

*Appendix no. 1 to Resolution no. 20/2021  
of the Senate of Pope John Paul II State School of Higher Education  
in Białą Podlaską of 29.04.2021  
concerning: the introduction of changes to the Study regulations  
at Pope John Paul II State School of Higher Education in Białą Podlaską*

POPE JOHN PAUL II  
STATE SCHOOL OF HIGHER EDUCATION  
IN BIAŁA PODLASKA

**STUDY REGULATIONS**



Białą Podlaską, 2021

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## **1. GENERAL PROVISIONS**

### **§1**

These regulations apply to the students and employees of Pope John Paul II State School of Higher Education in Biała Podlaska.

### **§2**

The students of Pope John Paul II State School of Higher Education in Biała Podlaska, later called “university”, to be admitted to study, are obliged to fulfil as candidates the admission conditions determined in the resolution of the Senate of the university. The admission to study takes place after entering the candidate into the list of students, upon taking the oath.

### **§3**

The student is required to follow the oath and fulfil the obligations determined in the study regulations and those resulting from the Code of Student Ethics.

### **§4**

After passing the diploma examination, the student becomes the graduate of the university.

### **§5**

The student self-government whose scope of activity is determined in the separate regulations is the representative of all higher education students of the university.

### **§6**

The Internal Education Quality Assurance System is implemented in the university.

### **§7**

Justified needs of disabled students are taken into account when establishing the organisation of studies and conducting classes, forms of giving credits and examinations.

### **§8**

1. Paid Polish courses for foreigners are organised at the university.
2. Polish courses are not a part of the study programme.

## **2. ORGANISATION OF STUDIES**

### **§9**

1. The academic year starts on 1 October and ends on 30 September of the next calendar year, and consists of two, winter and summer, semesters.
2. The academic year includes: the beginning and ending of classes, periods of classes, examination periods, holidays, and professional internships and other activities specified in the study programme.
3. The academic year schedule is approved by the rector, after consulting the University Council of the Student Self-Government, and made public in available media within 3 months before the beginning of the academic year.
4. The rector may decide to establish days and hours free from classes for students.
5. A detailed class timetable is provided to students on the University website within 7 days before the beginning of the semester.

### **§10**

1. Studying at the university takes place in accordance with the programmes of study.

2. Studies are conducted in a specific field of study, level and profile, based on the programme of study which determines the learning outcomes referred to in the act of 22 December 2015 on the Integrated Qualifications System, including the universal characteristics of the first level, determined in this act and the characteristics of the second level, determined in the regulations issued pursuant to art. 7 par. 3 of this act, and the learning standards applicable in individual fields of study.
3. The programme of study determines:
  - 1) the form(s) of studies, the number of semesters and the number of ECTS credits required to graduate from studies at a given level,
  - 2) a professional title awarded to the graduates,
  - 3) class(es), regardless of the form of their conduct, with the learning outcomes and the content allowing to acquire these outcomes, assigned to these classes,
  - 4) the total number of classes,
  - 5) the methods of verification and assessment of the learning outcomes acquired by the student during the whole cycle of education,
  - 6) the total number of ECTS credits which the student is required to obtain during the classes conducted directly by academic teachers or other persons conducting classes,
  - 7) the number of ECTS credits which the student is required to obtain during the classes in the field of humanities or social sciences, not lower than 5 ECTS credits – for fields of study ascribed to the disciplines within the fields other than humanities or social sciences respectively,
  - 8) the number of hours, the principles and the form of professional internship as well as the number of ECTS credits which the student is required to obtain during the internship.

### **3. TEACHING PROCESS IMPLEMENTATION WITH REGARD TO THE NEEDS OF PEOPLE WITH DISABILITIES**

#### §11

1. The office for the affairs of people with disabilities operates at the university.
2. Students with disabilities may apply to have tests and examinations adjusted to their capabilities, depending on the level and type of disability, in particular through extending the writing time to 25%, the use of a computer and other multimedia tools, the preparation of examination (test) materials with a bigger font, and others if necessary.

#### §12

1. The vice-rector for education and students, after consulting the dean, for separate enrolments appoints year tutors from among academic teachers.
2. The year tutor closely cooperates with the dean, the bodies of the student self-government and other representatives of students, concerning the studying process and students' social and living issues.
3. The prefect (starosta) is the representative of the students in a given year.

4. The vice-rector for education and students, upon the dean's request, appoints university internship supervisors.
5. The university internship supervisor closely cooperates with the department head, the student internship and career section, and the company internship supervisor with regard to the proper implementation of the internship programme. The detailed rules of the internship organisation are included in the Internship regulations of Pope John Paul II State School of Higher Education in Biała Podlaska.
6. The classes, tests of knowledge and skills, and giving credits may be conducted in a foreign language. The diploma thesis may be written and the diploma examination conducted in a foreign language in the fields of study in which classes are conducted in a foreign language.

