

# STUDY REGULATIONS AT THE UNIVERSITY OF OPOLE

## Opole 2015

*Approved by Resolution No. 91/2012-2016 of the Senate of the University of Opole of 26 March 2015;  
amended: Resolution No. 23/2016-2020 of the Senate of the University of Opole of 23 March 2017.*

### I. General regulations

#### § 1

1. The University of Opole, hereinafter referred to as the University, offers long-cycle, first-cycle (BA) and second-cycle (MA) full-time and part-time studies.
2. The concepts used in these Regulations shall have the following meanings:
  - a) the Act - the Act of 27 July 2005 - Law on Higher Education;
  - b) the rector - the Rector of the University;
  - c) the dean - the Dean of the respective faculty;
  - d) the head of the unit responsible for the study programme (specialisation) - the dean, director of the institute or head of the independent chair (depending on the faculty regulations and the definitions set in the Statute of the University of Opole);
  - e) the head of the unit offering a course - the head of the chair, department, workshop, laboratory or any other organisation unit, which is directly responsible for a course;
  - f) studies with a general academic profile - studies the curriculum of which includes modules connected with scientific research in the area of science or arts related to the study programme;
  - g) studies with a practical profile - studies the curriculum of which includes modules meant to provide a student with practical skills;
  - h) the employer - a representative of a company (business unit), with which the University concluded a twin-track study system agreement.

#### § 2

1. Admission to the University shall be based on the results of the selection procedure, defined annually in a resolution of the University Senate.
2. The person admitted to studies shall be granted student's rights at the time of matriculation and taking an oath, the content of which is defined in the University Statute. Matriculation, i.e. entering a student in the University register, is confirmed by assigning the unique registration (album) number. The course of study shall be documented in the University Study Service System (USOS) (*amended by resolution 23/2016-2020*).
3. Tuition payment terms shall be defined in a written contract. Signing of the contract by a student shall be the condition for commencing studies and participating in classes.

#### § 3

1. The Dean, upon request of the head of the unit responsible for the study programme (specialisation) or a student group, may appoint a tutor (tutors) of a group (year) of students from among academic staff. Appointing a tutor in the practical profile studies shall be obligatory.
2. A tutor's obligations shall include:
  - a. acquainting students with the structure and functioning of the University, these regulations, scholarship system, and other relevant orders of the University authorities, pertaining to students;

- b. assisting every student in realisation of the curriculum;
  - c. providing regular essential counselling or referring students to the appropriate specialists;
  - d. analysing students' learning progress;
  - e. additionally, at practical profile studies, coordinating academic classes with practical workshops at employer's.
3. A diploma thesis supervisor shall take over the role of tutor once a student is assigned his diploma thesis topic.
  4. Students' group (year) leader shall represent students. The University of Opole Student Self-Government Regulations define the procedure for leaders election.
  5. The Dean shall appoint a programme board in the unit responsible for the study programme (specialisation), for each term of office of the University bodies. The Dean shall appoint academic teachers and at least one representative of the students from a given study programme (specialisation), proposed by the relevant student self-government body, as members of the programme board. The board shall have 4 to 8 members. In order to increase the correlation of education process and job market expectations, a representative of external stakeholders should be appointed member of the programme board.

## **II. Organisation of the academic year**

### § 4

An academic year shall start on 1 October and end on 30 September of the following calendar year.

1. An academic year shall include:
  - a) the period of didactic classes divided into winter and summer semesters, each including 15 weeks of classes;
  - b) two examination sessions - ending the winter and ending the summer semester;
  - c) two make-up sessions;
  - d) internship practice - pursuant to the study curriculum;
  - e) winter, spring, and summer holidays - pursuant to an academic year organisation schedule.
2. Detailed organisation of an academic year shall be announced in the Rector's resolution by the end of May. The Rector may suspend classes for a definite period and introduce other changes to the announced timetables. The Dean may suspend classes for particular faculty (course) for several hours in the justified circumstances. The Rector may introduce different study organisation for a particular course of studies, upon request of the Dean issued after a Faculty Council resolution.

