**The Academy of Fine Arts in Katowice**

**Study regulations**

**of the Academy of Fine Arts in Katowice**

**hereinafter referred to as "the Regulations"**

**adopted on 16 Sept 2019 by the Resolution of the Senate No. 27/2019**

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**I. General provisions**

**Art. 1**

1. These Regulations determine the organization and course of studies as well as the rights and obligations of the students of the Academy of Fine Arts in Katowice related thereto.
2. These Regulations apply to the first-cycle, second-cycle and long-cycle studies, full-time or part-time, and are applicable to all study programmes of the Academy of Fine Arts in Katowice.
3. The provisions of these Regulations also apply to the students who are studying at the Academy of Fine Arts in Katowice within the framework of international student exchange.
4. Studies at the Academy of the Fine Arts are conducted on the basis of the applicable provisions, in particular:
5. the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2018 item 1688, as amended, hereinafter referred to as *"the Act"*;
6. The Statute of the Academy of Fine Arts in Katowice, hereinafter referred to as *"the Statute"*;
7. The Study Regulations of the Academy of Fine Arts in Katowice, hereinafter referred to as *"the Regulations".*
8. The provisions of:
9. the Act;
10. the Act of 3 July 2018, implementing provisions - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended;
11. the Act of 14 June 1960 - Administrative Procedure Code (consolidated text, Journal of Laws of 2018, item 1688, as 2096, as amended, hereinafter referred to as *Administrative Procedure Code*, shall apply to all matters not regulated herein.

**Art. 2**

The terms used in the Regulations are to be interpreted as follows:

1. **The Academy** - the Academy of Fine Arts in Katowice
2. **didactic cycle** - grading period /academic year - semester/ which covers didactic classes, the main examination session and the resit examination session;
3. **educational cycle** - full period of studies, determined by the curriculum and study plan.
4. **Dean** - a person entitled to perform the duties of the department head under the authority of the Rector.
5. **form of studies**- full-time, part-time studies;
6. **learning outcomes** - knowledge, skills and social competences acquired by a student, referred to in the Act of 22 December 2015 on the Integrated Qualification System, considering the universal characteristics of the first cycle set out in the Act and the characteristics of the second cycle set out in the provisions issued pursuant to Art. 7, sec. 3 of this Act.
7. **transcript of academic record** - a summary of students' grades obtained in a given didactic cycle, containing the information on the results of cycle completion audit.
8. **study programme** - a form of education, distinguished within the framework of studies, conducted in the way specified by a given curriculum within the framework of levels 6 and 7 of the Polish Qualifications Frame.
9. **announcing** - immediate publication of a document either on the Academy's website, in the study support system/USOS web, or on announcement boards at the Academy.
10. **study plan** - detailed specification of curriculum organization and the method of its implementation.
11. **study cycle** - first-cycle, second-cycle and long-cycle studies.
12. **confirmation of the learning outcomes** - formal process of verifying the outcomes of learning organized institutionally outside of the study system, as well as learning not organized institutionally, conducted using means and methods aimed at increasing knowledge, skills and social competences of persons with additional professional experience
13. **curriculum** - contains a description of a study programme, including a description of the expected learning outcomes as well as the process leading to their achievement, and the number of ECTS credits allocated to given classes;
14. **ECTS credits** - credits defined in the European Credit Transfer System as a measure of work performed by students, necessary to achieve the expected learning outcomes; corresponds to 25-30 working hours which comprise didactic classes organized by the Academy as well as students' own work related to them.
15. **Faculty Council** - a collegial entity of opinion-giving and advisory nature within the meaning of the Statute, attached to the Dean.
16. **year of studies** - a part of curriculum, distinguished in the study plan,
17. **examination session** - a period within which knowledge, skills and competences acquired during a study cycle, expected to be achieved in a giving didactic cycle, are verified.
18. **student** - a person studying at the first-, second- or long-cycle studies, who has been admitted to the Academy, and has taken the oath.
19. **full-time studies** - form of higher studies in which at least a half of ECTS credits is obtained within the framework of didactic classes which require direct participation of academic teachers, or other persons conducting classes, as well as students; the classes are held separately from the classes of part-time studies;
20. **part-time studies**- mode of higher studies in which less than a half of ECTS credits comprised by the curriculum is obtained within the framework of didactic classes which require direct participation of academic teachers, or other persons conducting classes, as well as students; the classes are held separately from the classes of full-time studies.
21. **syllabus** - course description which includes: the content of the course, learning outcomes; forms of classes; the applied didactic methods; the language of the course; the list of the literature related to the course; description of the requirements related to participation in classes, including the permissible number of absences which can be excused, as well as the principles of obtaining credit /including the principles of resits/; grading methods and criteria, the number of ECTS credits allocated to a given course;
22. **professional degree** – *licencjat* (Bachelor's), *inżynier* (Engineer's), *magister* (Master's) degree or equal.
23. **USOS** University Support System of Studies;
24. **faculty** - organizational unit of the Academy, defined in the Statute;
25. **didactic classes** - all forms of teaching, particularly: lectures, labs, seminars, discussion classes, practical artistic classes/workshops, practical design classes/workshops, work placement, internships, plein-air workshops.

**Art. 3**

1. The studies are conducted by the Academy.
2. The Rector is the supervisor of students.
3. The Rector is the competent authority in all matters covered by the Regulations.
4. The Rector supervises the admission procedure and the educational process.
5. The Rector indicates which faculty organizes education for a given study programme.

**Art. 4**

1. Students are represented by competent bodies of student government entitled to express their position on matters related to students.
2. Competent body of student government expresses their position within 14 days from receiving the application requesting it to be expressed. If the competent body of student government does not express its opinion, it will deemed as expressing a positive position.

**Art. 5**

1. For proper functioning of a faculty, in particular dealing with student affairs and proper organization of the educational process, the Rector can authorize the Dean to act on his or her behalf, or appoint the Dean as his or her proxy.
2. The Rector can specifically authorize the Dean to:
3. issue administrative decisions or resolutions referred to in Art. 6,

section 1,

1. manage the faculty and deal with student affairs in the scope determined in these Regulations.
2. The Rector will make the scope of authorizations granted to particular Deans public at the Academy in order to inform the students about the persons competent to handle their affairs.
3. Section 3 applies accordingly in the cases of changing the scope of authorization granted by the Rector to the Dean.
4. Applications related to matters covered by the authorization which are submitted to the Rector are considered to be submitted properly. In such situation the Rector will immediately forward the application to the Dean for consideration.
5. If these Regulations refer to "authorization", it will also mean the function of the "proxy".

**Art. 6**

1. Individual student affairs shall be considered by means of administrative decisions or resolutions.
2. Administrative proceedings conducted by Academy bodies consist of two instances.
3. Administrative decisions, referred to in sec. 1, are issued in matters related to:
4. disenrollment from student register;
5. exemption from fees, or reduction of fees for educational services.
6. awarding or refusing to award income support and disability grants, hardship benefits, the Rector's scholarship, or a scholarship from the Academy's own scholarship fund.
7. suspension of student rights in the cases referred to in Art. 316 sec. 4 of the Act;
8. admission to studies, changing the form of studies or the study programme in the case of foreigners;
9. refusing admission to studies in the form of a transfer from another university;
10. refusal to permit resumption of studies;
11. other affairs provided for in the law.
12. The decisions of the first instance, mentioned in sec. 3, are issued by the Rector, unless a special regulation provides otherwise.
13. Decision of the first instance issued by the Rector can be reconsidered upon an application.
14. The application referred to in sec. 5 can be submitted by a student within 14 days from the delivery of the decision. The application shall be submitted directly to the Rector. Documents or opinions providing the rationale for the application should be attached thereto.
15. Individual student affairs can be also resolved by the Dean acting on the basis of authorization granted by the Rector, or as a proxy. The Rector can authorize the Dean only to issue administrative decisions of the first instance.
16. Granting the Dean with the authorization to issue administrative decisions on behalf of the Rector does not result in him or her becoming a body of the Academy. Every decision issued by the Dean acting pursuant to sec. 7 should be marked as issued, respectively:
* "under the authority of the Rector";
* "on behalf of the Rector".
1. Decisions issued by the Dean acting under the authority of the Rector, or as their proxy, can be reconsidered upon an application submitted to the Rector.
2. Applications for reconsidering cases, referred to in sec. 9, can be submitted by a student within 14 days from the delivery of the decision. The applications are to be submitted through the Dean who issued the contested decision. Documents or opinions providing the rationale to the application, including, obligatorily, the Dean's opinion on the matter, should be attached to the application. The application, along with the opinion and the attachments, are forwarded by the Dean to the Rector for their consideration within 7 days from the date of application submission.
3. The decision issued by the Rector in the second instance is final.
4. If there are formal shortcomings in the application for reconsideration of the matter, the entity issuing the decision of the first instance will call the person submitting the application to eliminate these shortcomings within a specified period, no shorter than 7 days, or else the application for reconsideration of the matter will be not considered.
5. When issuing, revoking, changing or stating the invalidity or expiration of decisions referred to in section 2, the provisions of the Code of Administrative Proceeding shall apply, unless the Act or other provisions provide otherwise.
6. Upon the application of the student government, the decisions regarding awarding or refusing to award grants referred to in Art. 6, sec. 2, item 3, are made by the grant committee and the appeal grant committee. Most of the committee members are students. The decision is signed by the chairman of the committee, or the vice-chairman authorized by him or her. The Rector, by administrative decision, repeals the decisions of the grant committee and the appeal grant committee, which are contrary to the provisions of the law.

