*Appendix to Ordinance no. 34/d/05/2021 from 28 April 2021*

BYLAWS OF STUDIES

at the Tadeusz Kościuszko

Cracow University of Technology

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UNIFORM TEXT

**Table of contents**

**I. General Provisions**

§1 General Provisions 3

§ 2 Admission to studies 3

§ 3 Conditions for undertaking studies by students accepted for studies through confirmation of the learning outcomes 3

§4 Transfers and changes in the course of studies 4

§5 Resuming studies 4

§6 Forms, levels and profiles of studies 5

§7 Professional titles 5

**II. Student rights and obligations**

§8 Student rights 6

§9 Student obligations 6

§10 Expiry of student rights and obligations 7

**III. Organization of studies**

§11 Academic year organization 7

§12 Organization of classes 8

§13 Individual Organization of Studies 9

§14 Allocation and recognition of ECTS credits 9

§15 Use of classes not covered by the curriculum

**IV. Passing a period of studies**

§16 Point system 11

§17 Scale of grades 11

§18 Passing of subjects 12

§19 Exams 13

§20 Passing of programme differences 14

§21 Passing of semesters 15

§22 Registration for the subsequent semester of studies 15

§23 Repeating the semester of studies 16

**V. Removals and leaves**

§24 Removals 16

§25 Leaves from classes 17

**VI. Diploma thesis**

§26 General Provisions 18

§27 Promoting the diploma thesis 19

§28 Topics of diploma theses 19

§29 Diploma thesis grade 20

§30 Rigors 20

**VII. Diploma thesis**

§31 General Provisions 20

§32 Course of diploma exam 21

§33 Grade from diploma exam 22

§34 Rigors 22

**VIII. Graduation**

§35 Result of studies 22

§36 Diploma of graduation 23

**IX. Awards, distinctions and penalties**

§37 Awards and distinctions 23

§38 Penalties 24

**X. Final Provisions**

§39 Special conditions 24

§40 Episodic provisions 24

1. General Provisions § 1

General Provisions

1. The hereby Bylaws shall be binding for all students and academic teachers at the Cracow University of Technology (hereinafter referred to as PK) and other persons conducting classes at PK. Whenever in the hereby Bylaws duties of academic teachers shall be mentioned, it shall include also the duties of other persons conducting classes.
2. The PK Rector is the supervisor of all students and a direct superior of student at a given faculty is a dean.
3. Organs of the student self-government are the sole representative of all PK students.

§ 2

Admission to studies

1. Admission to studies occurs by means of:
2. recruitment by way of an entry on the list of students performed by the relevant recruitment commission or on the basis of a decision of the PK Rector or of the PK Rector’s Proxy for Education acting at his authorization, issued by way of appeal proceedings;
3. confirmation of learning effects by way of entry on the list of students conducted by a dean or on the basis of the PK Rector’s decision issued as a result of re-consideration of a given case;
4. confirmation of learning effects by way of entry on the list of students conducted by a dean council for realization of the indicated tasks or on the basis of the PK Rector’s decision issued as a result of re-consideration of a given case.
5. The PK Senate defines:
6. conditions sand mode of recruitment for studies at PK,
7. principles, conditions and mode of confirmation of learning effects at PK.
8. Student of another university may undertake partial studies at PK. Student of another university undertaking partial studies at PK is bound by the provisions of the hereby Bylaws in the scope concerning the studies they undertake.
9. Reinstating student rights that have been taken away as a result of removal from the PK students’ list may occur through reinstating studies performed by way of the dean's decision.

§ 3

Conditions for undertaking studies by students accepted for studies through confirmation of the learning outcomes

1. A person who applies for admission to studies through confirmation of the learning outcomes, who has confirmed the learning outcomes in accordance with the PK Senate's resolution specified in § 2 sec. 2 point 2 ought to submit a motivated application in the dean's office of the relevant PK faculty along with the applicable documentation, no later than one month prior to commencing the semester. The order of admission for studies is determined by the result of learning outcomes confirmation. The dean is obliged to enter the student on the list of students or undertake an administrative decision concerning refusal to admit a student for studies no later than two weeks in advance of the semester commencement.
2. A student may be credited with no more than 50% of ECTS credits assigned to a given curriculum of studies specified for a given field of study, level and profile of studies as a result of confirmation of the learning outcomes.
3. Subjects calculated as a result of confirmation of the learning outcomes are assigned to such semesters of studies in which these subjects are held in accordance with the curriculum of studies.
4. Students admitted for studies as a result of confirmation of their learning outcomes may realize the curriculum of studies they are bound by according to the individual organization of studies (hereinafter referred to as IOS) in line with the principles specified in § 13.
5. The grade for a given semester in which the subject passed as a result of confirmation of the learning outcomes is established pursuant to the grades from subjects realized in a given semester and grades from subjects passed as a result of confirmation of the learning outcomes after passing all subjects held in the semester in line with the curriculum of studies.

§ 4

Transfers and changes in the course of studies

1. A student may transfer from another university to PK, from a faculty to a faculty within PK, from one field of study to another or from one specialization to another as part of the same field of study, upon consent of the dean from the target faculty, having met all obligations stemming from the leaving university or faculty regulations, which is confirmed by the authorities of the leaving university or faculty.
2. The transfer, as specified in sec. 1 may be organized for a student who completed at least the first semester of studies unless specific regulations to the Bylaws of Studies binding at a given faculty require completion of a greater number of semesters than the first semester.
3. A student, upon dean’s consent, may change the form of studies from full-time studies to part-time studies or vice versa. The dean establishes detailed principles of changing the form of studies.
4. The transfer and recognition of ECTS credits by a student occurs in line with the provisions specified in § 14.
5. Students specified in sec. 1, 2 and 3 must supplement the programme differences defined in § 20. The period for supplementing the programme differences should not exceed one year. The list of programme differences and the term for their supplementation shall be established by the dean.
6. A student who applies for the change of university, faculty, field of study, specialization or form of studies ought to submit such an application at the dean's office of the PK faculty to which he or she intends to transfer. A motivated application form with a course record or documentation issued by the administration of the university or faculty they leave, presenting the course of studies and the achieved learning outcomes, no later than two weeks prior to commencing the semester. The dean is obliged to enter the student on the list of students or undertake an administrative decision concerning refusal to admit a student for studies within seven days from obtaining a complete application form including the required documentation.
7. After the transfer to a faculty where the criterion of admission or one of the criteria of admission is passing of the major test, such student must pass it.

