

*Attachment No. 1 to Resolution No. 28/2022
of the Senate of the John Paul II University of Applied Sciences in Biala Podlaska
of 21 April 2022
on: introducing changes to the Rules of Studies
of the John Paul II University of Applied Sciences in Biala Podlaska*

**JOHN PAUL II UNIVERSITY OF APPLIED SCIENCES
IN BIALA PODLASKA**

TERMS AND CONDITIONS OF STUDY



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1. GENERAL PROVISIONS

§ 1

The following regulations apply to students and employees of the John Paul II University of Applied Sciences in Biala Podlaska.

§ 2

The basis for admission as a student of the John Paul II University of Applied Sciences in Biala Podlaska, hereinafter referred to as "the University", is the candidate's fulfilment of the recruitment criteria set out in the resolution of the Senate and follows after being entered on the list of students, upon taking the oath.

§ 3

A student is obliged to act in accordance with the oath and to fulfil the obligations set out in the study regulations and resulting from the Student Code of Ethics.

§ 4

A student, after passing the diploma examination, becomes a graduate of the university.

§ 5

All students in higher education shall be represented by the student self-government, the scope of whose activities shall be laid down in separate regulations.

§ 6

The university has an Internal Education Quality Assurance System.

§ 7

When establishing the organisation of studies, the delivery of courses, forms of assessment and examinations, a higher education institution shall take into account the reasonable needs of all disabled students.

§ 8

1. The university organises paid learning of the Polish language for foreigners in the form of courses.
2. The Polish language classes organised in the form of courses are not part of the study programme.

2. ORGANISATION OF STUDIES

§ 9

1. The academic year begins on 1 October and ends on 30 September of the following calendar year and consists of 2 semesters - winter and summer.
2. The academic year shall include: the beginning and end of classes, teaching periods, examination sessions, holidays, and professional practice and other activities provided for in the study programme.
3. The academic year timetable shall be approved by the Rector after prior consultation with the Academic Self-Government Council and shall be published no later than 3 months before the beginning of the academic year.
4. The Rector may decide to establish teaching-free days and hours for students.
5. The detailed schedule of classes shall be announced to students 7 days before the beginning of the semester on the university's website.

§ 10

1. The studies in a higher education institution shall take place in accordance with the study programmes.
2. The degree programme shall be provided in a given field, level, and profile on the basis of a study programme which defines the learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualification System, taking into account the universal characteristics of the first cycle as defined in that Act and the characteristics of the second cycle as defined in the regulations issued on the basis of Article 7, section 3 of that Act and the applicable educational standards for individual fields of study.
3. The study programme shall specify:
 - 1) the form or forms of study, number of semesters and number of ECTS credits necessary to complete a degree programme at a given level,
 - 2) the professional title awarded to graduates,
 - 3) courses or groups of courses, regardless of the form in which they are taught, together with the learning outcomes assigned to them and the programme contents ensuring the achievement of those outcomes,
 - 4) the total number of hours of courses,
 - 5) the means of verifying and assessing the learning outcomes achieved by the student during the entire cycle of education,
 - 6) the total number of ECTS credits which a student must obtain through classes conducted with the direct participation of academic staff or teachers,
 - 7) the number of ECTS credits the student must obtain for courses in the humanities or social sciences, which is not less than 5 ECTS credits for fields of study consisting of disciplines other than, respectively, the humanities or social sciences,
 - 8) the duration, rules, and form of professional practice and the number of ECTS credits a student must obtain in the course of such training.

3. IMPLEMENTATION OF THE DIDACTIC PROCESS TAKING INTO ACCOUNT THE NEEDS OF THE DISABLED

§ 11

1. The university has an office for the disabled.
2. Students with disabilities may apply for adaptation of credits and examinations to their abilities depending on the degree and type of disability, in particular by extending the time of their writing up to 25%, using a computer and other multimedia aids, preparing examination (pass) materials with an enlarged font and others if necessary. The above changes must not lead to a reduction of content requirements for students with disabilities.

§ 12

1. The Vice-Rector for Education and Students Affairs, after consultation with the Dean, appoints supervisors for individual courses of study from among academic staff.
2. The tutor works in close cooperation with the Dean, student self-government bodies and other student representatives in matters pertaining to the study process and student welfare issues.
3. The supervisor is the representative of the students of a given year.
4. The Vice-Rector for Education and Students Affairs, upon the application of the Dean, appoints academic internship supervisors.
5. The university internship supervisor closely cooperates with the site manager, the student internship section and the career office, and the site internship supervisor in matters related to the University Internship Supervisor in matters related to the proper implementation of the internship programme. Detailed rules of organisation of internships are included are contained in the Rules and Regulations for Internships at the John Paul II University of Applied Sciences in

BiałaPodlaska and in the separate regulations for internships and practical training for the individual fields of study indicated therein.

6. Didactic classes, knowledge and skills tests, as well as course credit may be conducted in a foreign language. The diploma project may be written in a foreign language and the diploma examination may be conducted in the fields of study where classes are conducted in a foreign language.

