

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

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

**STUDY REGULATIONS**



Białą Podlaska, 2019.

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## 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.

## 2. ORGANIZATION OF STUDIES

### § 9

1. The academic year starts on October 1 and ends on September 30 of the following calendar year and consists of 2 semesters - winter and summer one.
2. The academic year includes: the start and end of didactic classes, periods of didactic classes, examination sessions, holidays, as well as the apprenticeships and other classes envisioned in the study program.
3. The detailed organization of the academic year is approved by the Rector after prior opinion of the University Student Government and it is made public no later than 7 days before the beginning of the academic year in the accessible media.
4. The Rector may decide to establish days and hours free from classes for students.

### § 10

1. Studies at the University take place according to study programs.
2. Studies are conducted at a specific field of study, level and profile, based on the study program, which specifies:
  - 1) effects of studying, referred to in the Act of 22 December 2015 on the Integrated Qualification System, taking into account the universal characteristics of the first-degree studies specified in this Act and the characteristics of the second-degree studies specified in the regulation issued on the basis of Article 7 par. 3.
3. The Program of Study defines:
  - 1) the form or forms of studies, the number of semesters and the number of ECTS points necessary to be obtained at a given level,
  - 2) professional title awarded to graduates,
  - 3) classes or groups of classes, irrespective of the form of their conducting, together with attributing to them learning outcomes and program content ensuring obtaining these effects,
  - 4) total number of hours of classes,
  - 5) methods of verification and assessment of learning outcomes achieved by students during the entire education cycle,
  - 6) total number of ECTS points that a student must obtain as part of classes conducted with the direct participation of lecturers or other persons conducting the classes,
  - 7) the number of ECTS points that a student must obtain during the classes in the field of humanities or social sciences, not less than 5 ECTS points - in the case of fields of study assigned to disciplines in fields other than respectively the humanities or social sciences,
  - 8) the time, principles and form of apprenticeships and the number of ECTS points that a student must obtain during these apprenticeships.

### **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.

## 4. STUDENT RIGHTS AND OBLIGATIONS

### § 13

1. Each student has the right to:
  - 1) transfer and recognition of ECTS credits,
  - 2) justify absence from classes, leave from classes and leave from classes with the possibility of proceeding to verify the learning outcomes specified in the study program with an entry in the protocols in the semester after the end of the leave,
  - 3) change the field of study,
  - 4) transfer to full-time or part-time studies,
  - 5) take the commission exam with the participation of an observer indicated by the Student,
  - 6) repeat specific classes due to unsatisfactory learning results on the principles set out in the study regulations,
  - 7) learn and develop own professional interests using the teaching rooms, equipment and fixed assets of the University, as well as assistance from academic teachers and university bodies,
  - 8) study in more than one field of study,
  - 9) associate in scientific circles,
  - 10) participate in research work carried out at the University,
  - 11) obtain prizes and awards,
  - 12) associate in organizations on the principles set out in the applicable law,
  - 13) develop cultural, touristic and sporting interests as well as use the University's facilities and resources for this purpose,
  - 14) be covered by confidentiality of access with regards to the Student's personal files, confidentiality of material status and obtained assessments,
  - 15) receive material assistance on the terms set out in the Regulations on benefits for Pope John II State School of Higher Education in Białą Podlaska.
  - 16) apply for accommodation at the Student's House,
  - 17) apply for accommodation at the Student's House of a spouse or child,
  - 18) apply for leave from classes,
  - 19) study according to the Individual Organization of Studies (IOS) and according to the Program of Study on the principles set out in these regulations,
  - 20) transfer from another university, including foreign universities. The conditions and mode of transferring classes credited by the student, including those expressed in ECTS points, bearing in mind the need to ensure continuation of education and assuming the minimum number of 30 ECTS points required to pass the semester, is made according to the rules specified by the minister competent for matters of science and higher education.
2. Each student is obliged to follow the content of the oath and the regulations in force at the University. Each student is in particular obliged to:
  - 1) participate in classes in accordance with the study regulations,
  - 2) take examinations, apprenticeship and meet other requirements provided for in the Program of Study,
  - 3) settle accounts with the University Library after each year of study,
  - 4) settle the University questionnaire on financial obligations arising after each semester of study.