§ 5

Re-commencing studies

1. A person who was removed from the list of PK students and who had completed at least the first semester of studies shall be entitled to re-apply to be admitted to recommencing studies.
2. An application form for re-commencing studies must be submitted no later than three weeks prior to semester commencement. The dean resolves this matter within fourteen days from submission of an application form. The dean indicates the semester within their decision from which the re-commencement of studies is to take place.
3. Re-commencement of studies is allowed subject to PK conducting education in the field of study, level and profile on which the re-commencement is to occur in the given academic year.
4. The student who re-commences studies shall be bound by the current curriculum of studies. Potential programme differences shall be established by the dean.
5. The student who re-commences studies shall be obliged to re-obtain credits from subjects from which they obtained a positive grade if learning outcomes defined for these subjects had not changed. The dean shall decide whether credits for courses obtained prior to re-commencement of studies shall be awarded.
6. Should the break in studies exceed three years, re-commencement of studies shall be determined by the re-commencement exam the scope and term of which shall be specified by the dean.
7. The dean may refuse to allow re-commencement of studies in case of a person who was removed from the list of students of a given field of study, level and profile twice.

§ 6

Forms, level and profiles of studies

1. Studies at PK are carried out at the form of:
2. full-time studies under which at least half of the ECTS credits covered by the curriculum of studies is obtained under classes with direct participation of academic teachers or other persons conducting classes;
3. part-time studies, specified int he resolution of the PK Senate in the framework of which less than half of the ECTS credits covered by the curriculum of studies may be obtained as part of classes with direct participation of academic teachers or other persons conducting classes and students, allowing to obtain the same learning outcomes as in the case of full-time studies held in separate groups and according to a separate schedule than full-time studies conducted according to the paid mode principles. The number of hours of classes of part-time studies conducted with direct participation of academic teachers or other persons conducting classes constitutes at least 60% of the total number of classes conducted on the relevant full-time studies.
4. Studies may be carried out at the following levels:
5. first-cycle studies;
6. second-cycle studies.
7. Studies are conducted within the following profiles:
8. general academic, where more than half of ECTS credits are assigned to classes related to the scientific activity carried out by the University;
9. practical, where more than half of ECTS credits are assigned to classes designated to form practical skills.

§ 7

Professional titles

1. A student, after submission of their diploma exam, becomes a PK graduate and obtains, depending on the achieved qualifications and the field of study completed, the professional title of:
2. bachelor;
3. engineer;
4. engineer architect;
5. engineer landscape architect;
6. master;
7. master engineer;
8. master engineer architect;
9. master engineer landscape architect.
10. Professional titles specified in sec. 1 point 4 and 8 are obtained by persons who have been accepted to studies in the academic year 2018/19 or in the previous years.

II. Rights and obligations of students

§ 8

Rights of students

1. A person admitted for studies begins the process of education and gains student rights upon taking an oath.
2. PK students are entitled to:
3. obtaining knowledge, skills and social competencies and developing own interests with the use of didactic premises, devices and resources provided by PK as well as with assistance of the PK employees;
4. using classes within the number of ECTS credits specified in the curriculum of studies and subject to fees for additional classes not covered by the curriculum of studies;
5. actively participating in the social, cultural and sport life of PK;
6. affiliating in university student organizations, in particular, in scientific clubs and participating in scientific works realized at PK;
7. awards and distinctions for results in education assigned in accordance with the binding in this scope provisions;
8. conducting assessment of academic teachers who conduct didactic classes according to the principles specified in separate regulations;
9. participating in elections for student self-government organs and to single-person and collegial organs at PK;
10. impacting the shape of the PK activity by bodies of student self-government;
11. applying for assigning benefits in line with the regulations in place in this scope;
12. protection of personal data;
13. psychological-pedagogical assistance.
14. A student with disability, apart from the rights specified in sec. 2, shall also be entitled, depending on the type and degree of disability - to obtain assistance necessary through the course of studies.
15. A student who commences studies shall be entitled to training in the scope of rights and obligations. Training shall be conducted by the PK student self-government in cooperation with the Student Parliament of the Republic of Poland.

§ 9

Student obligations

PK students are obliged to:

1. proceed in accordance with the oath made as well as with the provisions of the Bylaws of Studies;
2. abide by the principles of social coexistence;
3. treat other members of the university academic community with fairness;
4. participate in didactic and organizational classes in line with the Bylaws of Studies, including the obligatory Health and Safety training;
5. take exams, undertake professional internships and fulfil other requirements provided for in the curriculum of studies;
6. abide by internal provisions at PK and familiarize with the information available on the PK website and on the websites of faculties as well as information sent to the address of student individual account within the system targeted at servicing the course of studies at PK;
7. look after the property of PK;
8. compensate losses for material damages caused at the fault of a student on the property of PK;
9. submit timely payments related to undertaking studies;
10. immediately notify PK of changes in the name, surname or address and in case of foreigners also of the document confirming legal stay of the person in the territory of the Republic of Poland;
11. immediately notify the dean in writing of one's resignation from studies.

§ 10

Expiry of rights and obligations of the student

Rights and obligations of students shall expire on the date of completion of studies or on the date of

Removal from the list of students, whilst the person who completed first-cycle studies shall preserve

Student rights until 31 October of the year in which he or she graduated from these studies, with the exclusion of the right to obtain benefits granted under the PK scholarship fund.

MI. Organization of studies

§ 11

Organization of an academic year

1. Each academic year commences on 1 October and ends on 30 September of the following calendar year, and it is divided into two semesters- winter and summer semester. Winter semester lasts from 1 October until the last Sunday of February. The summer semester lasts from the last Monday of February until 30 September, whilst the period of didactic classes and of the exam session lasts until 30 June. In case when the last Sunday of February is the last day of this month, the summer semester commences on the first Monday of March.
2. The settlement period at PK is one semester.
3. Each semester of studies covers didactic classes specified in the curriculum of studies, exam sessions provided for in the curriculum and other classes as well as holiday and bank holiday breaks.
4. Organization of an academic year is established by the PK Rector after obtaining an opinion of the relevant student self-government body and it is announced at least five months prior to its commencement subject to sec. 5.
5. Organization of final semester of studies is established by the dean after obtaining an opinion of the relevant student self-government body and it is announced at least four months prior to its commencement. Within the message concerning organization of the last semester of studies the dean considers, in particular, the following terms: exam sessions, submission of diploma theses and diploma exams subject to the condition of completing the studies within the planned term is met in case of submission by the student of diploma exam with a positive result prior to completion of the last semester of studies. The date of completion of the semester is indicated in the Ordinance of the PK Rector on organization of academic year.
6. In justified and impossible to be predicted previously cases the PK Rector may establish, within the course of an academic year, hours or days free from didactic classes for students of the whole university or faculty.

