

Academy of Applied Sciences
Academy of Management and Administration in Opole

STUDY REGULATIONS

Opole 2023

**Senate resolution of the
Academy of Applied Sciences
Academy of Management and Administration in Opole
No. 21/02/2023 of February 1, 2023**

Re: adoption of the Study Regulations of the Academy of Applied Sciences - Academy of Management and Administration in Opole

Based on Article. 28 section 1 point 2 of the Act of July 20, 2018 "Law on higher education and science" (Journal of Laws of 2022, item 574, as amended) in connection with Art. 263 section 1 of the Act of July 3, 2018. "Provisions introducing the Act - Law on Higher Education and Science" (Journal of Laws of 2018, item 1669, as amended) and the Statute of the Academy of Applied Sciences - Academy of Management and Administration in Opole, the Senate decides as follows:

§ 1

The Study Regulations at the Academy of Applied Sciences - Academy of Management and Administration in Opole, hereinafter referred to as the "Regulations", are hereby adopted, constituting an annex to the resolution.

§ 2

The rights, acquired on the basis of decisions and resolutions of the bodies of the Academy of Applied Sciences - Academy of Management and Administration taken before the date of entry into force of the resolution, remain valid.

§ 3

1. The existing provisions shall apply to matters initiated but not completed before the date of entry into force of these Regulations.
2. To persons who, due to failure to submit their diploma thesis on time in the academic year 2021/2022 and 2022/2023, were removed from the list of students, in matters relating to the resumption of studies initiated by December 31, 2025, the existing provisions shall apply..

§ 4

The Regulations of Studies of the Academy of Management and Administration in Opole, constituting an annex to resolution No. 1/04/2019 of the Senate of the Academy of Management and Administration of April 24, 2019 on the adoption of the Regulations of Studies of the Academy of Management and Administration in Opole, are hereby repealed.

§ 5

1. The resolution comes into force on the day of its adoption.
2. The Regulations enter into force on October 1, 2023.

Attachment to the Resolution of the Senate of the Academy of Applied Sciences - Academy of Management and Administration in Opole No. 21/02/2023 of February 1, 2023 on the adoption of the Regulations of Studies at the Academy of Applied Sciences - Academy of Management and Administration in Opole.

Chapter 1

General Regulations

§ 1

1. Studies at the Academy of Applied Sciences - Academy of Management and Administration in Opole are conducted on the basis of applicable regulations, in particular:
 - 1) Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), hereinafter referred to as the "Act";
 - 2) Statute of the Academy of Applied Sciences - Academy of Management and Administration in Opole, hereinafter referred to as the "Statute";
 - 3) Regulations of Studies of the Academy of Applied Sciences - Academy of Management and Administration in Opole, hereinafter referred to as the "Regulations".
2. The Regulations define the organization and course of studies as well as the related rights and obligations of a student of the Academy of Applied Sciences - Academy of Management and Administration in Opole.
3. The regulations apply to: first-cycle studies, second-cycle studies, uniform master's studies - conducted full-time or part-time.

§ 2

1. The terms used in the regulations mean:
 - a) Academy - Academy of Applied Sciences - Academy of Management and Administration in Opole;
 - b) student – a person undertaking or pursuing studies at a academy;
 - c) teaching cycle - a credit period (academic year or semester) including teaching classes, examination session (main) and make-up examination session;
 - d) education cycle – the full period of study determined by the program and study plan;
 - e) ECTS - European system for transferring and accumulating achievements, used to estimate the student's workload in achieving learning outcomes;
 - f) learning outcomes - the body of knowledge, skills and social competences obtained by the learner;
 - g) stage of studies - a part of the study program separated in the study plan, intended to be implemented in a specific didactic cycle;
 - h) card of the student's periodic achievements - a list of the student's grades for the indicated teaching cycle, along with information on the result of the settlement of the stage of studies;
 - i) study plan - a document in which the subjects and related classes as well as professional internships provided for in the study program, along with their time scale and rules of assessment, are assigned to the stages of study and indicate the requirements that the student should meet to pass each of these stages;
 - j) study program - a document containing a description of the field of study, including a description of the expected learning outcomes and the educational process leading to achieving these outcomes and the number of ECTS points assigned to the classes;
 - k) subject card - description of the subject including its substantive content and learning outcomes; forms of classes; teaching methods used; the language in which the subject is

- taught; list of literature related to the subject; description of requirements related to participation in classes, and rules for passing classes and subjects (including retakes); assessment methods and criteria; determining the number of ECTS points assigned to the subject.
2. Whenever the regulations mention the Rector or Dean, it should also be understood as the Vice-rector or deputy Dean with the appropriate power of attorney.

§ 3

1. The studies are conducted by the Academy.
2. The Rector is the superior and guardian of students.
3. The Rector supervises the recruitment and education process.

Chapter 2 General Regulations

§ 4

1. The highest superior of all students at the academy is the Rector, who exercises overall supervision over the scientific and teaching process.
2. The Dean is the superior and advisor of students at the faculty.
3. The Dean appoints a year of studies supervisor from among academic teachers.
4. The duties of the year supervisor include familiarizing students with the structure and functioning of the Academy, study regulations and other important regulations of the Academy authorities regarding the course of studies.
5. The year supervisor serves as the student rights ombudsman.
6. All students are obliged to comply with the regulations ensuring safety and order at the Academy and to follow the recommendations of persons responsible for safety and order.
7. All students are obliged to treat academic teachers and academy administration employees with due respect.
8. The representative of students who are entitled to express their position on matters relating to students is the competent student government body.
9. The competent student government body expresses its position within fourteen days from the date of receipt of the request for its expression. Failure to express a position within this period is considered to be a positive position
10. Individual student cases are considered through decisions and resolutions.
11. Decisions are issued in matters:
 - 1) being removed from the student list;
 - 2) awarding a social scholarship, a scholarship for disabled people, an allowance, a rector's scholarship or a scholarship from the academy's own fund for scholarships;
 - 3) suspension of student rights in the case referred to in Art. 316 section 4 of the Act;
 - 4) awarding a professional title, and this title is awarded by way of an oral decision recorded in the diploma examination report;
 - 5) declaring the diploma invalid.
12. When issuing, repealing, amending or declaring invalid or expiring the decisions referred to in section 1, the provisions of the Code of Administrative Procedure shall apply, unless the Act or other regulations provide otherwise.