#### **4. THE STUDENT'S RIGHTS AND OBLIGATIONS**

##### §13

1. The student has a right to:
  - 1) have ECTS credits transferred and recognised;
  - 2) have the absence in class justified, have a leave of absence from classes and a leave of absence from classes with a possibility to have the achieved learning outcomes, specified in the programme of study, verified and registered in the records in the semester after the end of the leave of absence;
  - 3) change the field of study in accordance with par.4 and 5;
  - 4) transfer to full-time or part-time studies;
  - 5) take a final re-sit examination with the participation of an observer selected by the student;
  - 6) repeat some classes due to the unsatisfying academic performance, pursuant to the rules determined in the study regulations;
  - 7) study and develop their own professional interests with the use of teaching rooms, equipment and fixed assets of the university, as well as the help from academic teachers and bodies of the university;
  - 8) study in more than one field of study;
  - 9) participate in the research conducted at the university;
  - 10) join student organisations under the terms of applicable law;
  - 11) develop scientific, cultural, tourist and sports interests and use the university equipment and resources for this purpose;
  - 12) ensure confidentiality and access to their personal files, confidentiality about their material status and obtained grades;
  - 13) receive material help under the terms of the Regulations of benefits for the students of Pope John Paul II State School of Higher Education in Biała Podlaska;
  - 14) apply for accommodation in the Student Dorm;
  - 15) apply for accommodation in the Student Dorm for their spouse or child;
  - 16) apply for a leave of absence from classes;
  - 17) study according to the individual organisation of studies (IOS) and the programme of study under the terms of these Regulations;

- 18) attend academic teachers' consultations during their consultation hours;
  - 19) exercise their active and passive voting rights to the University bodies under the provisions of the act, the University statute and the Regulations of the Student Self-Government;
  - 20) participate in the process of ensuring and improving the quality of education, and of evaluating the teaching process;
  - 21) apply to complete part of the studies or the internship under domestic or international student exchange programmes.
2. The student is obliged to proceed in accordance with the oath and the university regulations.
  3. The student is particularly obliged to:
    - 1) participate in classes in accordance with the study regulations,
    - 2) take examinations and professional internships and meet other requirements included in the programme of study,
    - 3) pay any studies-related fees and payments for educational services,
    - 4) respect for the University property.
  4. With the consent of the vice-rector for education and students, the student may change the field of study after completing at least one semester if the curricular differences enable the student to be admitted to the second semester of a given field.
  5. In particularly justified cases, the vice-rector for education and students may give consent to the change of the field of study without the first semester being completed, after the beginning of the academic year, but within 30 days of the beginning of the studies.

#### §14

1. The university student is entitled to a student ID.
2. The student is not entitled to a student ID during the suspension in student rights.
3. The deletion from the list of students results in the loss of student rights.
4. The person who has lost the status of the student is required to return the student ID and a completed circulation card to the dean's office.
5. The student is required to immediately notify the dean's office in writing about the loss of the student ID, giving the circumstances of this incident.
6. In the event of the loss of the student ID as a result of theft or another random event, the student has a right to receive a duplicate student ID for a fee.
7. The student is entitled to have a student ID until the date of:
  - 1) graduating from studies,
  - 2) suspension in the student rights or deletion from the list of students,
  - 3) for graduates of first-cycle programmes – until 31 October of the year of the graduation.

#### §15

1. Studying according to the individual organisation of studies (IOS) is allowed under the terms determined by the senate for a semester or academic year with regard to full-time students who meet at least one of the requirements below:
  - 1) have a certificate of disability,

- 2) represent the university at least at a national level,
  - 3) simultaneously study in other fields of study,
  - 4) are in a particularly difficult, documented life situation,
  - 5) have very good academic performance, with a grade mean of at least 4.50 for the last semester of studies and participate in research/scientific work,
  - 6) participate in international exchange,
  - 7) pregnant students,
  - 8) students who are parents,
  - 9) other justified cases.
2. The student has a right to apply to study according to the individual organisation of studies (IOS) within 30 days of the beginning of the semester with the exception of par. 1, items 4, 7, 8.
  3. The vice-rector for education and students, after consulting the dean, makes decisions concerning the cases referred to in par. 1.
  4. The student who receives the consent for the individual organisation of studies (IOS) is required to achieve all learning outcomes for a given field.
  5. A student with a disability who studies according to the individual organisation of studies (IOS) has a right to take physical education classes in another form, adjusted to the type of the student's disability and specified by the head of the physical education and sports section.
  6. Granting the individual organisation of studies (IOS) does not mean lowering the requirements for the student concerning the scope and level of knowledge in the subjects included in the programme of study of a given field of study.
  7. The student arranges the individual organisation of studies (IOS), i.e. participation in classes, the form and dates of tests and examinations, with the teachers within two weeks of the date of receiving the decision. The student submits a detailed programme of the individual organisation of studies (IOS) in the dean's office after it is agreed and approved by the dean in agreement with the department head.
  8. The student who received the permission for the individual organisation of studies (IOS) is required to participate in at least 50% classes with the reservation that the decision is previously taken by the person conducting the classes.
  9. The examination period within the individual organisation of studies (IOS) cannot end later than the re-sit examination period for a given field of study.
  10. Studying according to the individual organisation of studies (IOS) does not justify extending or shortening the deadline of the planned graduation.