§ 12

Organization of classes

1. Studies are conducted on a specific field of study, level and profile. The dean may define specializations conducted as part of the defined field of study.
2. Specialization constitutes a set of specialistic subjects offered as part of the curriculum of studies for a given field of study, targeted at directing the student's knowledge whilst maintaining the learning outcomes adopted for the given field of study. A student has the possibility of selecting specialization according to the principles specified by the dean.
3. Studies conducted in accordance with the curriculum of studies specified by the university for each field of study, level and profile. Within the curriculum of studies for these fields of study for which the relevant minister for higher education specified standards of education, these standards are considered.
4. The curriculum of studies for the specific field of studies, level and profile covers a description of assumed learning outcomes, description of the process leading to obtaining learning outcomes and number of ECTS credits assigned to classes.
5. The curriculum of studies is communicated to students at least three months before commencing the cycle of education through publishing it on the internet service of the university , on the website of the faculty which conducts education. The curriculum of studies is also available in the form of a document in the hardcopy form at the dean's office of the faculty conducting education.
6. At PK, there are the following forms of classes conducted as part of the curriculum of studies of the first-cycle and second-cycle studies in place: lectures, exercises, laboratories, computer laboratories, projects, seminars.
7. The following forms of classes are covered by an obligation of participation by students: exercises, laboratories, computer laboratories, projects, seminars.
8. The person responsible for a given subject is an academic teacher indicated by the PK organizational unit head. Person responsible for the subject:
9. coordinates and establishes with academic teachers conducting classes the scope of all classes forming part of the subject;
10. establishes the principles of controlling the learning outcomes and the manner of entering grades and the final evaluation;
11. supervises the correctness and timeliness of placing grades on protocols maintained in the electronic system;
12. assigns an academic teacher running a given subject;
13. is responsible for an annual update of the subject sheet placed on the electronic system in place at the university.
14. An academic teacher who conducts classes indicates during the first class a detailed subject description in accordance with the record on the subject sheet, containing: information concerning learning outcomes, class programme, list of literature, conditions of participation in classes and justification of absence during classes, including the number of allowed absences, conditions of obtaining credits and taking an exam, manner of informing students of obtained final test and exam results, dates of consultations and mode of insight into the assessed class assignments and exam assignments subject to students being entitled to analyse the work constituting the basis for credit or exam within fourteen days from the date of notifying students of the results of credit or exam, however, no later than before the subsequent term of exam or credit.
15. An academic teacher who conducts classes performed consultations which consist in granting explanations to students as well as information and tips in the scope of issues submitted by students and related to the content of the subject or the course of classes.
16. A detailed schedule of classes in the semester is approved by the dean and communicated to students at least a week before semester commencement.
17. The number of subjects covered by exams in a single semester cannot exceed four.
18. The division of students into student groups is performed by the dean. The principles of establishing the number of student groups with regards to various forms of classes are established by the PK Rector.
19. Didactic classes for each form of studies specified in § 6 sec. 1 are organized according to a separate schedule and run in separate student groups.
20. Principles of qualification for students in selected modes of studies, specializations and subjects are established by the dean after obtaining an opinion from the relevant student self-government body. In case of enrolment for a given specialization of the number of students exceeding the limit of spots, qualification for the given specialization is determined by the place on the ranking list elaborated according to the principles specified by the dean.
21. The faculty dean may appoint year tutors and student group tutors from amongst academic teachers. The dean introduces the function of a year starost and student group starost in the faculty.
22. The university authorities, faculty authorities and academic teachers conducting classes are obliged to undertake actions targeted at creating conditions for students with disabilities to fully participate int he educational process, taking into consideration the type and degree of disability of such students and the specificity of a given field of study.
23. The university ensures proper conditions of taking and passing classes for students with disabilities, depending on the type and degree of disability, in particular through:
24. enabling students with disabilities to apply for changing the conditions of participation in classes and alternative forms of their crediting;
25. enabling students with disabilities, after notifying the class tutor, registering solely for own use of the material discussed during classes in an alternative for through recording and taking photos, provided that didactic materials disclosed by the class tutor do not provide such a student with access to the class contents;
26. enabling, after notifying the class tutor, presence on classes, lectures, tests and exams of sign language translators and disabled student assistants;
27. enabling students with disabilities to apply for passing classes from a foreign language an another university in situations justified by the type of disability;
28. enabling students with disabilities to apply for assistance from the university in obtaining didactic materials necessary in the course of studies.

§ 13

Individual Organization of Studies

1. PK ensures students the possibility to study according to IOS.
2. IOS consists in realizing the binding curriculum of studies according to the special schedule and realizing an individual programme of studies.
3. The dean decides on granting the student IOS subject to the fact that it is not possible to refuse to grant consent for studies according to IOS in a specific field of study, level and profile until their completion:
4. a pregnant student and student who is a parent - in case of full-time studies;
5. a student admitted to studies as a result of learning outcomes confirmation.
6. Studies according to IOS are targeted at:
7. maintaining learning outcomes as defined for a given field of study, level and profile and number of ECTS credits specified in the curriculum of studies whilst at the same time directing the education in accordance with individual predispositions and interests of the student;
8. considering the previously obtained learning outcomes;
9. adjusting the plan of studies to individual needs and possibilities of the student.
10. Studies realized according to IOS cannot last longer than studies realized according to the binding curriculum of studies.
11. A student who applies for obtaining IOS should submit an application in this regard to the dean no later than two weeks prior to commencing a semester whilst persons specified in sec. 3 point 1 and students applying for IOS on account of their sudden, random situation or diseases must submit their application immediately after the occurrence of the cause justifying the application for IOS.
12. The dean appoints a scientific guardian for the student who is distinguishes among others in science or who studies selected semesters at a different university under the concluded agreement, who was assigned an IOS.

§ 14

Allocation and recognition of ECTS credits

1. Allocation and recognition of ECTS credits obtained by the student in the course of education is targeted at enabling students to continue education in the university’s organizational unit in which the student studies or to which the student is transferred.
2. ECTS credits obtained at the university other than PK, including a foreign one, are calculated within the ECTS credits of that student at PK.
3. The student who transfers ECTS credits in relation to taking up studies at a given faculty of PK in the mode of transfer obtains such a number of ECTS credits in the hosting unit as is assigned to the learning outcomes obtained as a result of realizing proper classes and practices in that unit.
4. A condition necessary to transfer and recognize ECTS credits obtained by the student is noting the convergence of learning outcomes obtained by the student with the learning outcomes defined in the curriculum of studies in a given field of studies.
5. A student who applies for the transfer and for recognition of ECTS credits must apply to the dean of the faculty with an application form and documentation presenting the course of studies no later than two weeks prior to commencing the semester.
6. The transfer and recognition of ECTS credits is determined by the dean.

