



**Politechnika
Śląska**

**SILESIA UNIVERSITY
OF TECHNOLOGY**

REGULATIONS OF STUDY

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Section I

General Provisions

§ 1

1. The Regulations determine the organization of studies at the Silesian University of Technology at all levels, profiles and in all forms, as well as students' rights and obligations related to the studies.
2. The provisions of the Regulations apply to all students of the Silesian University of Technology as well as students of other universities, including foreign universities, who pursue a part of the study program at the Silesian University of Technology.

§ 2

1. Studies at the Silesian University of Technology, hereinafter referred to as the University, shall be conducted on the grounds of the applicable regulations, in particular:
 - 1) The Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended), hereinafter referred to as the Act,
 - 2) The Statute of the Silesian University of Technology, hereinafter referred to as the Statute,
 - 3) The Regulations of Study, hereinafter referred to as the Regulations.
2. Studies at the University are conducted in accordance with the rules defined in the System of Education Quality adopted at the Silesian University of Technology.

§ 3

The following terms used in the Regulations refer to:

- 1) student – a person studying at higher studies,
- 2) full-time studies – a form of higher studies within which at least a half of the ECTS credits covered by the study programme is obtained during classes requiring direct participation of academic teachers or other persons conducting the classes and students,
- 3) part-time studies - a form of studies indicated in the Senate's resolution, within which less than a half of the ECTS credits covered by the study program may be obtained with the direct participation of academic teachers or other persons conducting the classes and students,
- 4) ECTS credits – credits which measure the average student's workload necessary to achieve learning outcomes; one ECTS credit corresponds to 25-30 hours of student's work covering classes organized by the University and their individual work related to these classes,
- 5) level of studies - first-cycle studies, second-cycle studies and long cycle master's studies/long cycle studies,
- 6) study programme - the programme referred to in art. 67 of the Act,
- 7) study plan – a schedule for implementation of the study programme in individual semesters and years of the education cycle,
- 8) course - classes, regardless of the form of their delivery, to which the learning outcomes are assigned and programme content ensuring the achievement of the outcomes, as well as the number of ECTS credits,

- 9) learning outcomes - outcomes referred to in art. 67 sec. 1 p. 1 of the Act, /art. 67 (1)(1) of the Act
- 10) Teleinformation System - an ICT system used at the University to support the course of studies,
- 11) Rector's plenipotentiary - a person authorized by the Rector whose responsibilities include student affairs,
- 12) course tutor (responsible for a course) - an academic teacher employed at the University or another person with competences and experience allowing for the proper conduct of classes, authorized to make entries regarding the course in the documentation of the course of studies,
- 13) subject card - a detailed description of the classes prepared by the course tutor, including in particular, a description of the forms of conducting classes, a description of the method of determining the final grade for the course, the method and mode of making up backlogs, preliminary and additional requirements, taking into account the sequence of classes,
- 14) block system of classes - a system of classes consisting in conducting classes and implementing the course programme in a semester within a period of not more than a month, ending with the required form of credit for the course,
- 15) classes schedule – a timetable of classes adopted by the Rector’s plenipotentiary for a given semester in an academic year,
- 16) registration – the Rector’s plenipotentiary’s decision on enrolling the student for a successive period (semester) of studies,
- 17) graduation from studies - obtaining the learning outcomes specified in the study programme, obtaining a positive grade for the diploma thesis and passing the diploma examination with a positive result.

§ 4

1. The Silesian University of Technology conducts studies at the first and second-cycle levels. The University may also conduct long cycle master’s studies.
2. Studies at the Silesian University of Technology are conducted on a practical and a general-academic profile.
3. The duration of the studies referred to in sec. 2, is determined by the study programmes for individual fields, levels and study profiles, adopted by the University Senate.

§ 5

1. The University does not charge fees for education at full-time studies, subject to sec. 3 and 4.
2. The University collects tuition fees for education at part-time studies. The amount of the fees is determined by the Rector's resolution.
3. The University charges fees for education at full-time studies if:
 - 1) the student resits specific classes due to unsatisfactory learning outcomes,
 - 2) the student participates in classes not covered by the study programme,
 - 3) the foreign student undertakes education at studies in a foreign language.
4. The university may charge fees for educational services specified in art. 79 of the Act, not listed in sec. 3.
5. The subject and amount of fees for educational services, including fees for education, referred to in sec. 3, is determined by the Rector.

6. The Rector shall establish the conditions and procedure for exempting students from fees for educational services.

§ 6

1. The Rector is the superior of all students at the University.
2. The Rector supervises the recruitment, didactic process and the course of studies.
3. The Rector makes decisions related to the implementation of the course of studies, unless they are reserved to the competence of other bodies and entities at the University.
4. Apart from the cases specified in the Act and in the Regulations, the provisions of the Code of Administrative Procedure shall not apply to the decisions of the Rector or the Rector's plenipotentiary made in individual student cases, subject to sec. 8.
5. The decision of the Rector or the Rector's plenipotentiary resolving an individual student's case in accordance with the student's application does not require a written form. The student is notified of the content of the decision to the e-mail address provided by them.
6. The decision of the Rector or the Rector's plenipotentiary taken ex officio or settling an individual student's case contrary to the student's request is made in writing together with the justification and delivered to the student to the e-mail address provided by them.
7. In the cases referred to in sec. 6, the student may request the Rector to reconsider the case within 14 days from the delivery of the decision.
8. The Rector may entrust some of the duties referred to in sec. 2 and 3, to persons holding managerial positions at the University, whose responsibilities include student affairs. The scope of entrusted duties is determined by the Rector's resolution.

§ 7

The Rector's plenipotentiary undertakes activities aimed at ensuring equal opportunities for the implementation of the study programme by a student with a disability, taking into account the degree and type of disability and the specificity of a given field of study, adjusts classes to the student's individual needs by:

- 1) enabling a student with a disability to use specialized equipment that guarantees them full participation in the education process. A student with a disability can borrow free equipment supporting the learning process from the Office for Persons with Disabilities,
- 2) adjusting the form of exams / credits to the needs resulting from the type of the student's disability. The form of adjusting the exams / credits is proposed by the Rector's plenipotentiary for persons with disabilities in consultation with the Rector's plenipotentiary,
- 3) enabling a student with a disability to use the help of third parties during classes and exams, i.e. a sign language interpreter and a teaching assistant; this support is granted by the Rector's plenipotentiary at the student's request with the opinion of the Rector's plenipotentiary for persons with disabilities,
- 4) enabling a student with a disability, in agreement with the course tutor, to take notes from the classes for their own needs, using technical means appropriate to their disability, in particular with the use of sound or image recording devices.

