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Appendix No. 1 to Resolution No. 130/VI/2026
of the Senate, 27.04.2026

Consolidated text

RULES OF STUDY

at STEFAN BATORY ACADEMY OF APPLIED SCIENCES

Skierniewice, April 2026

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I. GENERAL PROVISIONS

§ 1

1. Studies at Stefan Batory Academy of Applied Sciences, hereinafter referred to as ANSB or the Academy, shall be conducted based on applicable regulations, in particular:
 - the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the "Act";
 - the Statute of ANSB, hereinafter referred to as the "Statute";
 - the Rules of Study at ANSB, hereinafter referred to as the "Rules".
2. The Rules shall apply to full-time and part-time first-cycle, second-cycle and long-cycle studies provided by ANSB.
3. The Rector shall be the superior and guardian of all students of the Academy.
4. The Dean is the person immediately in charge of students of a given faculty.
5. Any issues concerning order and modes of the course of studies at ANSB not covered by these Rules are determined and established by the Rector of ANSB.

§ 2

Terms used in the Rules shall have the following meaning:

- a) Faculty – an organisational unit of the Academy that may organise and carry out teaching and learning activities in fields of study belonging to at least two academic disciplines;
- b) Dean of Faculty – hereinafter referred to as the Dean – a person in charge of the Faculty;
- c) The Faculty Council – Dean's advisory body composed of:
 1. the Dean (head of the council);
 2. Pro-Rector for Education;
 3. Heads of Institutes;
 4. representative of the Student Support Office;
 5. Students' representative;
 6. the Careers Office representative;
- d) Institute – an organisational unit in charge of organising didactic activities of teachers within the framework of at least one scientific discipline;
- e) thesis/project supervisor – an academic teacher holding a minimum of a doctoral degree, employed in the position of a lecturer, unless the education standard provides otherwise, who supervises a student's diploma thesis or a diploma project;
- f) course – a component of a study programme that encompasses various didactic forms under a common name, with an assigned number of ECTS credits and learning outcomes;
- g) course leader – a person appointed by the Head of the Institute, conducting classes within the course, responsible for designing the course syllabus, specifying the conditions for completing a course and obtaining credits as well as monitoring and verifying the learning outcomes assigned to a given course;
- h) diploma seminar - master's seminar, and in the case of first-cycle studies, bachelor's or engineering seminar, if it is provided for in the study programme;

- i) diploma thesis – master's thesis, and in the case of first-cycle studies, bachelor's or engineer's thesis, if it is provided for in the study programme;
- j) diploma project – a project of solving a practical problem or a technical or artistic achievement, which is a condition for completing a BA or an engineering degree;
- k) grade – a measurable description of the evaluation results; positive or negative, as referred to in §36(2);
- l) course grade –the grade awarded on the first date or on the second (re-sit) date after the completion of the course, in accordance with the provisions of §36(2)-(6);
- m) learning outcomes - the learning achievements referred to in the Act of 22 December 2015 on the Integrated Qualifications System, understood as the knowledge, skills and social competences acquired by the student.

§ 3

1. Matters related to the course of study shall be at first instance resolved by the Dean.
2. The Dean shall decide on individual matters of the student that are not set forth in these Rules.
3. The Rector shall be the appeal authority in all matters covered by these Study Rules.
4. The student may appeal against the Dean's decision to the Rector within 14 days from the date of delivery of the decision. Appeals to the Rector should be submitted through the Dean. Documents or opinions justifying the appeal must be attached to the appeal. The Dean expresses his/her opinion in writing on the subject of the appeal. The appeal with the opinion and attachments is forwarded to the Rector for consideration by the Dean within 7 days from the date of submission of the appeal.
5. If the Dean decides that the appeal deserves to be upheld in its entirety, he/she may, within 7 days from the date of submitting the appeal, change the decision to which the appeal relates, without referring the matter to the Rector.

§ 4

1. Faculty Council shall:
 - a) adopt study programmes in accordance with the conditions for conducting studies in a given field of study, level and profile, including the guidelines specified by the Senate;
 - b) set out rules governing students' obligation to attend specific types of classes;
 - c) determine the scope and conditions for conducting courses in a foreign language, tests of knowledge or skills and diploma examinations, and the preparation of diploma theses / diploma projects in a foreign language;
 - d) set out the maximum number of teaching hours and examinations per academic year;
 - e) establish the minimum grade point average required during the course of studies, allowing students to apply for an individual study plan and study programme;
 - f) specify the conditions of admissibility and the procedure for resolving the student's appeal against the refusal to award credit for a course referred to in §38 of these Rules;
 - g) establish the required format of the diploma thesis/diploma project, subject to §51(1)-(2);
 - h) determine the procedure for conducting public defence of the thesis.
2. The Faculty Council may:

- a) specify the maximum number of cases of repeating a term/year in the fields of study offered at the Faculty;
- b) define the binding sequence of courses in particular fields of study;
- c) indicate compulsory courses, without which the student cannot be registered for the next term/year of study, regardless of the number of credits he/she has obtained;
- d) due to special circumstances, introduce ad hoc changes to the study plan, resulting in a change in the number of ECTS credits required for a given term/year;
- e) establish rules for transferring students from full-time to part-time studies or vice versa, separate from those provided for in §21 herein, applicable in the entire Faculty or in individual fields;
- f) determine rules for the recognition of courses other than those provided for in §25 herein;
- g) approve the ECTS credit conversion ratio for individual fields of study where student exchange with domestic or foreign universities does not ensure equivalence of student learning outcomes;
- h) specify rules for crediting the course towards a further course of studies other than those provided for in §35(8)-(9) herein;
- i) determine rules for obtaining credits and taking exams other than those provided for in §35(10) herein;
- j) specify additional forms of student's thesis that meet the requirements of a diploma thesis / diploma project other than those provided for in §51(1)-(2);
- k) extend the period of study break referred to in §52(7), entitling the student to be exempt from compensating for differences in the study programme;
- l) establish a form of the diploma examination different than the one specified in §54(6) of these Rules.

§ 5

1. Part-time studies are subject to tuition fees.
2. Students are required to pay fees for educational services listed in Article 79(1) of the Act and other fees listed in Article 79(2) thereof.
3. The amount of the fees referred to in § 2 is set out in separate Regulations and Rector's Orders.
4. The rules governing payment for educational services, as well as the rules and procedure for granting fee reductions, are specified in Regulations issued by the Rector.
5. Information on the level of fees for educational services and on the costs incurred to the extent necessary for the provision of such services is published on the ANSB website.

§ 6

1. The students of the Academy constitute the Students' Union.
2. The Students' Union operates through its bodies, including the Chairperson and the governing body.
3. The Students' Union is the sole representative body of all students of the Academy.
4. The governing body of the Students' Union adopts the Regulations of the Students' Council, specifying the organisation and operation of the Students' Union and the

procedure for appointing representatives to university bodies and the electoral committee.

5. The Regulations enter into force upon confirmation by the Rector of their compliance with the Act and the Statute of ANSB, within 30 days from the date of submission.

§ 7

The Students' Union bodies participate in decision-making on matters relating to the teaching and learning process in accordance with the provisions of the Statute and these Study Rules.