13. The Rector, by way of an order, after seeking the opinion of the competent student self-government body, may extend the application of the provisions of the Code of Administrative Procedure to matters other than those mentioned in section. 1.
14. Individual student matters, other than those mentioned in section 1-2 are settled by resolution. The authority issues a decision immediately, but no later than thirty days from the date of submitting the application, taking into account the relevant provisions of the Regulations on benefits for students of ANS - WSZiA in Opole.
15. For the decisions referred to in section 3, the provisions of the Code of Administrative Procedure shall not apply unless their auxiliary application is deemed justified by the authority issuing the decision in the case.
16. The content of the decision referred to in section 3, should allow for determining:
 - 1) the authority issuing the decision;
 - 2) date of issuance of the decision;
 - 3) the addressee of the decision;
 - 4) the case that has been resolved;
 - 5) legal and factual reasons for the decision.
17. The student has the right to read the content of the decision referred to in section 5.
18. In individual student matters relating to the course of studies that are subject to resolution, the student has the right to submit an application in writing.
19. Decisions and resolutions regarding individual student matters may be appealed to the Rector. An application for reconsideration of the case may be filed against the rector's administrative decisions issued in the first instance. The rector's decision is final.

Chapter 3 **Taking up studies**

§ 5

The basic rules and conditions for admission to studies are specified in the Act and the Statute.

1. Admission to studies at ANS – WSZiA in Opole is based on:
 - a) secondary school leaving certificates
 - b) a master's degree, bachelor's degree, engineer's degree or equivalent - in the case of applying for admission to second-cycle studies,
 - c) recruitment fee,
 - d) accepting the study regulations,
 - e) acceptance of the fee regulations,
 - f) concluding a written agreement between the academy and the student on the terms of payment for studies and educational services.
2. The decision to enter the student list is made by the recruitment committee appointed by the Rector, and if it isn't appointed - when admission to studies is free - by the Rector.
3. The decision of the admission committee regarding admission to studies may be appealed against within fourteen days from the date of delivery of the decision to the Rector. The decision on admission to studies by the Rector may be appealed against to the Rector for reconsideration within 14 days from the date of delivery of the decision. The Rector's decision is final.
4. The date of signing the agreement between the academy and the student is considered the day of admission to studies.

5. A person admitted to studies acquires student rights upon matriculation and taking an oath, the content of which is specified in the statute. The person admitted to studies immediately confirms taking the oath in writing.

6. The student receives a student ID after acquiring student rights. The student ID remains valid no longer than until the date of graduation, suspension of student rights or removal from the list of students, and in the case of graduates of first-cycle studies - until October 31 of the year of graduation.

Chapter 4

Duration and organization of the academic year

§ 6

1. The academic year begins on October 1 and lasts until September 30 of the following year, including classes, examination sessions and make-up sessions. During this period, there are (apart from the winter break between semesters and summer holidays) breaks combined with Christmas and Easter. The academic year is divided into two semesters.

2. The detailed organization of the academic year is determined by the Rector and made public in the form of an announcement at least four months before its commencement.

3. The Rector may establish days or hours free from teaching during the academic year.

4. The dates of meetings for part-time studies are determined by the Dean and announced at least one month before the beginning of the semester.

5. The Rector may suspend classes for a specified period or order the temporary closure of the academy.

6. The teaching process at the faculty is supervised by the Dean.

§ 7

1. The semester study plan is prepared by a special team appointed by the Dean.

2. The prepared lesson plans for a particular semester are approved by the Dean, who is their main coordinator.

3. Any corrections to the plan require the Dean's consent.

4. The semester study plan includes: the name of the subject, the name of the lecturer and technical information (e.g. the number of the room in which classes are held).

5. Semester plans (class schedule) approved by the Dean are made available to employees and students ten days before the beginning of the semester.

6. Class plans and programs are available during the semester at the academy's Dean's office, on the notice board and on the academy's website.

7. The teacher is obliged to inform the students during the first class about the implemented educational program, expected effects and requirements necessary to pass the course.

Chapter 5

Students' rights and obligations related to the organization and course of studies

§ 8

1. In addition to the rights resulting from the Act and the Statute, the Student has the right to:

a) respect for personal dignity on the part of each member of the academic community;

