

**Annex to Resolution No. 210/19
of the KUT Senate of 26 June 2019**

Kielce University of Technology

University Regulations

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I. General provisions

§ 1. [Scope]

1. The regulations defined herein, further referred to as University Regulations, regulate the academic work of the University and the entitlements and responsibilities of its students.
2. These regulations shall apply for all courses offered by the Kielce University of Technology, further referred to as „KUT” or „the University”, regardless of the level, profile or mode of study.
3. The University Regulations are in force for all students following a KUT programme of study.

§ 2. [Glossary of terms]

The terms used in these University Regulations shall mean:

- 1) Act – the Act of 20 July 2018, “The Law on Higher Education and Science” (Dz.U. [*Journal of Laws*] of 2018, item 1668, as amended);
- 2) mode of study – full-time or part-time courses;
- 3) PQF – the Polish Qualifications Framework as provided for in the Act of 22 December 2015 on the Integrated Qualifications System (Dz. U. [*Journal of Laws*] of 2018, item 2153, as amended);
- 4) the first cycle degree programme – the level of studies open to candidates who meet the requirements set out in Article 69(2) of the Act, which leads to the award of a full qualification at PQF level 6;
- 5) the second cycle degree programme – the level of studies open to holders of a first cycle qualification, which leads to the award of a full qualification at PQF level 7;
- 6) the long-cycle master’s study – the level of studies open to candidates who meet the requirements set out in Article 69(2) of the Act, which leads to the award of a full qualification at PQF level 7;
- 7) curriculum – a statement of uniform learning outcomes as defined by the Senate for a course as well as the specification of the educational process resulting in the achievement of such outcomes, including ECTS credits allocated to individual course units;
- 8) ECTS credits – a measure of average workload students need to achieve the learning outcomes; one credit corresponds to 25 to 30 study hours that include both contact hours and individual study time;
- 9) course unit – class or groups of classes, regardless of the mode of teaching, with assigned learning outcomes and curriculum that ensure achieving these outcomes;
- 10) profile – general academic or practical orientation of programmes;
- 11) practical profile – a curriculum for a practically oriented programme includes classes / courses developing practical skills which represent more than 50% of the total number of ECTS credits;
- 12) academic profile – in a curriculum for an academically oriented programme, more than 50% of the total number of ECTS credits are allocated to course units related to the University’s research activities in (a) discipline(s) to which a given course is assigned;

- 13) validation of learning outcomes – a formal process of validation of learning outcomes acquired outside of the higher education system;
- 14) independent study programme – an individualized study programme or plan;
- 15) the Dean – the head of a faculty and a student advisor. A detailed list of a Dean’s responsibilities is included in the Statutes;
- 16) the Deputy Dean – a Dean for a given course, responsible for student affairs;
- 17) the Faculty Board – a consultative and advisory body for the Dean;
- 18) USOS – the University information management system ensuring comprehensive management of programmes.

§ 3. [Authority]

1. The Rector exercises supervision over the organization of studies and teaching activity of the University.
2. In matters not reserved to the Rector’s authority, the Dean shall supervise the curricula and plans of study in the faculty.

§ 4. [Student Government]

1. The Student Government shall be the sole governing assembly of the student body, responsible for representing students at large.
2. The Student Government operates under the Act and the Student Government regulations, in accordance with the Statutes and these University regulations.

§ 5. [Studies at KUT]

1. Degree programmes at KUT are provided as full-time and part-time programmes.
2. Degree programmes are provided as first-cycle, second-cycle or long-cycle programmes.
3. The duration of degree programmes shall be specified by study programmes for individual courses, cycles, profiles and forms.
4. The degree programmes offered in the KUT can be conducted in a foreign language in compliance with the provisions set out in these Regulations. Exams, credits, thesis and degree examinations should in such case be provided in a foreign language.
5. Study programmes for a given course, level and profile may include selected course units taught in a foreign language. Exams and end-of term evaluations should in such case be conducted in a foreign language.
6. A student is admitted to a specified degree programme at a specified level, profile and form, and after having met the conditions for completing the programme, receives a diploma of graduation.
7. A graduate is awarded the professional title specified in the study programme, in accordance with separate regulations.

8. In the event of discontinuation of a particular course, level or profile, the university provides students with the opportunity to continue their studies at the same level and profile as well as the same or another course related to the leading discipline to which the previously run programme was assigned.

II. Entitlement and Responsibilities of Students

§ 6. [Admissions]

1. The standards and requirements for admission to KUT's programmes are established by the University Senate.
2. The admission procedure may be conducted by a committee.
3. Entry in the Register of Students confirms the admission to a programme.
4. Admission is denied through an administrative decision.
5. An applicant can request an appeal the Rector's decision by applying for review. The decision of the committee may be appealed by filing an appeal to the Rector.
6. Admission to a programme may also take place in the mode of validation of learning outcomes or transfer.
7. Admission in the mode indicated in item 6 takes place by means of entry on the Register of Students. Denial requires an administrative decision to be made.
8. Admission to a programme through the validation of learning outcomes follows the conditions and recruitment procedure specified by the Senate.

§ 7. [Admission alternatives]

1. After a period away from the University, students may wish to recommence their studies and can apply for readmission.
2. The policies concerning transfer and readmission are set out in these regulations.

§ 8. [International students]

Non-Polish citizens can enrol for a degree under the conditions set out in the generally applicable provisions of law and the University's internal regulations.

§ 9. [Fees]

1. Prior to swearing the Student Oath, students are required to sign a contract on the terms of payment for educational services provided at the Kielce University of Technology, on the current form.
2. The contract is concluded for the entire intended period of study. The student is not obliged to pay other fees than those specified in the contract.