**Art. 7**

1. Matters which do not require issuance of administrative decisions are resolved by a body of the Academy. Resolutions are issued promptly, but no later than 30 days from the date of submitting the application, unless a special regulation provides otherwise.
2. Resolutions referred to in sec. 1 are issued by the Rector.
3. Provisions of the Administrative Procedure Code do not apply to the resolutions.
4. If it is justified in view of the conducted proceedings, considering such values as efficiency, effectiveness, reliability, objectivity of the actions of the Academy, provisions of the Administrative Procedure Code are applied as an auxiliary measure, particularly those concerning:
5. exclusion of Academy employees;
6. deliveries;
7. deadlines and deadlines for handling affairs;
8. metrics, protocols and annotations.
9. The content of the resolution, referred to in sec. 1, should make it possible to determine:
10. the entity issuing the resolution;
11. the date of resolution issuance;
12. the addressee of the resolution;
13. the outcome of the resolution;
14. legal and factual reasons for the outcome.
15. Students are entitled to become acquainted with the content of the resolution referred to in sec. 1.
16. The day of resolution delivery is the day on which the student is informed about its content, for example via email. In the case of resolutions related to individual affairs of the students, the students have the right to apply for the case to be reconsidered by the Rector within 14 days. The resolution of the Rector issued as a result of an application for reconsideration is final.
17. Provisions of Art. 6 apply accordingly to the applications for reconsideration submitted with regard to resolutions.

**Art. 8**

1. In individual affairs of the students related to the course of studies:
2. which can be resolved by administrative decisions - the student submits an application in writing to the Rector through the relevant Dean;
3. which can be resolved by resolutions - the student has the right to submit an application in writing to the Rector or Dean acting under their authority.
4. If student's application is accepted in its entirety, it is possible to derogate from providing a rationale to the resolution or administrative decision.
5. All decisions and resolutions made on the basis of the Regulations should result from the principles of studying, respect students' rights and dignity, accentuating the sense of social good, and comply with the provisions of the Act, the Statute and other prevailing provisions of the law.

**Art. 9**

1. Studies can be conducted at the Academy as:

1) First-cycle studies

 2) Second-cycle studies

 3) long-cycle studies

and can be part-time or full-time.

1. The provisions of these Regulations apply to all forms of studies, unless provided otherwise by the Regulations.

 3. The duration of studies is:

 1) in the case of first-cycle studies - at least 7 semesters;

 2) in the case of second-cycle studies - 4 semesters;

 3) in the case of long-cycle studies - 10 semesters;

4. In the case of repeating a year, taking a leave, or taking a diploma exam after completing the last academic year within the framework of the course of studies, the maximum duration of the curriculum is extended accordingly.

**Art. 10**

1. Studies in a given study programme, at a given level and profile are conducted at the Academy on the basis of the curriculum and study plan. The curriculum determines:

1) the learning outcomes, referred to in the Act of 22 December 2015 on the Integrated Qualification System (consolidated text, Journal of Laws of 2018, item 2153, as amended), including the universal characteristics of the first cycle determined in the above-mentioned Act, and the characteristics of the second cycle determined in the provisions issued on the basis of Art. 7 sec. 3 of the above-cited Act,

2) the description of the process leading to the acquisition of learning outcomes,

3) the number of ECTS credits allocated per course.

2. ECTS credits are a measure of student's average workload necessary to obtain the learning outcomes.

3. An ECTS credit corresponds to 25 - 30 hours of student's work which comprise classes held by the Academy as well as student's individual work related thereto.

1. Changes are introduced into curricula after a consultation with a competent body of the student government, in the manner provided for in the Act, and in accordance with the conditions laid down by the Senate.
2. Changes in curricula are introduced at the beginning of new educational cycles.

6. In the course of an educational course, only the following changes can be introduced into

curricula:

1. changes in the educational contents taught to students during classes, which include the latest scientific, artistic or design achievements, or achievements related to professional activity.

 2) changes necessary to:

 a) remedy the shortcomings found by the Polish Accreditation Commission ,

 b) adapt curricula to the changes in the commonly applicable provisions.

1. Curricula and study plans are announced at least 3 months before the beginning of an academic year during which they will be valid.
2. The Academy publishes the curricula in the Public Information Bulletin within 14 days from their adoption.
3. A curriculum may permit conducting selected studies or courses in a foreign language. The Rector or the Dean acting under their authority, in consultation with the teacher, can permit taking certain exams, including diploma exams and course completion assessments, in a foreign language.

10. A curriculum may include a list of mandatory classes which must be completed in order to complete a given year of studies, or studies altogether, a sequential system of classes and exams, obligation to complete internships or other classes of special nature.

The Student is obliged to submit declarations regarding the selected courses to be completed in a given semester/year of studies, and declare the total number of ECTS credits for both semesters that is not lower than the number of credits required to complete a given year of studies. Declaration of course selection must be filled out in the USOSweb system.

12. The students are obliged to complete all courses declared for that year, unless the curriculum allows this obligation to be fulfilled at any time before graduating.

13. The student has the right to resign from a declared course by providing the Rector or the Dean acting under their authority with the reason for such resignation. The Rector or the Dean acting under their authority will consider student's request based on the opinions of the course teachers.

14. The student completes the selected courses within the framework of the curriculum.

**II. Admission to studies**

**Art.11**

1. Admission to studies at the Academy takes place by:

 1) admission procedure;

 2) confirmation of the learning outcomes/in accordance with the regulations adopted by the Senate of the Academy by way of a resolution/;

 3) transfer from another university or foreign university;

2. The conditions of the admission procedure, the dates of its beginning and end as well as the scope of the entrance exam to the studies are determined by the Senate by way of a resolution.

3. The resolution referred to in sec. 2 is made available to the public no later than until 30 June of the year preceding the academic year to which it applies.

4. Persons who meet the requirements determined in Art. 6, sec. 2 of the Act can be admitted to the first-cycle and long-cycle studies at the Academy.

5. Persons who meet the requirements determined in Art. 69, sec. 3 of the Act can be admitted to the second-cycle studies.

6. The Academy additionally holds entrance exams in the scope of artistic/design subjects.

7. The results of entrance exams determined in sec. 6 constitute 100% of the total result which can be obtained by a candidate during an exam.

8. The rules and the procedure of admission to the studies at the Academy resulting from confirmation of learning outcomes, in the scope corresponding with the learning outcomes determined in the curriculum of a given study programme, level, form and profile of studies, are determined by the Senate of the Academy by means of a separate resolution.

9. The moment of taking the oath is the moment of becoming a student.

10. The contents of the oath are attached as Annex no.1 to these Regulations.

11. After taking the oath students receive their student ID cards.

**III. Organization of the academic year**

**Art. 12**

1. The academic year begins on 1 October and lasts until 30 September of the following calendar year.

2. The academic year consists of two semesters: the spring and the autumn semester.

3. Each semester ends with an examination session which cannot be longer than 14 days.

4. The autumn semester comprises 15 weeks of didactic classes.

5. Classes are not held during the Christmas break.

6. After the end of the autumn examination session there is a one-week-long break between the semesters.

7. The autumn semester comprises 15 weeks of didactic classes.

8. Classes are not held during the spring (Easter) break.

9. Exam resits after the examination sessions are scheduled as follows:

1. after the autumn examination session - no later than on the last day of February.