4. THE RIGHTS AND DUTIES OF STUDENTS

§ 13

1. A student is entitled to:
 - 1) transfer and recognition of ECTS credits,
 - 2) excuses for absences from classes, and leaves from classes,
 - 3) with the possibility of proceeding to verification of the acquired learning outcomes specified in the study programme with an entry in the records in the semester following the end of the leave,
 - 4) a change of field of study pursuant to the provisions of sections 4 and 5,
 - 5) transfer to a full-time or part-time degree programme,
 - 6) take a board examination with the participation of an observer designated by the student,
 - 7) may repeat specific courses due to unsatisfactory academic performance in accordance with the rules laid down in the study regulations,
 - 8) learn and develop their professional interests using the didactic rooms, equipment and resources of the higher education institution, as well as to receive support from academic staff and bodies of the institution,
 - 9) study in more than one field of study,
 - 10) participate in research work carried out in a higher education institution,
 - 11) associate with student organisations pursuant to the rules laid down in the legislation in force,
 - 12) develop their academic, cultural, tourist and sport interests and make use of the facilities and resources of a higher education institution for this purpose,
 - 13) ensure confidentiality of their personal files, the confidentiality of their financial status and of the results of their examinations,
 - 14) receive material aid according to the rules specified in the Regulations of benefits for students of the John Paul II University of Applied Sciences in BiałaPodlaska,
 - 15) apply for accommodation in the Student's Dormitory,
 - 16) apply for accommodation in the Student's Dormitory for his/her spouse or child,
 - 17) apply for a leave of absence from classes,
 - 18) study according to an individual study organization (IOS) and a study programme under the rules laid down in the present regulations,
 - 19) make use of consultations conducted by academic staff during their duty hours,
 - 20) exercise their active and passive electoral rights to the bodies of the University, in accordance with the provisions of the Act, the Statutes of the University and the Regulations of the Student Self-Government,
 - 21) participate in the process of ensuring and improving the quality of education, as well as evaluating the teaching process,
 - 22) apply for a part of their studies and practical placement within the framework of national or international student exchange programmes.
2. The student shall in particular be obliged to:
 - 1) attend classes in accordance with the study regulations,
 - 2) take examinations, participate in professional practice and fulfil other requirements laid down in the study programme,
 - 3) pay fees related to their course of study and fees for educational services in a timely manner,

- 4) respect the property of the higher education institution.
3. With the consent of the Vice-Rector for Education and Students Affairs, a student may change his/her field of study after obtaining credit for at least the first semester if the curriculum differences enable the student to be enrolled in the second semester of the selected course of study.
4. In particularly justified cases, the Vice-Rector for Education and Students Affairs may agree to change the field of study without completing the first semester of the studies, after the beginning of the academic year, however, within 30 days of the beginning of the studies.

§ 14

1. A student of a higher education institution is entitled to a student identity card.
2. The entitlement to a student identity card does not apply during the period of suspension in the rights of a student.
3. The loss of student rights occurs in the event of expulsion from the register of students.
4. A person who has lost their status as a student should return their student identity card and completed circulation form to the Dean's Office.
5. A student is obliged to immediately inform the dean's office of the loss of their student ID card in writing, stating the circumstances of the loss.
6. If a student ID card is lost as a result of theft or other random event, the student has the right to obtain a duplicate student ID card against payment.
7. The student has the right to hold the student ID card until the following date:
 - 1) Graduation,
 - 2) suspension from the student rights or striking off the student list,
 - 3) for graduates of first-cycle studies - by 31 October of the year in which they graduated.

§ 15

1. It is possible to study in accordance with an individual organisation of studies (IOS) in one of the selected fields of study for a semester or an academic year for full-time students who fulfill at least one of the following requirements:
 - 1) have a disability certificate,
 - 2) represent the university at least at a national level,
 - 3) are simultaneously studying in other fields of study,
 - 4) are in particularly difficult, documented life situations,
 - 5) achieve high academic results with a grade point average of at least 4.50 for the last semester of study and participate in research/scientific work,
 - 6) participate in international exchanges,
 - 7) are pregnant students,
 - 8) are students who are parents,
 - 9) in other justified cases.
2. A student has the right to submit an application to study according to an individual study organisation (IOS) within 30 days from the beginning of a semester, except for para. 1, pt. 4, 7, 8.
3. Decisions on the matters referred to in para. 1, after consultation with the Dean, are made by the Vice-Rector for Education and Students Affairs.
4. A student who has been granted permission for an individual organisation of studies (IOS) is obliged to achieve all the learning outcomes foreseen for the particular course of study.
5. A disabled student studying according to an individual organisation of studies (IOS) has the right to realise classes in physical education in another form determined by the head of the physical education and sport studies, adapted to the type of the student's disability.
6. The awarding of an individual organisation of studies (IOS) does not imply any reduction in the student's requirements concerning the scope and level of knowledge of the subjects covered by the curriculum in the given field of study.

7. The individual organisation of studies (IOS), i.e. participation in classes, the form and timing of credits and taking examinations, is agreed by the student with the course instructors within two weeks of receiving the decision.
8. A student who has been granted permission for individual study organisation (IOS) is obliged to participate in at least 50% of classes, with the proviso that the decision in advance is made by the class instructor.
9. The examination session within the framework of the individual organisation of studies (IOS) may not end later than a corrective examination session in a given field of study.
10. Studying in accordance with an individual organisation of studies (IOS) does not constitute grounds for extending or shortening the planned date of completion of studies.