3. The amount of the fee, charging rules, and the conditions and procedure for exempting students from the fees are governed by separate provisions.

4. Information on the fees and related procedures are published on the BIP website.

§ 10. [Student rights]

1. Students have the right:

- 1) to acquire knowledge and develop their interests;
- 2) to choose an individualized programme of study;
- 3) to fully participate in academic life at KUT;
- 4) to join associations to promote research interests held in common with others and to participate in research conducted at KUT;
- 5) to receive financial aid subject to separate regulations;
- 6) to express and submit their views to the KUT authorities on issues of study programmes, teaching and vital needs of the student body;
- 7) health insurance as defined in separate regulations;
- 8) to receive prizes and awards;
- 9) to have the University maintain and protect the private status of their personal data, financial standing and educational records;
- 10) to evaluate the quality of teaching;
- 11) to receive training in the field of student rights and obligations, as conducted by the competent student government body in consultation with the Student Parliament of the Republic of Poland;
- 12) to obtain access to their assessed tests or assignments;
- 13) to transfer and ECTS credit recognition;
- 14) to excuse absences from classes, leaves of absence and leaves of absence with the possibility of proceeding to verify the learning outcomes specified in the study programme;
- 15) to change courses;
- 16) to transfer to full-time or part-time mode;
- 17) to take a commission examination attended by an observer indicated by the student;
- 18) to repeat certain class due to unsatisfactory learning outcomes;
- 19) to attend classes outside of a specific course structure.

2. The rights of a KUT student are acquired at the moment of taking the oath, the text of which is specified in the Statute. After taking the oath, the student receives a student ID card.

3. The right to have an ID card is granted to the student until the date of graduation or removal from the register of students, and in the case of graduates of first-cycle studies - until 31 October of the year of graduation.

4. The rights and obligations of the student expire on the date of graduation or removal from the register of students.

5. The student's rights lost as a result of being removed from the register of KUT students may be restored by resuming studies under the conditions set out in these Regulations.

§ 11. [Student responsibilities]

Each student has the responsibility:

- 1) to act in accordance with his/her oath;
- 2) to attend class regularly and participate in organisational activities as specified in the Regulations;
- 3) to sit exams, do internships and adhere to other requirements stipulated in the programme of study;
- 4) to know and comply with the regulations applicable at KUT and with academic customs and practices;
- 5) to respect academic authorities;
- 6) to uphold and maintain academic honesty and integrity at KUT and off-KUT;
- 7) to respect and protect KUT's property;
- 8) to defend the good name of KUT and members of its community;
- 9) to act in a manner that does not infringe upon the rights or property of others;
- 10) to pay fees charged in a timely manner;
- 11) to notify the University of the change of personal data.

§ 12. [Students with disabilities]

1. Students with disabilities may submit to the Dean a written request together with a certificate of disability type and degree for permission to use alternative solutions during their studies, while the programme requirements remain the same for all students.

2. The request should be submitted not later than 14 days from the commencement of a semester.

3. Upon written request, depending on the type of dysfunction or degree of disability, the dean may:

- 1) grant an individual study plan;
- 2) grant permission for the use of audio-visual equipment to record the class upon submission of a written statement of no infringement of copyright and related rights and application of the registered materials exclusively for private use;
- 3) adjust examinations or end-of-term evaluation to the need of a student, in particular by extending the time, changing the form and place of the examination or evaluations;
- 4) increase the number of absences from classes.

4. If the student's health condition does not allow him/her to take exams at the designated place and time, after confirmation by the specialist doctor and in consultation with the person conducting the exam or evaluation, the Dean may arrange for such examination or evaluation accordingly.

§ 13. [Discipline of students]

The student bears disciplinary responsibility for violation of the provisions in force at the University and for an act violating the dignity of a student, subject to rules provided for in separate regulations.

III. Organisation of studies and academic year

§ 14. Academic year

1. The academic year shall commence on October 1st and shall last till 30th September of the consecutive calendar year; it consists of two semesters: winter semester and summer semester.
2. Each semester shall include 15 weeks of classes, exam sessions, student internships announced in the schedule of studies, or other classes, as well as holidays and inter-semester breaks.
3. The last year of the first cycle studies may last one semester.
4. The first year of the second cycle studies may last one semester.

§ 15. Organisation of academic year

1. The Rector shall establish the detailed academic organisation of the academic year for full time studies and it shall be announced prior to 31st May before the commencement of the consecutive academic year.
2. The Dean of the faculty shall announce the detailed academic organisation of the academic year for part-time studies prior to 15th September before the commencement of the consecutive academic year.
3. A class timetable including class tutors' names shall be published no longer than seven days before the beginning of a semester.
4. Class-free days or class-free hours may be established at the university by the Rector, and at the faculty by the Dean, with the proviso that the classes must be conducted later in due time. The class tutor is responsible for organisation of classes.
5. Schedules for examination sessions including dates of examinations and end-of-term evaluations, provided in the Academic Regulations, shall be published no later than 14 days before the beginning of the examination session. The schedules for examinations and end-of-term evaluations in a given year and course of study should not interfere with one another.

§ 16. Organisation of study

1. Education at the university shall be based on :
 - 1) study programmes defined for a given course, level and profile established by the Senate, earlier laid down by the Deans after consultation with the relevant faculty-level government and the student government;
 - 2) Academic Regulations;
 - 3) other University's internal legal regulations.

2. Education at the university shall be based on the study programmes defined for a given course, level and profile or teaching standards specified by the Ministry of Science and Higher Education.

