

# STUDY REGULATIONS

## at the University of Information Technology and Management in Rzeszów

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Attachment  
to Senate Resolution No. ....../CXXV/2022 as of 25.04.2023

# STUDY REGULATIONS

## at the University of Information Technology and Management in Rzeszów

### CHAPTER 1 - GENERAL REGULATIONS

#### § 1.

1. The University of Information Technology and Management in Rzeszów (hereinafter as “the University”) offers: first-cycle, second-cycle and uniform Master’s degree studies, both in the part-time and full-time mode, of a practical and a general academic profile.
2. Studies at the University are conducted in Polish or in a foreign language.
3. Studies are organised according to study programmes, consisting of: learning outcomes, description of the study programme, and plan of studies (schedule for the implementation of the study programme in individual semesters and years of the education cycle).
4. Students from outside of the University are not allowed to attend lectures and other types of classes at the University.
5. The educational process at the University can also be conducted with the use of distance learning methods and techniques in accordance with separate provisions.
6. University classes can be recorded (audio and video) for the needs of the didactic process, without prejudice to GDPR.
7. A graduate receives a diploma on study completion which confirms having attained the degree of *licencjat* (Bachelor), *licencjat pielęgniarstwa* (Bachelor in Nursing), *inżynier* (Engineer), or *magister* (Master).
8. The specimen of the graduation diploma is approved by the University Senate.

#### § 2.

1. A candidate is admitted to studies when their name is entered on the list of students, which equals assigning the candidate an individual student ID No. in the University’s IT system.
2. The candidate is entered on the list of students on signing a contract for educational services.
3. A person admitted to the University receives rights of a UITM student from the moment of taking (signing) the students’ oath, the content of which is stated in the Statute. After taking the oath, the student receives their student ID.
4. The Rector is the superior and patron of all students.
5. The Dean is the superior and patron of the students of his/her Faculty.
6. The Dean must settle individual student cases within 14 days from submission of a given application.
7. The time defined in item 6 may be different if thus follows from separate provisions.
8. The Student Council represents students’ matters and opinions to the University authorities.

#### § 3.

1. Talented students of secondary schools, in particular subject contests (Olympiads) partakers, may take part in classes.
2. Permission to take part in classes is given by the Dean at the student’s written request with an opinion by the headmaster of the secondary school.
3. Upon consent on secondary school student’s participation in classes, the Dean specifies courses in which the student may take part and appoints a tutor for the student from among academic teachers.

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4. The secondary school student takes examinations and gains credits on the dates and on principles specified for the group in whose classes s/he participates. The work of the said student is evaluated according to principles specified for the group.

### **§ 4.**

Payment regulations and amounts are established by the Rector in the Payment Policy for Studies and Other Forms of Education.

### **§ 5.**

1. As concerns studies related to philological (linguistic) education, selected classes are conducted in the language which is the object of the studies.
2. As concerns studies conducted in Polish, some classes may be conducted in a foreign language. The list of classes which are conducted in a foreign language are indicated in the study programme.

### **§ 6.**

1. Students may choose the field of study, specialty, specialization, electives, thesis supervisor within the dates and on conditions established by the Dean. The choice of an additional specialisation/specialty cannot extend the duration of studies.
2. A student may change the mode of study, specialty or specialisation, upon the Dean's consent. In order to do that, s/he should submit an application to the Dean of the faculty. The Dean establishes the scope and method of making up for the curriculum differences. The Dean may decide not to set curriculum differences if during their studies, the student achieves all the field-related learning outcomes specified for the given field, cycle, profile and year of studies.
3. A student may change the field of study upon the Dean's consent. In order to do that, s/he should submit an application to the Dean competent for the newly chosen field of study. The Dean may recognise some courses as completed by the student if the student has passed them during their studies at their current field of study and if they allow to achieve the learning outcomes specified for the newly chosen field of study. The Dean also establishes the scope and method of making up for the curriculum differences. The Dean may decide not to set curriculum differences if during their studies, the student achieves all the field-related learning outcomes specified for the given field, cycle, profile and year of studies.
4. Students may transfer from another higher education institution, including a foreign one, upon consent of the Dean, if the student has completed at least the first semester of studies and has fulfilled all requirements laid down in the regulations applicable in the institution which they are leaving, subject to item 6. The Dean establishes the scope and method of making up for the curriculum differences. The Dean may decide not to set curriculum differences if during their studies, the student achieves all the field-related learning outcomes specified for the given field, cycle, profile and year of studies.
5. A UITM student may transfer to another university, if s/he has fulfilled all requirements laid down in the regulations applicable at the University of Information Technology and Management. Only those students who have completed at least the first semester of studies are entitled to apply for a transfer. After being enrolled at the university to which they transfer, the student is required to submit a written resignation from studies at the University of Information Technology and Management in Rzeszów.
6. Polish citizens or citizens of Ukraine whose stay in the territory of the Republic of Poland is considered legal on the basis of the act of 12<sup>th</sup> March 2022 on assistance to Ukrainian citizens in connection with the armed conflict in the Ukrainian territory (Dz.U. of 2022, item 583, as amended) who on 24<sup>th</sup> February 2022 were students of a university operating in Ukraine and who submitted a declaration that on that day they studied at a particular year of study in a given field and cycle of studies at a university operating in Ukrainian territory and do not have documents

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issued by that university certifying periods of study, passed exams, credits or apprenticeships may be admitted to studies at the University of Information Technology and Management in Rzeszów by way of transfer. The decision to enrol students in that mode and recognise the relevant periods of study is made on the basis of the results of verification of learning outcomes achieved by the person as conducted by the University in accordance with the rules specified by the Rector.

### **CHAPTER 2 – ORGANISATION OF STUDIES**

#### **§ 7.**

1. The academic year starts on the 1<sup>st</sup> October and lasts until the 30<sup>th</sup> September of the following calendar year. The academic year consists of two semesters: the Fall (Winter) semester and the Spring (Summer) semester.
2. Classes in the Fall semester may last until the end of February, and in the Spring semester until the end of July.
3. In the Spring semester, a student is entitled to summer holidays not shorter than 6 weeks.
4. The Rector may grant additional days off during the academic year or additional hours free from classes (called “Rector’s hours”/“godziny rektorskie”).
5. Detailed organisation of the academic year is established by the Rector by means of a resolution. The resolution is published not later than a month before the new academic year begins.
6. Class schedule is published in the University’s IT system before the beginning of a new semester.

#### **§ 8.**

The Dean appoints an academic tutor for a given field of study from among academic teachers. The scope of duties of the tutor is specified by the Rector.

