

Appendix No. 1 to the Order of the Rector No. 1 dated 12th January 2023

REGULATIONS FOR THE STUDIES AT COLLEGIUM DA VINCI in the academic year 2023/2024

Chapter I

General provisions

§ 1

1. The Regulations for the Studies at Collegium Da Vinci, hereinafter referred to as the "University", determine 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 (Journal of Laws of 2022, item 574), 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. In individual student matters, decisions shall be taken by the Vice Dean subject to the provisions which explicitly require a decision by the Dean. If the Vice Dean is not available, decisions shall be taken by the Dean.
2. The decisions indicated in para. 1 may be appealed against to the Rector, subject to para. 3 below. An appeal shall be lodged within 14 days through the agency of the body which issued the contested decision. The Rector's decision shall be final and binding.
3. If the settlement regarding any student affair takes place in the form of an administrative decision under the Higher Education and Science Act of 20 July 2018 (Journal of Laws of 2022, item 574), i.e. hereinafter referred to as the "Act", or in accordance with the Code of Administrative Procedure of 14 June 1960 (Journal of Laws of 2022, item 2000), hereinafter referred to as the "CAP", the Dean or the Vice Dean shall issue their decisions based on the power of attorney granted to them by the Rector. In such a case the person who is not satisfied with the decision may address the Rector with an application for the reconsideration of the case within 14 days or may lodge a complaint with the Provincial Administrative Court pursuant to the rules set out in the Act of 30 August on the Law on proceedings before administrative courts (consolidated text of the Journal of Laws of 2022, item 329).
4. Any inquiries, applications or other letters, unless otherwise provided in specific regulations, should, as a priority, be submitted by the student in the electronic form on the Virtual University platform (<https://wu.cdv.pl>, the "Applications and decisions" tab), and if this is impossible, in the written form, through the Dean's Office.

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 specified 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 confirmation of learning outcomes,
 - c) the transfer from another educational institution or foreign educational institution.
2. Regardless of the type of admission stipulated in para. 1, the first-cycle studies or uniform MA studies are designed for any individuals 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
 - c) in the taught profession at the level of a technician, referred to in the regulations of the system of education;
 - d) 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;
 - e) 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 2022 , item 2230);
 - f) the certificate and other document or the diploma referred to in art. 93 (1) of the Act referred to in point d;

- g) 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;
 - h) 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. Admission to the studies through the confirmation of learning outcomes obtained outside the study system shall take place as part of the qualification procedure, based on the result of verification of the confirmation of learning outcomes achieved in the process of studying outside the study system. The organisation and method of confirmation of the learning outcomes shall be determined by a separate resolution adopted by the Senate.
 4. 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.
 5. 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 terms and procedure of enrolment,
 - c) The rules of functioning and appointment of the admission board
 - 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 zzz of the Act on the System of Education of 7 September 1991.

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 enrolment 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 educational institution

§ 7

1. The person who has the status of a student in another University, including a foreign university, may be admitted to studies through the transfer from another university with the consent of the Vice Dean, expressed in the form of a decision, based on terms stipulated in the Study Regulations.
2. The application shall be submitted to the Vice Dean under § 3(4), within a time limit which enables its processing before the beginning of a semester, if a candidate wishes to take advantage of a promotional offer (if any) - no later than the deadline stipulated in the Regulations for promotional offers for applicants who enrol for the studies during a given academic year.
3. The Vice Dean may give his/her consent to the transfer from another university, including a foreign university, if the person who applies for the transfer:
 - a) has fulfilled all the obligations arising from the regulations in force at the university which he/she is going to leave (home university);
 - b) has received credits for the semester of the studies for which he/she was enrolled at his/her home university during the academic year in which he/she files the application for the transfer;
 - c) has presented the up-to-date certificate confirming the status of a student;
 - d) has submitted documents concerning the course of the studies at the other university.
4. In the decision referred to in para. 1, the admitting Vice Dean shall indicate:
 - a) the possibility of recognition of the credits obtained at another university with regards to the completion of the study programme
 - b) the semester of study from which a given person may commence studies at the University;
 - c) the possible modules to be made up for and the relevant deadline for doing so.