- b) acquiring knowledge, developing scientific interests, using the academy premises, its equipment, laboratories, library collections, as well as the assistance of academic teachers and academy administration staff;
 - c) participate in scientific research conducted at the academy;
 - d) submitting demands to academy authorities regarding study plans, educational programs, organization and course of studies;
 - e) receiving awards and decorations;
 - f) apply for scholarships and accommodation in the academy's student dormitory or in his or her spouse's academic dormitory;
 - g) exercising other social rights provided for in separate regulations;
 - h) participation in the work of the academy student government and interest groups;
 - i) developing cultural, sports and tourist interests.
2. The student may change the field of study with the Dean's consent.
 3. A student may apply for transfer from full-time to part-time studies, and vice versa. The Dean decides about the student's transfer.
 4. A student may study more than one field of study at his or her home academy.
 5. The student may study simultaneously at other universities.
 6. Students of other universities, including foreign ones, may transfer to ANS - WSZiA in Opole with the consent of the Rector.
 7. The student may apply for short-term and long-term leaves from classes due to:
 - a) health situation;
 - b) random situation;
 - c) other important circumstances.
 8. Leave is granted by the Dean at the student's request. Leave is confirmed by an entry in the index.
 9. During the leave, the student retains a valid student ID and the right to receive medical care.
 10. During the leave, the student - with the Dean's consent - may take part in selected classes.
 11. The possibility of justifying a short-term absence from classes requires submitting an appropriate statement.
 12. A student who has passed the first semester of studies and has been removed from the list of students in higher semesters may apply for resumption of studies; this also applies to situations in which a student expelled from another academy intends to study at ANS – WSZiA in Opole. In this case, the entry is made by the Rector.
 13. The student's obligations include making full use of the study opportunities provided by the academy and acting in accordance with the content of the oath and study regulations. In particular, the student is obliged to:
 - a) participate in teaching and organizational activities included in the study program;
 - b) acquiring knowledge and skills in a systematic way;
 - c) taking exams, completing internships and meeting other requirements provided for in the study plan;
 - d) compliance with the regulations in force at the Academy and care for its property;
 - e) taking care of their own dignity, the dignity of other students and the good name of the academy;
 - f) immediately notify the Dean's office about a change of name and place of residence;
 - g) notifying the Rector in writing about resignation from studies.

14. The student's obligations include timely payment of fees resulting from the education process, in accordance with the rector's order (fee regulations). The terms of payment for studies are specified in a written agreement between the academy and the student.
15. Failure to participate in classes doesn't release the student from the obligation to pay appropriate fees.
16. The student is responsible for violating the dignity of another student and violating the regulations applicable at the academy in accordance with the Act and the academy's statute.
17. Recording the content of classes and taking photos during them may only take place with the consent of the teacher and participants of these classes (in accordance with applicable regulations in this regard - GDPR).

Chapter 6

Conditions and mode of conducting teaching classes and professional internships

§ 9

1. Studies at the academy are conducted as full-time and part-time studies.
2. Studies at the academy are conducted in Polish or English in accordance with a specific study program.
3. Studies are conducted in accordance with the educational programs applicable in a given field of study.
4. Educational programs consist of a description of coherent, directional and modular educational outcomes, consistent with the National Qualifications Framework for Higher Education, and a description of the educational process leading to the achievement of these outcomes, along with the points assigned to individual subjects (modules) of this process. ECTS (study program and study plan).
5. The study plan includes a list of subjects divided into semesters, types of classes within each subject (lecture, classes, tutorials, seminars, laboratory), professional internships, number of teaching hours (45 minutes) for each type of classes, form of assessment (examination, pass with grade, pass without grade) and the number of ECTS points assigned to subjects and practices. The study plan specifies the duration of studies, the total number of ECTS points needed to obtain a diploma of completion of studies and other requirements necessary to complete subsequent semesters and years of studies.
6. The student may, with the Dean's consent, complete subjects not included in his or her study plan. Subjects taken outside the basic study plan and passed on general terms (in accordance with the conditions for passing the subject) are added to the list of subjects of the individual study path and listed in the index, periodic achievement card and supplement. The student must notify the Dean in writing of his/her readiness to take additional courses no later than 6 weeks after the official start of the semester.
7. The organization and curriculum of the education take into account the transfer and recognition of the results achieved by the student in the organizational unit of the home academy or another academy, including a foreign one.
8. Each student is obliged to complete professional internship in the amount specified in the education profile.
9. The implementation of professional internships is specified in detail in the Regulations on Professional Internships.

10. At the student's request, the Dean may count towards professional practice the activities performed by the student, in particular as part of employment, internship or volunteering, if they enabled the achievement of learning outcomes specified in the study program for professional practice.

§ 10

1. The following grading scale is used at the Academy:

Academy Assessment	Corresponding to the adopted grading scale in European Union programs
very good (5,0)	A
good plus albo good and a half (4,5)	B
dobry (4,0)	C
sufficient plus albo sufficient and a half (3,5)	D
sufficient (3,0)	E
insufficient (2,0)	F

2. The Academy uses the European Credit Transfer and Accumulation System. It takes into account credit points that are assigned to individual subjects, determining the student's workload that he or she must incur in order to obtain credit for a given subject..
3. Acquiring insufficient grade is tantamount to failing the course.
4. The periodic average of the grades obtained is calculated as the weighted average of all total grades in the assessed subjects.
5. The student receives information about the results of tests and examinations obtained by logging in to his or her individual account in the Academy's IT system.

Chapter 7

Methods used to express student achievements in accordance with the European Credit Transfer and Accumulation System (ECTS)

§ 11

1. A point system is used to record and compare student achievements. Each educational module and subject is assigned a specific number of ECTS (European Credit Transfer System) points, hereinafter referred to as points.
2. In order to obtain a diploma of completion of first-cycle studies, a student is obliged to obtain at least 180 ECTS points, and for second-cycle studies - at least 120 ECTS points.
3. For a student transferring classes completed at a university other than the home university, including a foreign one, with ECTS points assigned, these classes are included in the achievements expressed in ECTS points at the home university.
4. Credits are assigned to the full study program, as well as to its individual components (such as a module, subject, diploma thesis, professional practice and laboratory exercises, etc.). The number of points is assigned to each component depending on its weight expressed in terms of the amount of work needed to achieve the educational outcomes assumed for this component in the conditions of formal education.