## **III. Study programmes**

### § 5

1. Studies shall be carried out according to programmes, obligatory for a given major (specialisation). Programmes shall be in conformity with the conditions defined by valid law.
2. The Programme Board of a major (specialisation) shall prepare a programme, including a description of coherent educational effects, in line with the National Qualifications Framework for Higher Education, and a description of the learning process required to achieve these effects, along with ECTS points (study programme and plan) allocated to each course (module) of the process. A programme prepared for practical profile studies shall take into account employers' opinions.
3. A study programme shall contain a list of courses divided by semesters, types of classes within each course (lecture, exercise, seminar, laboratory), internship practices, number of didactic hours (45 min.) for each type of class, credit form (exam, grade credit, no grade credit) and the number of ECTS points allocated to courses and practices. A programme shall define a study period, total number of ECTS points required for obtaining a diploma and other requirements, necessary to complete each semester and year of study.
4. A draft programme shall be agreed with the heads of organisation units responsible for courses in a given major (specialisation) and shall require a positive opinion issued by the Rector's proxy for ECTS. A practical profile study programme shall consider the specific organisation of work in a company.
5. The Faculty Council, having asked the opinion of the students self-government body, shall adopt a study curriculum and programme, approved by the Rector, and a draft education effects outline, approved by the Senate. The same procedure shall apply during introduction of changes to education programmes.
6. An education programme may allow for selected courses to be offered in a foreign language. Obligatory subjects may be offered in a foreign language, if this is conditioned by specific requirements of a particular major or study specialisation, or when they are also offered in Polish.
7. The education programmes valid from 1 October shall be approved by the end of May of the same year and communicated to students and staff by the head of the unit responsible for the particular study major.
8. The Faculty Council may, in exceptional circumstances, introduce minor changes in a curriculum during the academic year. Such changes shall require the Rector's approval.

#### **IV. Studying process**

§ 6 (amended by resolution 23/2016-2020)

1. Enrolment on elective courses shall be organised during three last weeks of the classes of the previous semester, at the latest.
2. Enrolment on physical education, foreign languages classes and exams shall be carried out in line with the procedures defined by the Rector's resolution.
3. On the basis of the courses offer provided by faculties, the Rector shall prepare information about the classes offered within the framework of general academic courses, during a particular didactic cycle in the University and announce it one month prior to the start of enrolment in these courses.
4. Enrolment on courses in each semester shall be organised in two terms. After completion of enrolment in the first term, certain courses, which will not commence due to the lack

of interest, shall be withdrawn from the offer. A modified offer shall be announced two weeks prior to classes commencement, at the latest. Students shall not change their enrolment choices after the start of the academic year. The faculty ECTS coordinator may allow a student to change a course, in exceptional circumstances.

5. Students enrol on a particular course via the Internet, using the USOS-web module in the USOS system.
6. The Regulations for Enrolment on Elective Courses define the detailed principles of classes organisations for elective courses.

#### § 7 (amended by resolution 23/2016-2020)

1. A detailed schedule of didactic classes for each semester, prepared by the organisation unit responsible for a major (specialisation) and approved by the Dean, shall be announced 7 days prior to the start of a semester, at the latest.
2. The condition for obtaining the relevant number of ECTS points for a course is a student's attendance in classes. In exceptional and justified cases, an academic teacher of a particular course may offer a student an alternative form of class realisation.
3. The method and period for catching up with the material, which was taught during a student's absence in class, shall be determined by the academic teacher of a particular course.
4. a) A student shall justify his/her absence from a class with the teacher of a particular course within one week after the cause has ceased to exist  
  
b) Failure to justify absence from obligatory classes or the lack of progress in learning may result in imposing sanctions, including deleting a student from the student list. The Dean shall make a decision in this case, upon request of the course teacher.
5. Upon the request of the head of the unit responsible for a major (specialisation) or the head of a programme, having obtained approval of the course teacher, a student who participates in research or development works may be excused by the Dean from participating in certain classes of a course, the topic of which is related to the implemented work. This shall not release a student from the obligation to obtain a credit and pass an exam in that course.
6. Outstandingly talented high school students may - upon the request of a school headmaster and approval of the Dean - participate in the scheduled classes of the courses, which conform with students' interests. The results obtained by a high school students shall be documented in the student's periodical achievements record issued by the Dean's Office. Upon enrolment in the University, the Dean shall approve the credited courses, which are included in a study curriculum of a particular major.

#### § 8

1. Tuition fees may be charged in the cases defined by the Act, for the following services, in particular:
  - a) for part-time studies;
  - b) for repeating courses in all forms of studies due to the failure to obtain a credit;
  - c) for repeating a semester or a year;
  - d) for obtaining conditional credit of the part of studies;
  - e) for attending classes in a foreign language (not applicable to majors/specialisations offered only in foreign languages and Philology specialisations);
  - f) for the procedure related to confirmation of learning effects.

