

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 or a general academic profile.
2. Studies at the University are conducted in Polish or in a foreign language.
3. Studies are conducted in a specific field, cycle and profile of studies (hereinafter as the “field of study”).
4. Studies are organised according to study programmes (curricula), 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). A separate study programme is approved for students starting their studies in a given semester and academic year (hereinafter as the “matriculation year”).
5. The study programme of a given field of study may provide for specialties, specialisations or educational paths (hereinafter as “specialty”), which mean blocks of classes that differentiate the curricula for particular groups of students within the same field of study.
6. 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).
7. The specimen of the graduation diploma is approved by the University Senate.
8. Students from outside of the University are not allowed to attend lectures and other types of classes at the University.
9. The educational process at the University can also be conducted with the use of distance learning methods and techniques in accordance with separate provisions.
10. University classes can be recorded (audio and video) for the needs of the didactic process, without prejudice to GDPR.

§ 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 starts studies and receives rights of a UITM student from the moment of taking (signing) the students’ oath, the content of which is stated in the University 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 secondary school 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.
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.

Principles and amounts of payments for studies and other forms of education are established by the Rector.

§ 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, electives, thesis supervisor within the dates and on conditions established by the Dean. The choice of an additional specialty cannot extend the duration of studies.
2. A student may change the mode of study or specialty 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 of study and matriculation year.
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 of study and matriculation year.
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 of study and matriculation year.
5. When a student transfers from another higher education institution, the Dean may recognise as passed the courses for which the student obtained positive grades during studies at that other higher education institution and which meet the learning outcomes specified for the field of study and matriculation year to which the student is moving. When recognising those courses as passed, the Dean may use course names and ECTS credits as binding for the given curriculum at the University of Information Technology and Management in Rzeszów.
6. 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 in Rzeszów. 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.

CHAPTER 2 – ORGANISATION OF STUDIES

§ 7.

1. The academic year starts on the 1st October and lasts until the 30th 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, students are 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 announced to students not later than a month before the new academic year begins.
6. Class schedule is announced to students by publishing 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 Rector’s Representative for Students with Disabilities is responsible for coordinating activities aimed to help students with disabilities.
2. 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 if it is known that the particular group includes a student with a 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,
 - 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.
3. The following people are eligible for the adjustments mentioned in item 2:
 - 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.
4. People indicated in item 3 point 1) submit a disability degree certificate to the Rector’s Representative for Students with Disabilities, and in cases indicated in item 3 points 2) and 3) they submit a medical certificate. The Representative contacts teachers of the particular classes and determines the scope of adjustments required for a given student.
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.

§ 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.
3. Eligible 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 § 59 item 2.
4. The Dean grants permission to a student to take up an independent study programme/plan of studies. When granting a permission, 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 and times of obtaining credits in given courses or forms of classes under individual organisation of studies are determined by the academic teacher who conducts the particular 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 §52 items 2 and 3, immediately after the cause of absence ceases.
2. Absence from classes and absence from exam/test for credit 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 the student:
 - a) has at least three unexcused absences from obligatory attendance classes, or
 - b) has been absent unexcused from at least 50% of obligatory attendance classes,

the academic teacher who conducts the classes should report that to the Dean. Based on the information, the Dean analyses whether there are grounds for expelling the student according to § 56 item 2 point 1).

§ 13.

1. A student submits electronic applications through the University's IT system for electronic correspondence in matters which:
 - 1) do not require administrative decisions,
 - 2) require the issuing of administrative decisions and belong to the set of matters indicated by the Rector by way of a resolution.

The student is then informed about the decision via the same system.

2. In other matters, the student is required to submit an application in the following form:
 - 1) in writing – submitted in person to the Dean's Office or sent by registered mail, or
 - 2) in a document – submitted via the ePUAP platform or an electronic delivery address (e-Delivery/e-Doręczenia).