Removal from the register of students

§ 8

1. The Vice Dean shall strike off a 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 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 a disciplinary penalty.
2. The Vice 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 administrative procedure for the removal from the register of students.
 4. Failure to pursue the studies shall be understood as failure of the student to perform learning duties, in particular:
 - a) when the student did not report the readiness to continue the studies after the leave in accordance with § 13(13) of the Regulations,
 - b) when the student did not fulfil all formalities within a given time limit despite the payment of a fee for the resumption of the studies, i.e. when he/she did not sign the agreement, approve the regulations for University fees (no initials on the document) or sign the Oath or any of these documents,
 - c) when the student did not commence the studies after having been informed of an entry into the register of students, i.e. he/she did not take part in classes, collect the student's ID or make a payment within the set time limit.
 5. In order to resign from the studies, the student files an application to the Vice Dean under § 3(4) of the Study Regulations.
 6. If the application for resignation from the studies is submitted, the Vice Dean issues a decision on removal from the register of students on the date indicated by the Student, however not earlier than the date of receipt of the application by the University, and if the Student has not indicated such a date - on the date of receipt of the application by the University.

Resumption of studies

§ 9

1. The person who was removed from the register of students and fulfilled all his/her

obligations towards the University may apply for the resumption of the studies under the conditions applicable at the moment of resumption of the studies.

2. The person who applies for the resumption of the studies shall file an application to the Rector under § 3 (4) hereof. The application must be provided by 15 September 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.
3. After the recommendation of the Vice Dean is obtained and also after he/she determines the possible curriculum differences and the deadline by which they are to be made up for, the Rector shall take a decision on the resumption of studies. In the case of the positive decision the Rector shall specify the semester to which a given person was admitted therein.
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. A person applying for a resumption of studies is granted access to the Virtual University platform after signing the documents concerning, the resumption of studies for a given semester.
6. The student who was removed from the register of students pursuant to § 8 (1)(c) of these Regulations, may resume the studies based on the Rector's decision, in accordance with the terms stipulated in § 39(1) of the Regulations.

Chapter III

Rights and obligations of the student

§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) receive awards and special mentions based on terms specified in separate regulations,
 - e) participate in the assessment of didactic classes in the form applicable at the University,
 - f) participate in the decisions of collective bodies of the University through the agency of representatives elected into those bodies,
 - g) 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,
 - h) join social organisations based on terms stipulated by separated regulations,
 - i) use the reliefs and discounts stipulated by separate regulations,
 - j) apply for financial support from funds intended for this purpose in the state budget based on separate regulations.
 - k) apply for the financial support based on terms stipulated in the Act and the Regulations for the awarding Financial Support to Students,
 - l) undergo training with regards to rights and obligations of the student, conducted by the Student Union,
 - m) transfer the ECTS credits and have them recognised,
 - n) pursue studies according to the Individual Course of Studies,
 - o) justify absences in classes, leaves as well as leaves with a possibility of having the obtained learning outcomes specified in the study programme verified,
 - p) change the study major,
 - q) transfer to full-time or extramural studies,
 - r) take the exam in front of an examination board with the participation of an observer indicated by it,
 - s) repeat specific classes due to unsatisfactory learning results.
2. The student, with the Vice 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, specialisation or form of studies,
 - c) study a different major or 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 he/she fulfilled all the obligations arising from the regulations applicable at the University.
3. The Rector 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 within 1 year of the date of birth of the child may not be refused 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) be granted leave referred to in § 10, para. 1(o).
2. The student who is a parent shall apply for the leave referred to in § 10 (1)(o), within 1 year of the date of birth of the child.
3. The leave referred to in § 10 (1)(o):
 - a) is granted to the pregnant student for a period until the date of birth of a child inclusively,
 - b) is granted to a 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) the participation 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) the taking of exams and tests, the completion of training programmes and the fulfilment of other requirements provided for in the study programme,
 - h) the compliance with the regulations applicable at the University,
 - i) the 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) the fulfilment of obligations regarding the enrolment for classes, certification of the course of studies and document flow in a timely and due manner,
 - k) the payment of 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) the checking of information/messages communicated via the Virtual University platform, the university electronic mail and the Orders on a current basis.
2. The student is obliged to notify the University immediately of any changes in personal and address data, especially his/her 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 Dean's Office.
 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 classes held at the University based on the Vice 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 unconditional leave.
3. The Vice 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 Vice 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 retake tests on dates set for retake tests/examinations at the latest, if the duration of such leave exceeds the period of 3 months.
4. The fortuitous leave may be granted by the Vice Dean in the event of important extraordinary circumstances, which make the participation of a student in classes impossible for a longer period of time, however, for no longer than a period of 6 weeks, starting from the date of occurrence of such circumstances. The student should apply to the Vice Dean for the leave immediately after the occurrence of the cause which justifies the application for the leave. The period for which the extraordinary leave is to be granted must not include dates of retake exams/tests referred to in § 31 of the Regulations.
5. A pregnant student and a student who is a parent within 1 year of the date of birth of the child is granted a leave based on rules defined in § 11(3)
6. The student who applies for an unconditional leave should submit an application to the Vice Dean maximum within 30 days of the date of commencement of the semester during which he/she wishes to be on leave. In particularly justified cases, the application may be filed after the deadline and the Vice Dean may take individual decisions. The unconditional leave may be granted to a student in each case for a period of maximum one academic year altogether in the case of studies lasting up to four years. The unconditional leave may be applied for by the student not earlier than after completion of the first year of studies, save for para. 8.
7. The student of the second-cycle studies may apply for the unconditional leave already after the first year, if no more than one year passed by from the completion of the preceding studies.
8. The Vice Dean may refuse to give his/her consent to the unconditional leave, if the student is in arrears with the payment of the tuition fee.

