

Pursuant to art. 161 of the Act of 27 July 2005 Law on Higher Education (unified text: Journal of Laws of 2012, pos. 572) and the Regulation of the Minister of Science and Higher Education of 19 July 2011 on the conditions that the provisions of study regulations of higher education must correspond to (Journal of Laws of 2011, No. 160, item. 958) and Art. 23 of the Statute of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych, resolved as follows:

I solemnly swear  
I will constantly strive  
for learning and personal development,  
apply with respect to the university authorities  
and all members of the community,  
observe the laws and academic customs  
and to take care with dignity for the student's honor

## **I. GENERAL PROVISIONS**

### **§ 1**

The terms and conditions of admission are determined by the act of 27 July 2005 *Law on Higher Education* (Journal of Laws of 2012, pos. 572), hereinafter referred to as *the Act*, and the Resolution of the Senate of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych.

### **§ 2**

Admission to the Angelus Silesius State School of Higher Vocational Education in Wałbrzych, hereinafter referred to as the *University*, and acquiring the statuses of a student take place during the matriculation and taking the oath ceremony. After matriculation, student receives a student ID and an electronic index number.

### **§ 3**

The right to own a student ID have students until the graduation, student rights suspension or removal from the students' list.

### **§ 4**

Students should follow the oath and fulfill the obligations set out in the study regulations and the statute of the university. For non-compliance with the oath, violation of the law or the obligations set out in the study or statute regulations, the student bears responsibility under the terms of the provisions of the disciplinary proceedings.

### **§ 5**

Terms of study are set out in the agreement between the university and the student.

### **§ 6**

1. The representative of students of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych is the Student Body.
2. The Student Body operates under the Act and in accordance with the Statute of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych.
3. The Student Body shall be entitled to express their views on all matters relating to students and taking action on matters referred to in the Regulations of the Student Body of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych.

4. The representative of a group or a year is a group or year prefect. The selection of a prefect, his authorities and duties are defined by the regulations of the Student Body.

## **II. STUDENT RIGHTS AND DUTIES, PENALTIES AND AWARDS**

### **§ 7**

1. Students have the right to:
  - a) acquire knowledge in the chosen field of study, develop their interests (science, sports, culture, etc.) and use, for this purpose, the resources of the university,
  - b) receive awards and honors,
  - c) organize themselves according to the principles defined in *the Law on Higher Education*,
  - d) receive financial assistance under the terms of separate regulations,
  - e) study, in accordance with the applicable law, on more than one field of study,
  - f) elect representatives and stand for election to the Student Body and the Collective Bodies of the University,
  - g) participate in the election of university authorities on the principles established by the Statute of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych,
  - h) study upon the individual plan of study (including inter-disciplinary),
  - i) sabbatical from activities under the terms of these Regulations,
  - j) change the faculty or university,
  - k) change the study mode as determined by the university Senate,
  - l) pursue careers not colliding with their fundamental duties,
  - m) express an opinion on classes and about the work of academics according with the rules laid down by the Student Body and the Rector,
  - n) file complaints against decisions of the University.

### **§ 8**

The student is entitled to a period of study at another university in the country or abroad, pursuant to agreements in which the University is a party.

### **§ 9**

1. The student is to proceed in accordance with the oath, Study Regulations and other applicable laws of the university, in particular:
  - a) implementation of the learning process in terms of knowledge, skills and competences in accordance with the training program;
  - b) participation in classes, getting credits, timely submission of examinations and fulfilling all the obligations specified in the program of education;
  - c) timely payment of tuition fees if such fees are specified in the relevant provisions;
  - d) is acquaint with the acts and decisions of the university and the institute regarding the course of study;
  - e) immediately (no later than 14 days from the occurrence of the circumstances) notifies the Department of Education and Student Affairs of any change of name, marital status, address, a study undertaken in parallel, as well as the change of material conditions if they influence the grant and the amount of financial assistance, and any other matters of fact and law relevant to the rights and obligations of the student in the university;
  - f) participation in the evaluation of the teaching process.

### **§ 10**

Students who distinct themselves with above-average performance and exemplary fulfillment of obligations may be awarded prizes and awards - in accordance with the rules applicable to these awards.

### **§ 11**

1. The Rector may grant a student a cash prize from a special scholarship fund for:
  - a) the particularly high achievers,
  - b) outstanding work in scientific associations and active participation in university research programs,
  - c) the outstanding sporting or artistic achievements, outstanding social and educational work,
  - d) outstanding student work in the Student Body.

