



ASP WROCLAW

The Eugeniusz Geppert Academy of Art and Design in Wrocław

## STUDY REGULATIONS



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long-cycle studies,  
first-cycle studies and second-cycle studies  
in the Eugeniusz Geppert Academy of Art And Design in Wrocław

adopted on 26 April by Resolution of the Senate No. 12/2019

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# **I. General Provisions**

## **§ 1**

1. The Regulations apply to all fields of study, degrees and forms of higher education run by the Eugeniusz Geppert Academy of Art and Design in Wrocław with Polish and a foreign language as the medium of instruction.
2. Studies at the Eugeniusz Geppert Academy of Art and Design in Wrocław are conducted on the basis of applicable regulations, in particular:
  - 1) Act of 20 July 2018 - Act on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the Act;
  - 2) Regulation of the Ministry of Science and Higher Education of 28 September 2018 regarding studies (Journal of Laws 2018, item 1861);
3. The Study Regulations specify the organization and course of study as well as the student rights and obligations related thereto.
4. The provisions of the Regulations also apply to students who study at the Eugeniusz Geppert Academy of Art and Design in Wrocław as part of international programs of student exchange.

## **§ 2**

1. The terms used in the Study Regulations mean:
  - Academy – the Eugeniusz Geppert Academy of Art and Design in Wrocław;
  - First-cycle studies – a form of education for which candidates with a certificate of matriculation are admitted, leads to minimal qualifications;
  - Second-cycle studies – a form of education which leads to a second-level qualification;
  - Long-cycle studies – a form of education which leads to a second-level qualification;
  - Full-time studies – a form of higher education in which at least half of the education program is implemented in the form of classes that require the direct participation of academic staff and students;
  - Part-time studies – a different form of study than full-time studies,
  - Qualifications – learning outcomes, certified by a diploma, certificate or other document issued by an authorized institution confirming the achievement of the expected learning outcomes;
  - Learning outcomes – a resource of knowledge, skills and social competences obtained in the education process;

- Confirmation of learning outcomes – a formal process of verification of possessed learning outcomes obtained outside the study system;
- ECTS credits – credits defined in the European Credit Transfer and Accumulation System, as a measure of the average workload of a learner, necessary to achieve the intended learning outcomes;
- first-level qualifications – an effect of education in first-cycle studies, completed by obtaining a bachelor's degree, confirmed by an appropriate diploma;
- Second-level qualifications – an effect of education in second-cycle studies, completed by obtaining a master's degree, confirmed by an appropriate diploma;
- Examination session – a period in which the knowledge and skills in the last semester are tested;
- Examination - testing the student knowledge, competence and skills acquired during the course;
- Diploma examination - bachelor's or master's examination;
- Occupational title – bachelor's degree, master's degree
- Classes – all forms in which education takes place, in particular: courses, lectures, seminars, practical artistic classes, practical project classes, independent learning guided by academic staff, internship, apprenticeship, en plein-air;
- Polish Qualifications Frame - a description of eight qualification levels identified in Poland, formulated by means of general characteristics, included in the categories of knowledge, skills and social competences;
- Polish Qualifications Frame level - a scope and complexity of the required learning outcomes for a given level's qualifications, formulated using general characteristics of learning outcomes;
- Individual Study Program
- Individual Study Organization
- Student - a person studying within higher education;
- Matriculation – an act of admission to the Academy's students;
- Faculty – an organizational unit
- Education cycle – a full study period determined by the program and study plan;
- Study stage – a part of the study program identified in the study plan, planned for implementation in the specific education cycle;
- Syllabus – a description of the substantive content, learning outcomes and the method of implementation of the subject and methods of conducting related classes;

the language in which the subject is taught; list of relevant literature; a description of the requirements related to participation in classes and the rules for receiving a passing grades for classes and the subject (including retake); evaluation methods and criteria; determining the number of ECTS credits awarded for completing the course;

- Academic calendar - a general organization of the academic year specifying the dates for the start and end of classes, examination session, retakes, holiday breaks, and semester breaks.
2. If the Regulations or other act constituting the basis for its resolution state that the information is placed/made public, it is understood that it is given on notice boards located at dean's offices in the Academy's buildings as a message in the electronic system of administering the course of studies, and on its website: [www.asp.wroc.pl](http://www.asp.wroc.pl).

### § 3

#### *The Academy*

1. The Eugeniusz Geppert Academy of Art and Design in Wrocław has the right to conduct studies in particular fields.
2. The Academy conducts:
  - 1) Long-cycle studies lasting from 10 to 12 semesters in the form of full-time studies
  - 2) First-cycle studies lasting:
    - a) 6 semesters, in the form of full-time studies,
    - b) from 7 to 8 semesters, in the form of part-time studies.
  - 3) Second-cycle studies lasting:
    - a) 4 semesters in the form of full-time studies,
    - b) from 3 to 4 semesters in the form of part-time studies.
3. The Academy conducts studies with a general academic profile, in which more than half of the ECTS credits is assigned to classes related to the scientific and artistic activities carried out at the Academy.
4. The fields of study are conducted in the discipline of visual arts and art conservation.
5. The Academy grants graduates, according to the rules set out in separate regulations, a first-cycle diploma confirming the bachelor's degree and a long-cycle diploma and a second-cycle diploma confirming the master's degree.
6. The Academy operates the European Credit Transfer and Accumulation System (ECTS).
7. The Academy employees and students form the academic community.
8. The Rector is the supervisor of all students. The direct supervisor of students at the faculty is the dean.
9. The Rector holds a managerial role in teaching matters and student affairs, by the Vice-Rector.

10. The Vice-Rector supervises the recruitment of students, members of the Doctoral School and the education process.

#### **§ 4**

1. The student representative authorized to express an opinion on student affairs is the student government.
2. The principles of organization and mode of operation of the student government, including types of collegial and single bodies, the manner of their selection and competences are defined in the regulations of the student government.

#### **§ 5**

1. All decisions made on the basis of the Regulations shall result from specific principles of studies, shall respect the student rights and dignity, emphasize the sense of social good and be in accordance with the provisions of the Act on Higher Education and Science, the Academy's Statute and other generally applicable laws.
2. In accordance with the Academy's Statute, the person competent to issue decisions on student affairs is, in the first instance, the dean, appointed as the head of the faculty by the Rector.
3. The Rector repeals or upholds the decisions issued by the dean. The Rector's decision is final.

#### **§ 6**

1. Individual student affairs are dealt with by administrative decisions and settlements.
2. Administrative decisions shall be issued in matters of:
  - 1) removal from the students' list;
  - 2) granting a social scholarship, a scholarship for disabled persons, allowances, a Rector's scholarship or scholarship from the Academy's own fund for scholarships;
  - 3) conferring an occupational title, this title shall be conferred by oral decisions, recorded in the report of the diploma examination;
  - 4) annulment of the diploma;
3. Individual student affairs other than those mentioned in para. 2, are settled by way of settlement. The authority shall issue the settlement immediately, but no later than thirty days from the date of submission of the request, unless a special provision specifies otherwise. The student has the right to review the decision.
4. The student, in individual affairs related to the course of studies, has the right to submit an request in writing, subject to settlement.



## § 7

1. Administrative decisions and decisions issued by the dean regarding individual cases of students can be appealed against to the Rector. The Rector's administrative decisions issued in the first instance may be subject to a consideration of the matter. The Rector's decision is final.
2. The appeal shall be submitted to the administrative unit servicing the person who issued the contested administrative decision - within 14 days from the date of its receipt.
3. The appeal against the decisions shall be submitted with the administrative unit servicing the person who issued the contested decision - within 14 days from the date of receipt of the decision.
4. The appeal shall include the grounds for lodging it.
5. The appeal, together with the case file and its opinion, the dean, as the first instance, shall submit to the Rector within 7 days from the date of submission of the appeal, unless within that period he/she issues an administrative decision or a decision that fully accepts the appeal.
6. If the appeal contains formal defects, the first instance authority shall call up the appellant to make up for these defects of form within a specified period, not shorter than seven days, otherwise the appeal will be left without consideration. After completion of the defects of form on time, sec.5 shall apply accordingly.

## II Fees and charges for educational services

### § 8

1. The Academy may charge fees for educational services for:
  - 1) education in part-time studies;
  - 2) repetition of specific classes at full-time studies due to unsatisfactory results;
  - 3) education in a foreign language;
  - 4) conducting classes not included in the study program;
  - 5) education of foreigners in full-time studies in Polish;
  - 6) recruitment;
  - 7) confirmation of learning outcomes;
  - 8) issue of the student's book and its duplicate, if its issuance is envisaged;
  - 9) student ID card and its duplicate;
  - 10) issue of a copy in a foreign language of the diploma and the diploma supplement, other than those issued on the basis of art. 77 section 2 of the Act;
  - 11) issue of a duplicate of the diploma and the diploma supplement;
  - 12) using a dormitory.

2. At the Academy, the amount of fees for educational services may not exceed the costs necessary to create and conduct studies as well as to prepare and implement the Academy's strategy.
3. The Academy's Senate, in its resolution, sets out the detailed rules for charging fees, referred to in para. 1.
4. The amount of fees for classes is determined by the Rector by way of order, including the procedure and conditions for exempting students from (in whole or in part) these fees, in particular those who are in a difficult financial situation. Determining the amount of fees requires, according to the Act, the opinion of the student government.
5. The student who repeats a year, semester, subject due to unsatisfactory results in full-time and part-time studies pays a fee for the subject, semester or year that he/she repeats. Repetition of subjects as part of the studies resumption is payable.
6. The student who has not paid the fees within the prescribed period is called upon to pay the outstanding fee within 7 days from the date of delivery of the request.
7. Until the time of graduation by persons admitted to studies for a given academic year, the Academy may not increase the amount of fees set for them or introduce new fees. This does not apply to increasing the amount of fees for conducting classes not included in the study program and for using the dormitory.