9. The date of the unconditional leave shall be automatically postponed by the granted dean's leave. In the case of the fortuitous leave, the Vice Dean may give their consent to making up the covered material and continuing the studies in the same semester.
10. During the leave, the student shall retain the student rights save for the relevant provisions of the Regulations for awarding benefits to students of Collegium Da Vinci.
11. The Student who takes the leave may take part in specific courses upon receiving the Vice Dean's consent.

12. 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 with a necessity of passing tests which cover the curriculum differences specified by the Vice Dean. If, in the case of a given major or specialisation which the student studied before the commencement of the leave any changes were introduced in study programme in the respective years, the student may continue the studies after the leave, however, he/she will be obliged to make up for all curriculum differences.
13. The student is obliged to notify the University in writing of their readiness to continue the studies immediately after the termination of the leave. Such information must be provided by 15 September 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.
14. The lack of the written information about the continuation of studies upon termination of the unconditional leave shall mean the resignation from the studies at the end of the period for which the leave was granted, and shall be the basis for the removal of the student from the register of students.

Justification of the short-term absence

§ 14

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

Disciplinary proceedings

§ 15

1. The student shall incur disciplinary liability before the Disciplinary Board 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 Dean's Office on the day of commencement of the penalty 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 Board.

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 or 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 Board, after a prior hearing with the defendant or their defence counsel. The student punished with a caution or the Student Union who acts on his/her behalf may make an appeal against the penalty of caution to the Disciplinary Board, 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 educational paths. The decision on launching a given specialisation educational path shall be taken by the Dean in the form of an Order before the commencement of the first semester of the specialisation, within 14 days before the commencement of the classes.
3. Students of the first-cycle studies, who began their studies in the first year, starting from the academic year 2021/2022 will pursue their curriculum without the specialisation learning track.
4. In the course of the educational process, students select seminar groups and elective modules. The decision on organisation of seminar groups or elective modules shall be taken by the Vice Dean. If the student does not select any seminar group or module, the decision on his/her assignment to a given group shall be taken by the Vice 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 a 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 or major, the students may change the form of studies, specialisation or major.

Study programme

§ 17

1. The organisation of the educational process shall be based on the 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) ECTS credits (European Credit Transfer System), including: the number of ECTS 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 ECTS 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 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 210 for the studies which lead to the receipt of the title of an engineer,
 - b) no less than 90 - for the second-cycle studies.

Studying several majors

§ 18

1. A student may study more than one major at the University.
2. Any student may apply to follow a degree programme in parallel studies.
3. The student files a well-grounded application to the Vice Dean.
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 in major, form of studies or specialisation

§ 19

1. The student may change the major, form of studies or specialisation with the consent of the Vice Dean. The change in a specialisation by a student is possible, if the followed study programme provides for a specialisation.

