of compulsory classes and other tasks, as well as an examination mark, if such an examination constitutes part of their plan of studies, with the exception of §13 item 3.

5. The student receives a final mark for each course in each term. The mark is issued if a student has successfully completed all classes and tasks being part of the course, and passed the end-of-course examination (if such an examination constitutes part of the course in a given term.)
  - a) The final mark is issued by the leading teacher of a course, taking into account the end-of-course examination mark and the marks received by the student for the satisfactory completion of classes and other tasks being part of the course. The leading teacher of a course informs students about the marking conditions at the beginning of the term.
  - b) There is no final mark in Physical Education.

## §11 CLASSES

1. Educational classes at AGH are:
  - a) lectures;
  - b) extra-curricular classes;
  - c) laboratories, whose aim is the student's individual accomplishment of experiments and research within the scope of the course programme;
  - d) project classes, which consist of working under the supervision of a leading teacher on the main parts of projects which constitute the elements of the course programme in order to gain necessary skills;
  - e) conversatoria, being a combination of lectures and classes;
  - f) seminars, which are an extension of lectures with active participation of students;
  - g) language classes, whose aim is to help students master their skills in foreign languages;
  - h) practical classes, whose aim is to help students learn how to utilize their knowledge in practice;
  - i) fieldwork, carried out beyond the university area;
  - j) progress tests and on-going projects, being individual studies and papers written on a given subject;
  - k) Physical Education classes.
2. It is permitted to organise classes in a form of consultations, during which the leading teacher of a course provides students with explanation, information and advice on the problems reported by the students in reference to the contents of the course.
3. Each student has to attend extra-curricular classes, laboratories, project classes, conversatoria, seminars, language classes, practical classes, fieldwork, and Physical Education classes. Failing to attend all classes of a course may result in failing the course. The conditions of the successful completion of compulsory classes are presented by the leading teacher of a course at the beginning of each term.
4. The leading teacher of a course which is compulsory to attend determines the ways and forms of making up for the classes missed by the student.
5. Interpreters of sign language and assistants to students with disabilities and seeing problems can take part in classes and other forms of learning. Individuals helping students with disabilities should obtain permission from the Deputy Rector for Education to participate in classes.
6. Depending on the kind of the student's disability, suitable conditions for participating in classes, and especially for fulfilling the formal requirements of the course programme (tests and examinations), should be ensured as far as it is possible.
7. In some justified cases and after obtaining the teacher's consent, a student – for their own use – can take notes in an alternative form (e.g. recording, taking photographs), and also use other devices or help of other people to take notes for them.

## §12 CREDIT SYSTEM AT AGH

1. The credit system used at AGH University of Science and Technology is consistent with the ECTS Credit System (European Credit Transfer System.)
2. Each course in each term has a whole number of ECTS credits (C) assigned to it.
3. Credits are assigned to courses, not particular classes.
4. The number of credits (C) reflects the student's input of work necessary to complete the course successfully. Gaining credits is only related to the fact of passing the course by the student, and it is not connected with the mark received for completing the course.
5. The appropriate Board of a Faculty determines the number of credits (C) assigned to each course in accordance with the standards of education and these Regulations, with the exception of foreign language courses.
6. Foreign language courses are assigned with the same number of credits at each Faculty of the university. Details on this can be found in the appropriate Ordinance of the Rector.
7. In the final term of studies, students gain credits for courses completed in this term as well as for preparing their theses, and (or) preparing for the end-of-studies examination, in accordance with the standards of education.
8. Faculty Boards assign credits to apprenticeships and practical classes which have a determined number of hours specified in the plans of studies. There are no credits assigned to other classes and activities.
9. There are no credits (C) assigned to Physical Education classes.
10. While recognising the student's ECTS credits gained outside AGH, including studies at universities abroad, the following rules are followed:
  - a) ECTS credits are recognised without reassessing the student's knowledge, if the process of education happened on the basis of an agreement signed by the universities;
  - b) ECTS credits gained outside AGH can be recognised in the place of credits gained for courses constituting part of the student's plan of studies in the case when the educational results at the two universities are comparable;
  - c) the decision about recognising the credits mentioned above is made by the Dean of a Faculty.
11. Courses without assigned ECTS credits which are completed outside AGH have credits assigned to them by the Dean of a Faculty in accordance with the rules described in these Regulations of Studies and the appropriate resolution of the Faculty Board.
12. The nominal number of ECTS credits which a full-time student should gain in each term is 30, and increasingly after n-number of terms it equals  $n \times 30$ . If the duration of part-time studies is longer than the duration of the equivalent full-time studies, the number of credits assigned in the student's plan of studies for the academic term and year at the part-time studies decreases appropriately.

