

RULES AND REGULATIONS FOR STUDYING

AT LAZARSKI UNIVERSITY

The University operates in compliance with Act of 27 July 2005: Law on Higher Education (Journal of Laws of 2005, No. 164, item 1365, as amended) hereinafter referred to as the Act and the Statute of Lazarski University.

CHAPTER I

GENERAL PROVISIONS

The provisions of the present *Rules and regulations for studying* shall apply to the first cycle, second cycle and long cycle master's studies, and first and second cycle validated studies conducted in the English language with respect to issues that are not governed by the rules and regulations for validated studies called "Rules and Regulations for English-Language Programmes".

§ 1

1. The terms and mode of admission and the form of studies in particular fields shall be determined by the Senate of the University and shall be published on the University website.
2. The University shall enable the disabled students to study at the University.
3. Students are charged for the tuition at the University
4. The President of the University shall specify the tuition fees in the form of a decision.
5. Information on tuition fees and other fees and the terms of their payment shall be publicized on the University website and on the virtual learning environment website called *Wirtualna Uczelnia*.
6. The terms of payment of the tuition fees shall be determined by a written agreement entered into by the University and a student. The agreement shall contain information about the tuition fees and other fees, including the date of payment.

§ 2

1. Students' rights and obligations shall be acquired upon matriculation and taking the oath, which is laid down in the Statute.

2. A student's rights and obligations expire on the day of study completion or being struck off. A graduate who completed first cycle studies maintains a student's rights until 31 October of the year of study completion except the right to financial support granted from the state budget.
3. A student shall receive a student ID.
4. In case of ID damage or loss, a student is obliged to notify the University without delay.
5. The validity of a student ID shall be confirmed every semester by updating data in the electronic system and the placement of a hologram.
6. Students shall have the right to possess a student ID until the day of study completion, suspension of the rights of a student or being struck off, and in case of the first cycle studies, till 31 October of the year of study completion.
7. Having completed study, a graduate shall receive a graduation diploma with two copies and a diploma supplement.
8. A student starting studies has the right to be trained on the rights and obligations of a student. The training is conducted by the Students' Parliament of the Republic of Poland in co-operation with the Student Self-Government of the University.

§ 3

1. The Rector shall be the superior of the students of the University.
2. The Dean of the Faculty shall be the immediate superior of students of each Faculty of the University.
3. Students may appeal against the Dean's decision to the Rector within 14 days from the delivery of the decision.

§ 4

1. Classes, tests of achievements and competences, a diploma thesis and examination may be held in a foreign language. The decision in this matter shall be made by the Dean, who shall take into account the number of students who have demonstrated their foreign language skills at a level that allows for participation in such classes.
2. Preparation of a diploma thesis and conducting a diploma examination in a foreign language shall take place at a student's request and with the Dean's consent.

§ 5

1. The organs of the Student Self-Government of the University shall be the sole representatives of all students of the University before the University authorities.
2. All students of the University shall form the Student Self-Government of the University.
3. Rules and regulations of the Student Self-Government of the University and amendments to them shall be adopted by the Council of the Student Self-Government. They shall enter into force after the Senate confirms their compliance with law.

CHAPTER II

ORGANIZATION OF STUDIES

§ 6

1. The academic year lasts from 1 October to 30 September of the following calendar year. For substantive and organizational reasons some classes may begin at a different time.
2. The academic year is divided into two semesters: autumn and spring ones.
3. The organization of the academic year, divided into semesters with a detailed schedule specifying the beginning and end of semesters as well as classes, exams and holidays shall be determined by the Rector, after the consultation with the Student Self-Government, at least three months before the start of the academic year and shall be publicized on the University website and on the virtual learning environment website *Wirtualna Uczelnia*.
4. During the academic year, the Rector may establish extra days or hours off (Rector's days or hours). Information about Rector's days or hours shall be published on the University website and on the virtual learning environment website *Wirtualna Uczelnia*.

§ 7

1. The Faculty Council, in accordance with the Senate's directives and having consulted the Student Self-Government, adopts a resolution concerning study curriculum, including the study schedule, which is published on the University website 14 days before the start of classes at the latest.
2. The study curriculum includes a description of coherent learning outcomes determined by the University for a particular field or fields of study and a description of the learning process leading to

the achievement of those outcomes together with ECTS credits assigned to particular modules of the process.