2. Any student may apply for a change in the major or specialisation at the University.
3. The change in the major, form of studies or specialisation requires the submission of a well-grounded application by the student.
4. In the decision referred to in para. 1, the Vice Dean shall determine any possible differences between the curricula, taking into account the course modules completed by the student and the requirements of the current study programme, 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 individual rules of participation in classes and establishment of an individual plan for taking tests and exams provided for in the curriculum for the given major.
2. The consent to the ICS, which covers a given semester, shall be given by the Vice Dean upon consideration of the well-grounded application of the student.
3. The application for the ICS should be submitted by the student by electronic means within 30 days of the beginning of the semester in which he/she wishes to follow the ICS, using the Virtual University Platform (<https://wu.cdv.pl>), "Applications and decisions" tab, and if this is impossible, in the written form, through the agency of the Dean's Office.
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 Vice Dean, participates in a work placement during an academic year, carried out outside the plan, the student has a high degree of disability, which is confirmed by the certificate of a competent authority,
 - d) the life situation of the student makes the continuation their studies based on the ordinary organisation procedure impossible,
 - e) the student participates in the international or national student exchange programme,
the student achieves outstanding sport results at the national or international

level,

- f) the student meets the conditions specified in §11(1)
 - g) the admission to studies took place as a result of transfer from another University in accordance with §7 of the Regulations.
5. ICS shall not exempt the Student from an obligation to attend the classes, without obtaining the consent of the teacher. 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 the lecturers who hold the respective courses in the given semester. Consent to the ICS, once the student has fulfilled one of the prerequisites for obtaining consent to study according to the ICS, specified in para. 4 above, shall be issued by the Vice Dean.
6. The Vice Dean may, by way of an Order, specify the detailed rules and the procedure for application for the ICS, in particular, 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 thesis may also be written and the diploma examination may be conducted in a foreign language selected by the student upon his/her request, with the consent of the Vice Dean given in consultation with the academic teacher who supervises the process of writing of the diploma thesis.

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 classes using the remote educational methods and techniques shall be determined on an individual basis as part of each module.
3. The academic teacher shall notify the students of any necessity to hold certain classes 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 classes 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, as well as 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 7 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 kept on the Virtual University Platform (<https://wu.cdv.pl>).

3. The Dean or Vice Dean shall give credits for the semester and register the student for a 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 kept on the Virtual University platform (<https://wu.cdv.pl>) by the end of each semester, 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 §24 of the Regulations, the Vice Dean shall allow for the repetition of the semester by the student upon submission of an application by the student 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 Vice 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 his/her readiness to continue the studies in writing. Such information must be provided by 15 September 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. A 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.
3. During the first classes, the teacher who holds the course in the given module

presents the educational programme, the obligatory literature and the information about requirements related to receiving credits for the course.

4. The completion of individual course modules shall take place no later than on the designated dates of retake exams/tests in the semester in question, subject to the provisions of paragraph 5.
5. Courses related to a given course modules shall be held during the term of the semester. The student is obliged to have a course grade obtained as part of the course module entered in the electronic course record kept on the Virtual University Platform (<https://wu.cdv.pl>). The improvement of unsatisfactory grades is possible on the dates specified by the lecturer during the semester or on the dates of retake exams/tests specified in § 31, provided that it is possible for the student to achieve the learning outcomes expected for a given course as a result of the retake exam/test. 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 teachers in the syllabus.
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 student shall be granted ECTS credits for the completion of a given module in accordance with the study programme.

Repetition of module

§ 27

1. In the event of failure to complete a course module(s), the student eligible for the conditional continuation of the studies may be registered for the next semester conditionally, however, with a necessity to repeat the failed course module(s).
2. The rules for the repetition of a module(s), including the rules and forms of completion of the repeated module(s) shall be determined by the module coordinator and teachers of the respective courses.
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 issued in the form of the Rector's Order.
5. In the event of failure to complete the repeated module/modules within the set time limit, the student may apply to the Vice Dean for the next repetition of the

module or repetition of the semester, however not more than twice.

Completion of modules based on obtained learning outcomes

§ 28

1. The Vice 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 request referred to in para. 1 must be submitted during the first month of admission to the University, and in the case of admission to a higher semester, together with the documentation, at the moment of application for admission to the studies.
3. The course module may be credited, if:
 - a) courses included in this course module were held at a University operating on the basis of Polish legal regulations, save for para. 4,
 - b) the curriculum of the course module and the learning outcomes obtained as a result of its completion are both content-wise and formally compliant with the study programme applicable at the University.
4. If the classes were held at a foreign university, the Vice Dean takes a decision on the possibility of awarding credit for these classes and modules on an individual basis. The evaluation of the content-wise and formal compliance of the obtained learning outcomes is performed by the Vice Dean.
5. The Vice 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.
6. The Student is obliged to deliver any necessary information needed to determine the conditions referred to in para. 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 tests and exams shall be communicated to students.