### § 14

1. Each student is entitled to obtain a student ID.
2. The right to hold a student ID is not maintained during the suspension period.
3. Loss of student rights occurs when a student is struck off the list of students.
4. A person who has lost the status of a student should return to the Dean their student ID and the completed clearance slip.
5. Each student is obliged to immediately notify the Dean in writing about the loss of a student ID stating the circumstances of its loss.

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 Białą 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

of a first university together with documents confirming the current course of education. Moving from another university is possible within the same or a related field of study.

2. A student admitted to the University from another university receives a student ID.
3. The Students referred to in par. 1 are obliged to supplement the curriculum differences resulting from the comparison of the learning outcomes achieved so far with those in force in the undertaken field of study. The time to make up for program differences should not exceed one academic year. The list of program differences and the deadline for supplementing them are set by the Head of the Department and accepted by the Vice-Rector for Education and Student Affairs after consulting the Dean.
4. Documents from the university from which the student moves are the basis for admission and remain in the student's personal file throughout the period of study.

#### § 17

1. A student must attend and actively participate in all forms of didactic classes, practical classes, apprenticeships provided for in the study program and timely fulfil all obligations set out in the study regulations.
2. A student is obliged to immediately explain any absence to the lecturer.

#### § 18

1. Each students is obliged to notify the Dean's Office about the change of personal data in identity documents, residence address, contact details - current phone number and e-mail address.
2. Each student is obliged to monitor the virtual Dean's Office and e-mail, in particular the results of examinations.

#### § 19

Acting inconsistent with the content of the oath, violating the law or obligations contained in the Regulations of Study and Regulations of Apprenticeship, triggers liability of a student under the rules set out in the provisions on disciplinary proceedings.



## **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.

## **6. ADMISSION TO STUDY AND STUDY AS A RESULT OF THE PROCEDURE FOR CONFIRMING THE LEARNING EFFECTS**

### **§ 21**

1. Persons admitted to studies as a result of confirming learning outcomes will be included in the regular mode of study and exempted from classes for which the effects have been recognized in the process of confirming learning outcomes.
2. The conditions of studying for persons admitted to studies as a result of confirmation of learning outcomes, including the Individual Organization of Studies (IOS), are subject to the general principles set out in these regulations.
3. A person admitted as a result of confirming learning outcomes is required to confirm his/her willingness to study and provide the required recruitment documents specified in the recruitment resolution within the deadline according to the recruitment schedule.
4. Completion of classes as a result of confirmation of learning outcomes is documented in the verification protocol and documentation of the course of study (the student's periodic achievement card) and in the diploma supplement.
5. A candidate obtains the number of ECTS points assigned to the classes which he/she passed as a result of confirmation of learning outcomes, with the proviso that they will not consist more than 50% of ECTS points in a given field of study, level and profile.
6. Classes passed as a result of confirming learning outcomes are included in the average grade from studies.
7. The number of students who have been admitted on the basis of confirmation of learning outcomes cannot be greater than 20% of the total number of students in a given field of study, level and profile.
8. Detailed rules, conditions and procedure for confirming learning outcomes are regulated in the Regulations for Confirming Learning Outcomes.

## **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**

1. Classes are credited by the lecturer not later than in the last week of classes in each semester, and then the lecturer immediately completes the final report in the electronic system of recording student achievements.
2. A student is informed about the obtained results of the credits through entering in the electronic system of recording student achievements within 7 days of conducting the credit.
3. If the credit is given in a writing form, the student has the right to inspect his or her work within 14 days of announcing the results.
4. Upon a student's reasoned request, Vice-Rector for Education and Students Issues, after consulting the Dean, may extend the period of access to work referred to in par. 3.
5. In the event of failure to obtain credit within the period specified in par. 1, a student has the opportunity to obtain it in the retake session.
6. Failure to pass classes, foreign language classes, laboratories, projects and other forms of classes results in a negative exam grade.
7. A student who applies for rewriting the grade in a different way than one specified in § 32 par. 6 has the possibility to rewrite the grade. The decision to rewrite the grade is made by the Lecturer based on comparison of learning outcomes.
8. A student is obliged to submit the final version of the diploma thesis to the Supervisor on paper or in electronic form. Confirmation of the diploma thesis acceptance is the signing of the Uniform Anti-Plagiarism System report by the Supervisor and the Supervisor's statement attached to the thesis.
9. Submission of a thesis is a condition for passing the diploma seminar in the last semester.

