

**RESOLUTION No. 8/2022
OF THE SENATE
OF THE KRZYSZTOF PENDERECKI ACADEMY OF MUSIC
in Krakow of 21 April 2022**

**on the Study Regulations
of the Krzysztof Penderecki Academy of Music in Krakow**

Acting pursuant to Art. 28 (1), point 2 and Art. 75 of the Act of 20 July 2018 - The Law on Higher Education and Science (Dz. U. [Journal of Laws] from 2022, item 574, as amended) it is resolved as follows:

§ 1.

The Study Regulations of the Krzysztof Penderecki Academy of Music in Krakow are being introduced, attached as an appendix to this resolution.

§ 2.

The Resolution of the Senate of the Academy of Music in Krakow No. 23/2019 of 12 September 2019 on the adoption of the Regulations of the first- and second-cycle studies at the Academy of Music in Krakow, together with subsequent resolutions amending it, is hereby repealed.

§ 3.

The content of the resolution with an attachment is published in the Academy's Public Information Bulletin in the tab: *Prawo uczelniane (Academic Law) / Uchwały Senatu (Senate Resolutions) / 2022* and on the website in the tab Students / Study regulations.

§ 4.

The resolution comes into force on the day of its adoption, with effect from 1 October 2022.

Rector

.....
Professor dr hab. Wojciech Widłak

Agreed with the Student Government
of the Krzysztof Penderecki
Academy of Music in Krakow

.....
Zuzanna Haberka

STUDY REGULATIONS OF THE KRZYSZTOF PENDERECKI ACADEMY OF MUSIC IN KRAKOW

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Chapter I - General provisions

§ 1. [The scope of the regulation]

1. The study regulations of the Krzysztof Penderecki Academy of Music in Krakow, hereinafter referred to as "Regulations", apply to all students and employees of the Academy.
2. Regulations define the rights and obligations of students studying at the Academy in all fields of study, regardless of the level, profile and form of studies, unless the contract or agreement on education with another higher education institution provides otherwise.

§ 2. [Definitions]

The terms used in the Regulations have the following meanings:

- 1) Academy - the Krzysztof Penderecki Academy of Music in Krakow;
- 2) faculty - organisational unit providing education;
- 3) studies - first-cycle studies, second-cycle studies
- 4) student - a person studying at the Academy;
- 5) form of studies - full-time studies
- 6) study curriculum - the description of the coherent learning outcomes defined by the Academy, consistent with the Polish Qualifications Framework, and the description of the education process to achieve these outcomes, with the ECTS points assigned to the subjects;
- 7) learning outcomes - knowledge, skills and social competences acquired in the study;
- 8) ECTS points - points defined in the European Credit Transfer and Accumulation System as a measure of the average student workload necessary to achieve the intended learning outcomes;
- 9) system - academic education record system (NESOS)
- 10) Act - the Act of 20 July 2018 Law on higher education and science (Journal of Laws of 2022 item 574, as amended);
- 11) statute - the statute of the Krzysztof Penderecki Academy of Music in Krakow.

§ 3. [Supervision over studies]

The rector of the Academy is the superior of all students, and the dean is the direct superior of the students of the faculty.

§ 4. [Student government]

1. All students of the Academy are represented by the student government bodies.
2. The detailed scope of activities of the student government is set out in separate regulations, which come into force after the rector confirms their compliance with the Act and the statute within 30 days from the date of handing it over.

§ 5. [Studies at the Academy]

The Academy may offer full-time studies as:

- 1) first-cycle studies;
- 2) second-cycle studies;

§ 6. [Studies in a foreign language]

1. Studies at the Academy may be run in a foreign language.
2. Decision on starting studies in a foreign language is made by the rector at the dean's request.
3. The provisions of the statute, the Regulations and other intra-academic legal acts, in particular regarding the principles of recruitment, conducting subjects, giving credits, conducting examinations and diploma examinations which apply to studies in Polish, also apply to studies conducted in a foreign language, unless stated otherwise.

Chapter II - Student rights and obligations

§ 7. [Admission to studies by recruitment]

1. The conditions, procedure, the beginning and ending dates of recruitment, as well as the way of its conduct, are determined by a resolution of the senate.
2. The resolution of the senate referred to in sec. 1 shall be made available no later than by 30 June of the year preceding the academic year in which the recruitment is due to take place.
3. Within the period referred to in sec. 2, the Academy provides information on the conduct of entrance examinations and their scope.
4. The candidate undertakes studies in a chosen field of study. If the curriculum of the field of study offers majors, the candidate also chooses a major.
5. Taking up another field of study at the Academy is allowed only after passing the entrance examinations.