§ 16

1. A student may transfer to or from another higher education institution, including a foreign institution, if they obtain the consent of the Rector of the receiving institution, expressed in the form of a decision, and if they have fulfilled the obligations resulting from the regulations of the institution where they studied. The consent may be obtained after the student has submitted the consent of the rector of the home institution and documents confirming the course of study to date. Transfer from another university is possible within the same or a related field of study.
2. A student who, as of 24.02.2022, was a student of a university operating in the territory of Ukraine and his/her stay in the territory of the Republic of Poland is considered legal has the possibility to transfer to the university, attaching documents confirming the previous course of studies. The transfer from a Ukrainian university is possible within the same or a related field of study with the exception of the fields of study for which educational standards have been defined.
3. A student who, as of 24.02.2022, was a student of a university operating in the territory of Ukraine and his/her stay in the territory of the Republic of Poland is considered legal and does not have documents that confirm the periods of study, has the possibility to transfer after the verification of the achieved learning outcomes. The rules of verifying the achieved learning outcomes are regulated by separate regulations.
4. The students referred to in para. 1 and 2 are required to make up curriculum differences resulting from the comparison of the learning outcomes achieved to date with those applicable to their course of study. The time required to cover curriculum differences may not exceed one academic year. The list of curricular differences and the final date for the completion of these differences are determined by the director of the department and accepted by the Vice-Rector for Education and Students Affairs after consultation with the Dean.
5. The documents from the institution from which the student is transferring are the basis for admission and remain in the student's personal file throughout the period of study.
6. A student who intends to transfer to another higher education institution is obliged to inform the Rector of the home institution of this fact in writing not later than 14 days before the planned transfer date.
7. After obtaining a positive decision on admission from the institution to which the transfer has taken place, the student is obliged to:
 - 1) provide ABNS in BiałąPodlaska with a copy of the decision of the host university,
 - 2) submit a written resignation from studies at ABNS in BiałąPodlaska,
 - 3) submit a completed student circulation card,
 - 4) return the student identity card.
8. The transfer of student records concerning the course of study to another higher education institution may take place only after the student has fulfilled the obligations specified in para. 6.
9. A student admitted to a higher education institution from another institution shall receive a student identity card.

§ 17

1. A student may undergo part of their studies and internships as part of national or international student exchange programmes. Detailed rules for organising international exchange programmes are contained in separate regulations.
2. Before leaving for another higher education institution, the student shall agree with the head of the institution and the dean on a plan and programme of study and the conditions for completing the semester or year.
3. On the basis of a document confirming the completion of the courses, together with a list of grades and the number of ECTS credits obtained, the Vice-Rector for International Affairs, upon the opinion of the Dean of the faculty, allocates the student's period of studies to the field of study pursued. Students on a one-year scholarship are obliged to account for the following in a semester cycle.

§ 18

1. A student is obliged to attend and actively participate in all forms of classes, practical classes, and professional practice provided for in the study programme, and to meet all obligations specified in the study regulations on time.
2. The student is obliged to immediately justify each absence from classes.
3. The student is obliged to immediately notify the Rector in writing resignation from the studies.

§ 19

1. A student is obliged to inform the Dean's Office of a change in personal details in identification documents, address of residence, contact details - current telephone number and e-mail address.
2. A student is obliged to keep the virtual Dean's Office and e-mail current, in particular the results of credits and examinations.

§ 20

For acting in breach of the oath, for violating the law or the obligations contained in the study regulations and the regulations for professional practice, a student shall be held responsible under the rules laid down in the disciplinary proceedings.

5. THE CONDITIONS AND PROCEDURE FOR THE PARTICIPATION OF HIGHLY GIFTED STUDENTS IN COURSES AT A HIGHER EDUCATION INSTITUTION, AND THE CONDITIONS FOR THE COMPLETION OF THESE COURSES

§ 21

1. The Vice-Rector for Education and Students Affairs may decide to admit highly gifted students to classes provided for in the study plan, based on the opinion of the Psychological and Pedagogical Clinic submitted by the candidate concerning the candidate's intellectual, emotional and social development, as well as his/her general aptitude or major talents.
2. Credit for classes is given in accordance with the general rules of these regulations.
3. The obtained grade entitles to pass the subject implementing the same learning outcomes during the studies.

6. ADMISSION TO A UNIVERSITY AND STUDYING AS A RESULT OF A PROCEDURE CONFIRMING LEARNING OUTCOMES

§ 22

1. Persons admitted to degree programmes as a result of the confirmation of learning outcomes will be included in the regular course of study and exempted from the course load for which learning outcomes have been recognised during the process of confirmation of learning outcomes.
2. The conditions for the pursuit of studies by persons admitted as a result of the confirmation of learning outcomes, including the Individual Organisation of Studies (IOS), are subject to the general rules laid down in these regulations.
3. A person accepted as a result of confirming learning outcomes is obliged to confirm the willingness to study and submit the required recruitment documents specified in the recruitment resolution within the time frame specified in the recruitment schedule.
4. Successful completion of courses as a result of confirming learning outcomes is documented in the verification protocol and the documentation of the course of study (student achievement form) and the diploma supplement.
5. Candidate obtains the number of ECTS credits allocated to the course of study, which he passed as a result of confirming learning outcomes, with the proviso that as a result of confirming learning outcomes a candidate may be credited with no more than 50% of the ECTS credits allocated to the programme of study for a particular field of study, level and profile of education.
6. Courses passed as a result of the confirmation of learning outcomes are included in the average grade of the degree programme.
7. The number of students admitted to degree programmes based on the confirmation of learning outcomes cannot exceed 20% of the total number of students in the given field of study, level and profile.
8. The detailed rules, conditions and procedures for the confirmation of learning outcomes are stipulated in the Regulations for the Confirmation of Foeld-specific Learning Outcomes.
9. Learning outcomes are not confirmed in the fields of study for which educational standards have been defined.

