

## **RULES AND REGULATIONS FOR STUDYING at Lazarski University**

**The University operates in compliance with the Act of 20 July 2018: Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the Act, and the Statute of Lazarski University.**

### CONTENTS

#### CHAPTER I

#### GENERAL PROVISIONS

The provisions of *Rules and Regulations* laid down herein shall apply to the first-cycle, second-cycle and long-cycle master's studies, and validated first-cycle and second-cycle studies conducted in English as the language of instruction with respect to issues that are not governed by the rules and regulations for validated studies called "Rules and Regulations for English-Language Programmes".

#### § 1

1. The terms and mode of admission and the form of studies in particular fields shall be determined by the Senate of the University and shall be published on the University website.
2. The University shall enable disabled persons to study at the University.
3. Students are charged for the tuition at the University.
4. Classes conducted by the University are restricted to and designated exclusively for students of Lazarski University, with the exception of subsection 5 herein.
5. Classes conducted by Lazarski University may be attended by exceptionally talented students of secondary schools under the conditions set out by separate rules of procedure.

6. The President of the University shall specify the tuition fees, terms of the tuition fee payment and payment dates in the form of a regulation.
7. The information on tuition fees and other charges, and the terms of their payment shall be publicized on the University website and the Bulletin of Public Information [Biuletyn Informacji Publicznej (BIP)], and the Virtual Learning Environment website.
8. The University can enter into written agreements with students concerning the terms of the tuition fee payment.

## § 2

1. Students' rights and obligations shall be acquired upon matriculation and taking the oath, which is laid down in the Statute of Lazarski University.
2. Students' rights and obligations shall expire on the day when a student finishes studying or is struck off. Having completed the first-cycle studies, a student retains student's rights until 31 October of the graduation year except for the right to financial support granted from the state budget.
3. A student shall receive a student ID.
4. In the case of a student ID's damage or loss, a student is obliged to notify the University about the fact without delay.
5. A student ID shall be validated each semester by updating personal data in the electronic system and placing a hologram on the ID.
6. Students shall be entitled to possess a student ID until the date of completing studies, suspension of students' rights or being struck off, and in the case of the first-cycle studies graduates: until 31 October of the graduation year.
7. Having completed studies, graduates shall receive a diploma, together with a diploma supplement and two copies of them, including a copy in a foreign language issued at a graduate's request.
8. A student starting studies shall have the right to be trained on the rights and obligations of a student. The Student Government of the University in co-operation with the Students' Parliament of the Republic of Poland shall conduct the training.

## § 3

1. The Rector shall be the superior of the students of the University.
2. The Dean of the Faculty shall be the immediate superior of students of each Faculty of the University.
3. Students may appeal against the Dean's decision to the Rector within 14 days from the date of its receipt.

#### § 4

1. Classes, tests of knowledge and skills, the diploma thesis and examination may be accomplished in a foreign language. The decision in this matter shall be made by the Dean who shall take into account the number of students who have demonstrated their foreign language competence at a level that allows for participation in such classes.
2. Preparation of the diploma thesis and conducting the diploma examination in a foreign language shall take place at a student's request and with the Dean's consent.

#### § 5

1. The organs of the Student Government of the University shall be the sole representatives of all students of the University before the University authorities.
2. All students of the University shall form the Student Government of the University.
3. Rules and regulations of the Student Government of the University and amendments to them shall be adopted in the form of a resolution of the Council of the Student Government. They shall enter into force after the Rector confirms their compliance with the Act and the Statute of the University within 30 days from the date of their submission to the Rector of Lazarski University.

## **CHAPTER II ORGANISATION OF STUDIES**

#### § 6

1. The academic year shall last from 1 October to 30 September of the following calendar year. For substantive and organisational reasons some classes may begin at a different time.
2. The academic year shall be divided into two semesters: autumn and spring ones.
3. The organisation of the academic year, divided into semesters with a detailed schedule specifying the beginning and end of semesters as well as classes, exams and holidays shall be determined by the Rector at least three months before the start of the academic year and shall be publicized on the University website and the Virtual Learning Environment website.
4. During the academic year the Rector may establish extra days or hours off (Rector's days or hours). Information about Rector's days or hours shall be published on the University website and on the Virtual Learning Environment website.