### **C. EXAMINATIONS**

#### **§ 27**

1. The examination is a verification of the degree of mastering by the student the intended learning outcomes provided in the syllabus of a given subject.
2. The examinations take place during the examination session after the end of classes in a given semester.
3. The student is obliged to take examinations within the terms defined in the schedule of the examination session.
4. The person carrying out examinations should inform students of the results obtained within 7 days from the date of the examination.
5. If an examination is carried out in a written form, students have the right to review their works within 14 days from notification of the results.
6. Upon a reasoned request submitted by a student, Vice-Rector for Education and Students Affairs, after consulting a given matter with the Dean, may extend the term of review of the examination work referred to in par. 5.
7. If the examination is carried out in oral form, the student obtains the information about the results immediately after the examination.
8. In special cases, upon request of the student or the person conducting the subject, Vice-Rector for Education and Student Affairs, after consulting with the Dean, may grant consent for an earlier conduct of examination by a given student before commencement of the examination session.
9. Participation in research work does not release a student from taking up examination within the

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:

- 1) Failure to take up studies, which is stated in the case of non-submission of the oath,
- 2) resignation from studies, which must be submitted in a written form and bear the handwritten signature,
- 3) non-submission on time of the thesis or final examination,
- 4) disciplinary punishment of expelling from the university. The ruling of the disciplinary commission must be lawful.

2. The Rector may take a decision to delete a given student from the list of students in the case of:

- 1) lack of participation in compulsory classes which is stated by the Dean on the basis of a written request justified by the documents submitted by the head of the department at their own initiative or upon request of the person leading the subject or the Year Advisor, in a situation of at least 30% of absence in compulsory classes. The lectures are of open character.
- 2) absence of progress in learning which is stated when the degree of implementing the study program excludes the possibility of passing the semester. The lack of progress in learning is stated by the Dean on the basis of a written request, supported by relevant documents, submitted by the head of the department at their own initiative or pursuant to the request of the person leading subject or the Year Advisor,
- 3) failure to obtain credit for a given semester or year of study in a defined term,
- 4) defaults of payments connected with pursuing studies.

3. Decision provided for in par. 1 and 2 may be appealed against by the student by way of an application to reconsider the case by the Rector within 14 days from the date of notification of the decision about deletion from the students list. The decision of the Rector is final.

4. The student may make a complaint about the decision of the Rector to Provincial Administrative Court within 30 days from its delivery.

### § 30

1. At the request of a student who failed to pass a semester, the Vice-Rector for Education and Student Affairs may authorize its repetition.

2. The repetition of a semester is equivalent to failure to retain the condition of timeliness in graduation.

3. In the case of repetition of a semester the student is obliged to make payment of the fee for all subjects resulting from the study programme in a given semester.

4. During the repetition of a semester, the student cannot attend classes assigned to the subsequent semester unless the Vice-Rector for Education and Student Affairs agrees, however, without the

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

program in a given course of studies.

6. The restoration of studies relates only to the current programme of studies. The student is obliged to complete all discrepancies within the programme regardless of the previously credited semesters.

7. The student who resumes studies can complete them if he or she achieves the same learning outcomes as the other students in the class of a given year.



## 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,

2) the student who will be a parent for a maximum period of one year.

9. The student who will be a parent may apply for vacation within one year from the day of the birth of a child.

10. In case when the end of vacation occurs during the semester, the vacation can be extended to the end of this semester.