§ 15

Use of classes not covered by the curriculum of studies

1. A student shall be entitled to a paid use of classes not covered by the curriculum of studies within the given field of study. The principles of collecting fees shall be specified by the PK Rector.
2. A student may realize classes which are not covered by the curriculum of studies pursuant to the consent of the PK faculty dean.
3. The dean may refuse to grant consent for the realization of classes not covered by the curriculum of studies should they consider that on the basis of the so far realized curriculum the student is not sufficiently prepared for it.
4. Classes not covered by the curriculum of studies realized by the PK student are saved within the university system targeted at servicing the course of studies at PK but the results obtained from these classes shall not be considered in order to establish the semestral grade.
5. A student shall not retake classes not covered by the curriculum of studies from which he or she obtained a negative grade.
6. Passing a period of studies

§ 16

Point system

1. Full-time studies and part-time studies are covered by the point system which serves the purpose of

Expressing achievements of students in accordance with the European Credit Transfer System

(ECTS).

1. The principles of point system:
2. Points are assigned to all subjects which are grades as well as student internships, subject to point 2;
3. points are not assigned to: classes of PE unless standards of education state otherwise which are considered in the curriculum of studies, library training, Health and Safety training and other trainings not covered by the curriculum of studies;
4. points are assigned to subjects and not to individual forms of classes;
5. the number of assigned points reflects the necessary student time of work at the university and elsewhere in order to pass a given subject;
6. the condition for obtaining points by a student is to achieve the assumed learning outcomes confirmed by passing a given subject;
7. number of points assigned to individual subjects is specified in the curriculum of studies;
8. total number of points assigned to all subjects for each semester of full-time studies amounts to 30, subject to point 9;
9. total number of points assigned to all subjects for individual semesters of part-time studies may be lower than 30, whilst the sum of all points during part-time studies must be equal to the total number of points during full-time studies for a given field of study, level and profile. The dean establishes the number of points assigned to individual semesters on part-time studies;
10. In case of studies realized as part of international agreements the total number of points assigned to all the subjects for a given semester of full-time studies may be different than 30, provided that the total number of ECTS credits required to complete these studies complies with the requirements of the curriculum of studies obligatory for a given field of study, level and profile.
11. In order to complete studies and obtain a diploma of completion of studies, the student is obliged to obtain a specific number of ECTS credits as per the curriculum of studies and fulfil the requirements specified in § 36 sec. 2.

**§ 17**

**Scale of grades**

1. The following scale of grades is in place at PK:

|  |  |  |  |
| --- | --- | --- | --- |
| Descriptive grade | Abbreviation | Numerical record | Record in the system ECTS |
| Very good | bdb | 5.0 | A |
| Good plus | pdb | 4.5 | B |
| Good | db | 4.0 | C |
| Satisfactory | ddb | 3.5 | D |
| Sufficient | dst | 3.0 | E |
| Fail | nd | 2.0 | F |

1. Negative grades (fail) are recorded solely in the subject passing protocol. Positive grades (very good, good plus, good, good minus, satisfactory) are noted in the subject passing protocol and in the student periodic achievements card. The subject passing protocol and the student periodic achievement card are maintained with the use of electronic system targeted at monitoring the course of studies at PK.
2. Grade from each semester of studies realized within the ECTS system is a weighted average calculated according to the following formula:

∑ (grade x number of ECTS credits)
 n

*Semestral grade*

where n indicates the number of points assigned to all subjects for a given semester in a given form of studies, in accordance with § 16 sec. 2 point 7-9.

1. Semestral grade is calculated with precision up to three decimal spots and subsequently, it is indicated with precision up to two decimal places after comma after rounding upwards if the digit on the third place after comma is greater or equal to

5.

1. While calculating the semestral grade one does not take into account fail grades.
2. Semestral grade is calculated solely with respect to passed semesters.

§ 18

Passing of subjects

1. Passing a subject covered by an exam is conducted on the basis of passing all forms of classes conducted as part of the given subject and the passed exam.
2. Passing a subject not covered by an exam is conducted on the basis of passing all forms of classes conducted as part of the given subject.
3. Passing all forms of classes is conducted on the basis of verification of the learning outcomes in the form of control works, ongoing tests, projects, papers etc. and presence during obligatory classes.
4. Passing of individual forms of classes is carried out by class tutors.
5. Passing the forms of classes which comprise a given subject which does not end with an exam ought to be conducted prior to the commencement of an exam session. During an exam session or a re-sit session a re-sit term of passing these forms of classes may be organized.
6. A student who submits reservations concerning the correctness of the conducted credit is entitled to submit an appeal to the dean by means of their direct superior tutor responsible for that subject within one week from announcing the results. The dean along with the tutor responsible for the given subject undertakes a decision resolving this matter.
7. Academic teacher who runs a given subject performs passing of that subject. In special cases the passing may be carried out by an academic teacher responsible for the subject, the dean or another academic teacher indicated by the dean.
8. Should an academic teacher carrying out the passing note non-independence of work of a given student and, in particular, in the scope of using by them of forbidden materials, devices, methods or means, the student shall obtain a fail grade from that subject.
9. A formal confirmation of passing a given subject is the entry of a positive grade, as specified in § 17 sec. 2 to the subject passing protocol and the approval of the protocol in the electronic system designated for managing the course of studies at PK by an authorized person specified in sec. 7. These actions ought to be conducted no later than within two working days after completion of the exam or re-sit session, respectively.
10. The date of obtaining passing of a subject and not the date of filling out the protocol is noted in the subject passing protocol.