7. DISTANCE LEARNING

§ 23

1. Classes may be conducted using distance learning methods and techniques if all of the following requirements are met:
 - 1) academic staff and other persons conducting classes shall be prepared for their implementation using distance learning methods and techniques, and the delivery of the classes shall be controlled by the university on an ongoing basis,
 - 2) access to IT infrastructure and software enables synchronous and asynchronous interaction between students and academic teachers and other persons conducting classes,
 - 3) teaching materials developed in electronic form shall be provided,
 - 4) students shall be able to consult in person with academic staff and other persons providing courses at the seat of the university. At the student's request, consultations may also be held remotely,
 - 5) verification of the achievement of learning outcomes by students shall take place through on-going monitoring of their progress in learning; however, final course tests and examinations shall be conducted at the seat of the institution. In justified cases, final course tests and examinations shall be held on the premises of a given higher education institution. In justified cases, upon the consent of the Vice-Rector for Education and Students Affairs, final course tests and examinations may be carried out outside the seat of the higher education institution using electronic means of communication,

- 6) students have undergone training to prepare for participation in such courses.
2. In the case of practical skills training, distance learning methods and techniques may be used in an ancillary manner.

§ 24

1. The number of ECTS credits which may be obtained through distance learning methods and techniques may not be higher than 50% of the number of ECTS credits specified in the curriculum necessary to complete a degree programme at a given level, subject to the specific provisions of commonly binding legal acts in this regard.
2. Distance learning is governed by separate regulations.

8. COMPLETION OF A SEMESTER IN THE FIRST YEAR OF STUDIES

A. GENERAL PROVISIONS

§ 25

1. The credit period at a higher education institution shall be the semester.
2. Credit for a semester of study shall be awarded using a credit system for expressing student achievements, in accordance with the European Credit Transfer System (ECTS).
3. A student's achievements shall be expressed in credit points, hereinafter referred to as "ECTS credits". ECTS credits are defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner necessary to achieve the expected learning outcomes.
4. In order to graduate from a semester, a student must obtain a specified number of ECTS credits as well as positive grades and pass all courses, including internships, scheduled in the study programme within a specified time.
5. In order to obtain points assigned to a particular course, it is necessary to achieve the assumed learning outcomes confirmed by passing the course.
6. ECTS credits and grades from all examinations and final course tests are documented in the electronic student record system.

§ 26

1. The following grading scale shall be used in a higher education institution:

excellent	5,0 (positive evaluation)
very good	4,5 (positive evaluation)
good	4,0 (positive evaluation)
satisfactory	3,5 (positive evaluation)
sufficient	3,0 (positive evaluation)
fail	2,0 (negative evaluation)
2. For obtaining a positive assessment the student receives an equal number of ECTS credits.
3. The grades mentioned in para. 1 are the basis for the calculation of the arithmetic mean, which is the average of the grades for examinations and final course tests, including all failing grades received during a given study period.
4. All courses taken by a student for credit, with the exception of health and safety training and library training, shall end with a mark which shall be determined in accordance with the rules laid down in the course charter.
5. Unexcused absence of the student from more than 1/3 of the scheduled classes may be the basis for the student to be graded with a negative mark.

B. ACCOMPLISHMENTS

§ 27

1. The basis for passing classes is the achievement of the established learning outcomes through student participation and activity in class, the results of the assessment of skills obtained, and grades from assignments resulting from the curriculum.
2. The methods of verification and assessment of learning outcomes shall be determined by the course tutor and informed to the students at the beginning of the semester.

§ 28

A student participating in research work may, at the request of the supervisor of such work may be exempted by the Vice-Rector for Education and Students Affairs, upon the opinion of the Dean from attending certain classes in the subject to which the work relates.

This does not exempt the student from the obligation to obtain credit.

§ 29

1. The credit for classes is given by the course teacher no later than in the last week of classes of each semester, and then the student immediately completes a credit report in the electronic student record system.
2. Students are informed of their progress through an entry in the electronic student record system within seven days of the completion of their course.
3. If the assessment takes place in written form, the student has the right to inspect their work within 14 days of the announcement of the results.
4. Upon a justified application of the student, the Vice-Rector for Education and Students Affairs, after consultation with the Dean, may extend the time limit for inspection of the thesis referred to in para. 3.
5. In the event of not obtaining credit within the time limit specified in para. 1, the student may obtain it in the re-sit session.
6. The student does not receive credit for classes, lectures, laboratories, projects and other forms of classes, which results in a negative grade in the examination.
7. The student has the opportunity to rewrite the grade according to the procedure other than §33 para. 4. The decision to rewrite the grade is made by the course tutor based on the comparison of the learning outcomes.

