

REGULATIONS FOR THE STUDIES AT COLLEGIUM DA VINCI

Chapter I General provisions

§ 1

1. The Regulations for the Studies at Collegium Da Vinci, hereinafter referred to as the "University", determines the rights and obligations of students as well as the course and organisation of the studies at all the first-cycle and second-cycle studies launched by the University.
2. Study programmes at the University shall be provided pursuant to the applicable legal regulations, in particular:
 - a. the *Higher Education and Science Act* of 3 July 2018 (consolidated text of the Journal of Laws of 2018, item 1668), hereinafter referred to as the "Act",
 - b. the Statutes of Collegium Da Vinci, hereinafter referred to as the "Statutes",
 - c. the present Regulations.

§ 2

1. The Rector shall be the superior for all students of the University.
2. The Dean, who is responsible for the implementation of the study programmes shall be the superior of all students of the given Faculty.
3. The Student Union, operating through its bodies shall be the representative of the students at the University.

§ 3

1. The Dean of the Faculty shall take decisions on all individual student affairs. The decisions shall be taken in the form of settlements by way of internal acts, unless such settlements take place in the form of an administrative decision under the Higher Education Act and Science of 20 July 2018 (consolidated text of the Journal of Laws of 2018, item 1668 hereinafter referred to as the "Act", or in accordance with the Code of Administrative procedure of 14 June 1960 (Journal of Laws of 1960, item 168) hereinafter referred to as the C.A.P.. In the case of appointment of the Deputy Dean for Student Affairs, the competent authority in individual student affairs is the Deputy Dean for Student Affairs.
2. The Dean may authorise other persons to act on his/her own behalf to an extent strictly specified in the written power of attorney granted to such persons.
3. An appeal against the decisions of the Dean may be lodged with the Rector. The Rector's decision shall be final and binding. If the Act provides for a settlement in the form of an administrative decision, the Rector's decision may be appealed against at the Administrative Court based on terms stipulated in separate regulations.
4. Any inquiries, applications or other letters, unless otherwise provided in specific

regulations, shall be submitted by the Student in the written or electronic form at the Centre for Admissions and Educational Support.

5. Any appeals are made via the authority which issued the contested decision within 14 days of the date of service of the decision, pursuant to the instructions contained therein.

Chapter II

Conferment and loss of the status of a student

Status of a student

§4

1. The person enrolled for the studies shall acquire the rights and obligations of a student at the moment of taking an oath, whose content is determined by the Statutes.
2. The rights and obligations of the student shall expire as of the date of graduation from the studies or the date on which the decision on removal from the register of students became final.

Admission to the studies

§ 5

1. The admission to the studies takes place through:
 - a) the enrolment;
 - b) the transfer from another university or foreign university
2. Regardless of the type of admission stipulated in para. 1 above, the first-cycle studies or uniform MA studies are designed for any persons who have:
 - a. the secondary school-leaving certificate or the secondary school-leaving certificate and certificate regarding the results of the secondary school-leaving examination for the respective subjects referred to in the regulations regarding the System of Education
 - b. the secondary school-leaving certificate and the diploma confirming professional qualifications in the taught profession at the level of a technician, referred to in the regulations of the system of education;
 - c. the secondary school-leaving certificate and the certificate regarding the results of the secondary school-leaving examination for the respective subjects and also the diploma confirming professional qualifications in the taught profession at the level of a technician, referred to in the regulations of the system of education;
 - d. the certificate or other document recognised in the Republic of Poland as the document which gives the title to apply for admission to the studies under [art. 93 section 3](#) of the Act of 7 September 1991 on the system of education (Journal of Laws of 2018, item No. 1457 and item 1560),
 - e. the certificate and other document than a diploma referred to in [art. 93 section 1](#) of the Act referred to in point d;
 - f. the certificate or diploma recognised in the Republic of Poland as the document which gives the title to apply for admission to the studies under the bilateral agreement on mutual recognition of education;

- g. the certificate or other document recognised as equivalent to the Polish secondary school-leaving certificate pursuant to the regulations applicable until 31 March 2015.
3. Regardless of the type of admission stipulated in para. 1 above, the second-cycle studies are designed for any persons who have the university graduation diploma.
4. The student may be assigned to a specific major no later than after the first year of studies.

Enrolment

§6

1. The University Senate shall determine the rules for admission to the studies by way of enrolment, applicable during a given academic year, in particular:
 - a) the dates of commencement and completion of the enrolment,
 - b) the number of vacancies for first-year students,
 - c) rules of the qualification procedure, conditions and manner of conducting the enrolment
 - d) conditions for conducting the supplementary enrolment for persons who applied for admission to the first-cycle studies or uniform MA studies in the given major for the academic year, in which the enrolment takes place and whose result of the secondary school-leaving examination for a given subject or subjects was increased as a result of verification of the total score referred to in art. 44 of the Act on the System of Education of 7 September 1991.
 - e) the composition of the enrolment committee and its chairman.
2. the Resolution of the Senate shall be made available no later than until 30 June of the year preceding the academic year, in which the recruitment is to take place, and in the case of launching studies in the specific major, level and profile - immediately.

Transfer to the studies from a different university

§ 7

1. The student may transfer from a different university, including the foreign one, with the consent of the Dean of the accepting faculty, expressed in the form of a decision.
2. In the decision referred to in para. 1, the Dean of the accepting Faculty determines any possible curriculum differences as well as the manner and date of making them up.
3. The person who was removed from the register of students at a different university may apply for admission to the University for the same or other major, with a possibility of applying for the individual course of studies (in accordance with the rules determined in the Regulations).
4. The decision on this issue shall be taken by the Dean of the accepting Faculty.
5. In the decision referred to in para. 2, the Dean of the accepting Faculty determines any possible curriculum differences as well as the manner and date of making them up.