§ 8

The representative of all students, authorized to express a position in matters relating to students, is the competent body of the student self-government indicated in the Regulations of the Student Self-Government of the Silesian University of Technology.

Section II **Undertaking studies**

§ 9

1. The terms and conditions of admission to studies at the University are determined in the Act and Senate's resolutions.
2. A person admitted to the University acquires the rights of a student upon taking the oath. Taking of the oath shall be confirmed by the student with their own signature.
3. Admission as a student to the University also takes place on the day of transfer from another university.
4. A student may be entered only once on the list of students of the field, level and profile of studies in which they have the status of a student.

§ 10

1. Re-admission to studies of a person who has not completed the first semester of studies, follows the rules and conditions of admission to the first year of studies, as specified in the Act and Senate's resolutions referred to in § 9 sec. 1.
2. A person who, after completing the first semester with the required number of ECTS credits, was removed from the list of students of the Silesian University of Technology, may apply for resumption of studies. The decision to resume studies is made by the Rector's plenipotentiary.
3. The resumption of studies follows the rules in force at the time of the decision made by the Rector's plenipotentiary.
4. The resumption of studies takes place only in the field of study in which the person was removed from the list of students of the Silesian University of Technology. The resumption of studies is considered to be a continuation of the previous course of studies.
5. The right referred to in sec. 2 can be used only once, subject to sec. 6. A person who exercised the right to resume studies may be re-admitted to studies on the terms and conditions of admission to the first year of study, specified in the Act and Senate's resolutions referred to in § 9 sec. 1/ § 9(1).
6. If more than 5 years have passed from the date of valid removal from the list of students to the start of the semester in which the resumption of studies takes place, re-admission to studies takes place on the terms and conditions of admission to the first year of studies, as specified in the Act and Senate's resolutions, referred to in § 9 sec. 1.
7. The Rector's plenipotentiary may refuse to consent to the resumption of studies if, due to the change in the study programme, it is impossible to achieve all the assumed learning outcomes or the field of study in which the person was removed from the list of students of the Silesian University of Technology is no longer conducted at the University, or for any other valid reason.

§ 11

1. A student may transfer to another field of study within the University or from another university, including a foreign university, to the Silesian University of Technology, with the consent of the Rector's plenipotentiary, if they have fulfilled all the obligations resulting from the regulations in force at the university they are leaving.
2. The Rector's plenipotentiary, at the student's request, may consent to the transfer of the student from full-time to part-time studies and vice versa.
3. A student may apply for a transfer from part-time to full-time studies in the case of passing at least the first semester of studies and obtaining a grade of at least 4.00 from the previous course of study.

§ 12

1. A student resuming studies under the rules set out in § 10 and a student admitted to studies under the rules set out in § 11 may apply to the Rector's plenipotentiary with a request for recognition of previously credited classes.
2. After examining the student's application referred to in sec. 1, the Rector's plenipotentiary makes a decision regarding the recognition of previously credited classes to the student, after reading the records provided by the student of the course of completed studies and taking into account the learning outcomes obtained by the student up to that point.
3. The student receives the number of ECTS credits that is assigned to the learning outcomes obtained as a result of completing relevant classes, including placements, specified in the study programme of the field in which the student applies for recognition of previously credited classes.
4. The Rector's plenipotentiary indicates at which semester the student shall begin studies as a result of the recognition of previously credited classes, and determines the scope, method and date of making up the backlog resulting from differences in study programmes.
5. The provisions of sec. 1-4 shall apply respectively in the case of persons removed from the list of students of other universities, and persons who graduated and apply for recognition of previously credited classes.

§ 13

1. The Silesian University of Technology can confirm the learning outcomes obtained in the process of learning outside the study system.
2. Learning outcomes are confirmed in the scope corresponding to the learning outcomes specified in the study programme for the field, level and profile of studies. Learning outcomes are not confirmed for study programmes which include educational standards.
3. The organization of the confirmation of learning outcomes, including the rules, conditions and course of confirming learning outcomes, as well as the appointment and mode of operation of committees verifying learning outcomes, are determined by the Senate.
4. The Senate determines the conditions of study by students admitted to studies as a result of confirmation of learning outcomes, including the rules of granting individual organization of studies and providing scientific supervision.

§ 14

1. Upon admission to studies, the student receives a student identification card. The student ID confirms the student's status at the Silesian University of Technology. The validity of the

student ID is confirmed every semester in the appropriate administrative unit of the University.

2. Students have the right to have an identification card until the date of graduation, suspension of student's rights or until the date of final removal from the list of students. In the case of graduates of first-cycle studies, the right to have an ID card expires on October 31 of the year of graduation.
3. The student ID card is issued to the student against payment. The amount of the fee is specified in separate regulations.
4. A student who has lost the right to an identity card is obliged to return it to the University.

§ 15

1. A student has the right to study outside their primary field of study in other fields of study.
2. The student undertakes studies in the next field of study at the University according to the general rules of recruitment for the first year of this field of study.

§ 16

1. Exceptionally talented students may participate in classes provided in the study programme in the fields of study compatible with their talents, upon a written request, with the consent of the Rector's plenipotentiary, after obtaining the recommendation of the school headmaster, and in the case of underage students, also with the consent of the student's parents or legal guardians.
2. The students referred to in sec. 1, admitted to participate in classes:
 - 1) have the right to use the University's teaching rooms and facilities as well as the help of its employees and the University's bodies; they can also participate in the activities of a student scientific association,
 - 2) are obliged to comply with the regulations and rules in force at the University,
 - 3) pass the classes on the terms set out in the Regulations, which are documented in the periodic achievement card.
3. In the case of admitting students referred to in sec. 1, for studies at the Silesian University of Technology, the course tutor may exempt them from the obligation to participate and / or complete the previously credited classes, if in the meantime, there have been no changes in the learning outcomes obtained within these classes.