3. Prior to 30th June before the commencement of the consecutive academic year, on Kielce University of Technology websites and BIP websites, the Deans shall publish:

1) the University Catalogue for the consecutive academic year including:

a) the plan of studies;

b) the number of semesters and the number of ECTS credits required to achieve the qualification equivalent to the level of study;

2) module description cards;

3) the number of ECTS credits by the programme of study required to register for the consecutive semester;

4) scope, rules and forms of internships.

§ 17. [Course contents]

1. Students may select one of available contents of courses within the deadline specified by the Dean. The Deputy Dean decides on the admission to a given content according to the criteria communicated to the students.

2. The top 10% of the most successful students in a given year, classified according to the weighted average from their study may, with the consent of the Vice-Dean choose an additional course content in the same semester in which the first content is selected, except that the first content is treated as the leading content.

3. As regards the additional content, students are obliged to complete all course units within the content and prepare the degree thesis in compliance with section § 41.

4. Degree examinations within both course contents must be conducted on the same day, which is the graduation date.

5. Students completing two course contents receive one graduation diploma, on which the main course content will appear. The final result calculation is based on all modules/course units assigned within the main course content. The final result for the additional course content is calculated separately including modules/course units assigned within that content and is included in the diploma supplement.

6. Students may resign from additional course content. Resigning from the main course is equivalent to ceasing study.

§ 18. [Transfer of courses completed at another university]

1. The Kielce University of Technology students may complete courses at another domestic or foreign university, in compliance with interuniversity student exchange programmes.

2. After credits transfer, students re-enter the University for graduation.

3. The Deputy Dean shall recognise the transfer of courses completed at another university and then shall award students with the number of ECTS credits equivalent to prior learning credits at another university.

4. In the event of different prior learning outcomes, mentioned in the first sentence, students are obliged, by the Deputy Dean, to make up for any study programme differences which were not covered in a given course.
5. In the case mentioned in item 4, completion of the study programme mentioned in item 3 is accepted by the Deputy Dean after students make up for all the programme differences.
6. In the case if the ECTS credit system is not applied at another university/college, the Deputy Dean decides on transforming grades into the University assessment system.
7. In the case of unsatisfactory completion of the study programme at another university/college, the Deputy Dean shall decide on making up for credit differences required to complete a semester at the University or on retaking a semester.
8. Students receive diplomas of graduation issued by the University.
9. Credit transfer appears on the diploma.

§ 19. [Internships]

1. Students are obliged to participate in and to complete internships according to the content provided in the study programme.
2. The organisation and conditions for internship completion shall be defined by the Rector in the University Student Internship Regulations.
3. The scope, rules and forms for internship completion as well as the required number of ECTS credits for internships shall be stipulated in the study programme.

§ 20. [Tutors]

1. After consultation with the relevant student government, the Dean may appoint tutors for a given year of studies, dean's groups, scopes of courses and internships.
2. The Dean with the consent of the student government, shall define the scope and forms of tutors' work and shall supervise their activities.

§ 21. [Dual studies, joint studies and collaborative studies]

1. Kielce University of Technology can provide dual studies, which have a practical profile and are conducted in close cooperation with employers.
2. The organisation of studies is laid down in the agreement made in writing.
3. Having met all the conditions stipulated in the Act, the Kielce University of Technology may provide joint studies with another university, the PAN institute, a research institute, an international institute, a foreign university or a scientific institution. Cooperation rules are stipulated in the agreement made in writing.
4. The Kielce University of Technology may provide collaborative studies with an authority granting a licence to practice, an authority conducting examinations for licence to practice, a professional association

body, an economic organisation or a registration body. Cooperation rules are stipulated in agreement made in writing.

§ 22 [Individualized study]

1. Individualized study can be granted as:

- 1) an individualized study plan;
- 2) an individualized study programme.

2. Students

- 1) with disabilities;
- 2) participating in national and international sport competitions, and members of any sport national teams;
- 3) who are pregnant or are parents;
- 4) presented any other reasons approved by the Dean - can pursue an individualized study plan with the consent of the Faculty Deputy Dean, with the proviso that the Deputy Dean must not refuse to give consent for individualized studies in a given course and level until its completion in the case of pregnant full-time students or student-parents.

3. Individualized study plan can particularly involve:

- 1) modifications of examinations and end-of-term evaluations, schedule of classes;
- 2) modifications of ECTS credits required for a semester completion;
- 3) modification of class timetables to allow fulfilling current study programme requirements subject to the availability of the student.
- 4) changes in the dates for examinations and end-of-term evaluations.

4. Exceptionally gifted students with outstanding scientific achievements or conducting research projects are allowed to pursue individualized study plans with the consent of the Deputy Dean, after consultations with the Faculty Board.

5. Individualized study programmes can particularly involve:

- 1) individual selection of additional classes, methods and forms of teaching;
- 2) appointing a research tutor. Research tutors shall be academics holding a PhD habilitation degree or professor degree;
- 3) allowing participation in classes not covered in the study programme;
- 4) modification of class timetables in order to allow fulfilling the current study programme subject to the availability of the student.

6. Individualized study plans can cover classes within a few semesters or the whole period of studies.

7. Students of full time long-cycle master's studies and first-cycle studies can apply for individualized study plans after completing the 1st year of studies.

8. Second-cycle students can apply for individual study plans at the beginning of the 1st year of studies.

9. A request for an individualized study programme, containing the reasons for the request and documentation supporting the request must be submitted to the Deputy Dean not later than 14 days prior to the beginning of the semester.

10. No modification to intended learning outcomes and compulsory classes or graduation date shall be possible in an individualized study programme.