§ 19

Exams

1. In case of subjects that end with an exam two exam terms are organized: basic term within the exam session and resit term during the resit session, subject to § 22 sec. 3.
2. Terms of written and oral exams are agreed by an academic teacher who conducts the given subject with students. In case of lack of such arrangements, the terms are agreed by the academic teacher. The exam term must be communicated to students no later than seven days prior to the commencement of the session.
3. An academic teacher conducting a given subject is entitled to communicating the term of exam known as a zero term. The zero term exam occurs prior to the basic exam term. The zero term is not included in the number of terms to which students are entitled in accordance with sec. 1. Principles of admission to the zero term of an exam
4. and its conduct are specified by the teacher who conducts the given subject.
5. Students who have passed all forms of classes forming part of the subject may take the exam from it.
6. All exams, including resit exams, must be completed within the term specified in the schedule of the exam session indicated within the PK Rector's Ordinance concerning organization of an academic year. The above is not applicable to exams specified in sec. 10
7. Exams are conducted by academic teachers running the given subject. In case of random situations such a person may be replaced by another academic teacher authorized by the teacher responsible for a given subject or by the dean.
8. Should an academic teacher carrying out the exam note non-independence of work of a given student and, in particular, in the scope of using by them of forbidden materials, devices, methods or means, the student shall obtain a fail grade from that exam.
9. A student with disability, depending on the type and degree of it,

may apply for:

1. an alternative form of exam;
2. extending the duration of the exam.
3. Unjustified absence of the student during the exam at a designated term shall be the equivalent of loss of entitlement to one term under the subject in question but it shall not constitute the basis for recording a fail grade.
4. In case of noting that student’s non-attendance during an exam was justified, the student shall be entitled to an additional exam term.
5. Justification of absence during the exam should be submitted to the subject tutor immediately - no later than within seven days from the exam date.
6. In case of obtaining a failing grade from the exam taken in the first term or in case of unjustified absence during the exam in the first term the student shall be entitled to one resit term of the exam.
7. The student who submits reservations concerning the correctness of conducted exam shall be entitled to submit before the dean a motivated application within seven days from the term of results announcement concerning the conduct of a commission exam.
8. The dean undertakes a decision concerning the conduct of commission exam should he or she consider the application as specified in sec. 13 to be justified. The dean may order a commission exam also at their own initiative. The examiner shall also be entitled to the right to apply for the conduct of commission exam.
9. The commission exam should be held within fourteen days from the date of application submission.
10. The form of commission exam is established by the dean and communicated to students and persons forming part of the exam commission no later than seven days prior to the exam term.
11. The exam commission appointed by the dean shall consist of:
12. dean or vice-dean or chairperson;
13. academic teacher who represents the same or similar subject as the examiner;
14. academic teacher who conducted the previous exam as a commission member.
15. Upon student's application submitted in the mode specified in sec. 12 the commission exam may be attended by an observer indicated by him.
16. A negative outcome of the commission exam shall be an equivalent of the obligation to retake the given subject.
17. Person authorized to note the grade in the subject passing protocol, obtained by the student as a result of the commission exam shall be the chairperson of the exam commission.

§ 20

Passing of programme differences

1. Programme differences are the subjects which are listed in the curriculum of studies, and which lead to obtaining learning outcomes that the student did not obtain in the course of the so-far studies at a given level and profile.
2. The dean may designate programme differences in case of:
3. the student continuing studies as a result of a transfer;
4. reassuming studies by the student;
5. undertaking studies after student leave by the student;
6. repeating the semester by the student during which the curriculum of studies has changed;
7. changes of the form of studies by the student.
8. Subjects realized as programme differences are assigned to such semesters of studies in which they occur in accordance with the curriculum of studies.
9. The grade from the semester to which programme differences have been assigned is established after passing the programme differences on the basis of grades from subjects realized in a given semester and grades from subjects constituting the programme differences. Semestral grade is established on the basis of § 17 sec. 3 and 4.
10. ECTS credits assigned to failed within the term programme differences are calculated into the credit debt of the semester in which such differences were supplemented.
11. Lack of passing of the programme differences results in failing to pass the semester according to the same principles as in the case of the remaining subjects.
12. Programme differences during full-time studies are realized subject to fees.
13. Programme differences not passed within the designated term are repeated subject to fees.

§ 21

Passing of semesters

1. A condition to passing the semester during full-time and part-time studies is obtaining the required number of ECTS credits and fulfilling the formal requirements.
2. In case of passing a semester in a given term specified in the PK Rector's Ordinance on organization of the academic year, the date of passing of the semester shall be the last day of the exam session.
3. In case of passing the semester after the term specified in the PK Rector's Ordinance on organization of the academic year the date of passing of the semester shall be the date of obtaining a positive grade from the last subject to be passed by the student in a given semester.

§ 22

Registration for the subsequent semester of studies

1. Fulfilment of requirements specified in § 21 sec. 1 constitutes the condition to a full registration for the subsequent semester of full-time and part-time studies.
2. In case when shortages of credits from the previous semester are smaller or equal to 12 ECTS credits and the total number of point shortages is smaller or equal to 18 ECTS credits, registration for the subsequent semester of studies with a credit debt occurs subject to § 23 sec. 1. In case when credit shortages exceed the number of ECTS credits specified above, the dean decides about registering the given student for the subsequent semester of studies with a credit debt.
3. Within the term of one month from the date of obtaining registration with a credit loan, the student is entitled to attempt to pass each form of classes which comprise a given course once and take an exam in the framework of this course once, subject to this entitlement not being granted to students who did not fulfil the requirement of attendance during classes specified in § 12 par. 7.
4. Failing to pass a subject covered by the credit loan according to the principles specified in par. 3 ends with the necessity to re-take it and, as a consequence, also with lack of possibility to participate in classes and to pass those subjects which are continued in the subsequent semester of studies or of which the failed subject was basis. The list of sequences of subjects that constitute the basis for the subjects conducted in the subsequent semester is established by the relevant dean.
5. Unjustified point shortages ought to be supplemented in the course of a given year from the date of obtaining registration with a credit loan. In case of unjustified point shortages within one year the dean may direct the student to repeat the first failed semester.
6. The fee for re-taking a failed subject is calculated on the basis of data passed on by the teacher who runs a given subject, who indicates the forms of classes which must be retaken due to failing to pass them by the student.
7. Passing subsequent semesters of studies is possible after compensating the credit debt.