Section III **Rights and obligations of students**

§ 17

In addition to the rights stemming from the Act, a student has the right to:

- 1) acquire knowledge in a selected field of study,
- 2) pursue scientific, cultural, tourist and sports interests and use, for this purpose, teaching rooms, equipment, resources and library collections of the University in accordance with

applicable regulations, as well as with the help of academic teachers and University bodies,

3) express opinions on matters important for students and for the University, directly or through representatives of the student self-government in the Collegiate bodies of the University,

4) report complaints and motions regarding studies and social matters,

5) participate in classes, obtain credits for courses and take examinations provided in the study programme on the terms specified therein,

6) participate in classes not covered by the study programme on the terms set out in § 5 and § 22,

7) submit motions with regard to study programmes to the University authorities through the competent representatives of the student self-government,

8) receive prizes and distinctions on the terms set out in the Regulations and separate provisions,

9) consociate in scientific circles and participate in scientific, development and implementation projects carried out at the University,

10) receive benefits under the terms of separate provisions,

11) consociate in student organizations on the terms set out in the Act and separate provisions,

12) the respect for their personal dignity and subjective treatment in all contacts with the University authorities, academic teachers and administration employees,

13) participate in the questionnaire evaluation of classes organized at the University.

§ 18

1. The student shall conduct themselves in accordance with the academic oath and comply with the regulations in force at the University.

2. In particular a student shall:

1) study in accordance with the study programme,

2) comply with the Student's Code of Ethics,

3) care for the good and prestige of the University,

4) care for the student's dignity and the good name of the University and maintain a proper ethical attitude,

5) participate in didactic and organizational activities in accordance with the study programme,

6) implement the recommendations of the teaching staff during the educational process as well as knowledge and skills tests,

7) take exams, complete placements and meet other requirements provided in the study programme,

8) comply with the University's Statute, the Regulations, Senate's resolutions and Rector's resolutions, and comply with decisions and orders issued by the University's bodies,

9) make timely payments for educational services,

10) maintain personal culture and good manners, and in particular care for the culture of expression and behaviour,

11) take care of the University's property as well as resist its destruction and devastation.

§ 19

The student is financially responsible for any damage caused to the University's property.

§ 20

1. The student shall immediately notify the Rector's plenipotentiary about the change of their personal data, in particular about the change of name, correspondence address, e-mail address and telephone number, as well as other data required by the Silesian University of Technology on the basis of separate provisions.
2. In the event of neglect of notifying about the change of data referred to in sec. 1, the student bears full legal consequences resulting from separate provisions.

§ 21

The student's rights and obligations shall expire on the day of graduation or valid removal from the list of students. A person who has completed first-cycle studies retains the student's rights until October 31 of the year in which they completed the studies, excluding the right to benefits referred to in art. 86 sec. 1 points 1-4 of the Act.

§ 22

1. The student may, with the consent of the Rector's plenipotentiary, participate in classes not covered by the study programme of the field of study.
2. For classes not covered by the study programme, the student shall pay a fee in accordance with § 5 sec. 5 of the Regulations.
3. The right to participate in the classes referred to in sec. 1, may be limited by the conditions of the sequence of course modules and the size of student groups.
4. Prior to the commencement of classes, the student submits an application with the list of classes in which they intend to participate in the next semester of study to the appropriate administrative unit of the University.

§ 23

1. In the event of a justified suspicion that the student has committed a prohibited act consisting in:
 - 1) appropriation of authorship or misrepresentation as to the authorship of all or part of someone else's work or artistic performance,
 - 2) disseminating, without giving the name or pseudonym of the author, someone else's work in the original version or in the form of a study,
 - 3) disseminating, without giving the name or pseudonym of the author, someone else's artistic performance or public distortion of such a work, artistic performance, phonogram, videogram or broadcast,
 - 4) infringement of someone else's copyrights or related rights in a manner other than that specified in points 1-3,

5) falsification of scientific research or its results or committing other scientific fraud

the Rector immediately orders an investigation procedure.

2. If, as a result of an investigation procedure, the collected material confirms committing the act referred to in sec. 1, the Rector suspends the procedure for granting the professional title until the end of the disciplinary proceedings.

3. The course tutor or the thesis supervisor are obliged to immediately notify the Rector's plenipotentiary about the occurrence of the circumstances referred to in sec. 1, the plenipotentiary shall immediately refer the matter to the Rector.

Section IV Organization of studies

§ 24

1. Studies at the Silesian University of Technology may be conducted in the form of full-time or part-time studies.

2. The University conducts classes at full-time studies separately from classes at part-time studies.

3. Studies at the Silesian University of Technology are conducted at the level of first-cycle and second-cycle studies on the basis of study programme.

4. Studies at the Silesian University of Technology may be conducted at the level of long cycle master's studies on the basis of the study programme.

5. The programme of studies in a specific field, level and profile is established by the Senate after consulting the student self-government.

6. Studies at the Silesian University of Technology last:

1) for first-cycle studies - at least 6 semesters,

2) for second-cycle studies - from 3 to 5 semesters,

3) in the case of long cycle master's studies - from 9 to 12 semesters.

7. Part-time studies at the Silesian University of Technology may last longer than full-time studies.

8. Common rules of the MOSTECH and ERASMUS + student mobility systems apply to all fields of full-time studies.

§ 25

1. The University may also organize individual inter-disciplinary studies in at least 4 disciplines, covering at least two fields and leading to a diploma in more than one field of study at the University.

2. The detailed procedure and conditions for the implementation of education at the studies referred to in sec. 1, are determined by the Senate.