5. Points are awarded to individual students (full-time and part-time studies) after completing classes included in the formal study program or a single component of the education program and after obtaining a positive assessment of the achieved learning outcomes.
6. ECTS points are assigned on the basis of the average workload needed to achieve the required learning outcomes, which includes in particular: contact hours for a given subject; time devoted to individual and group work needed to successfully complete the course (i.e. preparing and completing notes in advance after participating in a lecture, seminar or laboratory; collecting and selecting appropriate materials; required repetition of material, studying teaching materials; writing papers/projects/ diploma theses; practical classes, e.g. in the laboratory); the time required to prepare for and participate in the assessment process (e.g. exams).
7. One ECTS point corresponds to educational outcomes that require an average of 25-30 hours of work from the student.

Chapter 8

Transfers, recognition of classes and implementation of part of study programs outside the student's home unit

§ 12

1. A student may transfer to another field of study within the Academy with the consent of the Dean, or from another university to ANS - WSZiA in Opole, with the consent of the Rector, if he has fulfilled all obligations arising from the regulations in force at the faculty or university he is leaving.
2. The student should fill in the gaps resulting from differences in the curriculum and, consequently, the directional learning outcomes. The list of differences in this respect and the deadlines for their completion are established by the Dean after seeking the opinion of the Commission for the Confirmation of Learning Effects, specially established for this purpose.
3. The Dean may consent to the transfer of a student from full-time to part-time studies and vice versa.
4. The student may transfer from ANS - WSZiA in Opole to another university, with the consent of the Dean, if he has fulfilled all obligations arising from the regulations in force at the Academy.
5. A student may pursue part of the study program outside the home unit - at another academy faculty or at another Polish or foreign university, in particular on the basis of inter-university agreements resulting from the university's participation in national or international student exchange programs.
6. Implementation of a specific part of the study program outside the home unit takes place with the consent of the Dean.
7. For a student transferring an educational module or classes completed, with the Dean's consent, outside the home unit, they are included in the achievements expressed in ECTS points at the home unit.
8. The decision to transfer the student's achievements is made, at the student's request, by the Dean, after reviewing the documentation provided by the student of the course of studies completed outside the home unit. The condition for transfer is the confirmation of the convergence of educational outcomes obtained during the implementation of educational modules or classes, corresponding to the educational modules and classes specified in the

educational program for the field of study, educational profile and specialization in which the student is studying.

9. If educational modules or classes completed at another university don't have an assigned number of points – it's determined by the Dean. The grade is converted into the system used at ANS - WSZiA in Opole by the Dean.

Chapter 9

Conditions of studying according to the individual organization of studies

§ 13

1. A student may study in an individual study mode.
2. At the student's request, the Dean may consent to studying under the individual organization of studies, specifying its detailed rules.
3. Individual organization of studies includes: a. an individual study program implemented in cooperation with a research supervisor b. individual study plan or c. individual mode and deadline for completing subjects or d. individual study mode intended for students with disabilities or chronic illnesses.
4. Application for individual organization of studies referred to in section 3 point a, containing the proposal of an individual study program, is reviewed by a research supervisor selected by the student from among academic teachers.
5. The individual study program must meet the requirements resulting from the learning outcomes specified for the field of study.
6. The Dean, consenting to the individual organization of studies referred to in section 3 point a, approves the individual study program and appoints a research supervisor for the student.
7. The opinion of a scientific supervisor and his appointment aren't required in the case referred to in section 3 points d.
8. Pregnant students and students who are parents have the right to pursue full-time studies according to the individual organization of studies until their completion.
9. If a student's disability or illness limits his or her full participation in standard classes, including the ability to take exams and obtain credits, the student may apply for individual organization of studies.
10. The Dean decides to grant Individual organization of studies for students with disabilities or chronically ill students on the basis of the submitted health condition documents.
11. An individual study mode intended for students with disabilities or chronic illnesses cannot lead to a reduction in substantive requirements and must ensure the achievement of the learning outcomes specified in the study program.
12. The forms of support provided as part of the individual study mode intended for students with disabilities or chronic illnesses are specified in separate orders of the Rector.

§ 14

1. The mode and conditions of education within individual inter-area studies are the same as for education provided within one educational area.
2. The implementation of individual cross-area studies is consistent with education within an individual course of study

3. Establishing a study plan and educational program for individual inter-area studies involves extending the scope of knowledge to at least two areas of education within the studied fields, as well as the student's participation in research work.
4. A student pursuing education as part of individual inter-area studies has the right to use educational modules at a specific level of study beyond the limit of points resulting from the study plan, in an amount not exceeding 90 ECTS points.

Chapter 10

Conditions and mode of participation of talented students in classes included in the course of studies

§ 15

1. Exceptionally talented students may participate in teaching activities included in the course of study for a given field of study.
2. Students may submit an application to the Dean of a selected faculty to participate in classes included in the course of study in fields consistent with their talents.
3. The decision on the student's participation in classes is made by the Dean of the relevant faculty after obtaining the recommendation of the school principal, and in the case of minor students, also the consent of the student's parents or legal guardians.
4. Students admitted to participate in classes have the right to use the teaching rooms and facilities of the academy as well as assistance from its employees and bodies. They can also participate in the activities of the student scientific movement.
5. Students are obliged to comply with the regulations and rules applicable at the academy.
6. Completion of classes takes place in accordance with general principles and is documented in the student's achievement card. The Senate may establish an individual mode for students to pass classes.
7. Students admitted to studies in a field of study in which they participated in classes before starting their studies may be exempt from the obligation to pass the classes for which they obtained credit, provided that in the meantime there have been no changes in the learning outcomes obtained as part of their implementation. The decision is made by the teacher
8. Students admitted to studies in another field may be exempt from the obligation to pass classes if the instructor determines that the learning outcomes obtained are sufficient.

Chapter 11

The scope and conditions of conducting teaching classes, tests and examinations of knowledge and skills

§16

1. The body responsible for ongoing monitoring of the education process is the Dean.
2. The organization and procedure for completing subjects in a given semester/year are determined by the Dean on the basis of applicable study plans. These arrangements should be made known to students within two weeks of the beginning of the semester.
3. The Dean has the right to inspect ongoing classes to check whether they are conducted in accordance with the educational principles applicable at the university.

