

**RULES AND REGULATIONS CONCERNING STUDIES  
AT THE JAN ZAMOYSKI COLLEGE OF HUMANITIES AND ECONOMICS IN ZAMOŚĆ**

**GENERAL REGULATIONS**

§ 1

These Regulations refer to full - time (intramural) studies and part - time (evening and extramural) studies as well as those who study at the Jan Zamoyski College of Humanities and Economics based in Zamość, hereinafter referred to as the University, as part of student exchange programme.

§ 2

1. The rules and procedures of admission to the college including the admission as a result of confirmation of learning outcomes is determined by the Senate of the University.
2. The admission of students to the Jan Zamoyski College of Humanities and Economics follows upon matriculation and taking an oath. The text of the oath is included in the College Statutes.
3. After matriculation students receive a student card and student record book, which is a fundamental evidence of the course of study and student's achievements. After completing the studies, the record book remains the property of the student.
4. The right to hold a student card is granted to the student until the date of graduation, suspension of student rights or deletion from the list of students, and in the case of graduates of the first degree until 31 October of the completion of these studies. A student who has lost the right to hold a student card is obliged to return it to the University.
5. A graduate of the University receives a diploma of completion and a diploma supplement. The content and form of the diploma and the diploma supplement are set out in separate regulations.

§3

1. Rector is the superior of all the College students
2. The supervision over the course of studies is exercised by Rector.
3. Decisions on matters covered by these regulations shall be taken by the Rector. Student has the right to apply to the Rector for reconsideration within 14 days of the date of the delivery of the decision.
4. The rector decides on matters concerning the order and procedure of studies not covered by these regulations.

§4

College students are represented by the Student Government Representatives of all students at the University are the organs of the Student Government acting under the Act of 27 July 2005 Law on Higher Education (Journal of Laws No. 164, item 1365, as amended), hereinafter referred to as the Act and the Statute of the University.

**STUDENT'S RIGHTS AND OBLIGATIONS**

§5

1. A student is entitled to:
  - 1) get knowledge in the selected field of study, extend their own scientific interests and to this aim make use of the college facilities, equipment and devices,
  - 2) participate in the research work and join scientific societies conducted by the University,
  - 3) participate in open classes in other fields of study
  - 4) develop their cultural, tourist and sports interests and to for that purpose make use of the university equipment and resources,
  - 5) obtain financial support according to the rules specified by other regulations,

- 6) applying for a student loan on the basis of separate regulations,
  - 7) make use of medical care and health protection.
  - 8) join student organizations and associations in accordance with the applicable regulations,
  - 9) conduct self-government and social activities,
  - 10) participate in decision-making of college authorities through their representatives,
  - 11) submit to the authorities of the University postulates concerning the program of education, the course of studies, the issues connected with the teaching process and living and housing conditions,
2. Rector at the request of a student with a disability, having regard to the student's disability type, may authorize:
    - 1) changing the way a student take part in classes in particular:
      - a) increasing admissible absences in class,
      - b) establishing an individual organization of studies.
    - 2) participation in classes and examinations of third parties in particular: acting as sign language translators, stenotypists
    - 3) recording classes,
    - 4) changing the organization of the examination session,
    - 5) changing the place, form and duration of the examination,
    - 6) individual conditions for using the library,
  3. If, due to a disability, the student is unable to use didactic materials in ordinary printing, the lecturer shall, as far as possible, make available the teaching materials in an alternative form, in particular: reprinted font size, electronic recording, audio recording.
  4. For a particularly outstanding attitude and very good academic results a student may receive:
    - 1) scholarship of the minister responsible for higher education for outstanding achievements,
    - 2) Rector's scholarship for the best students,
    - 3) monetary reward,
    - 4) congratulatory letter,
    - 5) praise entered in the record book,
    - 6) recognition,
    - 7) badge for outstanding student.
  5. The rules and procedures for awarding the scholarships referred to in sec. 4 points 1 and 2 and the badges referred to in point 7 are specified by separate regulations,
  6. The distinctions mentioned in sec. 4, p. 2-6 are made by the rector.