2. The Rector shall announce payment amounts 3 months before the start of an academic year, at the latest.

§ 9

1. A semester shall be a credit period. A semester is completed once a student receives credits from all obligatory courses, defined in the curriculum. The minimum number of ECTS points required by the curriculum to complete a semester is 30. Surplus points obtained by a student can be transferred to the next semester, if the courses to which the points are allocated, are in line with the curriculum at a particular major. A student's results shall be recorded in the USOS system and protocols. Completion of a semester (year) shall be confirmed in a student's periodical achievements record (amended by resolution 23/2016-2020).
2. The academic teacher of a particular a course shall define the conditions for obtaining a credit in a semester, during the first meeting with students. The conditions for obtaining a credit shall be available in ECTS information packages and the syllabi of the courses in the USOS-web electronic system - virtual Dean's Office. The following six-grade grading scale shall be applied for both exams and credits with grades:
  - a. very good (5.0);
  - b. plus good (4.5);
  - c. good (4.0);
  - d. plus satisfactory (3.5);
  - e. satisfactory (3.0);
  - f. unsatisfactory (2.0).
3. The word "plus" shall not be replaced with the addition mark.
4. If the credit does not carry a grade, the word "zaliczam" ("zal.") - "pass" or "nie zaliczam" ("n. zal.") - "fail" shall be entered, respectively.
5. In the event of continuation of studies in another institution, the European grading scale shall be applied in ECTS.
6. 1) (amended by resolution 23/2016-2020) The exam passed or the credit obtained shall not require retaking on the following conditions:
  - a. a credit was obtained no more than 3 years before;
  - b. the course completed by a student had the same credit requirement;
  - c. the course included at least the same number of hours;
  - d. the course included all the required programme content and learning effects in the knowledge, skills, and social competences categories;
  - e. the course was offered at the same learning level.

2) In the event a student undertakes another major/specialisation, the teacher shall decide on awarding a credit, taking into consideration the conditions referred to in item 1.

3) In the event of controversy, the Dean shall make the decision upon a student's request.

§ 10

1. Examination and make-up sessions shall last minimum 14 days each (including Saturdays and Sundays).
2. The students, who participate in the planned internship practice in September, may apply to have their make-up exams from the summer examination session postponed,

however, by no more than two weeks. The Dean shall make the decision upon a student's request.

3. Students in cooperation with examining teachers shall prepare the examination session schedule. The schedule shall include the course name, the examiner's surname, time and place of exams (date, hour) during the examination and make-up sessions, as well as the exam form (test, oral or written).
4. The exams schedule shall be approved by the Dean a month prior to the start of an examination session. The Dean shall monitor timely conduct of exams. The course teacher shall fill in the exam and credit protocols (for the courses ending with a credit carrying grade) and submit these to the Dean's Office within five days after the end of a make up exam session. The course teacher shall inform students about the obtained grades for an exam, credit or other work result, by entering such grades in the USOS-web system within seven days, in line with the personal data protection regulations.
5. In justified cases, the Dean in cooperation with the head of the unit responsible for a major (specialisation), may authorise another academic teacher, teaching the same or similar courses, to carry out credit and examination processes.

5a. A university teacher, appointed by the head of the unit offering a major, shall award credits in practical profile studies for the classes taught in a company, by a company employee not employed in the university, on the basis of the company's opinion.

6. The number of exams during an academic year shall not be more than 8 (no more than 4 in winter and no more than 5 in summer sessions).
7. The Dean may allow for taking an exam at an earlier date, agreed with the examiner, upon a student's request approved by the examiner; this shall not be an additional term.
8. Two terms shall be defined for each exam: the first and the make up (resit) term.
9. a) A student who did not obtain a credit in a course which conditions taking an exam, shall lose the term but shall not receive an unsatisfactory grade;  
  
b) A student who did not take an exam in the defined date and did not present a justification approved by the Dean, shall also lose the exam term, but shall not receive an unsatisfactory grade;  
  
c) In exceptional circumstances, the Dean may extend the period for taking exams and obtaining credits, as well as reinstate the right to take an exam, upon a student's request submitted by the end of a make up session. An exam shall be held not later than two weeks after the decision had been made.  
  
d) In justified cases, upon a student's request, the Dean may extend the period for a semester completion and define an individual period, if the term defined in item c has expired. (amended by resolution 23/2016-2020)

10. A student shall have the right to access his written work, learn the assessment criteria and justification of the awarded grade or failure to obtain a course credit. Written works shall be kept on file for one year.

## § 11

1. The head of the unit responsible for a major (specialisation) or the proxy for traineeships submit the traineeship programme included in the study curriculum, along with the credit procedure for the Dean's approval.

2. A student's participation in the works of a research camp may be the basis for awarding a credit for internship, upon a request of the student or a person managing the camp, approved by the head of the unit responsible for a major (specialisation), if the camp curriculum is in line with the internship requirements defined in the study programme.
3. The student, who did not complete his traineeship during the period defined in the curriculum for justified reasons beyond his reasonable control, may be allowed by the Dean to complete the internship in a different period, not conflicting with the classes included in the curriculum. In justified circumstances, the Dean may approve a student's internship carried out in a different form than defined in item 1.
4. The Rector's ordinance, in cooperation with the Student Self-Government, shall define the detailed principles of traineeship implementation.