#### **§ 9.**

1. The educational process is organised and run in a way which takes into consideration special needs of students with disabilities, in particular:
  - 1) making every effort to plan the group’s classes in classrooms adjusted to the particular kind of disability of a student who informed about his/her disability,
  - 2) enabling a change of the form of examinations/obtaining credits if required by the disability, according to the recommendations of the Rector’s Representative for Students with Disabilities,
  - 3) making it possible to extend the duration of time for sitting examinations/obtaining credits by 50% at the most, if the disability is caused by dysfunctions of the eyes or upper limbs,
  - 4) making it possible to organise a separate examination with facilities adjusted to individual needs of the student with a disability (a room free of architectural barriers and with suitable equipment),
  - 5) making it possible for people who help students with disabilities (e.g. a sign language interpreter) to partake in classes and examinations.
2. The following people are eligible for the adjustments mentioned in item 1:
  - 1) people with disabilities with a current disability degree certificate,
  - 2) chronically ill people or such as are unable to fully participate in classes in a standard manner, but who have no disability degree certificate,
  - 3) people whose inability to fully participate in classes is caused by sudden illness or loss of some ability due to an accident, for whom the disability is temporary.
3. People indicated in item 2 point 1) submit a disability degree certificate to the Rector’s Representative for Students with Disabilities, and in cases indicated in item 2 points 2) and 3) they submit a medical certificate.
4. A decision on applying solutions described in item 1 points 2)-4) is taken by the Dean on gaining the opinion of the Rector’s Representative for Students with Disabilities.

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5. Students with disabilities may take up an independent study programme (plan of studies) or individual organisation of studies, on principles defined in §10 and §11.
6. The University cooperates with public administration bodies and non-governmental organisations in order to improve study conditions for people with disabilities. The cooperation includes creating conditions which allow people with disabilities to take full part in all areas of academic life, equalling chances and study possibilities for people with disabilities and chronically ill, eliminating architectural barriers and barriers to information access.
7. The Rector's Representative for Students with Disabilities is responsible for coordinating activities aimed to help students with disabilities.

#### **§ 10.**

1. Upon the Dean's consent, a student is allowed to take up an independent study programme/ plan of studies. For that purpose, the student should submit a suitable application to the Dean of the faculty not later than within 7 days after the semester begins.
2. The independent study programme consists in modifications of the order of selected courses in the curriculum within the student's field, cycle and profile of study.
3. Entitled to apply for the independent study programme/ plan of studies are students who have completed their first semester of studies and have a grade average of at least 4.5, subject to item 7, § 9 item 5, and § 61 item 2.
4. The Dean grants permission to a student to take up an independent study programme/plan of studies. The Dean determines the order of completing selected courses.
5. Lack of scholarly progress is a legitimate reason to refuse extension of the independent study programme/plan of studies.
6. The independent study programme/plan of studies cannot last longer than the regular programme specified in the plan of studies for a given field of study.
7. Under special circumstances, the Dean may give a first-semester student permission to take up an independent study programme/plan of studies.

#### **§ 11.**

1. Upon the Dean's consent, a student is entitled to individual organisation of studies. For that purpose, the student should submit a suitable application to the Dean of the faculty within 30 days after the semester begins. In justified cases, the Dean may consider an application submitted later than the time specified in the previous sentence.
2. Individual organisation of studies consists in the student following the curriculum determined for a given field of study while s/he may be exempted from participating in all or some classes, or only selected forms of classes.
3. Before making a decision concerning individual organisation of studies for a student, the Dean might seek the opinion of academic staff who teach a given subject or selected forms of classes.
4. The Dean gives a student permission for individual organisation of studies for the period of one semester, with the possibility of extending the time period for successive semesters. Lack of scholarly progress is a legitimate reason to refuse extension of individual organisation of studies.
5. The conditions of obtaining credits in given courses or forms of classes under individual organisation of studies are determined by the academic teacher who conducts the classes.
6. Individual organisation of studies does not release the student from the duty of obtaining all credits and passing all examinations within the period set out in the plan of studies.
7. The Dean cannot refuse consent for individual organisation of studies to a pregnant student or a student who is a parent if s/he is a full-time student.

#### **§ 12.**

1. The student is obliged to excuse all absences from obligatory attendance classes, according to §54 items 2 and 3, immediately after the cause of absence ceases.

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2. Absence from classes is excused by the academic teacher conducting the classes.
3. The manner and forms of catching up with the material resulting from absence from classes are specified by the academic teacher conducting the classes.
4. If three unexcused absences of the same student are observed by an academic teacher who conducts obligatory attendance classes, the fact is reported to the Dean.

#### **§ 13.**

In cases not requiring administrative decisions, a student may submit electronic applications through the University's IT system. The student is then informed about the decision via the same system.

#### **§ 14.**

1. Students are obliged to undergo vocational training/apprenticeship. The requirements and the number of hours of the training are specified in the curricula for the particular fields, cycles and profiles of studies.
2. The Rector appoints persons responsible on the University's side for coordinating work related to organising and holding training, i.e.:
  - 1) University student training coordinator,
  - 2) Student training coordinators responsible for student vocational training at the respective fields of study.
3. The training can be completed in business entities, state administration bodies, local government administration bodies, health care units or other organisational units, if the nature of the work performed by the students during their training is in accordance with the training program for the particular field, cycle and profile of studies. A decision whether the training can be performed in a particular institution is made by the student training coordinator for the particular field of study.
4. The training is completed during summer holidays or the academic year, provided that the training allows the student to attend classes.
5. The training is obligatory. The student may have no more than 5 days of justified absence during the particular part of vocational training. The training may be extended to make up for excused absences. Absence is excused by the student training coordinator for the particular field of study.
6. The credit for the training is based on:
  - 1) completing the training programme and obtaining a positive grade from the person responsible for the training in a given company,
  - 2) submitting a filled-in Training Logbook without undue delay after the training ends.
7. A credit for the training is given by the student training coordinator for the particular field of study, on the basis of the entry in the Training Logbook made by the person responsible for training in the given company.
8. A credit for the training is officially recognized when the student training coordinator for the particular field of study enters it in the credit records (protocol) according to § 21 item 2.
9. Detailed rules and mode of completing the training, including cases and conditions which allow the University, against a student's application, to consider the student's activities within employment, internship or voluntary work as part of their vocational training (if those activities allowed to achieve the learning outcomes specified in the study programme for vocational training), are specified in Student Vocational Training Regulations, and in the practical education regulations (for practical classes and vocational training) for Nursing.

#### **§ 15.**

1. Academic teachers are obliged to acquaint their students during the first class with:
  - 1) the course programme, suggested materials/literature, method and conditions of earning credits/passing examinations,
  - 2) dates and venue for office hours.
2. Detailed syllabi (course outlines) are available to students in the University's IT system.

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### **CHAPTER 3 – ECTS CREDITS, TRANSFERRING AND RECOGNISING COURSES COMPLETED AND ECTS CREDITS GAINED BY THE STUDENT**

#### **§ 16.**

1. ECTS credits indicate the average work load for a student necessary to achieve the learning outcomes.
2. One ECTS credit reflects 25-30 hours of student's work on average, where the number of student's working hours includes classes organised by the University and the student's individual work related to those classes.
3. ECTS credits are assigned to courses, not to particular forms of classes.
4. The amounts of ECTS credits for particular courses are specified in the curriculum.
5. Students gain the ECTS credits assigned to a course after fulfilling all requirements specified in the curriculum, including gaining the assumed learning outcomes.