#### §16

1. The student may transfer to another university or from another university, including foreign ones, if they gain the permission from the receiving university's rector in the form of a decision and if they fulfil the obligations under the regulations of the university in which they studied. Gaining the permission is possible after submitting the permission of the home university's rector and the documents confirming the previous education process. The transfer from another university is possible within the same or related field of study.
2. The student admitted to study from another university receives a student ID.

3. The students referred to in par. 1 are required to complete the curricular differences resulting from the comparison of the previously achieved learning outcomes with those applicable in the taken field of study. The curricular differences must be completed within one academic year. The list of curricular differences and the deadline for their completion are determined by the department head and approved by the vice-rector for education and students after consulting the dean.
4. The documents from the university from which the student is transferred are the basis for admission and remain in the personal files of the student throughout the whole period of studies.

#### §17

1. The student may complete part of their studies and internships under domestic or international student exchange programmes. The detailed rules of international exchange are included in separate regulations.
2. Before going to another university, the student obtains the approval from the department head and the dean concerning the plan and programme of study as well as the conditions of completing the semester or the year.
3. Based on the document confirming the completion of the subjects along with the list of grades and number of obtained ECTS points, the vice-rector for international affairs, after consulting the faculty dean, includes the period of the studies completed by the student in the field of study the student pursues. The students with a one-year scholarship are obliged to settle their studies every semester.

#### §18

1. The student is required to be present and actively participate in all classes, practical classes, professional internships included in the programme of study and to timely fulfil all the obligations determined in the study regulations.
2. The student is obliged to immediately justify each absence with the teacher conducting the classes.
3. The student is obliged to immediately notify the rector in writing about the student's resignation from studies.

#### §19

1. The student is obliged to notify the dean's office about the change of the personal data in identity documents, the address, the contact details – the current phone number and the e-mail address.
2. The student is obliged to the ongoing control of the virtual dean's office and the electronic mail, in particular the test and examination results.

#### §20

The student takes responsibility for the conduct incompatible with the oath, for the violation of law or obligations included in the study regulations and the regulations of professional internship, under the terms of disciplinary proceedings.



## **5. CONDITIONS AND MODE OF PARTICIPATION IN UNIVERSITY CLASSES FOR EXCEPTIONALLY GIFTED SCHOOL STUDENTS AND CONDITIONS FOR THE COMPLETION OF THESE CLASSES**

### **§21**

1. The vice-rector for education and students may take a decision to admit exceptionally gifted school students to participate in the classes included in the plan of study, on the basis of the opinion from the Psychological and Pedagogical Counselling Centre, submitted by the candidate, which concerns the intellectual, emotional and social development of the candidate and their general abilities or field-related talents.
2. The credit for the classes is given under the general provisions specified in these Regulations.
3. The grade obtained entitles to receive credit for the subject which fulfils identical learning outcomes during the studies.

## **6. ADMISSION TO STUDY AND STUDYING AS A RESULT OF THE PROCEDURE OF THE CONFIRMATION OF LEARNING OUTCOMES**

### **§22**

1. The persons admitted to study as a result of the confirmation of learning outcomes shall be included in the regular mode of study and exempt from classes for which the effects are recognised in the process of the confirmation of learning outcomes.
2. The conditions of studying for the persons admitted to study as a result of the confirmation of learning outcomes, including the individual organisation of studies (IOS), are subject to the general rules determined by these regulations.
3. The person admitted as a result of the confirmation of learning outcomes is obliged to confirm the willingness to study and to submit the necessary admission documents specified in the admission resolution within the period in accordance with the admission timetable.
4. Receiving the credit for classes as a result of the confirmation of learning outcomes is documented in the verification protocol and the documentation of the course of study (the student's periodical progress report) and in the diploma supplement.
5. The candidate receives the number of ECTS credits ascribed to the classes which they passed as a result of the confirmation of learning outcomes, provided that the candidate obtains up to 50% ECTS credits ascribed to a given programme of study of a given field of study, level and profile of education as a result of the confirmation of learning outcomes.
6. The classes completed as a result of the confirmation of learning outcomes are included in the mean of the study grades.
7. The number of students who are admitted to study on the basis of the confirmation of learning outcomes cannot exceed 20% of the total number of students at a given field of study, level and profile.
8. The detailed rules, conditions and mode of confirming learning outcomes are determined in the Regulations of the confirmation of learning outcomes.

9. Learning outcomes are not confirmed in the fields of study for which educational standards are specified.

## **7. DISTANCE LEARNING**

### §23

1. Classes may be conducted with the use of methods and techniques of distance learning if the following requirements are met jointly:
  - 1) academic teachers and other persons conducting classes are ready to conduct them with the use of methods and techniques of distance learning, and the conducting of classes is constantly monitored by the university;
  - 2) access to IT infrastructure and software allows for the synchronous and asynchronous interaction between students and academic teachers and other persons conducting classes;
  - 3) teaching materials in an electronic form are provided;
  - 4) students have the option of personal consultations with academic teachers and other persons conducting classes. At the student's request, consultations may be held in an online form;
  - 5) verification of the achievement of learning outcomes by the students is conducted by constant monitoring of progress in education but tests and examinations at the end of the classes are organised on the premises of the university. In justified cases, final tests and diploma examinations, upon the consent of the vice-rector for education and students, may be conducted outside the university, by means of electronic communication.
  - 6) students completed training courses preparing for the participation in these classes.
2. Methods and techniques of distance learning may be used as auxiliary in classes developing practical skills.