13. If a student gains more than 30 ECTS credits in a term, the surplus of the credits can be moved at the student's request to the following terms.

14. The registration of a student for the following term is completed on the condition that until the beginning of this particular term the student has gained the total number of ECTS credits, not smaller than:

$$(K - 1) \times 30 - defC_K$$

where:  $K$  – the number of term for which the student is applying to register;

$defC_K$  – acceptable deficiency of credits at which the student can be registered for term  $K$ .

15. The allowable deficiency of credits  $defC_K$  for each term, within the limits from 6 to 12, is determined by the appropriate Faculty Board.

16. The so-called monitorable terms are introduced. They are chosen terms at the beginning of which, while completing the student's registration process for the following term, the credits which have been gained and the material covered by the student until then are assessed. It is the assessment of the student's course of studies and the degree of the successful completion of compulsory courses until that point. In the monitorable term, the Dean of a Faculty can change and correct the student's individual plans of studies, taking into account their achievements so far.

17. The monitorable terms are determined by the Board of a Faculty. It is recommended that one of these terms is the term directly preceding the final term of the student's course of studies.

18. While determining the monitorable terms, the Board of a Faculty also specifies conditions which must be fulfilled by the student in order to obtain registration for the monitorable term. These conditions are additional to those described in item 16.

19. During the entire course of studies, each student collects ECTS credits assigned to the courses and other activities listed in their plan of studies, the syllabus, and the optional courses chosen in accordance with the rules determined by the Faculty Boards and approved by the Dean.

20. The minimum number of ECTS credits required for the successful completion of studies is:

- |  |           |
|--|-----------|
| a) for the first-level bachelor studies    | 180;      |
| b) for the first-level engineering studies | 210;      |
| c) for the second-level master studies     | 90 – 120; |
| d) for uniform master studies              | 300.      |

21. Obtaining the numbers of credits shown above does not exclude other conditions or requirements which may be determined by the Board of a Faculty as indispensable for the student's successful completion of studies at a particular level.

## §13 MARKING SYSTEM

1. At the completion of courses and classes, for the purpose of examinations and final marks issued at the end of courses, the following marking system is used, and the corresponding marks are entered into the student's course registration book:

- a) 91 – 100%      very good (5.0), (word abbreviation: bdb);
  - b) 81 – 90%      good plus (4.5), (word abbreviation: +db);
  - c) 71 – 80%      good (4.0), (word abbreviation: db);
  - d) 61 – 70%      satisfactory plus (3.5), (word abbreviation: +dst);
  - e) 51 – 60%      satisfactory (3.0), (word abbreviation: dst);
  - f) below 50%      unsatisfactory (2.0), (word abbreviation: ndst).
2. For outstanding achievements, the student can receive an excellent mark – 6.0 (word abbreviation: cel.)
  3. At the completion of Physical Education courses, due to their characteristics, additionally to the marking system specified in items 1 and 2, the following entries are used:
    - a) pass – for the students exercising as part of rehabilitation groups,
    - b) fail – for the students who have not fulfilled minimum requirements determined for Physical Education classes,
    - c) sick leave.
  4. The word “zal.” (“pass”) does not have a number equivalent, and it cannot be taken into account while calculating the average mark for a given period.