 2) after the spring examination session - no later than on the last day of September.

10. The period between the end of the spring examination session and 30 September is summer holidays. Plein-air workshops and others as well as obligatory student internships resulting from curricula can be organized during this period.

**Art. 13**

1. Rules concerning the organization of the academic year, along with the division into semesters and the distinction of the dates of conducting didactic classes and examination sessions, are determined by the Rector in consultation with the student government, not later than on 30 June of the preceding academic year.

2. The Rector or the Dean acting under their authority can set out a detailed organization of an academic year for all forms and study programmes of a faculty, after a consultation with the student government, in compliance with the decisions made by the Rector, and announces it at the latest two months before the beginning of the academic year.

3. During the academic year, the Rector, under justified circumstances, can announce additional days or hours during which classes are not conducted /the so-called Rector's days or hours/.

4. Relevant bodies of the student government are also entitled to apply for the announcement of such days or hours.

5. Upon the request of the Dean, the Rector can agree to announce days or hours during which classes are not conducted at a given faculty /the so-called Dean's days or hours/,cancelling didactic classes for all or some study programmes, or year groups.

**Art. 14**

The Rector or Dean acting under their authority, in consultation with a body of the student government, appoints year tutors or group tutors from among the academic teachers, and determines their duties.

**IV. Rights and obligations of students**

**Art. 15**

1. A student is obliged to act in accordance with the oath and the Regulations, abide by the applicable rules of the Academy, comply with the regulations of its authorities, protect the good name of the Academy and respect its traditions and customs. Moreover, a student shall in particular be obliged to attend classes in accordance with the Regulations, take examinations, complete work placements and meet other requirements provided for in the curriculum, and shall be obliged to familiarise himself or herself with the terms and conditions of tuition fees, pursuant to the rules laid down in separate provisions.

2. A student has the right to:

 1) acquire knowledge in a chosen study programme, developing their own academic, artistic and design interests, use the rooms, equipment and means as well as the entire library resources of the Academy for this purpose in accordance with the applicable rules, and ask the academic staff for assistance,

 2) participate in didactic classes and take examinations or credits provided for in the curriculum in accordance with the rules laid down therein,

 3) participate in decision-making by the collegial entities of the Academy through student representatives,

 4) submit postulates to the Academy authorities concerning curricula matters related to social and living conditions,

 5) receive awards and distinctions in accordance with the rules set forth in the Regulations

and in separate provisions,

 6) associate in already existing student organizations and establish new ones,

 7) participate in academic, artistic and design research and affiliate in student associations operating in the Academy,

 8) develop cultural and sports interests, use the facilities and resources of the Academy for this purpose, as well as the assistance offered by the academic staff and bodies,

 9) participate in open classes of other study programmes and other classes with the consent of the person conducting them.

3. In particular, the student has the right to:

 1) have their ECTS credits transferred and recognized,

 2) complete studies in accordance with individual curriculum plan,

 3) excuse his/her absence from classes,

 4) take leave from classes, also with the possibility to proceed with the verification of the achieved learning outcomes, as defined in the curriculum,

 5) change the study programme,

 6) transfer to full-time or part-time studies,

 7) take the exam conducted before an examination board with the participation of an observer indicated by him or her,

 8) retake specific classes due to unsatisfactory learning outcomes and be awarded re-admission of studies - according to the terms defined in these Regulations.

 9) financial assistance awarded under separate provisions

4. A student receives a student ID card.

5. A student ID card is a document which proves the status of a student. A student ID card

shall be valid no longer than until the date of graduation, suspension of student rights or disenrollment from students register, and in the case of first-cycle graduates - until 31 October of the graduation year.

6. The student is obliged to give immediate notice of a change of name and address, as well as

 of data required by the Academy on the basis of separate regulations.

7. The student's rights and obligations shall expire on the day of graduation or disenrollment from students register. A person who has completed a first-cycle programme shall retain the student rights until 31 October of the year in which the programme is completed, subject to separate provisions.

8. A student may not be re-enrolled on the list of students of the study programme, level and profile of studies in which he or she has the student status.

9. The Academy authorities are obliged to take actions aimed at ensuring equal opportunities for the implementation of the curriculum by students with disabilities, taking into account the degree and nature of disability and the specificity of a given study programme.

**Art. 16**

1. A student who, during the course of didactic classes, is or may be exposed to onerous or harmful to health factors, is obliged to undergo medical examinations and obtain a medical certificate on his or her ability to participate in such classes. The form of a certificate is specified by separate provisions.

2. The Rector or the Dean, acting under the Rector's authority, directs the student to medical examinations. A student should be referred for examinations in time to obtain a medical certificate referred to in section 1 before the date of commencement of classes during which the harmful factors are likely to affect them.

3. A student who does not undergo the examination referred to in section . 1 or does not submit an appropriate medical certificate before the commencement of classes or submits a medical certificate on the existence of health contraindications may not be allowed to participate in such classes.

**V. Individual curriculum plan and changes in the course of studies**

**Art. 17**

1. Upon the student's request, the Rector or a Dean acting under the Rector's authority may consent to individual curriculum plan in the form of Individualised Education Plan or an Individualised Study Plan.

2. Pregnant students and students who are parents cannot be refused permission to study a specific study programme and level according to the individual curriculum plan until its completion - in case of full-time degree programmes.

**Art.18**

1. Individual Curriculum Plan is granted in particular to:

 1) students who excel at their studies;

 2) students participating in research, artistic and project work;

 3) students who excel at artistic, project and cultural activities;

 4) students who excel at sporting activities in which they represent the Academy

 5) students sent to study at another university, a domestic or

 foreign institution;

 6) students studying more than one study programme at the same time;

 7) disabled students or those with chronic illnesses;

 8) pregnant students and students who are parents;

 9) students admitted to studies following confirmation of their learning outcomes;

 10) active participation in the Student Government or student organization for

 the Academy

 11) in justified cases other than those referred to in points 1-10, including those related to

 fortuitous events concerning a student

2. Individualised Education Plan consists in the modification of the study programme in order to adapt it to the student's scientific, artistic and project interests, enable them to perform scientific research, artistic and project activities. It is based on awarding the individual supervision of an academic teacher.

3. The application for an Individualised Education Plan must be submitted by the student

before the commencement of the academic year in which he or she wants to participate in

Individualised Education Plan. In exceptional cases, the application may be submitted

during the academic year.

4. A student applying for the Individualised Education Plan presents to the Rector or the Dean acting under the Rector's authority, to accept a proposal of a curriculum for the next academic year agreed with the academic teacher who has consented to perform the function of research supervisor. If a student does not indicate a candidate for a research supervisor, the supervisor shall be appointed by the Rector or the Dean under the Rector's authority. Modification of the curriculum must ensure that all learning outcomes specified in the curriculum are achieved.

5. The Rector or the Dean, acting under the Rector's authority, by agreeing to the Individualised Education Plan, approves the curriculum and the application of the research

supervisor at the same time. The Rector or the Dean acting under the Rector's authority may base their consent upon consulting the opinion of the Faculty Council.

6. The research supervisor may be an academic teacher holding at least the degree of Doctor/Doctor of Fine Arts.

7. The Rector or the Dean, acting under the Rector's authority, may agree to the Individualised

 Study Plan at the request of a student who is not in a position to attend classes and obtain credits in accordance with the curriculum.

8. Individualised Study Plan may consist, in particular, in:

 1) modification of the sequential system of classes and examinations and modification of the form of credits and examinations, the timetable of didactic classes within the course of studies or the number of teaching hours, while maintaining the number of ECTS credit points

necessary to complete the year of study/semester

 2) passing classes externally, in agreement with the person conducting the classes,

 3) changes in the dates of examinations and credits.

9. A student applying for the Individualised Education Plan presents to the Rector or the Dean acting under the Rector's authority, to accept, the mode of examinations and credits required in a given semester, and in the case of year-round courses for the academic year, as well as the credit conditions agreed and approved by the persons who conduct classes.