11. The Deputy Dean may withdraw the decision taken on the individualized organisation of study if students do not follow the obligations.

12. In the event of withdrawing the decision taken on the individualized organisation of study, the Deputy Dean shall define obligations students must meet and the deadline.

IV. Rules for coursework credits

§ 23. [Coursework credits]

1. In order to complete study stages, the system of ECTS credits is employed.

2. The ECTS credits allocation rules are as follows:

1) ECTS credits are assigned to all modules/course units assessed with a grade, except the physical education classes;

2) ECTS credits are assigned to a module/unit including all type of classes within the module/unit;

3) ECTS credits are assigned to student internships pursuant to the study plan;

4) Receiving a positive grade for completing a module, regardless of its value, results in obtaining ECTS credits;

5) minimal number of ECTS credits assigned to modules/course units in full-time studies in a semester equals 30, and in part-time studies shall not be less than 22;

6) for the degree thesis and the degree examination, students are granted the number of ECTS credits assigned for a given course and cycle of studies;

7) the diploma of graduation confirms the recognition of learning outcomes stipulated in the curriculum.

3. Credit periods shall be defined in the Rector's Order on academic year organisation.

4. The Dean may postpone the deadlines for a semester completion upon the request of the relevant body of the student government, and the Deputy Dean may postpone the credit period upon the student's request.

5. Students shall complete compulsory course units for a given course and scope, as well as elective units and internships defined in the study programme. Modules include classes in the form of : lectures, tutorials, seminars, project and laboratory classes, and field work.

6. Students have the right to participate in classes if they are registered for the semester in which classes are conducted.

7. During the first meeting, a class tutor is obliged to notify students of the course unit content, literature, current verification of learning outcomes procedures, credit earning procedures, time and place for office hours.

8. Completion of physical education classes is subject to credit regulations defined by the Rector.

9. Students are obliged to attend and participate actively in classes specified in the study programme. Pursuant to point 10, attendance in lectures is not compulsory.

10. Attendance in lectures is compulsory if the lecture is the only form of classes provided in a module/unit.

11. Attendance in non-compulsory lectures can be monitored. For all other classes, a class tutor is responsible for checking attendance.

§ 24. [Absence from classes]

1. Students are obliged to excuse their absence from classes not later than the consecutive class after the student's absence.

2. The following reasons for absence from classes are considered:

1) temporary incapacity to attend classes supported by a medical certificate;

2) necessity to appear in court or in public administration institutions, supported by official documents.

3. The instructor in charge may specify other reasons for absence from classes and the required documentation.

4. In the event of excused absence from classes, the instructor in charge shall define procedures and deadlines for completing all the work of each compulsory course unit.

5. Absence from more than 1/3 of classes, even excused, may result in failing the coursework.

6. The Rector, with the consent of the relevant student government, shall publish a relevant order on deadlines and class-free weeks in order to enable students to carry out any organisational activities for the University.

§ 25. [Grading system]

1. The grades for examinations and end-of term evaluations are as follows :

Verbal grade descriptor	Letter grade descriptor	Numerical grade descriptor
very good	A	5,0
good plus	B	4,5
good	C	4,0
satisfactory plus	D	3,5
satisfactory	E	3,0
unsatisfactory	F	2,0

2. Unsatisfactory (2,0) grade shall result in failing a module without achieving learning outcomes.
3. The average grade (semester or a year of study) shall be a weighted average from all the final grades received for modules in a given period. The weight equal to the numbers of credits for each module is assigned to the grade awarded in a given module.

$$\text{average grade} = \frac{\sum (\text{grade} * \text{ECTS credits})}{\sum (\text{ECTS credits})}$$

4. A grade awarded in a given module shall be based on all numerical grades awarded within all classes in the module.
5. Authorised class tutors shall enter grades for examinations and end-of term evaluations into the documentation of students' academic progress, mainly entering and approving the grade in the USOS system.
6. End-of term evaluations assessed with the “zal” descriptor, with no numerical descriptor, are not included in the average grade calculations.

§ 26. [Examinations and end-of-term evaluations]

1. The credit period is a semester.
2. Class tutors shall conduct examinations and end-of-term evaluations, and in justified cases, the Dean may appoint another academic teacher.
3. Examinations are conducted during the examination session.
4. With the consent of a class tutor, students may take examinations prior to the deadline provided in the examination session schedule.
5. A class tutor can conduct an additional examination (so called 'zero examination') prior to other examinations mentioned hereby.
6. End-of-term evaluations or credits for classes in a given module shall be made before the end of a semester pursuant to procedures defined by a class tutor.

§ 27. [Resits]

1. Students can be granted one resit in each module that is assessed with an examination grade. In some exceptional justified cases, the Deputy Dean may increase the number of resits.
2. Students with negative end-term evaluations, may apply to resit examinations twice during the examination session, once in a resit examination session except from non-completion pursuant to section § 24 point 5. If students did not take examinations in due time because of negative end-term evaluations, the dates of examinations shall not be changed.

§ 28. [Absence from examinations or end-of-term evaluations]

1. Absence from examinations or end-of-term evaluations results in entering "nb" in the USOS system, which is equal to unsatisfactory grade.
2. In exceptional cases, when students can not take an examination, the Deputy Dean with the consent of a class tutor shall set a new examination date.