### **III. Admission to the Academy**

#### **§ 9**

1. Admission to studies at the Academy takes place by:
  - 1) recruitment, which involves confirming the artistic talents of persons holding a certificate of matriculation and/or other documents recognized in the Republic of Poland as documents entitling them to apply for admission to studies, as referred to in art. 69 clause 2 of the Act of 20 July 2018 - Act on Higher Education and Science in the case of first-cycle and long-cycle studies, and in the case of second-cycle studies with a bachelor's degree;
  - 2) confirmation of learning outcomes;
  - 3) transfer from another university or a foreign university.
2. The number of students who have been admitted to studies on the basis of confirmation of learning outcomes, may not be greater than 20% of the total number of students in a given field and level of study.
3. Admission limits, terms and recruitment procedures for particular forms and fields of study are determined by resolution of the Academy's Senate.
4. The results of the admission procedure are public.

5. Disabled persons participate in the recruitment procedure on the principles set out in the resolution on the rules and procedure for conducting recruitment at the Academy in a given academic year.
6. Foreigners may undertake and pursue studies under the terms of the Act - Act on Higher Education and Science Art. 323 sec. 1 and 2 or by recruitment for the fields of studies run by the Academy.
7. The resolution referred to in para. 3 shall be made public no later than 30 June of the year preceding the academic year to which it relates.
8. Dates of recruitment are each time determined by the Senate in the resolution referred to in para. 3.
9. Admission to studies takes place by entry on the student's list.
10. The acquisition of student rights takes place upon matriculation and oath. Failure to take the oath may be considered as failure to undertake study, excusing for the removal of a person from the students' list.
11. Students take the oath according to the one specified in the Statute. The content of the oath is attached as Appendix 1 to these Regulations.
12. The oath signed by a student is placed in the student's personal file.
13. After matriculation, a student receives a student ID card and access to an individual electronic account of the course of study management system.
14. Student ID card is a document confirming student status. Student ID card is valid no longer than until the day of graduation or being removed from the students' list, while in the case of first-cycle graduates - until 31 October of the year of graduation.

## **§ 10**

A student may be admitted to studies by transfer from another university, not earlier than after completing the first year of study. The decision on admission under the transfer procedure is made on the basis of the provisions of §28 -33 of the Study Regulations.

## **§ 11**

1. Admission to studies at the Academy may take place as a result of confirmation of learning outcomes.
2. Learning outcomes shall be confirmed to the extent corresponding to the learning outcomes included in the study program of the specific field, level and profile of education.
3. The rules, conditions and procedure for confirming learning outcomes, as well as the way of appointing and operating mode of committees verifying learning outcomes are set out in separate regulations.
4. A person admitted on the basis of confirmation of learning outcomes may take up studies as part of the Individual Study Program in accordance with the principles set out in § 34 and 35 of the Study Regulations.

## **IV. Organization of the academic year**

### **§ 12**

1. The academic year begins on 1 October and lasts until 30 September of the following calendar year.
2. The academic year is divided into 2 semesters: winter and summer ones.
3. Each semester ends with an examination session which cannot last longer than 14 days.
4. The winter and summer semesters comprise 15 weeks of classes.
5. The Christmas and New Year's breaks are excluded from the classes in the winter semester.
6. After the winter examination session, a weekly semester break is expected.
7. The summer break is excluded from the classes in the summer semester.
8. Diploma examinations take place on dates set by the dean no later than on 15 July, after students receive passing grades for subjects required by the study plan.
9. The period from the end of the summer examination session to 30 September is intended for summer break. During this period, necessary outdoor classes, workshops and student internships resulting from the study program may be organized.
10. The head of part-time studies may agree on a different organization of academic year classes at part-time studies.
11. On full-time and part-time studies as part of the organization of the academic year, public holidays are foreseen on statutory holidays.
12. In part-time studies, classes may take place on Saturdays and Sundays, if they are not public holidays.

### **§ 13**

1. The general organization of the academic year shall be announced by the Rector for the entire Academy no later than 3 months before the beginning of the academic year. In the organization of the academic year, he/she sets the dates for the start and end of classes, examination sessions, retakes, holiday breaks, and semester breaks. They are set by the Rector as the academic calendar, reviewed by the student government and introduced by way of the Rector's order.
2. During the academic year, the Rector may announce days and hours free of classes (Rector's hours or days).
3. Student government has the right to apply for their establishment.

4. The Rector, at the request of the dean of the faculty, may consent to his/her announcement of hours or days free of classes in a given faculty (dean's hours or days) canceling the classes at all or some fields or years of study.

## **V. Organization of Studies**

### **§ 14**

1. Studies at the Academy are conducted as:
  - 1) long-cycle studies,
  - 2) first-cycle studies,
  - 3) second-cycle studies.
2. The Academy provides other forms of education such as courses, trainings and postgraduate studies. These forms are run against payment.
3. Studies at the Academy are conducted in the form of full-time or part-time studies.
4. Studies can be conducted in Polish or a foreign language.
5. In a field of study conducted in a foreign language, all classes indicated in the study program shall be conducted in a foreign language. A diploma thesis and diploma examination are also prepared in a foreign language.
6. Studies are conducted according to study programs established by the Academy's Senate after consulting the student government.
7. Learning outcomes and study programs as well as a detailed study plan and timetable are announced before the beginning of the academic year.
8. The study program is a description of learning outcomes specified by the Academy in accordance with the Polish Qualifications Frame for Higher Education and a description of the education process along with the ECTS credits assigned to individual classes leading to achieving these outcomes.
9. The study plan defines the organization and manner of implementation of the study program, including the subjects - their type, number of hours, form of credit, day of the course, date of the assessment and principles of obtaining ECTS credits.
10. The study program includes obligatory classes, elective courses, outdoor courses and didactic practices divided into semesters and the period for diploma thesis.
11. The study plan is announced at least 7 days before the start of the semester or the academic year on the Academy's website with the possibility of publication in the electronic system of course of study management.
12. Classes for full-time students are held from Monday to Friday, and for part-time students from Monday to Friday or in the system of classes - on Fridays, Saturdays and Sundays or Saturdays and Sundays.

13. Participation of students in classes covered by the study plan of the field of study is compulsory in the form specified for each type of classes. In justified cases, the dean, after obtaining the lecturer's opinion, may exempt a student from participating in some classes.
14. The schedule of examinations in the winter and summer sessions is established by the dean, taking into account the schedule included in the academic calendar.
15. The consequence of a failure to comply with his/her obligations is a failure to complete the semester or removal from the students' list. Detailed cases when the dean removes student from the students' list and when he/she can remove student are set out in the Study Regulations in § 55.

## § 15

### *Classes*

1. Participation in classes is obligatory.
2. In special and justified cases, the dean, after consultation with a lecturer, may exempt a student from participating in some classes, the method of completing them is according to the principles consistent with the study plan and study regulations.
3. At the student's request, the dean may agree to exempt a student from the obligation to participate in physical education classes and obtain a credit in this subject on the basis of a medical certificate or if he/she actively participates in sports club classes, and the request is reviewed by the trainer of a given section.
4. A student may also be exempted from the obligation to participate in physical education classes and receive a passing grade on the basis of a medical certificate stating the student's inability to perform such classes.
5. A student participates in classes according to the study plan. All subjects within the course are obligatory.
6. The student who participates in artistic, scientific or implementation activities may, with the dean's consent, be exempted from participation in some classes of the subject to which the work is performed.
7. The student's absence, even if excused, exceeding 1/3 of the total number of classes, may be the basis for failure to complete these classes. Failure to complete classes, projects, presentations specified by syllabus of individual forms of classes prevents the completion of these classes.
8. The basis for excuse for the absence caused by the disease is a medical certificate.
9. In particularly justified cases, a lecturer may excuse the student's absence upon his/her written request.

10. In a special case of exceeding the limit of absences specified in para. 7, the dean may – in consultation with a lecturer - decide to continue the classes.
11. The student absent from classes is required to complete the backlog in a manner and within the time limits set by a lecturer.
12. Disabled students may apply for adaptation of the organization method and proper implementation of the education process, including conditions of studying to the type of disability. Framework principles for disabled students are set out in Appendix no. 3 to the Study Regulations.
13. Adaptation of the education process to the special needs of persons with disabilities, depending on the type of disability and other health-related difficulties, may include in particular:
  - 1) undergoing studies according to the Individual Study Program or the Individual Study Organization;
  - 2) attending classes of sign language interpreters, as well as assistants for persons with physical disabilities and blind persons;
  - 3) planning the syllabus;
  - 4) changing the form of classes and examinations; extending the examination session.
14. The detailed rules for adapting the education process to the needs of a disabled person are each time determined by the dean.
15. Persons helping disabled students shall have the dean's consent to participate in the classes.
16. Settlements in matters referred to in para. 12. takes the dean.

## **§ 16**

1. In order to obtain a diploma of long-cycle studies, students shall be required to obtain at least 300 ECTS credits in the five-year studies system and 360 ECTS credits in the six-year studies system, submit their diploma thesis and pass a diploma examination.
2. In order to obtain a diploma of completing first-cycle studies, students are required to obtain at least 180 ECTS credits and pass a diploma examination. The condition for submitting a diploma thesis is determined by the study program of a given field, as well as it may specify other requirements related to the completion of first-cycle studies.
3. In order to obtain a diploma of completing second-cycle studies, a student is required to obtain at least 90 ECTS credits and submit a diploma thesis and pass a diploma examination.

4. Beyond the limit of credits referred to in para. 1-3, a full-time student has the right, without payments, to attend classes at a given level of study, for which he/she may receive an additional no more than 30 ECTS credits.
5. The declaration of choosing additional classes requires a written form. The choice of additional subjects for the semester or year of study involves the obligation to actively participate in the classes and receive passing grades. The obtained ECTS credits do not combine with the requirements of obtaining 30 ECTS credits from subjects covered by the study program.
6. A student is entitled to material assistance during first-cycle, second-cycle and long-cycle studies, but not longer than for a period of 6 years.
7. Detailed rules for granting material assistance are stipulated in the Regulations on Student Benefits.
8. The regulations in § 31, take into account the transfer and recognition of classes completed by a student at another faculty of the Eugeniusz Geppert Academy of Art and Design in Wrocław or at another university, including a foreign university - in accordance with the principles of the achievement transfer system.
9. The student transferring classes with assigned ECTS credits, credited at another university, these classes are credited at the Eugeniusz Geppert Academy of Art and Design in Wrocław with a minimum number of 30 ECTS credits required to complete the semester.
10. The condition for transferring classes completed at another Faculty of the Eugeniusz Geppert Academy of Art and Design in Wrocław or at another university, in place of credits assigned to classes and internships specified in the study plan and study program, is the confirmation of the convergence of the obtained learning outcomes in the mode of the dean's decision taken at the student's request, after reading the documentation regarding course of studies.
11. The student or graduate of the first field of full-time studies at a public university has the right to take studies at the second field of full-time studies without paying any fees.