§ 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 of studies.
2. The Rector appoints persons responsible on the University's side for 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 programme for the particular field of study. 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 during 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 it is entered in the credit records (protocol) according to § 21 item 5.
9. Detailed rules and mode of having and 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.

§ 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.

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

§ 16.

1. ECTS (European Credit Transfer System) 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 of study.

§ 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 (later as "partner university").
2. The period of studies at the partner university, including that within the ERASMUS + programme, 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 obtained results on an end-of-year rather than end-of-semester basis.
4. Classes completed by the student at the partner 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 partner university is at least 20.
5. When transferring courses completed by a student at the partner university, the course name and ECTS points are applied as given in the partner university study programme.
6. In order to perform and coordinate activities connected with transferring and recognising courses completed by the student at the partner university, the Rector appoints a university coordinator for the European Credit Transfer System.
7. The duties of the coordinator mentioned in item 6 include e.g. establishing in agreement with the Dean:
 - 1) a list of courses obligatory to complete by a student participating in academic exchange (Confirmation of Credit Recognition),
 - 2) potential curriculum differences with deadlines for their completion.
8. The student is obliged to immediately notify the university ECTS coordinator of any changes at the partner university which prevent him/her from completing courses accepted for completion before departure, in order to update the list of courses and curriculum differences mentioned in item 7.
9. If in the academic exchange the student does not obtain the number of ECTS credits required to complete studies in a given field of study, the university ECTS coordinator in consultation with the Dean determines additional curriculum differences with a deadline for their completion.
10. Principles of transferring grades obtained by the student from a scale used at the partner university to relevant grades in the scale used at the home university are as follows:

5.0 – bardzo dobry / very good	– A
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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

11. The final decisions regarding transferring and recognising classes completed by the student at the partner university, required curriculum differences and receiving credit for the semester after academic exchange are made by the Dean.

CHAPTER 4 – PRINCIPLES OF STUDYING AND STUDENT REGISTRATION

§ 19.

1. Completing (obtaining a credit for) a course involves verification of the learning outcomes achieved by the student as a result of completing all forms (types) of classes conducted within a given course.
2. For completing (obtaining a credit for) particular forms (types) of classes, completing courses, 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 3.
3. The Rector may decide on the list of courses and forms of classes which are completed with a descriptive grade: credit (pass/zal) or lack of credit (fail/nzal).

§ 20.

1. A student's course of study is recorded in credit records (protocols), as well as in transcripts of a student's academic progress.
2. The University provides students with information about the course of their studies in the University's IT system.

§ 21.

1. The student is informed of the results of learning outcomes verification (grades) by their entry in the University's IT system. The teacher submits the results of verification (grades) no later than 7 days after:
 - 1) the date of the examination/test for credit – for classes mentioned in § 24,
 - 2) the date of the last classes – for classes mentioned in § 25,
 - 3) the last day of didactic classes in the semester – for diploma seminars and classes mentioned in § 26.
2. A student receives a positive grade:
 - 1) for a given form of the course if they achieve all learning outcomes specified for that form of the course,
 - 2) for a given course if they achieve all learning outcomes specified for the particular forms of classes within the course and obtain a positive grade from each form of classes within the course.
3. For the second part of the diploma seminar, the additional condition for obtaining a positive grade is the student submitting a thesis in times and on principles defined in § 39.
4. A positive grade from a course realised in a given semester in the form of various types of classes is the arithmetic mean of all grades received by the student in the particular forms of classes, rounded to a full or half-grade, i.e.:
 - 1) for the arithmetic mean lower than 3.25, the final grade is 3.0,
 - 2) for the arithmetic mean equal or higher than 3.25 and lower than 3.75, the final grade is 3.5,
 - 3) for the arithmetic mean equal or higher than 3.75 and lower than 4.25, the final grade is 4.0,
 - 4) for the arithmetic mean equal or higher than 4.25 and lower than 4.75, the final grade is 4.5,
 - 5) for the arithmetic mean equal or higher than 4.75, the final grade is 5.0.