3. The curriculum determines the form of study, the number of semesters and the number of ECTS credits necessary to obtain qualifications adequate to the level of education; modules of classes - classes or groups of classes - with learning outcomes and the curriculum content, form and methods of tuition ensuring the achievement of those outcomes as well as the number of ECTS credits; methods of verification and assessment of a student's achievement of the planned learning outcomes; the study schedule with modules of classes – classes or groups of classes; the total number of ECTS credits that a student must obtain for classes requiring direct participation of academic teachers and students and the amount, rules and form of internship, if required by the study curriculum, with the number of ECTS credits.

4. The study shall be conducted based on the curriculum for the academic year when a student starts studying.

5. In case it is necessary to conduct study based on a new curriculum, the Dean may impose an obligation to catch up on the new curriculum content.

CHAPTER III

ADJUSTMENT OF THE ORGANIZATION OF THE TEACHING PROCESS TO DISABLED STUDENTS' NEEDS

§ 8

1. Organization and proper implementation of the teaching process and conditions of pursuing studies shall be individually adapted to the specific needs of each disabled student.

2. Adjustment of the organization and implementation of the teaching process and the conditions of studies to the specific needs of each disabled student shall be done by the Dean of the Faculty at the student's request. The student's request shall include a description of this student's needs and expectations related to the type of disability.

CHAPTER IV
STUDENT RIGHTS AND DUTIES

§ 9

A student has the right to:

- (1) develop his/her scientific interests and study one or more fields and one or more specialisations,
- (2) change the mode, field and specialisation of study,
- (3) study according to an individual study plan and curriculum,
- (4) associate in learned societies,
- (5) associate in student organizations,
- (6) co-participate in the work of the University authorities via the Student Self-Government,
- (7) receive prizes and awards in accordance with applicable by-laws,
- (8) receive financial assistance in accordance with applicable by-laws,
- (9) have a leave,
- (10) transfer to another university if he/she has fulfilled all commitments to the University.

§ 9a

A student's participation in the University collective bodies' meetings shall account for his/her absence from classes that take place during those meetings.

§ 10

1. A student is obliged to:

- (1) follow the course of study,
- (2) acquire knowledge, skills and social competences in order to get prepared to future occupation,
- (3) fully use the possibilities of learning offered by the University, i.e.
 - (a) take active part in classes and organisational activities,

- (b) obtain credits for modules/subjects on time, take examinations, serve internship and meet other requirements laid down in the study curriculum,
- (4) proceed in accordance with the oath and provisions that are binding at the University,
- (5) follow the rules of ethics,
- (6) take examinations and end-of-semester tests in accordance with the schedule,
- (7) serve obligatory student internship,
- (8) timely pay tuition fees and settle other financial obligations,
- (9) notify the Dean in writing of the change of their surname, first name, marital status and address,
- (10) promptly notify the Dean of their withdrawal from studies,
- (11) respect the Code of Ethics, which is published on the virtual learning environment website *Wirtualna Uczelnia*.
- (12) return books to the Library on time,
- (13) participate in Health and Safety training,
- (14) comply with the by-laws binding at the University, especially not to bring, use and distribute drugs, weapons and hazardous substances that endanger life and health,
- (15) check marks on *Wirtualna Uczelnia* website and report a potential error to the Dean's office within a month from the end of the examination session that the error concerns;
- (16) comply with and apply the Rector's and Dean's decisions concerning special requirements of study; moreover, a student of the Medical Faculty is obliged to:
- (a) comply with the rules of medical deontology;
 - (b) carry an identification badge during classes in a visible manner if it is required by the rules and regulations for the subject;
 - (c) participate in training concerning post-exposition procedures;
 - (d) keep sensitive information about patients and their state of health obtained in the course of study in secrecy;

(e) provide the University with the required up-to-date medical certificate issued by an occupational medicine specialist in case of its expiry and have periodical health checks and vaccination in accordance with other provisions;

(f) buy insurance policy against accidents, the risk of being infected with HIV or viral hepatitis, and civil liability insurance covering incidents that may occur in connection with serving internship.

§ 10a

1. For conduct that violates the dignity of a student and for the infringement of the *Rules and regulations* and the provisions biding at the University, a student shall be held responsible under the terms laid down in the Act on Higher Education and the Statute or criminally liable in accordance with other provisions.

