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*Appendix no. 1 to the Resolution no. 58/2019*  
*Senate of the Pope John II State School of Higher Education*  
*in Biała Podlaska*  
*of 13.09.2019*  
*regarding introducing changes to the Study Regulations*  
*of the Pope John II State School of Higher Education in Biała Podlaska*

**POPE JOHN II STATE SCHOOL OF HIGHER EDUCATION  
IN BIAŁA PODLASKA**

**STUDY REGULATIONS**



Biała Podlaska, 2019.

## 1. GENERAL RULES

### § 1

The hereby regulations apply to students and employees of Pope John II State School of Higher Education in Biała Podlaska.

### § 2

The basis for admission to the State School of Higher Education of Pope John Paul II in Biała Podlaska, hereinafter referred to as "the University", is the candidate's fulfilment of the recruitment criteria specified by the Resolution of the University's Senate. The admission to the University takes place after registration on the students list, upon taking the oath.

### § 3

All students are obliged to comply with the content of the oath and to fulfil the obligations set out in the study regulations and resulting from the Student's Code of Ethics.

### § 4

All students, having passed the diploma examination, become Graduates of the University.

### § 5

All students are represented by the Student Government, whose scope of activity is defined in separate regulations.

### § 6

The University has an Internal System for the Quality of Education.

### § 7

When determining the organization of studies, conducting classes, forms of credits and exams, the University takes into account the justified needs of students with disabilities.

### § 8

1. The University organizes paid Polish lessons for foreigners in the form of courses according to the principles set out in a separate ordinance of the rector.
2. Polish language classes are organized in the form of courses and are not a part of the study program.

### **3. CONDITIONS FOR THE IMPLEMENTATION OF THE TEACHING PROCESS WITH REGARD TO THE NEEDS OF THE DISABLED PEOPLE**

#### **§ 11**

Disabled students can apply for adjusting credits and exams to their capabilities, depending on the degree and type of disability, in particular by extending their writing time to 25%, using a computer and other multimedia aids, preparing exam (final) materials using larger fonts if necessary.

#### **§ 12**

1. The Vice-Rector for Education and Students Issues, after consulting the Dean, appoints supervisors from amongst the lecturers; one supervisor for each year of recruitment.
2. The Supervisor of the year works closely with the Dean, Student Government bodies and other students' representatives on matters related to the study process and students' social and living issues.
3. The Vice-Rector for Education and Students Issues, upon the Dean's request, appoints Educational Tutors of Apprenticeship.
4. Educational Tutors of Apprenticeships work closely with the head of the institution, Student Apprenticeship and Career Office as well as the Apprenticeship Supervisor on behalf of the workplace in matters related to the proper implementation of the apprenticeship program. Detailed rules for the organization of apprenticeships are contained in the Regulations of Internships of Pope John II State School of Higher Education in Biała Podlaska.
5. Classes, as well as knowledge and skills tests and examinations may be conducted in a foreign language. A diploma thesis may be written in a foreign language and a diploma examination may be conducted in a foreign language in the fields in which classes in a foreign language are conducted.

6. In the event of a loss of a student ID as a result of theft or other random incident, student has the right to obtain a duplicate student ID subject to a fee.
7. Each student has the right to use a student ID until:
  - 1) date of graduation,
  - 2) suspension in the student's rights or removal from the list of students,
  - 3) for first-degree graduates - 31 October of the year in which they graduated.
8. Students whose deadline for submitting their diploma thesis was extended by the Rector for Education and Student Affairs shall retain their student rights until the diploma examination day, excluding the right to material assistance on the basis of the Regulations for benefits for students of the Pope John II State School of Higher Education in Biala Podlaska.

#### § 15

1. It is allowed to study according to the Individual Organization of Studies (IOS) on the principles established by the senate for semester or academic year in relation to full-time students who meet at least one of the following conditions:
  - 1) having a disability certificate,
  - 2) representing the University at least at the national level,
  - 3) studying in other fields of study collaterally,
  - 4) being in particularly difficult life situations (documented),
  - 5) achieving very good academic results, with an average rating of at least 4.50 for the last semester of study and participating in research / scientific works,
  - 6) participating in international exchange,
  - 7) pregnant students,
  - 8) students who are parents,
  - 9) or in other justified cases.
2. Each Student has the right to submit an application for study according to the Individual Organization of Studies (IOS) within 30 days of the beginning of the semester.
3. Decisions in matters referred to in par. 1, after consulting the Dean, shall be taken by Vice Rector for Education and Students Affairs.
4. Vice-Rector for Education and Student Affairs may authorise studying according to the Individual Organization of Studies (IOS) from the first semester.
5. A disabled student studying according to the Individual Organization of Studies (IOS) has the right to carry out physical education classes in another form specified by the head of the physical education and sport study, adapted to the type of a student's disability.
6. The granting of Individual Organization of Studies (IOS) does not signify that a student is subject to a reduction in requirements relating to the scope and level of knowledge in the subjects provided for in the Program of Study in a given field.
7. A student sets Individual Organization of Studies (IOS) (i.e. participation in classes, form and dates of passing and taking exams) with the lecturer within two weeks of receiving the decision. A detailed program of Individual Organization of Studies (IOS), agreed and approved by the Dean in consultation with the Head of the Department, is submitted to the Dean's office.
8. A student who has received permission for the Individual Organization of Studies (IOS) is obliged to participate in at least 50% of classes, excluding the following faculties: Physiotherapy, Nursing and Emergency Medical Services.
9. An examination session within the individual organization of studies (IOS) cannot end later than a re-sit session in a given field.
10. Learning according to the individual organization of studies (IOS) cannot constitute the basis for extending or shortening the planned date of graduation.