§ 8. [Ways of admission to studies other than recruitment]

1. Outside of the recruitment procedure, the following persons may apply for admission to studies at the Academy:
 - 1) student who transfers from another higher education institution, including foreign institutions, provided that the transfer is within the same field of study or major;
 - 2) candidate who gets the learning outcomes confirmed.
2. student applying for the transfer from another higher education institution should take a qualifying exam, the scope of which is determined by the relevant dean.
3. student applying for the transfer from another higher education institution is obliged to provide a report from the institution which he/ she is leaving on the fulfilment of all obligations towards it.
4. The student referred to in section 2 may be transferred only within the limit of places in a given year of study.
5. The transfer within the limit of places in a given year for another field of study is subject to the rector's consent.
6. The rules for confirming learning outcomes are defined in a separate senate resolution.

§ 9. [Foreigners]

1. Persons who are not Polish citizens may undertake studies under the conditions specified in the generally applicable provisions of law and the Academy's internal regulations.
2. Subjects at the Academy may be conducted in a foreign language at the student's request with the dean's consent or at the dean's initiative. In the case of fields of study with subjects conducted in a foreign language, classes, tests, examinations and written work shall be conducted in this language.

§ 10. [Tuition fees]

1. The Academy charges fees for education provided for in the Act, as specified in the separate rector's ordinance.
2. Before the recruitment starts, the rector determines the fees charged to students and their amount. Determining the fees requires the opinion of the student government.
3. The rector also determines the conditions and procedure for exempting students from fees.

§ 11. [Student rights]

1. Student has the right to:
 - 1) acquire knowledge in the selected field of study, developing one's own artistic and research interests, using the premises, instruments, equipment and computer software as well as the entire library collections of the Academy, in accordance with the principles set out in separate regulations, as well as to receive help from academic teachers and other employees of the Academy;
 - 2) participate in the Academy's collegiate bodies decision-making through the students' representatives;
 - 3) make proposals to the Academy authorities regarding study curriculums, studying conditions and need-based matters;
 - 4) receive awards and distinctions;
 - 5) associate in academic student organisations, in particular in student research groups and artistic groups;
 - 6) participate in research and artistic projects;
 - 7) apply for material assistance on the principles set out in separate regulations;
 - 8) personal data protection;
 - 9) ECTS points transfer and recognition;
 - 10) pursue studies with individual organisation of studies;
 - 11) excuse absences from classes, obtain leaves, and leaves with the possibility of proceeding with the verification of the obtained learning outcomes specified in the study curriculum;
 - 12) change the field of study;
 - 13) transfer to full-time studies
 - 14) take the final re-sit examination before a commission with the participation of an observer indicated by him or her;
 - 15) repeat certain subjects due to unsatisfactory academic performance;
 - 16) undergo the student rights and obligations training.
 - 17) student may submit an application with the justification for the choice of a teacher for the main subject, as well as for a change of the teacher of the main subject. The decision is made by the dean in consultation with the head of the department.
2. Student receives a student ID card and an access to the account in the system documenting the course of study and results of studies. The ID card entitles to use the student rights.
3. In the event of loss of the ID card, student has the right to receive a duplicate. Student requests for a duplicate; the decision on issuing a duplicate is made by the dean. The Academy charges a fee for issuing the document.
4. Each academic teacher, during the first class in a given subject, is required to provide students with information on the scope and conditions for the implementation and crediting of the subject specified in the subject syllabus.

§ 12. [Student obligations]

1. Student is obliged to follow the text of the oath and the Regulations of the Academy, care for the good name of the Academy and respect its traditions and customs.
2. Student is obliged to attend didactic and organisational classes, including compulsory OHS training, take exams, complete internships and meet other requirements provided in the study curriculum, as well as to pay fees for educational services specified in the Act in a timely manner, on the terms and in the amount specified by the Rector.
3. Student is obliged to promptly notify the relevant faculty office about change of name, address and contact details.
4. Student is obliged to participate in the didactic classes provided for in the study curriculum. Absence from more than half of the classes in a subject means failure to get credits, unless the teacher specifies other conditions regarding attendance in the subject syllabus.
5. Student is obliged to read the Regulations and to log in and use the system.
6. Student is obliged to read the plan of studies before the beginning of the academic year, and is also obliged to choose in the system the subjects for the next year within the time frame defined by the dean, in accordance with the study curriculum. In particularly justified cases, e.g. due to technical problems, it may be in writing / by e-mail.