C. EXAMINATIONS

§ 30

1. An examination is a check of the degree to which a student has mastered the intended learning outcomes specified in the course charter.
2. Examinations take place during examination session after the end of classes in a given semester.
3. A student is obliged to take examinations on dates set in the examination session schedule.
4. The examination timetable should be made known no later than 7 days before the beginning of the examination session.
5. The lecturer conducting an examination should inform students of the results obtained within 7 days of the date of the examination.
6. If an examination is conducted in a written form, a student has a right to inspect their examination paper within 14 days of the results being announced.
7. If an examination is conducted orally, the student will receive information on its results immediately after the examination.
8. In special cases, upon the application of the student or the lecturer, the Vice-Rector for Education and Students, upon the consultation with the Dean may agree to allow the student to take the examination before the examination session begins.

9. Participation in research work does not exempt the student from examination in the subject in which the research work is conducted.
10. Participation in research work does not exempt the student from examination in the subject in which the research work is conducted.
11. In the case of obtaining an unsatisfactory grade at the examination, the student has the right to take a make-up examination.
12. A student who without an excuse does not turn up for an examination on time receives an unsatisfactory grade.

§ 31

1. At the student's request, submitted to the Vice-Rector for Education and Student Affairs within 7 days from the date of announcement of the result of the re-sit examination, the Vice-Rector for Education and Students Affairs, having consulted the dean, may, in justified cases, order a commission examination.
2. Exam conducted before an examination board is organized in case the student questions the objectivity of the assessment or the correctness as to the procedure and form of the examination. Such an examination should take place within 14 days from the date of submitting the application
3. The board for the exam conducted before an examination board is appointed by the Vice-Rector for Education and Students Affairs after consulting the Dean.
4. Apart from the head of the examination board and the examiner, the board should include at least one lecturer from the same or a related field of science.
5. An observer indicated by the student may participate in the work of the board conducting the examination before the examination board.
6. The exam conducted before an examination board may be written, oral, practical or mixed. The decision on this matter is made by the head of the board.
7. A student has the right to take one exam before an examination board in an examination session
8. A student who has not passed the examination before the examination board loses the possibility of taking up studies conditionally in the next semester.
9. Student, który nie zdał egzaminu komisyjnego, może ubiegać się o powtarzanie semestru.
10. A student who has not passed the examination before the examination board may apply to repeat a semester.

D. RIGORS

§ 32

1. The Rector issues a decision on expelling a student from the list of students in the event of:
 - 1) failure to start studies, which is stated in the case of failure to take the oath by candidates admitted to the first year of studies or by a student who has not submitted a declaration confirming that he or she has taken up studies after the leave from classes before the start of classes in a given semester,
 - 2) resignation from studies, which must be submitted in the written form and personally signed,
 - 3) failure to submit the diploma thesis or the diploma examination on time,
 - 4) punishing with a disciplinary penalty of expulsion from the university. The decision of the disciplinary commission must be legally binding.
2. The Rector may decide to expel a student from the list of students in the event of:
 - 1) failure to participate in compulsory classes during the first 6 weeks, which is confirmed by the Dean on the basis of a written request justified by documents submitted by the head of the department on his own initiative or at the request of the course teacher or year tutor. Lectures are open to all students,
 - 2) reporting no progress in learning, which is confirmed when the degree of implementation of the study program excludes the possibility of completing the semester. Lack of progress in learning is reported by the dean on the basis of a written application justified

by documents, which is submitted by the head of the department on his own initiative or at the request of the course teacher or the year tutor,

- 3) failure to obtain credit for a semester or year of study within the specified period,
 - 4) failure to pay program tuition fees.
3. The student is entitled to submit an application for reconsideration of the case by the Rector within 14 days from the date of delivery of the decision to expel from the list of students regarding the decisions referred to in para. 1 and 2. The Rector's decision is final.
 4. A student may submit a complaint against the rector's decision to the Provincial Administrative Court within 30 days from the date of its delivery.

§ 33

1. At the request of a student who failed the semester, the Vice-Rector for Education and Students Affairs may consent to repeat the semester.
2. Repeating a semester is tantamount to failure to comply with the condition of timely graduation.
3. During the repetition of a semester, a student cannot attend classes from the next semester, unless the Vice-Rector for Education and Student Affairs agrees, but without the right to verify the learning outcomes.
4. A student who repeats a semester is credited with the grades in the subjects in which he / she received positive grades with assigned ECTS credits.
5. Entries in the course record referred to in para. 4 shall be made by the lecturer conducting the course.
6. While waiting for repeating a semester and during the period of repeating a semester, the student retains his student rights with the restriction of the right to benefit from financial assistance specified in separate regulations.
7. If the student fails the semester again, he or she is removed from the list of students.

§ 34

1. At the request of a student who obtained an unsatisfactory grade, the Vice-Rector for Education and Student Affairs may agree to repeat the subject and to continue studies on the basis of a conditional enrollment for the next semester.
2. After obtaining consent for a conditional entry, the student is obliged to receive the decision and signing the contract within 14 days.
3. A student may be allowed to repeat a maximum of three subjects per semester.
4. Repeating a course is tantamount to participation in all classes related to this subject in relation to the semester of study.
5. Repeating a given subject in an education cycle may take place only once.
6. Provisions of § 34 do not apply to a student who received an unsatisfactory grade in the diploma seminar in the last semester of studies.

§ 35

1. A student who, after completing at least the first semester of studies, was expelled from the list of students for the reasons listed in §32 paragraphs 1 and 2, has the right to resume the studies not earlier than in the next academic year.
2. Re-admission to studies of a person who has been expelled from the list of students of the first semester is carried out on the basis of recruitment.
3. The decision to resume studies is made by the Vice-Rector for Education and Student Affairs.
4. In the decision to resume studies, the Vice-Rector for Education and Student Affairs, after consulting the Dean, specifies the conditions and the semester of study for which the returning student is admitted to, taking into account the learning outcomes that the student obtained before being expelled from the list of students.
5. A student may resume studies in the same field of study a maximum of two times.