§ 8

1. Exceptionally gifted upper-secondary school pupils may participate in teaching and learning activities provided within a given field of study.
2. Pupils are required to submit an application to the Dean of the relevant Faculty to participate in classes offered within a chosen field of study consistent with their abilities.
3. The decision on a pupil's participation in classes is made by the Dean of the relevant Faculty, following a recommendation from the headteacher of the pupil's school and, in the case of minors, with the consent of their parents or legal guardians.
4. Pupils admitted to participate in classes are entitled to use the Academy's teaching rooms and facilities, as well as to receive support from its staff and governing bodies. They may also participate in activities of the student scientific movement.
5. Pupils are required to comply with the rules and regulations in force at the Academy.
6. Completion of classes is governed by the principles set out in these Rules and is recorded in the Pupil's Transcript of Academic Progress. The Faculty Council may establish an individual procedure for awarding credit for courses completed by pupils.
7. Pupils are not issued with a student identity card or examination card.
8. Upon completion of the programme, the pupil receives a certificate of participation in classes, together with a list of completed courses and achieved learning outcomes.
9. In the event of withdrawal from participation in the programme, the pupil is required to submit a written resignation, which in the case of minors must be countersigned by their parents or legal guardians.

II. RIGHTS AND OBLIGATIONS OF THE STUDENT.

AWARDS AND DISTINCTIONS

§ 9

1. A person admitted to the Academy commences their studies and acquires student rights upon taking the oath specified in the Statute.
2. Students have the right to:
 - a) obtain recognition of prior learning and the transfer of credits under the European Credit Transfer and Accumulation System (ECTS);
 - b) study in accordance with an individual study plan (ISP) and individual study programme;
 - c) justify absences from classes, apply for course leave, apply for academic leave, and undergo verification of achieved learning outcomes specified in the study programme;
 - d) transfer between fields of study;
 - e) transfer between full-time and part-time study modes;

- f) take an examination before an examination board with the participation of an observer indicated by the student;
- g) repeat selected courses due to unsatisfactory learning outcomes, under the conditions set out in these Rules.

§ 10

1. Students with a recognised disability or who are in a specific medical condition are entitled to:
 - a) adjustments to their studies, including in particular an individual organisation of studies;
 - b) reasonable accommodations in the teaching and learning process;
 - c) priority in course registration and in the allocation of class groups;
 - d) support in obtaining teaching materials and equipment necessary for their studies;
 - e) use of assistive devices during classes to support the learning process, including recording equipment;
 - f) individual academic consultations;
 - g) adjustments to methods of assessing learning outcomes in line with individual needs arising from disability or specific medical conditions.
2. In particularly justified cases, the Dean may authorise the presence of a disability support assistant during classes.
3. Students with a recognised disability or in a specific medical condition may apply for a disability support scholarship and for assistance from the Accessibility Coordinator.

§ 11

1. Students are required to act in accordance with the oath, these Rules, and other provisions binding at ANSB.
2. Students are required to:
 - a) act in accordance with the oath, the Statute, and these Study Rules, and in particular to uphold student dignity and the good name of the Academy;
 - b) actively participate in teaching and learning activities and diligently acquire the knowledge and skills provided for in the study programme;
 - c) take advantage of learning opportunities offered by ANSB;
 - d) observe academic etiquette and appropriate standards of conduct; e) take care of University property;
 - e) comply with fire safety and health and safety regulations.
3. Students are required to:
 - a) participate in teaching and learning activities in accordance with these Study Rules;
 - b) obtain credits and sit examinations in a timely manner, complete mandatory placements, and fulfil all obligations specified in the study plan and study programme.
4. Students must notify the Student Support Office without undue delay, and no later than within 30 days of the occurrence of the relevant circumstances, of any change of name, address, telephone number, email address, or financial status that may affect eligibility for or the scope of financial support.
5. Students are not permitted to participate in classes under the influence of alcohol, drugs, or other intoxicating substances; failure to comply may result in disciplinary action.

6. Students are required to notify the Student Support Office without undue delay of their decision to withdraw from their programme.
7. The notifications referred to in paragraphs 4 and 6 shall be made in writing, on pain of invalidity.

§ 12

1. Students are obliged to obtain credits and sit examinations in a timely manner and fulfil all the obligations specified in the plan of studies and in the study programme.
2. Absence from compulsory classes may be excused on the basis of a medical certificate confirming temporary incapacity to participate in classes, or on other credible grounds recognised by the course tutor.
3. Absence must be excused immediately after the circumstances justifying the absence have ceased to exist.
4. The course tutor may refuse permission to make up for missed coursework, or may specify a procedure different from that provided for in the study programme, in particular where making up the missed work would require the organisation of additional classes. The course tutor shall inform students of such conditions during the first class of the course.

§ 13

A student participating in the activities of a student research group may, on this basis, obtain credit for learning outcomes provided for in the study programme for a given course, where these outcomes are thematically related to the scope of the student's work within the group. Decisions in this matter are made by the Dean on the basis of an opinion issued by the relevant course tutor and the academic supervisor of the student research group.

§ 14

1. First-year students are assigned year tutors. Year tutors are appointed by the Dean from among experienced academic staff and operate under the Dean's supervision. A year tutor is appointed for the entire duration of the study cycle of a given cohort.
2. Year tutors introduce students to the Study Rules. Their duties also include providing assistance to students in matters related to the course of studies, taking into account the accessibility of the learning and teaching process.
3. First-year students shall be required to attend compulsory training sessions organised by the Academy.
4. The training referred to in paragraph 3 shall include, in particular:
 - a) training on student rights and obligations;
 - b) health and safety training;
 - c) library training;
 - d) academic integrity training;
 - e) training on anti-discrimination principles and the applicable anti-discrimination procedures in force at the Academy.
5. The Academy may introduce additional compulsory training sessions where required by applicable law or organisational needs.

§ 15

1. Students who achieve outstanding academic results may be awarded:
 - a) Rector's awards and distinctions of the College;
 - b) congratulatory letter from the Rector;
 - c) Dean's awards and distinctions;
 - d) prizes funded by legal and natural persons.
2. Applications for the Rector's award may be submitted by the Rector, Pro-Rector(s), Deans, Heads of Institutes, or Students' Union bodies.

§ 16

1. In fields of study where the study programme provides for the possibility of selecting a specialisation module, students have the right to choose one module.
2. The Dean may limit the right to select a specialisation module if the number of applicants is too small and exceeds the unit's teaching capacity. The Faculty Council determines the minimum number of students required to run a given module.
3. With the consent of the Dean and following consultation with the Head of the Institute, a student may select an additional specialisation module within the same field of study.
4. Undertaking studies within an additional specialisation module may take place provided that the student fulfils all obligations related to the primary module and achieves a grade point average of at least 4.5 in the current course of studies.
5. The Dean may withdraw consent for studies in an additional specialisation module in the event of failure by the student to fulfil obligations related to the primary module.
6. The Dean may refuse admission to an additional specialisation module on organisational grounds.
7. By granting consent for the student to undertake a second parallel specialisation module, the Dean approves an individual study plan (ISP) in accordance with §30. The Dean determines the list of courses in which the student is required to sit examinations and obtain credits for both modules in a given term.
8. In the case of completion of two specialisation modules, the student prepares one diploma thesis/diploma project under the supervision of one thesis supervisor, in accordance with §§50–54, and sits one diploma examination. The diploma thesis/diploma project should relate to both the primary and additional modules.
9. In the case referred to in paragraph 8, the graduate is awarded one graduation diploma.
10. In the case of studies in two modules, the grade point average includes all examinations and credits obtained in each module.