#### §16

1. A student may transfer to another university or from another university, including foreign ones, if he/she obtains the consent of the Rector of the accepting university, expressed by way of a decision and if he/she has fulfilled the obligations arising from the regulations of the university where he/she studied. Obtaining such consent is possible after providing the consent of the Rector

## **5. CONDITIONS AND MODE OF PARTICIPATION IN THE UNIVERSITY CLASSES FOR REMARKABLY GIFTED STUDENTS AND CONDITIONS FOR SUCH CLASSES**

### § 20

1. Vice-Rector for Education and Student Affairs may decide to admit remarkably gifted students to participate in classes provided for in the Plan of Study for Gifted Students, on the basis of the opinion concerning the student provided by the Psychological and Pedagogical Counselling Centre in the field of intellectual, emotional and social development of the candidate as well as his general abilities or major aptitudes.
2. Credits for classes are based on general principles.
3. The obtained grade entitles to pass a subject realizing the same learning effects during studies.

## **7. CERTIFICATION OF THE SEMESTER AND THE YEAR OF STUDY**

### **A. GENERAL PROVISIONS**

#### **§ 22**

1. A semester is a credit period at the University.
2. For passing semesters, a point system of assessing students' achievements is used. This system is compatible with the European Credit Transfer and Accumulation Systems (ECTS).
3. A student's achievements are expressed by means of credit points, hereinafter referred to as "ECTS points". ECTS credits are defined in the European Credit Transfer and Accumulation System as a measure of the average workload of a learner necessary to achieve the assumed learning outcomes.
4. The conditions of passing the semester are obtaining a certain number of ECTS points, obtaining positive grades and credits in all subjects provided for in the Program of Study within a specified period.
5. The condition for obtaining points assigned to a given subject is achieving the assumed learning outcomes confirmed by passing the subject.
6. ECTS points and grades from all exams and credits are documented in the electronic system of recording student achievements.

#### **§ 23**

1. The following grading scale is used at the University:
  - very good 5.0 (positive rating)
  - good plus 4.5 (positive rating)
  - good 4.0 (positive rating)
  - satisfactory plus 3.5 (positive rating)
  - satisfactory 3.0 (positive)
  - insufficient 2.0 (negative rating)
2. For obtaining a positive grade, the student receives an equal number of ECTS points.
3. Grades mentioned in par. 1 constitute the basis for calculating the arithmetic average grade, which is understood as the average of the grades from exams and credits including all unsatisfactory grades obtained during the given period of study.
4. All subjects that a student has to pass, with the exception of occupational safety and health training and library training, end with an assessment that is determined in accordance with the principles set out in the subject card.
5. Unexcused absence of the student on more than 1/3 of the planned classes may constitute the basis for giving a negative grade.

### **B. CREDITS**

#### **§ 24**

1. The basis for passing the classes is achieving the assumed learning outcomes through active participation in the classes, testing of the skills obtained and evaluation of the final work resulting from the Program of Study.
2. The methods of verification and assessment of learning outcomes are defined by the lecturer and presented at the beginning of the semester.

#### **§ 25**

A student participating in research work may, at the request of the person supervising this work, be exempt from some of the classes in the subject with which the work is carried out by the decision of the Rector of Education and Student Affairs after consulting the Dean. This does not release the student from the obligation to obtain credit.

#### **§ 26**

subject in which the research work is conducted.

10. In case of obtaining a failing grade from an examination, the student has the right to take a resit examination.

11. A student who without justification failed to appear at the examination within a defined term, receives a failing grade.

## § 28

1. Upon request of a student, submitted to the Vice-Rector for Education and Student Affairs within 7 days from the day of the notification information about resit examination results the Vice-Rector for Education and Student Affairs, after consulting with the Dean, may in justified cases order examination before examination board.