3. If the student does not take the exam or final test on the given date, and presents no medical certificate or other certificate which documents the existence of a fortuitous event, 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 Vice Dean.
4. A student who has not been given credit for an examination or final test due to an excused absence does not lose the right to have a retake test or examination on the first set date, provided that it is possible to achieve the learning outcomes of the course/module in question.
5. The student has the right to take the final test or retake exam provided that as a result of the final test or retake exam, it will be possible to verify the obtained learning outcomes.
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 by the teacher, however, not later than on the dates of retake exams/tests referred to in § 31 of the Regulations.
7. In the case of an unjustified absence in the exam/final test, the student is entitled to retake the first and subsequent exam or test on the date set by the teacher, however, not later than on the Dates of retake exams/tests referred to in § 31.
8. The unsatisfactory grade received for the module completed during the winter semester 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 qualify for the conditional continuation of the studies under the Study 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 Vice 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, whereby said observer may take part in the exam/test conducted before an examination board, 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 Vice 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 Vice 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 Vice Dean. The board is composed of:
 - a) the head appointed by the Vice 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 semester and has no possibility of conditional repetition of the module.

Dates of retake tests/exams

§ 31

1. If, for reasons specified in para. 3a, a student fails to take a test/exam on the last day of classes during a given semester at the latest, as per the study programme, the student may take the test/exam on the dates set for retake tests/exams
2. The dates of retake tests/exams shall be set by the Dean by way of an Order. In the Order, the Dean sets 14 days in February and 14 days in July during which a student may take an exam/test with the consent of the teacher, save for provisions of § 29(5) and (6).
3. The student is entitled to file the application for the setting of a date for a final test/exam referred to in § 29(5) and 6 in the following cases:

- a) a long-lasting leave,
 - b) a disease,
 - c) death of a family member,
 - d) pregnancy of a student,
 - e) other fortuitous event, as to which the decision shall be taken by the Vice 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 circumstance was beyond the student's control. The application referred to in para. 3 should be submitted to the Vice Dean in accordance with § 3(4), no later than before the deadline set in the Order, referred to in para. 2.
4. The application referred to in para. 4 should contain, in particular, the accurate description of circumstances and 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.
 5. In the case of formal deficiencies and the necessity to provide additional clarifications, the Vice 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.
 6. Under exceptional circumstances, the Vice Dean may issue a positive decision also when the student has contributed to the occurrence of circumstances which restrict the student's ability to complete the modules on the primary date.
 7. 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 continue his/her studies based on terms specified in § 32, 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 studies in the next semester shall be the consequence of eligibility of a student for the conditional registration.
2. The student who has not completed a semester in accordance with § 3(4), may apply to the Vice Dean for a conditional permit to continue his/her studies in the following semester, with a simultaneous repetition of the failed modules.

3. The application referred to in para. 2 must be submitted within maximum 7 days after the end of retake tests/exams according to the Dean's Order.
4. Detailed rules of the permit for the conditional continuation of studies have been specified in the Dean's Order.

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,

The requirement for grade 5.5 is the preparation of a written justification by the teacher.

2. If the grade from the module is determined as an average of the sum of partial grades rounded up to two decimal places, the following ranges and corresponding grades are applied:
 - a) below 3.0 - unsatisfactory (2.0)
 - b) from 3.0 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 5.0 - excellent (5.5).
3. If a student has not taken the retake test/exam, the final module grade is determined as the grade point average of module grades obtained from the first and subsequent retakes, rounded to two decimal places, whereby the following ranges and corresponding grades shall apply:

- a) below 2.5 - unsatisfactory (2.0)
 - b) from 2.5 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 5.0 — excellent (5.5).
4. 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 study programme during the exam/test.
 5. 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,
 6. 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.
 7. 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.
 8. 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.
 9. The obtained results from tests/exams shall be individually communicated to the students by the academic teacher, within maximum 7 days of the date of the test/exam, however, no later than by the last day of classes during a given semester. The academic teacher shall publish the results of tests/exams in the Virtual University system.