§ 17

Students who have lost or have had their student rights suspended are required to settle all outstanding liabilities towards the Academy.

III. RECRUITMENT AND ADMISSION

§ 18

1. Admission to studies is carried out through:

- a) recruitment procedures;
 - b) recognition of prior learning outcomes;
 - c) transfer from another higher education institution, including a foreign institution.
2. Admission to studies takes place in accordance with the terms and procedure of recruitment adopted by the Senate.
 3. A person admitted to studies commences their studies and acquires student rights upon taking the oath. The taking of the oath is confirmed by the student's signature.
 4. The document confirming the student's status is the electronic student ID card (ESC).
 5. The conditions for undertaking studies by foreign nationals are set out in separate regulations.

§ 19

1. Students have the right to change their field of study upon obtaining the Dean's consent.
2. A change of field of study takes place after completion of the academic year or semester in which the student commenced their studies.
3. By granting consent for a change of field of study, the Dean shall determine the procedure and deadlines for compensating for differences in the study programme, taking into account the learning outcomes achieved by the student.
4. For a student admitted through recognition of prior learning outcomes, where at least one course included in the study programme has been recognised, the Dean shall establish an individual study programme (ISP), including a study plan, and appoint a tutor.
5. The tutor must hold at least a doctoral degree.
6. The tutor and the student shall prepare a study plan timetable.
7. The timetable may provide for exemption from specific courses or the awarding of credits for courses, as well as set individual deadlines for obtaining credits and sitting examinations, based on participation in classes, involvement in academic research, or self-study.
8. The timetable is approved by the Dean.

§ 20

1. Students may be admitted to an additional field of study from the first year, in accordance with §18(1).
2. Major and minor programmes of study are conducted independently of one another and are subject to all provisions of these Rules.

§ 21

1. In justified cases, with the consent of the admitting Dean, a student enrolled in the same or a related field of study may transfer from full-time to part-time studies, and vice versa.
2. In the case of the transfer referred to in paragraph 1, the Dean shall determine the procedure and deadlines for compensating for differences in the study programme, based on the learning outcomes achieved by the student.

§ 22

1. An ANSB student may transfer to another higher education institution provided that they have fulfilled all obligations towards ANSB, confirmed by a clearance card in the information system supporting the course of study. A student may transfer to another higher education institution after settling all fees related to the course of study. A student who has completed at least one semester (or, in the case of annual settlement, one academic year) at ANSB may obtain from the Dean information concerning the course of their studies.
2. A student of another higher education institution may transfer to ANSB, to the same or a related field of study, with the consent of the Dean of the receiving Faculty. The student should have completed at least one semester/year of studies. The basis for transfer is the submission of an application for transfer, a transcript of studies (including grades and ECTS credits), and obtaining consent from the Dean of the home institution for transfer.
3. By granting consent for admission, the Dean shall determine the procedure and deadlines for making up differences resulting from the study programme, taking into account the learning outcomes achieved by the student.
4. The provisions of paragraphs 2 and 3 shall apply mutatis mutandis to students transferring from a foreign higher education institution to ANSB.

§ 23

1. A person who has been removed from the student register after completing the first or a subsequent year of studies at ANSB may apply for readmission to the same or a related field of study.
2. A person who has been expelled from ANSB may apply for readmission to the Academy in the same or a related field of study, provided that the disciplinary penalty has been expunged in accordance with separate regulations.
3. Readmission may be granted only in exceptional circumstances and only to persons who have previously studied at the Academy, provided that no more than three years have elapsed from the date on which the decision to remove the person from the student register became final.
4. Readmission is not possible where the Academy no longer offers the relevant field of study.
5. Readmission may be granted only to a specific field of study and under the study programme in force at the time of readmission.
6. Where differences exist between the previously completed and current study programmes, the student is required to make up those differences, irrespective of the number of semesters previously completed. The purpose of making up such differences is to ensure that the student achieves all learning outcomes specified in the current study programme. The decision on readmission is made by the Dean at the student's request. Upon readmission, the Dean determines the semester or year of study to which the student is admitted, as well as the deadlines and arrangements for making up any differences in the study programme, taking into account the learning outcomes previously achieved by the student.
7. The Dean may grant consent for readmission to a given field of study only once.

§ 24

Decisions concerning a change of field of study or transfer to another higher education institution should be made before the beginning of the semester or academic year for which the student is to be registered. A decision concerning a change of field of study after the commencement of the semester or academic year may be approved by the Dean only in exceptional circumstances and after taking into account the specific requirements of the teaching and learning process.

§ 25

1. In the following cases:

- a) repetition of an academic year;
- b) change of field of study;
- c) readmission to studies;
- d) return to studies following a period of leave;
- e) participation in a student exchange programme in which ANSB participates;
- f) undertaking an additional field of study;
- g) obtaining credit for courses completed in another field of study or at another higher education institution,

the Dean may recognise courses previously completed by the student, together with the grades awarded, learning outcomes achieved, and ECTS credits obtained. Where no final grade has been awarded for a course, the Dean may determine the grade on the basis of grades obtained for the individual course components.

2. In making such a decision, the Dean shall take into account the similarity of the learning outcomes assigned to the course, the absence of significant differences in course content, the form and number of classes, methods of assessment, and the requirements of the teaching and learning process.
3. The Faculty Council may establish alternative rules for the recognition of courses.
4. The provisions of this paragraph do not affect the application of §34.

IV. ORGANISATION OF STUDIES

§ 26

1. The academic year commences on 1 October, ends on 30 September, and is divided into two semesters.
2. The detailed organisation of the academic year at ANSB is determined annually by the Rector, following consultation with the Students' Union. It specifies the duration of examination periods and vacation periods. These arrangements are established by Rector's Order no later than 30 days before the commencement of the academic year.
3. The Rector may designate specific days or hours as Rector's days or hours, during which no teaching and learning activities are scheduled.

§ 27

1. Studies are delivered within a specific field, level and profile of study on the basis of a study programme, which specifies:

- a) learning outcomes as defined in the Act of 22 December 2015 on the Integrated Qualifications System, taking into account the universal characteristics of first-cycle qualifications specified in that Act and the characteristics of second-cycle qualifications specified in regulations issued pursuant to Article 7(3) thereof;
 - b) a description of the learning process leading to the achievement of the learning outcomes;
 - c) the number of ECTS credits assigned to individual courses.
2. Study programmes proposed by the Heads of Institutes are approved by the Faculty Council in accordance with guidelines established by the Senate. A study programme enters into force upon approval by the Senate and following consultation with the competent body of the Students' Union. Where the consultation period specified in the Statute expires without a response, the consultation requirement shall be deemed to have been fulfilled.
 3. Detailed course timetables are determined by the Dean and published no later than one week before the commencement of the semester or academic year. During an academic year, the number of examinations may not exceed eight.
 4. Where the nature of a field of study permits, some learning outcomes included in the study programme may be achieved through online learning delivered using distance-learning methods and techniques, supported by infrastructure and software enabling interaction between students and academic staff.