#### **§ 17.**

If the admitted candidate is a graduate of some studies or has ceased studying after completing at least the first semester of studies, at the student's motion the Dean may grant a pass for the courses which have been completed with a positive grade/ a pass during the said studies and which lead to the learning outcomes specified for the given field, cycle and profile of studies.

#### **§ 18.**

1. Within an academic exchange programme, students are allowed to study for one or more semesters at a different university, including a foreign one.
2. The period of studies at the partner university, including that within the ERASMUS + program, is considered an integral part of studies at the home university.
3. For a student staying at a partner university for the entire academic year, the dean may consent to acknowledgement of the results obtained for the entire year.
4. Classes completed by the student at a different university are recognised as long as:
  - 1) they realise the learning outcomes related to the student's field of study, and
  - 2) the total of ECTS credits for classes completed at the other university is at least 20.
5. When transferring courses completed by a student at a partner university, the course name and ECTS points are applied as given in the home university study programme.
6. Courses completed by a student at a partner university which are not part of the study programme at the home university may be recognised and transferred. When transferring such courses, the course name and ECTS points from the partner university are applied.
7. In order to perform and coordinate activities connected with transferring and recognising courses completed by the student at a different university, the Rector appoints a university coordinator for the European Credit Transfer System.
8. The duties of the coordinator mentioned in item 7 include e.g.:
  - 1) preparing a list of courses (in the form of Confirmation of Credit Recognition) and curriculum differences obligatory to complete by a student participating in academic exchange,
  - 2) transcribing the grades obtained by the student from scale used at the partner university into relevant grades according to the scale used at the home university.
9. The list of courses and curriculum differences mentioned in item 8 point 1) is modified if during the academic exchange divergences are found between the list of courses accepted for completion within the exchange and the programme actually studied by the student at the partner university.

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10. If in the academic exchange the student does not obtain the number of ECTS credits required to complete studies in a given field and cycle of studies, the university ECTS coordinator in consultation with the dean determines curriculum differences with a deadline for their completion.
11. Principles of grade transfer mentioned in item 8 point 2) are as follows:
  - 5,0** – bardzo dobry / very good – **A**
  - 4,5** – dobry plus / better than good – **B**
  - 4,0** – dobry / good – **C**
  - 3,5** – dostateczny plus / better than satisfactory – **D**
  - 3,0** – dostateczny / satisfactory – **E**
  - 2,0** – niedostateczny / unsatisfactory – **F**
12. If during an academic exchange the student obtained a “pass” grade for a course (or a form thereof), i.e. not gradable number/letter, and at the University the course or form thereof are graded, the university ECTS coordinator decides, in consultation with the Dean of the relevant faculty, to establish a grade from the course or form thereof, based on the opinion of a representative of the partner university and documentation of the academic exchange submitted by the student.

### **CHAPTER 4 – EVALUATION**

#### **§ 19.**

1. For examinations, credits, evaluation of the diploma thesis and diploma examination the following grades are used:

- very good	5.0
- better than good (good plus)	4.5
- good	4.0
- better than satisfactory (satisfactory plus)	3.5
- satisfactory	3.0
- unsatisfactory	2.0

subject to item 2.
2. The Rector may decide on the list of courses and forms of classes for which the grade is replaced with one of the below:

- credit	pass/zal
- lack of credit	fail/nzal
3. The grade of “unsatisfactory” (2.0) or “nzal”/“fail” entry means that for the particular form of classes the student does not receive a credit.

#### **§ 20.**

Students' achievements are recorded in examination and test-for-credit protocols, as well as in transcripts of a student's academic progress.

#### **§ 21.**

1. Particular forms of classes within the courses in the curriculum are completed with an examination or gaining a credit.
2. All forms of classes are graded or granted a credit (pass/fail option). Grades are registered in the credit records (protocols), subject to § 25 item 2, § 26 item 1 points 1) and 2), and § 27 item 1.
3. In justified cases with regard to subject matter, it is possible to organise a test for credit for two or more forms of classes within one course.
4. A student receives a positive grade (or a pass/“zal”) for a given form of the course if they achieve all learning outcomes specified for this form of the course, subject to item 5.

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5. For the second part of the diploma seminar, the additional condition for obtaining a pass is the student submitting a thesis in times and on principles defined in § 42.
6. A student is allowed to take an exam in a foreign language (including Polish) scheduled in the curriculum provided that they receive a credit for the language course.
7. Students receive their final course grades for each course scheduled in the plan of studies.
8. The final course grade is the arithmetic mean of all grades received by the student in particular forms of classes and for particular test/examination sittings (also for credits in advance), including negative grades, rounded to a full or half grade, i.e.:
  - 1) for the arithmetic mean lower than or equal to 3.24 the final grade is 3.0,
  - 2) for the arithmetic mean between 3.25 and 3.74 the final grade is 3.5,
  - 3) for the arithmetic mean between 3.75 and 4.24 the final grade is 4.0,
  - 4) for the arithmetic mean between 4.25 and 4.74 the final grade is 4.5,
  - 5) for the arithmetic mean between 4.75 and 5.00 the final grade is 5.0.When calculating the mean, forms of courses which have “pass”/“zal” or “fail”/“nzał” instead of a grade are not considered.
9. To receive a final grade and complete a course, a student must achieve a positive grade (or a “pass”/“zal”) for each form of classes within the course.
10. Student’s academic progress records are printed from the University’s IT system and signed by the Dean when a semester ends. The academic progress records contain i.a. all grades obtained by the student in particular forms of the courses and in particular test/examination sittings, including the name of the teacher who gave the particular grade, and final grades for the particular courses with the applicable ECTS credits.
11. The supplement to the diploma holds only the final grades for particular courses, excluding grades obtained by the student in particular forms of the courses and particular test/examination sittings.

#### **§ 22.**

1. The grade average is calculated as an arithmetic mean from the final grades attained in a completed semester. Grades obtained in a non-completed semester are not included in the grade average calculation.
2. When calculating the grade average, courses completed with a “pass”/ “fail” are not taken into account.
3. If a course is completed with a credit in advance (as per § 37), the final grade for that course is included in the grade average for the semester in which the course was actually completed.
4. With regard to second-cycle students, the grade average is calculated as an average of final grades for courses within the curriculum and final grades received for courses within curriculum differences as indicated by the Dean.
5. For students who transferred to UITM from another university, the grade average is based only on grades from those courses which are included in the curriculum for the field of study the student transferred to.

#### **§ 23.**

In the case of lectures (L) and tutorial classes (T), if a student is absent from a test/examination, the examiner enters “no grade” in the protocol.

#### **§ 24.**

In the case of practicals (classes) (CI) and laboratories (Lab), teachers are obliged to:

- 1) check the list of attendance in all classes,
- 2) award a grade/credit not later than within 7 days after the date of the last class in a given course, except for classes mentioned in § 25-§ 27.