## § 7

1. The Senate, having consulted the Student Government, shall determine the curriculum and publish it on the University-dedicated site of the Bulletin of Public Information within 14 days from its adoption. The curriculum shall be determined in accordance with the Act and the regulations implementing the Act.
2. Studies shall be conducted in accordance with the curriculum that is obligatory in the academic year when a student started studying.
3. Should there be an obligation to study in accordance with a new curriculum, the Dean may impose an obligation to acquire the knowledge of the material resulting from the programme differences.

## CHAPTER III

### ADJUSTMENT OF THE ORGANISATION OF TEACHING PROCESS TO DISABLED STUDENTS' NEEDS

## § 8

1. The organisation and proper implementation of the teaching process and conditions of pursuing studies shall be individually adapted to the specific needs of each disabled student.
2. The adjustment of the organisation and implementation of the teaching process and the conditions of studies to the specific needs of each disabled student shall be done by the Dean of the Faculty at a student's request. A student's request shall include a description of their needs and expectations related to the type of disability.

## CHAPTER IV

### STUDENT RIGHTS AND DUTIES

## § 9

A student shall have the right to:

- 1) pursue their own scientific interests and study one or more fields and one or more specialities,
- 2) change the mode, field and speciality of studies,

- 3) study in accordance with an individual study plan and curriculum,
- 4) associate in learned societies,
- 5) associate in student organisations,
- 6) co-participate in the work of the University organs via the Student Government of the University,
- 7) receive prizes and awards in accordance with applicable by-laws,
- 8) receive financial assistance in accordance with applicable by-laws,
- 9) have a leave,
- 10) transfer to another university if he/she has fulfilled all commitments to the University,
- 11) transfer ECTS credits and have them recognised,
- 12) be excused for absence from classes.

#### § 10

A student who participates in the meetings of the University organs shall be excused for being absent from classes conducted at the time of those meetings.

#### § 11

A student shall be obliged to:

- 1) pursue the course of study,
- 2) acquire knowledge, skills and social competences in order to get prepared to their professional career and scientific work,
- 3) fully use the possibilities of studying offered by the University:
  - a) actively participate in educational and organisational activities,
  - b) timely obtain credits for classes, take examinations, serve internship and meet other requirements laid down in the curriculum,
- 4) proceed in accordance with the oath and provisions that are binding at the University,
- 5) take exams and end-of-semester tests in accordance with the schedule,
- 6) serve mandatory student internship,
- 7) timely pay tuition fees and settle other financial obligations,
- 8) immediately notify the Dean in writing of the change of their surname, first name, marital status and address, as well as other data necessary for the University to maintain contact with a student under pain of recognition that the delivery of a decision or information concerning the course of studies to a student has been efficient,
- 9) promptly notify the Dean in writing of resignation from studies,
- 10) respect the Code of Ethics, which is published on the Virtual Learning Environment website,
- 11) timely return books to the Library,
- 12) take part in Health and Safety training,

- 13) comply with the internal order regulations that are in force at the University, in particular not to bring, use and distribute narcotic drugs, weapons and hazardous substances that may endanger life and health,
- 14) check marks on the Virtual Learning Environment website and notify the Dean's Office concerned of any potential discrepancies within a month after the end of the exam session concerned,
- 15) comply with and implement the Rector's decisions concerning special requirements for studying; moreover, a student of the medical and nursing fields is obliged to:
  - a) comply with the rules of medical deontology,
  - b) wear an identification badge during classes in a visible manner if it is required by the rules and regulations for the subject,
  - c) participate in training concerning post-exposition procedures,
  - d) keep all sensitive information secret, especially information about patients and their state of health obtained in the course of studies,
  - e) provide the University with the required up-to-date medical certificate issued by an occupational medicine specialist in the case of its expiry and have periodical health checks and vaccination in accordance with other provisions, as well as a certificate of no criminal record issued by the National Criminal Register,
  - f) buy insurance policy against accidents, the risk of being infected with HIV and/or viral hepatitis, and civil liability insurance covering incidents that may occur in connection with serving internship.
- 16) contact with the University and regularly check information provided by the University units via the electronic mail system and sent to the student's email address established by the University, and published on the Virtual Learning Environment website,
- 17) enter into a voluntary healthcare insurance contract with the National Health Fund covering the whole period of study, provided a student is not obliged to have healthcare insurance in accordance with Article 66 par. 1 (20) Act on the provision of healthcare services financed from public funds (Journal of Laws 2019.1373, consolidated text).