§ 28

1. The study plan includes a list of courses, including those delivered fully or partially in a foreign language, a list of credits, examinations, placements, the number of ECTS credits, and other teaching obligations required in a given semester.
2. At the student's request, the Dean may permit the preparation of a diploma thesis and/or diploma project in a foreign language. With the Dean's consent, it is also possible to take the diploma examination in a foreign language.
3. The conditions and requirements for obtaining credit for courses, including those delivered fully or partially in a foreign language, shall be specified and communicated to students by the academic teacher during the first class of the course.

§ 29

1. Student work placements are organised and carried out in accordance with:
 - the Student Work Placement Regulations of Stefan Batory Academy of Applied Sciences;
 - framework placement programmes for individual fields of study, defined by the Programme Boards of those fields and approved by the College Councils;
 - detailed placement programmes developed on the basis of the framework placement programmes.
2. Student work placements form an integral part of study programmes and have the status of classes conducted with the direct participation of academic staff (university placement supervisors) or other teaching staff (workplace placement supervisors).

3. Student work placements are assessed with a grade and are assigned ECTS credits. The number of ECTS credits awarded for the completion of work placements is specified in the study programme of a given field of study.
4. Student work placements may be carried out on a continuous basis or on a semester-based basis. The mode of placement is specified in the study programme of a given field of study and depends on the specific nature of the field as well as the characteristics of industries related to that field.
5. The Deans are responsible for the organisation of student work placements within individual Colleges.
6. Academic and teaching supervision over student work placements in a given field of study is exercised by the university placement supervisor for that field, appointed by the Director of the Institute, while the Career Office is responsible for the administrative and formal organisation of placements.

§ 30

1. A student admitted to studies as a result of recognition of prior learning outcomes, who has been awarded credit for at least one course included in the study programme, or a particularly gifted student in the second or higher year of study with a grade point average not lower than that specified by the Faculty Council, may apply for an Individual Study Programme (ISP).
2. The Individual Study Programme (ISP) enables the development of the student's knowledge and skills within the field of study or related fields and, where possible, the student's participation in research or scientific work carried out at ANSB.
3. Decisions on granting an ISP are made by the Dean at the student's request.
4. The ISP is implemented under the supervision of an academic tutor appointed by the Dean. The academic tutor must be an academic teacher holding at least a doctoral degree.
5. The ISP prepared by the student is approved by the Dean in consultation with the academic tutor.
6. The ISP may provide for:
 - a) replacement of certain courses with others, taking into account the requirements of the study programme and ensuring compliance with the learning outcomes specified for the programme; in such cases, the total number of compulsory credits and examinations may not be lower than those required in the standard course of study;
 - b) extension of the learning outcomes specified in the study programme;
 - c) an individual organisation of studies, including the determination of deadlines for obtaining credits, sitting examinations, and completing placements;
 - d) shortening of the period of study while maintaining the learning outcomes specified in the study programme.
7. A student who fails to meet the requirements of the ISP may be directed by the Dean, at the request of the tutor, to continue studies in the standard mode. The student may also withdraw from the ISP on their own initiative. In such cases, the Dean shall determine the deadlines for obtaining missing credits, passing outstanding examinations, and fulfilling other obligations required in the given field of study.

§ 31

1. In particularly justified cases, the Dean may grant a student, at their request, the right to an Individual Organisation of Studies (IOS). This may apply in particular to:
 - a) health-related issues,
 - b) unforeseen events,
 - c) caring for family members with disabilities or dependants;
 - d) temporary study periods outside ANSB;
 - e) work schedules incompatible with class timetables in the case of part-time studies.
2. The Dean grants consent for IOS for a given semester or academic year. For students holding a certificate of severe disability, consent may be granted for the entire duration of studies. A pregnant student and a student-parent are entitled to IOS until completion of their studies in the case of full-time programmes.
3. With regard to IOS, and following consultation with the course tutors responsible for courses included in the study programme, the Dean shall determine individual methods of implementation and assessment of the study plan for a given academic year. IOS does not exempt the student from the obligation to achieve the same learning outcomes or to obtain credits and sit examinations; however, it may allow for annual assessment.
4. Written arrangements resulting from paragraph 3 shall be kept in the student's file.

V. RULES FOR THE EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

§ 32

1. In addition to the assessment of academic performance expressed in grades, the course of studies at ANSB is also evaluated using the European Credit Transfer and Accumulation System (ECTS). The ECTS system is applied across all fields and modes of study.
2. An additional requirement for graduation is the achievement of the specified number of ECTS credits included in the study programme and required for completion of the course of study.

§ 33

1. All courses included in the study programme and offered at ANSB should be assigned ECTS credits. The ANSB educational offer may also include activities not covered by the ECTS system, including physical education classes.
2. The number of ECTS credits assigned to courses is specified in the study programme established by The Senate and approved by the Faculty Council.
3. Students are awarded ECTS credits for completed courses. The credits obtained are cumulative.

§ 34

1. Students participating in the Erasmus+ Programme or other student exchange programmes are guaranteed recognition of their academic achievements (including

grades) within the scope corresponding to the learning outcomes required for a given field of study at ANSB.

2. A student transferring to ANSB from another domestic or foreign higher education institution is guaranteed recognition of their academic achievements (including grades) within the scope corresponding to the learning outcomes required for a given field of study at ANSB.
3. Learning outcomes achieved at other higher education institutions are awarded ECTS credits corresponding to the credits assigned to equivalent learning outcomes at ANSB.
4. The academic assessment of students within the scope referred to in paragraphs 1–3 shall be approved by the Head of the Institute. Assessment records shall be stored in a separate file generated by the IT system supporting the course of studies. Data on a student's learning outcomes obtained at a foreign higher education institution shall be entered into the IT system supporting the course of studies by authorised persons appointed by the Dean.
5. A student transferring to another higher education institution in Poland or abroad is entitled to receive a transcript of academic achievements (grades and ECTS credits) corresponding to the study programme and learning outcomes required for the relevant fields of study at ANSB.

VI. COMPLETION OF COURSES, SEMESTERS AND ACADEMIC YEAR RULES FOR REGISTRATION OF STUDENTS FOR SUBSEQUENT SEMESTERS

§ 35

1. The final deadline for completing a semester for studies ending in the winter or summer semester shall be the last day of the resit examination session for the respective winter or summer semester, as determined by the Rector's Order on the detailed organisation of the academic year.
2. Assessment of elective courses is carried out on the same principles as assessment of compulsory courses.
3. A student who has met the requirements for completion of a semester/year shall be registered for the subsequent semester/year of study.
4. A student may be registered for the next semester in the form of full or conditional registration. Full registration is granted to a student who, in the course of their studies to date, has obtained the number of ECTS credits prescribed by the study programme.
5. Conditional registration is granted to a student who, from courses and placements included in the study plan, has obtained the total number of ECTS credits required for the semesters completed to date, reduced by the permissible total ECTS credit deficit of 15 credits, subject to paragraph 6 and §4(2)(c).
6. Use of the credit deficit by a student shall in each case result in conditional registration for the subsequent semester.
7. A student who has not obtained, in a semester/year, the minimum number of credits referred to in paragraph 5 required for conditional completion, or who has not passed the courses specified by the Faculty Council (§4(2)(c)), does not complete that semester/year and is entitled, with the consent of the Dean, to be re-registered for the same

semester/year in order to repeat selected classes due to unsatisfactory academic performance. Detailed rules for repeating a semester/year shall be determined by the Dean, including in particular the scope of programme differences arising from the current study programme which the student is required to make up.