Section V **Organization of classes**

§ 26

1. The academic year lasts from October 1 to September 30 and is divided into 2 semesters: the winter semester and the summer semester.
2. The academic year includes:
 - 1) two 15-week periods of classes resulting from the study programme, respectively in the winter semester and summer semester,
 - 2) examination sessions free from classes - winter and summer ones as well as re-sit sessions,
 - 3) work placement, if included in the study programme,
 - 4) winter, spring and summer holidays.
3. The winter semester ends on February 28 of each calendar year, and the summer semester ends on September 30 of each calendar year.
4. The detailed organization of the academic year is established by the Rector's resolution and announced publicly by September 15 of the calendar year in which the academic year begins.
5. At the request of the Rector's plenipotentiary, the Rector may specify a different organization of the academic year for students taking classes in the last semester of first-cycle studies.
6. The Rector may establish additional class-free days during the academic year.
7. The Rector's plenipotentiary may establish class-free hours during the academic year.
8. The number of days and hours referred to in sec. 6 and 7 may not result in failure to implement the study programme or a study plan in a specific field.

§ 27

1. Classes at the University are conducted in the form of: lecture, laboratory classes, practice classes, seminars, discussion sessions, placements, project classes, foreign language classes and field trips.
2. Classes at the University are conducted as part of a course that may include more than one form of classes.
3. Classes at the University may be conducted with the use of distance learning methods and techniques. The manner of conducting classes with the use of distance learning methods and techniques is regulated by separate provisions.
4. The Rector, in agreement with the student self-government, may introduce a block system of classes for specific courses conducted within a field of study.

§ 28

Study programmes for particular fields of study are available in the Public Information Bulletin on the University website.

§ 29

If there are several specializations within a field of study, the student, on the basis of criteria and within the time specified by the Rector's plenipotentiary, determines the priority list of admission to individual specializations. The Rector's plenipotentiary decides about admission to a particular specialization.

§ 30

1. The course tutor is obliged to present the subject card to students and provide them during the first class with information about:

- 1) requirements for obtaining credits for the course,
- 2) the method of current supervision over the learning progress,
- 3) the rules for the completion of the education process, ensuring the possibility of obtaining credits for courses not ending with examinations before the start of the examination session.

2. The information referred to in sec. 1, are entered into the ICT System and available to students throughout the duration of the course.

3. The course tutor provides the student with an opportunity to view the papers verifying the student's progress during a semester.

§ 31

1. Lectures at the Silesian University of Technology are open.

2. The student's participation in forms of classes other than lectures is obligatory.

3. The student is obliged to explain their absence from the classes referred to in sec. 2, no later than in the next class.

4. In the event of illness or other random event, the student explains their absence in the first class after returning to the University.

5. The decision about excusing the student's absence from classes is made by the course tutor, who takes into account the possibility of making up the backlog by the student.

6. A student whose absence from classes was caused by the duties performed at that time resulting from the performance of the function of a representative of the student self-government in the committees and collective bodies of the University, is excused from being absent from the classes.

7. The course tutor is obliged to notify the Rector's plenipotentiary about the unjustified absence of the student from the classes in the following situations:

- 1) the student missed the classes at least 3 times and did not explain their absence - if the classes are held every week,
- 2) the student missed the classes at least twice and did not explain his/her absence - if the classes are held every two weeks.

8. The Rector's plenipotentiary, after consultation with the course tutor, decides about allowing a student to complete the classes in the cases referred to in sec. 7.

9. A student who was not present in the classes conducted in the block system is not entitled to retake the classes.

10. In the case referred to in sec. 9, the student may proceed to complete the classes on the date specified by the course tutor, but not later than before the end of the winter or summer sessions.

§ 32

1. The Rector's plenipotentiary, at the justified request of the student with an opinion of the course tutor, may excuse the student from participating in all or some classes.

2. In the decision to excuse the student from the obligation to participate in the classes, the Rector's plenipotentiary, after consultation with the course tutor, determines the conditions and deadline for completing these classes.

§ 33

1. The study programmes of specific fields of study may provide for conducting in a foreign language:

- 1) all or selected forms of conducting classes,
- 2) knowledge tests,
- 3) skills tests,
- 4) diploma examinations.

2. The study programmes conducted in Polish may provide for the obligation to complete some classes in a foreign language.

3. The detailed scope and conditions for conducting classes, methods of verifying and assessing the achievement of learning outcomes and the preparation of diploma theses in a foreign language are specified in the study programme for a specific field of study.

§ 34

1. Unless the study programme provides otherwise, the student is obliged to complete work placements.

2. The duration, rules and form of the work placement as well as the number of ECTS credits which a student must obtain as part of the placement are determined in the study programme.

3. At the student's justified request, the work placement supervisor, after consultation with the Rector's plenipotentiary, may give the student a credit for the placement referred to in sec. 1, without the obligation to complete it.

4. The basis for the student's application referred to in sec. 3, shall, in particular, be related to the subject of the work placement, such as:

- 1) employment certificates confirming employment in a specific position,

- 2) certificates issued by the employer containing a description of the performed professional activities,
 - 3) a written scope of duties issued by the employer,
 - 4) description of the periodic employee evaluation,
 - 5) the student's participation in a scientific and research camp if its topic is consistent with the subject of the work placement.
5. Releasing the student from the obligation to complete the work placement, the Rector's plenipotentiary states that the learning outcomes assigned to the work placement in the study programme have been achieved.
6. At the student's request, the Rector's plenipotentiary may set a different date for the work placement than the one specified in the study plan. The date of the work placement may not overlap with the dates of classes specified in the study plan.
7. The detailed manner and course of completing student work placements are specified in separate provisions.

§ 35

The Rector's plenipotentiary, on their own initiative or at the request of the competent body of the student self-government, may appoint tutors of student years or groups. The tutor offers advice and assistance to students in all matters related to the implementation of studies.

Section VI Individual organization of studies

§ 36

At the University, a student may take advantage of an individual organization of studies (IOS) consisting in establishing an individual schedule of studies or a study plan for a student.

§ 37

1. The Rector's plenipotentiary, at the student's request, may consent to the IOS.
2. The following students, in particular, may apply for the IOS:
 - 1) a pregnant student or a parent student,
 - 2) a student with a disability,
 - 3) a student studying in the second or subsequent field of study,
 - 4) a student who is a representative of the student self-government in the collegial bodies of the University.
3. A pregnant student and a parent student may not be refused consent to the IOS until graduation from the studies - in the case of full-time studies.
4. When making the decision to give consent to the IOS, the Rector's plenipotentiary determines the deadlines for obtaining credits and completing individual semesters of studies.
5. Granting the IOS to a student may not result in extension of the time limit for completing the studies.