## § 6

1. Students have the right to study other fields or any subject not only at the J. Zamoyski University of Humanities and Economics but also at other universities providing they have obtained the Rector's consent.
2. If a student does not meet the requirements connected with the course of their major field of study, Dean has the right to withdraw the consent to study at other fields of studies.

## § 7

1. With the consent of the Rector, the student may change the course of study if the program differences permit such a transfer.
2. Student may apply for a transfer from full-time studies to part-time studies or part-time studies to full-time ones. The Rector shall decide on the transfer and completion of program differences.

## § 8

1. Students may, with the consent of the Rector, hold part of the studies in the framework of national or international student exchange programmes.
2. Before leaving for another university, the student agrees with the Rector on the programme of study and the conditions of the course.
3. On the basis of the document confirming the credit of the modules of education / subjects together with the list of grades and the number of ECTS credits received, the rector approves of all the credits obtained at other universities.
4. The results achieved are taken into account when calculating the average grade for a given year and the average grade for the entire study period.

#### § 9

1. The student may transfer to another higher school if he or she fulfills all the obligations resulting from the regulations in force at the College.
2. A student of another higher education institution may apply for admission to the College in the transfer mode provided all the requirements of the rules of the previous school are fulfilled. The Rector determines the conditions, timing and manner of compensation by the student transferred resulting from programme differences.

#### § 10

1. A student admitted to the College as a result of confirmation of learning outcomes is exempted from participation in classes of subjects / modules of education whose learning outcomes were recognized as a result of confirmation of learning outcomes.
2. A student referred to in sec. 1 receives the number of ECTS points assigned to the recognized subject/module. Evaluations obtained through the process of acknowledging learning outcomes are not included in the overall grade point average.
3. Credits obtained as a result of confirmation of learning outcomes are documented in the protocol of verification of learning outcomes, in the card of periodic achievements and in the supplement to the diploma.
4. The person admitted to the College as a result of confirmation of learning outcomes is included in the regular study mode. The Rector appoints for such a student a scientific tutor from among academic teachers, having at least a doctor's degree. The tutor together with the student set the schedule of the individual study plan, which they present to the rector for approval. In the case of a student who fails to fulfill the tasks resulting from the approved plan and the established organization of the course of studies, the provisions of these rules apply respectively to the completion of the semester of studies.

#### § 11

1. A student who has completed the first year of study and has outstanding talents, especially in the subject area, may be permitted an individual system of studies in compliance with his or her individual study program. Setting up an individual study program consists in expanding the range of knowledge in the subject area, changing the profile of a specialty, or participating in research and development.
2. The decision referred to in para. 1 Rector issues at the request of the student concerned.
3. The Rector appoints the academic tutor for a student from among academic teachers with at least a doctor's degree.
4. The tutor together with the student set the schedule of the individual study programme, which they present to the rector for approval. The programme should take into account the learning outcomes specific to a given field and the student's individual interests.
5. The organization of studies according to the individual study program in particular the dates of examinations, student practice is determined by the tutor, and approved by the Rector.

6. The student loses the right to study according to his individual study programme if he / she fails to fulfill the tasks resulting from the approved plan and the established organization of the course of study.

#### §12

The Rector may apply an individual organization of studies in a semester or a year to single-parent students, children with disabilities, those on health-care leave and in other justified cases. It consists in setting individual deadlines for the fulfillment of the didactic duties resulting from the study plan and possible dismissal from participation in certain activities. The application of an individual study organization can not lead to an extension of the graduation date.

#### § 13

1. It is the student's responsibility to make full use of the educational opportunities offered by the College and the conduct of the oath and the rules of study.
2. In particular, the student is obliged to:
  - 1) gain knowledge and skills,
  - 2) active participation in didactic classes,
  - 3) timely exam taking and credits as well as fulfilling other didactic duties provided for in the study plan,
  - 4) regulating financial liabilities towards the College,
  - 5) compliance with the regulations in force at the College.
3. The student is obliged to notify the Dean's Office about the change of his marital status, name or address immediately. In the event of the student's failure to notify about the change of name or address, any letters delivered to the previous address shall be regarded as delivered.