2. Examination before examination board is organized in the case of questioning by the student of the objectivity of evaluator or accuracy of mode and form of examination. Such an examination should take place within 14 days from the date of application.

3. The commission to carry out examination before examination board is appointed by the Vice-Rector for Education and Student Affairs, after consulting with the Dean.

4. The commission, apart from the chairman and the examiner, should include at least one lecturer from the same or related field of science.

5. The commission carrying out examination before examination board may be attended by an observer indicated by the student.

6. The examination before examination board may take a written, oral or written and oral form. The decision in this respect is made by the chairman of the Commission.

7. The student has the right to take one examination before examination board in an examination session.

8. The student who fails to pass an examination before examination board loses the possibility of conditional undertaking studies in the following semester.

9. The student who fails to pass an examination before examination board may apply for repeating the semester.

## **D. RIGORS**

### § 29

1. The Rector may take a decision to delete a given student from the list of students in the following cases:

right to verification of the learning outcomes.

5. The repetition of classes due to unsatisfactory results in learning is payable. The level of applicable fees for the repetition of year, semester or individual subjects is defined by the Rector.
6. Grades within the subjects from which a student who repeats a semester received positive grades with the assigned ECTS points are granted to them.
7. An entry to the protocol of subject credit, referred to in par. 6, is made by the person who runs a given subject.
8. While awaiting the repetition of the semester and throughout the period of repetition of the semester, the student retains student standard entitlements but for the restriction on the right to use material help specified in separate regulations.
9. In case of repeated failing of the semester, the student shall be deleted from the list of students.

### § 31

1. Upon request of the student who obtained a failing grade, the Vice-Rector for Education and Student Affairs may agree to their repeating of the subject and further continuation of studies on the basis of a conditional passing to the next semester.
2. The student, after obtaining permission for conditional entry, is obliged to collect the decision and sign the agreement within 14 days. The term of payment a levy is defined in agreement.
3. The student may obtain permission to repeat the maximum of three subjects in one semester.
4. Repetition of the subject is equivalent to participation in all classes associated with this subject in relation to a semester of study.
5. Repetition of a given subject in the learning cycle can only take place once.

### § 32

1. The student who, after passing the semester of the studies, has been deleted from the list of students for reasons mentioned in § 29 par. 1 and 2 has the right to resume it not earlier than in the following academic year.
2. The decision regarding resuming studies is made by the Vice-Rector for Education and Student Affairs.
3. In case of the decision regarding resuming studies the Vice-Rector for Education and Student Affairs, after consulting with the Dean, defines the conditions and semester of the study to which the person resuming studies is accepted with regard to the learning outcomes which that student obtained before being deleted from the list of students.
4. The student may resume studies in the same course twice as a maximum.
5. Reinstating of student rights is possible in the case when the university conducts learning



## 8. VACATIONS

### § 33

1. A student may be granted vacation from classes at the university.
2. The vacation can be short-term (one semester) or long-term (two semesters).
3. The assignment of vacation may justify an extension of the planned term of finishing studies.
4. The decision to grant vacation is made by Vice-Rector for Education and Student Affairs after consultation with the Dean upon obtaining a reasoned request from the student.
5. The student returning from vacation is obliged to make a written statement regarding their return from vacation, not later than 7 days prior to the start of the semester.
6. The student returning from vacation is obliged to complete all possible discrepancies within the program.

### § 34

1. The vacation cannot cover the period preceding the request.
2. The student may apply for obtaining vacation immediately after the occurrence of the reason constituting the basis to grant it. Students may not apply for vacation in the case of failing the semester and also in the semester of resuming studies.
3. During vacation a student, pursuant to the permission of Vice-Rector for Education and Student Affairs, can realize not credited subjects from earlier semesters (i.e. subjects for the repetition of which permission was obtained).
4. During the period of vacation, the student retains student entitlements with a restriction that the rights to material help in this respect are regulated by separate regulations.
5. In particularly justified cases, the student can, with permission of Vice-Rector for Education and Student Affairs, upon consultation with the Dean, take part in some classes during the course of vacation without the right to pass that particular subject.
6. During the period of studies, a student can obtain vacation maximum twice, except for vacation due to health reasons.
7. The student returning after the vacation has no possibility to immediately obtain the second vacation, except for the vacation due to health reasons.
8. Female student in pregnancy and the student who will be parent can be granted permission for vacation:
  - 1) the student in pregnancy is granted vacation for the time until the day of birth of a child,

## 9. DIPLOMA THESIS

### § 35

1. The thesis is an independent elaboration on specified scientific topic practical or artistic issue or achievement, artistic or technical presenting the general knowledge and skills of a student related to a given course of studies the level and profile of learning and ability to independently analyse and deduct.
2. The thesis can constitute especially, a written work, project work in this project, implementation of the programme or computer system and construction work, technological or artistic.
3. The theses of the first- and second-degree studies differ in the scope of undertaking problems, the scope and kind of source materials and the degree of advancement of research methods used by the student.
4. The thesis can be of the following character:

- 1) review - based on an analysis of literature - mainly at studies of the first degree
- 2) research - with the use of analyses of source materials and empirical research - at studies of first and second degree and uniform master's degree
- 3) project - when the student prepares a project of solving specified practical problem - at studies of first and second degree and uniform master's degree.