6. Restoration of student rights is possible if the university conducts education in a given field of study.
7. Resumption of studies applies only to the current study program. The student is obliged to complete the curriculum differences regardless of previously completed semesters.
8. A person resuming studies may graduate from them provided a returning student achieves the same learning outcomes as other students of a given enrollment.

9. LEAVES

§ 36

1. A student may be granted a leave from classes at the university.
2. The leave may be short-term (one semester) or long-term (two semesters).
3. Granting leave may justify extending the date of the planned completion of studies.
4. The decision to grant a leave is made by the Vice-Rector for Education and Student Affairs after consulting the Dean at the justified request of the student.
5. A student returning from the leave is obliged to submit a written declaration about returning from the leave at least 7 days before the beginning of the semester.
6. A student returning from the leave is obliged to make up for any curricular differences.

§ 37

1. The leave may not cover the period preceding the application.
2. A student may apply for a leave immediately after the reasons constituting the basis for granting it have occurred. A student may not apply for a leave in the event of failing a semester, and in the same semester after resuming studies.
3. During the leave, the student, with the consent of the Vice-Rector for Education and Student Affairs, may pursue a failed subject from previous semesters (i.e a subject for which he was granted permission to repeat).
4. During the leave, the student retains his student rights, with the proviso that the right to financial assistance in this respect is regulated by separate regulations.
5. In particularly justified cases, the student may, with the consent of the Vice-Rector for Education and Student Affairs, after consulting the Dean, participate in some classes during the leave without the right to credit the subject.
6. During the period of studies, a student may be granted a leave of absence no more than twice, except for a leave for health reasons.
7. A student returning after the leave cannot be granted a second leave directly, except for sick leave/ except for a leave because of health reasons.
8. A pregnant student and a parent student may be granted leave consent:
 - 1) a pregnant student is granted a leave for the period until the child's birth,
 - 2) a parent student for a period of up to 1 year.
9. A parent student may submit an application for the leave within 1 year from the child's birth.
10. If the leave ends during the semester, the leave may be extended until the end of that semester.
11. Leave from classes is not granted to students who are:
 - 1) candidates for professional soldiers or professional soldiers who started their studies on the basis of a referral by a competent military authority and received assistance in the union with education on the basis of the provisions on military service of professional soldiers,
 - 2) officers of state services in the candidate service or those being officers of state services who started studies on the basis of a referral or consent of a competent superior and received assistance in connection with studying under the provisions of the service.

10. DIPLOMA PROJECT

§ 38

1. The diploma project is an independent development/ own elaboration of a specific scientific, practical or artistic issue or an artistic or technical achievement presenting the student's general knowledge and skills related to a given field of study, level and profile of education, as well as the ability to analyze and conclude independently.
2. The diploma project may be, in particular, a written work, design work, including a project, execution of a computer program or system, as well as construction, technological or artistic work.
3. The diploma projects at first-cycle, second-cycle and uniform master's studies differ in the scope of the issues undertaken, the scope and type of source materials and the degree of advancement of the research methods used by the student.
4. Detailed provisions of diploma procedure at individual faculties are regulated by separate regulations.

§ 39

1. The diploma project is carried out by the student under the supervision of an independent research worker or an academic teacher with at least a doctoral degree.
2. In the field of Nursing / Midwifery, the supervisor of the diploma project at the first-degree studies may be a teacher with a master's degree or an equivalent title and the licence to practice a profession of a nurse / midwife.
3. The student may choose a diploma project supervisor from among the teachers planned for the seminar as part of the planned teaching staff.
4. The subject of the diploma project should be consistent with the field of study and the profile of education and approved by the Senate Education Quality Committee.
5. The diploma project is subject to anti-plagiarism verification. Detailed rules for the verification of diploma theses are specified in the Internal Education Quality Assurance System.
6. The student is obliged to submit the final version of the diploma project to the supervisor in a printed or electronic version. Confirmation of the acceptance of the diploma project is the signing of the report of the Unified Anti-plagiarism System by the diploma supervisor and the supervisor's declaration attached to the thesis.
7. Submitting the diploma project is a condition for obtaining credit for the diploma seminar in the last semester of studies.
8. The student is obliged to submit the diploma project in a printed form along with complete documentation no later than:
 - 1) by the end of February - for studies ending with the winter semester,
 - 2) by the end of June - for studies ending with the summer semester.
9. In particularly justified cases, the Vice-Rector for Education and Student Affairs, after obtaining the Dean's opinion, at the request of the diploma project supervisor or the student, may postpone the deadline for submitting the diploma project up to 3 months. The deadline for submitting an application for extension of the diploma project is the last day of June (for studies ending with the summer semester) or the last day of February (for studies ending with the winter semester).
10. A student, whose deadline for submitting the diploma project has been extended by the Vice-Rector for Education and Student Affairs, retains student rights until the date of the diploma examination, and in the case of students of physiotherapy, until the date of completing the last internship required by the study program, with the exception of the right to financial assistance on the basis of the Regulations of benefits for students of the John Paul II University of Applied Sciences in Biala Podlaska.