§ 38

1. The student may apply for admission to the mentoring programme of the Silesian University of Technology, hereinafter referred to as the mentoring programme.
2. Participation in the mentoring programme consists, in particular, in providing the student with the individual supervision of a mentor, who is an academic teacher at the University, and providing the student with support in the form of participation in activities prepared by the University, aimed at acquiring additional competences and developing scientific potential of the student.
3. The student participating in the mentoring programme is awarded the IOS. The Rector's plenipotentiary determines the deadlines for obtaining credits for courses and individual semesters of studies after consultation with the student participating in the mentoring program and the student's mentor.
4. The student's participation in the mentoring programme may lead to the shortening of the period of studies, subject to the minimum duration of studies specified in the provisions of the Act.
5. The student's participation in the mentoring programme may not result in extension of the time limit for completing the studies.
6. The terms and conditions of admission to the mentoring programme, as well as the rules of the student's participation in this programme are specified in separate provisions.

Section VII **Obtaining course and semester credits**

§ 39

1. Each study course ends with a credit or an examination, unless the study programme provides otherwise.
2. The rules for completing the course are defined by the course tutor and announced to the students not later than during the first class. The provisions of § 30 sec. 1 shall apply accordingly.
3. A student taking an exam or a credit test is obliged to present a document confirming their identity if requested.

§ 40

1. The following grading scheme for exams and credits as well as the corresponding grades in the ECTS system are used at the University:

1) very good	5.0	A
2) good plus	4.5	B
3) good	4.0	C
4) satisfactory plus	3.5	D
5) satisfactory	3.0	E
6) fail	2.0	F
2. The ECTS grading scheme is used for credit transfer.
3. The grade for the whole course of studies is determined as a weighted average rounded off to two decimal places, according to the formula:

$$\text{the grade for the whole course of studies} = \frac{\sum (\text{final grade} \times \text{points})}{\sum \text{points}}$$

taking into account all final grades entered into the University's ICT System.

4. The provisions of sec. 3 shall also apply accordingly to the evaluation of the course of a part of studies, in particular the study year.

§ 41

1. The course tutor, after consultation with the class president, sets 3 examination dates in the examination session, including one examination date in the re-sit session, subject to sec.

2. At the written request of the class president, the Rector's plenipotentiary may, in justified cases, consent to the third date of the examination before the re-sit session begins.

2. If the course is conducted in a block system of classes, the course tutor, after consultation with the class president, sets 3 exam dates, including:

- 1) one date, not later than 14 days from the end of classes within this block,
- 2) one date not later than the last day before the beginning of the re-sit session,
- 3) one exam date during the re-sit session.

3. The course tutor shall provide the Rector's plenipotentiary with the dates of the examinations referred to in sec. 1 not later than two months after the commencement of classes, and the examination dates referred to in sec. 2 - not later than two weeks before the end of classes in this block.

4. The Rector's plenipotentiary, after consulting the student self-government body, determines the session schedule, with regard to the principle that not more than one exam is held on one session day. The schedule is announced to students not later than 14 days before the commencement of the examination session.

5. It is allowed to conduct an examination in the so-called zero-date which may take place before the examination session. The zero-date examination is not included in the number of examination dates referred to in sec. 1.

6. In particularly justified cases, the Rector's plenipotentiary may consent to one additional date of the examination during the re-sit session.

7. The student shall take an examination on the dates set by the course tutor. The student must be entered in the Teleinformation System.

8. If the condition for taking an exam in a course is to complete another form of classes, the student has the right to take the exam only after completing this form of classes.

§ 42

1. The course tutor is responsible for conducting the examination.

2. In particularly justified cases, the Rector's plenipotentiary may appoint a teacher conducting related subjects to conduct the examination.

§ 43

1. Credits for the course and entry into the ICT System shall be made by the course tutor or a person authorized by them.
2. In the case when the student's previously credited classes are recognized, the entry in the ICT System is made by the Rector's plenipotentiary or a person designated by them.
3. One final grade is set for each course. Positive final grades are entered into the Teleinformation System. If the course is not completed, the final grade is not entered.

§ 44

1. The course tutor is obliged to inform the student about the final result for the course within 7 days and the result of the examination within 3 days from the date of their conduct, but not later than 24 hours before the next scheduled examination date.
2. The student has the right to view his final or examination papers within 7 days from the date of announcement of the final results or examination results respectively.

§ 45

1. The course tutor or the Rector's plenipotentiary may excuse the student's absence from the exam within 7 days from the date of cessation of the cause of absence from the exam.
2. The decision about excusing the absence from the examination is made after examining the student's request.
3. In the case of excusing the absence from the exam, the student has the right to an additional exam date. The additional date for the exam is set by the course tutor after consultation with the Rector's plenipotentiary.
4. In the case of unexcused absence from the examination or in the case of refusal to excuse the absence from the examination, the student loses the date of the examination.

§ 46

1. The student has the right to report to the Rector's plenipotentiary any reservations as to the mode of granting credits or impartiality of assessment within 7 days from the date of completing the classes or the announcement of the credits results.
2. The student has the right to report to the Rector's plenipotentiary any reservations as to the course of examinations or impartiality of assessment within 3 days from the date of the announcement of the examinations results.
3. The Rector's plenipotentiary, after examining the student's reservations referred to in sec. 1 and 2, may order reassessment of the results obtained by the student or a reassessment examination before a board.
4. In justified cases, the Rector's plenipotentiary may order a reassessment examination before a board on their own initiative.

5. The reassessment of the obtained results by a board, which is a basis for assessing classes which end with granting a credit or an examination, or the reassessment examination should take place within 7 days from the date of reporting the reservations, with a stipulation that the reassessment examination form is in accordance with the examination form determined by the course tutor at the first class referred to in § 30 sec. 1.
6. The reassessment of the obtained results or the reassessment examination is conducted by a board appointed by the Rector's plenipotentiary and includes: the Rector's plenipotentiary or an academic teacher appointed by them as the chairman of the board, the course tutor who granted the questioned grade, and a specialist in the subject covered by the examination.
7. At the student's request, the board referred to in sec. 6 may include another student of the Silesian University of Technology as an observer indicated by the student standing before the board.
8. The grade obtained in the course of reassessment of the student's results or examination replaces the questioned grade and is final.