§ 13. [Students with disabilities]

Student with a disability, in addition to the rights referred to in § 11, has the right to receive assistance necessary in the course of studies, depending on the degree and type of disability, in particular:

- 1) to be given the opportunity to apply for a change in the conditions of participation in the classes and a change in the form of crediting them;
- 2) to be given the opportunity, after reporting to the teacher, to register the content discussed during classes in an alternative form by recording and taking photos only for his/her own use, unless the didactic materials provided by the teacher provide the student with access to the content of the classes;
- 3) to be given the opportunity, after reporting to the teacher, of the attendance of assistants during classes;
- 4) to be given the opportunity to apply for obtaining the foreign language course credit at another higher education institution in situations justified by the type of disability;
- 5) to be given the opportunity to apply for help from the Academy in obtaining didactic materials necessary in the course of studies.
- 6) student or his/her legal guardian is obliged to deliver the certificate of disability, if such was not provided during or after recruitment.

§ 14. [Disciplinary responsibility of students]

Student bears disciplinary responsibility for violation of the Regulations of the Academy and for any act that violates the student's dignity, on the terms set out in the Act and the statute.

Chapter III - Organisation of studies and the academic year

§ 15. [Organisation of the academic year]

1. The academic year begins on 1 October and ends on 30 September of the following calendar year.
2. The academic year includes:
 - 1) periods of classes held according to the study curriculum;
 - 2) examination sessions (periods of verification of learning outcomes) scheduled during the periods free from classes or during the periods of classes referred to in point 1;
 - 3) other periods free from classes, in particular holiday breaks and breaks between terms.
3. In situations specified in the statute or the Study Regulations, selected classes and internships may take place during periods free from didactic classes.
4. The organisation of the academic year shall be determined by the senate. It is communicated to the members of the academic community at least three months before the beginning of the academic year.
5. The rector, for the Academy, and the dean, for the faculty, may establish days or hours free of classes during the academic year. The days or hours free of classes may be established provided that the content covered by the study curriculum will be realized.

§ 16. [Study curriculum]

1. Studies shall be carried out according to study curriculums established by the senate.
2. In the case of repeating a year or obtaining a leave, the maximum period of completing the study curriculum, as well as taking diploma examinations, shall be extended accordingly.

§ 17. [Completing a part of the study curriculum at another higher education institution]

1. Student may complete a part of the study curriculum at another higher education institution, including a foreign one. It is the dean who decides whether or not to give the student credits for the subject, taking into account the curriculum content of the subject and the learning outcomes achieved.
2. In the case of completing subjects at another higher education institution, student is obliged to apply to the dean with a written request for accepting credit for the subject, no later than two weeks before the beginning of the term.
3. Student of another higher education institution may obtain credits for the subjects taught at the Academy, with the written consent of the relevant dean.

§ 18. [Internships]

1. The amount, rules and form of internships as well as the number of ECTS points that student must obtain for these internships are specified in the study curriculum.
2. The dean appoints the supervisor or supervisors responsible for giving credits for the internships.

§ 19. [Individual organisation of studies - IOS]

1. The individual organisation of studies at the Academy shall give student the possibility of:
 - 1) individual plan of studies,
 - 2) individual study curriculum.
2. Studies according to an individual plan of studies may, with the consent of the relevant dean, be granted to student:
 - 1) with a disability;
 - 2) pursuing studies in more than one field;
 - 3) who shows another important cause, recognized by the dean.
3. An individual plan of studies may consist in particular of:
 - 1) modification of the form of obtaining credits and taking exams;
 - 2) modification of the number of ECTS points required to complete a term of study;
 - 3) modification of the timetable so as to enable completing the current study curriculum, with adjustment to the student's available time;
 - 4) changing the dates of exams and obtaining credits.
4. Student who is particularly gifted and excelling in his/her studies, or who performs significant artistic projects, may, with the dean's consent, pursue studies according to an individual study curriculum.
5. An individual study curriculum may include in particular:
 - 1) individual selection of subjects, methods and forms of education,
 - 2) appointing an academic adviser for individual cooperation,
 - 3) enabling the student to take subjects not covered by the study curriculum,
 - 4) modification of the timetable in a way that allows to follow the obligatory study curriculum, with adjustment to the student's available time.
6. Individual organisation of studies may cover classes within one term, several terms or the entire course of study.
7. At a justified student's request, submitted within the maximum of two weeks before the beginning of the term, the dean may postpone the subject to another term or year of study. Postponing the subject does not free the student from the obligation to obtain the required number of ECTS points.
8. At the student's request, the dean may consent to complete the subject in the external mode, which means taking an exam or obtaining credit without attending classes. Application for completing the subject in the external mode, along with the written consent of the teacher of the subject, shall be submitted by student before the beginning of the term, and in exceptional, justified cases, beyond this date. The decision is made by the dean in consultation with the teacher of the subject.