## **§14 AVERAGE OF MARKS**

1. The average of marks for a given period of studies is the measurement of the student’s progress in education, and can be calculated for one term, several terms, or the whole period of studies.
2. In each case, the average of marks is the weighted mean of all final marks received for courses completed in a given period. Weight coefficients are the numbers of ECTS credits assigned to particular courses:

$$\text{average of marks} = \frac{\sum \text{course credits} * \text{final course mark}}{\sum \text{credits for individual courses}}.$$

3. Marks received for optional courses, i.e. courses taken with the consent of the Dean of a Faculty additionally to the student’s plan of studies, and courses completed without receiving the final mark, i.e. the ones described in §10 item 5.b, are exempt from the calculation of the average of marks.
4. The average of marks expressed in words is determined according to the following rule and depends on the numeric value of the average of marks:
  - a) from 3 to 3,25 written mark: satisfactory (3.0),

- b) from 3,26 to 3,75 written mark: satisfactory plus (3.5),
- c) from 3,76 to 4,25 written mark: good (4.0),
- d) from 4,26 to 4,75 written mark: good plus (4.5),
- e) from 4,76 to 5,25 written mark: very good (5.0),
- f) above 5,25 written mark: excellent (6.0).

## **§ 15 PASSING A COURSE**

1. The student's successful completion of a course is determined by its leading teacher according to the rules specified by them at the beginning of the course, and the final mark received by the student for the course is written into the course report, the card of the student's term progress, and the student's course registration book.
2. The basic deadline for passing a course is the end of classes in a given term.
3. Each student can reattempt to fulfil the requirements of a course twice. This right can only be enjoyed by the student who attended the compulsory classes of the course, i.e. one who did not miss more than 20% of classes without a sufficient explanation or excuse. It is the leading teacher of the course who decides whether the student can reattempt to fulfil the course requirements and who determines the deadlines and conditions of each retake.
4. In the matters concerning the student's passing or failing a course, the student has a right to appeal against the leading teacher's decision to the Dean of a Faculty within seven days from the date of the issue of the mark.
5. On the request of the leading teacher of a course, the Dean of the Faculty, or the student, the examination or the end-of-term test can be conducted before an examination board.
6. If during a test or another form of checking the student's progress the teacher of a course discovers that a student is not doing the test on their own (individually), or that they are using some impermissible materials, the student receives a fail mark in this test.

## **§16 EXAMINATIONS**

1. Being allowed to take an examination is conditioned by the successful completion of all classes and other forms of activities listed in the plan for a particular course. The scope of the examination is determined in the course programme.
2. Each student has a right to take an examination three times on planned dates, one of which is the basic examination date, and the other two are resit examinations. An unexcused absence at an examination results in the loss of the student's right to the examination on this date.
3. The examiner is the leading teacher of a course. In some justified cases, the Dean of a Faculty can appoint another university teacher to conduct the examination.

4. The examination timetable, including the basic examination date and the two resit examinations, is determined by the examiner in agreement with the students not later than 2 weeks before the beginning of the examination session; the examination timetable is approved by the Dean of the Faculty.
5. With the examiner's consent, the student can take the so-called zero examination. The examiner determines the date and conditions of conducting and documenting this examination. The results of the zero examination are announced to the students before the basic examination date.
6. The student who did not fulfil the requirements of a course within the basic deadline is entitled to the resit examinations, which will fall on the dates after the student has successfully completed the requirements of the course. Fulfilling the requirements of a course at a later time, i.e. after the basic deadline, does not excuse the student's absence at the basic examination.
7. If, for the student-independent reasons, the student missed the examination dates to which they were entitled, the Dean of the Faculty along with the leading teacher of the course determines additional examination dates.
8. Interpreters of sign language and assistants to students with disabilities and seeing problems can take part in examinations. Individuals helping students with disabilities should obtain permission from the Deputy Rector for Education to participate in examinations. The leading teacher of a course may not allow into the examination room the assistants to students with disabilities in the situation where these assistants are individuals who are (professionally) connected with the scope of the examination.
9. On the request of the student or the examiner, all exams taken on planned dates can be conducted before an examination board. The Dean of a Faculty also has the right to order an exam before an examination board.
10. In some justified cases, the Dean of a Faculty has the right to set an additional date for an examination before an examination board.
11. An examination board consists of the Chairman, i.e. the Dean of the Faculty or an individual appointed by the Dean, and the board members: the leading teacher of the course (in the case when the leading teacher is absent, the Dean appoints another examiner), an expert in the field of the subject of the examination or a similar field, appointed by the Dean, the year's supervisor and a representative of the Faculty's Student Self-Governing Board. The examination board cannot be chaired by the leading teacher of the course.
12. The rules of examinations in foreign languages are determined in the appropriate Ordinance of the Rector.
13. If, during an examination, the teacher discovers that a student is not doing the examination on their own (individually), or that they are using some impermissible materials, the student receives a fail mark for this examination.
14. Each student has a right to view their examination paper under the conditions determined by the Dean of their Faculty.