8. With the consent of the Dean and under conditions determined by the Dean, a student may, in addition to courses included in the plan for the semester/year to which they are registered, complete courses in preparation for later stages of study, subject to the sequencing of courses determined by the Faculty Council. The student is bound by the selection of courses made at the beginning of the semester/year, no later than in the second week after the start of classes or within another deadline set by the Dean. A student who has passed all courses included in the study plan for the semester/year to which they are registered, and who has additionally passed all courses required in the subsequent semester/year, completes that semester/year and is registered directly to the higher semester/year of study.
9. A part-time student who has passed all courses for the year to which they are registered, as well as courses for the subsequent year, may be registered for the higher year upon settlement of all fees for the completed semesters/years of study.
10. Examinations and course assessments are held during the examination session and prior to the examination session only with the consent of the course instructor. Component classes forming part of a course, where separately assessed under the study programme, are assessed before the commencement of the examination session; in justified cases, the Dean may, at the student's request, approve such assessments during the examination session. The Faculty Council may determine alternative rules for assessments and examinations.
11. The course instructor shall allow assessment or examination outside the examination session for students following an ISP, using IOS, students with disabilities, or students in a particular health situation.
12. The documentation of the course of studies at ANSB is maintained in:
 - a) the IT system supporting the course of studies;
 - b) course assessment protocols or protocols generated as electronic printouts from the IT system, and periodic student achievement records generated as electronic printouts from the IT system;
 - c) the electronic student record book.
13. Course grades, including separately recorded grades from the first and resit attempts, are entered into the documents specified in paragraph 12. Where a course includes separately assessed components, the final course grade is determined by the course coordinator in accordance with the principles set out in the study programme.
14. Examination and assessment results are made available to students via the IT system supporting the course of studies.
15. The course instructor shall enter all awarded grades into the protocol in the IT system in accordance with the detailed organisation of the academic year at ANSB, no later than the last day of the resit examination session.
16. Where a student fails to attend a scheduled first assessment or examination without justified cause, the course instructor shall enter a failing grade into the protocol in the IT system no later than the last day of the resit examination session.

17. Within 7 days after the end of the resit examination session, the course instructor shall submit to the Student Support Office a printed and signed protocol generated from the IT system.
18. Completion of a semester/year is formally confirmed by the Dean on the basis of the documents specified in paragraph 12.

§ 36

1. All courses are deemed to have been completed upon receipt of a passing grade.
2. The following positive grades apply to examinations and course assessments:

Grade in words	Numerical Grade	Abbreviation	ECTS System
very good	5.0	bdb	A
good plus	4.5	db+	B
good	4.0	db	C
satisfactory plus	3.5	dst+	D
satisfactory	3.0	dst	E
unsatisfactory	2.0	ndst	F

3. The award of a passing grade signifies that the student has achieved the learning outcomes specified for a given course in the study programme. The award of passing grades in all courses included in the study programme for a given field of study means that the student has achieved all learning outcomes provided for in the study programme for the respective field, level and profile of study.
4. In the case of course components, where the study programme does not require a grade for completion of a given form of classes, or in the case of lectures extending over more than one semester and ending with an examination, the course tutor records:
 - a) "pass" (zal.) – where the student has passed the classes;
 - b) "fail" (nzal.) – where the student has not completed the classes successfully.
5. Where a course includes separately assessed forms of class components, the final course grade is determined by the course coordinator as a weighted average of all grades obtained in the individual components, in accordance with the rules set out in the study programme.
6. Grade calculation, including the course grade referred to in paragraph 5 calculated as the grade point average of grades awarded on the first attempt and resit attempt, with the exception of §56(4), shall be determined according to the following scale:
 - 3.00–3.25 – satisfactory (3),
 - 3.26–3.75 – satisfactory plus (3.5),
 - 3.76–4.25 – good (4),
 - 4.26–4.75 – good plus (4.5),
 - 4.76–5.00 – very good (5).
7. The overall grade point average for the course of study is calculated as a weighted average based on ECTS credit values, using all grades obtained during the period of study, including grades awarded on both the first attempt and resit attempt. The average grade for a given semester/year is calculated as a weighted average based on

ECTS credit values, using all grades obtained in courses required for progression to the next semester/year, including grades awarded on both the first attempt and resit attempt. In the case of a course comprising separately assessed components, the average includes only the final course grade.

8. The average referred to in paragraph 7 is calculated as follows:
 - a) each course grade included in the calculation is converted into a numerical value and multiplied by the assigned number of ECTS credits;
 - b) the resulting values are summed;
 - c) the total obtained in point b is divided by the total number of ECTS credits included in the calculation;
 - d) the result is rounded to four decimal places.

The grade point average shall be calculated in accordance with the following formula:

$$\overline{X} = \frac{\sum_{i=1}^n x_i p_i}{\sum_{i=1}^n p_i}$$

where:

$\overline{X}$ - represents a grade point average,

n – represents the number of grades in courses (i.e. the total number of grades obtained in the courses included in the study programme and required for progression to the next semester/year of study)

x_i - represents the grade awarded for a course, or the grade point average of grades obtained for that course in both the first attempt and the resit attempt;

p_i – represents the number of ECTS credits assigned to the course for which the student has obtained the grade x_i .

9. In the case of students who have transferred to a field of study from another higher education institution or from a different field of study, or who have changed the mode of study within the same field of study, the average referred to in paragraph 1 shall include grades recognised by the Dean of the receiving Faculty.
10. Grades obtained at another higher education institution using a grading scale different from that applied at ANSB shall be converted in accordance with rules specified in the Rector's Order.

§ 37

The detailed requirements and methods for obtaining credit for a course, as well as for sitting examinations in individual courses and course components, including in particular the form of assessment or examination, its scope, and the list of source materials required for preparation, shall be determined by the academic staff delivering the course components under the supervision of the course coordinator and communicated to students by the course tutor during the first class of the course.

§ 38

Where a course or course component requires the award of credit, the course tutor shall refuse to award credit and shall assign a failing grade or record a "fail" (nza.) where the

student does not meet the requirements specified in §37. The Faculty Council shall determine the conditions for admissibility and the procedure for handling student appeals against decisions refusing the award of credit for a course or course component.