## § 17

1. Reports on the completion of subjects and examinations shall be entered into the IT system for study service, not later than within two weeks of the completion of the examination.
2. The student who has an individual account in the electronic system is obliged to monitor the obtained achievements with the need to report any irregularities to a lecturer or the dean's office.
3. A student's settlement in the IT system for the service of studies shall take place immediately. If the settling period is an academic year, the settlement shall be made not later than by 30 September, whereas if the credit period is a winter semester - not later than by 30 March. An examination card printed from the system is left in the student's file.



## § 18

### ***Internships***

1. Artistic practices/en plein-air works and internships are an integral part of the education program and subject to the same rigors as other classes.
2. The rules, nature, duration and procedure of crediting artistic or professional practices, resulting from the education program, determine the study plans for individual fields of study. The dean of the faculty is responsible for the internships at which the given field of study is conducted, which determines the related regulations.
3. Decisions regarding the completion of compulsory internships and en plein-air classes, resulting education programs and study plans, are taken by the dean or a scientific supervisor authorized by the dean who can:
  - 1) credit internship on the basis of the company's certificate of its completion,
  - 2) consider the student's participation in research or design works as an internship; if these works meet the requirements set out in the study program for the given internship;
  - 3) exempt the student from completing a given internship by considering student's work, if its nature meets the requirements provided for in the program of internship;
  - 4) allow the student to take an internship at another date, if failure to complete the internship does not interfere with the possibility of continuing studies;
  - 5) call the student away from the internship in the event of his/her violation of the work regulations of the company where the internship takes place;
  - 6) not accept the internship if a student has not met the conditions set for it.
4. Credit for an artistic or professional practice is a condition for the completion of a semester/year in accordance with the rules for the credit of the subject, semester and year, of these Regulations and is recorded in the documentation of the education cycle

## **VI. Student rights and obligations**

### § 19

Students, as members of the autonomous academic community, co-decide on the matters of the Academy through the representatives of the student government in the meetings of the Academy's collegial decision-making bodies and are jointly responsible for the implementation of its tasks.

### § 20

#### ***Student rights***

1. A student has the right to:
  - 1) respect for his/her personal dignity by each member of the academic community;

- 2) acquire knowledge in a selected field of study, developing his/her own artistic and scientific interests and to use the premises, equipment, means and library collections of the Academy, in accordance with existing regulations, as well as the help of academic staff and Academy authorities in the scope and time of their responsibilities;
- 3) develop own artistic, cultural, tourist and sport interests within the organizational possibilities of the Academy, as well as to participate in all other forms of artistic and scientific activity carried out at the Academy, within the Academy and outside;
- 4) participate in meetings of the Academy's collegial decision-making bodies through the representatives of the student government;
- 5) submit postulates to the Academy authorities through the bodies of the student government and its representatives in the Senate, regarding study plans, education program, course of studies, matters related to the education process and social and living conditions;
- 6) transfer and recognition of ECTS credits;
- 7) study according to the Individual Study Organization;
- 8) excuse for absences from classes, leave from classes and leave from classes with the possibility of proceeding to verify the learning outcomes specified in the study program;
- 9) change the field of study, after meeting the requirements of a given faculty;
- 10) transfer to full-time or part-time studies, except that the part-time form is payable;
- 11) take an examination with the participation of an indicated observer;
- 12) repeat of certain classes due to unsatisfactory results;
- 13) receive awards and distinctions;
- 14) organize in student organizations, in particular in academic circles and artistic groups, in accordance with applicable regulations;
- 15) health protection and medical care on the principles set out in separate provisions;
- 16) material assistance on the principles set out in the Regulations on Student Benefits of the Academy;
- 17) apply for accommodation in a dormitory;
- 18) study according to the Individual Study Organization and the Individual Study Program, in accordance with applicable regulations, which are set out in the Study Regulations in § 33-36;
- 19) obtain leave from classes at the Academy on the principles and in the manner specified in the Study Regulations in § 69-72;

- 20) establish and maintain contacts with students from other universities in the country and abroad, obtaining the Academy's support in applying for scholarships, internships and foreign exchanges aimed at deepening the interests related to the field of study and completing some studies at partner universities, in accordance with the agreements on this exchange;
  - 21) evaluation of lecturers based on the evaluation questionnaire;
  - 22) appeal against decisions issued on the basis of these regulations;
  - 23) in accordance with § 7 of the Study Regulations;
    - a) access to information that is the basis for the settlement of its stage of study;
    - b) access student's personal file;
    - c) access normative acts regarding the student rights and obligations;
  - 24) be trained by the student government on the student rights and obligations.
2. A student is entitled to the protection of his/her personal data and copyright protection based on the provisions of the relevant Act and the resolution of the Academy's Senate.

## § 21

1. A student may apply on the principles set out in these Regulations or other legal acts and regulations for:
  - 1) transferring to another university, including a foreign university, with the consent of the dean of the receiving faculty, expressed by means of a decision, if he/she has fulfilled all obligations arising from the provisions in force at the Academy;
  - 2) changing the field of study,
  - 3) changing the form of studies in a given field from full-time to part-time (if the Academy has such an offer);
  - 4) implementation of a semester or year of study at one of the Academies of Fine Arts in Poland or at the university whose faculty of art has signed an agreement on the recognition of the education program - on the basis of an agreement on the exchange of students of relevant fields and forms of study with the aim of deepening the knowledge of the field and extending or changing the home faculty program included in the student's achievements in ECTS credits.
  - 5) carrying out part of studies abroad as part of student exchange, bilateral agreements between the Academy and art universities, participation in the European Union Erasmus programs and other, on the principles set out in separate provisions, if they are included in the student's achievements in ECTS credits, about which referred to in § 15;
  - 6) social scholarship;
  - 7) scholarship for disabled persons;
  - 8) allowance;

- 9) Rector's scholarship.
2. Student rights and obligations expire on the day of graduation or removal from the students' list.
3. The person who completed first-cycle studies shall retain the student rights until 31 October of the year in which he/she graduated, excluding the right to material assistance.
4. The student may undertake paid employment during the time not interfering with the education program at the Academy. This work does not release him/her from fulfilling his/her responsibilities towards the Academy and cannot be an excuse for his/her absence from classes.

## § 22

1. A student may, in addition to the basic field of study, with the dean's consent, study additional subjects at another field of study at the Academy or at another university.
2. Full-time students have the right to use the limit of 30 additional ECTS credits without paying fees.
3. Grades obtained after receiving passing grades in additional subjects in a different field of study are not included in the average grade for the semester/year.

## § 23

### ***Student obligations***

1. The basic student obligations include:
  - 1) obeying the content of the oath,
  - 2) participation in organizational and didactic classes in accordance with the regulations and internal rules of the Academy;
  - 3) obtaining credits and passing examinations, undergoing didactic practices and meeting other requirements specified in the program and study plan;
  - 4) compliance with study regulations and ordinances of the authorities and the Academy.
2. The student is obliged to:
  - 1) timely payment of fees for studies and educational services;
  - 2) notifying the relevant dean's office about a change in: name, surname, marital status, place of residence, correspondence address, identity card, e-mail address, telephone number, as well as about the change of data that have an impact on the granting or amount of material benefits;
  - 3) in the event of the damage or loss of a student ID card, the student is obliged to immediately report this fact to the relevant dean's office;
  - 4) excuse of absence from classes;

5) a timely return of books to the Academy library and the loaned Academy property used in the course of studies;

6) respect for Academy property;

7) check in the virtual dean's office whether all data is correct, and in the event of errors, immediately report them to the dean's office.

8) monitor, on an ongoing basis, in the electronic index (through the virtual dean's office) the correctness of the grades, and in case of irregularities, immediately report them to the person issuing the grade.

3. A student bears financial liability for damage caused by him/her in the property of the Academy.

4. In the case of publishing, outside the Academy, of his/her work created in the course of studies, as part of exhibitions, in printed and electronic materials and media, the student is required to mark the published work with the name of the Academy, studio and lecturer's name, under the supervision of whose work was created.

5. A student is obliged to inform the lecturer, under the supervision of whose, the work was created, of the planned publication of the work referred to above. The lecturer has the right to refuse consent to provide the work with the data referred to above. The obligation to mark a published work with the name of the studio and the name of the lecturer, under the supervision of whose, the work was created, can only be abolished by the written consent of the person conducting the workshop. The notation with the name of the Academy is not subject to abolition.

6. A student of the Academy may also submit the work created during classes to the competition organized outside the Academy - with the consent of the dean and the lecturer conducting the submitted work. The provision of sec. 4 shall apply accordingly.

## **§ 24**

The student who fails to fulfill the obligations set out in § 22 may be removed by the dean from the students' list. Detailed cases when the dean removes a person from the students' list and when he/she can remove a student are specified in the Study Regulations in § 55-56.

## **§ 25**

1. The return of correspondence sent to a student to the address indicated by him/her is equivalent to its delivery.

2. In the case of resignation from studies, the student is obliged to immediately notify the dean's office of this fact, on the basis of which the authorized person issues a decision to remove a person from the students' list.

## **§ 26**

The Academy student organizations, as well as associations of students or academic staff operating at the Academy, have the right to submit requests to the authorities of the Academy or to the bodies of the student government in matters concerning the students of the Academy.

## **§ 27**

For the conduct violating student dignity and violation of the provisions in force at the Academy, the student bears disciplinary responsibility before the Disciplinary Board or/and the students' self-government peer court on the principles set out in the Act and contained in Appendix 2 to the Study Regulations.