§ 47

1. The credit period for studies at the Silesian University of Technology is a semester. Obtaining credits for a semester is confirmed by the Rector's plenipotentiary's entry in the student's periodic achievement card generated from the ICT System. The student's periodic achievement card may be kept in an electronic form.
2. The student has the right to view all student's periodic achievement cards from the current course of studies.

§ 48

1. The student is obliged to obtain credits for a semester not later than the last day of the re-sit session in a given semester.
2. If the student has been assigned an additional examination date outside the examination session and the re-sit examination session or the reassessment examination, the deadline for obtaining the credits shall be extended until the date on which the additional examination or reassessment examination takes place.

§ 49

The registration for the following semester shall follow when:

- 1) the student has obtained at least 80% of ECTS credits in the courses determined in the study plan in each of the previous semesters, subject to point 2,
- 2) for the first semester of first-cycle studies the student obtains at least 70% of the number of ECTS credits determined in the study plan for this semester,
- 3) the student completes all classes, placements and other obligations provided for in the study programme for a particular field of study with a delay not longer than 1 year in relation to the study plan; moreover making up the backlog should be in accordance with the study plan of a particular field of study.

§ 50

1. If the student does not meet the requirements referred to in § 49, the Rector's plenipotentiary decides to transfer the student to a semester based on the number of the obtained ECTS credits.
2. The transfer to a semester resulting from the number of ECTS credits is one-off. In the case of a repeated failure to meet the requirements referred to in § 49, the student may be removed from the list of students in the next semester.

§ 51

1. ECTS credits are awarded for:
 - 1) completion of courses and placements only when the assessment procedure shows that the student has achieved the assumed learning outcomes for a particular course,
 - 2) preparation and submission of the diploma thesis or preparation for the diploma examination, in accordance with the study programme.
2. The course tutor or the Rector's plenipotentiary may award ECTS credits for the student's activity in the scientific club and other forms of student's participation in the scientific activities conducted at the University, if they find that the student has achieved the learning outcomes assigned to the classes as part of this activity.
3. The study plan may specify the courses which must be completed in a particular study semester.

Section VIII Diploma thesis

§ 52

1. The diploma thesis is an independent study of a scientific or practical problem or a technical achievement presenting the student's general knowledge and skills related to studies in a particular field, level and profile, as well as the ability to independently analyze, reason, synthesize and solve problems. The thesis is in particular: bachelor's thesis, engineering project, master's thesis.
2. First-cycle studies end with preparation and obtaining a credit for the bachelor's thesis or engineering project and a diploma examination.
3. Second-cycle studies and long cycle master's studies end with preparation of a master's thesis and the diploma examination.
4. The student may prepare the diploma thesis referred to in sec. 1 in a foreign language if all classes are conducted in that language or after obtaining the consent of the Rector's plenipotentiary.

§ 53

1. At first-cycle studies, the bachelor's thesis or engineering project should be completed in accordance with the rules defined by the Rector's resolution.

2. The Rector, in the resolution referred to in sec. 1, after consulting the student self-government, determines in particular: the scope of the bachelor's thesis or engineering project, the method and deadline of assigning topics, the method of evaluation and review as well as the form of the thesis.

3. At first-cycle studies a bachelor's thesis or an engineering project is assessed by the academic teacher supervising the thesis and one reviewer.

§ 54

The diploma thesis at second-cycle studies and long-cycle master's studies should be completed in accordance with the following rules:

- 1) the topics of theses are approved by the head of the relevant organizational unit,
- 2) the student completes the diploma thesis under the supervision of an academic teacher holding a degree of at least a doctor,
- 3) the student may also complete the diploma thesis under the supervision of the academic teacher referred to in sec. 2 and in collaboration with another specialist, in particular from outside the University,
- 4) the thesis is evaluated by the supervisor; in the case of positive evaluation, the thesis is sent to a reviewer indicated by the Rector's plenipotentiary or a person appointed by them; at least one of them should have the academic title or degree of habilitated doctor; the grading scheme referred to in § 40 sec. 1 is used to evaluate the thesis,
- 5) in the case of negative evaluation of the diploma thesis by the reviewer, the Rector's plenipotentiary appoints another reviewer of the thesis. The grade is the arithmetic average of the reviewers' grades, and the thesis is assessed positively by the reviewers when the average is not lower than 3.00.

§ 55

The teacher conducting the thesis and the supervisor are obliged to grade written diploma theses before the diploma examination, using the Uniform Anti-plagiarism System referred to in art. 351 sec. 1 of the Act.

§ 56

1. A student of second-cycle studies and long-cycle master's studies is obliged to submit a diploma thesis in written and electronic forms not later than by March 5 or September 10, for studies ending in winter or summer semesters respectively.

2. The Rector's plenipotentiary, at the request of the supervisor or at the request the student of second-cycle or long-cycle master's studies, may, in justified cases, postpone the deadline for submitting the diploma thesis, but only for a maximum period of 2 months from the deadlines specified in sec. 1.

3. In the case of longer absence of the teacher conducting the thesis or the supervisor, which could delay the submission of the diploma thesis by the student, the Rector's plenipotentiary is obliged to appoint a person taking over the duties of the teacher conducting the thesis or the supervisor.

Section IX **Diploma examination**

§ 57

1. The conditions for admitting a student at first-cycle studies to the diploma examination are as follows:
 - 1) meeting all the requirements provided for in the study programme,
 - 2) submitting documents necessary for issuing the diploma specified in the Rector's resolution before the planned diploma examination,
 - 3) submitting the declaration in the annex to the Regulations,
 - 4) in the case when the diploma thesis is a written dissertation - positive verification of the submitted diploma thesis by means of the Uniform Anti-plagiarism System referred to in art. 351 sec.1 of the Act.
2. The conditions for admitting a student at second-cycle studies and long-cycle master's studies to the diploma examination include meeting the conditions referred to in sec. 1 p. 1-4, and obtaining a positive grade for the diploma thesis according to the scheme referred to in § 40 sec. 1.

