

## **Academic Regulations at the University of Economics in Katowice**

These Academic Regulations lay down the rules of conducting university courses and studying, as well as the rights and duties of the students of the University of Economics in Katowice, further referred to as the University.

### **I. General Provisions**

#### **§ 1**

1. The Regulations pertain to undergraduate and graduate students on full-and part-time courses conducted at the University.
2. The Regulations apply respectively to persons who are not regular students of the University and participate in classes conducted at the University on undergraduate and graduate courses on separate conditions.

#### **§ 2**

1. A student of the University is a person who has been enrolled on a university course as a result of a relevant admission procedure or on recognition of learning outcomes, has matriculated and taken the student oath stipulated by the Statute of the University of Economics in Katowice, further referred to as the Statute.
2. In the case of a transfer from another institution of higher education or resumption of studies, a student matriculates on taking the student oath.
3. A student is issued a student identity card.
4. A student is obliged to sign a tuition agreement within 30 days of the commencement of the university course.
5. A student is obliged to keep the University informed of any changes in his/her personal data, address of residence as well as e-mail address and telephone number.

#### **§ 3**

The student community as a whole is represented by the student government, whose scope of activity is determined by its statute.

#### **§ 4**

1. The Rector supervises and is in charge of all the students of the University.
2. The Rector supervises admissions, the teaching process and the course of studies.
3. The dean supervises the implementation of the curricula and makes all the decisions relevant to the course of studies at a particular faculty as stipulated by these Regulations, except matters which, under the provisions of the Higher Education Act and the Statute, are within the competencies of the Rector or the Faculty Council.

4. In the case of students on inter-faculty programs and students of other institutions of higher education, also foreign ones, doing part of their courses at the University, the Rector decides which faculty will be in charge of their affairs.
5. For university courses organized under national and international programs, the University signs with the student a contract stipulating additional terms and conditions of study, resulting from contracts entered into with partner institutions of higher education.

## § 5

1. The University shall make reasonable adjustments to ensure that students with different types and degrees of disability can participate in classes and take tests and examinations.
2. A disabled student may request:
  - a) an adjustment of an examination or a test to his/her disability by:
    - extending the time limits on a written exam,
    - increasing the font size in the examination materials,
    - changing the form of the examination from written to oral or vice versa,
  - b) access to relevant in-class course-work materials,
  - c) additional tutorials to meet his/her specific needs.
3. If the location of a classroom/lecture hall makes it inaccessible to a disabled student with reduced mobility, the student or the lecturer requests a relevant unit responsible for timetable preparation to change the location of the class/lecture.
4. In justified cases a disabled student may, for health or organizational reasons, change the group to which he/she has been assigned.
5. A deaf student or a student with impaired hearing may, at sufficient notice, submit a request to the Rector's Proxy for Disabled Students for a sign language interpreter.
6. A disabled student may use the services of a disabled student's assistant.

## § 6

1. The duration of university courses conducted by the University is as follows:
  - a) first-cycle courses (i.e. undergraduate courses) leading to the degree of '*licencjat*' (full-time and part-time): 6 semesters,
  - b) first-cycle courses (i.e. undergraduate courses) leading to the degree of '*inżynier*' (full-time and part-time): 7 semesters,
  - c) second-cycle courses (i.e. graduate courses) (full-time and part-time): 3 or 4 semesters.
2. The University offers general academic programs and practically-oriented vocational programs.

## **II. Organization of studies**

### § 7

1. A general outline of an academic year schedule, including the start and end dates of the teaching periods, is set by the rector's ordinance issued by the end of April of the year in which a given academic year commences.
2. Non-instructional days or hours during a particular academic year are set by the Rector.
3. The Rector schedules the summer holidays, for a period of minimum 8 weeks.

4. A detailed academic year schedule for a faculty is determined by the dean on seeking the opinion of the student government and in compliance with the rules stated in item 1 of this section.

#### **§ 8**

1. A course curriculum may, unless particular regulations provide otherwise, include an obligatory internship.
2. Students receive credits for internships according to the rules laid down by the Faculty Council. Detailed rules and conditions of crediting internships are specified in the Regulations on Domestic Student Internships of the University of Economics in Katowice.
3. The dean may exempt a student from serving an internship or part of it in accordance with the rules laid down by the Faculty Council.