1. The detailed terms and conditions of studies according to the Individualised Education Plan or Individualised Study Plan shall be determined by the Rector or the Dean acting under the Rector's authority upon consulting the opinion of the Faculty Council.

**Art.19**

1. A person admitted to a course of study in the mode of confirming learning outcomes before the commencement of classes is obliged to submit to the Rector or the Dean acting under the Rector's authority, an application for obtaining credits for subjects recognised in the mode of confirming learning outcomes. The Rector or the Dean acting under the Rector's authority shall determine, in consultation with the person referred to in section 1, the Individualised Education Plan or the Individualised Study Plan under the terms set forth in Art. 18.

**Art. 20**

1. A student may, upon the consent of the Rector or the Dean acting under the Rector's authority, obtain credit for subjects not included in the curriculum, and may complete a part of the curriculum at other universities, including foreign ones.

2. A student of another university, including a foreign institution, may, upon the consent of the Rector or the Dean acting under the Rector's authority, complete courses at the Academy. The Rector or the Dean acting under the Rector's authority shall determine, in consultation with the person referred to in section 1, the Individualised Education Plan, upon obtaining a positive opinion of the Faculty Council.

**VI. Changing university, study programme, form and study system**

**Art. 21**

1. A student of the Academy who intends to transfer to another university, including

 a foreign one, is obliged to:

1. obtain the consent of the admitting university and notify the Rector or the authorized Dean of the faculty at which he or she is a student of the consent and of the intention and date of the transfer;
2. submit the decision from the admitting university within 14 days of its receipt

 3) return the student ID card.

2. The Rector shall decide on the date of withholding the scholarship payment if the student has obtained the consent to transfer to another university.

**Art. 22**

1. A student of another university, including a foreign one, after completing the first year of long-cycle or first-cycle programmes may apply for admission to degree programmes at the Academy by way of transfer, but no later than two semesters before the completion of the studies and provided that they have fulfilled all the requirements resulting from the provisions applicable at the previous university.

2. A student of another university, including a foreign institution, may be admitted to studies at the Academy as defined in section 1, provided that the enrollment rules applicable at the Academy in a given academic year are fulfilled.

3. The application for transfer must be submitted directly to the Academy before the beginning of the semester, no later than on 15 September or 31 January of each year.

4. The application referred to in section 3 should contain a justification, it should be reviewed

by the head of the organizational unit from which the student intends to be transferred, together with the documents certifying the previous education and course of studies. The application should be supported by artistic and project works of the applicant.

5. The decision on the admission is made by the Rector or the Dean acting under the Rector's authority after obtaining the opinion of the Faculty Council.

6. The provisions of Art. 15 are binding with respect to students applying to be admitted to the Academy by way of transfer.

**Art. 23**

1. A student of the Academy may apply for a transfer to another study programme of the Academy.

2. In the event of a change of study programme within the Academy, the provisions of Art. 21 and Art. 22 shall apply accordingly.

3. In exceptional cases, the Rector may agree to change the study programme in second cycle studies.

**Art. 24**

A student cannot be accepted from another university, including a foreign one, or transferred to another study programme if:

1. their student rights are suspended,
2. there is an ongoing disciplinary procedure against him or her.

**Art. 25**

1. The decision to transfer a student is made under specific conditions.

2. The Rector or the Dean acting under the Rector's authority, upon the student's request may

consent to the transfer and recognition of ECTS credit points within five years from the date of the course completion. In this case, both positive and negative grades shall also be

 transferred.

3. In the case referred to in section 2, the Rector or the Dean acting under the Rector's authority shall make a resolution in consultation with the course instructor, after reading the documentation of the course of studies.

4. The transfer of ECTS credit points to substitute credit points assigned to classes, internships/plein-air workshops defined in the curriculum is possible only if there is a confirmed correspondence of the achieved learning outcomes.

5. Classes, work placements/plein-air workshops for which the ECTS credit points are transferred may constitute a basis for completing a year, provided that they are included in the relevant curriculum for a given academic year.

6. The transfer of credit points for classes, work placements /plein-air workshops implemented within the exchange programmes is based on and compliant with the agreement on the implementation of a part of the curriculum or the agreement on the work placements/plein-air workshops programme approved by the Academy and the partner university or institution.

7. The detailed rules for the organization of exchange programmes are laid down in separate regulations. ECTS credit points shall be recognised without the re-verification of learning outcomes if the learning took place in accordance with the agreement between the universities.

8. A student receives the number of ECTS credit points as it is assigned to the learning outcomes achieved through the completion of appropriate courses and internships within the study programme to which ECTS credit points are transferred.

**Art. 26**

1. A student may change the form of studies from part-time to full-time within a given study programme and level of studies upon the consent of the Rector or the Dean acting on the Rector's authority, if the limit of places on full-time studies has not been reached.

2. A student may change the form of studies from part-time to full-time in case of obtaining a grade point average of at least 5.0 in the current course of studies.

3. A change in the form of studies is possible from the subsequent academic year.

**Art. 27**

1. A student may take additional courses in another study programme at the Academy or at another university, in addition to the basic study programme, upon the consent of the Rector or the Dean acting under the Rector's authority.

2. Full-time students listed in section 1 have the right to use the limit of additional ECTS credit points without paying any fees.

3. The grades obtained after obtaining a credit for additional courses in another study programme are not included in the grade point average for the semester/year.

**Art. 28**

1. After completing the first year of a long-cycle programme, first-cycle studies and on the first year of second-cycle studies, upon the consent of the Rector or the Dean acting under the Rector's authority, the student may study selected courses in his or her study programme or in a related study programme at another university, domestic or foreign one, within the framework of student exchange programmes.

2. The Rector or the Dean, acting under the Rector's authority, shall approve an Individualised Study Plan and curriculum to be implemented at another domestic university, and shall specify the conditions, time limits and manner in which the student may make up for the arrears resulting from curricular and study plan differences.

3. The credit obtained for courses included in an Individualised Education Plan and curriculum, as well as the results obtained in another domestic university shall be treated equally to the credit and results obtained in the Academy.

4. An Academy student studying at a foreign university within the framework of an international student exchange programme shall complete a semester or a year in accordance with the order of the Rector of the Academy.

5. The Academy may accept students and graduates of foreign universities for a student traineeship or postgraduate artistic traineeship, not covered by international student and graduate exchange programmes, pursuant to the rules defined by the Rector in a relevant order.

6. The mode and conditions for the curriculum implementation within the framework of interdisciplinary studies shall be determined by the Senate.

**VII. Completing a semester, year**

**§ 29**

1. Participation in classes included in the curriculum is obligatory.

2. The student is obliged to submit declarations of the choice of courses to be completed in a given year/semester of studies and declare the total number of ECTS credits for both semesters that is not lower than the number required to complete a given year of studies.

3. The declaration of the choice of courses must be completed in the USOSweb system.

4. In a given academic year, the student is obliged to complete all the courses declared for that year, unless the curriculum allows this obligation to be fulfilled at any time before graduating.

5. At least 30 ECTS points must be obtained in order to complete a semester of studies;at least 60 ECTS credits are required to complete a whole year of studies. If a year of studies lasts one semester,30 ECTS credits are required.

6. In order to complete a first-cycle programme, it is mandatory to obtain at least 210 ECTS credits.

7. In order to complete a second-cycle programme, it is mandatory to obtain at least 120 ECTS credits.

8. In order to complete a long-cycle programme, it is mandatory to obtain at least 300 ECTS credits.

9. The student will be awarded ECTS credits only if the assessment procedure shows

that he or she has achieved the learning outcomes intended for a given course/type of classes. If the course consists of more than one form of classes, the curriculum may provide for awarding ECTS credits for each of these forms separately, under the condition that each form is assigned learning outcomes and the methods of their verification and assessment are specified.

10. The number of ECTS credits allocated to each class is calculated on the basis of:

 • the number of contact hours with the academic teacher;

 • the number of hours for self-study by the student;

 • the number of hours allocated to preparing for examinations and course completion assessments, preparation of credit papers, diploma projects, etc.;

 • the number of hours for deepening the knowledge of the broadly understood

 culture and art /participation in exhibitions, conferences, lectures, talks, etc./

11. Detailed calculations of the number of ECTS credits allocated to a given class are included in the syllabuses which constitute annexes to the curriculums and study schedules.