Removal from the register of students

§8

1. The Dean shall strike of the student from the register, if:

- a) the student fails to pursue the studies,
 - b) the student resigns from the studies,
 - c) the student fails to complete the studies - the student fails to submit their diploma thesis or pass the diploma examination on dates set forth in the Study Regulations,
 - d) the student is expelled from the University as a result of the disciplinary penalty.
2. The Dean may strike off the student from the register, if:
 - a) the student does not attend the obligatory courses,
 - b) the student makes no progress in the course of study,
 - c) the student does not complete the semester or academic year successfully within the specified time limit,
 - d) the student does not pay the due tuition fees,
 3. Failure to pursue the studies by the student shall be confirmed in the course of the procedure for the removal from the register of students.
 4. In order to resign from the studies, the student files an application to the Dean under § 3, para. 4 of the Study Regulations.
 5. In the case of resignation from the studies, the Dean shall take a decision on the removal from the register of students as of the date of receipt of the application.

Resumption of studies

§ 9

1. The person who was removed from the register of students may apply for the resumption of the studies under the conditions applicable at the moment of resumption of the studies.
2. The resumption may be applied for by a person who was removed from the register of students in the given major and fulfilled all obligations towards the University.
3. The person who applies for the resumption of the studies shall file the application to the Rector under § 3, para. 4 hereof. In the case of the positive decision the Rector shall specify the semester to which a given person was admitted therein. Then the Dean shall determine the possible curriculum differences including the date by which they should be made up.
4. The Rector may issue the decision on the refusal to resume the studies, in particular, if more than 5 years passed by from the moment of removal from the register of students.
5. The student who was removed from the list of students pursuant to § 8, para. 1(c) of these Regulations, may resume the studies within a period of 5 years based on the Rector's decision in order to repeat the last semester of studies and defend a diploma thesis. If the study programmes were changed during that period of time, the student must make up for the programme differences.

Chapter III

Rights and obligations of the student

Student rights

§ 10

1. The student shall have the right to:

- a) acquire their knowledge and skills as well as develop their interests by taking advantage of the educational offer of the University,
 - b) use the teaching premises, library, equipment and means of the University as well as the help of academic teachers and University bodies in order to develop their own scientific interests,
 - c) join student organisations at the University based on terms specified in the Act,
 - d) participate in scientific research,
 - e) receive awards and special mentions based on terms specified in separate regulations,
 - f) participate in the assessment of didactic classes in the form applicable at the University,
 - g) participate in the decisions of collective bodies of the University through the agency of representatives elected into those bodies,
 - h) express their opinions in matters important for students and for the University, directly or through the agency of the representatives of students in the collective bodies of the University,
 - i) join social organisations based on terms stipulated by separated regulations,
 - j) use the reliefs and discounts stipulated by separate regulations,
 - k) apply for financial support from funds intended for this purpose in the state budget based on separate regulations.
 - l) apply for the financial support based on terms stipulated in the Act and the Regulations for the awarding Financial Support to Students,
 - m) undergo training with regards to rights and obligations of the student, conducted by the Student Union,
 - n) transfer the ECTS credits and have them recognised
 - o) pursue studies according to the individual course of studies
 - p) justify absences in classes, leaves as well as leaves with a possibility of having the obtained learning effects specified in the study programme verified,
 - q) change the study major,
 - r) transfer to full-time or extramural studies,
 - s) take the exam in front of an examination board with the participation of an observer indicated by them,
 - t) repeat specific classes due to unsatisfactory learning results.
2. The student, with the Dean's consent, may:
 - a) participate in classes offered with course modules not covered by the study programme of the given major, in accordance with the Regulations for the fees,
 - b) change the major, education path or form of studies,
 - c) study a different major or speciality/specialisation in parallel,
 - d) study at foreign universities based on agreements concluded by the University,
 - e) apply for the participation in student exchange programmes and joint European projects, in which the University participates in accordance with the agreements concluded by the University, based on terms stipulated for these programmes,
 - f) move to a different university, if they fulfilled all the obligations arising from the regulations applicable at the University.
 3. The Rector, by way of an order, shall ensure the proper conditions for the implementation

of the teaching process in relation to the specific needs of students with disabilities, in accordance with the degree and nature of the students' disabilities and the specificity of studies pursued by them.

Specific rights of the students

§ 11

1. A pregnant student and a student who is a parent may not be refused consent to:
 - a) pursue studies in a specific major and at a specific level according to the individual course of studies until their completion - in the case of full-time studies;
 - b) the leave referred to in §13, para. 2.
2. The student who is a parent shall apply for the leave referred to in para. 1 within 1 year of the date of birth of the child.
3. The leave referred to in §13, para. 2:
 - is granted to the pregnant student for a period until the date of birth of a child inclusively,
 - is granted to the student who is a parent for a period of up to 1 year however, if the leave ends during the semester, it can be extended until the end of the semester.

Student's obligations

§12

1. The obligations of the student shall include the conduct in accordance with the content of the oath and the Regulations for the Studies, in particular:
 - a) the acquisition of knowledge and development of their own personality,
 - b) the respect for the dignity of all community members of the University,
 - c) care for the dignity of the student and the good reputation of the University,
 - d) the care for the University property,
 - e) the observance of the good practices of the academic community and the rules of student community life and cultural behaviour towards all the members of the University community.
 - f) participate in didactic and organisational activities in accordance with the Regulations for the Studies and the schedule of classes which the Student is obliged to follow,
 - g) take exams and tests, complete training programmes and meet other requirements provided for in the study programme,
 - h) observe the regulations applicable at the University,
 - i) fair and independent performance of tasks assigned by academic teachers, and following from the implemented study programme and decisions of University bodies with regards to the organisation of the educational process,
 - j) fulfil the obligations regarding the enrolment for classes, certification of the course of studies and document flow in a timely and due manner,
 - k) pay the fees related to the course of the studies in a timely manner, based on terms provided for in the agreement on terms and conditions of payment for the studies, the

Regulations for the Fees and the Orders of the Rector,

- l) check information/messages communicated via the Virtual University platform and the university electronic mail.
2. The student is obliged to notify the University immediately of any changes in personal and address data, especially their name, address for correspondence and place of residence, and of any changes which affect the possibility of receiving the financial support by delivering a written notice to the Centre for Admissions and Educational Support.
3. The person, whose student rights expired under para. 2, shall return the student ID to the University as well as the clearance slip, confirming the fulfilment of all obligations towards the University.