#### **§ 9**

1. The tuition program for a given university course includes the course learning outcomes and the course curriculum.
2. The curriculum of a given university course comprises:
  - a) subjects obligatory for the course, at a given level and of a given profile,
  - b) optional subjects including specialization-related subjects, free electives, and others, for which a student may choose the university teacher and the form of instruction.
3. Subjects may be grouped into modules.
4. In the curriculum of a given university course at a given level and of a given profile, optional subjects should account for at least 30 % of the total number of ECTS points.
5. The course curriculum, including the plan of study, is featured on the University website no later than 3 months prior to the commencement of the academic year.
6. The scope of obligatory classes is determined by the Faculty Council in the course curriculum.

#### **§ 10.**

1. On seeking the opinion of the student government, the dean may appoint year or group tutors. Consulting the Student Government, the dean determines the tutors' scope of responsibility and the modes of their activity, as well as supervises and evaluates their work.
2. Lectures and examinations may be conducted by university teachers holding at least the position of assistant professor (i.e. with the degree of '*doktor habilitowany*').
3. The Faculty Council may entrust duties described in item 2 of this section to other university teachers or to persons with practical experience relevant to a given field of study.
4. In the event of a prolonged absence of a university teacher, the dean may, on consulting the head of the relevant organizational unit, appoint another faculty member to take over the absent teacher's duties.

### **III. Students' rights and duties.**

#### **§ 11**

1. A student follows the university course in a given field of study.

2. A student has a right to individually shape the part of the course curriculum composed of optional subjects by selecting suitable options.
3. A student follows an individualized course of study by selecting subjects stated in item 2b of section 9 and in section 13.
4. In justified cases, the dean may, at a student's request, assign a student to a tutor.
5. In justified cases, a student may, with the dean's consent, follow an individualized plan of study.
6. With the dean's consent, a student may do part of his/her course at another institution of higher education, including a foreign one.
7. A student may apply for academic tutoring under the Rules of Academic Tutoring of the University of Economics in Katowice.
8. Provisions of item 4 and 5 of this section apply to students enrolled on recognition of learning outcomes.

#### **§ 12.**

1. The University may conduct individualized inter-disciplinary courses.
2. A student has a right to undertake an individualized interdisciplinary course if the course he/she has been doing so far is included in one of the fields that constitute the interdisciplinary course.
3. Permission to follow an individualized interdisciplinary course is granted at a student's request by the dean of the faculty where the student will prepare the final dissertation, on seeking the opinions on the feasibility of such a course held by the deans of the faculties offering courses in the fields that constitute a given individualized interdisciplinary course.
4. Permission to follow an individualized interdisciplinary course may be granted to a student who has completed at least the first year of an undergraduate course or the first semester of a graduate course with a grade point average of no less than 4.25 and is actively involved in research.
5. From among the faculty members in the position of at least assistant professor the dean appoints a tutor, who, jointly with the student, prepares an individualized curriculum covering two or more fields of knowledge.

#### **§ 13**

1. A student has a right to choose subjects specified in item 2b of section 9 considering the timetable conditions and the prerequisites for a given subject laid down in the course description card.
2. A student declares his/her individual choice of subjects for a given semester to the dean in writing.
3. Should the scheduled times of classes in the subjects chosen by a student interfere, the student submits an amended declaration of choice by the deadline set by the dean.
4. The dean may approve an amended declaration of choice also in other justified situations.
5. If a student fails to submit his/her declaration by the date set by the dean, the dean may decide which subjects the student will do.

#### **§ 14**

1. If classes in a given subject on a given course are conducted by more than one university teacher, the dean may allow students to choose the teacher of their preference if the current situation permits.
2. A detailed mode and deadlines for declaring the students' choice of teachers are determined by the dean.

#### **§ 15**

1. A student is obliged to perform all the duties specified in these Regulations.
2. A student is obliged to attend classes, laboratory classes, foreign language classes and diploma seminars.
3. Ways of enforcing the duty of attendance and excusable exceptions are determined by the teacher conducting particular classes. In justified cases, the dean may free the student from the duty of attending classes.
4. A student enrolled on a course on recognition of learning outcomes does not have to attend classes in the subjects in which he/she has already received a positive grade and a relevant number of ECTS points.