§ 23

Repeating the semester of studies

1. The dean may undertake a decision on directing the student to repeat the semester if:
2. shortages obtained by the student exceed the allowed credit debt;
3. the student did not compensate for the credit debt in the designated timeframe;
4. the student reassumes studies in the semester which he realized prior to being removed from the list of students;
5. the student did not pass the subject which is continued in the subsequent semester of studies or which constitutes the basis of the subject realized in the subsequent semester of studies;
6. the student did not pass the subject leading to the preparation of the diploma thesis.
7. In case of repeating the semester the student is obliged to submit the relevant payment related to repeating specific classes on account of unsatisfactory learning outcomes. The principles of collecting fees shall be specified by the PK Rector.
8. The student may repeat each semester with the exception of the first semester. The semester may be repeated not more than twice.
9. A student who repeats a semester does not participate in classes in the framework of subjects from which he or she obtained a positive grade, if learning outcomes defined for these subjects did not change and they do not obtain passes from these subjects again. The decision in this regard is taken by the dean. Positive grades from subjects passed in the repeated semester which the dean did not indicate to be retaken shall be rewritten to the student periodic achievements card for the repeated semester.
10. Whilst awaiting the repetition of the semester the student reserves all student rights.
11. Upon consent of the dean, the student may participate in didactic classes of the higher semester of the same level of studies and apply for their crediting in the mode of a promotion. One cannot pass subjects in the mode of promotion the basis of which is constituted by failed subjects the passing of which is awaited by the student. Results of obtained passes are noted in the subject passing protocol according to the principles specified in the hereby Bylaws. Failure to pass subjects realized in this mode requires their paid retaking. The principles of collecting fees shall be specified by the PK Rector.
12. A student who repeated a semester does not graduate in the planned timeframe.
13. Removals and leaves § 24

Removals

1. The Dean shall remove the student from the list of students in case of:

1) failure to commence studies;

1. resigning from studies;
2. failure to submit a diploma thesis or diploma exam within the designated deadline;
3. punishing via disciplinary penalty of removal from the University.
4. The dean notes failure to commence studies in case of unjustified non-submission by the person accepted to studies of an oath specified in § 8 sec. 1 within fourteen days from the term established on the faculty which must be made by persons entered on the list of students.
5. A student who resigns from studies is obliged to notify the dean of this fact. Resigning from studies requires maintaining a written form.
6. The Dean may remove the student from the list of students in case of:
7. noting lack of participation in obligatory classes;
8. noting lack of progress in science;
9. not passing of a semester or year within the term specified in the PK Rector's Ordinance regarding organization of an academic year or, in case of students of the last semester of studies, within the term specified in the dean's message;
10. failure to make payments related to studies.
11. Notification of lack of participation in conducted classes is made by the dean on the basis of the information presented by an academic teacher conducting the subject on unjustified absence of the student in obligatory classes, considering the requirements concluded on the subject card.
12. Noting lack of progress in education is made by the dean of the faculty on the basis of documentation from the course of studies. Lack of progress in education is noted when the degree of realizing the curriculum of studies excludes the possibility of passing the semester of studies unless the student is entitled to the right to retake the semester of studies or register a credit debt.
13. Removal from the list of students occurs by way of an administrative decision issued by the dean, acting at the authorized by the PK Rector.

§ 25

Class leaves

1. A student may obtain a class leave with a possibility of obtaining verification of the achieved learning outcomes:
2. sickness;
3. random;
4. occasional;
5. unconditional;
6. special;
7. parental.
8. Class leave with a possibility of obtaining verification of achieved learning outcomes provides students with a possibility of taking credits and exams without having to participate in classes.
9. A student may obtain sickness leave on the basis of a decision issued by an authorized medical board or applicable documentation that confirms a disease.
10. A student may obtain a random leave when important circumstances have occurred that prevent the student from participating in classes for a longer period of time.
11. A student may obtain occasional leave related to participation in trips organized by sport associations or the realization, upon dean's consent, of an internship or professional apprenticeship during an academic year. After passing the so-far semesters the student may also obtain an occasional leave for individual organization of studies at a different university, studies at a different than basic field of study and for a paid realization of subjects not covered by the curriculum of studies.
12. A student who passed the first year of studies of the first-cycle studies or the first semester of studies of the second-cycle studies may obtain an unconditional leave (without having to state the cause). Such a leave may be obtained once during studies having passed all previous semesters. Unconditional leave may last no longer than two semesters.
13. Special leave may be obtained by a student for the duration of a military service.
14. Parental leave may be obtained by a female student who is pregnant or a male student who is a parent. Female pregnant students and male students who are a parent cannot be refused to take a parental leave.
15. A student ought to apply to the dean with an adequately documented application form to obtain the leave immediately after the occurrence of the cause justifying taking the
16. leave. The class leave should not cover the period preceding submission of an application with the exclusion of random situations, a documented diseases or birth of a child. A student who declares an intention to commence verification of learning outcomes in the course of the leave or after it is obliged to indicate it in the application.
17. Students who are parents submit an application for the leave of absence as specified in sec. 1 point 6 in the period of 1 year from the date of child's birth.
18. The leaves specified in sec. 1 point 6 for:
19. pregnant students - are granted for the period until the date of child birth,
20. students who are parents are granted the leave for the period up to 1 year,

However, should the final date of the leave of absence fall in the course of the semester, such a leave may be prolonged until the end of that semester.

1. During the whole period of leave the student reserves all student rights.
2. Granting a leave amends the term of planned completion of studies, as appropriate.
3. Diploma thesis

§ 26

General Provisions

1. A student of the final semester of studies is obliged to write a diploma thesis as part of the subject leading to the preparation of a diploma thesis and entering the thesis in the Academic System of Archiving Theses at PK (hereinafter referred to as ASAP PK).
2. A student who graduates from first-cycle studies carries out the BA or engineer thesis. A student who graduates from second-cycle studies carries out the MA work.
3. The diploma work is an independent elaboration of a scientific, artistic or practical issue or a technical or artistic achievement presenting the general knowledge and skills of a student related to studies in a given field of study, level and profile as well as ability to self-analyse
4. and draw conclusion.
5. In case of first-cycle studies the diploma thesis may be the elaboration of an engineering issue.
6. The diploma thesis may constitute, in particular, a written work, a published article, project work, including project and conduct of a programme or computer system as well as construction, technological or artistic work.
7. Diploma works are conducted in organizational units of the mother faculty.
8. Upon dean's consent a diploma thesis may be conducted at a different PK faculty, on other universities as well as institutions ensuring proper care and conditions for its completion.
9. Upon dean's consent the diploma thesis may be elaborated in a foreign language. A student is obliged to attach an abstract in Polish to the diploma thesis written in a foreign language.
10. The diploma thesis is verified prior to passing a subject leading to the preparation of the diploma thesis with the use of ASAP PK and the Uniform Antiplagiarism System.
11. Immediately after the diploma exam the diploma work is entered into the repository of written diploma works. The mode of entry of works into the repository is specified by the PK Rector.