11. A student who has not submitted the diploma thesis within the statutory deadline shall be expelled from the list of students.
12. A student may write a diploma project in a foreign language after obtaining the consent of the Vice-Rector for Education and Student Affairs, after consulting the Dean in agreement with the project supervisor. For studies conducted in a foreign language, this consent is not required if the diploma project is written in the language of studies. In case of a diploma project written in a foreign language, the title and summary in Polish must be included in the presented diploma project.
13. The diploma examination in a foreign language may be taken by students who wrote their diploma project in a foreign language, after obtaining the consent of the Vice-Rector for Education and Student Affairs, after consulting the Dean in agreement with the diploma project supervisor.
14. In relation to the student referred to in para. 11, the Vice-Rector for Education and Student Affairs after consulting the Dean, decides whether the resumption of studies on general principles is possible.
15. In the event of a longer absence of the diploma project supervisor, which could affect the delay in submitting the work by a student, the Vice-Rector for Education and Student Affairs, after receiving information from the Dean, is obliged to designate a person who will take over this obligation.
16. The change of the diploma supervisor in the last 6 months before the graduation date may constitute the basis for extending the deadline for submitting the diploma thesis in accordance with the provision in paragraph 8.
17. During the extension of studies, the student retains the student's rights with the restriction of the right to benefit from financial assistance specified in separate regulations.

§ 40

1. The diploma project is evaluated by the supervisor and one reviewer.
2. Reviews of the diploma project are open.
3. The provisions of § 39 paragraph 1 and 2 shall apply to reviewers.
4. When evaluating the diploma thesis, the grading scale used by the institution is applicable.
5. If the evaluation of the diploma thesis given by the reviewer is negative, the Vice-Rector for Education and Student Affairs, after consulting the Dean, appoints a second reviewer. If the second reviewer positively assessed the thesis, the Vice-Rector for Education and Students decides whether the student is admitted to the examination. If the second reviewer evaluated the student's thesis negatively, the student cannot take the diploma examination. Within 30 days of receiving the second negative grade, the student presents the supervisor with the corrected thesis. After this date, the student is expelled from the list of students.
6. The diploma project grade is the arithmetic average of the positive grades given by the supervisor and the reviewer. The average is given to two decimal places.

11. DIPLOMA EXAMINATION

§ 41

1. In order to take the diploma examination, the student:
 - 1) must receive credits for all the subjects and internships included in the program of studies and the curriculum,
 - 2) must pass all examinations included in the program of studies and the curriculum,
 - 3) must obtain, at least:
 - a) 120 ECTS credits for studies lasting 4 semesters,
 - b) 180 ECTS credits for studies lasting 6 semesters,
 - c) 210 ECTS credits for studies lasting 7 semesters,
 - d) 300 ECTS credits for studies lasting 10 semesters,

- 4) must submit the required documents to the Dean's Office no later than 7 days before the diploma examination,
 - 5) must obtain a positive grade for the diploma thesis,
 - 6) must obtain an admissible result in anti-plagiarism proceedings.
2. The diploma examination takes place in front of a commission/board appointed by the Vice-Rector for Education and Student Affairs after consulting the Dean, and it consists of:
 - 1) chairman - the Rector, Vice-Rector, Dean, head of the department or an academic teacher designated by the Dean, holding at least an academic degree of Doctor,
 - 2) thesis supervisor,
 - 3) reviewer.
 3. The diploma examination, as a rule, should take place within one month from the date of submitting the diploma project.
 4. The Vice-Rector for Education and Student Affairs, after consulting the Dean, may set an individual date of the examination for a student who has completed the diploma project before the deadline specified in § 39 paragraph 8.

§ 42

1. The diploma examination is an oral examination.
2. The sets of questions for the diploma examination are made public to students not later than 2 months before the date of the diploma examination.
3. After the presentation of the diploma thesis, the student answers three questions, including one concerning the thesis and two questions connected with the field of study. Receiving a failing grade in the answer to at least one question results in a failing grade in the diploma examination.
4. The grading scale applicable at the university is used to evaluate the diploma examination.
5. The grade for the diploma examination is the arithmetic average of the grades obtained from the answers to the questions. The average is provided to two decimal places.
6. In the fields of: Physiotherapy, Nursing, Midwifery, Emergency Medical Services and Dietetics, the diploma exam consists of two parts: practical and theoretical. Receiving an unsatisfactory grade in one of the parts will result in failing the diploma examination.
7. In the fields of: Physiotherapy, Nursing, Midwifery, Emergency Medical Services and Dietetics, the average of the practical and theoretical part constitutes the final grade for the diploma examination.
8. The diploma examination should be conducted in a form that allows checking the knowledge and skills acquired during the studies.