§ 58

1. The diploma examination is taken before a board appointed by the Rector's plenipotentiary, composed of at least 3 academic teachers, including the Rector's plenipotentiary, or a person appointed by them, as the chairman of the board. At least one member of the board should have the academic title or degree of habilitated doctor.
2. The examination board for second-cycle studies and long-cycle master's studies, apart from the persons mentioned in sec. 1, also includes the supervisor and reviewer (s).

§ 59

1. The diploma examination at first-cycle studies shall take place within 3 weeks from the date of obtaining credits by the student for the last semester.
2. The diploma examination at second-cycle studies and long-cycle master's studies shall take place not later than to September 30 or March 31 for second-cycle studies or long cycle master's studies ending in the summer or winter semesters respectively, and in the cases specified in § 56 sec. 2, not later than to November 30 or May 31.

§ 60

1. The diploma examination is an oral or written examination. The diploma examination verifies the learning outcomes obtained by the student during the studies.
2. At the request of the person conducting the thesis or supervisor, submitted after consultation with the student, the Rector's plenipotentiary may consent to the diploma examination in a foreign language in which the diploma thesis was written.
3. During the diploma examination the student should demonstrate knowledge, skills and social competences specified for the field in which they studied.

4. A student at second-cycle studies and long cycle master's studies during the diploma examination should also:

- 1) present the main points of the diploma thesis,
- 2) demonstrate knowledge of subjects related to the topic of the diploma thesis.

5. The Rector may determine other rules of conducting the diploma examination ensuring verification of the learning outcomes obtained by the student. The Rector's resolution in this respect should be announced each time at the beginning of an academic year.

6. The results of the diploma examination are determined using the grading scheme referred to in § 40 sec. 1. The results of the diploma examination are determined by the board without the participation of the student.

§ 61

1. The Rector's plenipotentiary may consent to conducting an open diploma examination on the basis of a written request from the student or supervisor, submitted not later than 4 weeks before the statutory deadline for submitting the thesis.

2. The Rector's plenipotentiary announces on the faculty notice board and website, at least one week before the planned date of the open diploma examination, information about the examination along with the name and surname of the student, the topic of the thesis, the date and place of conducting the examination, as well as creates conditions necessary to conduct the examination.

3. Third parties participate in the open diploma examination as observers.

4. The results of the open diploma examination are determined by the board without the participation of the student and third parties.

§ 62

1. If a student has failed the diploma examination or has failed to take the diploma examination for a justifiable reason on the fixed date, the Rector's plenipotentiary shall set another date as the final one. The second examination may take place not earlier than after 2 weeks and not later than 8 weeks from the date of the first examination.

2. If a student has failed the diploma examination on the second date, the Rector's plenipotentiary decides to remove the student from the list of students.

The conditions for graduation and obtaining a graduation diploma are as follows:

1) obtaining the learning outcomes specified in the study programme, which include at least:

- a) 180 ECTS credits - in the case of first-cycle studies,
- b) 90 ECTS credits - in the case of second-cycle studies,
- c) 300 ECTS credits - in the case of long cycle master's studies,

2) passing the diploma examination with a grade of at least '3.00', which is the arithmetic average of all assessed answers at the diploma examination, and at second-cycle and long-cycle master's studies - the grades for presenting the diploma thesis, with the reservation

that all grades from the answers at the diploma examination, and at second-cycle studies and long-cycle master's studies also the grade for presenting the diploma thesis, are positive,

3) a positive grade for the diploma thesis - in the case of second-cycle studies and long-cycle master's studies.

§ 64

1. The basis for calculating the result of first-cycle studies consists of:

1) the grade for the whole course of studies calculated in accordance with the provisions of § 40 sec. 3,

2) the grade for the engineering project, and at bachelor's studies for the bachelor's thesis, which is the arithmetic mean rounded off to two decimal places, from the grades given by the academic teacher supervising the engineering project or bachelor's thesis and by one reviewer,

3) the grade for the diploma examination.

2. The final result of first-cycle studies shall be rounded off to two decimal places and shall be the sum of 0.5 of the grade mentioned in sec. 1 p. 1, 0.25 of the grade for the engineering project, and in bachelor's studies – the bachelor's thesis, referred to in sec. 1 p. 2, and 0.25 of the grade for the diploma examination mentioned in sec. 1 p. 3.

§ 65

1. The basis for calculating the result of second-cycle studies and long-cycle master's studies consists of:

1) the grade for the whole course of studies calculated in accordance with the provisions of § 40 sec. 3,

2) the grade for the master's thesis, which is an arithmetic mean, rounded off to two decimal places, from the grades given by the supervisor and reviewer (s),

3) the grade for the diploma examination.

2. The final result of second-cycle studies and long-cycle master's studies shall be rounded off to two decimal places and shall be the sum of 0.5 of the grade mentioned in sec. 1 p. 1, 0.25 of the grade for the diploma thesis mentioned in sec. 1 p. 2, and 0.25 of the diploma examination grade mentioned in sec. 1 p.3.

§ 66

1. The final study grade is entered in the higher education diploma in accordance with the following rule:

1) up to 3.36 - satisfactory (3),

2) over 3.36 to 3.80 - satisfactory plus (3.5),

3) over 3.80 to 4.20 - good (4),

4) over 4.20 to 4.60 - good plus (4.5),

5) over 4.60 - very good (5).

2. A graduate receives a higher education diploma with a diploma supplement and 2 copies thereof, including, upon the graduate's request, their copies in a foreign language.

§ 67

1. The diploma with distinction may be awarded to graduates who:

1) completed their studies within the time limit specified in the study plan,

2) obtained a grade for the whole course of studies not lower than 4.80,

3) obtained the grade "very good" (the average 5.00) from the diploma thesis and examination.

2. Students completing their diploma theses abroad who, pursuant to § 56 sec. 2 are granted permission to postpone the deadline for submission of the thesis, retain their right to receive the diploma with distinction.