#### § 14

1. Upon the written request of the student, Dean may grant a student's leave.
  - 1) long-term
  - 2) short-term
2. Student may receive leave from classes in the event of:
  - 1) long-term illness,
  - 2) baby birth or care of it,
  - 3) study abroad,
  - 4) other important circumstances or difficult financial situation.

#### § 15

1. Long-term leave is granted for a period of one year and may be awarded to the student after completing the semester subject to paragraph. 2, no more than twice during the entire study period.
2. In cases justified by health or other important circumstances, leave may be granted at any time during the academic year, provided that, in such a case, a student after a leave undertakes studies at the beginning of the semester on which the leave has taken place.
3. A returning student is obliged to complete any program differences if such occur within the scope and within the time limit set by the Rector.

#### § 16

1. Short-term leave is granted for a period not exceeding two months.

2. Short-term leave does not relieve the student from the obligation to obtain credits and pass the exams of subjects / modules of education included in the study plan of the semester.

#### § 17

1. The fact of taking the leave must be registered in the student book of courses.
2. During the leave, the student is entitled to all students' rights. The right to obtain financial support is specified by other regulations.
3. During the leave, the student is entitled to attend certain classes, obtain credits and take examinations.
4. The student studying at two fields of study is entitled to a student's leave from either both of these fields at the same time or only from one of them.

#### § 18

1. Studies at the College are paid.
2. The amount, rules, procedures and deadlines for payment of fees shall be governed by the resolutions of the Senate and by the Chancellor.
3. The College concludes written agreements with the students for the provision of educational services.

#### § 19

For violating the regulations in force at the College and for acts that violate the student's dignity, the student shall be disciplined under the rules set out in the Act.

### STRUCTURE OF THE STUDIES

#### §20

1. Academic year starts on 1 October and lasts until 30 September next year. It is divided into two semesters: winter and summer.
2. Academic year comprises:
  1. classes lasting 30 weeks in total,
  2. examination periods lasting 5 weeks at least,
  3. a period of practice stipulated by study programmes,
  4. holidays lasting 10 weeks altogether including one week of mid - semester break.
3. The organization of the academic year is determined by the rector and announced not later than three months before the start of the academic year.
4. The Rector may announce within the academic year days and hours free of classes.
5. The Rector in consultation with competent bodies of the student's self - government may appoint tutors of the whole year and a group of students.

#### §21

1. The organization of the didactic process at a given field of study is a Senate-mandated educational program that includes expected learning outcomes and a study programme (including a plan of studies) describing the learning process leading to these effects. The study programme determines in particular the duration of studies, the ECTS dimension necessary to obtain the expected qualification, the list of subjects / training modules and the form of their implementation, the content of the training provided within the subjects / modules, the description of the subject / module learning outcomes and the way they are verified in this form rules of obtaining credits, the list of literature, and the size and principles of compulsory apprenticeship. Educational programs are posted on the University's website or e-learning platform every year before the start of the academic year.

2. A detailed schedule and staffing should be announced to students not later than 5 days before the beginning of the semester by posting on the website or e-learning platform of the University.
3. The main medium of instruction is the Polish language. The education programme may allow the teaching of selected subjects / modules of learning in a foreign language. Mandatory subjects / modules can be taught in a foreign language if this is due to the specific field of study or when they are also taught in Polish. The education programme may permit taking certain examinations including diploma ones and the submission of diploma theses in a foreign language. A diploma thesis written in a foreign language must be accompanied by a translation or a comprehensive summary in Polish.

#### Completion of a semester

1. The assessment period covers a semester.
2. The requirement to complete the semester is to meet all the requirements of the program of study for a given period of study.
3. The completion of the winter semester should take place not later than March 30.
4. The completion of the summer semester should take place no later than 30 September.
5. The student taking exams and credits is required to produce a record book and a card of periodic achievements.
6. Assessment of all exams and credits are entered in the student's record book, periodic student achievement card and the protocol. Entries on the card of periodic achievements, in the record book and protocol of the completion of the module / subject are the basis for obtaining the completion of the semester.