§ 12 (amended by resolution 23/2016-2020)

1. The student who was refused a credit by the course teacher and received the unsatisfactory grade in the credit protocol or no credit ("nie zaliczam") and sees the decision as unfair, may submit a request with a statement of reasons for a reassessment by the board, to the head of the unit responsible for a major (specialisation), not later than seven days after the credit entry date. The head may order a reassessment by the board, having reviewed a student's request application. The head may also order a reassessment by the board on his own initiative. In each of the above mentioned cases, the head shall fix the closest possible date (not later than two weeks after a student's request was submitted) and appoint the board of which he will be the chairperson. The following persons shall be members of the board: the course teacher and another specialist in the field, the year leader or another representative of the Student Self-Government (as an observer, without the right to vote on the grade), and the year's tutor. The chairperson shall fill in the protocol including the board members, the questions asked, and the grade. The grade is the result of the voting of the board members, excluding the observers.
2. The student who received an unsatisfactory grade for an exam and sees the decision as unfair may submit a request with a statement of reasons for examination before the board, to the Dean, not later than seven days after the grade entry date. The Dean may order an examination before the board, having reviewed a student's request justification. The Dean may also order an examination before the board on his own initiative. In each of the above mentioned cases, the Dean shall fix the closest possible date of the exam (not later than two weeks after a student's request was submitted) and appoint the board of which he will be the chairperson. The following persons shall be members of the board: the teacher, who examined the student, at least one academic teacher - specialist in the field, the year leader or another representative of the Student Self-Government (as an observer, without the right to vote on the grade) and the year's tutor. The teacher, who examined the student previously, shall prepare the written sets of questions covering the exam subject. The student shall draw questions during the exam, except for the foreign language practical exam. The exam grade, along with the asked questions shall be included in a protocol drawn by the board. The grade is the result of the voting of the board members, excluding the observers.
3. A negative grade received for the reassessment or examination by the board shall result in the consequences described in § 14 item 1.

§ 13 (amended by resolution 23/2016-2020)

The student, who has not fulfilled all the conditions required to complete a semester or year of studies, shall report to the Dean in order to confirm his status, before the last day of the make-up session.

§ 14

1. According to the Dean's decision, the student who has not completed a semester (year) on time shall:
  - a) complete the semester conditionally, that is the student will be given an opportunity to retake the course and get a credit (or pass an exam) in the following semester. It applies only in case the student has failed less than 2 courses necessary to complete the semester. The student shall be obliged to participate in classes and obtain credits;
  - b) repeat a year or semester;
  - c) be expelled;
  - d) a student of practical profile studies, who have not passed the practical courses or have not completed a semester, may continue studying at general academic profile or expelled, if it is not possible to retake classes in the same study profile. The decision in this case shall be made by the Dean.
  - e) After termination of a practical education contract due to the fault of the employer, a student may continue studies in a general academic profile of the same major. The decision shall be made by the Dean after the teaching programme has been analysed. The Dean shall also decide in which semester a student may continue his education.

The decision referred to in item 1 (a) and (b) shall be made upon a student's request.

2. The Dean shall decide to expel the student in case he/she has not completed the first semester nor obtained the entry on conditional completion. Readmission to the university shall be possible in line with the general enrolment procedure.
3. The Dean, in cooperation with the head of the unit responsible for a major (specialisation), shall prepare a list of courses that are obligatory to pass in order to continue studies.
4. repealed (amended by resolution 23/2016-2020)
5. A student shall pass the outstanding credits from previous semesters not later than by the end of the fifth semester at the first-cycle studies, the third semester at the second-cycle studies, and the ninth semester at the long-cycle studies.
6. The student shall proceed to the next semester only on condition he/she pays for every course failed in the previous semester repeated due to unsatisfactory learning results. Tuition fees and exemption rules are defined in the Rector's ordinance, issued after consultations with the Student Self-Government (§ 8, item 1 and 2).

§ 15

1. The Dean shall make the decision to delete a student from the student list in the event of:
  - a) failure to commence studying, if a student is absent from classes and does not inform about the reason for absence, during the first four weeks of a semester;
  - b) resignation from the studies, submitted in writing to the Dean's Office;
  - c) failure to submit a diploma thesis or take a diploma exam in due time;
  - d) disciplinary expulsion from the University.

2. The Dean shall make the decision to delete a student from the student list in the event of:
  - a) the lack of education progress (§ 7 item 4 (b)), when a student failed to complete a study stage more than once, in particular;
  - b) failure to complete a semester or a year of studies in due time;
  - c) failure to make payments related to studies;
  - d) failure of a student to sign an agreement on the conditions of payment for the studies or education services, prepared by the University.
3. The decision referred to in items 1 and 2 can be appealed from to the Rector within 14 days. The Rector's decision shall be final.

§ 16

A student who was deleted from the student list after completing the first semester, may apply for readmission and regaining the student rights if the break is not longer than 5 years. The Dean shall make the decision on readmission to studies. Resumption of studies shall be on the basis of payment regulations for the repeated semesters, defined in the Rector's resolution.

**V. Student rights and duties**

§ 17

Students shall act in line with the content of the oath and provisions of these Regulations, as well as the University internal regulations. Students shall also follow the principles described in the Student Code of Ethics attached to these Regulations.