Leaves

§ 13

1. The student may be granted leave from courses held at the University based on the Dean's decision.
2. The student may apply for:
 - a) the sick leave
 - b) the leave as a result of a fortuitous event
 - c) the leave for other reasons.
3. The Dean shall grant the health leave for the duration of the sickness, treatment or rehabilitation which exclude or seriously impede the continuation of the studies. The decision on granting the leave shall be taken by the Dean based on the medical certificate or documentation of the Social Security Institution, issued in accordance with the applicable law. The student may apply for the prolongation of the examination session by the duration of the leave if the duration of such leave exceeds the period of 3 months.
4. The leave as a result of a fortuitous event may be granted by the Dean in the case of important circumstances, which make the participation of the student in the classes impossible for a long period of time. The student should apply to the Dean for the leave immediately after the occurrence of the cause which justifies the application for the leave.
5. The leave for other reasons is granted in each case for a period until the end of the semester, whereby the short-term leave is granted for the period of maximum one semester and the long-term leave is taken for a period of maximum one semester and lasts for no more than two semesters.
6. The leave for other reasons may be granted to a student for a period of maximum one year altogether in the case of studies lasting up to four years. The leave for other reasons may be applied for by the student not earlier than after completion of the first year of studies, save for para. 7.
7. The student of the second-cycle studies may apply for the leave for other reasons already after the first year, if no more than one year passed by from the completion of the preceding studies.
8. The date of the planned completion shall be automatically postponed by the granted leave for other reasons. In the case of the short-term leave, the Dean may give their consent to making up the covered material and continuing the studies in the same semester.

9. During the leave, the student shall retain the student rights save for the relevant provisions of the Regulations for awarding financial support benefits to students of Collegium Da Vinci.
10. The Student who takes the leave may take part in specific courses upon receiving the Dean's consent.
11. At the end of the leave the student shall continue the studies based on terms applicable at the moment of termination of the leave. The University shall not guarantee the continuity of the education cycle in the given major, if the leave is terminated. If the given major or specialisation, which the student studied before the beginning of the leave is not available to the given class of students, the Student shall be entitled to pursue a degree programme in a similar major or specialisation after passing tests which cover the curriculum differences specified by the Dean.
12. The student is obliged to notify the University in writing of their readiness to continue the studies immediately after the termination of the dean's leave. Such information in the case of the dean's leave must be provided by 31 August in the case of return to study from the winter semester, and by 15 February in the case of return to study from the summer semester.
13. The lack of the written information about the continuation of studies upon termination of the leave for other reasons shall mean the resignation from the studies at the end of the period for which the leave was granted.

Justification of the short-term absence

§ 14

Justifications for short-term absence in classes shall be provided by the teacher based on the reasoned request of the student. In the event of a negative decision of the teacher, the student shall be entitled to make an appeal to the Dean.

Disciplinary proceedings

§ 15

1. The student shall incur disciplinary liability before the Disciplinary Committee for any violation of regulations applicable at the University and for any acts demeaning the dignity of the student based on terms provided for in the Act.
2. Any disciplinary penalties as well as principles and procedure of the disciplinary proceedings shall be determined by the Act.
3. In the event of a final and binding decision regarding the disciplinary penalty of suspension of the student rights, the student shall return the student ID to the Centre for Admissions and Educational Support at the latest (i.e. after the disciplinary decision becomes final) The student ID shall be returned after ending the period of suspension imposed by the Disciplinary Committee.
4. In the period of suspension of the student rights, the student has no right to take part in classes regardless of their form, or to use the library. The use of non-compulsory forms such as research groups, Student Union organisations shall depend on the consent of these organisations.

5. For minor breaches, the Rector may inflict the penalty of a caution, without referring to the Disciplinary Committee, after a prior hearing with the defendant or their defence counsel. The student punished with a caution or the Student Union who acts on their behalf may make an appeal against the penalty of a caution to the Disciplinary Committee, within 14 days of the delivery of the notice regarding the penalty.

Chapter IV

Study programme and forms of education

Majors and form of studies

§ 16

1. Students are enrolled for the study programmes offered by the University. The University provides the respective majors to students based on the permit granted by the competent minister of higher education.
2. The studies may be conducted both in the full-time and extramural mode. As part of the majors, students select specialisation/specialty educational paths. The decision on launching the given specialisation/specialty educational path shall be taken by the Dean in the form of an order before the commencement of the first semester of the specialisation/specialty, within 14 days before the commencement of the classes.
3. The student upon obtaining the Dean's consent may graduate from the studies without selecting any specialisation/specialty educational path.
4. In the course of the educational process, students select seminar groups and faculty modules. The decision on organisation of seminar groups or faculty modules shall be taken by the Dean. Lists of students enrolled for the respective groups shall be published by the Dean, by placing them in the Virtual University IT system. If the student does not select any seminar group or module, the decision on their assignment to a given group shall be taken by the Dean.
5. If a smaller number of students is enrolled for a given form of studies or specialisation than that which is normally required to launch the given form of studies/specialisation, the Dean, by way of an order, may resign from launching the given form of studies or specialisation. In the case of failure to launch a given form of studies, specialisation, specialty or major, the students may change the form of studies, specialisation, specialty or major.