§ 29. [Retakes before an independent assessment board]

1. The Deputy Dean may take a decision on conducting retake examinations and end-of-term evaluations before an independent assessment board :
 - 1) on the Deputy Dean's own initiative;
 - 2) at the justified request in writing submitted by : a) students or b) the student government – in the case of subjective assessment of learning outcomes or incorrect conduct of the examination.
2. The request to conduct retakes before a board should be submitted 7 days after announcing the examination results.
3. The decision on retakes is taken by the Deputy Dean. The Dean shall appoint an independent assessment board and announces retakes before the board within 7 days after the day of submitting the request.
4. The board appointed to conduct retakes shall be composed of: the Dean (or Deputy Dean), as a chairperson, and two academic teachers, specialist in the subject of the examination, including the class tutor. The board can ask students questions.
5. At the request of a student, the board can include an observer appointed by a student, but with no right of voting.
6. Grades are adopted by the majority of votes in the board. The results of retakes before the board shall be final.
7. If the examiner, at the request of a student, is the Dean or Deputy Dean, the Vice Rector for Student Affairs is then entitled to carry out any actions stipulated in items 1 and 3.

§ 30. [Credit transfer]

1. Students may apply for credits transfer from another university, faculty, specialisation or another mode of study, whereby in the case of the same course, grades for modules in the first-cycle studies can not be recognised in the second-cycle-studies.
2. Grades can be recognised when:
 - 1) Programmes and learning outcomes of the assessed module are equivalent to programmes and learning outcomes of the module taken at the University;
 - 2) The type, the number and the form of module at another university could be recognised if all the requirements for the University programme of the module were met.
3. Recognising grades for a particular form of class is conducted by a class tutor.

4. Students should notify the instructor in charge of their requests to recognise grades, but not later than on the second class meeting.

§ 31. [Recognition of prior learning (RPL)]

1. Student admitted to study due to recognised learning outcomes, may allocate no more than 50% of the ECTS credits assigned to classes in the study programme .

2. Students admitted to study due to the recognition of prior learning can pursue individualized studies under supervision of an academic teacher with at least PhD degree. The tutor is appointed by the Dean.

§ 32. [Conditional enrolment]

1. Conditional enrolment results in admission to study in the consecutive semester despite previous negative end-term evaluations, however students are obliged to make up for progression thresholds within the deadline specified by the Deputy Dean.

2. Registration for the consecutive semester is only possible in the case of:

1) allocation of the required minimal number of ECTS credits defined by the Dean in a given study stage.

2) paying a fee for part-time studies and for modules which were retaken due to unsatisfactory academic outcomes, with the proviso of section § 33 point 4.

3. In the case if students do not meet the requirements pursuant to conditional enrolment, students may be removed from the Register of Students or may request to repeat a semester.

§ 33. [Retake of a course unit/module]

1. Student may retake a course unit/module in compliance with relevant fee regulations

2. A failed course unit/module may be retaken in a given semester at the request of a student submitted to the Deputy Dean pursuant to the pattern and deadlines specified in the Rector's Order.

3. If retaking a course unit/module according to the study plan takes place in the consecutive semester, students submit requests before that semester begins.

4. With the proviso of item 5, students are obliged to pay a fee for each retake due to unsatisfactory academic progress in compliance with the University fee regulations and the agreement made.

5. Students are exempt from the fee for retaking course classes due to unsatisfactory academic progress up to a total of 30 hours of the first cycle study, which can cover up to two course units/modules, and 15 hours of the second cycle study.

6. The course unit/module from which pass grades have been entered in the USOS system does not have to be retaken.

7. In the case of modifications to study plans which do not allow retaking failed modules, the form and procedures are defined by the Deputy Dean.

§ 34. [Progression thresholds and terms]

1. The ETCS credits system is used for progression thresholds in a given study stage.
2. Credit periods are specified in the Rector's Order on academic year organisation.
3. The Dean can postpone credit periods upon the request of the relevant body of the student government, and the Deputy Dean can postpone credit periods at the request of students.
4. Students shall be registered for a given semester under the following conditions:
 - 1) allocating the required minimal number of ETCS credits for a given semester or a year of study defined in the study programme or obtaining conditional enrolment;
 - 2) paying a fee for part-time studies and for retaking modules due to unsatisfactory academic progress.

V. Leaves of absence

§ 35. [Short-term leave]

1. A short-term leave of absence, up to 14 days, may be granted by the Deputy Dean.
2. A student granted a short-term leave of absence is required to settle with tutors the dates of the verification of the learning outcomes defined in the study programme.
3. A short-term leave may be granted only once per semester.
4. A short-term leave may be granted only during a semester. It is not possible to be granted a leave during the period of examinations.

§ 36. [Long-term leave]

1. A student is entitled to apply for a long-term leave of absence in the case of:
 - 1) prolonged disease;
 - 2) other important circumstances acknowledged by the Deputy Dean.
2. The leave referred to in item 1 is also granted to a pregnant student or a student who is a parent. The Deputy Dean may not refuse to grant the leave referred to in item 1 point 2).
4. A leave of absence shall be granted by the Dean at the request of the student.

A student should apply for a leave of absence immediately after the circumstances justifying his or her application for the leave of absence have occurred but not later than within 6 weeks from the beginning of a semester, subject to item 5.
5. A student may be granted a leave after the expiry of the time limit referred to in item 4 provided that the cause for a leave included in the application is a prolonged disease, and the time of the disease tally with the time of the semester during which a student applies for a leave, as well as in the case referred to in item 2.
6. A student may not be granted a leave for the elapsed time.