§ 20. [Individual organisation of studies - IOS mode]

1. First-cycle students may apply for an individual study curriculum after completing their first year of study.
2. Second-cycle students may apply for an individual study curriculum from the first year of study.
3. An application for an individual organisation of studies, with a documented justification and a plan covering the entire period of the IOS, should be submitted to the dean no later than 14 days before the start of the term.
4. Pursuing studies according to the IOS may not lead to a change of the learning outcomes of

- the field of studies, to a change of the subjects specified in the study curriculum as compulsory, or to extension of the date of graduation.
5. The dean may revoke the decision to grant the individual organisation of studies if student does not fulfil his/her obligations.
 6. If the decision on granting the individual organisation of studies is revoked, the dean defines the obligations that student must fulfil and the deadline for their fulfilment.
 7. In the case of full-time studies, a pregnant student and a parent student may not be refused consent to study at a specific field and level of studies according to the individual organisation of studies until their completion.
 8. Students admitted to studies as a result of confirming the learning outcomes are granted permission for the individual organisation of studies.
 9. The dean appoints a teaching adviser for the student who has obtained consent for the individual organisation of studies.
 10. In the case of pursuing subjects not covered by the study curriculum, student shall pay a fee on the terms specified in the rector's order, in the amount and according to the procedure specified in this order.

Chapter IV - Principles for obtaining credits for the subjects and periods of study

§ 21. [Obtaining credits to pass subjects and examinations]

1. The teacher conducting the subject determines the rules, form and conditions of admission to getting credits or to examination, announcing them at the beginning of the term in which a given subject shall be credited.
2. The teacher conducting the subject, in agreement with the dean, determines the dates of credit or examination, and may, with the student's consent, set the dates of examinations also before the beginning of the examination session.
3. Student taking an examination or other tests is required - if requested - to present a document confirming his/her identity.
4. Exams may take place in front of examination teams appointed by the dean.
5. The person conducting the subject informs students about the results of the assignments to get credits and exams, and also makes an appropriate entry in the system without undue delay.

§ 22. [Electives]

1. Study curriculums contain a list of subjects to choose from, called electives.
2. Students apply to the electives, or resign from application, electronically within the deadline announced by the relevant dean.
3. After the enrolment is completed, resignation from the electives is possible only if it is impossible to pursue the selected faculties due to the conflicts the timetable of classes.
4. After choosing the elective, student is obliged to complete it in a given term or academic year. Obtaining credit for the chosen elective is a necessary condition for graduation.
5. Failure to get credit or lack of attempt obtain credit means obtaining an unsatisfactory academic result and may constitute the basis for:
 - 1) removal from the list of students or
 - 2) repeating the subjects for which student pays the fee.

§ 23. [Recognition of prior learning]

1. In the case of awarding credit for learning the subjects included in the study curriculum in a different field of study, student may submit a request to the dean for recognition of the prior learning before the beginning of the term in which the subject is to be conducted.
2. When processing the request referred to in sec. 1, the dean takes into account the learning outcomes obtained by the student during the classes in a different field of study, the scope of the curriculum content, the number of hours of classes and the ECTS points.
3. Subjects, for which credits has been awarded, receive the number of the ECTS points indicated in a given study curriculum.

§ 24. [Additional major]

1. Student may study more than one major within a given field of study after passing the qualifying examinations and obtaining the written consent of the relevant dean. The scope of the qualifying examination is set by the dean.
2. Studying more than one major does not extend the duration of studying in the field of study.
3. For student pursuing two or more majors within the same field of study, the final diploma examination is the exam specific to the first major.
4. Student pursuing two or more majors within the same field of study receives one graduation diploma. Information about completed majors is placed on the diploma and in the supplement to the diploma.
5. As far as the payment for the second or another major is concerned, the § 20 sec. 10 applies.