# **VII. Change of university, field, form and system of studies**

## **§ 28**

1. The Academy student who intends to move to another university, including a foreign university, is obliged to:
  - 1) obtain the consent of the dean of the host university faculty and inform the dean of the faculty where he/she studies about this consent and the intention and date of transfer;
  - 2) settle with the Academy; the confirmation of the settlement is a clearance slip signed by the relevant Academy units;
  - 3) return the student ID card.
2. In relation to the student who has obtained the consent to transfer to another university, the relevant authority of the Academy shall decide on the date of withholding the scholarship.

## **§ 29**

1. The student from another university, including a foreign university, after completing the first year of long-cycle studies, first-cycle studies at the home university, may apply for admission to the Academy by means of a transfer, provided that he/she has met all the requirements arising from the provisions in force in previous university.
2. The request for transfer shall be submitted immediately before the beginning of the semester, not later than on 15 September and 31 January of each year.
3. The provisions of §31-32 shall apply to the student applying for admission to the Academy by transfer.

### **§ 30**

1. The Academy student may apply for transfer to another field of study. The request for transfer requires the consent of the dean of the faculty where the student studies and the dean of the faculty who accepts the student.
2. A student may submit a request for transfer to another field of study not earlier than after completing two semesters of long-cycle studies or first-cycle studies, but not later than two semesters before the end of these studies.
3. A student may apply for transfer from long-cycle studies to first-cycle studies.
4. It is not allowed to change fields of study at the second-cycle studies.
5. Changing the form of study - from part-time to full-time studies - is possible only in the recruitment procedure.

### **§ 31**

1. The student from another university, including a foreign university, cannot be admitted or transferred to another field of study if:
  - 1) a student is suspended from student rights as a result of a disciplinary penalty received at the home university,
  - 2) disciplinary proceedings are pending against him/her.

### **§ 32**

1. The decision to transfer is made, at the student's request, by the dean after consulting the student's documentation of the course of study, artistic and design works, and after obtaining the opinion of the committee appointed by him/her for this purpose. The dean specifies for which year the student may be admitted. If necessary, it also defines the scope and method of levelling out the curriculum differences or other conditions resulting from the education program.
2. When deciding to transfer, the dean takes into account the learning outcomes obtained in another organizational unit of the home university or outside the home university as a result of the implementation of classes corresponding to the classes specified in the study plan and education program in the field of study at which the student is studying.

### **§ 33**

1. The decision to transfer a student shall be subject to the following conditions:
  - 1) the student has obtained the expected learning outcomes and received no less than 30 ECTS credits for completing each semester.

2) one ECTS credit corresponds to the learning outcomes that require an average of 25 hours of student's work, the number of hours of student work includes classes organized by the Academy in accordance with the study plan and his/her individual work.

3) ECTS credits are assigned for each of the classes provided for in the study program, the number of ECTS credits does not depend on the obtained grade, and the condition for granting them is that the student meets the requirements for obtaining the expected learning outcomes verified during passing procedure;

4) after positive verification of the student's achievements applying for admission to the Academy, the same number of ECTS credits are assigned the subjects that he/she has completed in another unit as have been assigned to the relevant subjects at the Academy.

## **VIII. Individual Study Program**

### **§ 34**

1. The Individual Study Program can be applied for by the student who :
  - 1) is outstanding and extraordinarily talented who achieves high results in science or in artistic or design activities;
  - 2) wants to fully realize their own artistic, design and scientific aspirations;
  - 3) has a degree of disability.
2. Students applying for the Individual Study Program must have an average grade of min. 4.7 for the last year of study in the case of first-cycle studies and long-cycle studies. The exception is second-cycle students who apply for the Individual Study Program after the first semester, in which case the average grade is calculated for the last semester and must be 4.7.

### **§ 35**

1. The decision to grant the Individual Study Program is made by the dean at the student's request. The dean also appoints a supervisor.
2. The dean approves the Individual Study Program and schedule of studies developed by the student in consultation with a supervisor.
3. The Individual Study Program may specify:
  - 1) description of the purpose and methods of implementation of the education program, selection of the content of education, replacement of some subjects (excluding subjects covered by the education standards in a given field of study) for others; the total number of compulsory passing grades in subjects and examinations may not, in this case, be lower than provided for in the normal course of study;
  - 2) individual study schedule, specification of the semesters in which individual passing grades in subjects, examinations and artistic or didactic practices are required;
  - 3) the rules and deadlines for holding and passing examinations;



- 4) shortening the period of study.
4. The scientific supervisor with at least a doctoral degree may be academic staff of a student that studies according to the Individual Study Program.
5. The student who does not properly complete the Individual Study Program may be directed by the dean to continue his/her studies in the ordinary way. The student may also, on his/her own initiative, resign from continuing the Individual Study Program. The dean then sets the deadlines for obtaining missing credits and examinations, and for completing other responsibilities provided for a given field of study.

## **IX. Individual Study Organization**

### **§ 36**

1. A student may apply for the Individual Study Organization, with the exception of first-year students of first-cycle studies and long-cycle studies, as well as the students of the first semester of second-cycle studies, for important reasons or in justified cases. This exclusion does not apply to particularly justified random cases, students with disabilities and pregnant students until the end of their studies, in the case of studying by full-time students.
2. The dean may agree to study according to the Individual Study Organization in the case of:
  - 1) studying in two or more fields of study;
  - 2) studying additional subjects over the current education program;
  - 3) participation in artistic, design or research works;
  - 4) studying at universities other than home university located in the country or abroad;
  - 5) raising children under 14 years of age;
  - 6) difficult family and health situations or disability status;
  - 7) providing care for a disabled or sick person in documented random cases;
  - 8) pregnancy;
  - 9) severe disability;
  - 10) other random cases.

### **§ 37**

1. The Individual Study Organization involves setting individual deadlines for the implementation of obligations arising from the study program and individual study schedule (timetable), i.e. determining the semesters in which individual credits, examinations and professional practices apply.

2. The dean shall each time determine the rules and mode of the Individual Study Organization in the semester system, for a period not longer than an academic year.
3. In agreement with lecturers of individual subjects, the manner of student's participation in classes and the forms of completing them, as well as the manner of professional practices and other student responsibilities are determined. The Individual Study Organization cannot mean exempting students from obtaining credits and passing examinations.
4. The student is obliged to submit a written request to the dean for consent to the Individual Study Organization. The request shall include the excuses of the reasons why the student is applying for the Individual Study Organization.
5. The written arrangements resulting from para. 1-3 are prepared in duplicate, one of which serves the student as the basis for carrying out the study plan according to the set course, and the other is in the student's files.

## **X. Completion of the course, semester, year of study**

### **§ 38**

1. ECTS credits are assigned to classes completed by the student resulting from the education program.
2. All subjects offered by the Academy within the framework of study plans have assigned ECTS credits.
3. The classes offered by the Academy may also include trainings and courses that do not have assigned ECTS credits.
4. The number of ECTS credits assigned to the subjects is approved at the faculty.
5. The right to participate in classes may be limited by the conditions resulting from the specific module of classes related to the size of groups in the case of elective courses.
6. The completion of full-time and part-time studies in a given field of study allows to obtain the same learning outcomes.
7. The period of first-cycle studies and second-cycle studies as well as long-cycle studies shall include the student's professional practice, if it is included in the study program.

### **§ 39**

1. The periods to be credited are the semester and year of study, in accordance with the study program and study plan.

2. The dates of the examination sessions are set by the academic calendar.
3. The final date for obtaining credits and submission of all examinations as well as detailed arrangements regarding sessions are determined by order of the Vice-Rector .
4. The session schedule for a given field of study is established by the dean in an ordinance mode and is announced 14 days before the start of the session.

#### **§ 40**

1. Each student is required to confirm the entry for a semester.
2. Confirmation of entry for a semester shall be made in electronic form or in paper form signed and submitted to the dean's office.
3. The declaration of entry includes the choice of subjects, studios, lecturer in accordance with the staff and study plan for the given semester.
4. The final decision about admitting a student to the elective studio belongs to a lecturer.
5. In case of taking classes outside the study program, a student must submit a written request to the dean in accordance with § 16 item 5.
6. A student is required to undergo classes, obtain credits and pass examinations in all subjects that he/she has declared in a given semester (both subjects arising from the study program and additional subjects). Credits and examinations take place on the principles determined in the syllabuses of subjects.

#### **§ 41**

1. Classes in a given semester/year end with:
  - 1) examination or
  - 2) credit with a grade or
  - 3) credit.
2. The Academy has the following scale of grades:
  - 1) numeric, in which the lowest passing grade is sufficient (3.0).
    - a) excellent 5,5 - A
    - b) very good 5,0 - B
    - c) good 4,5 - C
    - d) satisfactory 4,0 - C
    - e) sufficient 3,5 - E
    - f) sufficient 3,0 - E
    - g) fail 2,0 - F

Letter symbols denote ECTS grades;

- 2) descriptive

- a) passed,
  - b) not passed.
3. Grades 2.0/F are unsatisfactory, for which a student does not receive ECTS credits assigned to the subject.
  4. The scale of grades referred to in para. 1. point 1 shall apply as follows:
    - 1) in the case of an examination (numerical scale of grades),
    - 2) in the case of a credit with a grade (numerical scale of grades),
    - 3) in the case of a credit without a grade (descriptive scale of grades).
  5. Grade average is the arithmetic average of numerical grades from all semesters. The grade average taken into account are the grades for subjects from the study plan.
  6. The entry to the examination reports is made by academic staff conducting the given subject.
  7. The type of credit for a given subject defines the study program for a given field of study, and its syllabus contains detailed criteria.
  8. A student is informed about the results of examinations and credits directly by the person who verifies the progress of a student or academic staff.
  9. A student is informed about the results of the examinations on an individual account in the virtual dean's office. A student is obliged to verify the correctness of entries, in case of doubt, shall immediately report to a lecturer.