When calculating the mean, forms (types) of classes which have “pass”/“zal” or “fail”/“nzał” instead of a grade are not considered.

5. A course is deemed completed and the course grade is entered in the academic progress records in the University’s IT system by the course leader indicated by the Dean.
6. The course leader is obliged to enter course grades in the academic progress records in the University’s IT system no later than within 7 days of the last day of classes in the semester, subject to item 7.
7. For student vocational training, the course leader is obliged to enter the grades in the academic progress documentation in the University’s IT system no later than:
 - 1) by 15th March after the Fall semester,
 - 2) by 15th October after the Spring semester.
8. Completion of a course results in the student receiving the relevant number of credits specified in the curriculum.

§ 22.

1. In cases justified with regard to subject matter, it is possible to organise a test for credit for two or more forms of classes within one course.
2. 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.

§ 23.

1. The grade average is calculated as an arithmetic mean from the grades obtained by the student in the particular takes for the courses to be completed.
2. When calculating the grade average, courses completed with a descriptive grade (pass/fail) are not taken into account.
3. With regard to second-cycle students, the grade average is calculated as an average of grades for courses within the curriculum and grades received for courses within curriculum differences as indicated by the Dean.
4. For students who changed their field of study or 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.

§ 24.

1. In the case of lectures and tutorials, teachers are obliged to enter information about the results of the verification of learning outcomes achievement (grades) in the University’s IT system no later than 7 days from the date of the exam/test for credit.
2. In the case of courses which students find most difficult to pass, the Dean may indicate lectures or tutorials for which an additional test for credit/exam is conducted in a preliminary (‘zero’) take, provided that:
 - 1) the zero take is organised at least 7 days before the first take of the exam/ test for credit,
 - 2) in the zero take, the same method of verifying learning outcomes should be used as in the first take (i.e. the method specified in the course outline),
 - 3) unsatisfactory grades from the zero take are not entered into the University’s IT system,
 - 4) students who regularly attend classes (no less than 80% of attendance in classes for which the zero take is conducted) are eligible for the zero take; this requirement does not apply to students who have received the Dean’s consent for individual study organisation.

§ 25.

- In the case of practicals (classes) (CI), laboratories (Lab) and foreign language classes, teachers are obliged to:
- 1) check the list of attendance in all classes,
 - 2) enter information about the results of learning outcomes verification (grades) in the University’s IT system not later than within 7 days after the date of the last class.

§ 26.

For project classes, e-learning classes and supervised independent study classes at Nursing, the teachers are obliged to enter information about the results of learning outcomes verification (grades) in the University’s IT system not later than the date of the last class in the semester.

§ 27.

1. A student must take the learning outcomes verification (test for credit/examination) on the date given in the schedule or by the teacher.
2. Absence on the learning outcomes verification (test for credit/examination) is equivalent to failing the course 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 learning outcomes verification (test for credit/examination) 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.
4. The deadline for learning outcomes verification, as described in item 3, cannot be extended for longer than 1 month from the end date of the credit-taking/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 learning outcomes verification (test for credit/examination).

§ 28.

1. Upon failing a course in the first take, the student is obliged to retake the learning outcomes verification (obtaining a credit) for the course, subject to item 2.
2. 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.
3. Absence from the verification of learning outcomes on the retake date is equivalent to failing the course in the retake and results in the Dean giving an unsatisfactory grade or “fail”/“nzał”, subject to item 4.
4. 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 § 30 item 5. 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.
5. The Dean may appoint a person other than the teacher who conducted the given form of classes to conduct the retake learning outcomes verification (test for credit/examination).

§ 29.