§ 18

1. Violation of the University regulations and actions that destroy dignity of another student imply disciplinary liability of a student guilty of such a conduct.
2. The principles of students' disciplinary liability and the executing organs are defined in the separate regulations.

§ 19

A student shall have the right to submit demands, remarks, and complaints regarding education plans and their execution, as well as other important issues pertaining to studies and students' personal development, to the authorities of the units offering studies.

§ 20

1. A student shall have the right to material support, pursuant to the principles defined in the Rector's resolution, issued in cooperation with the Student Self-Government.
2. A student who got outstanding academic results or has eminent scientific, artistic or sports achievements is entitled to apply for a scholarship to the corresponding minister of higher education. Detailed principles for awarding a ministry scholarship are defined in separate regulations.

§ 21

A student shall immediately notify the Dean about any changes related to his surname, address and change of material conditions, if it has influence on granting material support and its amount.

#### § 22

The right to use public health care services is defined in separate regulations.

#### § 23

1. The University students form the Student Self-Government. The Student Self-Government shall be the only representative of all the University students. The Student Self-Government shall be the advocate of students' rights.
2. The Student Self-Government shall run activities in student affairs (education, social and cultural issues). The Student Self-Government shall support the activity of students' scientific and social circles.
3. The Student Self-Government shall operate on the basis of the University of Opole Student Self-Government Regulations, adopted by the Student Self-Government legislative body. The Regulations shall come into force on the date when the University Senate confirms its conformity with the law and the University Statute.

#### § 24

1. The objective of the scientific and social student activities is to develop students' skills and interests, by participation in the works of student associations and academic organisations.
2. Students shall have the right to participate in student associations and academic organisations, in particular in scientific circles, artistic and sports groups, pursuant to the principles defined in the law.
3. The Rector shall determine the principles of operation of student associations and academic organisations in the scope, which was not defined in the Act or the University Statute.

#### § 25

The Student Self-Government or a student organisation functioning in the University shall have the right to initiate a protest campaign in order to support its demands when they are the subject of a collective dispute and regard important student issues and interests, pursuant to the principles regulated in the law.

#### § 26

A student shall have the right to develop her scientific, cultural, tourist and sport interests and to use, for this purpose, the University facilities and resources as well as to get the assistance of academic teachers and the University bodies.

#### § 27

1. Having completed the first year of the first-cycle or second-cycle studies or long-cycle studies, students shall have the right to start studies at the second major and, having completed the first semester - at the second specialisation of the studied full-time major. The Dean shall make the decision regarding studies at the second specialisation of the major. A student may start studies at the second major from the first semester and by way of the selection procedure only. The same requirement shall apply to studies at the second specialisation of the Philology major.
2. A student studying at two specialisations shall write the diploma thesis and take the diploma examination in the selected specialisation. The specialisation shall be included

first in the diploma. Education in both specialisations should end in the same semester, in line with the study major plan. A delay in completion of the other specialisation (in which the student does not write the thesis) shall result in not including it in the diploma. A student may complete the second specialisation earlier.

3. A student of full-time studies may start additional studies at another major of part-time studies, having met the selection requirements valid in the major.
4. A student may study at the second-cycle studies and the first-cycle studies or at the long-cycle studies of another major at the same time, having met the selection criteria valid at these majors.
5. Having completed the first semester of the first or second-cycle studies or the long-cycle studies, a student may apply to be transferred to a similar major in the University, upon obtaining positive opinions from the heads of the units responsible for the study majors (specialisations) and approval of the Deans of both faculties.
6. The Dean, in cooperation with the head of the unit responsible for the study major (specialisation) may, in justified cases, approve transfer of a student from full-time to part-time studies. A student may be transferred from part-time to full-time studies, for substantial personal reasons. A student of part-time studies, who achieved the highest average of grades in a year, shall also have the right to such a transfer. The application for a transfer from part-time to full-time studies, along with an opinion of the head of the unit responsible for the study major, shall be submitted by a student to the Dean's office.
7. A student can move to another higher education institution upon receiving approval from the Dean of the faculty at the accepting institution and having met all the requirements of the University, which they leave.
8. A student of another higher education institution can move to the University in order to study the same or similar major (specialisation), upon receiving approval from the Dean of the accepting faculty. A student shall have at least one semester of studies completed. The Dean defines the semester to which a student will be accepted, taking into consideration the transferred credits, their conformity with the study curriculum and programme and the number of ECTS points, in line with § 9 item 1 of these Regulations. (amended by the resolution 23/2016-2020). Accepting a student to full-time studies shall not result in the increase of the number of students above the limit granted to a study major (specialisation) in a given year.
9. a) A student who transfers courses completed in another higher education institution, including the foreign ones, shall receive the same number of ECTS points as the one allocated to study effects, achieved during relevant classes and practices in the University. Confirmation of the convergence of the achieved study effects shall be the condition for transfer of the courses completed in another organisational unit of the University or outside the University, including in a foreign institution, replacing the points allocated to the classes and practices defined in the study curriculum and education programme.  
b) One ECTS point shall represent education effects, obtaining of which requires from a student 25-30 hours of work on average; a student's number of working hours includes both classes organised by the University, pursuant to study curriculum and his individual work. (amended by the resolution 23/2016-2020)

## § 28

1. A student shall have the right to carry out part of a study programme and professional or optional internship at another domestic or foreign university, on the basis of agreements or programmes to which the University is a party.

