

RESOLUTION No. 10/2021
THE SENATE OF THE KRZYSZTOF PENDERECKI
ACADEMY OF MUSIC in Krakow
of 25 March 2021

on the Postgraduate Studies Regulations
at the Krzysztof Penderecki Academy of Music in Krakow

Acting on the basis of § 74 sec. 4 of the Statute adopted by Resolution No. 21/2019 of 9 July 2019, as amended, the Senate of the Academy of Music in Krakow hereby orders:

§ 1

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

§ 2

1. The following are repealed:
 - 1) Postgraduate Studies Regulations of the Academy of Music in Krakow introduced by the Resolution No. 10/2016 of the Senate of 10 April 2016, as amended,
 - 2) Resolution No. 9/2016 of 20 April 2016 on the introduction of guidelines for plans and programmes of postgraduate studies and skills improvement courses at the Academy of Music in Krakow, as amended,
 - 3) Postgraduate Pedagogical Studies Regulations introduced by Resolution No. 34/2020 of 9 September 2020.
2. The resolution comes into force on the day of its adoption.

§ 3

From the academic year 2021/2022, the administration of postgraduate studies is carried out by the Faculty Office with the support of the Teaching Office and the Bursary, in accordance with the provisions of the organizational regulations.

§ 4

The content of the Resolution is published in the Public Information Bulletin of the Krzysztof Penderecki Academy of Music in Krakow in the tab: Prawo uczelniane/ Uchwały Senatu/ 2021 (Academy law/ Resolutions of the Senate/ 2021).

Rector

prof. dr hab. Wojciech Widłak

Postgraduate Studies Regulations of the Krzysztof Penderecki Academy of Music in Krakow

§ 1 General provisions

1. Postgraduate studies at the Krzysztof Penderecki Academy of Music in Krakow, hereinafter referred to as the Academy, are conducted in accordance with the programme of postgraduate studies adopted by the Senate on the basis of a project prepared by the relevant faculty council and in accordance with these regulations.
2. The students are required to comply with the provisions of these Regulations.

§ 2 Organization and programme of postgraduate studies

1. Postgraduate studies at the Academy last at least two semesters and enable obtaining partial qualifications at the 6th, 7th or 8th level of the PQF. The number of semesters is determined by the study programme.
2. The programme of postgraduate studies defines the learning outcomes for partial qualifications, taking into account the characteristics of the second degree of PQF at the 6th, 7th or 8th level of the PQF, specified in the regulations issued on the basis of Art. 7 sec. 3 and 4 of the Act of 22 December 2015 on the Integrated Qualifications System and enables obtaining at least 30 ECTS points.
3. The programme of postgraduate studies should include in particular: the name of postgraduate studies, the learning outcomes of postgraduate studies and the methods of verifying and documenting them.
4. Classes at postgraduate studies may be conducted through distance learning methods and techniques.

§ 3 Head of postgraduate studies

1. Postgraduate studies are managed by the head of studies appointed by the rector from among persons with appropriate education and qualifications.
2. The head of studies is responsible for all matters related to the didactic and organizational activities of postgraduate studies.
3. The tasks and powers of the head of postgraduate studies include in particular:
 - 1) developing a schedule of postgraduate studies; in justified cases the schedule may be modified,
 - 2) supervision over the implementation of the postgraduate studies programme,
 - 3) maintenance of the professional level of studies and the quality of teaching.
4. Keeping, preparing and retaining records related to postgraduate studies, in particular drawing up certificates related to studies, signing contracts with persons conducting classes is the responsibility of designated administrative employees of the academy.

§ 4 Recruitment

1. Only a candidate who has a full qualification at least at the 6th level obtained in the higher education system, i.e. who has completed first-cycle studies, may become a student of postgraduate studies at the Academy. Detailed rules are specified in the studies programme and in the admission rules.
2. The rules of recruitment and the dates of entrance examinations for postgraduate studies are determined by the head of studies in consultation with the dean.
3. A candidate for postgraduate studies registers using the electronic system.

4. During the electronic registration, the candidate shall fill in the recruitment form and upload his/her photo.
5. The decisions on qualification and admission to postgraduate studies are made by a committee appointed by the head of postgraduate studies.
6. The candidate for studies is notified of the result of the qualification procedure electronically to the e-mail address indicated in the electronic registration process.
7. On the day of beginning of postgraduate studies, the student submits copies of documents declared in the recruitment questionnaire (along with the originals) to the faculty office for authentication.
8. In addition to the documents listed above, on the day of beginning of postgraduate studies, the student:
 - a) confirms that he has read the Regulations of postgraduate studies at the Krzysztof Penderecki Academy of Music in Krakow,
 - b) agrees to make timely payments for postgraduate studies,
 - c) submits the statement of authorization to reproduce physical likeness by the academy for promotional purposes.