Study programme

§ 17

1. The organisation of the educational process shall be based on study programme.
2. The study programme shall be published on the University website or in the University IT system and in the Public Information Bulletin no later than 14 days before the date of its acceptance.
3. The study programme shall obligatorily determine:
 - a) the major, the level and the profile of studies
 - b) the description of the process which results in obtaining the learning outcomes;

- c) the form or forms of studies
 - d) the number of semesters
 - e) the ECTS credits, including: the number of credits necessary for the graduation from the studies at a given level, the total number of credits which the student must obtain as part of the classes held with direct participation of academic teachers or other persons holding the classes, the number of ECTS credits which the student must obtain in the field of humanities or social sciences, not lower than 5 credits in the case of studies assigned to disciplines as part of fields other than humanities or social sciences respectively
 - f) the professional title awarded to graduates
 - g) the courses or groups of courses irrespective of the form in which they are held, including their assignment to learning outcomes and programme contents which ensure the obtaining of such outcomes (hereinafter referred to as modules)
 - h) the total number of course hours
 - i) methods of verification and evaluation of learning outcomes achieved by the student during the entire education cycle
 - j) the time, rules and form of completion of work placements and the number of ECTS credits which the student must obtain during such practices
4. The programme for the first-cycle studies and uniform MA studies implemented in the form of full-time studies shall also include physical education classes in the amount of no less than 60 hours; no ECTS credits are awarded to the physical education classes.
 5. The ECTS credits are the measure of the average work input by the student which is necessary to obtain the learning outcomes.
 6. ECTS credits are assigned to all modules being part of the study programme. The number of ECTS credits for any module is determined in total for the courses held in direct contact of the teacher and the student's own work, whereby, it is assumed that 1 ECTS credit corresponds to 25-30 hours of the student's own work.
 7. The number of ECTS credits attributed to the modules provided for in the study programme for the given major is:
 - a) min. 30 during a semester, whereby the obtained final grade does not affect the value of this number,
 - b) min. 20 during a trimester
 - c) min. 26 in the case of extramural studies lasting one semester longer than the corresponding full time studies.
 8. The number of ECTS credits required to graduate from full time studies and extramural studies is:
 - a) no less than 180 - for the first-cycle studies, but no less than 2010 for the studies which lead to the receipt of the title of an engineer,
 - b) no less than 120 - for the second-cycle studies.

Studying several majors and specialties/specialisations

§ 18

1. The Student may follow a degree programme in more than one major or more than one

specialties/specialisations with the Dean's consent.

2. Any student may apply to follow a degree programme in parallel studies.
3. The student files a well-grounded application, in accordance with § 3, para. 4 of the Study Regulations, to the Faculty where a given major that the student intends to pursue is provided.
4. The student must meet the requirements for the completion of the studies, referred to in the Regulations for the Studies, for each of the majors separately.
5. The student, who follows a degree programme in parallel studies, may apply for the Individual Course of Studies based on terms stipulated in the Regulations

Change of the major/specialty/specialisation or form of studies

§ 19

1. The student may change the major, specialty/specialisation or form of studies with the consent of the Dean, whereby if the change of the major entails the change of the Faculty, also the consent of the Dean of the accepting Faculty is required.
2. Any student may apply for a change in the major, specialty/specialisation or form of studies at the University.
3. The change in the major, specialty/specialisation, form of studies requires the submission of a well-grounded application by the student, in accordance with § 3, para. 4 of the Study Regulations.
4. In the decision referred to in para. 1, the Dean of the accepting Faculty shall determine any possible differences between the curricula, taking into account the course modules completed by the student and the requirements of the current curriculum, and shall set the date by which these differences must be made up.

Individual course of studies

§ 20

1. The individual course of studies, hereinafter referred to as "ICS" allows for the determination of an individual plan for taking tests and exams provided for in the curriculum for the given major and the rules of participation in the courses.
2. The consent to the ICS, which covers a given semester or academic year, shall be given by the Dean upon consideration of the well-ground request of the student.
3. The application for the ICS should be submitted by the student via the Virtual University platform, electronic mail or in person within 30 days of the beginning of the semester in which they wish to be covered by the ICS.
4. Studying based on "ICS" may be applied for by a student who meets one of the following criteria:
 - a) the student follows a degree programme in more than one major,
 - b) the student participates in a long-term internship,
 - c) the student, with the consent of the Dean, participates in a work placement during an academic year, carried out outside the plan,
 - d) the student has a high degree of disability, which is confirmed by the certificate of a

- competent authority,
- e) the life situation of the student makes the continuation their studies based on the ordinary organisation procedure impossible,
 - f) the student participates in the international or national student exchange programme,
 - g) the student achieves outstanding sport results at the national or international level
 - h) the meets the conditions specified in §11, para. 1
5. The Dean shall appoint an academic supervisor for the student who implements the ICS. An employee of the Department for the given major, who has a PhD. degree, post-doctoral degree or the title of a professor should be the academic supervisor of the student with the ICS.
 6. The student who applies for the Individual Course Study shall agree on the schedule of tests and exams provided for in the given semester, as well as requirements for taking tests and rules of participation in courses agreed upon with module coordinators, who are responsible for the completion of the respective course modules in the given semester. After the student meets one of the conditions for obtaining the consent to study based on the ICS specified in para. 4 above, the Dean shall give a conditional consent until the student presents the schedule referred to in the first sentence of the present paragraph. The Dean may withdraw the consent granted to the student, if the student does not implement the schedule under para. 6 or breaches the rules for participation in the courses.
 7. The Dean may, by way of an order, determine the detailed rules and the procedure for application for the ICS, in particularly, the Dean may set the dates and the manner in which the student is to arrange the plan of final tests and exams.