2. The University students shall be directed to study at another university and students from other universities shall be admitted to study at the University pursuant to separate regulations.
3. The education programme offered to a student in another university shall be defined individually by the exchange tutor and approved by the Dean. The programme shall define the study period, for which a student is directed by the University to a partner institution as well as a list of courses, which have to be completed and the number of ECTS points to be obtained.
4. The Dean shall appoint an exchange tutor, upon request from the head of the unit responsible for the study major.
5. The education programme defined pursuant to item 3, which ensures realisation of the study segment included in the plan at the University, shall be treated as equivalent and shall be the basis for completion of the study segment realised at another university.
6. In individual cases, upon a student's request, the Dean may approve partial realisation of the study programme at another university, with which no contract on students exchange was concluded. Items 2-5 shall apply respectively.

#### § 29

1. A student may be granted a leave from courses in the following cases:
  - a) long-term illness, based on a medical certificate, for the period identified in the certificate;
  - b) childbirth and taking care of a child;
  - c) important unforeseen circumstances;
  - d) commencing studies or internship abroad.

A leave is granted for the period from three weeks to one year. In the case of a leave shorter than one semester, prior to receiving the Deans' decision, a student shall agree make up procedure for the missed classes with the relevant courses teachers. A student may be granted a leave once during studies, unless the reason for a leave application is a long-term illness or childbirth. In such cases (item a and b), the Dean may grant a conditional enrolment to the next semester, in agreement with a student.

2. A student should apply for a leave immediately after the occurrence of the cause for such a leave, not after failure to complete a year or a semester.
3. A student shall retain students rights during a leave. A student may participate in certain classes, obtain credits and take exams, with the Dean's approval. (amended by the resolution 23/2016-2020)
4. A student, who awaits repeating a semester, shall be entered in the USOS system as on leave.

#### § 30 (amended by the resolution 23/2016-2020)

1. A student, who intends to specialise in a field of knowledge, undertakes an individual research project outside the diploma seminar or participates in the student mobility programme shall have the right to study according to individual study curriculum and education programmes (IPS). Such interests shall be certified by a course teacher's opinion and documented participation in student scientific organisations.
2. A student shall have the right to IPS on the following conditions:

- a) completion of the first year of studies, and in the second-cycle studies - of the first semester;
- b) obtaining a written permit from the head of the unit responsible for the study major (specialisation).
- c) Achieving an average grade from the core subjects on the level defined by the Dean for a given study major (specialisation).

2a. Laureates and finalists of the subject contests, who are admitted to certain majors without the selection procedure, pursuant to the University of Opole Senate resolution, shall have the right to start studying according to individual study programme (IPS) from the first semester.

The students participating in the scholarship programme "Scholarships for Laureates from the Mayor of Opole" shall also have the right to start studying according to individual study programme (IPS) from the first semester.

During the selection process, a candidate shall inform the selection committee about his intention to study in the IPS system and next, prepare an individual study curriculum and programme with the scientific tutor appointed by the Dean, until 25 September.

- 3. A student shall submit an application to be granted the individual study programme (IPS), including the proposed scientific tutor to the Dean/head of the unit responsible for the study major (specialisation), until 30 June (and a student of the first year of the second-cycle studies - until 1 February) A tutor - professor or holder of the academic degree of doktor habilitowany (assistant professor) shall supervise not more than two students and a doctor - one student. A tutor shall prepare an individual study programme and curriculum, in cooperation with a student. An application to be granted the individual study programme (IPS) shall be assessed by the head of the unit responsible for the study major (specialisation); the Dean shall approve the application by the end of July (or February, for the first year, second-cycle students).
- 4. An individual study programme (IPS) shall define:
  - a) the aim of the individual study programme and its general tasks plan;
  - b) a list of courses, date and method of completion, names of teachers.

The list shall include the core courses, required in order to obtain the bachelor's degree, title of engineer or master in a given specialisation. Courses shall be completed on the annual basis. The changes in the method or date for courses completion shall be made pursuant to item 3.

- 5. Studying in individual study programme (IPS) shall not release a student from participation in classes.
- 6. The approval to study in individual study programme (IPS) shall be granted for one academic year. The science tutor shall submit a report from a student's IPS to the head of the unit responsible for the study major (specialisation) in the end of an academic year. On the basis of the report, the head of the unit responsible for the study major (specialisation) shall recommend to the Dean an application for extension of a student's individual study programme (IPS) for the next academic year or semester.