§ 5 Fees

1. Postgraduate studies at the Krzysztof Penderecki Academy of Music in Krakow are fee-paying.
2. Students are required to pay their fees in a timely manner.
3. The amount of fees for postgraduate studies is specified in a separate rector's ordinance on the amount of fees for educational services.
4. The fee for postgraduate studies is fully refundable if the student submits a written resignation from studies before the beginning of classes.
5. The fee for each semester is not refundable if the student submits a written resignation after the semester has started or is removed from the list of students during the course of studies.
6. In the event of withdrawal from studies due to a difficult life situation, the rector may agree to refund or reduce the tuition fee at the student's request.
7. For students who interrupted their studies due to a difficult life situation, the provisions set out in §5 section 6 and §8 section 5 of these regulations apply.
8. The postgraduate studies will open only if the appropriate number of candidates apply, which is determined by the rector to ensure the self-financing of studies.

§ 6 The course of studies and the grading scale

1. Classes are divided into semesters or other periods specified in the relevant programme of study.
2. At the beginning of each semester, the teacher informs the students about the study curriculum, and the form and way of obtaining credits.
3. The grades for passing courses and examinations are awarded according to the following grading scale:
 - very good plus 5.5 A
 - very good 5.0 B
 - very good minus 4.75 B
 - good plus 4.5 C
 - good 4.0 C
 - good minus 3.75 D
 - satisfactory plus 3.5 D
 - satisfactory 3.0 E
 - unsatisfactory 2.0 F
4. It is possible to obtain credits for a course without a grade in cases specified in the programme of postgraduate studies.
5. In the event of failure to pass the course, or failure to take the examination or lack of attempt to obtain credits within the (basic) date set by the teacher, the student has the right to take one resit examination.

6. The documentation of the course of study is recorded in the Nesos electronic system of the Academy of Music in Krakow. The rules are specified in a separate rector's ordinance.
7. The courses can be registered with an attendance list.
8. The final result for studies is the arithmetic mean of the grades obtained during the entire period of studies. The result of studies is entered on the diploma of graduation from postgraduate studies in accordance with the following principle:
 - 5.21 - 5.50 very good with honours
 - 4.71 - 5.20 very good
 - 4.21 - 4.70 good plus
 - 3.71 - 4.20 good
 - 3.21 - 3.70 satisfactory plus
 - up to 3.20 satisfactory.

§ 7 Completion of studies

1. Postgraduate studies end in accordance with the programme of postgraduate studies.
2. If the programme of study requires a student to sit a Final Examination, it is conducted by a committee appointed by the head of studies. If the programme of study requires a student to prepare a final work, the commission consists of the supervisor and the reviewer. The final work can be experimental, theoretical or artistic.
3. If the programme of study requires a student to prepare a final work, it shall be submitted in an electronic version in the faculty office together with the supervisor's written approval and a signed statement which can be found in Appendix 1 of these Regulations.
4. In the event of failure to take the examination or receiving an unsatisfactory grade, the student has the right to resit the examination within one month from the date of the first exam. In justified cases - at the student's request - this period may be extended by the head of studies.
5. It is allowed for a written final thesis to be authored by a maximum of two people. If the final work is prepared by two people, the final examination grade may vary.
6. The final grade for studies is the arithmetic mean of the grades received during the entire period of studies. If the studies require the student to sit a final examination or prepare a final thesis, it may be a component of the final grade for studies. The rules for calculating the final grade for studies in such a case are specified in the programme of study. The result is rounded to two decimal places. The grade for studies shall be entered on the diploma of graduation from postgraduate studies in accordance with the principle specified in § 6 section 8.
7. The condition for completion of postgraduate studies is obtaining the learning outcomes specified in the programme of these studies, passing exams and defending the final work or passing the final exam, if provided for in the programme of postgraduate studies.
8. After graduation, a graduate receives a diploma of completion of postgraduate studies according to the template approved by the resolution of the Senate of the Academy of Music in Krakow.
9. A student is obliged to pass the diploma examination and obtain credits for the subjects provided for in the programme of study no later than 3 months after the end of the course.

§ 8 Removal, resumption of studies

1. A postgraduate student is removed from the list of students in the case of:
 - 1) resignation from studies,
 - 2) failure to pass the required exams on time,
 - 3) being punished with 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, if provided for in the programme of study,
 - 2) failure to obtain credit for a study term or a study year by the deadline specified,
 - 3) failure to pay tuition fees.

3. Removal from the list of students shall be made by an administrative decision. The decision on removal from the list of students is made by the head of studies. The decision on removal from the list of students may be appealed against to the rector, within 14 days from the date of delivery of the decision on removal.
4. A person removed from the list of students is obliged to settle accounts with the academy, pay overdue fees, and submit a clearance form within 30 days from the date on which the decision on removal from the list of students became final.
5. A person removed from the list of students has the right to resume studies within 2 years from the date of removal, on condition of submitting a written application and obtaining the consent of the head of studies, and if the studies open. The rules for resuming studies are determined by the head of studies.

§ 9 Final provisions

1. For the sake of the high level of teaching, an anonymous survey may be conducted among students regarding the professional and organizational level of postgraduate studies.
2. To all matters not settled herein, decisions of the head of studies shall apply.
3. Decisions made in individual cases may be appealed against to the rector within 14 days of the date of delivery of the decision.

Krakow, on

Name and surname :

Name of postgraduate studies:

DECLARATION

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