## § 42

### ***Completion of the course - examination session***

1. Credit with a grade or credit is given by a lecturer in a given subject, provided for in the study program. Credits are made on the basis of the student's work during the whole semester - class attendance, implementation of projects, review of work, exercises, colloquia, evaluation of student activity and on the basis of individually set conditions in a syllabus.
2. The person conducting the classes is obliged to provide - at the beginning of the semester – the conditions for obtaining credits for classes to the students.
3. Credits, credits with a grade and subjects ending with an examination take place at the last class in the semester or on the date set by a lecturer, but not later than by the end of the examination session. The credit cannot take the form of an examination and may take the form of a numerical grade (credit with a grade) on a scale of 2.0 to 5.5 or descriptive (credit without a grade).
4. In the case of students for whom the Individual Study Program or the Individual Study Organization has been applied, the condition of receiving passing grades in a subject, semester or year is passing all examinations included in the individual study plan and individual study schedule.

5. In individual cases, a student has the right to apply for a credit date/s before the session. Therefore, a written request shall be submitted to the dean, approved by the person conducting the subject, specifying the proposed date of the session. The request shall be submitted to the dean no later than 14 days before the proposed date of the examination session. In this case, the grade will be entered in the report by a lecturer during the examination session within the time limit set by the academic calendar.

#### **§ 43**

1. In individual cases, the dean may agree to postpone the examination session in one or more subjects at the student's request. The possibility of postponing the session applies to subjects passed as an exam. The request shall be approved by a lecturer and submitted no later than seven days before the start of the session. Postponing the session means taking the examination until the end of the retake after agreeing the date with a lecturer. In case of postponing the session, a student is not entitled to the retake.
2. The date of credit/credits may be postponed by the dean on the basis of sick leave or other documented random accidents. A written request in this matter shall be submitted to the dean immediately after the occurrence of the event, not later than by the end of the semester. In such a situation, the credits and the basic examination session may be postponed to an extended session, which lasts like the retake in accordance with the dates specified in the academic calendar for a given year.
3. Failure to appear on the credit meeting within the prescribed period results in the note "N" in the report, meaning "absent". The absence shall be excused by a student to the lecturer. Before submitting the original exemption along with the request, a student is obliged to immediately notify the dean's office about the exemption by e-mail. If a sick leave or certificate confirming a random accident is not delivered to the dean's office within 3 days from the set date of the credit, it results in the grade "failed"- in the case of passing without grade or a fail grade (2.0) - in case of credit with a grade.

#### **§ 44**

1. The lowest grade, if passed, is satisfactory (3.0). If a student obtains the "fail" grade (2.0) as the credit, it results in not receiving a passing grade in the subject. In this case, do not enter "not passed" and only the grade 2.0 – numerical, because the grade qualifies a student for the retake.

2. A student who fails to obtain a pass in the subject ending with the examination is not admitted to the examination in this subject, which results in 'not passed' grade in the report. In this case, the student is not entitled to the examination in both the basic and the retake session in this subject. After the examination session, the examiner enters in the examination protocol a fail grade (2.0), which results in failing the semester. The student has the right to pass other examinations.
3. A student who has not obtained a credit or credit with a grade from one subject that does not end with the examination may apply for a conditional entry. In the event of a failure to obtain credit for the subject ending in the examination, the student shall not be entitled to a conditional entry.
4. A student who has not obtained a credit or a credit with a grade results in a lack of right to take part in the retake session and it means that a student shall repeat the subject. Repeating classes in a subject by participating in them again is payable.
5. The student who did not receive a passing grade in two or more subjects ending with the examination is removed from the students' list.

#### § 45

#### *Semester examinations*

1. The condition of taking the examination is obtaining a credit for the subject ending with this form of credit.
2. Examinations are taken during the examination session. The number of examinations taken by a student under the study plan shall not exceed eight in the entire academic year.
3. The examination is a verification of learning outcomes, i.e. knowledge, skills and competences of a student acquired during the course. The examination ends with a grade.
4. The examination in the subject envisaged in the study plan takes place with a lecturer in the form of his/her choice, i.e. written or oral or review of artistic and design works.
5. In the examination session two dates are set: the basic date and the retake date. The student can enter the retake only if he/she receives a maximum of two fail grades in the basic session of subjects ending with the examination. As part of the retake, the student only takes the examinations. The date of the examination is set by a lecturer.
6. Disabled students may apply for adapting the form and dates of credits and examinations to their needs, resulting from the type of disability. At the reasoned request of a disabled student, the dean, in consultation with a lecturer, will designate an alternative method of passing the examinations in the subject.

7. Sign language interpreters, as well as assistants for persons with physical disabilities and the blind may participate in the examinations. Persons helping disabled students shall have the dean's permission to participate in examinations. A lecturer has the right to refuse the participation of an assistant of a disabled person in the examination if it is a person who is substantively or professionally associated with the subject from which the student is taking the examination.

#### **§ 46**

1. In individual cases, a student has the right to apply for the examination date before the session. Therefore, a written request must be submitted to the dean, which must contain the examiner's consent and the examination date proposed by him/her. The request shall be submitted to the dean no later than 7 days before the start of the examination session. In this case, the grade will be entered in the report by a lecturer during the examination session within the time limit set by the academic calendar.
2. Failure to appear at the examination within the prescribed period results in annotation "N" in the report meaning "absent". The absence shall be excused by a student. If a sick leave is delivered to the dean together with a written request, a student may apply for the examination to be postponed to an extended session, which lasts like the retake in accordance with the dates specified in the academic calendar for the given year. Before submitting the original exemption along with the request, a student is obliged to immediately notify the dean's office of the exemption by e-mail.
3. In the event of no excuse of being provided to the dean within 3 days from the date of the examination, a lecturer shall enter a fail grade in the report.

#### **§ 47**

##### ***Completion of the semester and year***

1. The condition of receiving a passing grade in a semester is meeting all the requirements (receiving passing grades for all obligatory subjects) specified in the study program for a given semester, obtaining 30 ECTS credits.
2. A student is also required to pass chosen electives if, during the registration for the semester, he/she declared the choice of additional subjects.
3. The basis for receiving a passing grade for a semester to a student who is directed to study abroad or to another Polish university is the student's compliance with the conditions stipulated in the Learning Agreement.
4. Getting a semester credit is a condition of enrollment in the next semester of studies.

5. The dean may grant conditional permission to study in the next semester, if the admissible deficit of ECTS credits resulting from failure to complete some subjects does not exceed the following values:
  - 1) for first-cycle studies: 2 ECTS credits from the second to the fourth semester,
  - 2) for second-cycle studies: 2 ECTS credits from the second to the third semester,
  - 3) for long-cycle studies: 2 ECTS credits from the second to the eighth semester.
6. In relation to the student who did not receive a passing grade in a semester, the dean decides about:
  - 1) conditional entry for the next semester/year of study,
  - 2) permission to repeat the semester/year of study,
  - 3) removal from the students' list.
7. The student who has received the dean's consent for conditional completion of a semester is obliged to repeat the subject at the earliest possible date. The subject is repeated at the student's request after paying the fee set in the price list for the given year of study.
8. Examination grades are entered into electronic reports by academic staff conducting the exam. In exceptional circumstances, in the event of a long absence of a lecturer, at the student's request, the grade may be entered by the dean.

#### § 48

#### ***Failure to complete the semester, repetition***

1. The student who has not met the conditions for passing the semester may request the semester to be repeated.
2. A student, at his/her written request, may apply for permission to repeat the semester if a student:
  - 1) did not obtain credit for one or more subjects not ending with an examination and not falling in the deficit of ECTS credits (credit without a grade); or
  - 2) did not obtain credit for one subject ending with an exam, which is outside the limit of ECTS credits
3. A written request to the dean shall be submitted within 7 days of the end of the retake.
4. Credits and positive grades remain in force.
5. The student who repeats a semester may apply for:
  - 1) repetition of subjects or
  - 2) repetition of subjects and receiving a passing grade for chosen subjects in advance included in the program of the next semester.



6. Decision on the matters referred to in sec. 5 is undertaken by the dean, taking into account the type and reasons of backlog.
7. A student may repeat a semester only in the appropriate semester, winter or summer. The student who repeats the summer semester is required to register for the semester within 14 days of starting classes. Failure to register is considered as failure to study and constitutes the basis for removal from the students' list.

#### **§ 49**

1. It is not allowed to repeat the first year of long-cycle studies and the first year of first and second cycle studies, subject to sec. 2.
2. In exceptional cases, the Rector may agree to repeat the first year of studies by a student, if failure to complete the first or second semester is caused and documented by the student's long-term illness or other serious random circumstances. Such consent may be obtained by a student no more than once during the period of study at a given level of education.
3. The student who repeats a year or a semester loses the right to receive material assistance from the Academy, except in cases specified in the Regulations on granting material assistance to students.
4. The student leaving the Academy is obliged to fulfill all obligations towards the Academy and settle them with a clearance slip.

#### **§ 50**

### ***Examination Commission***

1. The dean convenes the examination commission at the student's request, who raises reasonable reservations as to the impartiality, form, procedure or course of the examination. This request must be submitted within 3 days of the date of the retake announcement. The date of the examination commission may not be later than 14 days from the date of submitting the request. Information about the date of the examination commission is announced to a student at least three days before that date.
2. The student takes the examination commission with the same work that he/she presented at the previous examination. In the event of a fail grade in the retake and when a student applies for the examination commission, a lecturer is required to secure the work. The examination commission, in oral or written form, or in the form of a review of works, is carried out by a committee appointed by the dean.
3. The committee conducting the examination commission consists of:

- 1) dean or vice-dean as chairperson of the committee (the chairperson cannot be a person who previously examined a student),
  - 2) two academic employees/academic staff in the subject covered by the examination or a related one, one of which is an examiner appointed by the dean,
  - 3) person previously examining as an observer.
4. The Academy student government authority has the right, at the student's request, to delegate its representative as an observer of the examination.
  5. A report shall be drawn up on the course of the examination commission, which shall include an excuse if a fail grade is issued. The committee decides about the results of examinations by a majority of votes. In the event of a the same number of votes, the chairperson has the casting vote.
  6. The evaluation of the examination commission is final.
  7. The Dean may decide to repeat a semester for a student who has not passed the commission examination conducted at his/her written request, if this course is the only subject from which the student received a fail grade. Otherwise, the dean decides to remove the student from the list of students.