§ 25. [Absences from classes or examinations]

1. The attendance of students in individual, group and collective classes is obligatory, unless the teacher decides otherwise.
2. The student's absence from classes should be authorised immediately, but not later than during the first class after the cause has ceased to exist.
3. The teacher determines the method and deadline of learning the material from the classes missed due to the student's absence.
4. In the case of absence from more than 3 classes in a subject in a term, not authorised in accordance with sec. 1, student may not be awarded credit for the subject and will not be admitted to the exam.
5. Unexcused absence at the examination at the first sitting shall result for student in the loss of the right to take the resit examination. However, he or she may take the exam at the second sitting.
6. The person conducting the subject may consider not taking the examination at first sitting as justified upon a written, justified student's request submitted within 7 days from the date of the examination. In this case, student is entitled to have an additional date of the first sitting examination appointed.
7. Unexcused failure by student to take the examination is marked in the documentation as failed (*niezal.*).

§ 26. [Grading scale]

1. The grades for examinations and assessments are awarded according to the following grading scale:

grade points	letter grade	number grade	descriptive grade
25	A	5.5	very good plus
24			very good
23		5	very good
22	B	4.75	very good minus
21			4.5
20		4	
19			good
18	C	4	good
17	D	3.75	good minus
16			3.5
15		3	
14	2		unsatisfactory
13			unsatisfactory
12	E	3	satisfactory
11			2
10		2	
under 10	F		2

2. If the F grade (unsatisfactory) is received, the scoring is 10, regardless if the number of points obtained was below this value.
3. Receiving an unsatisfactory grade results directly in failing the exam or failing the subject.
4. If student fails the exam, he or she is entitled to re-sit the examination, and in the event of a failure to pass a subject awarded with a credit with grade - to take the second attempt.
5. When calculating the scoring, the following rule for rounding the numbers applies:
 - * .00 - .4(9) rounds down, e.g. 18.49 \approx 18.0;
 - * .50 - .9(9) rounds up, e.g. 18.67 \approx 19.0;

§ 27. [Grade average]

1. The weighted average is calculated as follows:
 - 1) for each subject included in the basis for calculating the average, the assigned number of ECTS points is multiplied by the grade points or the arithmetic mean of the grades from the first and second term (this applies to all grades obtained during the academic year);
 - 2) the obtained multiplication results are added;
 - 3) the sum specified in point 2 is divided by the sum of ECTS points from all subjects constituting the basis for calculating the average;
 - 4) the result is rounded to two decimal places.
2. If awarding credit for a subject took place by an examination before a commission, the grade

average should be calculated only with the grade from this examination, and without the grade from the examination questioned pursuant to § 29 sec. 1.

§ 28. [Failure to get credits]

1. Failure to get credits, including the subjects subject to examination, shall be understood as obtaining unsatisfactory learning outcomes and may constitute the basis for removal from the list of students.
2. Obtaining unsatisfactory learning outcomes in full-time studies may result in repeating certain subjects and charging for educational services related to the repetition of these subjects.

§ 29. [Examination before a commission]

1. The dean, ex officio or at the request of student or examiner, orders an examination before a commission when:
 - 1) there were some irregularities in conducting the exam;
 - 2) the scope of the examination conducted exceeded the scope mentioned in § 21 sec. 1.
2. An application for taking an examination before a commission may be submitted by student who is going to take the examination or an examiner within 7 days from the date of announcement of the examination results.
3. The application referred to in sec. 2 requires a written justification.
4. The commission consists of: the chairman and two members appointed by the dean from among academic teachers representing the same major or a major related to the subject of the examination. At least one member of the commission must have the title of professor or the degree of habilitated doctor.
5. Student, on the basis of whose application the dean ordered the examination before a commission, has the right to appoint an observer entitled to participate in the examination before a commission.
6. A positive result of the examination before a commission is taken as the basis for obtaining credit for a given year, omitting the grade for the questioned examination.

§ 30. [Completing the year of studies]

1. The credit unit during the course of studies is a study year.
2. The condition for completing the year is getting credits for all subjects included in the study curriculum within the field of study / major and obtaining the number of ECTS points required for a given year.
3. The study curriculum may include additional credit requirements.
4. If student obtains more ECTS points than required to complete the study year, the excess of points is added to the next study year.
5. Successful completion of the year is confirmed by the dean with an appropriate entry in the system. Successful completion of a year results in registration for the subsequent study year and is recorded in the documentation registering the study process.
6. Student is obliged to complete a study year by the last day of the resit examination session.
7. In exceptional, justified cases, the completion of the year may take place on the date set by the dean, which allows for registration for the next academic year.
8. Student is obliged to monitor entries as well as examination results and credits awarded in the system on an ongoing basis.