The principles of organisation of individual multi-area studies shall be defined by the Senate, upon applications from the basic organisation units of the University, authorised by law to organise such studies. The application shall contain the selection methods, appointing a student's

tutor and defining his scope of duties, the principles for creating individual study programmes, the unit managing studies documentation and diploma majors.

#### § 31a

1. A student, whose study effects obtained outside the formal education system have been recognised, may use the IOS (individual study organisation) and complete the courses or study semester without participation in classes, as approved by the Dean. In this case a student shall submit an application immediately after receiving the decision on admission to study, during the first week of classes at the first semester, at the latest. A student shall have recognised not more than 50% ECTS points allocated to a given education programme of a course, level and profile.
2. A member of teaching staff appointed by the head of the unit responsible for the major shall supervise the study process of a student, whose study effects obtained outside of the formal education system have been recognised.

#### § 32

1. A student shall have the right to study according to IOS (individual organisation of studies) in the following cases:
  - a) studying partly in other domestic or foreign universities;
  - b) studying at more than one study major (specialisation);
  - c) disability;
  - d) major health problems or other important reasons;
  - e) single parenthood;
  - f) particular involvement in the works for the benefit of the University.
  - g) admission to studies in consequence of recognition of the education effects.
2. The Dean shall grant approval for individual organisation of studies (IOS) upon receiving a student's application, for the period of one semester or a year. Students with disabilities may be granted such an approval for the whole period of studies.
3. The Dean shall make the decision to grant individual organisation of studies not later than within 14 days from the start of a semester, to which the decision applies. In special circumstances, Individual organisation of studies can be granted later.
4. A student who was granted individual organisation of studies shall have the right to agree upon individual terms and methods of performing the duties, which result from the study curriculum with the teachers and, in the case of disabled persons – have the study conditions adjusted to the type of disability. Individual organisation of studies shall not include lower expectations from a student, regarding the scope and level of knowledge and skills from the study course curriculum and study programme in a given study major. A course teacher may agree to extended completion of a course by a student, in justified and documented cases.
5. An examination session within the individual organisation of studies shall not end later than a make up session in a given faculty.
6. The Dean shall withdraw approval of the individual organisation of studies in the event a student fails to meet the agreed study requirements.
7. Individual organisation of studies shall be granted to a student commencing studies, who has previously completed the selected courses from a study curriculum in a given study major (specialisation) as a high school student, with the Dean's consent.

#### § 33

1. A student may receive the Rector's award for active work for the benefit of academic community.
2. The Rector's award is given once a year. The Rector in cooperation with the Student Self-Government, shall define the principles of the awarding.

## **VI. Diploma thesis and exam (master's, bachelor's, engineer's)**

### § 34

1. Preparing and submitting a diploma thesis, along with passing a diploma exam, shall be the conditions for completing studies and receiving a diploma.
2. A thesis may be written in a foreign language, upon the consent of the supervisor.
3. Submitting a diploma thesis shall include providing two copies of the thesis to the Dean's Office; the thesis shall be approved by a supervisor, receive a positive grade and be documented in the USOS system (completing the course "diploma seminar" and/or "diploma thesis"). The thesis shall be verified by anti-plagiarism program, which is compatible with ORPD (All-Poland Repository of Written Diploma Works). (amended by resolution 23/2016-2020)
4. The Rector's ordinance shall define the principles for preparing diploma theses and uploading them into the USOS system.

### § 35 (amended by resolution 23/2016-2020)

1. A student shall prepare a master's thesis under the supervision of an academic teacher, selected from among those proposed by the unit responsible for the study major (specialisation), within the limit set for the teacher, who has a scientific title or the degree of doctor habilitatus and shall be referred to as a supervisor. In the event of too many candidates to work under the supervision of a supervisor, the supervisor shall select candidates himself or - if he fails to do so - candidates will be selected by the head of the unit responsible for the study major. A master's thesis in artistic majors, consisting of a practical and theoretical part, shall be supervised by two academic teachers. The students, whose study programme includes studying in Poland and abroad, shall prepare their diploma/engineer's/master's theses under supervision of two supervisors, a teacher from the University of Opole and from the foreign university.
2. After consulting the Faculty Board, the Dean may authorise a teacher employed in the University with the doctor's degree and a person with a science degree not employed by the University, to supervise a master's thesis.
3. An academic researcher with a doctor's degree can be a supervisor of a bachelor's or engineer's thesis.
4. A supervisor and a student shall define a topic of the diploma thesis before the start of the penultimate semester of studies.
5. Scientific interests of a student may be taken into consideration during defining a topic of the diploma thesis. A thesis prepared during activities of students' scientific organisation may be regarded as a diploma thesis. In the practical profile studies, an entrepreneur shall have influence on the topic of the diploma thesis, which should be related to the company's operations profile. An entrepreneur shall also appoint the thesis tutor from among his employees.
6. Depending on a faculty regulations, the topics of the diploma theses, their modifications and reviewers shall be approved by an institute board (independent chair) responsible for the study major (specialisation) or a committee appointed by the faculty board.