3. The diploma with distinction is awarded by the Rector.

Section X **Leaves in the course of studies**

§ 68

1. A student at the University may be granted:

1) a health leave,

2) a compassionate leave, subject to § 69,

3) a leave to make up backlogs.

2. The leave referred to in sec. 1 p. 2 and 3 may be granted to the student for a period of one semester or year, but not earlier than after completing the first semester of studies.

3. The leaves referred to in sec. 1 shall be granted by the Rector's plenipotentiary at the student's written request.

4. The student should submit a written request for being granted a leave immediately after the occurrence of the reason justifying the leave.

5. The Rector's plenipotentiary may grant a health leave on the basis of an opinion of the academic medical board who shall determine the period of the student's inability to fulfill their duties, issued not later than before the beginning of the semester from which the student is applying for the leave.

6. The Rector's plenipotentiary may grant a compassionate leave in the event of important and documented random circumstances, other than the student's learning backlogs, which prevent the student from participating in classes for a longer time.

7. A leave for making up backlogs may be granted to a student for a total of not more than two semesters throughout the whole course of studies.

8. A health leave and compassionate leave may be granted to a student for a total of not more than four semesters throughout the whole course of studies, subject to § 69.

9. The period of a leave is not included in the planned study period.
10. Failure of a student to register for a semester of studies after returning from the leave within 14 days from the date of commencement of classes in this semester shall be considered as failure to take up studies and shall be the basis for removal from the list of students.
11. After the end of the leave, the student studies according to the currently applicable study programme.
12. A student who returns from the leave may be obliged by the Rector's plenipotentiary to make up the programme backlogs resulting from changes in the study programme during the leave.
13. During the leave period, the student retains the student's rights with the limitations specified in the provisions on financial assistance.
14. During leaves from classes, the student may, with the consent of the Rector's plenipotentiary, obtain credits and take examinations in courses on the dates set in accordance with § 41 sec. 1.
15. During the leave period a student may be granted a consent by the Rector's plenipotentiary to complete some courses in advance on condition that the student shall obtain credits from those courses.

§ 69

1. A pregnant student and a student who is a parent may not be refused a leave from classes referred to in § 68 sec. 1 p. 2.
2. The leave referred to in sec. 1, is granted upon a written request to:
 - 1) a pregnant student for a period not longer than until the child's birth,
 - 2) a parent student for a period of up to 1 year.
3. A parent student shall submit the application referred to in sec. 2, within 1 year from the date of birth of the child.
4. If the leave referred to in sec. 2 ends during a semester, the leave may be extended until the end of the semester at the student's request.
5. The provisions of § 68 sec. 9-15 shall apply accordingly to the leave referred to in sec. 1.
6. The provisions of § 68 sec. 8 shall not apply to the leave referred to in sec. 1.

Section XI **Removal from the list of students**

§ 70

1. The Rector's plenipotentiary shall remove the student from the list of students in the case of:
 - 1) failure to take up studies,
 - 2) resignation from studies at the written request of the student,
 - 3) failure to submit the diploma thesis or take the diploma examination in the specified time,
 - 4) punishment with a disciplinary penalty of expulsion from the University.

2. The Rector's plenipotentiary may also remove the student from the list of students in the case of:

- 1) confirmed lack of participation in obligatory classes,
- 2) confirmed lack of learning progress,
- 3) failure to obtain credits for the semester within the specified period,
- 4) failure to meet due payments for studies within 14 days from the date of delivery of the request for payment to the student,
- 5) failure to submit within a specified time limit a certificate about no medical contraindications to studying in a specific field of study.

3. The failure to take up studies referred to in sec. 1 p. 1, is understood as the failure to take an oath within 30 days from the date of commencement of classes or unexcused absence from the obligatory classes within 30 days from the date of their commencement in a specific academic year.

4. Resignation from studies referred to in sec. 1 p. 2 shall be understood as submitting a request by the student, signed by hand, in which they express their will to resign from studies at the University or to withdraw from the studies.

5. The confirmed lack of learning progress, referred to in sec. 2 p. 2, is understood as a situation when the Rector's plenipotentiary, after analyzing the records of the student's course of studies, states that the degree of realization of the study programme excludes the possibility of obtaining credits for the semester, and the student has already exercised the right to repeat the semester or classes.

6. Removal from the list of students takes place by way of an administrative decision.

7. The provisions of the Code of Administrative Procedure shall apply to the decision referred to in sec. 6,

Section XII

Prizes and distinctions

§ 71

1. Students and graduates who distinguish themselves with excellent educational results, exemplary fulfillment of their duties and social activities, as well as outstanding scientific or other achievements, may be awarded prizes and distinctions by:

- 1) the university council of the Silesian University of Technology,
- 2) the Rector,
- 3) the Senate,
- 4) the Rector's plenipotentiary,

2. One of the forms of distinguishing the best graduates is awarding the "OMNIUM STUDIOSORUM OPTIMO" medal.

3. Prizes and distinctions are awarded in accordance with the criteria set out in separate provisions.

4. The prizes and distinctions obtained by the student are entered in the diploma supplement.

Section XIII

Liability of students

§ 72

1. The student is subject to disciplinary liability for violation of the regulations in force at the University and for an act that violates the student's dignity.
2. Disciplinary penalties include:
 - 1) caution,
 - 2) reprimand,
 - 3) reprimand with a warning,
 - 4) suspension of specific student rights for up to 1 year,
 - 5) expulsion from the University.

Section XIV

Final provisions

§ 73

The Rector is the appeal authority in all matters referring to the order and course of studies not regulated by the provisions of these Regulations.

§ 74

1. The Regulations enter into force on October 1, 2019.
2. Students who began their studies before the Regulations entered into force shall study according to the existing programmes until the end of the study period determined in the study programme.
3. The completion of the winter and summer semesters in the 2018/2019 academic year is carried out according to the previous rules.
4. Applications of students initiating individual student affairs submitted before the entry into force of the Regulations are examined on the basis of the previous rules, subject to the provisions of the Act.
5. The Regulations shall be applied to studies regulated by educational standards, taking into account the provisions resulting from separate regulations.

....., date.....

.....
(name and surname of a student)

.....
(album number)

.....
(field of study)

.....
(profile, level and form of study)

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