#### § 23

1. At the completion of subjects / modules of study and examinations, the following scale of marks shall be used:

In words	In figures	In ECTS system
Very good	5,0	A
good plus	4,5	B
good	4,0	C
pass plus	3,5	D
pass	3,0	E
fail	2,0	F

2. In the case of subjects / modules ending with a credit without a mark in the record book, a periodic student achievements card and the appropriate protocol, the following shall apply: pass- passed, fail –failed.
3. The grade point average of the student during the study period is the arithmetic average of the positive and negative marks obtained from the exams at all dates and grades from the subjects / modules not covered by the exam and finishing with the grade. The average is rounded to two decimal places. If part of the student's studies took place at another university, the grade for the subjects / modules obtained at that university is also included in the grade. If you repeat the semester only grades from the completed semester are included in the grade point average.

#### § 24

1. To The subjects / modules of the education and the practice covered by the study plan are assigned the points of the European Credit Transfer and Accumulation System (ECTS). The number of ECTS credits allocated to individual subjects / modules reflects the student's workload required to complete the subject / module. The workload covers both the student's work during the classes organized at the College and his own work.
2. The condition of obtaining points assigned to a given object / module is to achieve the assumed learning outcomes confirmed by crediting the subject / module of education.
3. The total number of points assigned to all subjects / modules in each semester of study, including student internships included in the study plan, should be 30.
4. During the entire study period, the student must obtain a score not less than the number obtained from the multiplication of the planned duration of the course, measured in semesters, by 30. The detailed rules for awarding ECTS for particular subjects / modules are set by the Senate.

#### § 25

1. A prerequisite for obtaining a credit in a given subject is participation in classes, receiving a positive mark in tests and passing an examination if it is required in the programme of studies.
2. A detailed scope of requirements in specific subjects / required reading list indispensable for theoretical knowledge and abilities, tests or other forms of assessment, etc./ is defined and announced by the teacher of the subject before the commencement of the classes.
3. Students' presence is compulsory in classes, proseminars, seminars, lectures, laboratory classes and practices. Absence of a student during compulsory classes should be justified. Short-term absence in class is justified by the teacher conducting the subject / module. In case of doubt or lack of documentation about justification of short-term absence, the rector decides. The manner and the deadline for the arrears of absences shall be determined by the tutor at the beginning of the semester.
4. Student apprenticeship is completed on condition that it is done within the prescribed time limit and when a student demonstrates the knowledge, skills and social competence for which the practice was organized.
5. The organization and assessment of apprenticeship is dealt with by the rector's proxy for apprenticeship.. The course of apprenticeship is documented in the diary of the internship.. Internship is based on the entry in the diary of the internship, certified by the person responsible for the practice at the place of practice. The journal entry should include: the date of the internship and the quality of the student's work.
6. A professionally active student may be exempted from his / her professional practice after presenting a certificate from the place of employment, provided that the work performed allows to obtain the assumed learning outcomes specified in the education programme.
7. Formal expression of the completion of the apprenticeship is the entry in the record book by the Rector's proxy for apprenticeship.

#### § 26

1. The examination is conducted by the teacher of the subject in the examination session. In exceptional circumstances, Dean may set another date of the examination or appoint another teacher of the same or similar subject to conduct the examination.
2. The dates of examinations are defined by Dean in consultation with the examiner and an adequate body of students' self - government. The timetable of examinations must be announced

not later than two weeks before the beginning of the examination session, which constitutes a sufficient period for the preparation for examinations.

3. The student may take the exam before the examination session with the permission and within the time limit set by the instructor / module.
4. Examination in each subject included in the programme of studies is conducted and assessed separately. If a subject is taught by more than one tutor, Dean appoints the examiner. The student is obliged to obtain a credit before taking an examination in the subject if classes are held in the subject.
5. The results of exams and examinations shall be announced no later than 14 days after the date of the examination or credit given in a manner agreed with the students, in particular by making entries in the student's record book and student progress cards or making available on the Internet.
6. Provisions of par. 1, 2, 3 and 4 apply respectively to subjects / modules ending in the credit.