1. The University provides assessment based on an end-of-semester evaluation system.
2. The Dean decides on having a student registered for the next semester of studies. The student may obtain full or conditional registration for the next semester.
3. A student obtain a full registration for the next semester upon obtaining credits for all courses included in the study plan so far, including:
 - 1) courses chosen by the student,
 - 2) curriculum differences and retaken courses, if the deadline set by the Dean passes in a given semester.
4. Fulfilling the requirements of full registration specified for both a given semester of studies and all preceding semesters results in considering the preceding semesters completed.
5. 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 conditional registration. Conditional registration may be granted to a student who failed to pass no more than four courses in the retake period.
6. As part of conditional registration, the Dean may grant the student permission to:
 - 1) pass a course in a conditional take – on principles specified in § 30,
 - 2) repeat the course – on principles specified in § 31.
7. 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.

§ 30.

1. Within the conditional registration, the Dean may grant the student permission to take the learning outcomes verification (obtaining a credit for the course) in a conditional take. 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. The student is obliged to take examinations/tests in all uncompleted forms of classes of the course covered by the conditional take.
3. The Dean directs the student to obligatory consultations for the course covered by the conditional pass.
4. 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 3.
5. The deadlines for conditional takes cannot be set later than 15th March after the Fall semester and 15th October after the Spring semester.
6. A student who did not complete a course (obtain a credit) in the conditional take, may apply for course repetition on principles set out in § 31 or for semester repetition. To do so, s/he should submit a suitable application to the Dean of the faculty within 3 days from the dates specified in item 5.

§ 31.

1. Within the conditional registration, the Dean may grant the student permission to repeat a course. In order to obtain such permission, the student should submit a suitable application to the Dean of the faculty within 3 days from the dates specified in § 30 item 5.
2. A student repeating a course is obliged to take tests and examinations in all uncompleted forms of classes of the course.
3. A student repeating a course has the right to attend classes in the course with a lower matriculation year in the semester in which the course is listed in accordance with the plan of studies.
4. If it is not possible for the student to participate in classes in the repeated course, the Dean directs the student to obligatory additional consultations in the course.
5. The Dean may appoint a person other than the teacher who conducted the given course to conduct the consultations referred to in item 4 and to conduct the test/examination for the repeated course.
6. The time for completing a repeated course is set by the Dean, but it cannot be shorter than 1 or longer than 2 academic semesters.
7. A student repeating a course has the right to take examinations/tests on two dates (first take and retake). The student is not allowed to complete the course in a conditional take or repeat the course, subject to item 8.
8. The Dean may allow the student to repeat vocational training. A student repeating vocational training has the right to one credit take (first take). In the case of failing that first take, the student may apply for repetition of the semester.

§ 32.

1. A student who failed to be registered for the following semester of studies is expelled or may apply for repeated registration for the same semester of studies (semester repetition). In order to do so, the student should submit a suitable application to the Dean of the faculty by 15th March after the Fall semester, or by 15th October after the Spring semester.
2. A student who obtains permission to retake a semester of studies, 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 of study and matriculation year.
3. A student who repeats a semester of studies 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 of studies 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 of studies 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 15th September, if the student returns to studies in the Fall semester, or by 15th 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 § 56 item 1 point 1).
7. In justified cases, the student may apply to the Dean for repetition of a semester of studies at a time different from the one indicated in item 1.

§ 33.

1. A student who failed a course (received an unsatisfactory grade (2.0) or a fail) 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.
4. An observer named by the student can be present during the special board examination.
5. The special board examination is minuted.
6. The grade obtained at the special board examination is the final grade from the course.

§ 34.

If a serious breach of the principles of conducting reliable learning outcomes verification (test for credit/examination) is stated, the Dean may rescind the grade from the course. The Dean then appoints a different person to conduct the learning outcomes verification (test for credit/examination).

§ 35.

A student has the right to see their exam/test papers, along with justification of the grade obtained, within one month from the entry of results of the learning outcomes verification in the University's IT system.

CHAPTER 5 – DIPLOMA THESIS

§ 36.