4. In the case of new employees, the Dean may conduct classroom observations to check whether the structure of classes is maintained, the intended learning outcomes are being achieved, the teacher is prepared in terms of content and teaching, and conducts classes while maintaining appropriate personal culture.
5. Academic teachers have the right to individually select teaching methods as long as they enable the achievement of the intended learning outcomes and allow students to efficiently and effectively develop knowledge, skills and social competences.
6. All final/exam/project papers or sets of issues for the oral exam are kept by a person designated by the Dean for a minimum period of one year.
7. The methods and principles of assessing students, including the use of criteria and procedures for assessing the achievement of educational outcomes by students, are based on a system of credits and examinations in accordance with the assumptions described in the course card.
8. At the Academy, subjects are awarded on the basis of: colloquiums, tests, written or oral examinations, project work carried out independently by students, activity during classes or on the basis of other requirements specified in the course card.
9. After each examination session, the employee conducting the course is obliged to prepare a test report and submit it to the Dean's office in order to prepare the structure of the grades issued.
10. The teacher conducting the classes is obliged to prepare a report on the learning outcomes achieved in the course and submit them to the Dean.

§17

1. The credit period is a semester of studies.
2. The condition for passing a semester of studies is obtaining positive grades in all subjects included in the study plan and recording them in the student's book and on the periodic achievement card, or an appropriate entry in the electronic student's book and completing the internships provided for in the study program and obtaining the appropriate number of ECTS points.
3. Lack of appropriate entry in the periodic achievement card and in the student's index or in the electronic index within a specified period is tantamount to failure to pass the exam.
4. The teacher is obliged to inform students at the beginning of each semester about the conditions and form of obtaining credit and passing the exam.
5. Examinations and tests take place on the date set by the examiner in consultation with the students and accepted by the Dean. A student may take an exam in a given subject only if he or she has received positive grades in the classes included in the subject covered by the exam.
6. Students may individually agree on a different exam date with the examiner before the start of the session only with the Dean's approval and provided that all classes in a given subject, resulting from the study schedule, have been conducted.
7. The student, under the terms specified by the examiner and with his consent, may take exams before the session without losing the right to take each exam three times in the session. A negative result of the exam taken before the session is not entered into the student's index book.
8. The Dean consents to extending the examination session.
9. The number of examinations in an academic year cannot exceed ten, and six in one examination session.

10. The student has the right to view his/her written work and learn about the assessment criteria and the justification for the grade received or the decision not to pass the course.
11. Assessment criteria are given by the teacher. In exceptional cases, he may be replaced by an academic teacher authorized by the Dean. Credit for classes is based on the control of teaching results during the semester and should be completed before its end. Credit for classes is carried out in the language in which they were conducted. At the student's request and with the instructor's consent, the assessment may be conducted in another language.
12. A student participating in research or implementation work may be exempt from participating in some classes in the subject to which the work is thematically related. The decision on this matter is made by the course director at the student's request, after receiving the opinion of the person in charge of this work or the supervisor of the scientific club. He/she informs the head of the unit conducting the classes and the Dean about his decision.
13. The student is obliged to justify the absence from the examination to the Dean's office within 14 days from the date of the examination.
14. For a student who doesn't justify the absence from the exam, the examiner will enter an insufficient grade in the documentation (book, card, report). If the examiner fails to make an entry, the insufficient grade is entered by the Dean.
15. At the request of a student who didn't take the exam on the scheduled date, the Dean may, in consultation with the examiner, set an additional date if the student proves that it wasn't his/her fault that he/she didn't take the exam.
16. An application to set an additional deadline must be submitted within 7 days from the date of determining the reasons for missing the deadline.
17. If a student doesn't take the exam on time and an additional date hasn't been set, he or she loses the exam date.
18. In the event of obtaining an insufficient grade in an examination or failing to pass a course, the student has the right to take two re-sit examinations for each failed subject. The student is entitled to two exams for each failed subject, even if he or she received an insufficient grade as a result of not justifying the first exam date.
19. The deadline for passing classes in the make-up mode cannot exceed the last day of the make-up session. If a course ending with an exam is not passed, it should be passed in such a time that it will be possible to take a make-up examination in a make-up session.
20. Failure to take part in the examination session on the scheduled date without an appropriate justification is tantamount to receiving an insufficient grade (failure to pass the course). Exams after this date are treated as make-up exams.

§ 18

1. If a student who hasn't been registered in a re-sit procedure has a justified request submitted within 14 days from the date of announcement of the exam results, e.g. that his/her knowledge during the exam wasn't assessed objectively, the Dean may order an examination before a board, which should be held within 14 days from the date of submission of the application. A similar situation also occurs in the case of an insufficient grade or 'failure' entry for credits.
2. The Dean may order a board examination on his own initiative.
3. The Dean sets the date of the examination and appoints an examination committee, which consists of: the Dean or an academic teacher designated by him as chairman, an examiner and an academic teacher in the field of the subject covered by the examination or a related one. At the student's request, the year supervisor and a representative of the Student

Government may participate in the exam. In the event of an inconclusive vote, the vote of the committee chairman shall be decisive.

4. The grade obtained in the board exam is the final grade.
5. A student who fails to pass a course and has obtained conditional registration for the next semester/year of study, in the event of failing the course again, does not lose the right to take an examination before the board if he/she submits a justified request, e.g. that his/her knowledge during the examination was not passed. assessed objectively.
6. In the event of a negative result of the board examination, the student is not entitled to conditional registration. However, you have the right to repeat a year or a semester.