## § 12

1. For conduct that violates the dignity of the student and for the infringement of the provisions binding at the University, a student shall be held accountable under the terms laid down in the Act and the Statute of Łazarski University as well as liable under the provisions of civil and criminal law.
2. A copy of a valid disciplinary judgement shall be attached to a student's personal files.

## CHAPTER V

### TERMS AND MODE OF PURSUING CLASSES, METHOD AND MODE OF SERVING STUDENT INTERNSHIP AND PREPARATION OF DIPLOMA THESES

#### § 13

1. An academic teacher conducting classes shall document the completion of a course and the conduction of an examination by entering marks into the University record of marks. In the case of an academic teacher's absence from the University, the Head of the department/the Director of studies concerned or the Dean shall appoint another Faculty teacher to conduct the examination or award end-of-semester credits.
2. A teacher who conducts the end-of-semester test or examination may ask a student to show a document with a photograph. The lack of an identification document authorises the teacher who conducts the test to refuse to conduct the examination of this student. The possession and use of electronic devices making distance communication with other people possible during exams or tests is strictly prohibited. It is also prohibited to use other materials making it possible to cheat or indicating a student's dishonest conduct.
3. A student's dishonest conduct in the course of obtaining credits or during an exam, in particular by means of cheating, plagiarism, the use of prohibited materials, and forfeiture of documents shall result in discontinuation of the test or exam and failure to pass them. A student's dishonest conduct in the course of obtaining credits or during an exam may result in the application of § 12 herein.
4. A teacher who conducts the exam or awards credits shall enter the results of the exam and awarded end-of-semester marks into the Virtual Learning Environment website ["Wirtualna Uczelnia"] immediately after a student fulfils all the requirements specified in the subject syllabus.
5. In the case of written end-of-semester tests and examinations, a student shall have the right to view the test or examination papers after their assessment.
6. An academic teacher shall retain the documents that confirm learning outcomes achieved by the student for a period of at least two semesters.
7. An academic teacher conducting classes shall determine rules of awarding credits for classes from which a student was absent. Being absent from three or more classes in a semester may preclude a student from taking an end-of-semester test or examination (it is not applicable to the medical and nursing fields of study). A student's absence from fewer than three classes shall not be a reason for precluding them from these tests or examinations (it is not applicable to the medical and nursing fields of study).
8. A student of the medical and nursing fields of studies shall be required to submit up-to-date medical checks, an insurance policy against accidents, and an insurance policy against the risk of being infected with HIV and/or viral hepatitis in order to be admitted to take part in classes.
9. A student of the medical and nursing fields of studies should be present at all classes scheduled in the studies curriculum. In the case of absence, he/she should justify it to the teacher and participate in extra classes as laid down in the subject syllabus.