§ 27

Promoting the diploma thesis

1. A student writes their diploma thesis under the supervision of their promotor.
2. A person with at least a doctoral degree may be a promotor and reviewer of the diploma thesis. In case of first-cycle studies the promotor and the reviewer of the diploma thesis may also be a specialist with the professional title and at least 5-year-long professional experience.
3. Increase when the promotor of a diploma thesis is a specialist specified in sec. 2 or a person employed at PK, the reviewer of the work ought to be the professor or associate professor employed at PK.
4. In the substantively justified case the promotion of a diploma thesis may be handed over, pursuant to the consent of the dean and after specifying the scope of conceptual care, to more than one person.
5. Reviews of the diploma thesis are open with the exclusion of the diploma thesis the subject of which is covered by the legally protected secret.

§ 28

Topics of diploma theses

1. The topics of diploma theses are undertaken by students no later than until the end of the second to last semester of studies subject to the fact that deans may establish, in consideration of the specificity of studies in a given field of studies, another term for undertaking topics of diploma theses by students.
2. Topics of diploma theses are approved by the field of study supervisors (specialization supervisors) or unit head in which the diploma thesis is realized.
3. When establishing the topics of diploma theses, scientific interests of students should be considered. A student is entitled to suggest their own topic of the diploma thesis as part of the completed field of study (specialization).
4. The number of topics of diploma theses ought to enable the selection of the topic by the student.
5. Upon application of the promotor of the diploma thesis, agreed with the student, the field of study supervisor (specialization supervisor) in agreement with the unit head in which the diploma thesis is realized may change the topic of the thesis should this positively impact the achievement of learning outcomes and provided it does not extend the term of completion of studies by the student.
6. A student is entitled to change both the promotor and the topic of the diploma thesis. The decision in this regard is undertaken by the dean, in agreement with the field of study supervisor (specialization supervisor) and the unit head in which the diploma thesis is realized.
7. Each topic should be realized by one person. In exceptional cases the possibility of preparing a diploma thesis by two persons may be allowed, whilst the scope of work of each of the students must be clearly specified by the thesis promotor.
8. The final topic of the diploma thesis realized by the student is passed on by the promotor to the dean's office within the term indicated by the faculty dean in the notification specified in § 11 sec. 5

§ 29

Diploma thesis grade

1. The grade for the diploma thesis is granted separately by: the thesis promotor and the thesis reviewer.
2. In case of negative assessment by the reviewer, the dean may undertake a decision on allowing the student to take the diploma exam provided that they obtain a positive grade for the thesis issued by an additional reviewer.
3. When assessing the diploma thesis the scale of grades specified in § 17 sec. 1 must be applied.
4. The assessment of diploma thesis agreed by the promotor and the reviewer is entered into the diploma exam protocol. In case of lack of possibility of conducting arrangements by the promotor and the reviewer, the dean appoints an additional reviewer. The grade established by an additional reviewer is final.

§ 30

Rigors

1. A student who did not obtain credits from the subject leading to the elaboration of the diploma thesis within the deadline specified in the dean's notification, as specified in § 11 sec. 5, may be:
2. required to retake the semester once they submit an application to the dean or
3. crossed off the list of students.
4. The person who has been crossed off the list of students as a result of failing the subject leading to the preparation of the diploma thesis is entitled to recommence studies according to the principles specified in § 5.
5. In case of recommencing studies, the field of study supervisor (specialization supervisor) or head of the faculty organizational unit, after consultation with the so-far promotor, decides about the possibility of continuing the commenced topic of diploma thesis or of assigning a new one.

**VII. Diploma thesis**

**§ 31**

**General Provisions**

1. Completion of studies occurs on the date of submission of the diploma exam.
2. The diploma exam consists of:
3. presentation of the diploma thesis;
4. answers to the questions asked by the diploma exam committee.
5. The condition to attend the diploma exam is obtaining a positive grade from the diploma thesis, passing of all semesters of studies and fulfilment of formal and programme requirements.
6. The diploma exam may be taken by a student after submission in the dean's office or handing over to the exam committee of student ID card or document noting the fact of such a card being stolen or lost. This requirement does not concern persons who, after completion of first-cycle studies, maintain the right to possess student ID card until 31 October of the year in which they completed studies.
7. The diploma exam occurs prior to the completion of the last semester of studies, subject to § 34 sec. 1 and 2. The date of completion of the semester is indicated in the Ordinance of the PK Rector on organization of academic year.
8. The diploma exam occurs before the committee appointed by the dean. The diploma exam committee consists of at least three persons: chairman, promotor and reviewer, whilst the promotor and the reviewer cannot perform the function of the committee chairman. The committee consists of at least one academic teacher with a scientific title of a professor or with a degree of an associate professor.
9. The diploma exam committee is chaired by the dean, pro-dean or person authorized by the dean who is employed in the position of a professor, university professor or adjunct with an associate professor degree.
10. In random situations absence of the promotor or reviewer during the diploma exam is allowed whilst maintaining at least three-member composition of the committee and the requirement of participation in the committee of a person with the title of a professor or a degree of associate professor. The chairman of the committee is obliged to note absence of the promotor or reviewer in the diploma exam protocol and confirm the random cause of their absence.
11. In case of carrying out the diploma thesis for the purposes of a specific economic entity, the dean may additionally appoint within the composition of the committee, with a consulting vote, a representative of the interested party.
12. The dean may undertake a decision regarding the conduct of diploma exam in a foreign language. The dean specifies the scope and the conditions of conducting such exam subject to the scale being applied in the documentation of the course of studies with respect to grades in the form specified in § 17 sec. 1 of the hereby Bylaws and provided that the diploma exam protocol placed on personal files of the student is elaborated in Polish or the file contains the translation of the diploma exam protocol is in Polish.
13. The dean may elaborate a detailed Bylaws of the diploma exam in accordance with § 39 sec. 1. In case when the curriculum of studies for a given field of studies provides for the conduct of directional exam verifying the level of knowledge, skills and social competencies of students defined for a given field of study, a detailed bylaws of the diploma exam specifies the scope, the principles and the mode of conduct of directional exam subject to the condition that the directional exam is carried out within the term preceding the term of the diploma exam.

§ 32

Course of diploma exam

1. The diploma exam is an oral exam.
2. During the exam, the student presents their diploma thesis and answers the questions asked by the diploma exam committee concerning the issues in the scope of learning outcomes defined for a given field of study and level. Answers granted with regards to each of the issues are summed up via one grade.
3. The diploma exam may, upon student's or promotor's request be of an open character. A written motion in this regard must be submitted to the dean no later than three weeks prior to the planned term of the diploma exam. Decision regarding an open

Character of the diploma exam is undertaken by the dean no later than two weeks in advance of the diploma exam. The mode of conduct on the open diploma exam is specified by the dean.