### **IV. Completion of courses, semesters and years**

#### **§ 16**

Awarding credits during a university course is based on the European Credit Transfer System (ECTS) and the rules laid down in these Regulations.

#### **§ 17**

1. A subject may be credited on the basis of a final examination or a final test. Forms of testing students' learning outcomes in a given subject are laid down in the course curriculum approved by a resolution of the Faculty Council.
2. The rules of examining and awarding credits for a given subject are specified in the course description card.
3. In the case of subjects with classes or laboratory classes, the examiner evaluating a student's performance also takes into account the learning outcomes achieved at the classes. The method of determining the final grade is specified in the course description card.
4. The prerequisite for entering an examination in subjects with classes and laboratory classes is receiving a positive final grade for those classes. Failure to receive a credit in classes and laboratory classes results in the loss of one of the two allowed attempts to enter for a given examination.

#### **§ 18**

1. Particular subjects on a given course are credited on the basis of the grades received by students and the number of ECTS points assigned to a given subject.
2. The following grading scale is established:

| <b>Grade</b> | <b>Numerical equivalent</b> | <b>Letter equivalent</b> |
|--------------|-----------------------------|--------------------------|
| excellent    | 5.0                         | A                        |
| very good    | 4.5                         | B                        |
| good         | 4.0                         | C                        |

|              |     |       |
|--------------|-----|-------|
| satisfactory | 3.5 | D     |
| sufficient   | 3.0 | E     |
| fail         | 2.0 | FX, F |

3. For student internships a two-grade scale is used: *'credit' – 'no credit'*.
4. For subjects credited on the basis of recognizing learning outcomes either the scale from item 2 of this section or the formula *'credit'* may be used.
5. Foreign language classes are credited according to the grading scale in item 2 and the number of ECTS points assigned; they are conducted at the following levels:
  - a) A1 - beginner
  - b) A2 - elementary
  - c) B1 - intermediate
  - d) B2 - upper-intermediate
  - e) C1 - advanced
  - f) C2 - advanced plus

The letter symbols of levels signify the target levels to be achieved in a given academic year.

6. A student is awarded a relevant number of ECTS points by the dean on receiving a positive final grade in a given subject.
7. *'Excellent, very good, good, satisfactory and sufficient'*, as well as *'credit'* are regarded as positive grades, whereas *'fail'* and *'no credit'* are considered negative.
8. If a student receives a failing grade in a given subject and a positive grade at the retake, the final grade is the arithmetic mean of both grades, no lower than 3.0. The rule from section 32, item 3 applies respectively.

#### **§ 19**

1. A student receives the final grade in a given subject by the time stipulated in the plan of study and the examination period schedule established by the dean. In justified circumstances, the dean may set another date. Students are informed of the final test date at least 7 days in advance, and of the examination date at least 14 days in advance.
2. A student is credited with a given subject on the basis of a positive examination result or on fulfillment of all the credit requirements specified in the course description card.
3. The examiner is the person conducting classes in a given subject or, in particular situations, a university teacher appointed by the dean.
4. Grades received by students are entered in their academic records and published in the self-service Virtual University system no later than 7 working days of the examination or credit date.
5. Within two weeks of the publication of the examination/final test results, the examiner/teacher is obliged to allow a student an insight into the marked examination/test paper if it was the basis of the credit.

#### **§ 20**

1. If a student fails to enter for an examination or a final test, he/she loses one of the two allowed attempts and receives no grade. Under duly justified circumstances, the dean may allow the student a replacement attempt. A student submits a written request for

a replacement attempt within 7 days of the day when the reason for the absence ceases to exist.

2. A student has a right to enter for one final test and one examination in each subject in the regular examination period, as well as one retake in each subject in the retake period. In justified cases, the dean may set other deadlines for obtaining credits and entering examinations. Failure to pass an examination or a final test in the retake period results in receiving no credit in a given subject in the examination period.

#### **§ 21**

1. Within 7 working days of the publication of the examination or final test results, a student may apply to the dean for an examination/test before an examination board. The application must be duly justified.
2. Considering a student's application described in item 1, the dean may either order that the student's examination/test paper be reassessed by other faculty members or decide to conduct an examination before an examination board in a specified form, or refuse the application.
3. This examination is conducted before a board comprising the dean or a vice-dean as president, the examiner who administered the previous examination, and another specialist in the field covered by the examination or a related field. The supervisor of the examinee's final dissertation may also participate in the examination. At the examinee's request, the year tutor and a representative of the student government may be invited as observers.