### **§ 12**

For conduct violating the dignity of a student and the violation of existing rules a student shall be liable to the disciplinary committee under the terms of the Act and the Statute of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych.

## **III. CHANGES IN THE COURSE OF STUDY**

### **§ 13**

1. At the request of a student opinionated by the Director of the Institute, the Rector may decide to transfer from the full-time to part-time study or the other way round.
2. Part-time mode student, after completing the first semester of study may apply for a transfer to full-time study, if the average grade is at least 4.0 and meets the requirements of the recruitment procedure applicable to full-time studies.
3. The decision about the transfer and its conditions is taken by the Rector in consultation with the Director of the Institute.

## **IV. FORMS OF CLASSES**

### **§ 14**

1. Forms of the courses are: lectures and classes, including: tutorials, seminars, foreign language courses, laboratories, field exercises, workshops and apprenticeships.
2. Student is obliged to participate in classes included in the curriculum.
3. The absence at the class a student justifies to a teacher, in the case of illness of more than 14 days the student must submit a written excuse immediately in the secretariat of the institute.
4. Unexcused absence of a student at more than 30% of the classes in the same subject, can constitute the basis for not granting the course credit.
5. The lectures have an open form.

## **V. ORGANIZATION OF STUDIES**

### **§ 15**

1. The academic year consists of two semesters (winter and summer).
2. Classes begin no later than October 1st and end no later than September 30th.
3. The academic year includes:
  - a) the period of activities under the plan of study (2 semesters of 15 weeks),
  - b) two exam sessions - winter and summer, consisting of maximum six exams during the academic year.
4. The detailed organization of academic year is determined by the Rector and made public at least a month before it starts.
5. The Rector may appoint a day or hours during the academic year that are free of teaching activities.

### **§ 16**

1. University provides first and second degree studies in full-time and part-time mode as well as postgraduate studies and training courses.

2. Part-time studies are payable. The fees are determined by the Rector with a separate regulation, except that the charge for educational services shall not exceed the costs incurred to the extent necessary to launch and conduct the studies, including the cost of depreciation and repairs.

#### **§ 17**

1. Study plans and programs in the Angelus Silesius State School of Higher Vocational Education in Walbrzych are based on the system of credit accumulation and transfer of student achievements, called ECTS.
2. One ECTS credit corresponds to the learning outcomes, which require at average 25-30 hours of student workload. The average number of hours of student work includes activities organized by the university in accordance with the curriculum and the educational program and student's individual work.
3. ECTS credits are awarded for:
  - a) completion of each of the subjects and professional practice included in the curriculum,
  - b) preparing the thesis and taking the diploma exam, taking into consideration the effects of education, developed in accordance with the National Qualifications Framework.
4. Number of credits outlined in the plan of study for a semester is 30 points, for the academic year it is 60 points.
5. Number of credits required to complete the study of the first degree is 180 points for the first degree Bachelor Study, 210 points for the first degree in Engineering and 120 points for the second degree study.

#### **§ 18**

1. Documentation of training programs, in particular, study plans and course papers (syllabus) is administered to students in the manner customary at the university, at least two weeks from the date of commencement of the academic year.
2. ECTS catalog and the course papers (syllabus) specify:
  - a) the list of courses, learning objectives, the expected learning outcomes, the form of classes and their methods of examination, methods of verification of intended learning outcomes,
  - b) literature (primary and supplementary).
3. The plan of study and training program allows running selected courses in a foreign language. Compulsory courses can be conducted in a foreign language if this is due to the specificities of the direction, module of study, or if they are also conducted in Polish. The training program also allows the submission of exams, including the submission of theses and dissertations in a foreign language.

#### **§ 19**

1. Director of the Institute presents to the students, at least one week before the start of the semester, a detailed schedule of classes.
2. Director of the Institute shall, in consultation with the academics running the course, set up details of the exam session and announce them at least one month before the exam session.

#### **§ 20**

1. Students can study according to the individual plan of study.
2. Individual plan of study is determined by individual terms and ways of implementing educational program under the plan of study and ECTS catalog, including obtaining student credit courses and taking exams in individually specified terms of submission within the semester and the lack of obligation of class attendance.
3. The agreement on the individual plan of study, can be applied for due to childcare, special preoccupation with activities related to the representation of the university and other major fortuitous events. For this form of studies, a student may apply at the beginning of the semester, no later than two weeks after its start or immediately after the appearance of a reason to apply for an individual plan of study has occurred.