2. A copy of valid disciplinary adjudication shall be entered into a student's personal data file.

CHAPTER V

TERMS AND MODE OF PURSUING CLASSES,

METHOD AND MODE OF SERVING STUDENT INTERNSHIP

AND PREPARATION OF DIPLOMA THESES

§ 11.

1. An academic teacher conducting classes shall document awarding credits for a module (subject) entering marks into the University record of marks. In case of an academic teacher's absence from the University, the Head of the Department or the Dean shall appoint another Faculty teacher to conduct the examination or award end-of-semester credits.

2. A teacher who conducts the end-of-semester test or examination might ask a student to show a document with a photograph. Lack of an identification document authorises the teacher who conducts the test to deny a student admission to the examination room.

3. Students are not allowed to possess and use electronic devices enabling them distance communication during examinations or end-of-semester tests.
4. Recognition that a student possesses devices referred to in par. 3 during exams or end-of-semester tests shall result in turning a student out and his/her failure to pass an exam or a test.
5. A teacher who conducts an examination or awards credits shall enter the results of the examination and awarded end-of-semester marks into the virtual learning environment website *Wirtualna Uczelnia* immediately after a student fulfils all the requirements specified in the subject syllabus.
6. In case of written tests and examinations, a student has the right to view the test or examination papers after their assessment.
7. An academic teacher shall retain the documents that confirm learning outcomes achieved by students for a period of at least two semesters.
8. An academic teacher conducting classes shall determine the rules of awarding credits for classes from which a student was absent. Being absent from three or more classes in a semester may preclude a student from taking an end-of-semester test or examination (it is not applicable to students of the Medical Faculty). A student's absence from fewer than three classes shall not constitute a reason to preclude them from these tests or examinations (it is not applicable to students of the Medical Faculty).
9. A student of the Medical Faculty should be present at all classes scheduled in the study curriculum. In case of absence, he/she should participate in extra classes as laid down in the subject syllabus.
10. The curriculum of the practical study profile lays down and the curriculum of the general academic study profile may lay down an obligation to serve vocational student internship.
11. The Faculty Council determines the programme, length, method and admissible forms of pursuing student internship taking into account learning outcomes.
12. The Faculty Council determines detailed rules and mode of awarding credits for vocational student internship and may make a student exempt from it.
13. Credits for the compulsory vocational student internship should be obtained until the end of the last semester of study; however, another deadline may be set in the curriculum.
14. Serving internship in the period set and achieving the planned learning outcomes constitute the condition for being awarded credits for it.

15. Credits for internship are awarded based on documents issued by an internship tutor appointed by the institution where internship was served.

16. Failure to obtain credits for compulsory internship is treated in the same way as failure to obtain credits for any other compulsory subject.

17. In case a student is removed from internship as a result of the violation of the rules and regulations of the workplace, he/she is deprived of the right to obtain credits for internship until the Dean's decision concerning the matter.

§ 12

1. Delivering lectures and examinations shall be entrusted to academic teachers holding a scientific title of a professor, a scientific degree of *doktor habilitowany* (higher doctoral degree) or *doktor* (PhD).

2. The Faculty Council may authorize an academic teacher with a master's degree to give lectures.

3. Foreign language teachers are authorised to examine students and determine their level of competence in foreign language skills.

4. Classes covering a medical field in the area of clinical sciences connected with a particular medical science specialisation shall be conducted by academic teachers authorised to do a job of a physician and are specialists in the given field.

§ 13.

1. The following marking scale shall be used at the University:

excellent	5.5
very good	5.0
good plus	4.5
good	4.0
satisfactory plus	3.5
satisfactory	3.0
unsatisfactory (fail)	2.0

2. Recognition of a student's unique knowledge of the subject shall be awarded the mark 'excellent'. 'Unsatisfactory' is a negative mark (fail); the remaining marks listed in par. 1 above are positive ones.

3. A student who passed classes at another university, including a foreign university, obtaining the academic learning outcomes laid down by that university, are awarded the marks for the percentage rates as follows:

2.0	(0% - 50% >
3.0	(50% - 60% >
3.5	(60% - 70% >
4.0	(70% - 80% >
4.5	(80% - 90% >
5.0	(90% - 98% >
5.5	(98% -100% >

unless the ECTS marking table is attached to the transcript.

4. The study curriculum may determine subjects that can be awarded credits without a mark.

§ 14.