### § 36

1. The diploma thesis is elaborated by students under the leadership of independent scientific employees, and with the permission of the Senate - academic teacher holding at least a scientific degree of doctor.
2. The topic of the thesis should be consistent with the direction of education and approved by the Senate.
3. The thesis is subject to anti-plagiarism verification. Detailed rules for the verification of the theses are defined by Internal System of Assurance of Quality Education.
4. The student is obliged to submit a thesis in printed form together with complete documentation no later than: by the end of February – in case of studies ending in the winter semester; by 30 June in case of studies ending in the summer semester.
5. In special cases, the Vice-Rector for Education and Student Affairs, after obtaining the opinion of the Dean, upon request of the person who leads the thesis or upon request of a student, can reschedule the term of submission of the thesis. The term of the request to extend the term for

submits to the promoter the corrected thesis within 30 days from obtaining the second negative grade. After this term, the student is deleted from students list, without the possibility of resuming studies.

5. The assessment of the thesis is an arithmetic mean of the positive grades issued by the promoter and the reviewer. The average counts rounded to two decimal places.

3. In the assessment of the diploma examination the grading scale applied at the university is used.
4. The assessment of the diploma examination is an arithmetic mean of grades received from answers to the questions. The average is counted as rounded to two decimal places.
5. In the fields of Physiotherapy (uniform master's degree), Nursing and Medical rescue thesis examination consist of two parts: practical and theoretical. Receiving a failing grade from one-part results in failing the thesis examination.
6. In the fields of study of Physiotherapy (uniform master's degree), Nursing and Medical rescue the examination consists of the practical and theoretical parts.

#### § 40

1. Upon student's or promoter's request, the diploma examination may assume an open character and take place with the participation of other persons than the members of the examination commission.
2. An open character of the examination should concern prominent works, of special importance for science and practice.
3. The request mentioned in par 1 ought to be submitted by the student together with thesis to the Dean's Office and the promoter, no later than on the day of receiving the thesis. In the request one should indicate persons who, according to the will of the student or the promoter can take part in open thesis examination.
4. The decision regarding carrying out of an open thesis examination is made by the Vice-Rector for Education and Student Affairs after consultation with the Dean.
5. The open thesis examination consists of two parts: non-classified and classified.
6. In the classified part, the commission determines:
  - 1) final assessment of the thesis,
  - 2) the assessment of thesis examination ( on the basis of the student's answers relating to the thesis and questions in the field of general programme of studies obligatory for them),
  - 3) the final assessment of graduation.
7. The participants of an open examination who are not members of a commission cannot ask questions and take part in the deliberations in the classified part. They can take part in discussion related to the topic of work and the results performed within a research procedure.
8. The information about open thesis examination shall appear in the available media at least one week before the term of examination.
9. The open thesis examination is carried out in the mode and according to the same rules as in the

- 2) from 3,41 to 3,80, sufficient plus,
- 3) from 3.81 to 4.20 - good
- 4) from 4.21 to 4.50 - good plus,
- 5) from 4.51 to 5.00 - very good.

7. The final result of the studies, aligned to full assessment, concerns only to entry into diploma, while in all other certificates the final result of the studies is determined.

5. The student is obliged to carry out an ongoing verification of the electronic system for recording student's obligations.
6. The obligation to resolve irregularities related to making payments not in accordance with the provisions of § 45 lies on the part of each student.

#### § 46

1. The fees must be paid no later than 7 days before classes start in a given semester.
2. The fees for documents related to the course of studies should be paid before elaborating such documents. These fees are non-refundable.
3. Exceeding the term of payment of fees determined in this Regulations constitute the basis for calculation of the statutory interest.

### 13. FINAL PROVISIONS

#### § 49

1. All decisions in individual cases of students are made by the Vice-Rector for Education and Student Affairs.
2. The student is entitled to appeal to the Rector within 14 days from the day of receiving a decision.
3. All matters not regulated by the hereby Regulations shall be decided by the Rector.

#### § 50

The hereby Regulations shall come into force after their approval by the Senate of the university on 1 October 2019.

REKTOR  
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