### §24

1. The number of ECTS credits which may be obtained within the framework of education with the use of methods and techniques of distance learning, cannot exceed 50% of the number of ECTS credits, determined in the programme of study and required to complete studies at a given level, subject to specific provisions of generally applicable legal acts in this regard.
2. Separate provisions regulate the manner in which distance learning is conducted.

## **8. COMPLETION OF THE SEMESTER AND THE YEAR OF STUDIES**

### **A. GENERAL PROVISIONS**

#### §25

1. The semester is a period for gaining credits at the university.
2. The credit system of the student's achievements, in accordance with the European Credit Transfer and Accumulation System (ECTS), is applied to gain credits for the semester of studies.

3. The student's achievements are expressed by means of credit points, later called "ECTS credits". ECTS credits are defined in the European Credit Transfer and Accumulation System as a measure of the mean workload of a person studying, necessary to achieve the assumed learning outcomes.
4. In order to pass the semester, the student must obtain a specific number of ECTS credits, positive grades and passes in all the subjects, including internships included in the programme of study within a specific period.
5. In order to gain credits ascribed to a given subject, the student must achieve the assumed learning outcomes confirmed with the positive grade for the subject.
6. ECTS credits and grades from all examinations and classes are documented in the electronic system of registering the student's progress.

#### §26

1. The following grade scale is used at the university:
 

excellent	5.0 (positive grade)
very good	4.5 (positive grade)
good	4.0 (positive grade)
satisfactory	3.5 (positive grade)
sufficient	3.0 (positive grade)
fail	2.0 (negative grade)
2. The student obtains the same number of ECTS credits for receiving a positive grade.
3. The grades referred to in par. 1 are the basis for the calculation of the arithmetic mean which is understood as the mean of the grades received in examinations and classes, including all the negative grades received during a given period of studies.
4. All the subjects which the student has taken except for the OSH and library trainings end with a grade which is given in accordance with the requirements specified in the syllabus of the subject.
5. The student's unjustified absences in more than 1/3 of the scheduled classes may be the reason for receiving a negative grade.

### B. PASSES

#### §27

1. In order to complete the classes, the student must achieve the assumed learning outcomes through the student's presence and active participation in classes, the results of the control of gained skills and the grades received for assignments resulting from the programme of study.
2. The methods of verification and assessment of learning outcomes are determined by the teacher who informs the students about it at the beginning of the semester.

#### §28

If the student participates in the research work, the vice-rector for education and students, upon the request from the supervisor of this work and after consulting the dean, may release this student from the participation in some classes in the subject which is related to this work. The student is still obliged to complete the subject.

## §29

1. The teacher gives the signature for classes not later than in the last week of the classes in each semester, and then immediately fills in the final report in the electronic system of registering the student's progress.
2. The student is informed about the received final grades through the entry in the electronic system of registering the student's progress within 7 days of the day of giving grades.
3. If the grade is given for a written assignment, the student has a right to have access to their assignment within 14 days of the announcement of the results.
4. Upon the student's justified request, the vice-rector for education and students, after consulting the dean, may extend the deadline for having access to the assignment referred to in par. 3.
5. If the student fails to gain credits within the period specified in par. 1, they may gain them in the re-sit examination period.
6. The failure to gain credits for classes, foreign language courses, projects and other classes results in a negative grade in the examination.
7. The student may have the grade transferred in a mode different than specified in §33 par. 6. The decision on grade transfer is taken by the teacher on the basis of the comparison of learning outcomes.

## C. EXAMINATIONS

### §30

1. The examination tests the extent of the student's mastering of intended learning outcomes, included in the syllabus.
2. The examinations take place in the examination period after the end of classes in a given semester.
3. The student is required to take examinations on the dates specified in the schedule of the examination period.
4. The schedule of the examination period must be made public not later than 7 days before the beginning of the examination period.
5. The teacher conducting the examination should inform the students about their results within 7 days of the examination date.
6. If the examination is a written examination, the student has a right to see their assignment within 14 days of the announcement of the results.
7. Upon the student's justified request, the vice-rector for education and students, after consulting the dean, may extend the deadline for having access to the examination assignment referred to in par. 6.
8. If the examination is an oral examination, the student gains information on their results directly after the examination.
9. In special cases, upon the request of the student or the teacher, the vice-rector for education and students, after consulting the dean, may agree to the student's earlier examination before the beginning of the examination period.
10. The participation in research does not release the student from the examination in the subject in which the research is done.

11. If the student receives a negative grade in the examination, the student has a right to take a re-sit examination.
12. The student who does not take the examination within the prescribed period without any justification, receives a negative grade.