§ 39

1. Examinations are taken during the examination session. Examinations may also be taken under the conditions specified in §35(11).
2. An examination may be conducted orally, in writing, in a test format, or in a practical form, or in a combination of these forms, where required by the nature of the subject.
3. Two examination dates shall be scheduled for each examination: the first (main) date and the second (resit) date. The resit examination may not take place earlier than 7 days after the announcement of the result of the examination held on the first date.
4. Examination dates and locations are determined by the examiner after consultation with students and communicated to students no later than two weeks before the start of the examination session. The examination session timetable is published on the University website. The Dean may establish alternative rules for determining examination dates or locations.
5. A student may not be required to sit more than one examination per day in their main field of study.
6. At the request of student government bodies, the Dean shall appoint a year tutor or another person as an examination observer.
7. A student may sit an examination provided that they have obtained credit for all teaching activities forming part of the given course.
8. A student who receives a failing grade in the first examination attempt is entitled to take the resit examination.
9. A student who fails to attend an examination for justified reasons, as specified in §12(2), retains the right to sit the examination on another date set by the examiner within the examination session, provided that they notify the examiner immediately after the cessation of the reason for absence.
10. A student does not lose the right to sit the examination on the first or resit date if the examination did not take place at the previously scheduled time due to the examiner's absence. The new date may not conflict with other examinations scheduled for the student in the examination timetable.
11. Where it is not possible for the examiner of a given subject to conduct the examination, the Dean shall appoint another academic teacher as the examiner.
12. A student with a disability or a student in a specific health situation may request the course tutor to adjust the mode and form of the examination to their individual needs in accordance with the procedure in force at the Academy.

§ 40

1. Where, immediately prior to the commencement of the examination session or during its duration, events occur which prevent a student from sitting examinations or completing course assessments within the examination session deadlines, in particular illness, an unforeseen event, the birth of a child or the provision of care for a child, or other duly justified reasons, the student shall be entitled, upon application, to request the

postponement of examination dates or course assessment deadlines. This right shall also apply to students with disabilities or students in a specific health situation.

2. The decision on the postponement of examination dates or course assessments shall be taken by the Dean on the basis of submitted documentation.
3. The deadline for sitting an examination or completing a course assessment, as referred to above, may not be postponed by more than one month beyond the end of the relevant settlement period for a given field of study. In particularly justified cases, the Rector may extend this deadline by no more than a further month, subject to §52(5).

§ 41

1. Where a student receives a failing grade in a resit examination, the Dean may, upon the student's request submitted within 7 days from the date of announcement of the examination results and substantiated by circumstances indicating an irregular course of the examination, order an examination before a board. The examination before a board shall take place within 10 days of the Dean's decision. The Dean may also order an examination before a board on their own initiative.
2. The above-mentioned examination shall be conducted before a board composed of:
 - a) the Dean or an academic teacher holding at least a doctoral degree, authorised by the Dean, as Chair;
 - b) at least two specialists in the subject area covered by the examination or a related field.
3. The student has the right to sit the examination in the presence of an observer indicated by them. The observer may be: the academic teacher who awarded the grade under review, and/or a representative of the Student Union, and/or a year tutor, and/or a student, and/or an academic teacher indicated by the student. The examination may be conducted despite the absence of the Student Union representative, the year tutor, or the observer chosen by the student.
4. The board shall make a decision on the result by a majority vote. The decision of the board shall be final.
5. The grade obtained as a result of an examination before a board shall replace the grade under review.

§ 42

In the case of a written examination or course assessment, the graded examination shall be made available to the student upon request. Examination papers shall be retained in accordance with the principles for verifying and documenting learning outcomes achieved by students in individual fields of study adopted at ANSB.

§ 43

1. The Dean shall remove a student from the list of students by way of an administrative decision in the event of:
 - a) failure to commence studies;
 - b) withdrawal from studies;
 - c) failure to submit a degree thesis/diploma project within the prescribed time limit, subject to §52(1);
 - d) failure to pass the diploma examination;

- e) imposition of the disciplinary penalty of expulsion from the Academy.
- 2. A student who withdraws from studies at ANSB shall submit a written declaration of withdrawal to the competent Dean. The decision to remove the student from the list of students in connection with such withdrawal shall be issued without delay, and no later than 7 days from the date of submission of the said declaration.
- 3. The Dean may remove a student from the list of students by an administrative decision in the event of:
 - a) failure to participate in compulsory courses;
 - b) lack of academic progress;
 - c) failure to obtain credit for a semester/year by the prescribed deadline;
 - d) failure to pay fees related to studies.
- 4. The Dean's decision referred to in paragraphs 1–3 may be appealed to the Rector. The Rector's decision shall be final.

§ 44

Students with disabilities holding a certificate of disability or students in a specific health situation shall be entitled to obtain course credits and sit examinations in an alternative form. Permission to undertake examinations and course assessments in an alternative form shall be granted by the Dean, after consultation with the Accessibility Coordinator.

VII. SPECIFIC PROVISIONS CONCERNING STUDIES OUTSIDE THE PRIMARY PROGRAMME AND AT ANOTHER HIGHER EDUCATION INSTITUTION

§ 45

- 1. As part of their studies in the primary programme, a student shall have the right to participate in selected courses from a different programme. Consent for a student's participation in additional courses shall be granted by the Dean after consultation with the relevant course tutors. In such cases, the student's choice shall be binding, and the grade obtained shall be taken into account in the calculation of the grade point average.
- 2. The credit referred to in paragraph 1 may not apply to a course which the student attends within the same or broader scope in accordance with the study programme.

§ 46

- 1. A student may achieve the learning outcomes prescribed by the study programme at another domestic or foreign higher education institution.
- 2. The terms for the recognition of learning outcomes achieved at other higher education institutions shall be set out in an agreement between the student and ANSB. The Dean may make the conclusion of such an agreement conditional upon the submission of written consent from the other higher education institution.
- 3. Where part of the learning outcomes is to be achieved at another higher education institution within an international student exchange programme, all conditions specified in the study programme must be satisfied for the student to apply for recognition of that part of the learning outcomes within the study programme.

VIII. LEAVE OF ABSENCE DURING STUDIES

§ 47

1. Students shall have the right to be granted leave from courses, including leave of absence, with the possibility of verifying the learning outcomes specified in the study programme.
2. The Dean shall grant leave to a student who has obtained credit for the first semester of study in cases of important circumstances preventing participation in classes, in particular:
 - a) illness;
 - b) serious unforeseen circumstances;
 - c) participation in a study trip;
 - d) childbirth or childcare responsibilities.
3. A student may be granted:
 - a) short-term leave (up to 5 weeks);
 - b) long-term leave (for one year).
4. The leave shall be granted to:
 - a) a pregnant student, for the period until childbirth;
 - b) a student who is a parent, for up to one year, with the provision that where the leave expires during a semester, it may be extended until the end of that semester.
5. Short-term leave shall not be granted for the duration of the examination session.
6. Upon granting short-term leave, the Dean shall also specify the method and deadline for making up any academic backlog resulting from the interruption of participation in classes.
7. The granting of leave shall be confirmed by an entry in the student record book.
8. The total period of leave granted during studies shall not exceed 12 months.
9. Upon return from medical leave, a medical certificate confirming the absence of contraindications to continue studies shall be required.
10. The granting of leave may postpone the planned date of completion of studies.
11. A student may request study leave to undertake studies abroad. The duration of such leave shall correspond to the period of studies abroad.

§ 48

1. During the period of leave, the student identity card shall remain valid.
2. During the period of leave, and with the consent of the Rector, the student may participate in selected courses, sit selected examinations, and obtain the relevant credits.
3. In justified cases, where the student meets the eligibility criteria specified in the regulations governing student financial support, the Rector may, after consultation with the Student Union, grant consent for the student to receive such benefits also during the period of leave.

§ 49

1. The student shall be required to notify their return to studies in writing no later than 7 days before the end of the long-term leave. Failure to comply with this deadline shall result in the loss of the right to continue studies.