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:
 - a. - 180 ECTS credits - in the case of the first-cycle studies,
 - b. - 90 ECTS credits - in the case of the second-cycle studies,
 - c. - 300 ECTS credits - in the case of the long-time master's degree studies,
 - d. lasting 9 or 10 semesters,
 - e. - 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 thesis.
2. In order to grade the diploma exam and diploma thesis, the provisions of § 33 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. 60% of the grade comes from the arithmetic mean of grades obtained throughout the studies from the respective course modules,
 - b. 20% - the grade received during the bachelor's degree/engineering exam,
 - c. 20% is the grade obtained for the diploma thesis, as the grade point average calculated from the grades given by the supervisor and the reviewer.
 - b) for the second-cycle studies
 - a. 60% of the grade comes from the arithmetic mean of grades obtained throughout the studies from the respective course modules,

- b. 20% is the grade received during the master's degree exam,
 - c. 20% is the grade received for the diploma thesis.
4. The arithmetic average of all grades obtained throughout the study period is calculated from all grades obtained in the course of study including retake final tests/examinations.
5. A grade in the Bachelor's, Engineering or Master's examination is obtained by the Student after providing correct answers to all questions asked during the examination.
6. 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. 3, rounded up to two decimal places.
7. 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 3.0 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

§ 35

1. The date of completion of the studies is the date of passing the diploma exam.

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) he/she 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) he/she prepared the diploma thesis 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 to the Dean's Office,
 - c) he/she paid the fees due as per the Regulations for the fees.
 - d) He/she submitted the completed clearance slip.
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 theses 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 set date and did not present any justification for it, then upon the written application filed by the student the Vice 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 Vice Dean shall issue a decision on his/her removal from the register of students.

Bachelor's degree/engineering and master's degree exam

§ 37

1. The bachelor's degree/engineering exam as well as the master's degree exam is conducted by a board consisting of three people, 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, in the first month of the academic year in which the student graduates from the studies.
3. The bachelor's degree/engineering exam and 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 bachelor's degree/engineering exam and the master's degree exam shall take place in the oral form.
5. Upon request of the student, the Vice 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 Vice Dean one month in advance of the date of the bachelor's degree/engineering exam and the master's degree 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 and 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 penultimate semester of the studies. This scope is prepared by the Dean in consultation with the didactic team.

Diploma thesis

§ 38

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 of the Faculty shall determine the detailed rules regarding the process of preparation of diploma theses and theses written by many authors 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 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 Board for Education Quality Assurance.
7. Upon request of the student, the Vice 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. The supervisor of the diploma thesis is obliged to send the report from the anti-plagiarism software to the Dean's Office including the final

and approved version of the student's diploma thesis.

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 supervisor and the reviewer shall be entered into the diploma examination report. If the reviewer gives a negative grade, it is the Vice Dean 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 the thesis is subject to confidential protection under the law.
10. The evaluation of the diploma thesis shall be performed according to the grading scale indicated in § 33, para. 2 of the Regulations.
11. The student shall submit the diploma thesis within the time limits specified by the Dean's Order, however, no later than by the end of the last semester of studies, unless these time limits are extended by the decision of the Vice Dean.
12. The student shall submit the diploma thesis in the form of:
 - a) 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 theses available in the library (in the electronic format). The aforementioned diploma theses are kept in the University archives pursuant to separate legal regulations.,
 - b) if the diploma thesis in the given major is not an exclusively written work, the student shall submit the electronic record of this thesis, and additionally its descriptive part in the form described in letters a above, while the diploma thesis is presented during the exam.

Failure to submit the diploma thesis

§ 39

1. A student of the last year of studies, who did not receive credits for the last semester of the studies in connection with failure to receive credits for the diploma seminar, or the student who did not submit the diploma thesis on time, shall be struck off the register of students. Such a student has the right to repeat the last semester of the diploma seminar and to submit a thesis and take the diploma examination in the following academic year, after obtaining the Rector's consent to resume his/her studies, and the student is not obliged to make up for curricular differences - provided that the given major has not been terminated. If the major has been terminated, then the Rector, having obtained an opinion from the Dean, shall transfer the student to a major which has the most similar curriculum, specifying the curricular differences that need to be made up for and the semester of the studies to which the student is transferred.

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 defence of the diploma thesis shall be taken by the Vice 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 Vice 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

§ 40

1. 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.

§ 41

1. 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.

§ 42

1. These Regulations shall come into force as of the beginning of the academic year 2023/2024 and shall apply to all the students of the University.