#### § 27

1. If the student receives a failing mark in the examination, he is entitled to re – sit once every examination he has failed.
2. The date of the re - sit must not be set earlier than ten days from the date of failing the examination.
3. If the subject / module ends with a credit, the student is entitled to three credit terms. The provisions of par. 2 shall apply respectively to the student who did not obtain a credit within the first time.

#### § 28

1. In order to be enrolled for the next semester, the student leaves his student record book in the dean's office immediately after obtaining a sufficient number of credits for a given semester and passing all required examinations but not later than on the last day of examination session.
2. The Rector, in justified cases, may agree to an extension of the deadline for the examination session.
3. If the student's absence during the examination held at a specified time is not excused, the student receives a failing mark.
4. Provisions of par. 3 apply respectively to a student who has not been allowed to the exam because he or she did not receive a credit in a subject / module of the course.
5. If the subject / module is completed for more than one semester of study and the student has not received a passing grade in one of the semesters so he / she is not allowed to take the examination in that subject / module /. Respectively provisions of par. 3 are applied.
6. If the student fails to come to obtain a credit within the set time limit without justification he or she loses one credit term.
7. In justified cases, the rector may renew the examination time to a student who has not taken the exam or passed on a schedule. The application for renewal should be submitted within 7 days of the reason for failure to take an exam or credit.

#### § 29

1. At the written request of the student, in which the student makes a substantiated objection to the impartiality, form, mode or course of credit of the subject / module or exam, the rector may order the verification of the student's results by the Examination Board, which should take place within no more than seven days From the date of submission of the application.



2. The application for the verification of the student's results by the Examination Board must be lodged by the student within seven days from the re - sit or from the date of failure to obtain the credit.
3. The examination is held before the Examination Board which consists of:
  - Rector as the Chair or an academic teacher delegated by him holding at least a postdoctoral degree
  - the examiner who conducted the previous examination or the teacher who refused to grant the credit to the student
  - another specialist in the examination subject or a specialist in a related subject
  - upon the student's request, a representative of the student self - government may be elected as an observer
4. The examination is an oral examination. In special cases, justified by the character of the subject, the rector may set up another form of examination or credit. The decision of the Examination Board is final.
5. In relation to a student who has not passed the exam in front of the Examination Board, the Rector shall take a decision in accordance with § 30

#### § 30

1. In the event of the student's failure to obtain the number of credits for the whole year or semester, the Rector may resolve as follows:
  - 1) conditional entry
  - 2) referring to the repetition of the module / subject
  - 3) give the approval for the repeating of the academic year (semester).
  - 4) strike off the student from the register
2. The decisions referred to in para. 1 point 1, 2 and 3 shall be taken by the rector at the request of a student.
3. The maximum deficit of ECTS credits in the academic year resulting from the decisions referred to in para.1 points 1 and 2 can not exceed 12 points.

#### § 31

1. Conditional entry for the subsequent semester (year) imposes an obligation on the student to take the examination or obtain credits during the period determined by the Rector
2. A conditional entry can not include more than three exams (or exams and credits) per academic year and no more than two exams (or exams and credits) in a semester.
3. The date of conditional credit shall be determined by the rector, but the period must finish before the beginning of the subsequent examination session
4. If the student, having been granted the conditional entry for the next semester, receives a failing mark in the examination (does not obtain a credit), he is entitled to seek the approval for the repeat of the subject.

#### § 32

1. Repeating a subject / module consists in the fact that at the request of a student who has not received a credit in no more than two modules / subjects, the rector may allow entry for the next semester(s), with the obligation to pass a failed subject / module or subjects / modules in the corresponding semester of the following academic year subject to paragraph 4.
2. In the case of such a change of the study plan, which makes it impossible to repeat the failed subject / education module, the rector determines the way of his / her credit.
3. If the repeated subject / module or subjects/ modules were not passed, the student may only apply for the repetition of the semester in which the subject / module is included in the study plan.
4. The decision referred to in para. 1 student can get for at most two subjects / modules during the entire study period.