Education in a foreign languages

§ 21

1. The accepted study programme or its part, including the classes, tests and exams, diploma theses and diploma exams may be implemented in a foreign language. The decision on this issue shall be taken by the Dean.
2. The diploma paper may also be written and the diploma examination may be conducted in a foreign language selected by the student upon their request, with the consent of the Dean given in consultation with the academic teacher who supervises the process of writing of the diploma paper.

Distance education

§ 22

1. Classes may be held using remote educational methods and techniques in accordance with the applicable legal regulations.
2. The scope, number of hours and procedure for receiving credits for the courses using the remote educational methods and techniques shall be determined on an individual basis as part of each module.
3. The module supervisor shall notify the students of any necessity to hold certain courses using the remote educational methods and techniques under the Regulations.
4. All the sections of these Regulations related to the forms and methods of assessment shall

apply to the courses held using the remote educational methods and techniques of education. The University may introduce additional regulations which specify the rules for using the e-learning platform and the rules for completion of courses using the aforementioned platform. The student shall observe these regulations.

Chapter V

Course of studies and tests

Organisation of the academic year

§ 23

1. The academic year begins on 1 October and ends on 30 September of the next calendar year.
2. The academic year comprises two semesters: the winter semester and the summer semester, including the examination sessions and the holiday periods.
3. In justified cases, classes may start before 1 October.
4. The detailed organisation of the teaching process during a given academic year shall be set by the Rector by way of an order regarding the calendar of the academic year, no later than 3 months before the commencement of the academic year.
5. The rector may schedule the class-free days during the academic year.
6. The Rector may introduce the rector's hours in connection with extraordinary events. The classes which fell on the time of rector's hours shall be treated as held, and the students may receive additional assignments, if this is required by the course module curriculum.
7. The detailed schedule of classes for students is published on notice boards or made available in the University IT system, no later than 14 days before the beginning of classes.

Semester

§ 24

1. The basic period covered by the final test/exam is one semester.
2. The condition for completion of a given semester is to receive positive grades from all course modules covered by the study programme and to have the grades entered into the electronic course record.
3. The Dean shall give credits for the semester and register the student for higher semester. The semester shall be completed in accordance with the schedule following from the organisation of the academic year.
4. In order to complete a semester and be registered for the next semester, the student shall have all entries in the electronic course record within 7 days of the completion of the winter session in the case of the winter semester and summer session in the case of the summer semester accordingly, in accordance with the grading scale applied at the University and specified in the Regulations.

Repetition of the semester

§ 25

1. In the case of failure to meet the conditions for completion of a semester referred to in the

Regulations, the Dean shall allow the repetition of the semester to the student upon the student's application submitted under § 3, para. 4.

2. The student who repeats the semester is obliged to complete all modules provided for in the study programme.
3. The student, who is obliged to pass any possible curriculum differences specified by the Dean in connection with the repetition of the semester, shall change the year cohort.
4. The student who repeats the semester, shall notify the University of the readiness to continue the studies in writing. Such information must be provided by 31 August in the case of repetition of the winter semester, and by 15 February in the case of repetition of the summer semester.
5. The lack of written information about continuation of the studies shall be tantamount to the resignation from the studies.

Module

§ 26

1. The module shall be understood as the course or group of courses subject to a joint completion.
2. The credits for the module are obtained in the form of and based on the procedure specified by the study programme and the teacher (hereinafter referred to as: the "module coordinator", "department manager" or "authorised representative of the major").
3. During the first classes held as part of the course module, the module coordinator, head of the department or authorised representative of the major presents the course module programme, the obligatory literature and the information about requirements related to receiving credits for the module.
4. The completion of the respective course modules shall take place no later than by the end of the examination session in the semester during which these courses are held, save for para. 5.
5. The credits for the courses which constitute a given module may be obtained before the beginning of the examination session. The module may be completed in the oral or written form, or in any other form specified in the study programme. The detailed rules for the completion of the course shall be determined by the teachers and the study programme.
6. The modules are completed without a grade or by giving a positive grade in accordance with the scale applied at the University and specified in the Regulations. The grade for the module may be a weighted average of partial grades.
7. The given module may be completed in the form of an exam conducted during the examination session.
8. The student shall be granted ECTS credits for the completion of a given module.

Repetition of modules

§ 27

1. If the student fails to complete the course module(s), they may submit an application to the Dean for the repetition of the failed module(s), including the conditional permit for the continuation of the studies in the next semester.

2. The rules for repetition of the module(s), including the rules and forms of completion of the repeated module(s) shall be determined by the module coordinator.
3. The Dean shall set the conditions for the repetition of the module(s) by way of an order.
4. The rules and forms of the completion of language module(s) shall be set by the Regulations for Language Modules.
5. In the event of failure to complete the repeated module/modules within the set time limit, the student may apply to the Dean for the next repetition of the module or repetition of the semester.

Completion of modules based on obtained learning outcomes

§ 28

1. The dean, upon request of the student, may take a decision on granting a credit for a given module at the University based on the list of obtained learning outcomes and the corresponding ECTS credits at the other university.
2. The application referred to in para. 1 must be submitted during the first month of admission to the University at the latest.
3. The course module may be credited, if:
 - a) courses included in this course module were held at a higher school operating on the basis of Polish legal regulations, save for para. 4,
 - b) the programme of the course module and the learning outcomes obtained as a result of its completion are both content-wise and formally compliant with the curriculum applicable at the University.
4. If the classes were held at a foreign university, the Dean takes a decision on the possibility of awarding credit for these classes on an individual basis.
5. The evaluation of the content-wise and formal compliance of the obtained learning outcomes is performed by the Dean.
6. The Dean may refuse to give credit for the given course module, in particular, if:
 - a) the grade received by the student is lower than 4 (good) or,
 - b) the result was obtained earlier than 5 years before the submission of the application.
7. The Student is obliged to deliver any necessary information needed to determine the conditions referred to in 3, 4 and 5. Failure to provide information may result in the refusal to award credit for the given course module.