§ 31. [Conditional registration]

1. If student has not obtained the number of ECTS points required by the study curriculum within the year, and the shortage does not exceed 10 points, he or she has the right to acquire a conditional registration for the next year once during the course of study, under the condition that the missing point difference is completed by the end of the next academic year and the remaining credit requirements provided in the study curriculum are met.
2. The dean shall register student conditionally upon the student's written request, submitted no later than within 7 days from the end of the resit examination session in a given term.

§ 32. [Repeating the year]

1. Student who has not completed the year successfully and has not met the conditions for acquiring a conditional registration may apply for permission to repeat the year, subject to sec. 2 and 3.
2. The right to repeat a year is granted once in a course of study.
3. It is not possible to repeat the first year of first-cycle studies.
4. An application for permission to repeat a year is submitted no later than 14 days before the beginning of the next academic year.
5. In extraordinary cases, the dean may decide to grant permission to repeat the year of study the second time.
6. When repeating the year of study, student has the right to apply for acquiring credits for the subjects he/she has already got credits for. The decision is made by the dean or another person authorized by the dean, subject to the provisions of sec. 7.
7. Acquiring credits for the subjects already credited before is possible within a maximum of 5 years from the date of acquiring credits.
8. When repeating a term, student shall follow the study curriculum currently in force in a given term.

Chapter V - Changes in the student's status

§ 33. [Transfer to another higher education institution]

Student may transfer to another higher education institution after fulfilling all obligations to the Academy.

§ 34. [Change of the form or field of study]

1. In justified cases, student may change the form of studies within the field of study and the selected major.
2. The decision to change the form of studies at the student's request is made by the rector in consultation with the relevant dean.
3. Student may change the field of study before the beginning of the next academic year, provided that he or she passes a qualifying examination, the scope of which is determined by the relevant dean.
4. The decision to change the field of study at the student's request is made by the rector in consultation with the relevant dean.
5. Student who changed the field of study is obliged to make up any curriculum differences existing between the fields of study.
6. Changing the field of study does not extend the duration of studies.

§ 35. [Removal from the list of students]

1. The student shall be removed from the list of students in the case of:
 - 1) failure to undertake studies;
 - 2) resignation from studies;
 - 3) failure to submit the diploma thesis or the diploma examination on time;
 - 4) being punished by the disciplinary penalty of expulsion from the Academy.
2. A student may be removed from the list of students in the case of:
 - 1) confirmed lack of participation in compulsory classes,
 - 2) confirmed lack of progress in learning,
 - 3) failure to obtain credit for a study term or a study year by the deadline specified,
 - 4) failure to pay tuition fees.
3. Removal from the list of students shall be made by an administrative decision. Decision on removal from the list of students is made by the dean.
4. The decision on removal from the list of students may be appealed against to the rector. The appeal shall be submitted within 14 days from the date of delivery of the decision on removal.
5. A person removed from the list of students is obliged to settle accounts with the Academy, pay overdue fees, submit a clearance form within 30 days from the date on which the decision on removal from the list of students became final.

§ 36. [Resumption of studies]

1. A person removed from the list of students may resume studies in the academic year starting in the calendar year subsequent to the year of removal.
2. Resumption of studies is not possible for a person removed from the list of students in the first year of first-cycle studies.
3. The consent to resume studies is given by the rector at the request of the person concerned, on the basis of the justification of the request and the possibility of ensuring the continuation of studies.
4. The condition for resumption of studies is passing a qualifying examination. The scope of the examination is determined by the relevant dean.
5. Studies are resumed at the study year subsequent to the last completed one.
6. The student who resumed his/her studies shall follow the current study curriculum, therefore, he/she is obliged to make up the curriculum differences determined by the dean.
7. The studies may be resumed if no more than 5 years passed from the date of the decision on being removed from the list of students.
8. The right to resume studies is not granted to a person who was removed from the list of students due to the disciplinary penalty of expulsion from the Academy.

Chapter VI - Leaves from classes

§ 37. [Long-term leave]

1. A student is entitled to a long-term leave in the event of:
 - 1) long-term illness,
 - 2) pursuing studies at another higher education institution,
 - 3) other important circumstances recognized by the dean.