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### **§ 25.**

1. For project classes (P), a grade is awarded for a project prepared by one or more students under the supervision and according to principles specified by the teacher.
2. The curriculum specifies whether a separate grade is awarded for a particular project. If the project is not awarded a separate grade:
  - 1) the teacher gives a joint grade for the practicals (classes/CI) and the project (P) if they are part of the same course,
  - 2) the teacher gives a joint grade for laboratory classes (Lab) and the project (P) if they are part of the same course and there are no practicals (classes/CI) within the course.
3. The grade is awarded not later than on the last day of classes in the semester.

### **§ 26.**

1. In the case of distance learning classes (eL):
  - 1) the teacher gives a joint grade for both practicals (classes/CI) and distance learning (eL), if the course includes the two forms of classes,
  - 2) the teacher gives a joint grade for laboratory classes (Lab) and distance learning (eL), if the course includes the two forms of classes and there are no practicals (classes/CI),
  - 3) for situations not described in points 1) and 2), the teacher gives a separate grade for distance learning (eL).subject to § 27.
2. The grade is awarded not later than on the last day of classes in the semester.

### **§ 27.**

1. In the case of distance learning classes (eL) in Nursing:
  - 1) the teacher gives a joint grade for lectures (L) and distance learning (eL), if the course includes the two forms of classes,
  - 2) the teacher gives a joint grade for practicals (classes/CI) and distance learning (eL), if the course does not include lectures (L),
2. In the case of Supervised Independent Study (SI) as a form of classes in Nursing, the student learns the material specified in the curriculum on his/her own, and the course is completed with a “pass”/“fail” (“zal”/“nzal”) instead of a grade.
3. The grades/passes for the course are given no later than on the last day of didactic classes in the semester.

## **CHAPTER 5 – CREDITS AND EXAMINATIONS**

### **§ 28.**

1. The teacher submits the information on the results of examinations/tests for credit to the Dean’s Office in an electronic form (a protocol).
2. The date of announcing results of examinations/tests for credit is the date of registering the grades (protocol) in the University’s IT system.
3. The teacher announces the results of examinations/tests for credit no later than 7 days after:
  - 1) the date of the examination/test for credit – for classes mentioned in § 23,
  - 2) the date of the last classes – for classes mentioned in § 24,
  - 3) the last day of didactic classes in the semester – for diploma seminars and classes mentioned in § 25, § 26 and § 27.
4. Student training coordinators for the particular fields of study, mentioned in § 14 item 2, announce the results of vocational training completion no later than:
  - 1) by 15<sup>th</sup> March after the Fall semester,
  - 2) by 15<sup>th</sup> October after the Spring semester.

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### **§ 29.**

1. The University provides assessment based on an end-of-semester evaluation system.
2. A student completes a semester upon obtaining all required credits and passing all examinations for courses included in the study plan for a given field of study in a timely manner in accordance with the academic year organisation, including:
  - 1) courses chosen by the student,
  - 2) credits in advance gained in accordance with § 37,
  - 3) curriculum differences, if the deadline set by the Dean passes in a given semester, subject to § 35 item 2.
3. A student pursuing a course as a curriculum difference is entitled to two takes for a credit (first take and retake); the student is not entitled to a conditional take or a credit in advance.
4. The Dean deems a semester completed by the student and enrolls him/her for another semester. The students are informed of their completing/failing the semester via the University's IT system.

### **§ 30**

1. A student must take the given final test/examination on the date given in the schedule or by the teacher.
2. Absence on the date of test/examination is equivalent to failing the test/examination and results in entering the unsatisfactory grade or a "fail" ("nzał") into the student's records by the Dean, subject to item 3.
3. Upon a student's reasoned request, the Dean may allow the student to take the obligatory tests/examinations on dates other than specified in item 1. In order to do so, the student should submit a suitable application to the Dean of the faculty not later than within 7 days before the credit/examination date. If the student's failure to obtain credits and take examination in due time was caused by documented illness, the student should submit a suitable application to the Dean of the faculty immediately on recovery.
4. The deadline for obtaining credits/passing tests/taking examinations, as described in item 3, cannot be extended for longer than 1 month from the end date of the examination period, as stated in separate provisions concerning academic year organisation.
5. The Dean may appoint a person other than the teacher who conducted the given form of classes to conduct the final test/examination.

### **§ 31.**

1. A student has the right to one retake test/examination in each form of classes of each course in a semester, with the exception of vocational training and the second part of the diploma seminar. If in the first take the student does not pass:
  - 1) vocational training – the student may apply for repetition of the semester or a credit in advance,
  - 2) the second part of the diploma seminar – the student may apply for repetition of the semester.
2. Upon a student's reasoned request, the Dean may allow the student to retake examinations/tests on different dates than those set in separate provisions concerning academic year organisation, but not later than the date set in § 36 item 6. In order to do so, the student should submit a suitable application to the Dean of the faculty no later than within 7 days from the end date of the retake examination period, as specified in separate provisions concerning academic year organisation.
3. The Dean may appoint a person other than the teacher who conducted the given form of classes to conduct the retake test/examination.

### **§ 32.**

1. A student who failed the retake examination/test may apply for semester repetition, subject to item 4 and § 35. In order to do so, the student should submit a suitable application to the Dean of the faculty within 7 days from the end of the retake examination/test session.

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2. A student who obtains permission to retake a semester, has curriculum differences set by the Dean with a deadline for completing them. The Dean may decide not to set curriculum differences if during his/her studies the student repeating the semester achieves all the field-related learning outcomes specified for the given field, cycle, profile and year of studies.
3. A student who repeats the semester because of failing two courses at the most, can be granted the Dean's permission to repeat only those courses. Detailed principles of transfer of grades for students repeating a semester are specified by the Dean.
4. A student may repeat a given semester of studies no more than three times in the whole course of studies. In justified cases, the Rector might grant consent for a fourth repetition of the same semester.
5. A student who is to repeat a semester or is on leave is obliged to inform the University in writing of his/her willingness to continue studies. Such declaration must be submitted by 15<sup>th</sup> September, if the student returns to studies in the Fall semester, or by 15<sup>th</sup> January, if the student returns to studies in the Spring semester.
6. If no written declaration on willingness to continue studies is submitted, it equals ceasing studies, which results in expulsion according to § 58 item 1 point 1).
7. In justified cases, the student may apply to the dean for repetition of the semester at a time different from the one indicated in item 1.

#### **§ 33.**

1. A student who failed an examination/final test and disagrees with the grade obtained, may apply to be granted the right to take a special board examination. In order to do so, the student should submit an application to the faculty Dean within three days from the date of grade announcement.
2. The special board examination should take place not later than within 7 days from the date of results announcement for the given final test/examination. The special board examination is conducted in an oral form, unless the Dean decides to have it conducted in a written form due to the specific character of the course.
3. The special board examination is conducted by a three-person board: Dean or Vice-Dean as the chairperson, the course teacher as the examiner, and an academic teacher of the examined or related field. An observer named by the student can be present at the examination, but without the right to vote.
4. The final grade for the test/examination in which the student took the special board examination is the grade from the said examination.