Tests and exams

§29

1. The dates of final tests and exams are set by teachers at least two weeks in advance.
2. The dates of exams and final tests during the examination session shall be approved by the Dean, and their nature is obligatory.
3. The dates of exams and final tests shall be published on the Virtual University platform or communicated to the Students by means of notice boards by the Centre for Admissions and Educational Support.
4. If the student does not take the exam or final test on the given date, and presents no medical certificate approved by the academic teacher as a justification of the absence, they shall get

the unsatisfactory grade. The exams and dates after the initially set date shall be treated as retakes. The decision on justification of the student's absence shall be taken by the academic teacher within 7 days of the date of submission of the justification of absence or medical certificate to them. Only the absences due to illness or other important fortuitous events shall be understood as justified absences. In the case of the negative decision of the academic teacher, in order to justify the absence, the student shall be entitled to make an appeal to the Dean.

5. The student, who did not take the exam or final test because of an unjustified absence shall not lose the right to take it on the primary date.
6. In the case of an unjustified absence in the exam/final test or receipt of an unsatisfactory grade, the student is entitled to retake the exam or test on the date set in the schedule of the examination session.
7. The unsatisfactory grade received for the exam or final test during the winter session shall not restrict the right of the student to take part in classes during the summer semester of the same academic year. The requirement for the participation in the classes is to obtain a permit for the conditional continuation of the studies under the Regulations.

Exam/test conducted before an examination board

§ 30

1. In the case of any reservations as to the course of the exam/final test in the module, and also in the case of any reservations as to the impartiality of the examiner, the student may apply to the Dean for the exam/test conducted before an examination board. The application of the student may contain a request for the participation of an observer appointed by the student in the exam, in accordance with the guidelines included in para. 4(d).
2. At the request of the student submitted within maximum 10 days after the day on which the exam/final test took place, the Dean shall take a decision on conducting the exam/final test before the examination board. The exam/final test should be taken before the examination board 14 days of the date of submission of the request.
3. In justified cases the Dean may order taking the exam/final test before the examination board out of their own initiative, and also at request of the examiner or body of the student union. The exam/final test should be taken no later than 14 days after the date of submission of the request.
4. The members of the board which conducts the exam/test shall be appointed by the Dean
The board is composed of:
 - a. the head appointed by the Dean, whereby the board may not be headed by an academic teacher who previously examined the student,
 - b. the examiner — an academic teacher, specialist in the discipline which is the subject of the exam/final test,
 - c. the academic teacher who previously examined the student,
 - d. upon request of the student – the observer indicated by the student, being a person of age, with a full legal capacity, without the right to participate in the formal assessment.
5. The exam/final test before the examination board must be taken in the written or oral

form, and the decision on this issue shall be taken by the head of the examination board.

6. In the case of failing an exam/final test before the examination board, the student shall repeat the year and has not possibility of conditional repetition of the module.

Prolongation of the examination session

§ 31

1. The student may file an application for the prolongation of the examination session in the cases stipulated under para. 3.
2. The dates of the prolonged examination session shall be set by the Dean by way of an order.
3. The student is entitled to file the application for the prolongation of the session in the following cases:
 - a) a long-lasting leave,
 - b) a fortuitous event, as to which the decision shall be taken by the Dean after consultations with the student, if it is probable that the given circumstance had an impact on the restricted possibility of a student to complete the modules on the primary date and that the occurrence of such a circumstances was beyond the student's control.
4. The student shall file the application for the prolongation of the examination session to the Dean through the Centre for Admissions and Educational Support, before the date set in the Dean's order.
5. The application for the prolongation of the examination session contains, in particular, the accurate description of the circumstances which justify the prolongation of the session, the documents which confirm the occurrence of the aforementioned circumstances and the evidence that demonstrates that such circumstances restrict the Student's ability to complete the modules on the primary date and the occurrence of these circumstances was beyond the student's control
6. In the case of formal deficiencies and the necessity to provide additional clarifications, the Dean may set an additional deadline for the Student to complete the application, however, not shorter than 7 days. If the missing information in the application is not provided, it shall be left unprocessed.
7. Under exceptional circumstances the Dean may prolong the examination session also when the student contributed to the occurrence of circumstances which restrict the student's ability to complete the modules on the primary date.
8. In the case of failure to complete all the modules indicated in the study programme during a given semester, the student has the right to apply for the repetition of the module(s) or to repeat the semester.

Conditional permit for the continuation of studies in the next semester

§ 32

1. The conditional permit for the continuation of the studies in the next semester shall follow from the decision of the Dean to allow the repetition of the module(s), or from consent to the prolongation of the examination session.
2. The conditional permit for the continuation of the studies in the next semester shall not

require the submission of any additional application.