4. The consent in the cases referred to in paragraph. 3 is granted by the Rector at the request of a student, reviewed by the director of the institute. Permission is granted for a specific term and is accompanied by a card of an individual plan of study.
5. In case of violation of the student's established principles of individualized plan of study, the Rector may withdraw the consent to this form of organization of study.
6. At the end of the period for which the student was allowed to study in line with the individual plan of study, a student returns to carry out study according to the rules included in the curriculum.

#### **§ 21**

1. Students can study according to an individual plan of study and training program. Schedule of classes and tutoring is approved by the Senate's resolution.
2. An individual plan of study and training program may include additional courses determined in accordance with the individual student's abilities.
3. To study by means of an individual plan of study and training program, may apply students who have passed at least two semesters and hold an average for the previous study period of not less than 4.5. For this kind of studies, may apply a student at the beginning of the semester, no later than two weeks after its launch.
4. Permission for an individual plan of study and training program is granted by the Rector for the student's request, reviewed by the Director of the Institute. Permission is granted for a specific term and is accompanied by a detailed schedule for obtaining credits and exams.
5. Care of a student studying under an individual plan of study and training program holds a university teacher, at least with a PhD, who is appointed by a Director of the Institute.
6. In the event of a breach by a student of the set rules of an individual plan of study and training program, or lack of progress, the Rector may withdraw the consent for this type of study.
7. Planning an individual plan of study and training program can not lead to an extension of the term of graduation.

#### **§ 22**

1. Students with disabilities can apply for adjustment of the organization and proper implementation of the educational process, including the conditions of studies according to the type of disability.
2. The students referred to in paragraph. 1 embrace:
  - a) disabled with a valid decision about the degree of disability or equivalent document,
  - b) chronically ill who do not have a decision on the degree of disability but have confirmed the health situation with the submitted medical documentation,
  - c) students who in the event of sudden illness or who have found themselves in temporary incapacity to fully participate in the activities, have confirmed this situation by the specialist record.
3. Decisions on the matters referred to in paragraph. 1 are taken by the Rector.
4. Detailed arrangements for adapting the learning process to the needs of people with disabilities is determined by the Rector by means of directive.

### **VI. CREDITING A SEMESTER AND YEAR OF STUDY BY ECTS**

#### **§ 23**

1. The credit period is a semester / or academic year.
2. The pass mark for the semester / or year is to get the number of credits required for the completion of the semester / or year.
3. Once passed course is not subjected to re-completing.
4. If the number of obtained credits is less than the required curriculum for the semester, but not less than 16, a student may apply for continuation of studies, the approval for continuation of studies is granted by the Rector at the written request of the student, reviewed by the Director of the Institute.

#### **§ 24**

1. The university uses the following grading scale, corresponding to a rating scale used in European Credit Transfer System:

<b>Grade</b>	<b>Grade's name</b>	<b>ECTS Equivalent assessment</b>
5,0	very good	A
4,5	good plus	B
4,0	good	C
3,5	satisfactory plus	D
3,0	satisfactory	E
2,0	insufficient	FX, F

#### **§ 25**

1. Course assessment is granted by the leading tutor after the completion of certain number of classes defined in the curriculum.
2. In exceptional circumstances, the Director of the Institute may agree (upon written request of the student) to transfer the credit procedure to another date.
3. If the course ends with an exam, the condition allowing taking the exam is the prior completion of a mandatory training course if the study plan states so. Failure of passing the training course in this case, is equivalent to receiving an unsatisfactory grade from the exam within the regular exam session.
4. At the request of a student with identified disabilities, a tutor can (at the request of the student) determine individual timing and form of assessment.
5. Announcement of the results takes place in the system of records eORDO Omnis.

#### **§ 26**

1. If a student questions the process of assessment, he has the right to apply for permission for a board exam. At the written request of the student, made within 3 working days of receiving the evaluation, after noting the merits of the application, the Director of the Institute arranges the exam, which must take place within 7 working days from the date of application. The committee to conduct a board exam is appointed by the Director of the Institute.
2. The committee conducting the board exam consists of: the Chairman, who is the Director or Deputy Director of the Institute, the examiner and another specialist in the same or related discipline, and (at the request of the student) observer designated by the student.
3. The board exam may take the written, oral or written and oral form. The decision in that matter is taken by the Chairman of the committee. Exam's grade shall be final.