#### §31

1. Upon the student's request, submitted with the vice-rector for education and students within 7 days of the announcement of the re-sit examination results, the vice-rector for education and students, after consulting the dean, may allow for a final re-sit examination in justified cases.
2. The final re-sit examination is organised when the student questions the objectivity of the person assessing the examination or the appropriate mode and form of the examination. Such an examination should be held within 14 days of the date of submitting the request.
3. The board for the final re-sit examination is appointed by the vice-rector for education and students after consulting the dean.
4. The board, apart from the head and the examiner, should include at least lecturer in the same or similar scientific discipline.
5. An observer appointed by the student may attend the board which conducts the final re-sit examination.
6. The final re-sit examination may be a written, oral, practical, or mixed examination. The decision on the form of the examination is taken by the head of the board.
7. The student has a right to take one final re-sit examination in the examination period.
8. The student who has not passed the final re-sit examination loses the possibility to conditionally take up studies in the next semester.
9. The student who has not passed the final re-sit examination may apply to repeat the semester.

### **D. RESTRICTIONS**

#### §32

1. The rector makes the decision about deleting the student from the list of students in the following cases:
  - 1) failure to take up studies, which is stated when the student admitted to the first year of studies does not take the oath or when the student does not submit the document confirming taking up studies after the leave from classes prior to the beginning of classes in a given semester,
  - 2) a written resignation from studies, signed by the student,
  - 3) failure to submit the diploma thesis or to take the diploma examination in the prescribed period,
  - 4) disciplinary penalty of expulsion from the university. The decision of the disciplinary commission must be final.
2. The rector may make a decision about deleting the student from the list of students in the following cases:

- 1) no participation in obligatory classes, which is stated by the dean based on a written request substantiated by the documents submitted by the department head on their own initiative or upon the request of the subject teacher or the year tutor. Lectures are open.
  - 2) no progress in studying, which is stated when the degree of the realisation of the programme of study excludes the possibility of repeating the semester. The lack of progress in studying is stated by the dean based on a written request substantiated by the documents submitted by the department head on their own initiative or upon the request of the subject teacher or the year tutor,
  - 3) failure to gain credits for the semester or year of study in the prescribed period,
  - 4) failure to pay the fees related to the studies.
3. The student may submit a request to have the decisions referred to in par. 1 and 2 reviewed by the rector within 14 days of the date of delivering the decision about the deletion from the list of students. The rector's decision is final.
  4. The student may make a complaint about the rector's decision to the Provincial Administrative Court within 30 days of the date of its delivery.

### §33

1. Upon the request of the student who has not completed the semester, the vice-rector for education and students may agree for the repetition of the semester.
2. The repetition of the semester means the failure to comply with the condition of the timely completion of studies.
3. In the event of the repetition of the semester, the student is obliged to pay a fee for all the subjects included in the programme of study in a given semester.
4. When repeating the semester, the student cannot attend classes from the next semester unless the vice-rector for education and students agrees but with no right to verify learning outcomes.
5. The repetition of classes due to the unsatisfying studying results is against payment. The amount of the fees for the repetition of the year, semester or single subjects is determined by the rector.
6. The grades in the subjects in which the student who repeats the semester received positive grades are recognised with the ECTS credits ascribed to them.
7. The entry in the report of the subject referred to in par. 6 is made by the teacher of the subject.
8. While waiting for the repetition of the semester and while repeating the semester, the student retains student rights with a limited right for material help, determined under separate regulations.
9. In the event of a failure to complete the semester again, the student is deleted from the list of students.

### §34

1. Upon the request of the student who has a negative grade, the vice-rector for education and students may agree for the repetition of the subject and continuation of studies based on the student's conditional entry for the next semester.
2. After receiving the permission for a conditional entry, the student is obliged to collect the decision and sign the contract within 14 days. The date of paying the fee is determined in the contract.

3. The student may receive a permission to repeat maximally three subjects within one semester with the exception of the library and OHS trainings.
4. The repetition of the subject involves the participation in all classes related to this subject with regard to the semester of studies.
5. The repetition of a given subject in the cycle of education may take place only once.
6. The provisions of §34 do not apply when the student in the last semester of studies has received a negative grade in the diploma seminar.

#### §35

1. The student who after completing at least the first semester of studies has been deleted from the list of students for the reasons specified in §32 par. 1 and 2, has a right to resume their studies not earlier than in the next academic year.
2. The re-admission to study of the person who has been deleted from the list of first-semester students is held on the terms of the admission procedure.
3. The decision about the resumption of studies is taken by the vice-rector for education and students.
4. In the decision about the resumption of studies, the vice-rector for education and students, after consulting the dean, determines the conditions and semester of studies in which the person resuming studies is accepted, taking into account the learning outcomes which the student achieved before being deleted from the list of students.
5. The student may resume studies in the same field of study maximally twice.
6. The restoration in the student rights is possible when the university conducts education in a given field of study.
7. The resumption of studies only applies to the current programme of study. The student is obliged to complete programme differences irrespective of the previously passed semesters.
8. The person resuming studies may graduate if they achieve identical learning outcomes as the other students in a given year.