2. The right to leave referred to in sec. 1 shall be granted also to a pregnant student or a parent student. Leave for a pregnant student or a parent student shall not be refused.
3. Dean grants the leave at a written, motivated request from the student, submitted before the beginning of the term. A student who is a parent may submit the request for the leave referred to in sec. 1 within one year from the date of the child's birth.
4. In particularly justified cases, the student may be granted a leave after the deadline, referred to in sec. 3, if the leave's cause appeared after the beginning of the term. The leave granted during a term is treated as the leave from the beginning of a given term.
5. The total period of leaves granted during the course of the study level, excluding short-term leaves, amounts to a maximum of two terms. In particularly justified cases, the rector may grant leave for a maximum of two more terms.
6. During the leave, the student retains the student's rights, but the entitlement to financial support during this period is governed by separate regulations.
7. By granting the leave referred to in sec. 1 and 2, the dean may grant the student permission to take part in verification of the achieved learning outcomes specified in the study curriculum and define the scope of the verification.
8. Having the leave granted, the planned date of graduation changes accordingly.
9. After returning from the leave, the student follows the study curriculum in force at the time of return. If necessary, the dean establishes in writing the curricular differences and the deadlines for making up for them.
10. Student returning from a long-term leave is obliged to report his/her return by the 14th day of the term in which he resumes his/her studies. Failure to report the return is considered as failure to take up studies and constitutes a basis for removal from the list of students.

§ 38. [Short-term leave]

1. The dean, at the student's request, for important reasons, may grant the student a short-term leave not exceeding one month.
2. For short-term leaves the deadline for making up the curriculum differences shall be agreed with the teachers.
3. Student may be granted a short-term leave no more than once per term.
4. Short-term leave may be granted only for the classes. It is not possible to grant a short-term leave for the time of the examination session.

Chapter VII - Completion of studies

§ 39. [Conditions for completing the studies and taking diploma examinations]

1. The condition for completion of studies is:
 - 1) acquiring credits for all subjects required in the study curriculum of a given field of study / major;
 - 2) fulfilment of other requirements specified in the study curriculum;
 - 3) acquiring the number of ECTS points required in the study curriculum necessary to complete studies at a given level;
 - 4) receiving a positive grade for the diploma thesis - in the case of second-cycle studies, and in the case of first-cycle studies if required in the study curriculum;
 - 5) passing the diploma examination.
2. Completion of studies takes place upon passing the diploma examination.

3. The detailed scope, form and rules of diploma examination: conducting the diploma examination as well as preparation and evaluation of the diploma thesis are determined by the dean by a separate decision.

§ 40. [Diploma thesis]

1. Bachelor's or master's thesis may include:
 - 1) preparing an artistic piece of work;
 - 2) preparing a demonstration lesson;
 - 3) preparing a written (theoretical) work related to the field of study.
2. An artistic piece of work or a demonstration lesson should be recorded on a medium that enables its reproduction and analysis by the examination committee. Detailed technical requirements for the preservation of artistic pieces of work are specified in the rules of submitting diploma theses in a given field of study.
3. The diploma thesis may be prepared by more than one student, as long as it is possible to identify the individual contribution of individual students to its creation.

§ 41. [Thesis supervisor]

1. The written bachelor's thesis shall be prepared by student under the guidance of the supervisor - academic teacher with at least a doctoral degree. In justified cases, the dean may authorize an academic teacher with a master's degree to perform the function of a supervisor, provided that an additional supervisor of the preparation of a diploma thesis - an academic teacher holding at least a doctoral degree - is appointed.
2. The written master's thesis is prepared by student under the guidance of the supervisor - an academic teacher with at least a doctoral degree.
3. The preparation of the artistic piece of work as a diploma thesis is supervised by the academic teacher of the main subject.
4. The supervisor is selected no later than before the beginning of the diploma year, unless the study curriculum provides otherwise.
5. At the student's request, the dean may change the supervisor.

§ 42. [Submission of the written diploma thesis]

1. The deadline for submitting the written diploma thesis is 30 September.
2. The condition for receiving approval for the written diploma thesis to be defended is its acceptance by the supervisor.
3. Written diploma thesis shall be submitted in paper and electronic versions.
4. Before the diploma examination, the written thesis is checked by the supervisor with the use of the Uniform Anti-Plagiarism System.