#### **§ 27**

1. Examinations are carried out by the class tutors from the subject according to the principles set out in the course papers of the subject.
2. The means of verification of the intended learning outcomes are: the examination: oral, written (open-questions, test), written paper, essay, project, presentation.
3. Examinations, including diploma exams, take place in the exam session within regular and retake date .
4. The student, after obtaining the consent of the tutor, has the right to take the exam at an earlier date. Participation in the exam at an earlier date is regarded as the first exam date.
5. The student's absence at the exam is excused by the examiner or the Director of the Institute, if the application in this case, was received within 7 days from the date of the exam to the examiner or the Director.
6. In case of unexcused absence at the exam, student did not receive any assessment and loses the right to this term.
7. In case of justified absence from regular or retake exam, the student has the right to restore by the examiner the right to take the exam during the exam session. The date of the exam is determined by the examiner. In exceptional cases, the exams may be carried out at other times indicated by the Director of the Institute, in consultation with the examiner.

8. In case of an unsatisfactory grade on the exam, the student shall have the right to submit one makeup exam from each negatively marked subject.
9. Student within one week from the date of the assessment notice, has a right to have an insight into the assessment within the deadline set by the examiner.
10. The announcement of results of exams is announced in the eORDO Omnis system.

#### **§ 28**

1. If a student questions the course of the examination, he is entitled to apply for a permission to carry out the board examination.
2. At the written request of the student, made within 3 working days of receiving the evaluation, after noting the merits of the application, the Director of the Institute arranges the exam, which must take place within 7 working days from the date of application. The committee to conduct a board exam is appointed by the Director of the Institute.
3. The committee conducting the board exam consists of: the Chairman, who is the Director or Deputy Director of the Institute, the examiner and another specialist in the same or related discipline, and (at the request of the student) observer designated by the student.
4. The board exam may take the written, oral or written and oral form. The decision in that matter is taken by the Chairman of the committee. Exam's grade shall be final.

### **VII. PROFESSIONAL PRACTICE**

#### **§ 29**

1. The specific objectives, scope, size and duration of practice defined by the regulations of student professional practice.
2. Professional practice is an integral part of the educational program and is subjected to mandatory completion by the tutor supervising the professional practice.
3. Obtaining credits in professional practice is a prerequisite to graduate from the course that assumes the implementation of these activities.

### **VIII. REMOVAL FROM THE STUDENTS' LIST**

#### **§ 30**

1. The Rector removes from the list of students in case of:
  - a) failure to undertake the study
  - b) resignation of the study,
  - c) failure to submit the thesis or the diploma exam,
  - d) disciplinary expulsion from the university.
2. The Rector may remove the student from the student's list in case of:
  - a) absence of educational progress,
  - b) failure to obtain credit for a semester or a year within a specified period,
  - c) non-payment of fees for studies.
3. Failure to undertake study referred to in paragraph 1 point. occurs in the case of failure to collect the student's student ID card within 30 days of the start of the academic year.
4. Resignation of the study referred to in paragraph 1 point. b, must be submitted in writing.
5. The student has the right to submit to the Rector the application for reconsideration within 14 days of receiving the decision.
6. Following the submission of the student's request for a reconsideration, the Rector may agree to admit a person removed by paragraph. 1 to the same semester. Rector's decision is final.

### **§ 31**

1. Students who do not fulfill the conditions of entry (the lack of educational progress) to the next semester / year may request for retaking the failed courses. The request must be made within 3 working days after the end of the resit session.
2. Student with a credit deficit (14 credits) carries out the study with the obligation to repeat the failed courses in the next academic year.
3. Decisions on matters referred to in paragraph. 1 and 2, are taken by the Rector, after taking into account the opinion of the Director of the Institute and having regard to the nature and cause of arrears.
4. The repetition of certain courses due to unsatisfactory performance and credit deficit is paid for and governed by separate regulations.

## **IX. RE-ADMISSION**

### **§ 32**

1. The Rector (at the written request of the student) in consultation with the Director of the Institute, can re-admit without the admission procedure a person removed from the list of students for the reasons stated in § 30.

## **X. GRADUATION THESIS AND DIPLOMA EXAM**

### **§ 33**

1. The condition of graduation from the first and second degree is to acquire a sufficient number of ECTS credits (180 bachelor degree, 210 points engineering degree, 120 points second degree), together with positively assessed thesis and diploma examination.
2. Graduation date is the date of the diploma exam.
3. Student prepares a thesis under the direction of the supervisor, employed by the university, and having a doctoral degree.
4. Topics for the theses approved in the manner prescribed by the university Senate should be given to students no later than two semesters before graduation (bachelor degree and second degree), while engineering degree three semesters before graduation.
5. Thesis assessment is carried out by: a supervisor and a reviewer, who should be university employees with a degree of at least a doctor.
6. The assessment of the seminar at the last semester takes place after accepting the finished work by its supervisor and submitting it to the university within the deadline.