## **§17 REGISTRATION FOR A TERM**

1. Each student submits their course registration book within the deadline determined by the Dean of the Faculty. The course registration book should contain all courses which are part of the student's plan of studies in a given term, which should comply with the scope and rules determined in §8 item 2 and item 3; in the case of the first-year students, the course registration book should be completed in accordance with the template provided by the Dean's Office.
2. A plan of studies must enable the student to gain such a minimum number of credits which will entitle them to the registration for the following term, according to the AGH credit system.
3. A detailed way of completing the student's course registration book is determined by the Dean's Office.
4. Obtaining registration for a particular term (with the exception of the first term, to which students are registered automatically while being admitted to the studies at the first or second-level) is conditioned by gaining – until the beginning of this term – the total number of ECTS credits determined by the AGH Credit System.
5. Obtaining registration for a monitorable term is conditioned by fulfilling (by the student) other requirements, described in §12 item 18.
6. In the case a student fails to obtain the registration for a given term within the deadline, the student loses their right to participate in the courses and classes of this term.
7. In the case of a student who failed to obtain the registration for a given term, the Dean of the Faculty can decide the following:
  - a) that the student can continue studies with the deficiency of up to 12 credits, which entitles them to participate in the courses and classes being part of their plan of studies for a particular term; the student has to make up for the credit deficiency within the deadline determined by the Dean of the Faculty;
  - b) that the student has to repeat the term, in the case when the number of ECTS credits obtained by the student differs from the nominal value, i.e. 30 credits, by more than 12 credits. This rule does not apply to repeating the first term;
  - c) that the student is given a leave of absence determined in §20, item 1, letter e, without providing a reason;
  - d) that the student is removed from the list of students owing to the lack of progress.

## **§18 REPEATING A COURSE**

1. The student who has been obliged by the Dean of the Faculty to repeat a course on the basis of §17, item 7, letter a, should do their best to complete all necessary requirements of the course in their nearest possible term of studies.

2. While completing the registration procedures, the student re-includes the repeated course in their term plan of studies.
3. While repeating a course, the student has to pay a fee according to the appropriate Ordinance of the Rector.
4. In the case when a student repeats a course, the leading teacher of the course may exempt the student from participating in some of the course classes or other activities, and recognise the marks which the student received previously.

## **§19 REPEATING A TERM**

1. Repeating a term may result from the student's insufficient progress.
2. Repeating a term due to the student's insufficient progress is allowed only once at each level of studies. This rule does not apply to part-time studies.
3. While repeating a term, the student does not repeat courses they have passed previously.

## **§20 STUDENT'S LEAVES OF ABSENCE**

1. The Dean of a Faculty can grant a student a leave of absence from classes at the university for the period of up to one year:
  - a) sick leave, i.e. in the case of a long illness of the student confirmed by a notice issued by a medical board;
  - b) maternity or paternity leave, i.e. in the case an individual has to take care of a baby or child;
  - c) occasional leave, i.e. due to some important accidental circumstances;
  - d) vocational leave, e.g. in the case a student goes to study abroad or serves an apprenticeship as part of an international programme;
  - e) without providing a reason; this kind of leave of absence may be granted after the satisfactory completion of at least the first year of studies, only once during one's course of studies, and for no longer than two terms.
2. Leaves of absence longer than those specified in item 1, letters a, b, c, d, are granted by the Deputy Rector for Education.
3. An individual simultaneously studying two branches of science can apply for a leave of absence at each branch independently of their progress of studies at the other branch.
4. The student should apply for a leave of absence immediately after occurring the circumstances which constitute the basis for leave.
5. Leaves of absence specified in item 1, letters a-d, are granted by the Dean of a Faculty following a written request of the student within 7 days from occurring the circumstances

which constitute the basis for leave; leaves without providing a reason are granted by the Dean within the time determined as the deadline for registration for a particular term.