§ 43. [The final grade on the diploma thesis]

1. The thesis supervisor and at least one reviewer evaluate the thesis according to the scale specified in § 26 sec. 1 of the Regulations.
2. The reviewers of the diploma theses are appointed by the dean.
3. In the event that one of the grades issued is unsatisfactory, the dean appoints an additional reviewer. The work receives a positive grade, if the additional reviewer evaluated the work with at least a satisfactory grade.
4. The grade for the thesis is determined according to the scale specified in § 26 sec. 1 of the

Regulations based on the arithmetic mean of the points awarded, rounded to the whole number. Detailed rules for the evaluation are set in the rules of the diploma examination process in a given field of study.

§ 44. [Diploma commission]

1. The diploma examination takes place in front of at least a three-person diploma committee appointed by the dean. It is allowed to appoint several diploma commissions to evaluate different components of the diploma thesis.
2. The diploma commission includes an academic teacher under whose supervision the thesis has been prepared.
3. The dean chairs the diploma examination committee or appoints another chairman.

§ 45. [Diploma examination]

1. The condition for graduating from studies and obtaining a diploma of higher education is: obtaining credits for all the subjects included in the study curriculum (completing studies without defending the degree, i.e. *absolutorium*), passing the diploma examination, positive grade for the diploma thesis. Completing studies without defending the degree (getting the *absolutorium*) is confirmed by the dean.
2. The student is required to pass the diploma examination and obtain credits for the subjects included in the study curriculum no later than by 31 October of the calendar year in which he or she completed the subjects included in the study curriculum.
3. In fortuitous events, upon the student's written request, the dean may make a decision to prolong this deadline, but no more than until the end of the calendar year in which the *absolutorium* was obtained.
4. The diploma examination may take place in stages.
5. Artistic diploma examinations are open to the public.
6. The defence of a written thesis may be open at the request of the graduate or the supervisor. Then, the right to ask questions is also granted to persons from outside the examination committee.
7. The course of the diploma examination shall be documented and the protocol shall be attached to the student's personal records.
8. In the event of an unsatisfactory grade for the examination or unjustified failure to take the diploma examination, the dean, in consultation with the head of the department or the head of the division, schedules the second, final examination date.

§ 46. [Final grade for studies]

1. The basis for calculating the final grade for studies entered in the diploma are:
 - 1) arithmetic mean of all grade points received during the studies,
 - 2) grade points for the performed or presented artistic work or written work,
 - 3) grade points for the defence of a written work or an artistic work.

2. The final grade for studies is calculated according to the rules established by the dean for a field of study or a major, taking into account the grade points scale:

grade points	descriptive grade
25	very good with honours
24	
23	very good
22	
21	
20	good plus
19	
18	good
17	
16	
15	satisfactory plus
14	
13	satisfactory
12	
11	

3. The decision regarding the final grade for studies is made by the dean.

§ 47. [Diploma of higher education]

After completing the study curriculum and passing the diploma examination, the student receives a diploma of higher education and a supplement, and obtains the appropriate professional title. A student may apply for the English version of the diploma and diploma supplement.

Chapter VIII - Awards and distinctions

§ 48. [Prizes and awards]

1. On the terms set out in separate regulations, students with outstanding academic performance or significant artistic achievements may be awarded:
 - 1) scholarships from the fund referred to in Art. 420, sec. 1 of the Act,
 - 2) awards or distinctions from the rector of the Academy
 - 3) distinctions awarded by the dean.

Chapter IX - Resolving student matters

§ 49. [Decisions]

1. Students' individual matters relating to the course of studies shall be resolved by administrative decisions and verdicts of the dean, upon the student's written request or on his/her own initiative.
2. The requests referred to in sec. 1, shall be submitted by student to the relevant faculty office.

3. The dean's administrative decisions and verdicts concerning individual matters of students may be appealed against to the rector. The rector's decision is final.
4. Individual matters of students referred to in sec. 1 shall be resolved by the dean through a written decision, which may have the form of an annotation on the student's request, containing at least the content of the decision, the date of issuance and the dean's signature.
5. Decisions and verdicts that do not require the rector's authorization in students' individual matters specified in these Regulations may be resolved on behalf of the dean by the vice-dean delegated by the dean.

Chapter X - Interim provisions

§ 50. [Application of the Regulations]

1. These Regulations apply to all students of the Academy, regardless of the date of commencement of studies, with the exception that the current grading scale is used for students who started their studies from the academic year 2022/23.
2. For the proceedings initiated and not completed before the date then this act became effective, the previous Regulations shall apply.