7. The aggregate leave, granted over the course of study may not be longer than maximum two semesters. In particularly justified cases, a student may be granted a leave for two consecutive semesters.
8. A student on leave shall retain all right conferred on students, however, the entitlement to financial aid in this period is regulated by separate provisions.
9. When granting a leave of absence referred to in items 1 and 2, the Deputy Dean may give consent to the verification of the student's achieved learning outcomes defined in the curriculum as well as their scope.
10. A long-term leave changes the planned date of graduation accordingly.
11. A student who returns from a leave of absence shall continue the course of studies. The student may be obliged by the Deputy Dean to complete, within specified time limits additional courses resulting from the changes made to the curriculum during the leave of absence. The University shall charge tuition fees for retaking courses due to unsatisfactory academic progress, except for the cases of retaking the courses after the leave resulting from health condition.
12. A student returning from a long-term leave is obliged to enrol in the due semester within 14 days from the commencement of the classes in the semester. Failure to enrol shall be deemed failure to resume the study and constitutes the basis for removal from the list of students.

VI. Changing course and leaving University

§ 37. [Course, faculty or university transfer]

1. A student may change the course of study within the same faculty, may be transferred from another faculty or another higher education institution on condition that the Deputy Dean of the receiving faculty gave their consent thereto. The student shall meet the conditions resulting from the provisions in force at the home institution.
2. A student of the Kielce University of Technology may be transferred to another course or mode of study after completing the first semester. The student shall provide the relevant Deputy Dean with the documentation on the course of study obtained from the Deputy Dean of the faculty the student is leaving.
3. A student shall be transferred at the student's application on the basis of the Deputy Dean's decision. The decision on the transfer shall be made by the Deputy Dean after reviewing the documentation on the course of study at another faculty of KUT or another institution and the programme of study presented by the student.
4. Academic activities credited at another unit/ faculty of a home university or outside may be transferred in the case of earning outcomes correlation, as determined by the Deputy Dean.
5. The student shall receive the number of ECTS credits that is assigned to the course units/modules in the study programme.

6. The Deputy Dean shall determine the curricular differences and the deadline for their completion. Lack of credit for the curricular differences within the specified time limit results in failure to complete a semester as is the case with failure to obtain credit for the remaining course units. Repeating a course unit as a result of failing to complete curricular differences is subject to a fee.

7. During the academic year, in justified cases the Deputy Dean may transfer the first semester student from full-time to part-time study and vice versa.

8. A student may take other courses of study simultaneously.

9. In the case of recognizing a subject passed in another institution graded on a scale of 2 to 6, the following conversion shall apply:

Grade on a scale of 2 to 6	Equivalent grade on a scale of 2 to 5
2,0	2,0
2,5	2,0
3,0	3,0
3,5	3,0
4,0	3,5
4,5	4,0
5,0	4,5
5,5	5,0
6,0	5,0

10. In the case of recognizing a course passed in another institution graded on a scale of 2 to 5.5, the following conversion shall apply:

Grade on a scale of 2 to 5.5.	Equivalent grade on a scale of 2 to 5
2,0	2,0
2,5	2,0
3,0	3,0
3,5	3,5
4,0	4,0
4,5	4,5
5,0	5,0
5,5	5,0

§ 38. [Removal from the Register of Students]

1. A student shall be removed from the Register of Students in the following cases:
 - 1) failure to undertake studies – if a person admitted to University, in particular:
 - a) has failed to swear the Student Oath;
 - b) has failed to attend obligatory classes during the first 4 weeks of the semester without providing adequate justification for the absence;
 - c) has failed to conclude an agreement on the terms of payment for studies within the deadline;
 - 2) resignation from studies;
 - 3) failure to submit diploma/master's thesis in time;
 - 4) failure to pass diploma examination in time;
 - 5) expulsion from the KUT due to disciplinary punishment.
2. A student may be removed from the Register of Students if he/she
 - 1) has failed to attend obligatory classes specified in the plan of study for a given semester, in which, according to the study regulations, attendance is compulsory, if this absence was more than 1/5 of the number of hours of classes and was not justified;
 - 2) has demonstrated no progress in learning;
 - 3) has failed to complete successfully a semester or year of study within the specified time limit;
 - 4) has failed to pay study-related fees.
3. Student's resignation from studies referred to in item 1.2 shall be supported by an appropriate declaration submitted to the Deputy Dean in writing. The date of submitting the declaration shall be deemed the date of the resignation from studies
4. A student shall be removed from the Register of Students on the basis of administrative decision.

§ 39. [Resumption of study]

1. The right to apply for resumption of studies is granted to a person who has been removed from the Register of Students and has completed at least the first semester.
2. An application for the resumption shall be submitted at 14 days before the commencement of a semester.
3. The Deputy-Dean shall decide on the resumption within 7 days from the date of submitting the application. The decision specifies the semester from which the resumption of study takes place.
4. Resumption is possible provided that KUT runs such a programme at the given level and profile in the academic year the studies are to be resumed.
5. In the event of removal due to non-payment of tuition fees, resumption of studies may take place after the payment of outstanding fees.
6. The decision specifying the conditions for resuming studies by persons who have been removed due to failure to submit the diploma thesis or the diploma examination shall be taken by the Deputy Dean.

§ 40. [Rights and obligations of students resuming the study]

1. A student may resume the study no more than three times and no later than 5 years from the date on which the first decision to remove from the Register of Students became final.
2. A student who resumes studies shall be bound by the curriculum. Any differences in the curriculum shall be determined by the Deputy Dean who obliges the student to make up for them.
3. A student who has resumed studies is not obliged to re-obtain credits in course units previously completed with a positive grade, provided that the learning outcomes defined for those units have not changed. The Deputy Dean shall decide whether to recognize the credits for course units obtained before being removed from the Register.
4. Upon resumption of studies, a student shall pay a fee for retaking the subjects or any forms of didactic activity included in them if he/she did not complete it before being removed from the Register.