6. Granting a leave of absence is confirmed by a suitable entry in the student's course registration book.
7. During a leave of absence, the student retains their rights; the right to receive social benefits during that period is determined by separate regulations.
8. During a leave of absence, the student can – with the Dean's consent – participate in some classes and other activities, as well as take progress tests and examinations. This does not apply to the students who have been granted a leave of absence for health reasons.
9. Resuming studies after leave is conditioned by obtaining a suitable entry in the student's course registration book. While resuming studies after a leave of absence, the student continues studies according to the current plan of studies.

## **§21 REMOVING A STUDENT FROM THE LIST OF STUDENTS, RESUMING STUDIES**

1. The Dean of a Faculty removes a student from the list of students in the following cases:
  - a) when the student has not undertaken their studies,
  - b) when the student has withdrawn from their studies,
  - c) when the student did not submit the thesis or pass the final university examination within the deadline,
  - d) when the student has been dismissed from the university due to a disciplinary action.
2. The Dean of a Faculty can remove a student from the list of students in the following cases:
  - a) the student has made no or very little progress,
  - b) the student did not complete a term or year of studies within the determined deadline,
  - c) the student did not pay the university fees.

The procedure of removing a student from the list of students begins with informing the student about the anticipated removal of the student from the list, and setting a deadline within which the student can explain and clarify their situation. If there are no grounds to stop the process of removing the student from the list, the Dean completes the procedure and delivers the decision to the student. The Dean also informs the student about their right to appeal to the University Rector against the Dean's decision within 14 days on the receipt of the decision.

3. Readmission to the University of a student who was removed from the list of students at their first year of studies is conducted according to the general rules of enrolment to an institution of higher education.

4. A student who was removed from the list or students at their second year of studies or higher can – with the Dean’s consent – regain their student’s rights.
5. In the case of obtaining a consent to return to the University, the student will study according to the current plan and programme of studies for a given branch of studies. The decision of reaccepting the student to the Faculty is made by the Dean after familiarizing themselves with the record of the student’s previous achievements. It is only possible to reaccept the student to the term for which the required number of ECTS credits corresponds with the number of credits obtained by the student before their return to the University.
6. After resuming studies, the student follows the current programme of studies, i.e. the programme effective in the year of studies for which the student was re-registered. In this case, the Dean of the Faculty determines possible programme differences which the student will have to compensate for, and the deadline for their compensation.
7. A student who is readmitted to the University and who before being removed from the list of students had to repeat a year of studies due to their insufficient progress loses the right to repeat a term again. This rule does not apply to students at part-time studies.
8. A student who was removed from the list of students can obtain consent to be readmitted to the University only once. In the case of part-time studies, more than one readmission to the University is permitted.
9. A student who was removed from the list of students due to their failure to register a thesis, but who had completed all courses and student apprenticeships according to their plan of studies, can register their thesis without readmission to the University and – with the Dean’s consent – take the final university examination. Students are entitled to this right within one year from the date of their removal from the list of students.