#### **§ 22**

1. The dean may, at a student's request, recognize the previously achieved learning outcomes, except for the situation described in item 2. Before making a decision, the dean may seek the opinion of a relevant university teacher.
2. A credit received by a student on an undergraduate course serves as no basis for crediting any subject on a graduate course.
3. The decision to transfer and recognize credits received by a student at the University or any other institution of higher education, including a foreign one, is made by the dean on the basis of the presented academic transcripts.
4. The dean decides about the grade and the number of ECTS points to be awarded for a subject or an internship credited at other institutions of higher education, including foreign ones, on the basis of the presented academic transcripts.
5. A student transferring credits for subjects or internships from another institution of higher education, also a foreign one, receives the number of ECTS points that he/she was awarded at that institution.
6. The prerequisite for transferring credits gained at the University of Economics or another institution of higher education, including a foreign one, and recognizing them in lieu of core and specialization subjects in the curriculum is the convergence of relevant course learning outcomes
7. Provisions from item 6 also apply to internships included in the curriculum.

#### **§ 23**

1. The basic crediting period for a student's achievements is a semester.

2. A student doing part of the course or an internship abroad has a two-semester crediting period.
3. In situations justified by the course curriculum or a foreign internship, the dean may set a different crediting period for a student.
4. To successfully complete a semester, a student is required to gain a minimum of 30 points in the ECTS accumulative system, unless the curriculum states otherwise.
5. If a student gains for a given semester a number of credit points exceeding the minimum stated in item 4, the surplus of points is counted towards the next semester.
6. If, in a given semester, a student fails to gain the required minimum of ECTS and lacks no more than 12 points, he/she may obtain the missing credits in the retake mode starting from the next examination period, with the stipulations of item 9. In a given examination period a student is allowed one retake per subject. The deadlines for applying for retakes are set by the dean. The dean also determines the mode of the retakes (participation in classes, office hours and laboratory classes).
7. If, in a given semester, a student lacks more than 12 points to gain the required minimum of ECTS points, the dean removes the student from the student register or, at the student's request, allows him/her to repeat the semester, except for situations described in item 8.
8. If, at the close of the first or second semester, a first-year undergraduate student lacks more than 12 points to gain the required minimum of ECTS, the dean removes the student from the student register.
9. If a student fails to successfully complete the final semester of his/her course, the dean sets a deadline for obtaining the credit in the retake mode in the same semester, no later than 30 September, or, if the course ends in the winter term, by 31 March. This rule does not apply to awarding credits for the diploma seminar in the final semester of a university course.
10. The dean may allow a student to repeat a semester only once during an undergraduate and graduate course respectively.

## **V. Final dissertation and final examination**

### **§ 24**

1. A student prepares a final dissertation under the guidance of a supervisor.
2. The final dissertation of an undergraduate student may be supervised and reviewed by a university teacher holding at least the doctor's degree, while a master's dissertation may be supervised and reviewed by a faculty member in the position of assistant professor (i.e. holding the degree of '*doktor habilitowany*'), and, with the Faculty Council's consent, also by a university teacher holding a Ph.D. degree.
3. A dissertation supervisor is appointed or changed by the dean at a student's request.
4. In the event of a supervisor's prolonged absence, which might delay the completion of the course by a student in due time, the dean is obliged to appoint a substitute supervisor in consultation with the student.

### **§ 25**

1. The final dissertation should be submitted at the dean's office
  - a) by 15 February - on courses ending in the winter semester,
  - b) by 30 June - on courses ending in the summer semester.

2. In the event of not submitting a dissertation by the dates stipulated in item 1, a student submits it by the second deadline, which is:
  - a) 31 March - on courses ending in the winter semester,
  - b) 30 September - on courses ending in the summer semester.
3. Under duly justified circumstances, the dean may, at a student's request, extend the second deadline.
4. Failure to submit a final dissertation by the second deadline results in the student's removal from the student register.

#### **§ 26**

1. Except for situations described in item 2 of this section, a student submits a final dissertation written in Polish. In justified situations, the dean may permit submitting a dissertation written in another language. In such a situation, the student is obliged to attach to the dissertation its summary in Polish.
2. On courses and specializations conducted in foreign languages, a student submits a dissertation written in the language of instruction.