#### **§ 34.**

If a serious breach of the principles of conducting an examination/final test for a credit is stated, the Dean may rescind the grade from the examination/test. The Dean then appoints a different person to conduct the examination/test.

#### **§ 35.**

1. A student who failed some courses in a given semester may apply for permission to attend courses in the following semester, by applying to the Dean for a conditional pass (on terms stated in § 36) or a credit in advance (on terms stated in § 37). Students of the last semester of studies cannot apply for a credit in advance.
2. If a student obtains consent for a conditional pass or credit in advance, s/he completes the semester conditionally with ECTS credit points lessened by the credits assigned to the failed/uncompleted courses.

#### **§ 36.**

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1. The Dean may grant the student a conditional pass for a course. In order to take advantage of this possibility the student should submit a suitable application to the faculty Dean within 7 days from the date of final test/examination results announcement.
2. In a given semester a conditional pass may be granted for three courses at the most.
3. The student is obliged to take examinations/tests in all uncompleted forms of classes of the course covered by the conditional pass.
4. The Dean directs the student to obligatory consultations for the course covered by the conditional pass.
5. The Dean may appoint a person other than the teacher who conducted the given course to conduct the conditional test/examination and offer consultations referred to in item 4.
6. The Dean sets the deadlines for conditional passes. However, the deadlines mentioned in the previous sentence cannot be set later than 15<sup>th</sup> March after the Fall semester and 15<sup>th</sup> October after the Spring semester.
7. A student who did not take final tests/examinations in one or two courses covered by the conditional pass may apply for a credit in advance for those courses on principles set out in § 37.
8. A student who did not take final tests/examinations in three courses covered by the conditional pass may apply for semester repetition. To do so, s/he should submit a suitable application to the Dean of the faculty within 7 days from the deadline of the conditional pass.

#### **§ 37.**

1. The Dean may grant the student permission to complete two courses in the form of a credit in advance, subject to item 9. In order to obtain such permission, the student should submit a suitable application to the Dean of the faculty within 7 days from the date of last test/examination results announcement.
2. A student completing a course as a credit in advance is obliged to take tests and examinations in all uncompleted forms of classes of the course covered by the credit in advance, subject to item 3.
3. A student who did not receive a credit for elective core courses (courses related to the field of study) as defined within the flexible study system, may – in the application mentioned in item 1 – change the non-completed courses for other elective core courses (courses related to the field of study) available within the flexible study system. The principles of choosing courses within the flexible study system are defined by relevant directives of the Rector.
4. A student completing the course as a credit in advance has the right to attend classes in the course covered by the credit in advance with a lower class, in the semester in which the course is listed in accordance with the plan of studies.
5. If it is not possible for the student to participate in classes in the course covered by the credit in advance, the Dean directs the student to obligatory additional consultations in the course.
6. The Dean appoints the teacher responsible for the credit in advance and the consultations mentioned in item 5, and sets the deadline for completing the course as a credit in advance.
7. The time for completing a course with a credit in advance cannot be shorter than 1 semester or longer than 1 academic year. The student indicates the suggested time for completing the course with a credit in advance (one semester or one year) in his/her application to the Dean.
8. A student completing the course as a credit in advance has the right to take examinations/tests on two dates (first sitting and retake). The student is not allowed to complete the course with a conditional pass, subject to item 10.
9. The Dean may allow the student to take a credit in advance in vocational training. The credit in advance in vocational training is not included in the permitted number of courses in the form of a credit in advance as mentioned in item 1.
10. A student completing vocational training as a credit in advance has the right to one credit take (first sitting). In the case of failing that first sitting, the student may apply for repetition of the semester.

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### **§ 38.**

A student has the right to see their exam/test papers, along with justification of the grade obtained, within one month from the announcement of examination/test results.

## **CHAPTER 6 – DIPLOMA THESIS**

### **§ 39.**

1. A thesis is an unassisted elaboration on a scientific, artistic or practical matter (depending on the field, cycle and profile of studies).
2. A thesis may be prepared in the form of an artistic or IT project (work), made up of a project part and a written part describing the methodology and stages of the project part realisation.
3. The conditions to be met by a diploma thesis at a given field, cycle and profile of studies and the manner of submitting it are specified by the Rector.

### **§ 40.**

1. The diploma thesis is written during the last two semesters of studies under the supervision of an academic teacher with at least a doctoral degree (supervisor), subject to item 8.
2. The student prepares his/her thesis in the language in which s/he studies, subject to items 3 and 4.
3. Upon the Dean's consent, the student can write the thesis in a foreign language and take the diploma examination in a foreign language. To do so, s/he should submit a suitable application to the faculty Dean not later than before the beginning of last semester of studies.
4. With regard to fields of studies related to foreign languages (Philology), students write theses in the foreign language which is the object of their study.
5. The diploma thesis is graded by the supervisor and one reviewer appointed by the Dean. The grade for the thesis is calculated as an arithmetic average of the two grades referred to in the previous sentence. The thesis reviewer is an academic teacher with at least a doctoral degree, subject to item 8.
6. If the reviewer gives a negative review and grades the thesis as unsatisfactory, the Dean refers the thesis back to the student for correction, or appoints an additional reviewer for the thesis.
7. Thesis reviews are public, unless the topic of the thesis is subject to protection under the law.
8. For first-cycle Nursing studies, the supervisor and reviewer of a thesis must be a person with at least a Master's degree and the right to practice the profession of a nurse.

### **§ 41.**

1. An interdisciplinary thesis, hereinafter called "team thesis", may be prepared by a team consisting of a maximum of three students. For the preparation and defence of a team thesis, the respective provisions on preparing and defending a thesis written by students individually apply, unless provided otherwise in this paragraph.
2. The faculty Dean gives consent for writing a team thesis by a group of students of the same faculty, not later than before the beginning of the last semester of studies.
3. The Rector gives consent for writing a team thesis by a group of students from various faculties, not later than before the last semester of studies commences. When issuing the consent mentioned in the previous sentence, the Rector indicates the competent Dean for issues concerning the team thesis.
4. Each of the students writing a team thesis works under a supervisor's guidance. Supervisors who manage the preparation of a team thesis should represent disciplines covering the subject matter of the thesis or related disciplines.
5. The main thesis supervisor is indicated by the competent Dean for issues concerning the team thesis.

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6. A team thesis is allowed for defence, if accepted by the main supervisor and other supervisors.
7. The Dean appoints reviewers representing disciplines related to the subject matter of the team thesis.
8. In the team thesis, students and supervisors indicate by means of a statement which chapters (parts) of the thesis have been prepared by particular members of the team (students).
9. The team thesis is graded as concerns parts prepared by given members of the team by the supervisor of the respective student and one reviewer appointed by the Dean. The grade for the thesis for the particular student is calculated as an arithmetic average of the two grades referred to in the previous sentence.
10. The diploma examination for a team thesis is taken by all team members on the same date and time.
11. In justified cases, upon the Dean's consent, it is allowed to have the diploma examination taken by incomplete team (including cases with only one student present).
12. The examination board for the diploma examination for a team thesis comprises of supervisors and reviewers appointed for the particular team members.