Chapter 12

Method and procedure of conditional permission to undertake studies in the next semester and to repeat a stage of studies

§ 19

1. With the Dean's consent, the student may obtain conditional entry.
2. A student may obtain conditional entry only if the number of missing entries for subjects doesn't exceed 18 ECTS points, but not more than four subjects (regardless of whether it concerns an exam or a credit). If the deficiency concerns a credit and an examination in the same subject, it is assumed that it is one subject.
3. The deadline for completing the conditional entry is set by the Dean.
4. In exceptional cases, the Dean may determine that the student takes the exam or obtains a credit at any stage of study (semester), but no later than the last one. In such a situation, the student is conditionally enrolled in each subsequent stage (semester).
5. Appeal against the decision regarding section 1, 2, 3, 4, taken by the Rector.
6. The basic criteria and procedure for conducting examinations and granting conditional credits are developed by the Dean.

§ 20

1. In relation to a student who did not pass the exam or did not obtain credits within the prescribed deadlines (including make-up exams)/didn't obtain the appropriate number of transfer points, the Dean may:
 - a) allow the repetition of a stage of study (semester);
 - b) make a conditional entry in accordance with § 19;
 - c) remove from the list of students.
2. The Dean's decision may be appealed to the Rector. The Rector's decision is final.
3. In relation to students repeating a stage of study (semester), decisions related to the teaching process are made by the Dean. For the repeated stage (semester), the student pays an appropriate fee, in accordance with the fee regulations.
4. A student repeating a stage (semester) may be released by the instructor from the obligation to participate in classes and obtain credits if there have been no changes in the curricula of these subjects and he has previously obtained a positive grade in this subject.
5. The above rule also applies to examinations.
6. Credit for the subjects referred to in points 4 and 5 may also be granted by the Dean or Rector.

Chapter 13

Conditions for granting students leave from classes

§ 21

1. A student may apply for short-term (up to a month) and long-term (up to a year) leaves from classes in connection with:
 - a) health situation;
 - b) random situation;
 - c) other important circumstances.
2. Leave is granted by the Dean at the student's request a maximum of 3 times during studies. Leave is confirmed by an entry in the index.
3. During the leave, the student retains a valid student ID and the right to medical care.
4. During the leave, the student - with the Dean's consent - may take part in selected classes.
5. The possibility of justifying a short-term absence from classes requires submitting an appropriate statement.

Chapter 14

Removing from the list of students

§ 22

1. In relation to a student who has not completed a specific stage of studies (semester) / has not obtained a specific number of transfer points and has not obtained consent to continue studies, the Rector decides to remove him from the list of students.
2. Re-admission to studies of a person who has been removed from the list of students of the first semester takes place in accordance with the general recruitment principles for studies at the academy.
3. A student is removed from the student list in the event of:
 - a) not taking up studies,
 - b) resignation from studies,
 - c) failing a semester of studies,
 - d) failure to submit the diploma thesis or diploma examination on time,
 - e) being punished with a disciplinary penalty of expulsion from the academy.
4. Failure to start studies, which means failure to take the oath within 21 days of the start of classes in a given semester in accordance with the applicable organization of the academic year.
5. Resignation from studies is understood as a written declaration by the student to be removed from the list of students with a 14-day notice of termination of the contract. The notice period is counted from the date the written notice is received by the academy.
6. A student may be removed from the student register in the event of:
 - a) failure to pay tuition fees within the prescribed deadlines, expulsion is effected at the end of the study period (semester),
 - b) violation of the statute of the academy or study regulations,

- c) failure to demonstrate academic progress, including failure to obtain credit for a specific semester of studies.
- 7. The student is removed from the student list by the Rector.
- 8. The student has the right to appeal to the Rector to reconsider the decision within 14 days. The Rector's decision is then final.
- 9. Before collecting the documents submitted to the Academy, a person removed from the student list is obliged to settle all obligations towards the Academy in force on the date of removal, in accordance with the signed agreement.

Chapter 15

Conditions for resuming studies

§ 23

1. The decision regarding the resumption of studies - after being removed from the student list - is made by the Rector, and the conditions regarding the transfer and resumption of classes completed by the student at the parent unit of the academy or at another university are determined by the Dean.
2. The Dean - after reviewing the presented documentation of the course of studies completed in the organizational unit of the home university or elsewhere, decides the:
 - a) conditions and procedure for transferring classes,
 - b) completion of previous learning outcomes together with ECTS points,
 - c) learning outcomes (classes resulting from them) to be completed along with the deadline for passing them,
 - d) the stage (semester) in which the student is enrolled.

Chapter 16

Completion of first-cycle studies

§ 24

1. The condition for completing first-cycle studies is to complete the study plan and obtain the learning outcomes specified in the study program and to pass the diploma examination.
2. A first-cycle student submits a diploma thesis if such an obligation is provided for in the study program and results from other generally applicable regulations.
3. The student referred to in section 2, performs the diploma thesis under the supervision of an academic teacher of the Academy with at least a doctoral degree, unless separate regulations provide otherwise

§ 25

1. The diploma examination for first-cycle studies means a bachelor's or engineering examination.
2. The condition for admission to the diploma examination is the total fulfillment of the following conditions: obtaining all learning outcomes specified in the study program, which have been assigned an appropriate number of ECTS points, and fulfilling other obligations towards the Academy, specified by the Rector.

3. The diploma examination is taken before a committee appointed by the Rector, which includes:
 - a) if the study program includes the obligation to submit a diploma thesis: at least: chairman of the committee, supervisor, reviewer of the diploma thesis;
 - b) if there is no obligation to submit a diploma thesis: at least: the chairman of the committee and two academic teachers representing the scientific discipline or disciplines to which the field of study has been assigned.
4. The chairman of the committee may be a person with an academic degree or title.
5. The Rector may set an individual date for the diploma examination for the student.