## **XI. Leave**

### **§ 51**

1. A student may receive:
  - 1) dean's leave - long-term;
  - 2) short-term leave.
2. The dean may grant leave to a student at the student's written request.
3. During the leave, a student shall retain student rights.
4. The student's entitlement to receive material assistance benefits during the dean's leave is set out in the regulations regarding material assistance.
5. The dean's leave postpones the date of planned completion of studies. This does not apply to short-term leave.
6. Leave may be granted only during the course of studies, i.e. until the final semester has been completed.
7. Granting leave is recorded in the documentation of the education cycle.
8. A student may apply for a break in studies. The break is granted at the student's written request for a maximum of two years and may not exceed four semesters. The decision to grant it is made by the dean.

9. Students returning to study after a break take them on the principles stipulated in and continue according to the program in force on the date of return to study. The student not registered for the semester after the expiration of consent for a break in studies is removed from the students' list.

10. The break in studies is recorded in the documentation of the education cycle and is not included in the duration of studies.

11. The pregnant student and the parent student cannot be refused consent to:

1) undergoing studies at a specific field of study and level according to the individual course of study until they are completed in the case of full-time studies;

2) excusing for absences from classes, leave from classes and leave from classes with the possibility of proceeding to verify the learning outcomes specified in the study program.

12. The student who is a parent submits a request for leave, referred to in § 52 para. 1 item 2, within 1 year from the date of birth of the child.

13. The leave referred to in para. 10 point 2, for:

a) pregnant students are granted for the period up to the day the child is born,

b) student who is a parent is being granted for a period of up to one year, except that if the end of the leave falls during the semester, the leave may be extended until the end of this semester.

## § 52

### *Dean's leave*

1. A student may receive dean's leave only in the case of:

1) documenting long-term illness or pregnancy - health;

2) documenting the child's birth or care - parental;

3) other important random circumstances - special;

4) study at another university, including a foreign university, at their own request.

2. Dean's leave shall not be granted if the Academy does not conduct studies in a field, form of study or form of education to which the student would return after the end of leave.

3. If the reason for applying for leave is the birth of a child, childcare (parental leave) or long-term or repeated illness of the student or pregnancy (sick leave), the leave may be granted repeatedly.

4. A student may receive special dean's leave once during the first-cycle studies, once during the second-cycle studies and twice during the long-cycle studies.

5. Special dean's leave is granted by the dean for one academic year.

6. A student submits a request for special leave before the beginning of the semester or year of study. The dean may not grant the leave back for the pending semester.
7. In the event of prolonged illness, pregnancy, childbirth or childcare (health or parental leave), the request may be submitted and leave may also be granted during the semester. If the request for dean's leave is submitted in the winter semester, the leave is granted until the end of the current academic year. If the request for leave is submitted in the summer semester, it shall be granted until the end of the winter semester of the next academic year.
8. Sick leave is granted at the student's written request, based on a medical opinion issued by an authorized doctor. The request shall be submitted immediately after the occurrence of the event.
9. Leave due to the birth or childcare provision is granted on the basis of a written request submitted by the student together with a copy of the child's birth certificate.

### **§ 53**

#### ***Short-term leave***

1. A student, on his/her written request submitted to the dean, may be granted a short-term leave not exceeding one month.
2. The student staying on a short-term leave retains the student rights and the right to receive material assistance benefits.
3. A short-term leave does not release the student from the obligation to complete the study program in a given period or extend the deadline for completing the semester. The leave cannot be granted during the credits and examination session.
4. A short-term leave does not release the student from the obligation to contribute financial liabilities towards the Academy.
5. The leave may be granted once per academic year.
6. A short-term leave requires agreement on the date of making up for the backlog of the program, no later than by the end of the following month after the end of this leave.

### **§ 54**

1. The total period of leave granted during studies, excluding dean's leave due to documented long-term illness, may not exceed 24 months.
2. If the break in studies caused by the leave lasted longer than 12 months, the dean decides how to resume studies.

3. During the leave, a student may, with the dean's consent and under the conditions set out by him/her, take part in classes and take credits, examinations and reviews resulting from the study plan and the student's study program to which ECTS credits are assigned.
4. Students returning from a leave are obliged to level out the curriculum differences in resulting from study plans.
5. The student returning from a dean's leave is obliged to register for the next semester of study within 14 days of starting classes in a given semester. Failure to register is considered as a failure to study and constitutes the basis for removal from the students' list.

## **XII Absence from classes**

### **§ 55**

1. The student's absence from classes may be excused by a medical certificate of temporary inability to participate in classes or other credible reasons considered by a lecturer to excuse the absence. Evidence excusing absence from classes may include, in particular:
  - 1) a sick leave stating the inability to participate in the classes;
  - 2) a blood donation certificate issued by a doctor;
  - 3) a personal request for a student to appear in person, issued by a competent authority in matters of universal defense, a government administration authority or a local authority, a court, a prosecutor's office, police or an authority conducting proceedings in cases of offenses, containing an annotation confirming the student's appearance on that request;
  - 4) a student's written statement indicating another important reason excusing the absence from classes.
2. Excuse for absence shall occur immediately, i.e. not later than within 7 days from the date of the classes in which the absence occurred. The lecturer conducting the classes then determines the manner and date of levelling out the curriculum differences, if he/she deems it necessary.
3. The person conducting the classes may refuse the right to level out the curriculum differences caused by absence or specify a mode different from the one provided for in the timetable, in particular if levelling out the curriculum differences would require organizing additional classes. A lecturer notifies students about such conditions during the first classes of a given subject.
4. After the three times documented unexcused absence of a student from classes, a lecturer may inform the dean or vice-dean in writing. This situation may result in declaring the dean/vice-dean a lack of progress in education, and thus – removal from the students' list.

5. In the case of resignation from studies, the student is obliged to immediately notify the relevant dean's office of this fact, on the basis of which the authorized person issues a decision on removal from the students' list. The student is obliged to submit a completed clearance slip to the dean's office and to settle all liabilities, including financial liabilities, to the Academy within 7 days from resignation.

### **XIII. Removal from the students' list**

#### **§ 56**

1. The dean may decide to remove a student from the students' list, in particular in the case of:
  - 1) failure to sign the oath,
  - 2) verification during the semester of unexcused absence from classes, which was reported to the dean by a lecturer and prevents the student from completing the semester/year of study;
  - 3) verification about the lack of progress in the course, which was reported in writing to the dean by a lecturer;
  - 4) failure to receive a passing grade for a semester or year of study within a specified period;
  - 5) failure to pay due fees and charges for educational services related to the studies.
2. For the lack of progress in the course, as defined in para. 1 point 3 it is recognized in particular:
  - 1) absence in classes;
  - 2) failure to perform course work.
3. The dean issues decisions to remove a student from the students' list, in particular in the case of:
  - 1) failure to submit a diploma thesis or diploma examination on time;
  - 2) a decision on the student's disciplinary penalty of expulsion from the Academy, adjudicated by the competent authority for disciplinary proceedings;
  - 3) failure to study;
  - 4) resignation from studies;
  - 5) failure to submit a diploma thesis by the specified deadline and failure to register for the diploma examination
4. The student is obliged to submit a written resignation from the studies.
5. Failure to undertake studies is confirmed if the person admitted to the first year of study has not taken part in the matriculation or has not signed up for the first year of study within the prescribed period without giving the excuse.
6. Resignation from the studies is confirmed if:
  - 1) student has not made an entry for the semester within a specified period;

- 2) student has not undertaken studies after the granted leave;
- 3) student has made a written declaration of resignation from the studies.

#### **§ 57**

1. Decisions referred to in § 56 sec.. 1 and 3, shall be given to students in writing together with a justification and instruction on the student's appeal against the decision to the Rector within 14 days of receiving the decision. The Rector's decision is final.
2. Re-admission to the Academy of a person who has been removed from the students' list in accordance with § 56 sec.. 1 point 2) and 5) and sec.. 3 points 4) takes place at the request of resumption of studies submitted within no more than 2 years of the decision.
3. Resumption of studies in other cases, with the exception of § 56 sec.. 1 point 1) may take place only on the basis of recruitment, with the possibility of crediting the documented achievements.
4. Admission to the Academy of a person who has been crossed off from the students' list during the first year of first or second-cycle studies may only take place on the basis of admission to higher education studies rules.

### **XIV Resumption of studies**

#### **§ 58**

1. The resumption of studies means re-admission to the Eugeniusz Geppert Academy of Art and Design in Wrocław in the same field, form of study and form of education from which the student has been removed.
2. The resumption may take place after the dean determines the conditions for resumption of studies (levelling out curriculum differences, control examination, etc.) and after fulfilling other obligations towards the Academy.
3. The decision on the request for the resumption of studies is made by the dean at the written request of the person resuming studies. This request must be submitted before the beginning of the semester to which the request relates. The request is evaluated by the dean, taking into account existing curriculum differences and learning outcomes. After examining the request, the dean issues a decision to resume studies or a decision to refuse to resume studies. In the resumption decision, the dean specifies the year and semester of studies for which the student is admitted and may specify additional conditions for resumption.
4. The full-time student may resume full-time or part-time studies if the Academy has such a mode of study. The resumption of studies is possible if the Academy conducts studies in the same or a related field of study, form of education and form of education from which the student has been crossed off.
5. The resumption of studies is only possible once during studies at the Academy, except for resumption for the last semester. A student may resume studies for the last semester twice.

6. The resumption may take place at the earliest in the following academic year after being removed.
7. The person resuming studies in connection with the defense of his/her diploma thesis is required to receive a passing grade for all subjects and to level out the curriculum differences, i.e. to repeat the indicated classes, if the dean finds that in the academic year in which he/she passes the diploma examination, the study program has changed and learning outcomes in a given field and form of study. In the lack of curriculum differences, the person resuming studies for the last semester is required to repeat the subjects that have not been passed.
8. Repeating classes as a result of resuming studies is payable.
9. During the period of waiting for the resumption of studies or undertaking studies in a repeated semester/year of studies, a student shall have the student rights with a limited right to material assistance benefits provided for in separate Regulations.