#### **§ 27**

1. A final dissertation is evaluated by the supervisor and the reviewer appointed by the dean.
2. In the event of a negative review, the dean refers the dissertation to a second reviewer.
3. If the second review is also unfavorable, the dean may, at the student's request, allow him/her to repeat the final semester of the course. The student is obliged to write a dissertation and to obtain credits for any new subjects in the curriculum indicated by the dean.
4. The grade for the final dissertation is the arithmetic mean of the grades proposed by the supervisor and the reviewer(s).

#### **§ 28**

1. The prerequisite for obtaining the diploma seminar credit is the supervisor's approval of the submitted dissertation.
2. The final examination is administered within six weeks of the date of successful completion of the semester and submitting the dissertation and other required documents at the dean's office.
3. The prerequisites for being admitted to the final examination are as follows:
  - a) obtaining credits for all the course components,
  - b) gaining the required number of ECTS points,
  - c) the final dissertation having cleared the anti-plagiarism procedure and being declared as original,
  - d) a positive evaluation of the dissertation by the supervisor and the reviewer.
4. Prior to entering for the final examination, the student must meet all his/her obligations towards the University.
5. If the dissertation has not cleared the antiplagiarism procedure, then, depending on the extent and kind of plagiarism committed, the dean:
  - a) may oblige the student to amend the dissertation by a specified deadline,
  - b) may order the student to repeat the final semester of the course,
  - c) initiates disciplinary proceedings.

### § 29

1. The final examination takes place before an examination board appointed by the dean, at the date set by the dean.
2. The examination board is presided over by the dean or a vice-dean. The examination board also includes the supervisor and the reviewer. At the examinee's request, a representative of the student government may be invited to participate in the examination.
3. At the dean's request, the Faculty Council may appoint another assistant professor (i.e. a faculty member holding at least the degree of '*doktor habilitowany*') to preside over the examination board.
4. At the examinee's request, the dean may order that an open final examination be administered. A request for such a form of examination should be submitted by the examinee or the supervisor at least 14 days prior to the examination date. The rules for an open final examination are laid down by the dean.

### § 30

1. The final examination is conducted in an oral form. In duly justified cases, the dean may change the form of the examination.
2. The examination board decides on the grade for the examination and the final course grade, following the provisions of section 32.
3. If the examinee does not enter for or receives a failing grade in the examination, the dean sets the date of the retake examination.
4. The retake of the final examination may take place no sooner than a month, but no later than three months after the date of the first examination.
5. Unexcused failure to retake the examination or a negative grade in the retake final examination result in the student's removal from the student register.
6. In the event of a repeat failure to pass the final examination, a student may resume the final semester of the course only once, within a year of the end date of the semester during which the retake of the final examination took place; the student is under no obligation to receive credits in the new subjects in the curriculum of his/her course.

## VI. Completion of a university course

### § 31

1. A university course is considered completed on fulfilling the tuition program for a given course of study or an individualized interdisciplinary program, and, in particular, on achieving all the learning outcomes by receiving credits for all the subjects and student internships and gaining the required number of ECTS points.
2. The prerequisite for completing
  - a) a first-cycle course leading to the degree of '*licencjat*' is gaining a minimum of 180 ECTS points
  - b) a first-cycle course leading to the degree of '*inżynier*' is gaining a minimum of 210 ECTS points
  - c) a second-cycle course lasting 3 or 4 semester is gaining a minimum of 90 or 120 ECTS points respectively,as well as passing the final examination on all the above courses.

3. A graduate receives a diploma of higher education in a relevant field, with the stipulations of item 4.
4. A university course with a specified field of specialization is considered completed if a student has gained the required number of ECTS points for the specialization subjects.