12. Upon the student's request, the Rector or a Dean acting under the Rector's authority may

approve the transfer and recognition of ECTS credits. In such a case, both positive and negative grades are also to be transferred.

13. In the case specified in sec. 12, the Rector or a Dean acting under the Rector's authority shall make a resolution in consultation with the course instructor after reading the documentation of the course of studies.

14. ECTS credits may be transferred in place of credits assigned to classes, internships/plein-air workshops defined in the curriculum is possible only if there is a confirmed correspondence of the achieved learning outcomes.

15. Classes, placements/plein-air workshops for which the ECTS credits are transferred may constitute a basis for completing a year, provided that they are included in the relevant curriculum for a given academic year.

**§ 30**

1. Didactic classes in a given semester/year end with:

 1) an examination

 2) a final grade

 3) a credit

2. An examination for a course included in the curriculum shall take place in the presence of the course instructor, in a form chosen by them, i.e. written or oral.

3. A credit or final grade shall be awarded by the course instructor, included in the curriculum. Credits shall be awarded on the basis of attendance, review of the assignments, assessment of the student's activity and the grades obtained by them, especially for the review of assignments, test assignments, progress tests, quizzes, and papers.

4. The syllabus specifies the form and conditions for the completion of classes, the maximum number and methods justifying absences, the rules of admission to an examination or receiving credit in accordance with the relevant curriculum. The above information is provided to students on the first day of class.

5. Information about the dates of examinations or awarding credits should be provided to the students by the course instructor no later than 2 weeks before the first date.

6. As a rule, at least one examination date should be set during the regular examination session and at least one during the resit examination session.

7. In the event of obtaining an failing grade in a given course, the student has the right to resit the examination once in a given year of studies, before the deadline for passing the semester/year of studies.

8. It is forbidden to resit an examination in order to receive a better pass grade.

9. Didactic classes and practical or theoretical tests may be conducted in a foreign language on the basis of the rules set out in the curriculum, as agreed upon with the course instructor

10. If the curriculum includes a review of students' progress halfway through the learning cycle as part of completing a study programme, the Rector or a Dean acting under the Rector's authority shall specify the detailed conditions and timetable for the review.

11. At the request of the student:

 1) he or she may be exempt from the obligation to attend Physical Education classes and obtain a credit for this subject on the basis of a medical certificate.

 2) upon the approval of the Rector or a Dean acting under the Rector's authority, he or she may be exempt from the obligation to participate in Physical Education classes if he or she actively participates in the activities of the sports club and the request is assessed by the coach of the club.

**§ 31**

1. The periods to be completed are semester and academic year.

2. The completion of a semester/year is confirmed by an entry into the USOSweb system and the transcript of academic record.

3. A detailed schedule of the examination session shall be determined by the Rector or a Dean under the Rector's authority and announced to the students 10 days before its commencement.

4. The deadline for obtaining credits and passing all examinations is 1 March in the autumn semester and 30 September in the autumn semester .

5. For students with individual study schedules, the condition for passing a semester/year is to obtain credits and pass all exams included in the individual study plan.

6. In exceptional cases justified by important reasons /health issues, emergencies, family matters and other circumstances/, the Rector or a Dean acting under the Rector's authority may postpone the examination(s) until a later date beyond the examination session.

A request to postpone an examination to a date beyond the examination session may be considered under the condition that the student has obtained a credit in the course for which he or she wishes to postpone the date of the exam. This application should be submitted to the Rector or to a Dean acting under the Rector's authority before the examination session begins.

8. Having agreed to a date outside the examination session, the Rector or a Dean acting under the Rector's authority determines a different timetable for the student to obtain the credit upon agreement with the course instructor.

9. If the student fails to complete a course which he or she has requested to be postponed until a date beyond the examination session, the student obtains receives a failing grade in the examination session, with the possibility of obtaining a pass grade during the resit examination session.

10. The student has the right to sit an examination before the examination session at a date agreed with the examiner.

**§ 32**

1. The condition for admission to the examination session is to obtain the required credit before the examination session commences.

2. The condition for admission to an examination in a course is to obtain a credit for classes in this completion. Failure to complete more than two courses will result in being denied admission to the examination session and may constitute a basis for obliging the student to repeat the semester.

4. In exceptional cases, the Rector or a Dean acting under the Rector's authority admit the student to the examination session in spite of missing credits.

5. An unjustified failure to attend an examination or review is equivalent to failing the exam on the first date.

**§ 33**

1. The curriculum and study schedule determine the list of courses to be completed in a given examination session by obtaining the following:

 1) credit and grade for the examination

 2) final grade,

 3) credit,

2. A review of assigments as the basis for awarding a grade in a practical course holds the same status as an examination. The review is carried out during the examination session.

The following grades shall be used for the final grades and examinations;

 • celujący [excellent] 5.5

 • bardzo dobry [very good] 5.0

 • dobry plus [good plus] 4.5

 • good [good] 4.0

 • dostateczny plus [satisfactory plus] 3.5

 • dostateczny [satisfactory] 3.0

 • niedostateczny [unsatfisfactory, fail] 2.0

4) Receiving an unsatisfactory grade constitutes a failure to pass the examination or a failure to obtain credit.

5. All grades are entered into the USOSweb system and the transcript of academic record after the the conclusion of the examination or review. The grades specified in sec. 3 also apply to credits specified in sec. 1 point 2. Grades entered in the USOSweb system and the transcript of academic record constitute the basis for calculating the average grade.

6. Students are informed about the results of examinations and the credits directly by the academic teacher in charge of teaching the course and conducting the assessment.

**Art. 34**

1. A student who has received an unsatisfactory grade in the first examination date has the right to the resit exam in the second examination date.

2. This right shall apply to any failed examination.

3. The Rector or the Dean acting under the Rector's authority may, on their own initiative or at the request of a student or Student Government, order that an exam should be conducted before an examination board if:

 1) during the examination there were some irregularities in its conduct, or

 2) the scope of the examination conducted exceeded the scope specified in the announcement referred to in Art. 30 section 4.

4. The exam before an examination board shall be conducted within 2 to 14 days of the date of its ordinance, after consultation with the student concerned.

5. The examination board shall be composed of the chairman and two members from among academic staff, appointed by the Rector or the Dean acting under the Rector's authority . At least one member of the board must hold an academic title or the Ph.D. academic degree. In a justified case, the Rector or the Dean acting under the Rector's authority may appoint additional persons to the board.

6. The Rector or a person authorized by the Rector may take part in the exam conducted before an examination board. At the student's request, an observer indicated by him or her may participate in the exam conducted before an examination board. The course instructor, who assigned a grade verified in the course of the exam conducted before an examination board may take part in the examination as an observer.

7. The form and date of the exam conducted before an examination board shall be determined by the Rector or the Dean acting under the Rector's authority, in consultation with the chairman of the examination board. Minutes shall be made of the exam conducted before an examination board.

8. The result of the exam conducted before an examination board shall be taken into account as the basis for the completion of a given year of studies also if it was completed upon the expiration of the indicated term for completion of a semester/year of studies.

**Art. 35**

1. A student who fails to complete the required courses in a semester may apply for:

 1) conditional award of credit for the following semester or year, or

 2) retaking the semester or year.

2.The basis for applying for conditional award of credit or for retaking the semester/year is submitting the application containing justification, to the Rector or the Dean acting under the Rector's authority.

3. The application referred to in section 2 must be submitted on or before 10 March or 30 September, except for Art. 41 section 3.

**Art. 36**

1. At the request of the student, the Rector or the Dean, acting under the Rector's authority, may agree to a conditional award of credit for the next semester/year of studies in the event of the student's failure to obtain two missing credits for the courses specified in the curriculum.

2. In case of getting a conditional award of credit for the next semester/year of studies, the student is obliged to obtain the number of points within the time limit set for the completion of the semester/year of studies, which will supplement the point difference from the previous semester/year of studies and meet other conditions provided for in the curriculum.

3. Failure to complete the same course may be the basis for conditional award of credit

 only once in the course of studies.

**Art. 37**

1. Upon the student's request, the Rector or the Dean acting under the Rector's authority may consent to the retake of a semester/year of studies if the student fails to obtain the number of ECTS credit points required to enroll for the following semester/year of studies, fails to meet

the conditions referred to in Art. 36 sections 1 and 2, or other conditions for the completion of a given year of studies in accordance with the curriculum.