## **§22 CHANGING THE UNIVERSITY, FACULTY, BRANCH OF STUDIES**

1. The student can change Faculties (including a situation when the students comes from another university) with the consent of the Dean of the Faculty where the student begins studies, and with the knowledge of the Dean of the Faculty where the student withdraws from studies, under the condition the student has fulfilled all duties determined by the appropriate regulations.
2. The change of the university, faculty or branch of studies takes place in the breaks between terms and can follow a written application of the student addressed to the Dean of the Faculty where the students intends to begin studies.
3. The Dean of the Faculty where the student begins studies gives their assent (specified in item 1) to the student’s change, and determines the term of studies from which the individual will begin their studies, as well as any possible programme differences and the deadlines for their completion.
4. After the change, the student receives a new course registration book with the following information entered into it on the basis of the student’s previous documentation of studies:

- a) the faculty (university) from which the student changed and the date of this change;
- b) courses and classes passed at the other faculty (along with the marks and ECTC credits assigned to these marks), which the Dean has recognised as equivalent to the courses started at the new branch of studies, as well as the total number of ECTS credits gained until the time of the change;
- c) leaves of absence and repeated periods (terms) of studies.

## **§23 PRIZES AND REWARDS**

1. Students who stand out with particularly good progress and achievements, as well as faultless fulfilment of their duties can be granted with rewards by the Dean of their Faculty or the University Rector:
  - a) a praise written into the student's course registration book,
  - b) an honourable mention written into the student's course registration book,
  - c) a scholarship or prize,
  - d) prizes and scholarships funded by public institutions, scientific associations, social organisations and other bodies, in accordance with the regulations applying to the conditions of granting these prizes.
2. The procedures and conditions of granting scholarships and prizes and determined by separate Ordinances of the University Rector.

## **§24 THESES**

1. A compulsory component of the programme of studies for each particular level and branch of studies is writing a thesis (respectively, bachelor thesis, engineer thesis, and master thesis) or an engineering project.
  - a) The thesis is a study on a particular topic in a written form.
  - b) The engineering project is a documented application of a project put into practice (also a team project) and encompasses technical documentation determined by its topic or subject.
2. All types of theses and engineering projects are subject to copyright; the copyright is owned by the student, with the provision that the primary right to publish the project paper or thesis is held by AGH University of Science and Technology.
3. If the programme of engineering studies encompasses the execution of an engineering project, the procedures of accepting project topics, choosing topics and setting project deadlines are determined by the Board of a Faculty.

4. The student writes their thesis under the supervision of an authorised teacher (project supervisor): a professor or doctor with postdoctoral qualifications, in the case of master theses, or a doctor, in the case of engineer and bachelor theses. After the consultation with the Faculty Board, the Dean can entrust the supervision of a master thesis to a doctor or another specialist from outside the University.
5. The topics and supervisors of theses are accepted by the Dean of a Faculty after their consultation with the Faculty Board or a commission authorised by the Board.
6. Approved topics of theses for particular branches of studies, specializations and levels of studies are made public early enough for interested students to undertake a topic of their thesis before the date specified in item 7.
7. The subjects of master theses should be undertaken not later than one year before the scheduled completion of studies, and the subjects of engineer or bachelor theses (projects) not later than one term before the scheduled completion. The failure to fulfil this requirement may result in the refusal to register the student for the final term of studies, or respectively, the term preceding the final term of studies.
8. The procedure and timetable of writing the thesis, which will enable its completion within the deadline, is determined by the supervisor of the thesis.
9. In the case of a longer absence of the supervisor of a thesis, which could influence the time of its completion and registration by the student, the student may apply for the appointment of a replacement supervisor. The replacement supervisor is appointed by the Dean of the Faculty after the consultation with the Head of the unit in which the thesis is prepared. The change of a supervisor in the last six months before the planned completion of studies may constitute the basis for the extension of the deadline for submitting the thesis, in accordance with the regulations determined in item 11. The rule specified in item 11 applies only to master theses.
10. If writing a thesis constitutes part of the programme of studies, the student has to prepare, submit and register in the Dean's Office two copies of the written thesis, and one copy of the thesis on a compact disk (CD) in a specified electronic format within the following deadlines:

- a) at the first-level studies, not later than 3 weeks before the beginning of the term following the last term of the student's programme of studies;
  - b) at the second-level studies until:
    - 28 February, at studies finishing in the winter term,
    - 30 June, at studies finishing in the summer term.
11. At the request of the student or the supervisor of the thesis, the Dean of the Faculty can move or extend the deadline for the registration of the thesis by no longer than three months in the following cases:
- a) a long illness of the student;
  - b) if there are some justified circumstances, independent of the student, which prevent the student from finishing their thesis within the deadline.
12. The student's thesis is marked independently by the supervisor of the thesis and a reviewer. The rules of assigning reviewers are determined by the appropriate Board of a Faculty. In the case of discrepancies in the assessment of the thesis by the supervisor and the reviewer, the final mark is decided at a session of the examination board. If the thesis has been prepared for an institution, the Board also takes into consideration the opinion of the institution, provided the opinion has been expressed in writing.
13. A condition to register the thesis is the successful completion of all courses and student apprenticeships which are part of the student's programme of studies, and a positive opinion expressed by the supervisor of the thesis. The student has a right to appeal to the Head of the unit in which the thesis is prepared against a negative assessment of the supervisor within 14 days.
14. Failure to submit the thesis within the deadline results in removing the student from the list of students.
15. The thesis can be written in one of the congress languages, in consultation with the Dean of the Faculty.
16. The thesis can be a team project, on the condition that the detailed share of each co-author has been clearly specified.
17. The thesis (or part of the thesis) is prepared (written) by the student personally and single-handedly, which they confirm by placing the following statement overleaf the title page:
- I take full responsibility for the submitted thesis and I declare that the thesis has been written by me and that I have used no other sources than those listed or specified in the bibliography.*

18. The thesis is stored for the period and in conditions determined by separate regulations.

## **§25 Final University Examinations**

1. The successful completion of studies is determined by passing the final university examination.
2. The final university examination can be taken by the student who:
  - a) has successfully completed all courses and apprenticeships being part of their programme of studies;
  - b) has registered their thesis;
  - c) has submitted all required documentation to the Dean of the Faculty.
3. The final university examination should take place not later than within three months from the date of the registration of the thesis.
4. The final university examination is an oral examination taken before the Examination Board whose chairman is the Dean of the Faculty or an individual authorised by the Dean. The members of the Board are: the supervisor of the thesis and the reviewer of the thesis. The Board members can also be other experts appointed by the Dean of the Faculty. In particular, the Dean appoints experts in the field of the thesis, especially in the case when there are significant discrepancies in the assessment of the thesis by the supervisor and the reviewer.
5. With the student's consent, the final university examination can be open to the public, and with the Dean's consent, it can be conducted in one of the congress languages.
6. The final university examination encompasses:
  - a) the presentation of the thesis,
  - b) the discussion about the thesis,
  - c) checking the student's knowledge in the field of their branch of studies.

The scope of the final university examination is determined in the studying programme for a given branch of studies, and encompasses issues specified in the current standards of education.

7. The Board of the Faculty can decide about a prior written check of the student's progress and knowledge within the scope of their branch of studies.
8. The assessment of the final university examination is performed by the Examination Board in a closed part of their session. The mark received in the final university examination is the arithmetic mean of all partial marks received by the student for the presentation of their thesis and answers to all questions which have been asked during the examination. The partial marks are decided by the individuals who asked their questions. The mark expressed in words is based on §14 item 4. In the case of a positive result of the final university examination, the Examination Board decides to confer on the student the appropriate degree and the diploma of the University, as well as determines the final mark – the result of the completion of studies.
9. The Diploma of the completion of studies at AGH University of Science and Technology contains the final mark for studies, calculated on the following basis:

- a) the average of all marks gained by the student throughout the course of their studies, calculated in accordance with §14 item 1;
- b) the assessment of the thesis, being the arithmetic mean of the marks issued by the supervisor and the reviewer of the thesis;
- c) the mark received by the student in the final university examination, decided by the Examination Board;
- d) the final mark inserted into the diploma is the weighted mean of the marks listed above, with the restriction that the average of all marks gained throughout the student's course of studies is worth not less than 60%; the exact value and weights of other marks are decided by the appropriate Board of a Faculty. The expression of the final mark in words is determined according to §14 item 4. If the student has fulfilled the following conditions all together:
  - they have submitted the thesis and taken the final university examination within the deadline
  - their average of marks gained throughout the course of studies is not less than 4.85
  - they have received excellent marks for the assessment of their thesis and for the final university examination
 the Examination Board can decide that the final mark – the result of the completion of studies – is excellent. In the traditional academic terminology, this is an equivalent of the diploma summa cum laude.