#### **§ 42.**

1. The student submits the diploma thesis in a printed (paper) and an electronic version. For artistic or IT projects described in §39 item 2, the student submits the project part only electronically, and the written part in a printed (paper) and an electronic version.
2. The deadline of thesis submission is:
  - 1) 15<sup>th</sup> July – for diploma examinations conducted in July,
  - 2) 15<sup>th</sup> September – for diploma examinations conducted in September,
  - 3) 15<sup>th</sup> March – for diploma examinations conducted in March,but no later than 14 days before the date set for the diploma examination.
3. If the diploma thesis cannot be submitted for justified reasons, the Dean may, on obtaining the opinion of the thesis supervisor, extend the deadline for thesis submission, but no longer than by two months. In order to obtain the Dean's consent, the student should submit a suitable application to the Dean of the faculty not later than on the date specified in item 2.
4. A student who failed to submit the diploma thesis by the specified deadline may apply for semester repetition. To do so, s/he should submit a suitable application to the Dean of the faculty within 7 days from the thesis submission deadline.

#### **§ 43.**

1. The thesis prepared by the student (or only its written part for artistic or IT projects described in §39 item 2) is checked before the diploma examination with the Uniform Anti-plagiarism System.
2. The Uniform Anti-plagiarism System establishes the Percentage Similarity Size (Procentowy Rozmiar Podobieństwa, PRP) indicator, which shows the similarity ratio of the thesis to:
  - 1) other theses available in the ministerial repository of diploma theses,
  - 2) documents from other comparison sources (Internet, legal acts, university reference databases).
3. Similarity is understood as the occurrence of each group of at least 20 words.
4. The student cannot take the diploma examination if the Percentage Similarity Size indicator for their thesis is more than 30%.

### **CHAPTER 7 – DIPLOMA EXAMINATION**

#### **§ 44.**

1. The student is allowed to take the diploma examination under the following conditions:

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- 1) S/he has passed all examinations and obtained all credits as required and specified in the plan of studies for a given field of study,
  - 2) S/he has submitted the statement (except for cases specified in § 41) that the diploma thesis has been prepared without help of third parties. The detailed content of the statement is specified by the Rector,
  - 3) S/he has obtained at least a satisfactory grade for the thesis.
2. In the case of a disciplinary case, as mentioned in § 55, against a student who is suspected of committing an act of plagiarism of his/her diploma thesis, the student cannot take his/her diploma examination until the judgment of the disciplinary board is validated.

### **§ 45.**

1. The diploma examination consists of:
  - 1) the student presenting the thesis,
  - 2) the reviewer presenting a brief opinion on the thesis,
  - 3) the student answering:
    - two problem questions within the learning outcomes for the relevant field of study,
    - one question from the scope of the thesis,subject to item 2.
2. For Nursing studies, the diploma examination consists of three parts: a practical part (performing practical tasks in a patient's natural environment in hospital wards), a theoretical examination and the defence itself, conducted in that order. Detailed principles of conducting the defence at Nursing studies are specified by way of Rector's regulation. The defence of the thesis at Nursing studies consists of:
  - 1) the student presenting the thesis,
  - 2) the reviewer presenting a brief opinion on the thesis,
  - 3) the student answering two questions from the scope of the thesis.
3. The diploma examination is an oral examination.
4. The diploma examination is conducted by a committee comprising of:
  - 1) the Dean, Vice-Dean or another person with at least a doctoral degree appointed by the Dean – as the chair;
  - 2) thesis supervisor;
  - 3) thesis reviewer,subject to items 5 and 6.
5. For Nursing studies, the third part of the diploma examination, i.e. the diploma defence is conducted by a committee comprising of:
  - 1) the Vice-Dean or an academic teacher with a Master's degree in Nursing appointed by the Dean – as the chair,
  - 2) thesis supervisor,
  - 3) thesis reviewer,subject to item 6.
6. In justified cases the Dean may give his/her consent for the supervisor or reviewer of the thesis to be absent from the diploma examination or – for Nursing – from the diploma defence. In such cases, in order to complete the committee the Dean appoints another person representing the scientific discipline containing the subject matter of the particular thesis or a related discipline.
7. The diploma examination is minuted.
8. The final grade for the diploma examination or – for Nursing – for the diploma defence is the arithmetic mean of the grades received by the student for answering the questions referred to in item 1 point 3) and item 2 point 3), respectively, rounded to a full or half grade, i.e.:
  - 1) for the arithmetic mean lower than or equal to 2.99 the final grade is 2.0,
  - 2) for the arithmetic mean between 3.0 and 3.49 the final grade is 3.0,

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- 3) for the arithmetic mean between 3.50 and 3.74 the final grade is 3.5,
  - 4) for the arithmetic mean between 3.75 and 4.24 the final grade is 4.0,
  - 5) for the arithmetic mean between 4.25 and 4.50 the final grade is 4.5,
  - 6) for the arithmetic mean between 4.51 and 5.00 the final grade is 5.0.
9. Diploma examinations are conducted:
    - 1) in July and September – for students completing studies in June,
    - 2) in March – for students completing studies in February, subject to item 10.
  10. Diploma examinations for students who have obtained the Dean's consent to extend the deadline for thesis submission as per § 42 item 3 may be conducted:
    - 3) by the end of November – for students completing studies in June,
    - 4) by the end of May – for students completing studies in February.
  11. The date of the diploma examination, including particular parts thereof for first-cycle Nursing studies, is set by the Dean.
  12. Provision of item 3 does not apply to the practical part of the diploma examination for first-cycle Nursing studies.

#### **§ 46.**

1. At the request of the student or the supervisor, the diploma examination can be open to the public. For that purpose, the student or the supervisor should submit a suitable written application to the Dean of the faculty no later than 7 days before the date set for the diploma examination.
2. Information on the date, place and the thesis topic of the open-to-public diploma examination shall be published on the University's website.
3. An open-to-public diploma examination is conducted according to the provisions of § 45.

#### **§ 47.**

1. If the student obtains the unsatisfactory grade in the diploma examination or fails to take the diploma examination, the Dean sets a retake examination. The retake examination cannot take place sooner than one month afterwards, subject to item 2.
2. For Nursing:
  - 1) If the student obtains the unsatisfactory grade in the diploma examination or fails to take the practical part of the examination, s/he cannot be allowed to take further steps in the diploma examination. The Dean sets a retake for the practical part of the examination; the retake cannot take place sooner than two weeks afterwards. In the case of the student receiving the unsatisfactory grade again or failing to take the practical part of the examination on the retake date, the Dean decides on expulsion.
  - 2) If the student obtains the unsatisfactory grade in the diploma examination or fails to take the theoretical part of the examination, s/he cannot be allowed to take the diploma defence. The Dean sets a retake for the theoretical part of the examination; the retake cannot take place sooner than two weeks afterwards. In the case of the student receiving the unsatisfactory grade again or failing to take the theoretical part of the examination on the retake date, the Dean decides on expulsion.
  - 3) If the student obtains the unsatisfactory grade in the diploma examination or fails to take the diploma defence, that means obtaining the unsatisfactory grade from the diploma examination.
  - 4) In the case of the student receiving the unsatisfactory grade from the diploma examination, the Dean sets a retake defence. The retake defence cannot take place sooner than two weeks afterwards.
3. In the case of the student receiving the unsatisfactory grade again or failing to take the diploma examination on the retake date, the Dean decides on expulsion.