### **9. LEAVE OF ABSENCE**

#### §36

1. The student may be granted a leave of absence from classes at the university.
2. The leave may be short-term (one semester) or long-term (two semesters).
3. The granting of a leave may justify the extension of the date of the intended graduation.
4. The decision on granting a leave is taken by the vice-rector for education and students after consulting the dean, upon the student's justified request.
5. The student who returns from the leave is obliged to inform in writing about the return from the leave within 7 days before the beginning of the semester.
6. The student who returns from the leave is obliged to complete any possible programme differences.

#### §37

1. The leave cannot include the period preceding the request.

2. The student may apply for a leave directly after the occurrence of the cause for granting the leave. The student cannot apply for a leave when they fail the semester, or in the same semester after the resumption of studies.
3. During the leave, the student, upon the consent of the vice-rector for education and students, may take up a failed subject from the previous semesters (i.e. a subject for the repetition of which the student is granted permission).
4. During the leave, the student retains student rights with the reservation that the right to financial aid in this respect is determined by separate regulations.
5. In particularly justified cases, upon the consent of the vice-rector for education and students, after consulting the dean, the student may participate in some classes during the leave without the right to pass the subject.
6. During the studies, the student is allowed to take the leave twice, with the exception of a leave for health reasons.
7. The student who returns after the leave cannot be immediately granted a second leave, except for the leave for health reasons.
8. The pregnant student and a student who is a parent may be granted permission for a leave:
  - 1) a pregnant student is granted a leave until the day of the child's birth,
  - 2) a student who is a parent – for a period of up to 1 year.
9. The student who is a parent may submit a request for a leave within 1 year of the date of the child's birth.
10. If the end of the leave falls during the semester, the leave may be extended until the end of this semester.
11. The following students are not entitled to a leave from classes:
  - 1) candidates for professional soldiers or professional soldiers who have taken up studies based on the referral by the appropriate military body, and due to studying received help based on the regulations concerning military service of professional soldiers;
  - 2) state service officials in the candidate service or state service officials who have taken up studies based on the referral or agreement of the appropriate supervisor and due to studying received help based on the service regulations.

## **10. DIPLOMA THESIS**

### §38

1. The diploma thesis is an independent elaboration of a specific scientific, practical or artistic issue or an artistic or technical achievement which presents the general knowledge and skills of the student, related to a given field of study, level and profile of education as well as skills of independent analysis and inference.
2. The diploma thesis may in particular be a written work, project work, including a project, designing a computer programme or system as well as a constructive, technological or artistic work.
3. Diploma theses in first-cycle programmes, second-cycle programmes and uniform master's degree studies differ in the scope of the discussed issues, the range and type of source materials and a degree of advancement of research methods applied by the student.



4. The diploma thesis may be of the following character:
  - 1) review – based on the analysis of the literature – mainly in first-cycle programmes,
  - 2) research – with the use of the analyses of source material and empirical research – in first- and second-cycle programmes and in uniform master’s degree studies,
  - 3) project – when the student prepares a project of a solution to a specific practical problem – in first- and second-cycle programmes and in uniform master’s degree studies
  - 4) individual case studies – in the field of Nursing (first-cycle programme).

#### §39

1. The diploma thesis is prepared by the student under the supervision of an independent scholar, and upon the consent of the Senate – an academic teacher who holds at least a PhD degree.
2. The supervisor of the diploma thesis in the first-cycle programme of Nursing may a teacher holding a master’s degree or equivalent and the right to practise as a nurse.
3. The student has a right to choose the supervisor of their diploma thesis from among the teachers designated to conduct seminars within the planned teaching staff.
4. The topic of the diploma thesis should be in accordance with the field of study and should be approved by the Senate Education Quality Committee.
5. The diploma thesis undergoes the anti-plagiarism procedure. The detailed rules of the verification of diploma theses are determined by the Internal Education Quality Assurance System.
6. The student is obliged to submit the final version of the diploma thesis to the supervisor in the printed or electronic form. The approval of the diploma thesis is confirmed by the supervisor’s signature of the Uniform Anti-Plagiarism System report and the supervisor’s statement attached to the thesis.
7. The thesis submittance is required to complete the diploma seminar in the last semester of studies.
8. The student is obliged to submit the diploma thesis in a printed form along with the complete documentation:
  - a) by the end of February – in the studies which end with a winter semester,
  - b) by the end of June – in the studies which end with a summer semester.
9. In special cases, after consulting the dean, upon the request of the diploma thesis supervisor or the student, the vice-rector for education and students may extend the deadline for submitting the diploma thesis to 3 months. The deadline for submitting applications for extending the date of submitting the diploma thesis is the last day of June (in the studies which end with a summer semester) or the last day of February (in the studies which end with a winter semester).
10. The student who has had the deadline for the diploma thesis extended by the vice-rector for education and students, retains the student rights until the date of the diploma examination, or, for Physiotherapy students, until the date of the completion of the last internship included in the study programme, with the exception of the right to material help under the Regulations of benefits for students of Pope John Paul II State School of Higher Education in Białą Podlaska.