#### § 36

1. A student shall submit the diploma thesis and pass the diploma exam, not later than by the end of September for the last year of studies. For the studies ending in the winter semester, the deadline shall be the end of the winter make up session.
2. Upon a request of the student or the supervisor of the diploma thesis, the Dean may extend the period for submitting a diploma thesis and passing a diploma exam by not more than two months, in the following cases:
  - a) long-term illness of a student, confirmed by medical documentation;
  - b) Inability to complete the diploma thesis in due time for justified reasons, independent from the student;
3. The extension of the deadline for submitting a diploma thesis shall result in extending the term of the planned completion of studies.
4. The Dean shall make the following decisions regarding the student, who failed to submit the diploma thesis within the period defined in item 1 or 2:
  - a) to delete a student from the student list;
  - b) to direct a student to repeat the last study semester (upon a student's request).
5. In the event of a second admission to studies or repeating the last semester, the Dean in cooperation with a supervisor, may approve completion of the previously written diploma thesis.
6. In the event of a prolonged absence of a supervisor, which could cause the delay of submitting the diploma thesis, the head of the unit responsible for the study major (specialisation) shall appoint a person, who will supervise the diploma thesis.

#### § 37

1. A student shall take the diploma exam after meeting the following conditions:
  - a) fulfilling all requirements resulting from the study curriculum and programme;
  - b) obtaining a positive grade for the diploma thesis.
2. The Dean or the head of the unit responsible for the study major (specialisation) shall set the date of the diploma exam.

#### § 38

A diploma thesis shall be evaluated by the supervisor and the reviewer and, in artistic studies - supervisors and reviewers of practical and theoretical parts. In the event of major differences in the thesis evaluation, the Dean, who may ask opinion of another reviewer, shall decide on admission to the diploma exam. A student shall have the right to access to his diploma thesis review.

#### § 39

1. The diploma exam shall be carried out before the board appointed by the Dean. The board shall consist of at least three members: the chairperson (the Dean, Vice-Dean or an academic teacher (with minimum doctoral degree) appointed by the Dean, a supervisor/supervisors and a reviewer/reviewers. In the practical profile studies, a representative of an entrepreneur may participate in a diploma exam as an observer. A diploma exam shall be oral. A diploma exam may be open to public upon request of a student or a supervisor. Such a request shall be submitted to the Dean's Office in the beginning of the last semester of studies, at the latest. An announcement containing a student's full name, supervisor's full name, the topic of the diploma thesis, a date and place of the open exam shall be placed in the Dean's Office information board and in the

web site of the unit responsible for the study major (specialisation), a week before the exam date, at the latest.

2. The faculty board, upon request of the head of the unit responsible for the study major (specialisation), may transfer to the unit the authorisation regarding diploma exams and appointing reviewers.

#### § 40

1. In the event of failure to pass the diploma exam or unexcused absence at the exam in due date, the Dean shall set the second and final date of the diploma exam.
2. The second exam term shall take place not earlier than one month and not later than three months from the date of the first exam.
3. In the event of failure to pass the diploma exam in the second date, the Dean shall decide to delete a student from the students list. In order to have the student's rights reinstated, a student shall repeat the last semester and change the diploma thesis subject.

#### § 41

1. Studies shall be completed following the passing of the diploma exam with minimum satisfactory grade. The University graduate shall receive a university studies graduation diploma in a defined major, with the final study result.
2. The final studies result shall be the sum of the following elements:
  - a)  $\frac{1}{2}$  of arithmetic mean of the grades from exams and credits entered in the USOS system;
  - b)  $\frac{1}{4}$  of the diploma thesis grade;
  - c)  $\frac{1}{4}$  of the diploma exam grade. (amended by the resolution 23/2016-2020)
3. The final study grade shall be entered in the diploma, according to the following rules:
  - a) the sum not higher than 3.25 - satisfactory;
  - b) the sum from higher than 3.25 to 3.75 - satisfactory plus;
  - c) the sum from higher than 3.75 to 4.25 - rounded up to good;
  - d) the sum from higher than 4.25 to 4.55 - good plus,
  - e) the sum higher than 4.55 shall be entered in the diploma as a very good grade.
4. The students who achieved the highest grades average in the major (in the case of philology and pedagogics - in the specialisation), may receive an additional diploma with honours. The diploma shall be granted by the faculty board to not more than 3 students, upon request of the head of the unit responsible for the study major (specialisation).

### **VII. Final provisions**

#### § 42

The University Rector shall be the final instance for appeals in all matters covered by these Regulations.

#### § 43

The provisions of these Regulations shall be binding to the University students and staff.

#### § 44

The study Regulations shall come into force as of 1 October 2015.