1. A thesis is an unassisted elaboration on a scientific, artistic or practical matter (depending on the field of study).
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 of study and the manner of submitting it are specified by the Rector.
4. For first-cycle Nursing studies commenced in 2025/2026 or later, the curriculum does not require obligatory preparation and submission of a diploma thesis.

§ 37.

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 final result for the thesis is calculated as an arithmetic average of the 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 commenced in 2024/2025 or earlier, 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.

§ 38.

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.
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 final result 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 supervisors and reviewers appointed for the particular team members.

§ 39.

1. The student submits the diploma thesis in a printed (paper) and an electronic version. For artistic or IT projects described in § 36 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) 15th July – for diploma examinations conducted in July,
 - 2) 15th September – for diploma examinations conducted in September,
 - 3) 15th 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.

§ 40.

1. The thesis prepared by the student (or only its written part for artistic or IT projects described in § 36 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%.

§ 41.

1. The University has priority right to publishing the Student's diploma thesis. If the University does not publish the thesis within 6 months of the day of diploma defence, the thesis author may publish it, unless it is a team thesis as understood in § 38.
2. Within three years from graduation, the University has priority right to purchasing financial copyrights to the Student's diploma thesis.
3. Financial copyrights to a diploma thesis are transferred under a separate contract.
4. If the Student intends to transfer financial copyrights to his/her diploma thesis, s/he is obliged to notify the University of that fact. The University is entitled to execute its priority right as stated in item 1 within 1 month from such notification. The Student had the right to transfer financial copyrights to the thesis only if the University declines purchase of this right or if the period of 1 month expires ineffectively.
5. If the Student infringes on the provisions of items 2 or 4, s/he is obliged to pay the University a stipulated penalty to the amount equivalent to the thesis' market price as of the day of concluding the contract of financial copyright transfer.

CHAPTER 6 – DIPLOMA EXAMINATION

§ 42.

1. The student is allowed to take the diploma examination under the following conditions:
 - 1) S/he has passed all examinations and obtained all credits as required and specified in the curriculum for a given field of study,
 - 2) S/he has submitted the statement (except for cases specified in § 38) 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, subject to item 3.
2. In the case of a disciplinary case, as mentioned in § 53, against a student who is suspected of committing an act of plagiarism of his/her diploma thesis, including such as infringes upon the principles of using AI generative technology as adopted at the University, the student cannot take his/her diploma examination until the judgment of the disciplinary board is validated.
3. For first-cycle Nursing studies commenced in 2025/2026 or later, the student is allowed to take the diploma examination upon passing all examinations and obtaining all credits as required in the curriculum.

§ 43.