1. A student shall have the right to take exams in two sessions: the basic and the re-sit one.
2. Failure to sit an exam on the scheduled examination session date shall result in the loss of one exam date and another appointed date shall be treated as a re-sit.
3. A student who failed to obtain a positive mark shall be entitled to one re-sit on the date set by the Dean.
4. A student who fails to take a re-sit on the scheduled date loses the right to take that exam unless the Dean accepts the excuse for the absence submitted in writing.
5. At the Medical Faculty, there is no possibility of repeating the first and second semester of study.
6. The Dean shall account for a student's absence from the end-of-semester test or exam if he/she submits a certificate of staying in hospital within the period of the test or exam. The Dean may justify a student's absence from the end-of-semester test or exam on the scheduled date because of other documented reasons. In such cases, the Dean shall determine the new date of the end-of-semester test or exam.

7. Students shall submit documents justifying their failure to take the test or exam to the Dean's office no later than 3 days after the end of the examination session or, in the case of a re-sit, no later than 3 days after the re-sit session.

8. At the Medical Faculty, only one exam a day shall be scheduled.

§ 15

1. At a justified written request of a student who has received an unsatisfactory mark and questions the objectivity of the mark or the form of the exam, the Dean may decide to set a date for an examination before a board and specify its form.

2. A student applying for an examination before a board is obliged to submit the request referred to in par. 1 above within three days from the date of the announcement of the re-sit results.

3. The Dean may set an exam before a board in case of an exam or credits with a mark at his discretion.

4. An examination before a board shall be performed by an examination panel composed of the Dean or Associate Dean of the Faculty, an examiner appointed by the Dean of the Faculty and an academic teacher who awarded a student an unsatisfactory mark. A student has the right to appoint an observer for the examination before a board. A student may also apply for the recording of the examination.

5. In case an observer referred to in par. 3 above fails to appear, the exam shall be conducted as scheduled.

6. A student is obliged to take the examination before a board on the day set by the Dean.

§ 16

1. A student's achievements shall be expressed with the use of ECTS (the European Credit Transfer System).

2. Registration to the next semester of study takes place after each examination session. In order to be admitted to the next semester, a student shall be awarded credits for all subjects and collect at least 30 ECTS credits for the achievement of learning outcomes in compliance with the field of study learning outcomes.

3. A student may pursue up to 45 ECTS credits in each semester with the reservation laid down in par. 4 below.

4. Students are obliged to complete and obtain credits for subjects scheduled in the semester study curriculum.

§ 17

1. A diploma thesis means a bachelor's thesis or master's thesis respectively.
2. A diploma thesis is an independent development of a particular scientific or artistic problem or artistic accomplishment that presents the student's general knowledge and skills related to the field of study, the level and profile of education and skills of independent analysis and inference.
3. A diploma thesis may be, in particular, an essay, a published article, a design, and in case of bachelor's thesis, independent development and description of a business project or organizational project.
4. A student shall prepare a bachelor's thesis under the supervision of an academic teacher holding at least a doctoral degree.
5. A student shall prepare a master's thesis under the supervision of an academic teacher holding the title of a professor or a higher doctoral degree (*doctor habilitowany*).
6. At the Dean's request, the Faculty Council may authorize an academic teacher holding a doctoral degree to conduct master's seminars.
7. A student shall have the right to choose a degree seminar, which takes place in the last year of study. The Dean shall make lists of participants of seminars conducted by particular academic teachers and shall first and foremost take into account the choice of a student, and if the number of applications exceeds the set limit, the Dean shall consider the criteria explicitly set before the announcement of the enrolment.
8. The deadline for submitting a diploma thesis is the last day of classes in a semester, in which the final examination shall take place. The Dean may, in justified cases, postpone the deadline at a student's written request.
9. Submission of a diploma thesis is a prerequisite for successfully completing the degree seminar.
10. In order to obtain the first level (bachelor's) or the second level (master's) qualifications in a particular field of study, certified by a diploma, it is necessary to achieve all learning outcomes laid down in the curriculum.

CHAPTER VI

CHANGES TO THE FORM AND FIELD OF STUDIES

§ 18

Students might apply to the Dean with a written request to be transferred from full-time studies to extramural studies or from extramural studies to full-time studies no later than 7 days before the beginning of the semester. A student cannot change the form of study from extramural to full-time in the last year of study.