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### **§ 48.**

1. The date of completing studies is the date of passing the diploma examination with at least the satisfactory grade. For Physiotherapy studies, the date of study completion is the date of completing the last vocational training specified in the study programme.
2. The basis for the final grade are:
  - 1) grade average from studies with a weight of 0.6,
  - 2) diploma thesis grade with a weight of 0.2,
  - 3) diploma examination grade with a weight of 0.2, subject to item 3.
3. For first-cycle Nursing studies, the basis for the final grade are:
  - 1) grade average from studies with a weight of 0.6,
  - 2) grade average from the practical and the theoretical parts of the diploma examination with a weight of 0.2,
  - 3) diploma thesis grade with a weight of 0.1,
  - 4) diploma defence grade with a weight of 0.1.
4. In the diploma, the final grade is entered according to the following principles, subject to item 5:
  - 1) in the case of the final grade up to 3.49, the “satisfactory” (3.0) grade is entered,
  - 2) in the case of the final grade falling between 3.50 and 3.74, the “better than satisfactory/satisfactory plus” (3.5) grade is entered,
  - 3) in the case of the final grade falling between 3.75 and 4.24, the “good” (4.0) grade is entered,
  - 4) in the case of the final grade falling between 4.25 and 4.50, the “better than good/good plus” (4.5) grade is entered,
  - 5) in the case of the final grade falling between 4.51 and 5.0, the “very good” (5.0) grade is entered.
5. If the grade average from studies is lower than 3.0, the final grade entered in the diploma cannot be higher than ‘satisfactory’.

## **CHAPTER 8 - STUDENT RIGHTS AND DUTIES**

### **§ 49.**

1. A student has the right to:
  - 1) have his/her ECTS credits transferred and recognised,
  - 2) study according to individual study organisation,
  - 3) justify his/her absence in classes, take leaves, also such as give the possibility to take validation of the achievement of learning outcomes specified in the curriculum,
  - 4) transfer to another university,
  - 5) change the field of study,
  - 6) change the form of studies,
  - 7) take a special board examination with the presence of an observer named by the student,
  - 8) repeat specific classes due to unsatisfactory academic results,  
- on principles specified in the study regulations.
2. A student has the right to receive benefits on conditions defined in separate regulations.

### **§ 50.**

1. Students and graduates who have outstanding study results and have additional scientific, artistic or sports achievements can be granted awards and distinctions.
2. The awards and distinctions mentioned in item 1 are granted by the Rector or a committee established by the Rector.

### **§ 51.**

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1. A student may study at more than one field of study, also at other universities. Undertaking studies at UITM at more than one field of study is possible upon the consent of the Dean of the faculty of the basic field of study, in consultation with the Dean of the faculty which offers the additional field of study.
2. The consent referred to in item 1 is given by the Dean at the student's written request submitted not later than within 14 days from the beginning of the particular semester. In giving his/her consent, the Dean takes into account in particular the results obtained by the student in the basic field of study and the possibility to reconcile attendance in all compulsory classes.

#### **§ 52.**

1. After submitting a justified written application, a student may be granted:
  - 1) sick leave,
  - 2) special leave,
  - 3) parental leave.
2. Leave is granted by the Dean.
3. Sick leave is granted on the basis of a medical opinion issued by a medical specialist.
4. Special leave is granted due to significant reasons which make studying impossible or very difficult for the student, and for reasons resulting from the study course of the particular student.
5. Parental leave is granted to a pregnant student (until the day of delivery) and a student who is a parent (for up to one year), but if the leave ends while the semester lasts, the leave may be extended until the end of the given semester. The Dean cannot refuse to grant a parental leave.
6. The student must apply for leave right after the issue has arisen which gives basis for leave-taking, subject to item 7.
7. A student who is a parent can apply for a parental leave within one year from the day of the child's birth.
8. Upon granting the leave, the Dean sets curriculum differences (resulting from the leave) with a deadline for making up for them. The Dean may decide not to set curriculum differences, if the person continues their studies after the leave and achieves all learning outcomes as specified for the particular field, cycle, profile of study and matriculation year.
9. During the leave the student retains student rights. The right to financial support during leave is defined by separate regulations.
10. Continuation of studies after the leave is based on the provisions of § 32 items 5 and 6 accordingly.

#### **§ 53.**

A student is obliged to:

- 1) abide by the University regulations and respect the University property,
- 2) abide by generally applicable law,
- 3) uphold student's dignity and maintain the University's good reputation,
- 4) show respect to University staff and observe the rules of good-fellowship,
- 5) issue payments for studies regularly in accordance with separate provisions,
- 6) timely submit to the University any required medical certificates (in particular certificates from an occupational medicine doctor, certificates of required vaccinations, certificates from an occupational medicine clinic for sanitary and epidemiological purposes) or s/he is not allowed to participate in selected classes.

#### **§ 54.**

1. A student is obliged to act in accordance with the essence of the oath, students' code of conduct, and the Study Regulations.
2. A student is obliged to participate in classes required by the plan of studies, including vocational training, subject to item 3 and § 11 item 2.

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3. In the case of lectures and tutorials, the academic teacher who teaches a particular subject decides if the participation in his/her classes is obligatory.
4. A student is obliged to pass examinations and obtain credits by himself/herself in a timely manner.
5. A student is obliged to write his/her diploma thesis by himself/herself, except for cases specified in § 41.
6. A student is obliged to notify the Dean's Office immediately about any changes concerning his/her last name, first name, ID, and address. If the Dean's Office is not notified about the change of address, all letters sent to the last known address are considered delivered.
7. Each student has his/her individual university e-mail account. A student is obliged to read e-mail messages sent to his/her account at least once a week and delete received emails from his/her account at least once a month.
8. At the University's request, a student is obliged to fill out student questionnaires, including those assessing his/her academic teachers.

### **§ 55.**

If a student behaves beneath his/her dignity and violates any University regulations, s/he is subject to disciplinary action on terms defined in separate provisions.

## **CHAPTER 9 – LOSING STUDENT STATUS**

### **§ 56.**

Losing the status of a student of the University of Information Technology and Management results from:

- 1) graduation from the University,
- 2) expulsion.

### **§ 57.**

1. Students who take the diploma examination, resign from studies or are expelled are obliged to settle all the formalities with the University, including in particular paying any amounts due to the University and submitting a filled-in clearance slip confirming the completion of all obligations to the University.
2. Graduates of first-cycle studies retain the right to use their student identity cards until 31<sup>st</sup> October of the graduation year.