§ 33

Grade from diploma exam

1. The diploma exam committee evaluates the presentation of the diploma thesis and the answers to questions asked concerning the three issues specified in § 31 sec. 2 whilst applying the scape of grades indicated in §17 sec. 1.
2. The diploma exam grade is an arithmetic average of the grade obtained from the presentation of the diploma thesis and the answers to questions asked concerning the three issues specified in § 31 sec. 2 subject to sec. 3.
3. In case when the curriculum of studies in a given field of studies provides for the conduct of directional exam specified in § 31 SEC. 11, grade from the diploma exam is a weighted average of the grade from the presentation of the diploma thesis, assessment of answers granted concerning three issues specified in § 32 sec. 2 and the directional exam grade. Detailed principles of establishing the grade from the diploma exam are specified in the provisions of the Bylaws specified in § 31 sec. 11.
4. The diploma exam is passed if the grade from the diploma exam is greater or equal to 3.00 whilst only one answer may be assessed negatively.

§ 34

Rigors

1. In case of failing the diploma exam or unjustified absence at the exam on the agreed date the dean appoints the final diploma exam term.
2. A student who did not pass the diploma exam or did not attend the diploma exam in the last term designated by the dean according to the principles specified in sec. 1 is crossed off the list of students.
3. In case when the student's failure to take the diploma exam was justified, the dean establishes a new term for this exam. Justification of absence on the diploma exam ought to be submitted to the dean within seven days from the exam term.
4. Persons crossed off the list of students in accordance with sec. 2 may apply for reassuming studies according to the principles specified in § 5.

**Graduation**

**§ 35**

**Result of studies**

1. Assessment of the course of studies constitutes the arithmetical mean of all semestral grades, specified with precision up to three decimal places and subsequently submitted with precision of two decimal places after rounding in line with the principle indicated in § 17 sec. 4.
2. Result of studies, calculated with precision up to three decimal places and subsequently submitted with precision of two decimal places after rounding in line with the principle indicated in § 17 sec. 4 constitutes a weighted average of the following grades:

 1) grades from the course of studies - with weight of 0,6;

 2) grades from diploma thesis - with weight of 0,2;

3) grades from diploma exam - with weight of 0,2;

1. In the diploma of graduation and in all other documents confirming graduation the result of studies is entered, which is calculated on the basis of the below table:

|  |  |
| --- | --- |
| Result of studies | grade entered into the diploma |
| 4,60 - 5,00 | very good (5,0) |
| 4,26 - 4,59 | good plus (4,5) |
| 3,76 - 4,25 | good (4,0) |
| 3,26 - 3,75 | satisfactory (3,5) |
| 3,00 - 3,25 | sufficient (3,0) |

1. In case of agreements concerning joint education concluded with foreign universities, the principles of establishing of diploma exam grades and the result of graduation are defined in these agreements taking into consideration the principles specified in the hereby Bylaws.

§ 36

Diploma of graduation

1. Having submitted the diploma exam the graduate obtains a graduation diploma.
2. A condition to achieve graduation and obtain the diploma of graduation is obtaining the learning outcomes specified in the curriculum of studies and the required number of ECTS credits, obtaining a positive grade from the diploma exam.
3. Graduation diploma must be elaborated and issued to the graduate within 30 days from the date of the diploma exam.
4. Prior to collecting graduation diploma, the graduate should settle all liabilities towards PK.
5. In the even when within the diploma thesis constituting the basis for obtaining the title the person applying for the title has assigned to themselves authorship of a significant fragment or of other elements of somebody else’s work or scientific finding, the PK Rector notes invalidity of such diploma by way of an administrative decision.

IX. Awards, distinctions and penalties

§ 37

Awards and distinctions

1. Students who are distinguished by outstanding learning outcomes and excellent fulfilment of obligations may obtain awards according to the principles specified in separate Bylaws.
2. Graduation diploma with honours is granted to graduates who have fulfilled all below conditions:
3. completed studies within the planned framework as specified in § 11 sec. 5 of the hereby Bylaws;
4. reached the result of studies not lower than 4.75;
5. fulfilled conditions specified in the provisions released on the basis of § 39 sec. 1 of the hereby Bylaws,
6. The diploma exam committee notes within the diploma exam protocol the fulfilment by the graduate of criteria entitling them to receive the diploma with honours.
7. The book of distinguished graduates may be maintained in a given faculty, where surnames of graduates who obtained a diploma of graduation with honours are noted.

§38

Penalties

1. Breaching the provisions in place at the university, including breaching the provisions of the hereby Bylaws and committing an act offending student's dignity is subject to liability before the disciplinary committee for students.
2. Disciplinary penalties include: warning, reprimand, reprimand with warning, suspension of specific student rights for the period up to one year, expulsion from the university.
3. A lesser gravity of breach may result in the PK Rector imposing a penalty of warning on the student post prior hearing of the defendant of their defender.

X. Final Provisions

§ 39

Special conditions

1. Dean may elaborate special provisions to the Bylaws of Studies which encompass the specificity of studies in a given faculty or field of studies. The faculty provisions must comply with the hereby Bylaws. Special provisions to the Bylaws of Studies are adopted by the PK Senate.
2. The dean, acting pursuant to an authorization granted by the PK Rector, issues an administrative decision of first instance in matters from § 3 sec. 1, § 4 sec. 6 and § 24 sec. 1 and 4. A student may appeal against an administrative decision issued by a dean acting at the authorization of the PK Rector concerning reconsideration of the matter by the PK Rector. The application concerning reconsideration of the matter is submitted via the dean who undertook the given administrative decision.
3. Other individual cases of students are resolved by the dean.
4. The PK Rector exercises control over settlements made by the dean, as specified in sec. 3. A student who is dissatisfied with the dean’s handling of the matter may turn to the PK Rector by means of the dean in this regard.
5. Whenever in the hereby Bylaws an administrative decision or settlement by the dean is mentioned it signifies also an administrative decision or settlement of the pro-dean.

§ 40

Episodic provisions

1. (omitted)
2. A person admitted to second-cycle studies commencing in the academic year 2021/22 who presented a certificate of completion of studies within the process of recruitment is obliged - within 30 days from issuing their diploma of graduation - to submit a copy of the diploma and of the original diploma to the dean's office in order for the copy of the diploma to be included by the university in the student personal file under the pain of crossing off that person from the list of students.