§ 19

(repealed)

CHAPTER VII

ADMISSION OF A STUDENT FROM ANOTHER UNIVERSITY AND RECOGNITION OF CREDITED CLASSES

§ 20

1. Students may change the field of study within the organisational units of the University or transfer from another university to the University with the host University's Dean's consent.
2. The Dean shall take the decision on admission based on the list of classes completed by a student at the previous university and learning outcomes assigned to them, and shall define the conditions, terms and rules of completing programme differences with the reservation laid down in par. 3 below.
3. The transfer of a student who has been admitted to the University as a result of their learning outcomes confirmation may take place only after prior confirmation of these effects by the University under the rules and in the mode that are in force at the University.
4. A student transferring classes credited at another university, including a foreign university, is awarded the same number of ECTS credits as is awarded for the learning outcomes resulting from the completion of classes and internship at the host Faculty.
5. The condition for transferring classes credited at another Faculty of the University or another one, including those credited at a foreign university, is the recognition of the same learning outcomes assigned to classes and internship laid down in the study curriculum and schedule.

6. The assessment of the similarity shall be based on the comparison of external source documents concerning learning outcomes obtained by a student that are determined in the study schedule and curriculum of the given field of study and the level and profile of study of the host Faculty of the University.

7. One ECTS credit is equivalent to learning outcomes awarded for ca. 25-30 hours of work; the number of hours covers classes organised by a university in compliance with the study schedule and a student's own work.

8. If learning outcomes of subjects taught at both universities are the same, the classes completed at another university shall be recognised.

9. The Dean shall take decisions concerning transfers and recognition of classes based on and in accordance with the procedure referred to in par. 10 below.

10. Detailed conditions for transfer and classes recognition are determined in the procedure adopted by the Faculty Council.

CHAPTER VIII

STUDIES OF ANOTHER FIELD / SPECIALISATION

§ 21

1. Students may take courses in a few fields. Provisions regulating admission are applied by analogy.

2. If a student undertakes study of another field in the course of studying, the Dean in charge of the other field shall:

(1) give consent to a student's admission to study,

(2) define which classes passed during the study of the first field and their learning outcomes may be recognized and awarded credits.

3. With the Dean's consent, a student may take courses in an additional specialisation.

CHAPTER IX

INDIVIDUAL PROGRAMME, INCLUDING THE STUDY PLAN

§ 22

1. A student might study following an individual programme, including a plan of studies, which may include classes from other fields or another specialisation.
2. An individual programme of study, including a study plan, shall enable a student to achieve learning outcomes of the main field of study.
3. A student may apply to the Dean for permission to pursue further studies in accordance with an individual study plan if their average mark is at least 4.3.
4. In the application submitted to the Dean, a student shall propose a plan of study and a person who will be his/her tutor. The following should be attached to the application:
 - (1) a tutor's written consent;
 - (2) a draft version of the individual plan of study with the list of selected courses approved by the tutor.
5. An academic teacher holding a doctoral or higher academic degree may be a tutor.

CHAPTER X

INDIVIDUAL ORGANIZATION OF STUDY OF NON-MEDICAL FIELDS

§ 23

1. At a student's request, the Dean may determine an individual mode of the semester or the entire study completion and give consent to the individual organization of study.
2. The request shall be justified by a student's extraordinary life situation that makes a student's systematic involvement in classes, course assessment and exams impossible.
3. Individual organization of study shall not result in the shortening of the duration of study.

CHAPTER X a

TERMS OF PURSUING STUDIES BY STUDENTS ADMITTED TO THE UNIVERSITY AS A RESULT OF CONFIRMATION OF LEARNING OUTCOMES, INCLUDING AN INDIVIDUAL PLAN OF STUDY AND SCIENTIFIC SUPERVISION FOR NON-MEDICAL FIELDS

§ 23a

1. The provisions of the present *Rules and regulations*, including the provisions of this Chapter, shall be applied to students admitted to the University as a result of the confirmation of learning outcomes.
2. Students admitted to studies as a result of the confirmation of learning outcomes by the University study in compliance with an individual study plan, which shall enable them to achieve learning outcomes.
3. The Dean shall determine the plan of study and appoint a tutor.
4. An academic teacher holding a doctoral degree or higher may be a tutor.
5. In case of a student's transfer and enrolment to study a different field at the University as a result of the confirmation of learning outcomes by the University, § 18 and § 19 hereof shall apply, and the Dean in charge of the new chosen field shall verify and determine, adequately to learning outcomes of the new field chosen by a student, which part of the classes passed by a student was obtained as a result of the confirmation of learning outcomes and which is the result of the confirmation of teaching outcomes.