### **§ 32**

1. The weighted average is calculated based on all the final grades in all the credited subjects, except the ones specified in items 3 and 4 of section 18. The weights are the numbers of ECTS points assigned to particular subjects divided by the sum of all the ECTS points gained by the student during the course, except those specified in items 3 and 4 of section 18.
2. The final grade for the entire course, calculated to two decimal places, is the total of the following:
  - a) 0.6 of the weighted average determined in item 1,
  - b) 0.3 of the positive grade for the final dissertation,
  - c) 0.1 of the positive grade for the final examination.
3. The final grade for the entire course entered in the diploma of higher education is established as follows:

|                      |              |
|----------------------|--------------|
| a) up to 3.40        | sufficient   |
| b) from 3.41 to 3.80 | satisfactory |
| c) from 3.81 to 4.20 | good         |
| d) from 4.21 to 4.50 | very good    |
| e) from 4.51 upwards | excellent    |

## **VII. Leaves of absence during a university course**

### **§ 33**

1. In justified cases, on submitting a written application, a student may be granted
  - a) medical leave of absence,
  - b) personal leave of absence.
2. A student may be granted a short- or long- term leave of absence.
3. A short-term leave of absence may be granted to a student for a period of up to 30 days.
4. Granting a short-term leave of absence to a student does not extend his/her standard time of completing the course and provides no grounds for setting new deadlines for examinations and credits during the course.
5. A long-term leave of absence may be granted for a semester or a year.
6. A long-term personal leave of absence may only be granted once during a given university course at a given level.
7. A student's standard time of completing a course may be extended as a result of being granted a long-term leave of absence.
8. The decision to grant leave of absence to a student is made by the dean.
9. Within 14 days of the end date of the leave of absence, the student is obliged to notify the faculty in writing of his/her decision to continue the course. Failure to do so constitutes a sufficient basis for the student's removal from the student register on the grounds of not resuming studies.

### **§ 34**

1. During a long-term leave of absence a student may, with the dean's consent and in compliance with the conditions laid down by the dean, attend selected classes and enter for selected tests and examinations.
2. Should any changes be made to the curriculum during a student's long-term leave of absence, the dean indicates the subjects for which the student will have to obtain credits.
3. A student granted leave of absence retains his/her right to financial aid, which is provided on conditions specified in the Regulations on Establishing the Extent, Granting and Disbursing Financial Aid to the Students of the University of Economics in Katowice.

## **VIII. Removal from the student register, transfers and resumption of studies**

### **§ 35**

1. The dean removes a student from the student register if a student:
  - a) fails to commence studies in due time,
  - b) resigns from a course,
  - c) does not submit a final dissertation or take the final examination in due time,
  - d) is expelled from the university.
2. The dean removes a student from the student register due to a failure to commence studies if the student:
  - a) does not take the student oath within 30 days of the commencement of instruction,
  - b) does not submit a declaration to resume studies on the expiry of the approved leave of absence.
3. A resignation from a university course is submitted as a written termination of the tuition agreement.
4. The dean may also remove a student from the student register if he/she:
  - a) fails to make sufficient progress,
  - b) fails to complete a semester or a year in due time,
  - c) fails to pay relevant course fees,
  - d) fails to sign a tuition agreement with the University.
5. A student's lack of sufficient progress is established by the dean on the basis of the analysis of his/her individual achievements.
6. The removal of a student's name from the student register deprives him/her of student rights.

### **§ 36**

1. A student may transfer to another institution of higher education on meeting all his/her obligations towards the University.
2. A student transferring from another institution of higher education is admitted on the decision of the dean of a given faculty if the faculty's current situation permits that.
3. A student may transfer between the University's faculties with the consent of the relevant deans. The criteria of admitting a student are set by the dean.
4. A student may transfer onto a different course within a given faculty with the dean's consent. The criteria of admitting a student onto a different course are set by the dean.
5. A student may transfer from a full-time course onto a part-time one, with the dean's consent, at the beginning of each semester.

6. Transfers described in items 2-4 are possible no earlier than on completion of the first year of an undergraduate course or the first semester of a graduate course.
7. At the request of a part-time student, the dean may, in duly justified cases, transfer him/her onto a full-time course on condition that the student, on completion of the first year of an undergraduate course, or the first semester of a graduate course, has achieved a weighted grade point average of at least 4.0, calculated in accordance with the provisions of item 1 of section 32.