11. Students who are:

1) candidates for professional soldiers or professional soldiers who have undertaken studies on the basis of referral by the competent military authority and have received help in relation to taking education on the basis of regulations regarding the military service of professional soldiers;

2) The officers of state service in the candidate service or who are the officers of state service who have undertaken studies on the basis of referral or permission of relevant supervisor and have received help in relation to taking education on the basis of regulations about the service – are not entitled to vacation from classes.

## 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 Committee on Education Quality.
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

submission of the thesis ends on 30 June ( in case of studies ending in the summer semester) or on the last day of February ( in case of studies ending in the winter semester).

6. The term of submitting the thesis in cases mentioned in par. 5 can be moved, no longer than 3 months, upon obtaining the signature from the promoter on the report of the Unified Antiplagiarism System and declaration of the promoter attached to the work.

7. The student who failed to submit a thesis within the standard term is deleted from the list of students.

8. The student can write a thesis in a foreign language after obtaining the consent of the Vice-Rector for Education and Student Affairs, after consultation with the Dean, in agreement with the promoter of the thesis. In case of studies conducted in a foreign language this consent is not required if the thesis is written in the language of the studies. In case of a thesis written in a foreign language, inclusion of the thesis title and summary in the Polish language applies.

9. The thesis examination in a foreign language may be applied for by students, who elaborated their thesis in a foreign language, after obtaining the consent of the Vice-Rector for Education and Student Affairs, after consultation with the Dean, in agreement with the promoter of the thesis.

10. In respect of a student, mentioned in par. 7, the Vice-Rector for Education and Student Affairs, after consultation with the Dean decides on the possibility of resuming studies on general terms.

11. In case of a longer absence of the person supervising the thesis which could affect delaying of the submission of the thesis by the student, the Vice-Rector for Education and Student Affairs, after obtaining relevant information from the Dean, is obliged to designate an appropriate person who will take over this duty.

12. The change of the promoter in the last 6 months before the term of graduation may constitute the basis for extending the term of submission of thesis, as mentioned in § 36 par. 5.

13. In the period of extension of the studies, the student retains the student entitlements with restriction to the right of use of material help defined in separate regulations.

### § 37

1. Thesis evaluation is made by a promoter and one reviewer.

2. In case of reviewers provisions of § 36 par. 1 apply.

3. In case of the assessment of the thesis, valid at the university grading scale shall apply.

4. If the assessment of the thesis issued by the reviewer is negative, the Vice-Rector for Education and Student Affairs, after consultation with the Dean, designates a second reviewer. If the second reviewer assesses the thesis positively, the Vice-Rector for Education and Student Affairs decides regarding the student's permission to take the diploma examination. If the second reviewer issued a negative grade of the student's thesis, the student cannot take the thesis examination. The student

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.

## 10. DIPLOMA EXAMINATION

### § 38

1. The condition for admission to the diploma examination is:

- 1) credits in all subjects and apprenticeship provided for in the programme of studies,
- 1) the submission of all examinations provided in the programme of studies,
- 2) obtaining at least:
  - a) 120 ECTS points at studies lasting 4 semesters,
  - a) 180 ECTS points at studies lasting 6 semesters,
  - b) 210 ECTS points at studies lasting 7 semesters,
  - c) 300 ECTS points at studies lasting 10 semesters,
- 4) the submission, to the dean's office, in the term of no later than 7 days before the diploma examination, of the required documents
- 5) obtaining a positive grade of the thesis,
- 6) obtaining an allowing result in anti-plagiarism proceedings.

2. The diploma examination takes place before the commission designated by the Vice-Rector for Education and Student Affairs, after consultation with the Dean, which consists of:

- 1) chairman - the rector, the vice-rector, the dean, head of the facility or designated by the Dean academic teacher with at least a scientific degree of doctor
- 2) promotor,
- 3) reviewer.

3. The diploma examination as a general rule should take place within no more than one month from the date of submission of thesis.

4. The Vice-Rector for Education and Student Affairs, after consultation with the Dean, may set individual term of examination for the student who elaborated his or her thesis before the date defined in § 36 par.4.