2. When retaking a year, a student has the right to participate in classes and take the exams scheduled for the following year, unless this excludes a sequential system of classes or exams, or unless other conditions provided for in the curriculum are required.

3. Retaking a year is possible only once, as part of the course of studies.

4. Prior to the deadline set for completing the year of studies, it is not allowed to retake the course during the same year of studies, unless it is possible within the framework of the curriculum.

5. In justified cases, the Rector or the Dean acting under the Rector's authority may, once in the course of studies, agree for the same or another semester/year of studies to be retaken.

6. Should it be necessary to retake the courses, apart from the application in the matters

referred to in sections 1 and 5, the student is also obliged to indicate which courses he or she will retake.

**Art. 38**

1. A student is obliged to complete a compulsory work placement/plein-air workshop if it is provided for in the curriculum.

2. Decisions concerning the compulsory student work placements and plein-air workshops are made by the Rector or the Dean acting under the Rector's authority, who may:

 1) give the credit for an internship on the basis of a certificate of the workplace confirming the work placement completion

 2) consider as an work placement the participation of a student in research, artistic or design work, if such work meets the requirements set forth in the curriculum for a given work placement,

 3) exempt the student from a specific work placement, recognising the work performed by the student as an work placement if its nature meets the requirements set forth in the work placement programme, as required by the curriculum,

 4) allow the student to complete an work placement/plein-air workshop at a different time, if the failure to complete the work placement does not interfere with the possibility of continuing the course of studies.

 5) dismiss a student from an work placement in the event that the student violates the work regulations of the company where the internship is held,

 6) refrain from giving a credit for an work placement /plein-air workshop if the student has not fulfilled the agreed conditions for the course of the work placement/plein-air workshop.

3. The completion of work placement /plein-air workshops is determined by the number of ECTS credit points in the curriculum.

4. The Rector shall appoint a work placement supervisor from among academic staff who shall exercise general supervision over the proper organization and substantive course of student work placements.

**Art. 39**

1. In the event of a suspicion arising that a student has committed an act consisting in:

 1) appropriation of the authorship or misinforming as to the authorship of all or part of someone else's work;

 2) distribution, without giving the name or pseudonym of the author, of someone else's work in its original version or in the form of a derived work;

 3) distribution, without giving the name or pseudonym of the author of the work,

 4) violation of somebody else's copyright or related rights in a manner other than specified in points 1-3;

 5) falsification of scientific research or its results or other scientific misconduct

 -The Rector shall immediately order a preliminary investigation.

2. If, as a result of the preliminary investigation, the collected material indicates the probability of committing the act referred to in section 1:

 1) The Rector shall withhold proceedings for the award of the professional title until a ruling has been issued by the disciplinary board and shall submit a notification of suspected crime;

 2) A student shall not obtain credits for classes until the disciplinary board has issued its ruling. The course instructor is obliged to notify the Rector and the Dean of the occurrence of the circumstances referred to in section 1.

**Art. 40**

1. Students with disabilities may apply for the adaptation of the organization and proper implementation of the didactic process, including the conditions of studies, to the type of disability.

2. The students referred to in section 1 shall include persons:

 1) with a disability and a valid disability degree certificate or equivalent document,

 2) chronically ill persons without a disability certificate, whose condition is confirmed by the submitted medical records,

 3) in whom illness or accident results in temporary inability to fully participate in classes, and the circumstances are confirmed by specialist medical records.

3. The Rector or the Dean acting under the Rector's authority shall take decisions in matters referred to in section 1.

4. Detailed terms and conditions of adapting the teaching process to the needs of people with disabilities shall be determined by the Rector by way of a regulation.

**VIII. Disenrollment from student register and re-admission to studies**

**Art. 41**

1. The Rector or the Dean, acting under the Rector's authority, shall disenroll a student from student register in case of:

 1) failure to commence studies,

 2) a written resignation from studies,

 3) failure to submit a diploma project or to take the diploma examination within the time limit referred to in Art.46, section 3,

 4) being punished with the disciplinary penalty of exclusion from the Academy.

2. The Rector or the Dean, acting under the Rector's authority, may disenroll a student from student register in case of:

 1) determining that a student has not participated in compulsory classes,

 2) determining that there is no progress in learning,

 3) failure to obtain a year's credit within the time limit referred to in Art. 12 section 9,

 4) failure to pay fees for educational services, despite a written request for payment within 7 days of the date of its delivery.

3. The decisions referred to in sections 1 and 2 shall be subject to submission of an application for reconsideration of the case pursuant to the rules and procedure set forth in Art. 6.

4. The failure to commence studies referred to in section 1, point 1, shall be determined in the event of a student's failure to comply with the obligations arising from the Regulations and the curriculum, in particular in case of: failure to take the oath, to submit a certificate of no contraindication to take up studies during which students are exposed to harmful factors

within the required time limit, as well as unjustified failure to submit a declaration concerning the choice of courses or declaring too few ECTS credit points, and in the case referred to

in Art. 50.

5. The lack of participation in the compulsory classes referred to in section 2, point 1 shall be established in case of unjustified non-participation in classes in more than half of the courses which the student is obliged to complete in a given academic year and in which, according to the curriculum, participation is obligatory.

6. The lack of progress referred to in section 2, point 2, shall be determined when the degree of completion of the curriculum excludes the possibility of obtaining credit for the year of studies, unless the student is entitled to retake the year.

7. The manner of determining the lack of participation in compulsory classes shall be determined by the Rector at the request of the Dean, by way of an ordinance.

**Art. 42**

1. The Rector may consent to the re-admission to a given study programme at the request of a person who has been disenrolled from students register in the second year or higher than the following

academic year, unless the disenrollment was due to a disciplinary penalty of exclusion from the Academy or if more than 5 years passed from the date of the disenrollment.

2. Re-admission shall be permitted only once within the same study programme on condition that the Academy continues to provide education in the same study programme, level and profile.

3. Re-admission shall be regarded as a continuation of the previous course of studies.

4. Re-admission shall be permitted from the beginning of the academic year.

5. In the case referred to in section 2, the Rector, upon the Dean's request, determines the number of ECTS credit points to be transferred and recognised, and determines the year of studies for which the student resuming studies is enrolled, taking into account the identified curricular differences and the curriculum currently applicable in the given year. In case of curricular differences, the Rector, upon the Dean's request, may specify a lower number of ECTS credit points to be transferred and recognised or disregard the credit for a given course.

6. If the period of time which passed from the date of disenrollment from students register is longer than 5 years, the re-admission shall be based on the general rules of enrollment for the first year of studies, unless the Rector, at the request of the Dean, decides otherwise.

7. Re-admission is not allowed if the Academy no longer offers a given study programme.

8. In the event of the disenrollment from students register of a given study programme, level and profile of studies commenced before these Regulations came into force and in the event of not conducting studies at the same study programme, level and profile, at the request of the Dean, the Rector may agree to re-admission, provided that there is a convergence of learning outcomes, taking into account curricular differences.

1. Re-admission takes place in a specific study programme and the currently implemented curriculum.

**IX. Diploma project**

**Art. 43**

1. If the curriculum requires preparation and submission of a diploma project as well as passing of a diploma exam, preparation and submission of a diploma project will constitute the condition of graduating from the first-cycle studies.

2. Preparation and submission of a diploma project as well as passing of the diploma exam constitute the condition of graduating from the long-cycle and the second-cycle studies.

3. The condition set out in sec. 1 and 2 is met if a student receives a positive grade for his or her diploma project.

4. The obligation to meet the condition set out in sec. 1 and 2 is considered to be a part of the plan of the last year of studies.

**Art. 44**

1. Students of first-cycle studies prepare their diploma projects under the guidance of (an) academic teacher(s)/supervisor(s)/ who holds at least the degree of a doctor.

2. Two weeks before the planned diploma date the supervisor(s) request that the Rector or Dean acting under their authority grant permission to the student to publicly defend his or her

diploma project.

3. The topic and scope of a diploma project should be specified no later than until 31 May or 30 November of the penultimate semester of studies, and should be approved by the Faculty Council.