§ 26

1. The diploma thesis is an independent written work presenting the student's general knowledge and skills related to studies in a given field, level and profile, as well as the ability to independently analyze and draw conclusions.
2. At the Academy, diploma theses and diploma examinations are prepared in the language in which studies are conducted, specified in the study program for a given field of study.
3. The topic of the diploma thesis should be determined no later than before the beginning of the last semester of studies.
4. Before the diploma examination, the supervisor checks the diploma thesis using the Uniform Anti-plagiarism System. The mode and rules of the anti-plagiarism procedure are determined by the Rector.
5. The diploma thesis is assessed by the supervisor after receiving the results of the anti-plagiarism procedure and by one reviewer. The provisions of section 2 shall apply accordingly to reviewers.
6. If one of the grades is insufficient, before deciding to admit the student to the diploma examination, the Rector shall seek the opinion of an additional reviewer.
7. If the assessment of the additional reviewer is insufficient, the final assessment of the work is insufficient. In such a case, the Rector decides on the possibility and date of correcting the diploma thesis or completing a new thesis in the next semester.

§ 27

1. The diploma thesis should be submitted no later than 10 days before the scheduled defense date.
2. If the deadline for submitting the diploma thesis was not met by the student for reasons beyond his control, he may apply for an extension of the deadline for submitting the diploma thesis, but no longer than by two months from the deadline specified in section 1. The decision is made by the Rector after consulting supervisor.
3. The condition for a student to obtain credit for the diploma seminar in the last semester or year of study is to obtain a positive assessment of the diploma thesis. Failure to submit the diploma thesis within the deadline specified in section 1 results in an insufficient grade for the diploma seminar on the first date.
4. In the event of the supervisor's absence lasting longer than 30 days, which may result in a delay in the submission of the thesis by the student, the Rector, in consultation with the Dean, is obliged to appoint a person who will take over the supervisor's duties.

§ 28

1. A person removed from the list of students due to failure to submit a diploma thesis or diploma examination on time has the right to resume studies and receive a new topic for the diploma thesis.
2. The Rector determines the semester or year in which studies are resumed.
3. The Rector may additionally appoint verification or supplementary examinations.
4. In justified cases, taking into account the usefulness of the diploma thesis topic for the interested enterprise or institution, the Rector, in consultation with the supervisor, may consent to the continuation of the thesis despite the deadline for its submission. In such cases, continuing work may involve correcting the topic and changing the scope of work.

§ 29

1. The diploma examination is an oral examination, subject to section 2.
2. The chairman of the diploma examination committee decides, *ex officio* or at the student's request, on conducting the examination in a form other than oral.
3. The student answers at least three questions. The answers to the questions should confirm the targeted learning outcomes.
4. The grade for the diploma examination is determined on the basis of the arithmetic mean of the grades obtained for the answers to the questions.
5. The grade for the diploma examination is insufficient when the student receives more than one insufficient grade for answering the questions.
6. The chairman of the diploma examination committee, in the presence of its members, announces the grade for the diploma examination immediately after the end of the examination, together with the final study result.
7. In the report, in the field "passed the diploma examination with a grade", the established grade for the diploma examination is entered.

§ 30

1. In the event of obtaining an insufficient grade in the diploma examination, the Dean sets a second, final date for the diploma examination, which cannot take place earlier than one month or later than two months from the date of the first examination.
2. If the diploma examination is not passed on the second date, the Rector issues a decision to remove the student from the list of students.
3. In the event of failure to take the diploma examination on the set date for unjustified reasons, the Rector issues a decision to remove the student from the list of students.

§ 31

When determining the result of the diploma examination, the grading scale specified in § 10, section 1 and the principle specified in § 32, section 5 are used.

§ 32

1. The final result of studies is determined by the diploma examination committee.
2. The basis for calculating the final study result is:
 - 1) weighted average of all grades from credits and examinations obtained in subjects in individual semesters,
 - 2) assessment of the diploma project/diploma thesis (if included in the study program),
 - 3) grade from the diploma examination.
3. The final result of studies is the sum of: 50% of the grade mentioned in section 2 point 1, 25% of the grade of the diploma project/diploma thesis) and 25% of the grade from the diploma examination.
4. If the study program doesn't include the obligation to prepare a project/diploma thesis, the final result of studies is: 65% of the grade mentioned in section 2 point 1 and 35% of the grade in the diploma examination.
5. The final result of studies is entered on the higher education diploma in accordance with the principle:
 - 1) up to 3.25 – sufficient (3.0);
 - 2) 3.26 - 3.75 - sufficient plus or sufficient and a half (3.5);
 - 3) 3.76 - 4.25 – good (4.0);
 - 4) 4.26 - 4.65 - good plus or good and a half (4.5);
 - 5) 4.66 and more - very good (5.0).

Chapter 17

Completion of second-cycle studies and uniform master's studies

§ 33

1. The condition for completing second-cycle studies and long-cycle master's studies is obtaining the learning outcomes specified in the study program, a positive assessment of the diploma thesis and passing the diploma examination.
2. A student of second-cycle studies and long-cycle master's studies completes a diploma thesis under the supervision of an academic teacher of the Academy who holds at least a doctoral degree.
3. The diploma thesis is an independent written work presenting the student's general knowledge and skills related to studies in a given field, level and profile, as well as the ability to independently analyze and draw conclusions.
4. At the Academy, diploma theses and diploma examinations are prepared in the language in which studies are conducted, specified in the study program for a given field.
5. The topic of the diploma thesis should be determined no later than before the beginning of the last semester of studies.