11. The student who has not submitted the diploma thesis in the prescribed period, is deleted from the list of students.
12. The student may write a diploma thesis in a foreign language upon the consent of the vice-rector for education and students, after consulting the dean and in agreement with the diploma thesis supervisor. In studies conducted in a foreign language such a consent is not required if the thesis is to be written in a language of studies. In the case of a thesis written in a foreign language, its title and summary in Polish should be included in the thesis.
13. The diploma examination in a foreign language may be taken by the students who have written their diploma thesis in a foreign language upon the consent of the vice-rector for education and students, after consulting the dean and in agreement with the diploma thesis supervisor.
14. In the case of the student referred to in par. 10, the vice-rector for education and students, after consulting the dean, takes a decision about the resumption of studies on general terms.
15. In case of a longer absence of the diploma thesis supervisor, which might affect the delay in submitting the thesis by the student, the vice-rector for education and students, after receiving the information from the dean, is required to appoint a person who shall take over this duty.
16. The change of the supervisor in the last 6 months before the graduation deadline may be the reason to extend the deadline for submitting the diploma thesis in accordance with par. 8.
17. During the extended studies, the student retains student rights with a limited right to financial aid, determined in separate regulations.

#### §40

1. The supervisor and one reviewer evaluate the diploma thesis.
2. Diploma thesis reviews are public.
3. The provisions of §39 par. 1 and 2 apply to reviewers.
4. The grade scale used by the university is applied in the evaluation of the diploma thesis.
5. If the diploma thesis grade given by the reviewer is negative, the vice-rector for education and students, after consulting the dean, appoints another reviewer. If this reviewer gives a positive grade for the diploma thesis, the vice-rector for education and students decides if the student should be allowed to take the examination. If the reviewer gives a negative grade, the student cannot take the diploma examination. The student presents a corrected diploma thesis to the supervisor within 30 days of receiving the negative grade. After this deadline, the student is deleted from the list of students.
6. The diploma thesis grade is the arithmetic mean of the positive grades given by the supervisor and the reviewer. The mean is rounded to two decimal places.

### **11. DIPLOMA EXAMINATION**

#### §41

1. To be allowed to take the diploma examination, the student is required to:
  - 1) complete all the subjects and professional internships included in the programme of study,
  - 2) pass all the examinations included in the programme of study,

- 3) obtain at least:
    - a) 120 ECTS credits in 4-semester studies,
    - b) 180 ECTS credits in 6-semester studies,
    - c) 210 ECTS credits in 7-semester studies,
    - d) 300 ECTS credits in 10-semester studies,
  - 4) submit any necessary documents in the dean's office within 7 days before the diploma examination,
  - 5) obtain a positive diploma thesis grade,
  - 6) be positively verified in the anti-plagiarism procedure.
2. The diploma examination is taken in front of a board appointed by the vice-rector for education and students, after consulting the dean. The board includes:
    - 1) the president – rector, vice-rector, dean, department head or an academic teacher appointed by the dean who holds at least a PhD degree,
    - 2) supervisor,
    - 3) reviewer.
  3. The diploma examination, as a rule, should be organised within one month of submitting the diploma thesis.
  4. The vice-rector for education and students, after consulting the dean, may provide an individual date of the examination for the student who prepared the diploma thesis before the deadline referred to in §39 par. 8.

#### §42

1. The diploma examination is an oral examination.
2. The list of diploma examination questions is made public to students not later than 2 months prior to the date of the diploma examination.
3. After the presentation of the diploma thesis, the student answers three questions, including one concerning the thesis and two field-related. Receiving a negative grade for the answer to at least one question means a negative grade for the diploma examination.
4. The grade scale used at the university is applied in evaluating the diploma examination.
5. The diploma evaluation grade is the arithmetic mean of the grades obtained for the answers to the questions. The mean is rounded to two decimal places.
6. In the programmes of Physiotherapy, Nursing, Medical Rescue and Dietetics, the diploma examination consists of two parts: practical and theoretical. Obtaining a negative grade in one part results in the failure of the diploma examination.
7. In the programmes of Physiotherapy, Nursing, Medical Rescue and Dietetics, the mean of the grades in the practical and theoretical parts is the diploma examination grade.
8. The diploma examination should be conducted in the form which facilitates checking the knowledge and skills acquired during the studies.

#### §43

1. Upon the request of the student or the supervisor, the diploma examination may be open and the persons other than the examination board members may be present.
2. The open character of the examination should concern an outstanding work, with a particular significance for science and practice.
3. The request referred to in par. 1 is submitted by the student along with the diploma thesis in the dean's office, and by the supervisor by the day of the acceptance of the diploma

thesis. The request should indicate the persons who, in accordance with the student's or supervisor's will, may attend the open diploma examination.