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:
 - one question from the scope of the thesis,
 - one problem question within the learning outcomes for the relevant field of study,subject to items 2 and 3.
2. For first-cycle Nursing studies commenced in 2024/2025 or earlier, the diploma examination consists of three parts: a theoretical examination, a practical part, 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. For first-cycle Nursing studies commenced in 2025/2026 or later, the diploma examination consists of two parts: a theoretical examination and a practical part, conducted in that order. Detailed principles of conducting the defence at Nursing studies are specified by way of Rector's regulation.
4. The diploma examination is an oral examination and is conducted in the language in which the student studies, and at studies related to foreign language studies it is conducted in the language which is the subject of the studies.
5. The diploma examination is conducted by a committee comprising:
 - 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 6 and 7.
6. For first-cycle Nursing studies commenced in 2024/2025 or earlier, the third part of the diploma examination, i.e. the diploma defence is conducted by a committee comprising:
 - 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 7.
7. 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 first-cycle Nursing studies commenced in 2024/2025 or earlier – 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.
8. The diploma examination is minuted.
9. The final grade for the diploma examination is the weighted mean of the grades received by the student for:
 - a) presenting the diploma thesis (with a weight of 0.2),
 - b) answering a question from the scope of the thesis (with a weight of 0.3), and
 - c) answering a problem question within the learning outcomes for the relevant field of study (with a weight of 0.5),rounded to a full or half-grade according to the principles specified in item 11, subject to item 10.
10. For first-cycle Nursing studies commenced in 2024/2025 or earlier, the final grade for the diploma defence is the weighted mean of the grades received by the student for:
 - a) presenting the diploma thesis (with a weight of 0.2), and
 - b) answering two questions from the scope of the thesis (each with a weight of 0.4),rounded to a full or half-grade according to the principles specified in item 11.
11. The weighted mean of grades mentioned in items 9 and 10 is rounded to a full or half-grade according to the following principles:
 - 1) for the weighted mean no lower than 3.0 but lower than 3.5, the final grade is 3.0,
 - 2) for the weighted mean equal to or higher than 3.5 but lower than 3.75, the final grade is 3.5,
 - 3) for the weighted mean equal to or higher than 3.75 but lower than 4.25, the final grade is 4.0,
 - 4) for the weighted mean equal to or higher than 4.25 but lower than 4.51, the final grade is 4.5,
 - 5) for the weighted mean equal to or higher than 4.51, the final grade is 5.0,subject to the condition that in order to obtain a positive grade from the diploma examination, the student must obtain at least satisfactory grades (3.0) for presenting the diploma thesis and for answering each of the questions referred to in item 1 point 3) and item 2 point 3), respectively.
12. 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 13.
13. Diploma examinations for students who have obtained the Dean's consent to extend the deadline for thesis submission as per § 39 item 3 may be conducted:
 - 1) by the end of November – for students completing studies in June,
 - 2) by the end of May – for students completing studies in February.
14. The date of the diploma examination, including particular parts thereof for first-cycle Nursing studies, is set by the Dean.
15. Provision of item 4 does not apply to the practical part of the diploma examination for first-cycle Nursing studies.

§ 44.

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 (if applicable) of the open-to-public diploma examination is published on the University's website.

§ 45.

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. 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.
2. For first-cycle Nursing studies commenced in 2024/2025 or earlier:
 - 1) If the student obtains the unsatisfactory grade or fails to take the theoretical part of the diploma examination, s/he cannot be allowed to take further steps in the diploma examination. 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 diploma examination on the retake date, the Dean decides on expulsion.
 - 2) If the student obtains the unsatisfactory grade or fails to take the practical part of the diploma examination, s/he cannot be allowed to take the diploma defence. 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 diploma examination on the retake date, the Dean decides on expulsion.
 - 3) If the student obtains the unsatisfactory grade in the diploma defence 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. In the case of the student receiving the unsatisfactory grade again or failing to take the diploma defence on the retake date, the Dean decides on expulsion.
 - 5) Within one year from the date of the first diploma examination, a student expelled pursuant to points 1), 2), 4) may submit an application to reenrol and have another date set for the diploma examination.
3. For first-cycle Nursing studies commenced in 2025/2026 or later:
 - 1) If the student obtains the unsatisfactory grade or fails to take the theoretical part of the diploma examination, s/he cannot be allowed to take the practical part of the diploma examination. 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 diploma examination on the retake date, the Dean decides on expulsion.
 - 2) If the student obtains the unsatisfactory grade or fails to take the practical part of the diploma examination, that means obtaining the unsatisfactory grade from the diploma examination.
 - 3) In the case of the student receiving the unsatisfactory grade from 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 diploma examination on the retake date, the Dean decides on expulsion.
 - 4) In the case of the student receiving the unsatisfactory grade again or failing to take the diploma defence on the retake date, the Dean decides on expulsion.
 - 5) Within one year from the date of the first diploma examination, a student expelled pursuant to points 1) and 3) may submit an application to reenrol and have another date set for the diploma examination.

§ 46.