CHAPTER X b

TERMS AND MODE OF EXTREMELY TALENTED LEARNERS' PARTICIPATION IN CLASSES PRESCRIBED IN THE COURSE OF STUDY IN THE FIELDS CONFORMING TO THEIR TALENTS, AND THE RULES OF AWARDING CREDITS FOR THESE CLASSES

§ 23b

1. Extremely talented secondary school learners may participate in the University theoretical classes provided in the course of study in the fields matching their abilities. In case of a medical field, the entitlement does not cover the right to participate in practical classes conducted by the University, especially classes conducted in healthcare institutions, hospitals, clinics, institutes etc.
2. Extremely talented learners may submit applications for participation in classes with the recommendation of their school head teacher and the list of achievements to the Dean of the Faculty. In case of minors or disabled students, the application shall contain their parents' or legal guardians' consent. The Dean may determine additional requirements and conditions that a learner must fulfil in order to ensure necessary safety.
3. The Dean of the Faculty shall take a decision on a learner's participation in academic classes. The Dean's refusal to give consent to a learner's participation in academic classes shall be subject to appeal to the Rector within 14 days of the notification of the Dean's decision. The Rector's decision, following the appeal, shall be final. A learner may be notified of the decisions via electronic mail.
4. Learners participating in academic classes may use teaching rooms, the University equipment and library resources. They can also work in the University learned societies.
5. Learners participating in academic classes shall have a duty to comply with the provisions binding at the University, including by-laws, take care of the property and good reputation of the University and comply with the Code of Ethics published on the virtual learning environment website *Wirtualna Uczelnia*.
6. School learners participating in academic classes complete them in accordance with the *Rules and regulations for studying*. At a learner's request, the Dean may determine an individual procedure of the course completion by them.
7. A learner's achievements shall be recorded in the Statement of learner's achievements.
8. Learners admitted to study a field at the University and participating in theoretical classes at the University may be exempted from the procedure of obtaining credits for classes included in the study curriculum unless there are significant changes in learning outcomes assigned to these classes.
9. The decision on the exemption from the obligation to obtain credits shall be made by the Dean of the Faculty in charge of the field of study in which the learner attended classes. In case of the admission of a learner to study another field, decisions shall be made by the Dean of the Faculty in

charge of this field of study after obtaining the opinion of the teacher who conducts the classes whether the previously acquired learning outcomes are sufficient to complete the new field of study.

CHAPTER XI

LEAVES

§ 24

1. Having obtained credits for the first semester, a student may be granted a short-term or long-term leave because of:

(1) giving birth to a child or maternity care,

(2) other significant incidents beyond their control.

2. The Dean shall grant the leave at a student's written request.

3. The short-term leave may be granted for a period not exceeding one semester.

4. The long-term leave may be granted for a period of one semester or one academic year.

5. The total length of long-term leaves cannot exceed one year throughout the whole course of study.

5a. The restriction referred to in par. 5 above is not applicable to a student giving birth to another child.

6. In case of illness, at a student's request, the Dean shall grant a student a leave for the period of illness, medical treatment and rehabilitation. The Dean shall take the decision based on medical documents submitted by a student. At the Medical Faculty, the Dean may ask a medical board to issue an opinion on a student's state of health. Having finished the leave, a student of the medical field submits a certificate issued by an occupational medicine specialist confirming that there are no health-related counter-indications to continue studying. Failure to submit such a certificate after a leave within 14 days from the beginning of classes in the given semester constitutes grounds for refusal of admission to classes and as a result striking a student off.

7. During the leave, a student retains the status of a student and a valid student ID.

8. After a student's return from the leave, the Dean shall identify possible programme differences to complete and pass.

9. During a semester's or a year's leave, a student shall not pay tuition fees.

10. A student shall justify a short-term absence from classes in the manner agreed upon with the academic teacher who conducts classes.

CHAPTER XII

COMPLETION OF STUDIES

§ 25

1. The date of sitting a diploma exam is the date of graduation, and in case of medical study it is the date of passing the last exam required in the schedule of study.