10. The final university examination is followed by a report prepared with the use of forms of a specified standard. The report is signed by all members of the Examination Board.
11. The result of the final university examination, including the mark received for the examination and the final mark for the entire course of studies, is announced by the chairman of the Examination Board in the presence of its members on the day of the examination.
12. In the case of the failure to pass the final university examination, the Dean of the Faculty sets the second date for the examination.
13. A retake of the final university examination cannot take place earlier than after one month, and not later than after three months from the date of the primary examination. The student is informed by the Dean of their Faculty about the date of the resit examination at least seven days before the date of this examination.
14. In the case of the failure to pass the final university examination at the second attempt, the Dean decides to:
  - a) allow the student to repeat the last term or year of studies in order to make up for the deficiencies in studying,
  - b) remove the student from the list of students.
15. Not taking the final university examination due to reasons not recognised by the Dean of the student's Faculty will have the same consequences as in the case of the failure to pass the examination.
16. If the reason for not taking the final university examination is well justified, the Dean of the Faculty sets another date for the examination.

17. The Board of a Faculty may decide on a different form and regulations of the final university examination at bachelor and engineering studies, taking into account the characteristics and organisation of the branch of studies. In this case, the contents of items 2-8 and 10-13 are not binding for the Board's resolution.
18. Part "B" of the University Diploma (supplement) can contain information about the position at which the graduate completed their studies. The ranking lists of such positions are kept for particular branches of studies at the Faculties, in accordance with the regulations determined by the appropriate Ordinance of the Rector.
19. The student has a right to appeal to the University Rector against the result of the final university examination within 14 days from the date of the examination.
20. Passing the final university examination with at least the satisfactory mark is equal with the fact of finishing studies and graduating from AGH University of Science and Technology.
21. After passing the final university examination the student becomes a graduate of AGH University of Science and Technology.
22. Each AGH graduate receives the diploma of the successful completion of studies.
23. University graduates are presented with the diplomas by the Dean of their Faculty. The presentation of diplomas should take place at a graduation ceremony organised by the Dean.
24. The graduate can also receive a decorative diploma of the completion of studies. The presentation of these diplomas takes place at a ceremony organised by the Association of AGH Alumni.
25. Before receiving the diploma, the graduate should settle all their obligations to the University. Receiving the diploma is confirmed by the graduate's signature.
26. During the graduation ceremony, the university graduates take the following oath:

*I solemnly swear that as a graduate of Stanisław Staszic AGH University of Science and Technology I will:*

  - *use my knowledge gained throughout the course of studies in the service of the development of the national science, economy and culture;*
  - *further develop my general and professional knowledge;*
  - *take care of the good name of my University in Poland and abroad, and continue its traditions;*
  - *feel the bond with other fellow students, graduates and employees of our Almae Matris.*

## **§26 TRANSITIONAL AND CONSEQUENTIAL PROVISIONS**

1. Students who began their studies before 1 October 2007 are bound inclusively – until the end of their studies, but not later than until the academic year 2010/2011 – with the Regulations of Studies accepted by Resolution 42/2006 of the AGH Senate on 26 April 2006 within the scope of exceptions described in §26 item 3.
2. §8 of Regulations of AGH Credit System accepted by Resolution 24/2000 of the AGH Senate on 29 March 2000 is still in force with respect to the students who began their studies before 1 October 2006, within the scope of calculating the average of marks for studies. §25 item 9 of these Regulations of Studies does not apply to the students specified above.
3. The following points of these Regulations of Studies do not apply to the students who began their studies before 1 October 2007:
  - §17, concerning the conditions of obtaining registration for a term of studies;
  - §25, item 9, letter d, within the scope of determining the student's final mark in the diploma of the completion of studies.
4. The regulations concerning courses of foreign languages at the University are determined by a separate Resolution of the AGH Senate.
5. These Regulations of Studies come into force on 1 October 2007.