4. A diploma project consists of:

 1) an artistic or design work;

 2) a description of the work referred to in point 1;

 3) documentation of the practical part of the diploma project

5. Detailed description of the contents of a diploma project and additional requirements regarding diploma projects prepared by students of the first cycle at various study programmes will be determined by the Rector by way of an ordinance.

6. The ordinance referred to in sec. 5 must be issued no later than until 30 April of the year preceding the academic year during which the diploma exam will take place.

7. A diploma project can be prepared by more than 1 student, as long as the parts

prepared by individual students can be distinguished, and the amount of work as well as its

substantive value can be determined for each student.

8. The Diploma of the Academy of Fine Arts in Katowice is awarded exclusively on the basis of a diploma project defended at the Academy, unless detailed regulations provide otherwise.

9. The documentation of the practical part of a diploma project and its description is made available to the members of the examination board one week before the diploma exam, in an electronic form.

10. One week before the diploma exam the Academy will publish an information about a public defense in the Public Information Bulletin (Biuletyn Informacji Publicznej)of the Academy.

**Art. 45**

1. Diploma project at the second-cycle and long-cycle studies are prepared under the guidance of an academic teacher(s) /supervisor(s)/ who holds the title of a professor, or an associate professor.

2. The Rector or the Dean acting under their authority can authorize an academic teacher who holds the title of a doctor to guide a diploma project.

3. A supervisor of a practical work can also be a supervisor of a theoretical work.

4. The topic and scope of a diploma project should be specified no later than until 31 May or 30 November of the penultimate semester of studies, and should be approved by the Faculty Council.

2. Two weeks before the planned defense date the supervisor(s) request that the Rector or Dean acting under their authority grant permission to the student to publicly defend his or her

diploma project.

6. A diploma project consists of:

 1) an artistic or artistic and research work, or a design or design and research work;

 2) additional artistic or artistic and research work - if required in the curriculum.

 3) written theoretical work

 4) documentation of the practical part of the diploma project

 5) optionally, other works resulting from the specifics of a given study programme.

7. Detailed description of the project contents and additional requirements regarding projects prepared by students of the second- and long-cycle studies of particular study programmes will be determined by the Rector by way of an ordinance.

8. The Ordinance referred to in sec. 7 must be issued no later than until 30 April of the year preceding the academic year during which the diploma exam will take place.

9. A diploma thesis can be prapared by more than one student, as long as the parts prepared by individual students can be distinguished, and the amount of work as well as its substantive value can be determined for each student, and the interdisciplinary and multifaceted nature of the diploma project justifies the necessity of working in a group.

10. The diploma of the Academy of Fine Arts in Katowice is awarded exclusively on the basis of a diploma project defended at the Academy, unless detailed regulations provide otherwise.

11. Documentation of the practical part and the written theoretical part are made available to the members of the examination board one week before the diploma exam, in an electronic form.

10. One week before the diploma exam the Academy will publish an information about a public defense in the Public Information Bulletin (Biuletyn Informacji Publicznej) of the Academy.

**X. Diploma exam**

**Art. 46**

1. A student is allowed to take the diploma exam provided that:

 1. he or she has completed all courses /and obtained positive grades/, plein-air workshops, internships provided for in the curriculum.

 2) their written theoretical paper has been verified with the use of the Uniform Anti-Plagiarism System (Jednolity System Antyplagiatowy).

 3) he or she has submitted the diploma project within the set deadline and obtained a positive grade from the supervisor(s) and the reviewer in accordance with the grading scale set out in Art. 33.sec. 3

 4) he or she has submitted all required documents determined in the ordinance of the Rector at the office of the unit administering the course of studies

2. The diploma exam comprises:

 1) a presentation of a practical diploma project, along with an additional project if such project is required in the curriculum.

 2) a presentation of a written theoretical paper, or a description of a practical paper in the case of first-cycle studies

 3) defense of a diploma project

3. First sitting of the diploma exam should take place within two months from the end of the didactic classes of the last semester of studies. Detailed exam schedule will be determined the Rector or the Dean acting under their authority.

4. Should the supervisor of a diploma project be absent during the diploma exam, the head of the diploma exam board can, in consultation with the student, appoint a representative of the supervisor, or set an additional date for the exam.

5. In justified cases, the Rector, or the Dean acting under their authority, can set an individual date for the diploma exam if the student has submitted his or her diploma project before the end of the didactic classes specified in the organization of the academic year.

6. In justified, proven cases, such as illness/serious fortuitous events/others, the Rector, or the Dean acting under their authority, can postpone the first sitting of the diploma exam upon the request of the student or the supervisor of the diploma thesis. The exam cannot be, however, postponed by more than six months from the ending of the didactic classes of the last semester of studies.

7. In the cases not mentioned in sec. 6, the student can request to take the diploma exam on the date determined therein; such date, however, will be treated as the second sitting.

8. In the case of a prolonged absence of the supervisor, which could result in a delay of the diploma exam, the Rector or the Dean acting under their authority will, with the consent of the student, appoint a person who will take over the duty of project supervision.

**Art. 47**

1. The diploma exam is takes place before an examination board appointed by the Rector upon the request of the Dean.

2. The board consist of the following members:

 1) the chair;

 2) the supervisors of student's artistic/design project;

 3) the reviewer;

 4) at least two academic teachers who hold the tile of a professor or assistant professor.

3. The board during the Master Exam at second-cycle or long-cycle studies also includes the supervisor of the written theoretical paper.

4. An employee of the Academy holding the title of at least a doctor, or a person appointed by the Rector, upon the request of the Dean - an outside specialist from the field related to the diploma thesis, who is a university graduate - can be the reviewer of a diploma project.

5. The supervisor cannot be a member of the examination board.

6. The reviewer appointed by the Rector upon the request of the Dean grades both the practical part and the description of the practical part /in the case of first-cycle students/, or the written theoretical paper /in the case of second- and long-cycle students/. The student is obliged to present the practical and theoretical part of his or her diploma project to the reviewer within the period set by the Rector or the Dean acting under their authority. If the work is not presented, the Rector or the Dean acting under their authority will not allow the student to defend his or her diploma project on the date set.

7. The reviewer submits their written review of the diploma project at the unit administering the studies within a time limit which will make it possible to conduct the diploma exam without hindrance, at the latest two days before the exam.

8. If the grade given by the reviewer is unsatisfactory, the Rector appoints an additional reviewer.

9. In the case set out in sec. 8, the project is is given a positive grade if receives at least a satisfactory grade from the additional reviewer.

10. The examination board grades:

 1) the practical diploma project;

 2) the written paper which constitutes a description of the practical project /in the case of the first-cycle studies/, or the written theoretical paper /for the students of the second- or long-cycle studies/;

 3) diploma project defense.

11 After the conclusion of the diploma exam, the exam is graded according to the scale determined in Art. 33 sec. 3 .

12. A protocol of the course of the diploma exam is drawn up according to principles set out in separate provisions.

13. If a student receives an unsatisfactory grade from the diploma exam, or fails to take it altogether without providing a justification for such failure, the Rector or the Dean acting under their authorization will set a second date of the exam, no later than determined in Art. 46, section 6.

14. If a student receives an unsatisfactory grade from the second sitting of the exam, or fails to take the second sitting of the exam altogether without providing justification for such failure, they will be disenrolled from the student register.

15. The presentation and discussion part of the diploma exam is open to the public, whereas the grading part is not public.

**XI. Graduation**

**Art. 48**

1. The date of graduation is the date when the diploma exam is taken.

2. Graduation takes place after the diploma exam is passed with at least satisfactory grade.

3. After completing the entire curriculum, the student is granted a professional degree corresponding to a given cycle and study programme, and becomes a graduate of the Academy.

4. Within 30 days from graduation, the Academy issues the diploma of higher education to the graduate, along with a supplement to the diploma and their two copies, including a copy in English if the graduate requests it.

5. The overall grade is calculated on the basis of:

 1) grade average from all courses taken during the studies, calculated in accordance with the

Regulations,

 2) the grade for the practical diploma project and other, optional, projects resulting from the specifics of a given study programme,

 3) the grade for the description of the practical project /in the case of the first-cycle studies/, or for the written theoretical paper /in the case of the students of the second or long-cycle studies;

 4) the grade from the diploma project defense.