2. The diploma exam means bachelor's thesis exam or master's thesis exam respectively.

3. Admission to the diploma examination shall be conditional upon:

(1) the fulfilment of all requirements under the study curriculum and obtaining an adequate number of ECTS credits in accordance with applicable standards, i.e. at least:

- 180 for the first cycle studies,

- 120 for the second cycle studies

- 300 for the long cycle studies

(2) being awarded positive marks for the thesis,

(3) serving internship specified in the study curriculum (if required);

(4) submitting a student clearance form to the Dean's office.

4. The diploma exam shall be held before the Faculty board appointed by the Dean on the date set by the Dean.

5. A student shall be entitled to one re-sit of a diploma examination.

6. Failure to meet the deadline for submitting a thesis or passing a diploma exam is a reason for striking a student off.

6a. The fulfilment of all requirements of the study curriculum, obtaining 360 ECTS credits including credits for all classes within the study curriculum for that field, and submitting a student clearance form to the Dean's office shall constitute the conditions for completing study of the medical field.

7. The final result of study shall be calculated as the sum of:

0.6 of an average of the marks awarded in the whole period of study,

0.2 of the mark awarded for the thesis,

0.2 of the mark awarded for the diploma examination;

7a. In case of study of the medical field, the final result of study shall be calculated as an arithmetic average of all marks obtained for exams and subjects awarded in the course of study.

8. The final result of study shall be shown on the Graduation Certificate and shall be aligned according to the following rules:

3.0 to 3.25 satisfactory

above 3.25 to 3.75 satisfactory plus

above 3.75 to 4.25 good

above 4.25 to 4.50 good plus

above 4.50 very good

9. In other documents, the exact results of study shall be indicated.

10. At a student's request, the diploma exam may be an open one. Such a request must be put forward the moment a thesis is submitted. The decision to conduct an open exam shall be approved by the Dean of the Faculty. Participants of an open exam who are not members of the Faculty board must not ask questions to the student who sits a diploma exam and must not participate in the confidential part of the exam evaluation.

11. Before the diploma exam, every printed thesis shall be checked with the use of anti-plagiarism programs co-working with the national repository of printed thesis in order to check the potential copyright infringement. In case of a justified suspicion that a student claims authorship of a part or the whole work developed by another author, the fact must be immediately reported to the Dean, who files a motion to the Rector to initiate a disciplinary proceeding against a student.

12. A student who takes the diploma exam is obliged to submit a declaration of consent to the processing of his work with the use of the University anti-plagiarism programs or ones owned by third parties and to place the work in the repository referred to in par. 13.

13. Promptly after a student passes the exam, the Rector shall send the thesis to the national repository of theses held by the Minister in charge of higher education. The repository shall not include theses containing information to be protected under the provisions of law on the protection of classified information.

§ 26

In order to receive the Rector's Honorary Diploma together with the Graduation Certificate, a graduate shall meet the following requirements:

- complete study within the period specified in the study plan,
- obtain an average mark of credits and exams not lower than 4.5,
- be awarded a very good mark for their thesis (not applicable to the medical field of study),
- be awarded a very good mark for the diploma exam (not applicable to the medical field of study).

CHAPTER XIII

CONDITIONAL PERMIT FOR REGISTERING FOR STUDIES

IN THE NEXT SEMESTER OR YEAR

§ 27

1. A student who obtained the minimum of 22 ECTS credits in a semester may apply to the Dean for a conditional registration for study in the next semester or year of study with the reservation of par. 2 below.

2. A student of the medical field who failed to obtain credits for one or two subjects in a semester may apply to the Dean for a conditional registration for study in the next semester within seven days from the end of the examination session with the reservation of § 14. 5. above.

3. A student shall submit the application for permission to continue study in the next semester or year to the Dean's office, immediately after the deadline for crediting the semester.

4. The Dean shall determine the conditions to be met by a student who has been granted conditional entry and the deadline for their fulfilment.

5. The Dean may consider a student's failure to meet the conditions of crediting a subject/subjects, as a tantamount to a student's failure to complete a year within the specified period.

CHAPTER XIV

STRIKING A STUDENT OFF

§ 28

1. The Dean shall take a decision to strike a student off in case:

- (1) of their failure to start studying,
- (2) they submit a written notification of their withdrawal from studies,
- (3) of their failure to submit a thesis or sit a diploma examination in due time,
- (4) of imposition of a disciplinary penalty of expulsion from the University.