### § 39

1. The diploma examination is an oral examination.

2. After the presentation of the thesis, the student answers three questions, including one relating to the thesis and two directional. Receiving a failing grade from the answer to at least one question results in a failing grade of diploma examination.

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

case of the thesis examination.

#### § 41

1. In the case of receiving a failing grade of thesis examination or failure to take part in it in the designated term due to unjustified reasons, the Vice-Rector for Education and Student Affairs, after consultation with the Dean, designates an additional term of thesis examination as the final.
2. The repeated thesis examination should take place no later than one month from the date of the first examination.
3. In case of inability to meet the term mentioned in par. 2, the Vice-Rector for Education and Student Affairs, after consultation with the Dean, can set another term of resit thesis examination.
4. In the case of receiving a failing grade of thesis examination on the second date, the Vice-Rector for Education and Student Affairs, after consultation with the Dean, takes the decision to delete the student from the list of students.

#### § 42

1. The date of graduation is the date of submission of the thesis examination.
2. The graduate receives the diploma of graduation from the first or the second degree of studies or a uniform master's degree.
3. The final result of studies (R) is determined by the commission of the thesis examination.
4. The basis of calculation of the final result of studies (R) is constituted by:
  - 1) A - an arithmetic mean obtained during the whole period of studies (together with repeated semesters) written with an accuracy of two decimal places,
  - 2) B - the grade from thesis calculated in accordance with the provisions of § 37 par. 5,
  - 3) C - a grade from the thesis examination calculated in accordance with the provisions of § 39 par. 4.
5. The final result of studies (R) is the sum of:
  - 1) in case of studies of the first degree:  $W = A \times 0,6 + B \times 0,2 + C \times 0,2$ ,
  - 2) in case of studies of the second degree and uniform master's degree:  $W = A \times 0,6 + B \times 0,3 + C \times 0,1$ .
6. Diploma of graduation contains the final result of studies according to the principle:
  - 1) up to 3,40 - sufficient,



- 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.

## 11. THE FEES

### § 43

1. The university can collect fees from students for the provided by it educational services related to:
  - 1) repetition of specific classes of studies due to unsatisfactory results in learning,
  - 2) conducting studies in foreign languages,
  - 3) conducting classes not included in the curriculum of studies, including supplementary class effects of learning outcomes necessary to take studies of second degree in a given field of study,
  - 4) carrying out the procedure for confirming of learning outcomes,
  - 5) drafting the documents related to the course of studies and duplicates. The amount of these fees is determined by the Minister of Science and Higher Education,
  - 6) use of Pope John Paul II State School of Higher Education in Biała Podlaska Student Houses.

### § 44

The students residing in Pope John Paul II State School of Higher Education in Biała Podlaska Student Houses pay monthly payments in the amount determined by the Rector. These fees are determined by separate regulations.

### § 45

1. Each of the students ( separately for each field of studies and the current course of studies) is assigned individual number of bank account identifying the student in the management system of the university.
2. The fees mentioned in § 43 should be paid to the individual bank account of the student, specified in par. 1.
3. Evidence of payments must contain the following data: the number of the assigned bank account, the amount of paid money, the name and surname of the student, the number of the album, the semester, the title of the payment, and in the case of an eventual rescheduling fee on instalments - the number of the instalment.
4. Incorrect indication by the student of the data specified in par. 3 or its lack releases the university from responsibility for the consequences resulting from the above, related to the incorrect qualification of the payment.

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.

## 12. AWARDS AND DISTINCTIONS

### § 47

The students who prove to be outstanding in terms of their educational outcomes and exemplary compliance with obligations may be granted awards and distinctions

### § 48

1. The Rector, upon request of the Dean, may grant a diploma with distinction to the selected students.

The basis for obtaining the above is compliance by the student with all of the following conditions:

- 1) graduating studies on time,
- 1) obtaining the mean of grades in all subjects for a period of study at the level above 4.5,
- 2) obtaining a grade of 5.0 from the diploma thesis,
- 3) obtaining a grade of 5.0 in the thesis examination.

2. The Rector may apply other forms of distinguishing students.

### **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.