### **§ 58.**

1. A student is expelled from the University upon the Dean's decision if:
  - 1) s/he has not:
    - a) continued studies after a leave or when s/he was to repeat a given semester or courses,
    - b) taken the student's oath,
  - 2) s/he has resigned from studies,
  - 3) s/he has not submitted a diploma thesis or taken the diploma examination at due dates,
  - 4) disciplinary measures to that effect have been taken against him/her.
2. A student may be expelled from the University upon the Dean's decision if :
  - a) s/he has not attended obligatory classes,
  - b) s/he has shown lack of scholarly progress,
  - c) s/he has not completed the semester (gained all credits) in a timely manner,
  - d) s/he has not paid tuition fees or other payments for studies at due dates.

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3. Absence from obligatory classes and/or lack of scholarly progress are stated by the Dean if the academic teacher conducting the particular course submits such a motion. The motion is submitted by the academic teacher if:
  - 1) the student has been absent from classes with obligatory attendance at least three times without excuse,
  - 2) the lack of progress is confirmed by an analysis of the student's activity during classes and by test results.
4. To cease studying, a student must submit a written resignation to the Dean's Office.
5. A student is expelled with an administrative decision. The expulsion procedure starts with an email message to the student within the University's IT system informing them about having grounds for expulsion and about the deadline for submitting an explanation of the situation.

#### **§ 59.**

1. A student who is expelled from the university may submit an application for reenrolment to the Dean of the faculty, subject to item 3. Reenrolment is not the same as admittance to studies as understood in art. 69 of the Law of Higher Education and Science act.
2. A student expelled from the university who wishes to be re-enrolled for the same semester, should submit an application for reenrolment within 21 days from the date of receiving the decision concerning the expulsion.
3. Reenrolment is possible to a field of study and curriculum conducted at the University at the time of reenrolment. It is not possible to reenrol to studies which have ceased to be offered by the University.
4. A student cannot be re-enrolled if s/he ceased studies due to disciplinary expulsion or if s/he was expelled after repeating a given semester four times.
5. A student cannot be re-enrolled if more than three years have passed since the date on which the student was expelled.
6. If a student obtains the Dean's consent for reenrolment, the Dean's decision defines to which semester and matriculation year the student is re-enrolled and sets curriculum differences along with a deadline for making up for them. The Dean may decide not to set curriculum differences if the student applying for reenrolment achieves during his/her studies all learning outcomes as specified for the particular field, cycle, profile and year of study.

### **CHAPTER 10 – STUDY REGULATIONS FOR STUDENTS ACCEPTED ON THE BASIS OF RECOGNITION OF LEARNING OUTCOMES**

#### **§ 60.**

1. The University allows to receive credits for courses (in the scope corresponding to learning outcomes as stated in the curriculum of a given field, cycle and profile of study) based on recognition of learning outcomes. The principles, conditions and mode of recognising the learning outcomes, as well as the manner of appointing and functioning of committees for learning outcomes validation are stated by the University Senate.
2. Upon recognition of learning outcomes, a student might obtain credits for courses which in total constitute no more than 50% of ECTS credits allocated to the curriculum for a given field of study.

#### **§ 61.**

1. The Dean gives a credit for courses (with ECTS credits assigned to those courses) to a candidate accepted to the University on the basis of recognising learning outcomes based on the decision of the committee for learning outcomes validation; courses credited on the basis of

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documentation submitted by the candidate receive a “pass” (“zaliczono”), and courses credited within the formal evaluation process receive a grade.

2. Candidates accepted to the University on the basis of recognition of learning outcomes follow an individual study plan which allows for changing the order of taking particular courses within the curriculum for a given field, cycle and profile of studies. Provisions of § 10 do not apply to candidates accepted to the University on the basis of recognition of learning outcomes.
3. The studies of a candidate accepted to the University on the basis of recognition of learning outcomes may last shorter than the regular programme within a given field of study, cycle and profile, but not shorter than:
  - 1) 1.5 years – for first-cycle Bachelor (*licencjat*) studies,
  - 2) 2 years - for first-cycle Engineering (*inżynier*) studies,
  - 3) 1 year - for second-cycle studies.The studies may be shortened by a semester if at least 30 ECTS credits assigned to courses within the curriculum are recognised on the basis of recognition of learning outcomes.
4. The Dean appoints a tutor among the academic staff for such a student.

### **§ 62.**

Candidates accepted to the University on the basis of recognising learning outcomes are entitled to financial aid on principles defined in separate regulations.

## **CHAPTER 11 – TRANSITIONAL REGULATIONS**

### **§ 63.**

1. For grades obtained in semesters completed by the end of the academic year 2013/2014, the supplement to the diploma holds grades obtained by the student for each particular form of classes within the courses.
2. As concerns grade average for semesters completed by the end of the academic year 2013/2014:
  - 1) the grade average is calculated as an arithmetic average of grades received in a completed semester; grades obtained in a non-completed semester are not included in the grade average calculation,
  - 2) when calculating the grade average, courses and forms of classes completed with a “pass”/“fail” (“zal”/“nzał”) are not taken into account,
  - 3) the grade average for second-cycle studies is calculated as an average of grades from courses within the curriculum and grades received for curriculum differences from first-cycle studies, as set by the Dean.

### **§ 64.**

1. As concerns students who take the diploma examination (or the diploma defence for Nursing students) by 30<sup>th</sup> November 2023, the final grade in the diploma is entered according to the following principles, subject to item 2:
  - 1) in the case of the final grade up to 3.74, the “satisfactory” (3.0) grade is entered,
  - 2) in the case of the final grade falling between 3.75 and 4.39, the “good” (4.0) grade is entered,
  - 3) in the case of the final grade falling between 4.4 and 5.0, the “very good” (5.0) grade is entered.
2. If the grade average from studies is lower than 3.0, the final grade entered in the diploma cannot be higher than ‘satisfactory’.

## **CHAPTER 12 – FINAL REGULATIONS**

### **§ 65.**

## **STUDY REGULATIONS**

### **at the University of Information Technology and Management in Rzeszów**

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1. A student is entitled to appeal to the Rector against any decisions made by the Dean in the first instance in all matters covered by the Study Regulations.
2. In the case of decisions made by the Rector in the first instance, a student is entitled to apply for reconsidering the case.
3. An appeal or application for reconsideration shall be submitted within 14 days from the date of delivering the decision.
4. A decision made after the appeal or the application for reconsideration is final.
5. A student is entitled to lodge a complaint against any final administrative decisions in individual student matters to the Voivodship (Provincial) Administrative Court on terms and conditions defined by separate regulations.

#### **§ 66.**

In matters not stipulated herein and concerning students' rights and duties, decisions are made by the competent Dean.

#### **§ 67.**

The Study Regulations come into effect at the beginning of the academic year, upon settling them with the Student Council.

**President of the Senate  
of the University of IT and Management  
in Rzeszów**

*Andrzej Rozmus, Ph.D., Assoc. Prof.*