### **§ 34**

1. Student is to be admitted to the diploma exam under the conditions:
  - a) obtaining a sufficient number of credits for the first degree studies, engineering studies and second degree studies.
  - b) a positive evaluation of the thesis made by the thesis supervisor and the reviewer. If one of the thesis marks is not positive, decision of admitting a student to the diploma exam is made by the Institute's Director, after consultation with the additional reviewer.
2. The exam takes place before appointed by the Director of the Institute committee composed of at least three persons including a supervisor and a reviewer. The commission is chaired by the Director of the Institute or the appointed academic teacher with a degree of at least a doctor.
3. At the request of the student or guardian (promoter) exam may be open. This request must be submitted no later than 7 days before the exam date. The decision to hold an open exam is taken by the institute.
4. The diploma exam is an oral exam.
5. The diploma exam may consist of theoretical part and practical part.
6. The diploma exam must take place within the regular or makeup session.

7. The final result is determined by the following formula:

$$W = x/2 + y/4 + z/4$$

where:

x - the arithmetic average of exams and credits obtained by the student in the course of studies with the exception of the diploma exam,

y - is the diploma exam scores,

z - the evaluation of the thesis.

8. At the diploma of graduation the final result of the study is presented in accordance with the principle:

– **do 3,20** – satisfactory,

– **od 3,21 do 3,70** – satisfactory plus,

– **od 3,71 do 4,20** – good,

– **od 4,21 do 4,49** – good plus,

– **od 4,50** – very good.

9. In case of unexcused absence of a student at the diploma exam or failure of obtaining a positive evaluation, the Director of the Institute shall appoint a second term for the diploma exam during the resit session. The second term of the diploma exam is ultimate.

## **XI. STUDYING THE SECOND COURSE AND THE TRANSFER**

### **§ 35**

1. Student who fulfills all the obligations related to studying at the primary direction, may receive permission of the Rector to study additional courses.
2. The Rector may withdraw the approval referred to in paragraph. 1, if the student does not fulfill properly the duties related to the course of study on the primary course.
3. During the studies, a student may transfer to another course, if there are vacancies. The decision to transfer is taken by the Rector, after receiving an opinion from the Director of the Institute of the relevant course.

### **§ 36**

1. Student of another institution may take up study at the Angelus Silesius State School of Higher Vocational Education in Walbrzych by the consent of the Rector expressed by decision. The condition of the transfer is to complete all the obligations under the regulations of the previous university, and holding the status of a student.
2. Student may transfer to the Angelus Silesius State School of Higher Vocational Education in Walbrzych if he has obtained the permission of school that he is leaving.
3. Transfer of credits takes place, provided that the student has achieved the expected learning outcomes, and received a certain number of credits for the completion of each semester.
4. In the case of a transfer from another university, the student is required to compensate for any differences in curriculum designated by the Director of the Institute.

## **XII. LEAVE**

### **§ 37**

1. A student may be granted a special leave: short-term, semester or year.
2. A student may be granted a leave in the event of the following circumstances preventing participation in classes:
  - a) long-term illness confirmed with a medical certificate,
  - b) birth of a child or childcare,
  - c) the appointment of a student for an internship or other similar purpose,
  - d) other particularly important circumstances.

3. Leave shall be granted by the Rector in consultation with the Director of the Institute on the student's justified request.
4. A student must apply for leave immediately after the occurrence of the cause, which constitutes the base for applying for the leave.
5. A Student cannot be granted the leave for the past semester.
6. A student during the leave may pursue professional training and selected subjects with the approval of the Director of the Institute.
7. During the leave, the student keeps the student's rights.

### **XIII. FINAL PROVISIONS**

#### **§ 38**

Study Regulations shall come into force at the beginning of the academic year 2013/2014.

#### **§ 39**

Study regulations should be made available to the general public immediately after approval, by posting on bulletin boards.

#### **§ 40**

The resolution No. 19/2012 of 25 April 2012 on the introduction of the Study Regulations of the Angelus Silesius State School of Higher Vocational Education in Wałbrzych is repealed.