5. The student who was granted the approval to repeat the subject is obliged to pay a tuition fee at the amount specified in other regulations.

### § 33

1. The student who repeats the semester is obliged to repeat all subjects / modules of the given course covered by the study plan in the repeated semester. In the case of a change in the curriculum, the student is obliged to supplement the curricular differences within the scope and time set by the rector.
2. At the request of the student repeating the semester, the Rector may decide to recognize the credits and the completed exams, in relation to the subjects / modules included in the first term for the least good grade. In other cases the decision to complete the classes is taken by the academic teacher conducting the classes.

### § 34

1. The Rector strikes off the student from the register, in case of:
  - 1) not undertaking studies
  - 2) resignation from studies,
  - 3) failure to submit the diploma thesis or passing the diploma examination within the time limit
  - 4) punished by disciplinary expulsion from the College.
2. The Rector may delete a student from the student list in the case of:
  - 1) a lack of progress in learning,
  - 2) failure to complete the semester within the deadline specified in § 22
  - 3) not paying fees related to the study.
  - 4) the student does not sign a contract with the College about conditions of payment for studies or educational services.
3. The deletion due to the reason referred to in subparagraph 1 (1) shall be made if the person who has been admitted to study has failed to report to the Rector's Office within the specified time limit in order to sign the vows.
4. Deletion for the reason referred to in para. 1 point 2 occurs if the student submits a written declaration of resignation from the studies. The student submits the resignation statement personally or through an authorized person. The authorization should include confirmation of the authenticity of the signature of the person authorized by the notary.
5. Deletion for reasons mentioned in sec. 2 point 1 may occur if the student does not complete the same semester for the second time.
6. The procedure for deleting a student from the list of students begins with informing about the expected deletion from the list of students and setting a time limit by which the student can explain the situation. In the absence of grounds for withdrawing from the intention of deletion, the rector decides to remove the student from the list of students and hand it over to the student. The student is entitled to a request for reconsideration of the case within 14 days of the date of service of the decision. This decision is final.

### § 35

1. A person who has stopped studying or has been removed from the list of students may resume his studies in the same field of study or, in exceptional cases, in a related field.
2. In the decision to resume the studies, the Rector, guided by the learning outcomes obtained, determines the terms and the semester of studies to which he or she is admitted.

The thesis and the final examination

#### § 36

1. The student completes his study by writing his thesis under the supervision of an academic teacher having at least a doctoral degree called a supervisor. The choice of a graduate seminar is left for the student to make. Prerequisites for completing the final semester is submitting a thesis.
2. The thesis topic set by the supervisor should be approved within the time and procedure specified by the Rector.
3. In the event of a prolonged absence of the supervisor, causing the postponement of the deadline of submitting the thesis, the rector is obliged to appoint an academic teacher who will undertake the task of directing the work.

#### § 37

1. The student submits a diploma thesis in both printed and electronic versions. The number of print copies is determined by the rector.
2. By submitting a diploma thesis, the student submits a statement on the authorship of the work, containing a clause on the consequences of the student's assignment of someone else's work (or excerpts) or other research or conceptual results.
3. The thesis is evaluated by the supervisor and one reviewer appointed by the rector of the group of academic teachers with at least a doctoral degree. The grading scale specified in § 23 subpar. 1.
4. In the event of the divergence of the supervisor's and reviewer's opinion regarding the admission of the student to the final examination, Dean resolves the problem in consultation with another reviewer.

#### § 38

1. Students are obliged to submit their thesis by:
  - 31 March for the studies finishing in the winter semester
  - 30 September for the studies finishing in the summer semester.Subject to paragraph 2
2. At the legitimate request the student may extend the deadline for submitting the thesis for a period not longer than 4 months from the deadline referred to in sec. 1.
3. In the case of a student who did not submit his thesis within the time limits specified in sec. 1 or paragraph. 2 Rector decides:
  - 1) to refer to repeating the last semester of study or
  - 2) delete from the student list.
4. The decision referred to in paragraph 3 (1) shall be issued by the rector at the request of the student. The provisions of §33 shall apply accordingly.