4. The decision to conduct an open diploma examination is taken by the vice-rector for education and students, after consulting the dean.
5. The open diploma examination consists of a public and non-public part.
6. In the non-public part, the board determines:
  - 1) the final diploma thesis grade,
  - 2) the diploma examination grade (based on the student's answers concerning the diploma thesis and the questions related to the programme of study),
  - 3) the final study grade.
7. The participants of the open examination who are not members of the board cannot ask questions to the student or participate in the proceedings in the non-public part. They may participate in the discussion related to the thesis topic and the results of the thesis-related research.
8. The information about the open diploma examination is announced in available media at least one week before the date of the examination.
9. The open diploma examination is conducted in accordance with the mode and rules of diploma examinations.

#### §44

1. If the student receives a negative grade in the diploma examination or does not take the examination in the prescribed period for unjustified reasons, the vice-rector for education and students, after consulting the dean, sets an additional, final date of the diploma examination.
2. The second diploma examination should be held within one month of the first examination.
3. If the student cannot keep the deadline referred to in par. 2, the vice-rector for education and students, after consulting the dean, may set another date of the re-sit diploma examination.
4. If the student receives a negative grade in the re-sit diploma examination, the vice-rector for education and students, after consulting the dean, issues a decision about the deletion from the list of students.

#### §45

1. The date of the diploma examination is the date of graduation.
2. The graduate receives a diploma of graduating from the first-cycle, second-cycle or uniform master's degree studies.
3. The final study result (W) is determined by the diploma examination board.
4. The final study result (W) is calculated taking into consideration:
  - 1) A – the arithmetic mean obtained during the entire course of study (including the repeated semesters), rounded to two decimal places,
  - 2) B – diploma thesis grade, calculated in accordance with § 40 par. 6,
  - 3) C – diploma examination grade, calculated in accordance with § 42 par. 5 or § 42 par. 7.
5. The final study result (W) is the sum of the following:
  - 1) for the first-cycle programmes:  $W = A \times 0.6 + B \times 0.2 + C \times 0.2$ ,
  - 2) for the second-cycle programmes and uniform master's degree studies:

$$W = A \times 0.6 + B \times 0.3 + C \times 0.1.$$

6. The end study result is entered in the graduation diploma according to the following rule:
  - 1) to 3.40 – sufficient,
  - 2) from 3.41 to 3.80 – satisfactory,
  - 3) from 3.81 to 4.20 – good,
  - 4) from 4.21 to 4.50 – very good,
  - 5) from 4.51 to 5.00 – excellent.
7. The end study result, rounded to the whole grade, is only entered in the diploma, in all other certificates the final study result is given.

## **12. FEES**

### §46

1. The university is allowed to take fees from the students for the educational service related to:
  - 1) educating in part-time programmes
  - 2) the repetition of some classes due to unsatisfying study results,
  - 3) conducting studies in a foreign language,
  - 4) conducting classes not included in the programme of study,
  - 5) educating international students in full-time programmes in Polish,
  - 6) issuing the student ID and making duplicates of documents related to the course of study. The amount of these fees is determined by the Minister of Education and Science,
  - 7) using the Student Dorm of Pope John Paul II State School of Higher Education in Biała Podlaska.

### §47

The students who stay in the Student Dorm of Pope John Paul II State School of Higher Education in Biała Podlaska pay monthly fees in the amount determined by the rector. These fees are regulated under separate terms.

### §48

1. Each student (separately for each field of study and the current course of studies) is given an individual bank account number which identifies the student in the university management system.
2. The fees referred to in §46 should be paid to the individual bank account number referred to in par. 1.
3. The proof of payment should include the following data: the bank account number, the amount of the fee, the student's first name and surname, the album number, the semester, the payment title, and for payments in instalments – the number of the instalment.
4. If the student provides the wrong data referred to in par. 3 or does not provide them, the university is released from any liability for the consequences of the incorrect registration of the payment.
5. The student is obliged to the ongoing verification of the electronic system of keeping the student's records.

6. The student's liability is to clarify any irregularities related to the payments not compatible with the provisions of §48.

#### §49

1. The fees should be paid within 7 days before the beginning of the classes in a given semester.
2. The payments for the documents related to the course of study should be paid before the drawing up of the document. These fees are not refundable.
3. Missing the deadline for payments determined in these regulations may result in the calculation of statutory interest.

### **13. AWARDS AND DISTINCTIONS**

#### §50

The students distinguished by their study results and exemplary fulfilment of duties may be granted awards and distinctions.

#### §51

1. The rector, upon the dean's request, may grant the student with an award. The student is required to fulfil all the following conditions:
  - 1) timely graduation,
  - 2) receiving the mean of grades over 4.50 in all subjects in the whole course of study,
  - 3) receiving 5.0 for the diploma thesis,
  - 4) receiving 5.0 for the diploma examination.
2. The rector may use other forms of awarding students.

### **14. FINAL PROVISIONS**

#### §52

1. All the decisions concerning students' individual problems are taken by the vice-rector for education and students.
2. The student has a right to appeal to the rector within 14 days of the date of receiving the decision.
3. The rector makes the decisions in the cases which are not regulated in these regulations.

#### §53

These regulations come into force after the approval by the university senate, on 1 October 2021.