VII. Completion of study

§ 41. [Degree thesis]

1. Students of second-cycle and long-cycle programmes shall prepare and submit the degree thesis.
2. Students of first-cycle studies shall prepare and submit the degree thesis if the study program provides so.
3. The diploma thesis may be written in a foreign language. The Deputy Dean shall decide in this respect.
4. Basic data on the thesis is fed into the USOS by the administrative staff of Dean's offices. Students whose data has been prepared shall perform appropriate activities in the electronic system of the Archive of Degree Theses (APD) related to the USOS system.

§ 42. [Supervisor and reviewer]

1. The degree thesis shall be prepared by a student under the supervision of a thesis supervisor.
2. An academic teacher holding at least a doctoral degree may be the supervisor or the reviewer of a thesis of a student taking a course
 - 1) of an academic profile at the first or second cycle level;
 - 2) of a practical profile at the second-cycle level.
3. An academic teacher holding at least a doctoral degree or equivalent or a person with expertise who is not an academic teacher, with at least a master's degree or equivalent - with the Dean's consent- may be the supervisor or the reviewer of a thesis of a student taking a course of a practical profile at the first- cycle level.

4. In the case referred to in item 3, if the supervisor is a person without an academic degree or professor title, the reviewer should be holding at least a doctoral degree.

§ 43. [Degree thesis topic]

1. The topic of the thesis shall be settled by the student and the supervisor.
2. The student has the right to choose the topic of the degree thesis within the given scope of study.
3. The topic of the student's thesis shall be approved by the Deputy-Dean.
4. The topic of the diploma thesis should be settled one year before the expected date of graduation.

§ 44. [Submission of the degree thesis]

1. The student is obliged to submit the hard copy of the degree thesis together with its digital version in the Dean's office and register it in the APD system.
2. The submission of the degree thesis is understood as the date of the thesis acceptance by the supervisor in the APD system.
3. The student is obliged to submit the degree thesis by the last day of classes, inclusive.
4. A student may be admitted to the degree examination after submitting the degree thesis unless, as in the case of first-cycle studies, the thesis is unstipulated for by the curriculum.
5. If the degree thesis is a written work, the supervisor shall check it before the degree examination using the Uniform Anti-Plagiarism System referred to in the Act.
6. At the student's request, approved by the thesis supervisor, the Deputy Dean, may extend the deadline for submitting the thesis no later than by the end of the re-sit examination period of the degree semester.
7. After resuming studies, with the consent of the Deputy Dean and after obtaining a positive opinion of the thesis supervisor, the student may retain the topic of the degree thesis taken before having been removed.

§ 45. [Evaluation of the degree thesis]

1. The thesis supervisor and reviewer shall draw up opinions on the thesis, including proposed grades. The reviewer is appointed by the Deputy Dean.
2. The final numerical result for the thesis is the arithmetic average (calculated up to two decimal points) of positive grades proposed by the supervisor and reviewer. In the case of a negative grade proposed by the reviewer, the final grade and admission to the degree exam shall be settled by the Deputy Dean after consulting the second reviewer.
3. Receiving a negative grade from the second reviewer is the basis for removing the student from the Register of Students.

§ 46. [Graduation and the degree examination entry]

1. Obtaining a pass grade in the degree examination is the condition of successful completion of study.
2. The conditions of admission to the degree examination are as follows:

- 1) achieving education outcome confirmed by credits for curricular subjects and practical training and obtaining a pass grade in all curricular examinations;
- 2) obtaining a positive evaluation of the degree thesis, if it is stipulated by the curriculum;
- 3) obtaining the number of ECTS credits required for a course and degree;
- 4) fulfilling all duties towards the university confirmed by a clearance slip.

§ 47. [Degree examination board]

1. The diploma examination shall be conducted before a commission appointed by the Dean and composed of a chairperson and at least two persons among the following:

- 1) thesis supervisor;
- 2) reviewer;
- 3) academic teacher representing the specialization or field of study of the student taking the examination.

2. The degree examination board shall be chaired by the Dean, Deputy Dean, or another academic teacher holding the title of professor or postdoctoral degree, authorized by the Dean.

§ 48. [Degree examination]

1. The degree examination shall be held within the time limit set by the Dean within one month from the date of meeting the conditions referred to in § 46 item 2.

2. The diploma examination may be conducted in a foreign language. The decision in this respect shall be made by the Dean of the faculty.

3. A set of diploma examination questions for courses and their specifications shall be presented by the Dean of the faculty no later than in the first week from the commencement of classes of the final semester.

4. The degree exam consists of two parts:

1) answering three questions drawn from the set referred to in paragraph 3; the answers shall be assessed according to § 25 item 1, the grade obtained in this part of the exam shall be calculated as the arithmetic average (up to two decimal points) of the grades obtained for answering the questions, with at least two positive grades. The average may not be less than 3.0;

2) defence of the degree thesis, unless the thesis is unstipulated for by the curriculum, shall consist of the presentation of the degree thesis and answers to questions on the presented thesis. The grade for the thesis defence shall be determined according to § 25 item 1. The grade for the defence of the degree thesis is the arithmetic average (up to two decimal points) of three grades:

- a) the grade for the presentation and answers to the questions related to the thesis;
 - b) the grade proposed by the tutor;
 - c) the grade proposed by the reviewer;
5. The order of passing individual parts of the degree examination shall be determined by the chairman of the Commission.
6. Thesis defence, referred to in item 4 point 2), in the field of architecture, is conducted as an open examination.