#### § 39

1. A prerequisite for admission to Bachelor's examination is:
  - 1) obtaining credits of all subjects / modules of education and practices covered by the program of studies,
  - 2) to receive a positive assessment of the thesis.
2. The date of taking the Bachelor's examination is determined by Dean but not later than 1 month from the date of the presentation of the thesis.

#### § 40

1. The diploma examination is an oral examination. It takes place before the board composed of the chairman, promoter and reviewer of thesis. When assessing the diploma exam, the assessments as in § 23 par. 1.

2. The board for the diploma examination shall be chaired by the rector or by an academic teacher delegated by him.
3. At the diploma exam, the student should be knowledgeable in the field of study of the subject and issues connected with the diploma thesis
4. At the end of the diploma examination, the board shall determine the grade on the basis of the arithmetic mean of the grades obtained for each question. When determining the assessment of the examination, the assessment scale defined in § 23 subparagraph 1 shall apply.
5. About the result of the diploma examination the board decides by the majority of votes. In the event of a discrepancy in the assessment of the outcome of the diploma exam, the chairperson decides.
6. In the event of a failure or unexcused absence from a diploma exam within the set time limit, the rector shall designate the second date of the examination as final.
7. In the event of a failure of a satisfactory grade, the provisions of §38 par. 3-4. are applied.
8. At the request of a student or supervisor, the diploma examination may be an open examination. This application should be submitted at the time of submitting the diploma thesis. The decision is taken by the Rector. Participants in the diploma examination who are not part of the diploma examination board can not ask questions or participate in deliberation.

#### § 41

1. The completion of studies takes place at the time of the completion of the diploma exam with at least satisfactory results.
2. The basis for calculating the final result of studies are:
  - 1) grade point average, calculated according to § 23 par. 3;
  - 2) the arithmetic mean of the grades issued by the supervisor and thesis reviewer;
  - 3) grade from the diploma exam.
 The final result is the sum of the 0.6 rating listed in 1) and 0.2 of each of the evaluations listed in pt. 2) and 3). The result is rounded to two decimal places.
3. In the diploma of graduation, the final result of studies shall be entered in accordance with the principle:
  - up to 3.50 - satisfactory,
  - over 3.50 to 3.75 satisfactory plus,
  - over 3.75 to 4.20 good,
  - over 4.20 to 4.45 good plus,
  - over 4.45 very good
4. Alignment to the assessment referred to in paragraph 3 only concerns entry to the diploma. All other certificates shall state the actual result of the studies as calculated in paragraph 2.

#### § 42

1. After completing the diploma examination, the student loses his / her student's privileges, subject to paragraph 2.
2. A person who has completed a first-cycle studies retains the student's right until 31 October of the year in which he or she completed the studies, excluding the right to financial assistance referred to in Article. 173 act.
3. The graduate is required to return a clearance slip before receiving his / her graduation diploma. The Rector can distinguish a graduate with a special recognition diploma. The model of the diploma is defined by the Senate.

### CONDITIONS AND MODE OF PARTICIPATION IN CLASSES FOR OUTSTANDING STUDENTS

§ 43

1. Outstanding gifted students of secondary schools may participate in the courses offered in the course of study in the fields of their aptitudes. An application for admission of a student to attend classes is submitted by the headmaster of the school. The decision is made by the Rector. The Rector may appoint a student's academic tutor from among academic teachers.
2. A secondary-school student who has obtained the consent of the rector referred to in sec. 1 participates in the course and obtains the module / course credit according to the rules for college students. Obtained credits are documented in a separate credit protocol. The student receives a certificate issued by the rector informing them of the credit.
3. The student admitted to study in the field of study in which he participated in the classes prior to commencement of studies is exempted from the obligation to complete the classes that he had previously completed.

FINAL PROVISIONS

§44

Rules and Regulations come into effect on 1 October 2015.