#### **§ 59**

1. If the student has outstanding commitments towards the Academy, admission may take place only after settlement of these obligations. If the student has been removed as a result of failure to meet the financial commitments to the Academy, specified in the contract concluded between the student and the Academy, the resumption may take place in the next academic year if the obligations to the Academy have been satisfied.
2. The person who has been expelled from the Academy has the right to apply for a re-admission or the resumption of studies only if the penalty has been expunged under the rules stipulated in separate regulations.
3. The student who passed the examination in the subject covered by the program of the given semester before being removed is exempted from participating in the classes, credits and grades from that subject are recognized.
4. Section 3 shall apply only to subjects not covered by curriculum differences.

## **XV. Diploma thesis and diploma examination**

#### **§ 60**

##### ***Diploma thesis***

1. The diploma thesis means a bachelor's thesis and master's thesis. The diploma thesis is prepared in Polish or a foreign language if the form of studies is conducted in that language.



2. The diploma thesis must be made independently, meet the formal and substantive criteria appropriate for a given field of study specified in the study program and study plan.
3. Detailed formal and substantive rules for the preparation of the diploma thesis are specified in the Diploma Procedure at the Eugeniusz Geppert Academy of Art and Design in Wrocław introduced by the Rector's order. A student is obliged to get familiar with the Diploma Procedure at the Eugeniusz Geppert Academy of Art and Design in Wrocław, which is available on the Academy's website.
4. A diploma at the Academy is awarded solely on the basis of the diploma thesis defended at the home faculty and field of study.

## **§ 61**

### ***Diploma examination***

1. The diploma examination is understood as a bachelor's or master's examination.
2. The diploma examination is submitted in Polish. In a field of study conducted in a foreign language, the diploma examination is conducted in a foreign language.
3. Diploma examinations for studies ending in the summer semester are held on twoterm:
  - a) I term - after the end of classes in the summer semester in accordance with the academic calendar until 15 July;
  - b) II term - after the retake after the summer semester according to the academic calendar by 30 October.
4. The basis for taking the diploma examination is meeting the conditions specified in the Diploma Procedure.

## **§ 62**

1. A student takes the diploma examination in front of the diploma examination committee appointed by the dean.
2. The committee shall include:
  - 1) chairperson (dean or vice-dean);
  - 2) supervisor/supervisors;
  - 3) reviewer;
  - 4) other employees appointed by the dean.

## **§ 63**

1. Evaluation principles are specified in the Diploma Procedure. If a student receives a fail grade at the diploma examination, the dean sets a second date of defense, but not earlier than one month from the date of the first examination.

2. In the event of receiving a fail grade on the second date, a student shall be removed from the students' list with the right referred to in §59 (3) of the Study Regulations.
3. If justified by a documented reason for a student's random failure to appear the dean sets another defense date within the regulations deadline.
4. In the event of an unexcused failure to appear at the diploma examination and failure to provide the dean with a document excusing the absence within 7 days from the date of the diploma examination, the dean shall issue a decision on removal from the students' list.

#### **§ 64**

1. The diploma examination is a nonpublic examination, however, taking into account the specificity of the Academy, the area of study and the nature of the fields of study, a student may submit a request for a public examination.
2. The dean may, at the student's written request, agree to a public examination. The examination is then conducted on the terms specified in the diploma procedure and in accordance with the provisions of § 64 section 3.
3. The request for a public diploma examination shall be submitted to the dean's office together with readiness to defend the diploma thesis. The public diploma examination consists of a public and nonpublic part. The nonpublic part concerns the first part of the examination, when members of the diploma committee openly vote for admission to the defense and the deliberations of the diploma committee, when the diploma committee determines the grade for the defense of the diploma thesis. During the public examination, all participants who are not members of the diploma committee may participate in the discussion.

#### **§ 65**

The diploma thesis can be honored with a distinction by the diploma committee. This applies to the diploma thesis, which received an excellent grade from the diploma thesis defense and/or is distinguished by its special artistic, design and intellectual qualities. Then a distinction may be granted at the request of one of the members of this committee and by open voting by simple majority. In the event of an equal number of votes, the chairperson of the Diploma Committee has the casting vote.

## **XVI. Graduation**

### **§ 66**

1. The basis for completing studies is a submission of a bachelor's thesis at first-cycle studies or a master's thesis at second-cycle and long-cycle studies and a successfully passed diploma examination.
2. The date of graduation is the date of passing the diploma examination. The studies are completed after passing the diploma examination with at least a satisfactory result. The graduate receives a diploma of university completion and the related occupational title:
  - b) in the case of long-cycle and second-cycle studies, the title of "Master"
  - c) in the case of first-cycle studies, the title of "Bachelor".
3. The basis for calculating the final grade for graduation are:
  - a. average from studies, i.e. the arithmetic mean of all examination grades obtained during the entire period of study,
  - b. grade from the diploma thesis defense.
4. The arithmetic mean is calculated of all the evaluations listed in para. 3 as using the rounding specified in sec. 7.
5. The grade from the diploma thesis examination is specified in the diploma procedure.
6. The arithmetic mean is calculated of all the evaluations listed in para. 3 using rounding as follows:
  - i.  $- 2.99 \approx 2.0$
  - ii.  $- 3.24 \approx 3.0$
  - iii.  $- 3.74 \approx 3.5$
  - iv.  $- 4.24 \approx 4.0$
  - v.  $- 4.74 \approx 4.5$
  - vi.  $- 5.24 \approx 5.0$
  - vii.  $- 5.50 \approx 5.5$
7. If the student obtains a fail grade from the diploma examination, he/she shall not apply the principle of calculating the final result of the studies mentioned insec. 3.
8. In the case when the student resumes studies, the calculation of the average grade for a period of study shall take into account both grades obtained before and after resumption of studies. This applies only to completed semesters.
9. In the event of the student's transfer during studies to another field of study, the calculation of the average grade for the period of study shall also take into account the grades obtained in subjects passed by the student in the previous field of study, if these subjects are included in the study plan of the field of study, which the student transferred to.

10. The final grade for studies is the arithmetic mean of the grades listed in para. 3 calculated using the rounding specified in sec. 6.
11. The diploma of graduation shall include the final grade of studies using the scale provided in § 41 sec. 2.
12. The graduate has the right to keep a student's book.

## **XVII. Awards and distinctions**

### **§ 67**

1. Students with outstanding academic performance and exemplary performance of their responsibilities may be awarded by:
  - 1) scholarships from the Minister of Science and Higher Education;
  - 2) Rector's scholarships for the best students;
  - 3) prizes funded by institutions and legal entities in accordance with the relevant regulations;
  - 4) Rector's awards and distinctions;
  - 5) other awards and distinctions granted by the Faculty Board on the principles stipulated in a resolution adopted by it;
  - 6) awards and distinctions granted/funded by institutions and private persons.

### **§ 68**

1. A diploma with distinction may be awarded to the graduate with impeccable ethical attitude who :
  - 1) did not bear disciplinary responsibility during studies;
  - 2) obtained an excellent grade;
  - 3) was awarded by the diploma committee for his/ her diploma thesis in accordance with § 65.
2. The Rector shall give the diploma with distinction.
3. The distinction mentioned above is honored with a diploma with the following content:

*As a result of the excellent grade for graduation/obtaining distinction for the diploma thesis, I grant you / ... / ....*

***DIPLOMA WITH DISTINCTION***

*Rector.....*

*date*
4. The diploma with distinction is honored by a medal.
5. The graduate whose diploma thesis in the practical and theoretical part was evaluated as excellent, is distinguished by special artistic, design and intellectual qualities and does not meet the conditions set out in sec. 1b may receive a distinction at the request of the diploma committee.

## **XVIII. Inter-university exchange**

### **§ 69**

1. A student may implement an agreed part of the study program at another Academy of Art and Design in Poland or abroad under agreements between universities and international agreements. The Academy is obliged to recognize, within the course of study, the study program accepted by the receiving university, completed in a given period, and grant him/her the number of ECTS credits which is attributed to the learning outcomes obtained as a result of the implementation of appropriate classes and internships at the student's host unit.
2. The extension of the student's stay at an art school in Poland or abroad takes place with the consent of the dean of the home faculty and must result in completing a semester or academic year and granting ECTS credits assigned to the education program at the student's host school. Failure to complete the semester/academic year and receive ECTS credits will result in directing the student to repeat the semester/year.
3. Detailed rules and procedure for domestic and foreign visits within the framework of inter-university exchange as well as rules for conducting domestic and foreign student internships are regulated by separate regulations and agreements.

## **XIX. Disciplinary liability of students**

### **§ 70**

1. For violation of the regulations in force at the Academy and for acts violating the dignity of a student, a student shall be liable to the disciplinary board competent for students or to the students' disciplinary panel of the student government of the Academy in accordance with the provisions of the Act.
2. Detailed rules of conduct in the event of disciplinary liability of students are included in Appendix 2 to the Study Regulations.

## **XX. Final provisions**

### **§ 71**

1. During the last year of studies, student may prepare to take up the responsibilities of academic staff as an assistant-trainee.
2. The apprenticeship rules are regulated in separate regulations.

### **§ 72**

The Rector decides in matters regarding the rules and procedure of studies not covered by the regulations.

### **§ 73**

1. These Study Regulations adopted by the Senate of the Eugeniusz Geppert Academy of Art and Design in Wrocław by Resolution No. 12/2019 of 26 April, 2019 shall enter into force on 1 October 2019.
2. The Study Regulations adopted by Resolution No. 12/2019 of 26 April 2019, shall apply to students who began their studies in the academic year 2019/2020 and later.
3. The Study Regulations of the Eugeniusz Geppert Academy of Art and Design in Wrocław adopted by Resolution of the Senate No. 15/2015 of 22 April 2015 shall be repealed.
4. Students who continue their studies commenced in 2018/19 and earlier shall comply with the provisions of the Study Regulations adopted by Resolution No. 15/2015 of 22 April 2015 to the extent that they do not conflict with the provisions of the Act of 20 July 2018 - Act on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

### **§ 74**

1. Decisions issued before the entry into force of these Study Regulations by virtue of which students have acquired the rights shall remain in force, even if these rights are not provided for in these Study Regulations.
2. In the event that the student has submitted the request on his/her case during the validity of the Regulations adopted by Resolution No. 15/2015 of the Senate of 22 April 2015, and the decision in this matter is taken or is to be made while these Regulations are in force, the provisions more favorable for the student shall apply.