 6. The overall grade is determined with an accuracy of two decimal places.

 7. The overall grade is provided on the diploma of higher education, in accordance with the principle:

celujący excellent

 • 4.75 - 5.04 – bardzo dobry (very good)

 • 4.25 - 4.74 – dobry plus (good plus)

 • 3.75 - 4.24 – dobry (good)

 • 3.25 - 3.74 – dostateczny plus (satisfactory plus)

 • up to 3. 24 - dostateczny (satisfactory)

Rounding to a full grade, referred to in section 7, shall apply only to the entry in the diploma and the diploma supplement; all other certificates shall state the actual overall result of the course of studies, calculated in the manner specified in section 5.

9. Along with the diploma of higher studies, the graduate receives a supplement containing a list of courses completed within the framework of the course of studies, the obtained grades, and additional information determined in the Rector's ordinance.
10. Detailed principles of issuing the diploma of higher studies and the supplement are determined in separate provisions.

**XII. Leaves**

**Art. 49**

1. The Rector or the Dean acting under their authority may grant the student a short-term leave/no longer than 6 weeks/, a semester leave or one-year-long leave.

2. The student is entitled to the leave in the following situations:

 1) an illness confirmed by a doctor /sick leave/

 2) other important circumstances /Dean's leave/ such as:

 a) starting studies at another university, including a foreign one,

 b) local and international group trips organized by the Academy or student organizations,

 c) necessity to take up a paid job for a definite amount of time,

 d) important fortuitous events or others.

3. A pregnant student or a student who is a parent can be granted:

 1) a leave for the period before the child is born;

 2) a one-year-long leave if the student is a parent. If the end of the leave falls during the semester, the leave can be extended till the end of it.

4. Pregnant students and students who are parents cannot be refused the leave referred to in sec. 2 item 2, even if he or she has used up the entire leave that he or she was entitled to. A student who is a parent applies for a leave which covers the period of one year from the moment their child is born.

5. the Rector or the Dean acting under their authority grants the leave upon a justified application of the student. The application should be submitted immediately after the reason for the leave occurs.

6. A student can be granted a short-term leave, of up to 6 weeks.

7. A short-term leave does not release a student from the obligation of meeting the deadlines of semester completion.

8. Students cannot be granted retroactive leaves after the exam period has begun, unless the reason which justifies granting of such a leave arose earlier.

9. The total length of the leave granted to the student cannot exceed 12 months within the entire course of the studies. This provision does not apply to the sick leave.

10. The sick leave is granted on the basis of an application approved by a doctor. The Rector determines the contents of the application template.

11. If the student is granted a leave based on medical grounds, he or she will resume the studies under the condition that he or she will present a medical certificate confirming lack of contraindications to continue the studies to the Rector or the Dean acting under the Rector’s authority.

**Art. 50**

1. If the student does not notify the Academy about resuming the studies after the end of his or her leave before the beginning of classes in a given semester, it may be considered as a failure to resume the studies.

2. The student is obliged to notify the Academy about resuming his or her studies by submitting a written statement.

**Art. 51**

1. If the break in the studies, caused by a leave, is longer than 12 months, the student resuming the studies will be obliged to make up for any curriculum differences resulting from changes in the curriculum of the studies he or she is resuming.

2. With the consent of the Rector or the Dean acting under their authority, and under the conditions set out by them, the student can attend classes, take exams obtain credit and participate in reviews during the leave.

3. In the case of the leave granted on medical grounds or due to pregnancy, the permission referred to in sec. 2 can be granted by the Rector or the Dean acting under their authority if the student provides the Rector or the Dean with a medical certificate confirming that there are no contraindications to participation in classes, taking exams and obtaining credit.

4. During the leave, students retain student rights. Entitlement to benefits from the scholarship fund shall be governed by separate regulations.

5. Granting the leave changes the planned date of completion of studies accordingly.

**XIII. Payments and fees for educational services**

**Art. 52**

1. The Academy may charge fees for educational services related to :

 1) the education of students on part-time programmes;

 2) the retaking of specific courses during full-time programmes due to unsatisfactory

 academic performance;

 3) conducting study programmes in a foreign language;

 4) conducting courses not included in the curriculum;

 5) providing education to foreigners on full-time programmes conducted in the Polish language

 6) conducting the process of enrollment;

 7) carrying out the verification of learning outcomes;

 8) issuing a student ID and a duplicate card;

 9) issuing a copy of the diploma and the diploma supplement in a foreign language;

 10) issuing a duplicate of the diploma and the diploma supplement.

 2. The student retaking a year, semester or course due to unsatisfactory learning outcomes on full-time or part-time programmes shall pay a fee for the course, semester or year he or she retakes.

 3. The detailed rules for charging the fees referred to in section 1, including the amount, procedure and conditions for the full or partial exemption from fees for students, in particular those with outstanding academic achievements, as well as those in a difficult financial situation, shall be laid down by the Rector by way of a regulation.

 4. In matters mentioned in sections 1 to 3, an agreement may be concluded between the Academy and the student.

**XIV. Awards, distinctions and disciplinary responsibility**

**Art. 53**

Students with outstanding academic achievements, exemplary performance in fulfilling their duties and discipline may be awarded prizes and distinctions of the Rector and other institutions at the request of the Academy.

**Art. 54**

1. Graduates who have fulfilled the following conditions may receive a diploma with distinction:

 1) completed their studies within the time limit set in the curriculum and study plan;

 2) obtained an average grade from all examinations and credits referred to in Art. 48 section 5, point 1 not lower than 4.80

 3) obtained at least a very good grade from the practical and theoretical part of the diploma project and from the defense of the diploma project.

2. Diploma with distinction may be awarded to graduates who completed their studies after the deadline specified in the study plan when the delay was caused by working for the Academy or participating in projects implemented by the Academy. The Rector shall award the diploma with distinction at the request of the examination board.

4. The distinction referred to above is written on the following appendix to the diploma:

 Mr/Ms .......

 Following the grades obtained during studies, diploma project and defense evaluation

 during diploma examination, I award

 DIPLOMA WITH DISTINCTION

 Rector..........

 To the Academy graduate diploma no. ............

 Katowice, date: ………………………….

5. The diploma with distinction is awarded with a medal.

6. Graduates whose diploma thesis, in the practical and written part of their theoretical thesis, was graded as excellent, is distinguished by special artistic, project and intellectual values and does not meet the conditions specified in section 1 point 2 may receive a medal at the request of the examination board approved by the Rector.

**Art. 55**

Students' disciplinary responsibility shall be governed by a law and separate regulations.

**XV. Final provisions**

**Art. 56**

1. These Regulations shall enter into force on 1 October 2019.

2. Students who have commenced their studies before these Regulations came into force shall continue their studies in accordance with the existing programmes until the end of the study period provided for in the curriculum.

3. The academic year 2018/2019 shall be completed on the basis of the existing rules. Applications submitted before these Regulations come into force shall be considered in accordance with the existing rules. In the event that the period of studies is extended beyond the period specified in section 2, the Rector or the Dean, acting under his authority, determines the curriculum which the student will be obliged to complete taking into account the curricular differences.

5. In the event that, after the expiry of the period referred to in section 2, a given study programme is not

 conducted, the Rector or the Dean acting under the Rector's authority, after consultation with

 the student, determines the study programme at which the student will continue education, taking into

 account the curricular differences.

**Art. 57**

The Regulations adopted on 27 April 2015 shall become null and void as of the date of these Regulations' entry into force. By Resolution of the Senate No. 5/2015

                                                                                                     Rector

prof. dr hab. Antoni Cygan

Chair of the Student Government Council

**Annex no. 1**

To "Study Regulations of the Academy of Fine Arts in Katowice"

**OATH**

………………………………………………………………………………………………

FIRST NAME, SURNAME:

Aware of my obligations towards culture and to the tradition of the Academy of Fine Arts in Katowice, I solemnly pledge to:

• persistently and diligently acquire knowledge and skills that prepare me for independent artistic and design work,

• protect the dignity of the student and the good name of the Academy of Fine Arts in Katowice, in which I am about to begin studies,

• respect the rules of ethics and companionship as well as the standards of coexistence of the academic community,

• comply with the legislation in force in the university, adhere to study plans and curricula and related deadlines for particular years of study.

Katowice, ……………………………………………

……………………………………………………….

                           student's signature