Grading rules

§ 33

1. For courses ending with a graded test, the following grade scale and figures assigned to them shall be applicable.
 - a) 5.5 - excellent,
 - b) 5.0 - very good,
 - c) 4.5 - good plus,
 - d) 4.0 - good,
 - e) 3.5 - satisfactory plus,
 - f) 3.0 - satisfactory,
 - g) 2.0 - unsatisfactory,
 - h) The requirement for grade 5.5 is the preparation of a written justification by the teacher
2. If the overall grade is determined as an average of the sum of partial grades, the following ranges and corresponding grades are applied:
 - a) below 3.00 - unsatisfactory (2.0)
 - b) from 3.00 to 3.25 - satisfactory (3.0),
 - c) from 3.26 to 3.75 - satisfactory plus (3.5),
 - d) from 3.76 to 4.25 - good (4.0),
 - e) from 4.26 to 4.75 - good plus (4.5),
 - f) from 4.76 to 5.0 - very good (5.0),
 - g) above 5.01 — excellent (5.5).
3. The grade "unsatisfactory" is a negative grade and means failure to pass the exam or test; the grade "excellent" is obtained by the student who demonstrated knowledge or skills which significantly exceed the scope provided for in the curriculum during the exam/test.
4. For courses ending with a test without a grade, two terms shall be applicable:
 - a) "pass" - shall mean the fulfilment of requirements by the student necessary for the completion of the respective courses,
 - b) "fail" - shall mean failure to fulfil the requirements by the student necessary for the completion of the respective courses, and as a consequence failure to pass them,
5. International achievements of students are evaluated and recognised according to the rules and scales specified in the Regulations for the Erasmus Plus Programme at Collegium Da Vinci.
6. The grade point average calculated during the studies is an arithmetic mean of all grades obtained in the given period of time by the student from the course modules ending with an exam or graded test.
7. The grade point average obtained throughout the studies is an arithmetic mean of all grades from the course modules ending with an exam or graded test.
8. The obtained results of the tests/exams shall be communicated individually to the student by the academic teacher or Centre for Admissions and Educational Support, upon receipt of this information from the academic teacher, within no more than 7 days of the date of the test/examination. The academic teacher or the Centre for Admissions and Educational

Support shall publish the information on the results of tests/exams in the Virtual University IT system.

9. The grades which were given and the confirmation of the course completion shall be entered into the grade report.

Chapter VI

Graduation from the studies

Conditions for graduation from the studies and the result of the studies

§ 34

1. The condition for graduation from the studies and receipt of the university graduation diploma is:
 - a) to obtain learning outcomes specified in the study programme, which are assigned at least:
 - 180 ECTS credits - in the case of the first-cycle studies,
 - 90 ECTS credits - in the case of the second-cycle studies,
 - 300 ECTS credits - in the case of uniform MA studies lasting 9 or 10 semesters,
 - 360 ECTS credits - in the case of uniform MA studies lasting 11 or 12 semesters,
 - b) to submit the diploma exam;
 - c) the positive grade for the diploma paper.
2. In order to grade the diploma exam and diploma thesis, the provisions of §34 of the Regulations shall be applied respectively.
3. The final result of the studies is the sum of the following factors:
 - a) for the first-cycle studies:
 - a.i. 60% of the grade comes from the arithmetic mean of grades obtained throughout the studies from the respective course modules,
 - a.ii. 20% - the grade received during the bachelor's degree/engineering exam,
 - a.iii. 20% is the grade obtained for the diploma paper, as the grade point average calculated from the grades given by the supervisor and the reviewer.
 - b) for the second-cycle studies
 - b.i. 60% of the grade comes from the arithmetic mean of grades obtained throughout the studies from the respective course modules,
 - b.ii. 20% - the grade received during the master's degree exam,
 - b.iii. 20% is the grade received for the diploma paper.
4. Except the diploma that certifies the successful completion of the studies, the documentation shall include the final result of the studies calculated as per para. 2, rounded up to two decimal places.
5. The diploma of completion of the studies shall contain the final result of the studies rounded up to a full grade in accordance with the following rule:
 - a) from 2.75 to 3.25 - satisfactory (3.0),
 - b) from 3.26 to 3.75 - satisfactory plus (3.5),
 - c) from 3.76 to 4.25 - good (4.0),
 - d) from 4.26 to 4.75 - good plus (4.5),

- e) from 4.76 to 4.95 - very good (5.0),
- f) above 4.95 — excellent (5.5).

Date of graduation from the studies. Graduation from the studies with an award of distinction

§ 35

1. The date of completion of the studies is the date of passing the diploma exam.
2. The graduate who achieved outstanding learning results during the studies and completed the studies as planned (excluding the granted leaves) shall receive an additional diploma certifying the completion of studies with honours, whereby the University prepares its specimen. The arithmetic mean from the whole period of the studies, which gives the title to obtain the additional diploma with honours shall be at least 4.80.
3. The receipt of documents by the student after completion of the studies shall require the submission of the filled clearance slip at the Centre for Admissions and Educational Support.

Diploma exam

§ 36

1. The diploma exam shall be understood as the bachelor's degree exam, engineering exam or master's degree exam.
2. The student may take the diploma exam, if:
 - a) they completed the study programme, obtained the required credits and took the required exams, participated in work placements provided for in the study programme and obtained the appropriate number of ECTS credits specified in the study programme.
 - b) they prepared the homework in accordance with the requirements specified in the study programme for the given major, which was accepted by the academic supervisor of the diploma thesis and submitted at the Centre for Admissions and Educational Support.
 - c) they paid the fees due as per the Regulations for the fees.
3. The diploma exam shall take place within three months following the fulfilment of all the conditions listed in para. 2 and 3, no later than by the end of the calendar year, during which the student graduates from the studies, in accordance with the dates provided in the Dean's Order on the setting of dates of diploma papers during a given academic year.
4. If the student received an unsatisfactory grade (2.0) from the diploma exam or did not take the exam on the designated date and did not present any justification for it, the Dean shall set the second date of the exam which is the final date. The repeated exam shall be taken no later than within three months following the date of the first exam.
5. If the student did not pass the diploma exam on the second date, i.e. if they received an unsatisfactory grade (2.0) from the diploma exam or did not take the exam without any justification, the Dean shall issue a decision on the removal from the register of students.

Bachelor's degree/engineering exam

§ 37

1. The bachelor's degree/engineering exam is conducted by a board consisting of three

persons, which is appointed by the Dean. The board must be composed of the supervisor and the reviewer of the diploma thesis, including at least one academic teacher.