### **§ 75**

Amendments to the Study Regulations may only be introduced by resolutions of the Academy's Senate.

### **§ 76**

The Study Regulations of the Eugeniusz Geppert Academy of Art and Design in Wrocław are supplemented by additional internal regulations in the form of appendices to the Regulations as follows:

Appendix 1 - Student's oath

Appendix 2 - Disciplinary liability of students

Appendix 3 - Rules for disabled students

Appendix 4 - Procedure regarding coursework , en plein-air and diploma works.

## Student's oath

.....  
(name and surname)

### Oath

Being aware of the obligations of the member of the academia, I solemnly declare to take this vow:

- to assiduously gain knowledge and skills for the benefit of the Motherland and for the purpose of its culture development,
- to live up to the dignity of a student and the reputation of the Academy,
- to respect the teachers and abide by the principles of coexistence among peers,
- to be compliant with the provisions of the Academy's Statute and the Study Regulations.

.....  
(place and date)

.....  
(student signature)

## **Disciplinary liability of students**

### **§ 1**

1. For violation of the provisions in force at the Academy and for acts violating the dignity of a student, a student shall be liable to the Disciplinary Board for students or to the students' self-government peer court of the Academy in accordance with the provisions of the Act.
2. A student cannot be punished simultaneously by the students' self-government peer court and the Disciplinary Board for the same act.
3. Disciplinary penalties are:
  - 1) admonition,
  - 2) reprimand,
  - 3) reprimand with an warning,
  - 4) suspension of the certain student rights for up to one year,
  - 5) expulsion from the Academy.
4. In disciplinary matters of students, the following shall adjudicate: the Disciplinary Board and the Appeal Disciplinary Board, appointed for a term of office from among academic staff and students of the Academy, in the mode specified in the Statute.

### **§ 2**

1. The Rector may, on his/her own initiative or at the request of a student government authority indicated in the student government regulations, refer a case to the students' self-government peer court instead of referring it to the Disciplinary Ombudsman.
2. For a minor disciplinary breach, the Rector may, without the Disciplinary Board or the students' self-government peer court, after hearing of the accused or his/her defender, impose a penalty on the student.
3. In the event of attributing the authorship by the student of a significant fragment or other elements of someone else's work, the Rector immediately orders the investigation.
4. In the event of a excused suspicion that the student has committed a crime, the Rector, together with an instruction to conduct explanatory proceedings, may suspend the student's rights as a student until a Disciplinary Board issues a ruling.
5. Disciplinary proceedings are initiated by the Disciplinary Board at the request of the Disciplinary Ombudsman for students affairs as a result of the Rector's decision.



6. Imposing the student of penalty for the same act in criminal proceedings or in proceedings in cases of offence does not constitute an obstacle to initiate of proceedings before the Disciplinary Board.
7. Disciplinary proceedings may not be instituted after six months from the date of receipt by the Rector of information about an act justifying the imposition of a penalty, or after three years from the date of its commitment . If the act constitutes a crime, this period may not be shorter than the limitation period for prosecuting that crime.
8. The limitation period of adjudication also takes place one year after the student leaves the Academy.
9. No limitation period applies to the initiation of disciplinary proceedings against the student who is accused of committing plagiarism.

### § 3

1. The accused student has the right to be assisted by a defender of his/her choice.
2. In the event that the Disciplinary Ombudsman for students affairs requests the expulsion from the Academy, and the accused does not have a defender by choice, the chairperson of the adjudication panel shall appoint a public defender from among academic staff or students of the Academy.
3. The hearing before the Disciplinary Board or the students' self-government peer court is public.
4. The Disciplinary Board excludes the openness of proceedings in whole or in part, if openness could offend decency or, if required by the interest of the accused, the Academy or third parties. Exclusion of openness does not include announcement of the judgment.
5. The parties may appeal against the decision of the disciplinary board and the decision of the students' self-government peer court.
6. The appeal shall be appealed, respectively, with the Appeal Disciplinary Board or the students' self-government peer court of the second instance within fourteen days from the date of delivery of the decision.
7. The final decision of the Appeal Disciplinary Board may be lodged with an administrative court.
8. The disciplinary penalty shall be expunged by virtue of law three years after the ruling on penalty has become final.
9. The authority which has imposed a disciplinary penalty may decide to erase it at the request of the punished student, submitted not earlier than one year after the decision on penalty has become final.
10. For explanatory and disciplinary proceedings against students, with the exception of proceedings before the students' self-government peer court , in matters not covered by the Act, the provisions of the Act of 6 June 1997 - Code of Criminal Procedure, with the exception of art. 82 shall apply.

## **Studies for disabled persons**

1. The Eugeniusz Geppert Academy of Art and Design in Wrocław does not provide concessions or exemptions from entrance examinations for disabled candidates, but allows help for disabled persons to pass an examination. The disabled persons, like other candidates for studies, perform tasks in the scope and form specified in the entrance examination. All fields of study conducted at the Academy have conditions for conducting entrance examinations for persons in wheelchairs.
2. The Academy provides disabled students with the opportunity to study according to the Individual Study Organization, i.e. according to the individual schedule and agreed form of implementation of the education program. The Individual Study Organization may only apply to the organization of classes and deadlines, may not relate to the content specified in the study program of the field of study.
3. Persons assisting disabled students (sign language interpreters, assistants for persons with physical disabilities) may participate in the classes and examinations. Persons helping disabled students shall have the dean's consent to participate in classes and examinations.
4. The Academy, whenever possible, strives to provide appropriate conditions for conducting classes for disabled students, as well as for using the facilities, rooms and infrastructure of the Academy.
5. At the request of a disabled person, the dean may assign an attendant from among employees.
6. Disabled persons may apply to the Academy for a special maintenance grant for disabled persons.
7. The service of disabled candidates is organized during examinations and coordinates assistance activities for the disabled during studies, by the Rector's representative for disabled students.

Abstract from the regulations for the management of copyright and related rights of industrial property and the principles of commercialization of the results of scientific research and development works.

Resolution of the Senate No. 26/2012 of 5 May 2012

## **Proceedings regarding coursework and en plein-air and diploma work**

...

### **§ 6**

1. Student's works are works created during the education process at the Eugeniusz Geppert Academy of Art and Design in Wrocław under the supervision of a lecturer; this applies in particular to courseworks and en plein-air and diploma works.

2. Subject to § 7, based on the written consent of a student, the Academy in relation to the work indicated by the head of the unit, in which the work has been created, in return for the remuneration referred to in sec. 3, the Academy acquire the ownership of their tangible medium and all author's works on all currently known fields of operation (including:

1) in the field of recording and reproduction of a work - production of work pieces specified in the technique, including printing, reprographic, magnetic recording and digital techniques;

2) in the scope of trading in the original or copies on which the work was recorded - placing on the market, lending or renting the original or copies

3) in the scope of disseminating the work in a way other than specified in point 2 - public performance, exhibition, displaying, reproducing, broadcasting and rebroadcasting, as well as making the work available to the public in such a way that everyone can have access to it in place and time chosen by themselves with the right to consent to the development of the work).

3. By virtue of the transfer of ownership of a tangible medium and copyrights within the scope specified in sec. 2, a student shall acquire the right to remuneration in the amount of 25% of the proceeds obtained by the Academy for the benefit of third parties of the tangible medium of student's work - a student acquires the right to additional remuneration determined on the principles set out in § 5 section 5 of the Regulations for the management of copyright and related rights, industrial property rights and the principles of commercialization of the results of scientific research and development works.

4. The payment of remuneration as above takes place no later than within 30 days of actual receipt by the Academy of the proceeds conditioning the right to remuneration in the manner indicated by a student; in the absence of such payments for reasons beyond the Academy's control, within 12 months of their due date, the right to remuneration expires, and the Academy allocates the funds for its budgetary objectives.

5. A student consents to the transfer of rights to student's work to the extent specified in sec. 2, concluding a contract with the Academy, or on the basis of a separate statement made according to a template developed separately; the statement shall also indicate the method of payment of the remuneration due in accordance with sec. 3.

## § 7

1. In relation to courseworks and en plein-air and diploma works., the Academy has the right to take over such student's work in whole or in part to the faculty or museum collections as documentation of methods of learning and academic achievements.

2. Student rights, referred to in sec. 1, are stored in museum's warehouses, relevant units and library, and the Academy has the right to present such works at exhibitions, publish, use in the education process as well as lend and deposit with indication who has the copyrights.

3. The Academy also has the right to transfer student's work to institutions and persons cooperating with the Eugeniusz Geppert Academy of Art and Design in Wrocław.

4. The selection of works for the collection is made by the head of the unit in which the work was created.

5. Takeover of works to collections is made on the basis of the take-over report in accordance with the formula developed for this purpose.

6. Selected works may be replaced by documentation in the form agreed with a lecturer.

7. Students are required to provide the Academy with documentation of the diploma thesis on a digital medium in accordance with the established principle in the relevant units; theoretical thesis is transferred in 2 copies - 1 copy transferred to the student's personal file, 2 copies to the student's collection.

8. The work submitted to the library must contain the author's statement of consent or disagreement with its publication to readers.

9. Entities collecting works have the right to withdraw a work from collection; Works withdrawn or not qualified may be:

a) transferred to students with reimbursement of any costs incurred by the Academy during their production,

b) if they are owned by the Academy - sold and the obtained benefits must be transferred for educational objectives (the authors have the right to pre-emption)

c) used in another way, if possible agreed with the author of the work.

10. The collection management unit informs about the return of works; The Academy assumes all rights to manage of unclaimed works.

11. The Academy is not responsible for abandoned works.

12. Student works published or exhibited as part of non-university initiatives must bear information that they are the result of education at the Eugeniusz Geppert Academy of Art and Design in Wrocław.

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