2. Students returning from leave shall be required to make up any differences arising from the study programme in the manner and within the time limits specified by the Dean.

IX. DIPLOMA EXAMINATION AND COMPLETION OF STUDIES

§ 50

1. Completion of studies and the award of a diploma shall be conditional upon:
 - a) achieving the learning outcomes specified in the study programme and obtaining at least:
 - a. 180 ECTS credits – in the case of first-cycle Bachelor's degree studies;
 - b. 210 ECTS credits – in the case of first-cycle engineering studies;
 - c. 90 ECTS credits – in the case of second-cycle studies;
 - d. 300 ECTS credits – in the case of long-cycle studies lasting 9 or 10 semesters;
 - e. 360 ECTS credits – in the case of long-cycle studies which last for 11 or 12 terms;
 - b) passing the diploma examination;
 - c) obtaining a positive grade for the diploma thesis – in the case of second-cycle studies and long-cycle studies; and, in the case of first-cycle studies, obtaining a positive grade for the diploma project or diploma thesis, where prescribed by the study programme.
2. The date of completion of studies shall be the date of passing the diploma examination.
3. Where a student fails to take the diploma examination by the end of the resit examination session at the latest, the Dean may extend the deadline for taking the examination by up to three months, provided that the student has obtained all required credits and passed all examinations.
4. Resumption of studies in the event of removal from the list of students referred to in §43(1)(d) shall take place under the conditions set out in §23. The Dean may exempt the student from making up differences in the study plan and curriculum where the interruption in studies did not exceed one year. The Dean shall be guided by the learning outcomes achieved by the student.

§ 51

1. The diploma thesis is an independent piece of work addressing a scientific, artistic, practical, technical or artistic issue, or presenting a technical or artistic achievement, demonstrating the student's general knowledge and skills relevant to the field, level and profile of study, as well as their ability to conduct independent analysis and draw conclusions.
2. The diploma project is an independent piece of work addressing a practical issue or presenting a technical or artistic achievement, demonstrating the student's specialist knowledge and skills relevant to the field, level and profile of study, as well as their ability to conduct independent analysis and draw conclusions.
3. The diploma thesis/diploma project shall be prepared under the supervision of a person holding at least a doctoral degree, unless the applicable standards of education provide otherwise.
4. Where the diploma thesis/diploma project is a written document, the Academy shall verify it in the Uniform Anti-Plagiarism System prior to the diploma examination.
5. Reviews of the diploma thesis/diploma project shall be public.

6. The provision referred to in paragraph 4 shall not apply where the diploma thesis/diploma project is classified as confidential and protected under applicable law.
7. The diploma regulations shall specify the organisation of the teaching and learning process related to the preparation of the diploma thesis/diploma project, in particular:
 - a) the method of documenting the teaching and learning process related to the preparation of the diploma thesis/diploma project;
 - b) the detailed rules governing the conduct of the diploma examination.
8. The organisation of work concerning the definition of the scope, forms of delivery, and conduct of the diploma examination, as well as the preparation of the diploma thesis/diploma project, shall be coordinated by the Head of the Institute responsible for the relevant field of study.
9. In particular, the Head of the Institute shall:
 - a) appoint academic teachers to conduct diploma seminars / supervise diploma projects;
 - b) approve the subjects of the diploma seminar/diploma projects;
 - c) submit the topics of diploma theses/diploma projects to the Faculty Council for approval;
 - d) specify detailed requirements for diploma theses/diploma projects;
 - e) submit the form of documentation of a diploma thesis/diploma project to the Dean for approval where the thesis/project is prepared in a form other than written;
 - f) appoint diploma thesis/diploma project supervisors, reviewers and approve co-supervisors.

§ 52

1. The student shall submit the diploma thesis/diploma project to the Student Support Office in at least one printed and bound copy, together with an electronic version, no later than the last day of the semester in which the planned completion of studies falls.
2. The copy submitted to the Student Support Office shall include an attached electronic version and shall be printed double-sided in paperback form. It shall include the following annexes:
 - a) an annex containing the title of the diploma thesis/diploma project in Polish and English, together with the student's declaration;
 - b) an annex containing the student's declaration on the confidentiality of the content of the diploma thesis/diploma project;
 - c) an annex containing the description of the diploma thesis/diploma project, together with the supervisor's statement confirming acceptance;
 - d) an annex containing the student's consent for the printed version to be made available in the ANSB library.
3. Where the diploma thesis/diploma project is prepared in a form other than written, the Head of the Institute shall determine the method of documentation and submit it to the Dean for approval.
4. Where a student fails to submit the diploma thesis/diploma project by the deadline specified in paragraph 1, they shall have the right to apply for an extension of the submission deadline. The decision on extending the deadline shall be taken by the Dean. The Dean may extend the deadline by up to three months, provided that the student has

obtained all credits and passed all examinations required under the study programme for the relevant field of study.

5. In the event of prolonged absence of the diploma thesis/diploma project supervisor, the Dean, in consultation with the Head of the Institute, may appoint another academic teacher to supervise the thesis/project. A change of supervisor within the last three months before the scheduled completion of studies may constitute grounds for extending the submission deadline for the diploma thesis/diploma project.
6. The Student Support Office shall accept the thesis/project provided that the student has obtained credits for all compulsory courses and internships, as well as the number of ECTS credits required for the current stage of studies.
7. Resumption of studies in the event of removal from the list of students referred to in §43(1)(c) shall take place in accordance with the conditions specified in §23. The Dean may exempt the student from the obligation to make up differences in the study plan and curriculum and limit their obligations to the preparation of the diploma thesis/diploma project, provided that the interruption in studies did not exceed one year. The Dean shall be guided by the learning outcomes achieved by the student. The Faculty Council may extend the period of interruption in studies entitling the student to exemption from making up differences in the study plan and curriculum, provided that the interruption did not exceed three years.
8. In the case of resumption of studies referred to in paragraph 7, the Dean may allow the student either to complete the diploma thesis/diploma project already commenced or to prepare a new thesis/project at the same Institute, under the supervision of the same or a new supervisor.

§ 53

1. Assessment of the diploma thesis/diploma project shall be carried out independently by the academic teacher supervising its preparation and by the reviewer. The reviewer shall be a person holding at least a doctoral degree in the same or a related field, unless the applicable standards of education provide otherwise. The reviewer may also be a person not employed at ANSB, in particular within the framework of exchange between higher education or research institutions; the decision shall be taken by the Dean after consultation with the Faculty Council.
2. Where the reviewer awards a negative grade for the diploma thesis/diploma project, the decision on admission to the diploma examination shall be taken by the Dean, who may consult a second reviewer. The provisions of paragraph 1 shall apply mutatis mutandis to the appointment of the second reviewer.
3. Reviews of diploma theses/diploma projects shall be public, except in cases where the subject matter is confidential and protected under applicable law.
4. Where the diploma thesis/diploma project is a written document, it shall be verified using the Uniform Anti-Plagiarism System prior to the diploma examination.
5. A diploma thesis submitted in the form referred to in §52(3) shall be assessed by a board appointed by the Dean for the purpose of conducting the diploma examination. The members of the board shall review the thesis and award a grade referred to in paragraph 2 on the day of the examination. The grade shall be recorded in the diploma examination protocol.