### **§ 37**

1. A student may resume studies on condition that he/she has successfully completed the first semester at the University.
2. A full-time student who completed the first semester and was subsequently removed from the student register has a right to resume studies on a full-time basis within 3 years of the end date of the semester in which he was removed from the student register for the first time, with the stipulations of item 6 of section 30.
3. A part-time student who was credited with the first semester has a right to resume studies on a part-time basis within 4 years of the end date of the semester in which he was removed from the student register for the first time, with the stipulations of item 6 of section 30.
4. A full-time student may apply for permission to resume his/her studies on a part-time basis. Provisions of item 3 apply respectively.
5. The decision on a student's right to resume studies is made by the dean, who also obliges the student to obtain credits for any new subjects in the curriculum and sets the mode and deadline for the outstanding credits, except for the situation referred to in item 6.
6. A student who is permitted to resume studies after failing to submit a final dissertation in due time is not obliged by the dean to obtain credits for any new subjects in the curriculum.

## **IX. Awards, commendations and student liability**

### **§ 38**

1. Students with well-above-average results and outstanding individual achievements in a particular academic field and in fulfilling their duties may be granted awards and commendations by the dean or by the rector.
2. A relevant University organ may apply to institutions outside the University for awards or commendations to be granted to a student.
3. Kinds of awards and commendations as well as the mode and the criteria of granting these are established by the Senate or the Faculty Council respectively.

### **§ 39**

1. For any form of dishonest or dishonorable conduct in defiance of the student oath and non-compliance with the University regulations a student may be held responsible before the disciplinary committee for students or the student government's disciplinary panel.
2. The Rector may reprimand a student for any minor misconduct on hearing the perpetrator or his/her defender without consulting the disciplinary committee or the student government's disciplinary panel.

3. On his own initiative or at the request of the student government, the rector may refer a particular case to the disciplinary ombudsman, notifying the student government of the action taken.
4. A student reprimanded by the Rector may appeal against the penalty to the disciplinary committee or the student government's disciplinary panel.

#### **§ 40**

Proceedings before the disciplinary committee for students and the student government's disciplinary panel are governed by separate regulations.

### **X. Participation of secondary school learners of outstanding academic ability in university classes**

#### **§ 41**

1. Secondary school learners of outstanding academic ability may participate in classes on undergraduate courses matching their interests and level of ability.
2. An application for admitting a secondary school learner as an auditor is submitted to the dean of a relevant faculty by the head teacher of a given school by 30 June prior to the commencement of a given academic year.
3. The application referred to in item 2 must contain at least:
  - a) the learner's first name and age,
  - b) the field of his/her specialization at school,
  - c) a description of the learner's abilities, achievements and interests,
  - d) the grade point average for the previous school year,
  - e) the name of the subject that a given learner is to do,
  - f) a justification.
4. A suitable letter of motivation and the learner's parents' or guardians' consent to his/her participation in the classes should be enclosed with the application.
5. Having positively considered the application, the dean names the university teacher whose classes the learner will attend.
6. Following the dean's decision, the dean's office assigns the admitted secondary school auditor to a particular group in consultation with himself/herself and the head teacher.
7. The admitted secondary school auditor is issued neither a student identity card nor a student book nor an examination card.

#### **§ 42**

1. At the beginning of the semester, the university teacher conducting classes attended by a secondary school auditor informs him/her of the conditions of receiving a credit. In the case of subjects credited on the basis of an examination, the auditor must be acquainted with the examination requirements. A secondary school auditor has a right to familiarize himself/herself with the course description card.
2. A secondary school auditor is credited with the subject of his/her choice in accordance with the rules stated in these Regulations but is not entitled to a retake.
3. On completing a series of classes in a given subject, a secondary school auditor receives a certificate, issued by the dean on receipt of a note from the university teacher that the subject has been credited, stating the number of tuition units covered, and, in the case of

subjects credited on the basis of an examination, information on the auditor's performance in the examination.

## **XI. Transitional and final provisions**

### **§ 43**

1. A student has a right to appeal to the Rector against the dean's decision.
2. An appeal is submitted through the dean within two weeks of the date of receiving the decision.
3. The Rector considers appeals against the dean's decision concerning issues specified in these Regulations. The Rector's decisions are final unless relevant legal regulations provide otherwise.
4. In duly justified cases, including situations when new circumstances, vital for the decision, arise, the dean may, on his own initiative or at the student's request, alter the original decision. The provision from item 1 is applied respectively.

### **§ 44**

Decisions on issues concerning the rules and mode of doing university courses not regulated by the Higher Education Act, the University Statute and these Regulations are made by the Rector.

### **§ 45**

The Academic Regulations passed on 21 April 2016 become invalid.

### **§ 46**

These Academic Regulations come into force on 1 October 2017.