1. The date of completing studies is the date of passing the diploma examination with at least the satisfactory grade.
2. The basis for the final grade are:
 - 1) grade average from studies with a weight of 0.6,
 - 2) diploma thesis result with a weight of 0.2,
 - 3) diploma examination grade with a weight of 0.2,subject to items 3 and 4.
3. For first-cycle Nursing studies commenced in 2024/2025 or earlier, 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 result with a weight of 0.1,
 - 4) diploma defence grade with a weight of 0.1.

4. For first-cycle Nursing studies commenced in 2025/2026 or later, the basis for the final grade are:
 - 1) grade average from studies with a weight of 0.6,
 - 2) grade from the practical part of the diploma examination with a weight of 0.2,
 - 3) grade from the theoretical part of the diploma examination with a weight of 0.2.
5. In the diploma, the final grade is entered according to the following principles:
 - 1) if the final grade is lower than 3.5, the “satisfactory” (3.0) grade is entered,
 - 2) if the final grade is equal to or higher than 3.5 and lower than 3.75, the “better than satisfactory/satisfactory plus” (3.5) grade is entered,
 - 3) if the final grade is equal to or higher than 3.75 and lower than 4.25, the “good” (4.0) grade is entered,
 - 4) if the final grade is equal to or higher than 4.25 and lower than 4.51, the “better than good/good plus” (4.5) grade is entered,
 - 5) if the final grade is equal to or higher than 4.51, the “very good” (5.0) grade is entered.subject to item 6.
6. If the grade average from studies is lower than 3.0, the final grade entered in the diploma cannot be higher than ‘satisfactory’.

CHAPTER 7 - STUDENT RIGHTS AND DUTIES

§ 47.

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,
 - 4) take leaves,
 - 5) transfer to another university,
 - 6) change the field of study,
 - 7) change the form of studies,
 - 8) take a special board examination with the presence of an observer named by the student,
 - 9) 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.

§ 48.

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.

§ 49.

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.

§ 50.

1. After submitting a justified written application, a student may be granted one of the following leaves by the Dean:
 - 1) sick leave,
 - 2) special leave,
 - 3) parental leave.
2. The leave may be granted:
 - 1) after a completed semester,
 - 2) for no longer than two consecutive academic semesters,

- 3) no more than three times within a course of studies.
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 fortuitous 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:
 - 1) to a pregnant student until the day of delivery,
 - 2) to a student who is a parent, for up to one year,but if the leave ends while the academic semester lasts, the leave may be extended until the end of the given semester. The leave is granted on the basis of an abridged copy of the child's birth certificate. 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 continuing their studies after the leave achieves in the course of their studies all learning outcomes as specified for the particular field 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.
11. In justified cases, the Rector may allow a student to be granted a leave despite exceeding the limit specified in item 2 point 3).

§ 51.

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.

§ 52.

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 specified in the study programme, including vocational training, subject to item 3 and § 11 item 2.
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 § 38.
6. A student is obliged to follow the principles of using AI generative technology adopted at the University.
7. 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.
8. 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.
9. At the University's request, a student is obliged to fill out student questionnaires, including those assessing his/her academic teachers.

§ 53.

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 8 – LOSING STUDENT STATUS

§ 54.

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

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

§ 55.

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.
2. Graduates of first-cycle studies retain the right to use their student identity cards until 31st October of the graduation year.

§ 56.

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.
3. Lack of scholarly progress is stated if the student fails to be registered for the next semester of studies by the specified deadline or fails to meet the requirements specified in the curriculum before submitting the diploma thesis in the last semester of study.
4. Absence from obligatory classes is 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 the student:
 - 1) has been absent from classes with obligatory attendance at least three times without excuse,
 - 2) has been absent unexcused from at least 50% of obligatory attendance classes.
5. To cease studying, a student must submit a suitable declaration. The resignation needs to be:
 - 1) in writing – the declaration must be submitted personally in the Dean's Office or sent by registered mail, or
 - 2) in a document form – the declaration must be submitted via the ePUAP platform or an electronic delivery address (e-Delivery/e-Doręczenia).
6. The student status expires, which has effects analogous to expulsion, if:
 - 1) the student dies,
 - 2) the student loses legal capacity,
 - 3) the decision on admission to studies is revoked.
7. 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.