§ 43

1. At the student's or thesis supervisor's request, the diploma examination may be open and may be held with the participation of persons other than the members of the examination board.
2. The open nature of the examination should concern outstanding work, of particular importance for science and practice.
3. The application referred to in paragraph 1 shall be submitted by the student together with the diploma thesis to the dean's office, and the thesis supervisor on the day the diploma thesis is accepted at the latest. The application should indicate the persons who, in accordance with the will of the graduate or the supervisor, may participate in the open diploma examination.
4. The decision to conduct an open diploma examination is made by the Vice-Rector for Education and Student Affairs, after consulting the Dean.
5. The open diploma examination consists of the open and closed parts.
6. In the closed part, the board determines:
 - 1) final grade for the diploma thesis,

- 2) the grade for the diploma examination (on the basis of the answers given by the degree candidate to the questions regarding diploma project as well as the material included in the program of studies and the curriculum),
- 3) overall grade for completion of studies.
7. Participants of the open examination, who are not members of the board, may not ask the graduate questions or participate in the session in the closed part. They can take part in a discussion related to the topic of the thesis and the results of the research procedure carried out as part of it.
8. Information on the open diploma examination is published in the available media at least one week before the exam.
9. The open diploma examination is conducted in the manner and on the same terms as in case of the diploma examinations.

§ 44

1. In the event of obtaining a failing grade in the diploma examination or not taking it within the prescribed period for unjustified reasons, the Vice-Rector for Education and Student Affairs, after consulting the Dean, sets an additional date for the diploma examination as the final one.
2. The second diploma examination should be held no later than one month from the date of the first examination.
3. In the event of failure to meet the deadline referred to in paragraph 2, Vice-Rector for Education and Student Affairs, after consulting the Dean, may set a different date for the retake diploma examination.
4. In the event of receiving an / failing grade in the diploma examination on the second date, the Vice-Rector for Education and Student Affairs, after consulting the Dean, shall decide to remove the degree candidate from the list of students.

§ 45

1. The date of completing studies is the date of passing the diploma examination.
2. A graduate receives a diploma confirming the completion of first-cycle, second-cycle or uniform master's studies.
3. The final study result (W) shall be determined by the diploma examination board.
4. The final study result (W) is calculated taking into consideration:
 - 1) A – the arithmetic average obtained during the entire course of study (including the repeated semesters), rounded to two decimal places,
 - 2) B – diploma thesis grade calculated in accordance with the provisions of §40 paragraph 6,
 - 3) C – diploma examination grade calculated in accordance with the provisions of §42 paragraph 5 or § 42 paragraph 7.
5. The final study result (W) is a sum of the following:
 - 1) For the first-cycle programme: $W = A \times 0,6 + B \times 0,2 + C \times 0,2$,
 - 2) For the second-cycle programme and long-cycle/ uniform Master's degree programme: $W = A \times 0,6 + B \times 0,3 + C \times 0,1$.
6. The final study result is written in the diploma according to the following rule:
 - to 3.40 – sufficient,
 - from 3.41 to 3.80 – satisfactory,
 - from 3.81 to 4.20 – good,
 - from 4.21 to 4.50 – very good,
 - from 4.51 to 5.00 – excellent.
7. The final result of studies, adjusted to the full grade, applies only to the entry into the diploma, the overall result of the studies is stated in all other certificates.

12. FEES

§ 46

1. The university may charge students for the provided educational services related to:
 - 1) education in part-time studies,
 - 2) conducting studies in a foreign language,
 - 3) conducting classes not covered by the study program,
 - 4) educating foreigners in full-time studies in Polish,
 - 5) issuing an ID card and drawing up duplicate documents related to the course of studies. The amount of these fees is set by the Minister of Education and Science,
 - 6) using the Dormitory of the John Paul II University of Applied Sciences in Biala Podlaska.

§ 47

Students living in the Dormitory of the John Paul II University of Applied Sciences in Biala Podlaska, pay monthly fees in the amount determined by the Rector. These fees are specified in separate regulations.

§ 48

1. Each student (separately for each field of study and the current course of study) is assigned an individual bank account number identifying the student in the university management system.
2. The fees referred to in §46 should be paid to the student's individual bank account referred to in paragraph 1.
3. Proofs of payment must contain the following data: number of the assigned bank account, amount of the amount paid, name and surname of the student, album number, semester, title of payment, and in the case of a possible payment in installments - installment number.
4. Incorrect submission by the student of the data listed in paragraph 3 or their absence exempts the university from liability for the consequences of this, related to the incorrect classification of the payment.
5. The student is obliged to regularly verify the electronic system recording student's commitments.
6. The obligation to explain the irregularities related to issuing the payments contrary to the provisions of § 48 shall be borne by the student.

§ 49

1. Fees should be paid at least 7 days before the beginning of classes in a given semester.
2. The fees for documents related to the course of studies should be paid before the document is drawn up. These fees are non-refundable.
3. Failure to pay the fees specified in these regulations constitutes the basis for charging statutory interest.

13. AWARDS AND DISTINCTIONS

§ 50

1. Distinctions and awards may be granted to students who stand out with special learning results and exemplary fulfillment of their duties.
2. The Rector, at the request of the Dean, may grant the student a distinction. The basis for its obtaining is the fulfillment of all the following conditions by the student:
 - 1) completion of studies within planned graduation time,
 - 2) obtaining an average grade in all subjects for the period of study above 4.50,
 - 3) obtaining a grade of 5.0 in the diploma thesis,
 - 4) obtaining a grade of 5.0 in the diploma examination,
 - 5) demonstrating additional activities for the benefit of the university.

3. The Rector may use other forms of distinguishing students.

14. FINAL PROVISIONS

§ 51

1. All decisions on individual matters regarding students are made by the Vice-Rector for Education and Student Affairs.
2. A student may appeal to the rector within 14 days from the date of receipt of the decision.
3. All matters not regulated herein are settled by the Rector.

§ 52

These regulations, having been approved, enter into force on 01.10.2022.