6. Before the diploma examination, the supervisor checks the diploma thesis using the Uniform Anti-plagiarism System. The mode and rules of the anti-plagiarism procedure are determined by the Rector.
7. The diploma thesis is assessed by the supervisor after receiving the results of the anti-plagiarism procedure and by one reviewer. The provisions of section 2 shall apply accordingly to reviewers.
8. If one of the grades is insufficient, before deciding to admit the student to the diploma examination, the Rector shall seek the opinion of an additional reviewer.
9. If the assessment of the additional reviewer is insufficient, the final assessment of the work is insufficient. In such a case, the Rector decides on the possibility and date of correcting the diploma thesis or completing a new thesis in the next semester.

§ 34

1. The diploma thesis should be submitted no later than 10 days before the scheduled defense date
2. If the deadline for submitting the diploma thesis was not met by the student for reasons beyond his control, he may apply for an extension of the deadline for submitting the diploma thesis, but no longer than by two months from the deadline specified in section 1. The decision is made by the Rector after consulting the supervisor.
3. The condition for a student to obtain credit for the diploma seminar in the last semester or year of study is to obtain a positive assessment of the diploma thesis. Failure to submit the diploma thesis within the deadline specified in section 1 results in an insufficient grade for the diploma seminar on the first date.
4. In the event of the supervisor's absence lasting longer than 30 days, which may result in a delay in the submission of the thesis by the student, the Rector, in consultation with the Dean, is obliged to appoint a person who will take over the supervisor's duties.

§ 35

1. A person removed from the list of students due to failure to submit a diploma thesis or diploma examination on time has the right to resume studies and receive a new topic for the diploma thesis.
2. The Rector determines the semester or year in which studies are resumed.
3. The Rector may additionally appoint verification or supplementary examinations.
4. In justified cases, taking into account the usefulness of the diploma thesis topic for the interested enterprise or institution, the Rector, in consultation with the supervisor, may consent to the continuation of the thesis despite the deadline for its submission. In such cases, continuing work may involve correcting the topic and changing the scope of work.

§ 36

1. The diploma examination in second-cycle studies and long-cycle master's studies means a master's examination.
2. The condition for admission to the diploma examination is the total fulfillment of the following conditions: obtaining all learning outcomes specified in the study program, which have been assigned the appropriate number of ECTS points; obtaining a positive grade in the professional examination if it is conducted; obtaining two at least sufficient grades for the diploma thesis and fulfilling other obligations towards the Academy, specified by the Rector.
3. The diploma examination is taken before a committee appointed by the Rector, which includes at least: the chairman of the committee, the supervisor and a reviewer.
4. The chairman of the diploma examination committee is appointed by the Rector from among employees with an academic degree or title.
5. The diploma examination should take place within three months from the date of submission of the diploma thesis.
6. In the event of an extension of the deadline for submitting the diploma thesis, the diploma examination should be held within a period not exceeding one month from the date of submission of the diploma thesis.
7. The Rector may set an individual date for the diploma examination for a student who submitted a diploma thesis before the deadlines specified in § 36, sections 5 and 6.

§ 37

1. The diploma examination is an oral examination, subject to section 2.
2. The chairman of the diploma examination committee decides, *ex officio* or at the student's request, on conducting the examination in a form other than oral.
3. The student answers at least three questions. The answers to the questions should confirm the targeted learning outcomes.
4. The grade for the diploma examination is determined on the basis of the arithmetic mean of the grades obtained for the answers to the questions.
5. The grade for the diploma examination is insufficient when the student receives more than one insufficient grade for answering the questions.
6. The chairman of the diploma examination committee, in the presence of its members, announces the grade for the diploma examination immediately after the examination, together with the final study result.
7. In the report, in the field "passed the diploma examination with a grade", the established grade for the diploma examination is entered.

§ 38

1. In the event of receiving an insufficient grade in the diploma examination, the Rector sets a second, final date for the diploma examination, which cannot be held earlier than before one month or later than after two months from the date of the first examination.

2. If the diploma examination is not passed on the second date, the Rector issues a decision to remove the student from the list of students.
3. In the event of failure to take the diploma examination on the set date for unjustified reasons, the Rector issues a decision to remove the student from the list of students.

§ 39

When assessing the diploma thesis and the result of the diploma examination, the grading scale specified in § 10, section 1 and the principle specified in § 40, section 4 are used.

§ 40

1. The final result of studies is determined by the diploma examination committee.
2. The basis for calculating the final study result is:
 - 1) weighted average of all grades from credits and examinations obtained in subjects in all semesters,
 - 2) assessment of the diploma thesis,
 - 3) grade from the diploma examination.
3. The final result of studies is the sum of: 50% of the grade mentioned in section 2 point 1 and 25% of the grade for the diploma thesis and 25% of the grade for the diploma examination.
4. The final result of studies is entered on the higher education diploma in accordance with the principle:
 - 1) up to 3.25 – sufficient (3.0);
 - 2) 3.26 - 3.75 - sufficient plus or sufficient and a half (3.5);
 - 3) 3.76 - 4.25 – good (4.0);
 - 4) 4.26 - 4.65 - good plus or good and a half (4.5);
 - 5) 4.66 and more - very good (5.0).

Chapter 18 Graduation

§ 41

1. Completion of studies takes place after passing the diploma examination with at least sufficient results.
2. The examination committee may increase the study result by 0.5 if the student received very good grades in the diploma thesis/project and the diploma examination.
3. If the study plan doesn't include a diploma thesis, the examination committee may increase the study result by 0.5 if the student received a very good grade in the diploma examination.

4. If you receive an insufficient grade in the final examination or there is no justification for not taking the examination on the set date, the Rector sets a new final examination date. The second examination cannot take place later than 3 months from the date of the first one.
5. If the diploma examination is not passed on the second date, the Dean:
 - a) allows repeating the last semester of studies,
 - b) removes the student from the student list.
6. The diploma that the graduate receives after completing studies confirms completion of a specific field of study.
7. Before receiving the diploma, the Graduate is obliged to settle all obligations towards the Academy.