§ 57.

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 reenrolled for the same academic semester and year, 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 the applicant has studied at before, and to a 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 reenrolled if s/he ceased studies due to disciplinary expulsion or if s/he was expelled after repeating a given semester of studies four times.
5. A student cannot be reenrolled 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 of study and matriculation year.

CHAPTER 9 – STUDY REGULATIONS FOR STUDENTS ACCEPTED ON THE BASIS OF RECOGNITION OF LEARNING OUTCOMES

§ 58.

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 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.

§ 59.

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 documentation submitted by the candidate receive a descriptive grade (pass/zal), 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 of study. 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, 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.

CHAPTER 10 – TRANSITIONAL REGULATIONS

§ 60.

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) 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, as set by the Dean.

§ 61.

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 12th March 2022 on assistance to Ukrainian citizens in connection with the armed conflict in the Ukrainian territory, and who on 24th 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 of study at a university operating in Ukrainian territory and do not have documents 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.

§ 62.

Until the University implements the new Verbis VDO IT system, § 21 items 5-7 do not apply. Instead, the following principles apply:

- 1) For each form of classes, the teachers give grades and enter them into examination/credit protocols, subject to items 5) - 8).
- 2) The teacher submits information about the examination/credit results in electronic form to the Dean's office (in the form of a protocol).
- 3) The student training coordinators for the particular field of study announce the results of crediting vocational training no later than:
 - a) by 15th March after the Fall semester,
 - b) by 15th October after the Spring semester.
- 4) For each course in the study programme a final grade is awarded. A final grade for the course is given when the student obtains a positive grade for each form of classes within the course. The final grade for a course conducted in a given semester of studies in various forms of classes is the arithmetic mean of all grades received by the student in particular forms of classes, rounded to a full or half-grade according to the following principles:
 - a) for the arithmetic mean lower than 3.25, the final grade is 3.0,
 - b) for the arithmetic mean equal to or higher than 3.25 and lower than 3.75, the final grade is 3.5,
 - c) for the arithmetic mean equal to or higher than 3.75 and lower than 4.25, the final grade is 4.0,
 - d) for the arithmetic mean equal to or higher than 4.25 and lower than 4.75, the final grade is 4.5,
 - e) for the arithmetic mean equal to or higher than 4.75, the final grade is 5.0.

When calculating the mean, forms (types) of courses which have a descriptive grade (pass/fail) are not considered.

- 5) The curriculum specifies whether a separate grade is awarded for a particular project. If the project is not awarded a separate grade:
 - a) the teacher gives a joint grade for the practicals (classes/Cl) and the project (P), if they are part of the same course,
 - b) 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/Cl) within the course.
- 6) In the case of distance learning classes (eL):
 - a) the teacher gives a joint grade for both practicals (classes/Cl) and distance learning (eL), if the course includes the two forms of classes,
 - b) 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/Cl),
 - c) the teacher gives a joint grade for lectures (L) / tutorials (T) and distance learning (eL), if the course includes the two forms of classes and there are no practicals (classes/Cl) or laboratory classes (Lab),
 - d) for situations not described in points a)-c), the teacher gives a separate grade for distance learning (eL),subject to item 7).

- 7) In the case of distance learning classes (eL) at Nursing:
 - a) the teacher gives a joint grade for lectures (L) and distance learning (eL), if the course includes the two forms of classes,
 - b) the teacher gives a joint grade for practicals (classes/Cl) and distance learning (eL), if the course does not include lectures (L).
- 8) In cases indicated in the curriculum, the teacher gives a joint grade for lectures (L) / tutorials (T) and practicals (classes/Cl) / laboratory classes (Lab).

CHAPTER 11 – FINAL REGULATIONS

§ 63.

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.

§ 64.

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

§ 65.

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.