6. A diploma project may be assessed by a board appointed by the Dean for the purpose of conducting the diploma examination. The members of the board shall review the project and award a grade referred to in paragraph 2 on the day of the examination. The grade shall be recorded in the diploma examination protocol.
7. The grading scale defined in §36(2) and paragraph 6 shall be used in the assessment of the diploma thesis/diploma project.

§ 54

1. Admission to the diploma examination shall be conditional upon:
 - a) obtaining credits for all compulsory courses and internships, as well as the number of ECTS credits required by the study programme;
 - b) obtaining at least a satisfactory grade for the diploma thesis/diploma project, or a decision of the Dean on admission to the examination where the procedures specified in §53(2) have been exhausted.
2. The diploma examination, subject to paragraph 3, shall be conducted before a board chaired by the Dean or an academic teacher authorised by the Dean holding at least a doctoral degree. Where the study programme provides for a diploma thesis/diploma project, the board shall additionally include the supervisor of the diploma thesis/diploma project and the reviewer.
3. Where the diploma thesis/diploma project has been submitted in a form other than written, the diploma examination shall be conducted before a board chaired by the Dean or an academic teacher authorised by the Dean holding at least a doctoral degree. In addition to the chairperson, the board shall include the thesis/project supervisor and a specialist in the same or a related field, appointed by the Dean, holding at least a doctoral degree.
4. The diploma examination shall take place no later than the last day of the resit examination session. Where the study programme provides for a diploma thesis/diploma project, the diploma examination shall be held within three months from the date of submission of the diploma thesis/diploma project to the Student Support Office.
5. The scope of examination requirements for the diploma examination shall be determined by the Faculty Council upon the request of the Head of the Institute.
6. The diploma examination shall be conducted orally. The Faculty Council may specify a different form of examination.
7. The grading scale defined in §36(2) and paragraph 6 shall be used in the assessment of the diploma examination.
8. The course of the diploma examination shall be documented in a protocol which shall be signed by the chairperson and the members of the board.

§ 55

1. Where a student receives an unsatisfactory grade in the diploma examination, or in the case of unexcused absence from the diploma examination on the scheduled date, the Dean shall set an additional date as the final attempt. The resit diploma examination shall take place no earlier than one month, and no later than three months, from the date of the first examination.

2. Where a student fails the diploma examination on the second attempt, the Dean shall issue a decision removing the student from the list of students.

§ 56

1. The basis for calculating the final result of studies shall be as follows:

- a) the weighted grade point average referred to in §36(7–8);
- b) the grade obtained in the diploma examination.

The final result of studies shall be the sum of 0.6 of the average referred to in point (a) and 0.4 of the grade referred to in point (b).

2. Where the study programme provides for a diploma thesis/diploma project, the basis for calculating the final result of studies shall be as follows:

- a) the weighted grade point average referred to in §36(7–8);
- b) the arithmetic mean of the diploma thesis/diploma project grades, where applicable;
- c) grade obtained in the diploma examination.

The final result of studies shall be the sum of 0.6 of the average referred to in point (a), 0.2 of the grade(s) referred to in point (b), and 0.2 of the grade referred to in point (c).

3. The final result of studies shall be entered in the graduation diploma in accordance with the following scale:

- a) 3,00-3,25 – satisfactory (3);
- b) 3,26-3,75 – satisfactory plus (3,5);
- c) 3,76-4,25 – good (4);
- d) 4,26-4,75 – good plus (4,5);
- e) 4,76-5,00 – very good (5).

4. The examination board may raise the grade referred to in paragraph 3 by 0.5 where the student has not repeated a semester/year, has demonstrated outstanding academic achievement, and has obtained very good grades for the diploma thesis/diploma project and the diploma examination.

5. At the request of the student and the thesis supervisor, a public diploma examination may be organised. The request shall be submitted to the Dean no later than three weeks before the scheduled examination. The procedure for organising public diploma examinations shall be determined by the Faculty Council, provided that information on the date and venue of the examination is published on the ANSB website at least seven days in advance.

§ 57

1. The graduate shall be awarded a higher education diploma in the relevant field and profile of study, confirming completion of higher education and the award of a professional title as follows:

- a) licencjat (Bachelor), inżynier (Engineer), or an equivalent qualification confirming completion of first-cycle studies;
- b) magister (Master), magister inżynier (Master of Science), or an equivalent qualification confirming completion of second-cycle studies or long-cycle studies.

2. Within 30 days from the completion of studies, the Academy shall issue to the student a graduation diploma together with a diploma supplement and two copies thereof, including an English-language copy upon the student's request.

3. Within 30 days from the date of completion of studies, the Academy shall issue to the graduate, free of charge, an electronic diploma of completion of studies together with an electronic diploma supplement.
4. Within 30 days from the date of completion of studies, at the graduate's request, the Academy shall issue a diploma of completion of studies together with a diploma supplement and two paper copies thereof.
5. At the graduate's request, the Academy shall issue a diploma of completion of studies and a diploma supplement in a foreign language, in accordance with generally applicable law.

X. PREVENTION AND RESPONSE TO UNETHICAL AND UNLAWFUL CONDUCT

§ 58

1. The academic community of the Academy shall be obliged to comply with the principles of academic ethics, academic integrity, and respect for the dignity of all members of the community.
2. Unethical and unlawful conduct shall include, in particular:
 - a) any form of infringement of intellectual property rights;
 - b) academic dishonesty in the verification of learning outcomes (including cheating, use of unauthorised materials or AI tools without the consent of the course tutor);
 - c) discrimination, mobbing, harassment, and any other forms of bullying or intimidation;
 - d) providing false information or falsifying documentation relating to the course of study.
3. The Academy shall provide mechanisms for the safe and confidential reporting of unethical conduct through:
 - a) reporting to the immediate supervisor in the case of Academy staff;
 - b) reporting to the Director of the Institute, the Dean of the Faculty, or the Pro-Rector for Education in the case of students.
4. In the event of suspected breach referred to in paragraph 2, the Rector or the Dean shall take immediate investigatory action, including:
 - a) may order a change of class group or examiner for the affected person in order to ensure their safety;
 - b) initiate disciplinary proceedings, which may result in referral of the case to the Disciplinary Committee.

XI FINAL PROVISIONS

§ 59

1. The Academy shall publish these Rules in the Public Information Bulletin on its website.
2. Resolutions of the Faculty Councils concerning student affairs shall be published on the ANSB website.

§ 60

Article 75(2)–(5) of the Law on Higher Education and Science shall apply to resolutions adopted by the Faculty Councils pursuant to §4.

§ 61

Whenever legal acts issued at ANSB refer to a student's grade point average, this shall be understood as the average calculated in accordance with these Study Regulations. Where it is necessary to convert grade point averages from other higher education institutions into the ANSB grading scale, the relevant provisions of these Study Regulations shall apply *mutatis mutandis*.

§ 62

1. These Regulations, adopted by Resolution No. 130/VI/2026 of the ANSB Senate, shall enter into force at the beginning of the academic year 2026/2027 subject to the following exceptions:
2. §57(3)–(5) shall enter into force on 1 January 2027.
3. On 31 December 2026, § 57(1)–(2) shall cease to have effect.

R E K T O R
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