2. The date of the exam shall be set by the Dean by way of an Order, no later than until the end of the academic year in which the student graduates from the studies.
3. The bachelor's degree/engineering exam should be taken within the time limit which does not exceed one month from the date of submission of the diploma thesis, however, no longer than until the end of the calendar year, in which the student graduated from the studies.
4. The bachelor's degree/engineering exam shall take place in the oral form.
5. Upon request of the student, the Dean may agree to conduct the exam in a foreign language. In order to conduct such an exam, the provisions of these regulations shall apply accordingly.
6. Upon request of the student or supervisor submitted to the Dean one month in advance of the date of the bachelor's degree/engineering exam at the latest, the diploma exam may be conducted as the exam open to the public.
7. The scope of the bachelor's degree/engineering exam shall be determined by the Dean's order and announced to the students within the first month of the classes during the semester which precedes the last semester of the studies. This scope is prepared by the Dean in consultation with the didactic team.

Master's degree exam

§ 38

1. The master's degree exam shall be taken before the board which is composed by the Dean. The board must be composed of the supervisor and the reviewer of the diploma thesis, including at least one academic teacher.
2. The date of the master's degree exam shall be set by the Dean by way of an Order, no later than until the end of the academic year in which the student graduates from the studies.
3. The master's degree exam should be taken within the time limit which does not exceed one month from the date of submission of the diploma thesis, however, no longer than until the end of the calendar year, in which the student graduated from the studies.
4. The master's degree exam shall take place in the oral form.
5. Upon request of the student, the Dean may agree to conduct the master's degree exam in a foreign language. In order to conduct such an exam, the provisions of these Regulations shall apply accordingly.
6. Upon request of the student or supervisor submitted to the Dean one month in advance of the date of the master's degree exam at the latest, the master's degree exam may be conducted as the exam open to the public.
7. The scope of the master's degree exam shall be determined by the Dean's order and announced to the students within the first month of the classes during the semester which precedes the last semester of the last year of studies. This scope is prepared by the Dean in consultation with the didactic team.

Diploma paper

§ 39

1. The diploma thesis is an independent study of a scientific, artistic or practical problem, or the technical or artistic achievement which presents the general knowledge and skills of the student related to the studies in the given major, at the given level and profile, as well as the ability to analyse and draw conclusions independently.
2. The Dean shall determine the detailed rules regarding the process of preparation of diploma theses by way of an order.
3. The diploma thesis in the first-cycle studies shall be written under the supervision of an academic teacher at least with the master's degree.
4. The diploma thesis in the second-cycle studies shall be written under the supervision of an academic teacher with the academic title of a professor or a teacher with a post-doctoral degree or doctoral degree.
5. The list of supervisors approved in the given academic year shall be published by the Dean.
6. The topic of the diploma thesis shall be defined by the supervisor and the student, taking into account the student's academic interests, the studied specialisation/specialty education path and the future profession and also scientific specialty of the supervisor. The topic of the diploma thesis shall be approved by the Dean after consultations with the Faculty Team for Education Quality Assurance.
7. Upon request of the student, the Dean, in consultation with the supervisor, may give consent to the preparation of the diploma thesis in a foreign language.
8. Before giving credits to the written diploma thesis, it is checked using the anti-plagiarism software.
9. The diploma thesis shall be evaluated by an academic teacher who supervises the diploma thesis and the reviewer. The grade point average resulting from the grades given by the the supervisor and the reviewer shall be entered into the diploma examination report. If the reviewer gives a negative grade, it is the Dean of the Faculty who shall take a decision on admission to the diploma examination based on the opinion of another reviewer. The diploma thesis reviews are public, unless the subject of work is subject to confidential protection under the law.
10. The evaluation of the diploma thesis shall be performed according the grading scale applicable in the Regulations
11. The student shall submit the diploma paper by the end of the last semester of studies, unless the deadline for doing so is prolonged by the Dean's decision.
12. The student shall submit the diploma thesis in the form of:
 - a) a bound computer print-out (2 copies for the supervisor and reviewer),
 - b) an electronic document in the pdf format, based on terms specified in the Dean's order on conditions for the submission of diploma theses by students. The University makes the diploma papers available in the library (in the electronic format). The aforementioned diploma theses are kept in the University archives pursuant to separate legal regulations.,
 - c) if the diploma thesis in the given major is not an exclusively written work, the student shall submit such work in the form in which it was performed, and additionally its

descriptive part shall be in the form described in letters a and b above.

Failure to submit the diploma thesis

§ 40

1. The student of the last year of studies, who did not receive credits for the last semester or for the diploma seminar, or the student who did not submit the diploma thesis on time, shall be struck off the register of students. The student shall retain the right to repeat the semester(s) of the diploma seminar and submit the thesis and take the diploma exam within the year from the date of removal from the register of students, upon obtaining the Rector's consent to the resumption of the studies.
2. If the student cannot submit the diploma thesis on time for reasons attributable to the supervisor, such as the departure or illness of the supervisor, the decision on the further course of diploma seminar and defense of the diploma thesis shall be taken by the Dean. The student shall not be charged with any fees for the possible prolongation of the studies for the above-mentioned reasons.
3. In justified cases being a consequence of fortuitous events, the Dean shall be entitled to extend the deadline for the submission of the diploma thesis, but only until the end of the calendar year in which the student should graduate from the studies.

Chapter VII

Final provisions

§ 41

In matters regarding the order and organisation of the studies, which are not covered by the provisions of these Regulations, the decisions shall be taken by the Rector based on terms stipulated in the provisions of the Act and the Statutes.

§ 42

The amount and the dates of payment shall be determined by the Regulations for the Fees. The Regulations for Fees shall be made available to students by publishing them on the Virtual University platform or putting them on the notice board no later than until 30 April of the previous academic year.

§ 43

These Regulations shall come into force as of the beginning of the academic year 2019/2020 and shall apply to all the students of the University.