2. The Dean may take a decision to strike a student off in case:

- (1) a student makes no progress in learning, i.e. a student
 - (a) obtains fewer than 15 ECTS credits per semester,
 - (b) fails to acquire the knowledge of the language of instruction allowing for the continuation of studies at the recommended B2 level; it applies to students for whom the language of instruction is not their native language;
 - (c) fails to obtain crediting for the course for the third time, and in case of the medical field, fails to obtain credits for the course for the second time,
 - (d) fails to meet the conditions of admission to the diploma exam laid down in § 25. 3. within three semesters from the moment of the first registration in the last semester of study.

(2) a student fails to obtain credits for a semester within the period specified in the Rector's directive on the organization of the academic year,

(3) of non-payment of the tuition fees,

(4) a student fails to sign an agreement on the conditions of payment of the tuition fee or the fee for educational services provided by the University,

(5) a student of the medical field fails to submit up-to-date medical check certificates,

(6) a student of the medical field does not possess an insurance policy against accidents, the risk of being infected with HIV or viral hepatitis.

3. The lack of progress in learning is also recognized in case of:

(1) failure to obtain credits for the course that was repeated or failure to obtain credits for more than five courses within the curriculum of the first cycle studies,

(2) repetition of more than one subject within the curriculum of the second cycle studies.

4. The Dean shall recognise the failure to take up studies if:

(1) a candidate for the study, who received a positive decision on the admission to study from the University, did not submit a notification of withdrawal from studies and did not turn up in Dean's office in due time to sign the text of the oath,

(2) a student has not taken any action to meet deadlines related to the course of study, which resulted in failure to comply with the curriculum of study and the set plan of study.

5. The Dean's decision referred to in par. 1, 2 and 3 may be appealed against to the Rector within 14 days.

CHAPTER XV

RE-ADMISSION TO THE UNIVERSITY

§ 29

1. An application for re-admission to the University shall be submitted no later than seven days before the beginning of classes in a given semester with the reservation laid down in par. 7 below.

2. Re-admission requires the Dean's consent. The Dean shall define conditions, deadlines and rules for completing programme differences. Failure to meet the conditions, deadlines and rules for completing the programme differences shall result in the Dean's consent expiry and invalidity.
3. A student expelled from the University as a result of disciplinary proceedings, in particular in relation to plagiarism, is entitled to resume studies after the punishment has been erased from record with the reservation laid down in par. 8 below.
4. The Dean may refuse to give consent for re-admission in case a student has been struck off twice because of the lack of progress in learning.
5. The Dean may refuse to give consent for re-admission in case a student fails to submit a thesis twice.
6. Re-admission after being struck off because of the lack of progress in learning might take place not earlier than after one semester.
7. Re-admission to study after being struck off because of failure to submit a thesis may take place no later than in the next semester. In specially justified situations, the Dean may deal with an application submitted after the deadline.
8. Re-admission to the last year of study with the change of the form of study from extramural to full-time shall be inadmissible.
9. Re-admission to a given field or profile of study shall not be possible in the case referred to in § 29a thereof.
10. Re-admission of a person who stopped studying the medical field in the first year or was struck off in the second year shall take place in accordance with general admissions rules binding at the University.
11. At the request of a person struck off in the second or successive year, the Dean may give consent for re-admission to study of the medical field from the beginning of the next academic year, unless striking off resulted from a disciplinary penalty of expulsion from the University, or more than three years passed from the date of striking a student off.
12. Re-admission to study of the medical field shall be admissible only once.

CHAPTER XV a

CHANGE OF EDUCATION PROFILE AND LOSS OF RIGHTS

TO PURSUE A GIVEN FIELD OF STUDY

§ 29a

If a student, irrespective of the cause, did not complete the study within the period specified in the curriculum and the plan of study, interrupted his studies or is on leave, and at this time the University adopted a resolution to change the profile of courses or liquidate the course and as a result lost the right to conduct studies in a student's profile or field of study, a student will not be able to continue studying the previously chosen profile or field of study.

CHAPTER XVI

TRANSITIONAL AND FINAL PROVISIONS

§ 30

1. The *Rules and regulations for studying at Lazarski University* shall come into force on 1 October 2018.
2. In matters not regulated herein, the provisions of the Act: Law on Higher Education (Journal of Laws of 2017, item 2183, as amended) and the Statute of Lazarski University shall apply.