§ 49. [Assessment of the degree examination]

1. The numerical result of the assessment of the degree examination referred to in § 48 item 1 is the weighted average of the positive grades of both parts thereof, with the weights being respectively: 0.30 - for the part referred to in § 48 item 4 point 1) and 0.70 - for the part referred to in § 48 item 4 point 2).
2. If the curriculum does not provide for the degree thesis, the final grade in the degree examination results from the grade of its part specified in § 48 item 4 point 1).
3. The degree thesis may receive the distinction which is determined by the Dean.

§ 50. [Failure to take and successfully complete the degree examination]

1. The degree examination is deemed not passed in the case of obtaining an unsatisfactory grade in one part of the degree exam.
2. In the case of unsatisfactory grade in the degree exam or unjustified failure to take this exam on the scheduled date, the Deputy-Dean shall set another date which shall be deemed final. The second exam may not take place earlier than after one month and not later than three months from the date of the first exam.
3. The second degree examination covers only the part of the degree examination in which the student received an unsatisfactory grade on the first date.
4. In the event of failure or failure to retake the degree examination, the student shall be removed from the Register.

§ 51. [Open degree examination]

1. An open degree examination is conducted in the field of architecture and other faculties, at the written request of a student or thesis supervisor submitted to the Deputy-Dean, at least two weeks before the scheduled date of the degree examination.
2. The open degree examination consists of a public and non-public part. The public part involves the defence of the degree thesis referred to in § 48 item 4 point 2). In the non-public part, a student shall provide answers to three questions drawn from the set, referred to in § 48 item 4 point 1).

§ 52. [Final result calculation]

1. The final result of study is determined by the Dean on the basis of the final grade for studies, which consists of:
 - 1) the average of grades obtained in the course of study;

2) the grade in the degree examination.

2. The average of grades obtained in the course of study is a weighted average of the grades for subjects awarded during the period of study. The grade in a given subject is assigned a weight equal to the number of ECTS credits allocated to that subject.

$$\text{average of grades obtained in the course of studies} = \frac{\Sigma(\text{grade} + \text{ECTS credits})}{\Sigma(\text{ECTS credits})}$$

3. The grade in the subject is the arithmetic average of all final grades in all academic activities within this subject.

4. The final grade for the course of study is a weighted average of the grades listed in item 1, with weightings 0.60 - for the part referred to in item 1 point 1) and 0.40 - for the part referred to in item 1 point 2) respectively.

5. The final grade for the course of study is a verbal descriptor of the final grade for the course of study determined in accordance with the following rule:

Final grade	Descriptor in the diploma
4,51 – 5,00	very good
4,15 – 4,50	above good
3,75 – 4,14	good
3,25 – 3,74	above satisfactory
3,00 – 3,24	satisfactory

6. The final grade for the course of study is included in the diploma.

§ 53. [Diploma of graduation]

1. After passing the degree examination, the graduate shall receive a diploma together with a supplement.

2. The date of graduation is the date of passing the degree examination.

3. The conditions for obtaining the diploma are as follows:

- 1) achieving learning outcomes specified in the curriculum;
- 2) obtaining the required number of ECTS credits;
- 3) completing practical training provided for in the curriculum;
- 4) passing the diploma examination.

4. A KUT graduate may receive a diploma with distinction. The conditions to be met by a graduate shall be determined by the Dean.

§ 54. [Awards and distinctions]

1. A student with outstanding academic performance and exemplary fulfilment of student duties may be awarded the Dean's or the Rector's Special Prize, hereinafter referred to as the Prize, and distinctions.

2. The prize may be awarded to the student whose final result for the course of study is very good, who has documented scientific achievements or significant achievements on behalf of the student community.
3. The Dean shall apply to the Rector for the prize on his own initiative or on the initiative of the tutor (or thesis supervisor) by September 15. The application is subject to the opinion of the relevant Senate committee.
4. The distinctions awarded by the Dean may be:
 - 1) praise included in the supplement;
 - 2) material and financial rewards;
 - 3) congratulatory letters.

§ 55. [Rescinding a degree]

By means of an administrative decision, the rector shall rescind the diploma if the degree thesis constituting the basis for the award of the professional title includes a significant fragment or other elements of someone else's work or scientific finding which was attributed by the person applying for the title as their own.

§ 56. [Degree thesis publication priority rights]

The university has priority in publishing the student's thesis. If KUT has not published the diploma thesis within 6 months of the diploma examination, the student may publish it, unless the dissertation is part of a collective work.

VIII Transitional and final provisions

§ 57. [Final provisions]

1. In matters not covered by these Regulations, the provisions of the Act on Higher Education and Science and executive acts, the Code of Administrative Procedure, and other provisions of generally applicable law and the University's internal laws shall apply.
2. The Rector is the authority issuing administrative decisions and other individual decisions in student affairs at the University. In the cases specified in the Regulations, administrative decisions and other individual decisions in student affairs issued by the Deputy Dean or Vice Rector are authorized by the Rector and on his/her behalf.
3. The administrative decisions and other decisions referred to in item 2 may be appealed against to the Vice Rector competent for Student Affairs within 14 days of the receipt of the decision. The appeal to the Vice Rector shall be submitted by the student through the intermediary of the Deputy Dean that issued the administrative decision or other individual decision.
4. The provision of item 2 shall not apply to the administrative decisions issued in the situations referred to in Article 72 clause 1 of the Act.

§ 58. [Transitional provisions]

1. These Regulations shall remain applicable, regardless of the date of the commencement of study, subject to item 2.
2. For matters initiated and not completed before the date of entry into force of the Regulations, the existing provisions shall apply.