10. In the case of the field of study: Aviation law with pilot training, in order to participate in aviation training practical classes, it is required to submit a certificate of an up-to-date Class I aviation-medical check performed in the Aeromedical Centre of the Military Institute of Aviation Medicine [Ośrodek Badań Orzecznictwa Lotniczo-Lekarskiego i Medycyny Pracy].
11. The curriculum of the practical studies profile shall, and the curriculum of the general academic studies profile may, lay down an obligation to serve vocational student internship.
12. The curriculum shall determine the length, the rules and forms of obtaining credits for student internship and terms of making a student exempt from it.
13. Credits for the compulsory vocational student internship should be obtained until the end of the last semester of studies; however, another deadline may be set in the curriculum.
14. The serving of internship in the period set and the achieving of the learning outcomes planned shall constitute the conditions for being awarded credits for it.
15. Credits for internship shall be awarded based on documents issued by an internship tutor appointed by the institution where internship was served. The Dean shall award credits for internship.
16. Failure to obtain credits for compulsory internship shall be treated in the same way as failure to obtain credits for any other compulsory subject.
17. In the event a student is removed from internship as a result of the violation of the rules and regulations of the workplace, he/she shall be deprived of the right to obtain credits for internship until the Dean takes a decision concerning the matter.
18. At a student's request, the Dean may award credits for vocational internship based on the activities he/she has performed, in particular within their employment, job placement or voluntary activities, provided they made it possible to obtain learning outcomes laid down in the vocational internship curriculum. An employment certificate containing information about the scope of duties that are in compliance with the field of studies, an immediate superior's confirmation that a student has obtained the learning outcomes laid down in the vocational internship curriculum and a student's essay on the skills acquired in relation to the required learning outcomes should be attached to the application.

#### § 14

1. Delivering lectures and examinations shall be entrusted to academic teachers holding a scientific title of professor, a scientific degree of *doktor habilitowany* (higher doctoral degree) or *doktor* (PhD).
2. The Faculty Council may authorize an academic teacher with a Master's degree to give lectures.
3. Foreign language teachers shall be authorised to examine students and determine their level of competence in foreign language skills.
4. Classes covering a medical field shall be conducted by academic teachers having competences specified in the educational standards of a job of a physician issued by a competent minister in accordance with Article 68 par. 3 (1) of the Act.



5. Classes covering a nursing field shall be conducted by academic teachers or other persons having competences specified in the educational standards of a job of a nurse issued by a competent minister in accordance with Article 68 par. 3 (1) of the Act.
6. Classes in the field: Aviation and pilot training containing practical aviation training shall be conducted by training staff having qualifications, experience and specialist preparation, as well as authorisation required by the regulations concerning those classes.

## § 15

1. The following marking scale shall be used at the University:

excellent	5.5
very good	5.0
good plus	4.5
good	4.0
satisfactory plus	3.5
satisfactory	3.0
unsatisfactory	2.0

2. The mark 'excellent' shall be awarded in recognition of a student's unique knowledge of the subject. 'Unsatisfactory' is a negative (fail) mark; the remaining marks listed in subsection 1 above are positive.
3. A student who passed classes at another university, including a foreign university, obtaining the academic learning outcomes laid down by that university, shall be awarded the following marks for the percentage rates as follows:

2.0	(0% - 50%>
3.0	(50%- 60%>
3.5	(60%- 70%>
4.0	(70%- 80%>
4.5	(80%- 90%>
5.0	(90%- 98%>
5.5	(98%-100%>

providing the ECTS marking table is not attached to the transcript.

4. The curriculum may provide for classes that can be concluded with awarding credits without a mark.

## § 16

1. A student shall have the right to take exams in two terms: the basic and re-sit ones.
2. Unjustified failure to sit an exam on the prescribed examination session date referred to in subsection 1 herein shall result in the loss of one exam date.
3. A student who failed to obtain a positive mark in the basic term shall be entitled to one re-sit.
4. A student who fails to take a re-sit on the prescribed date shall lose the right to take that exam, unless the Dean, at the student's written request, accepts the excuse for the absence.
5. The Dean shall excuse a student for being absent from the exam if he/she submits a certificate of being in hospital within the period of the exam. The Dean may excuse a student for being absent from the exam on the prescribed date because of other documented unavoidable obstacles. In such cases, the Dean shall determine the new date of the exam.
6. A student shall submit documents justifying his/her failure to take the exam to the Dean's Office no later than 3 days after the date prescribed for the exam.
7. In the medical and nursing fields of studies, no more than one exam per day shall be held.
8. In the medical and nursing fields of studies, a student cannot repeat the first and second semester.
9. The provisions of subsections 1-6 herein shall be respectively applied to subjects concluded with the awarding of credits in the medical and nursing fields of studies.

## § 17

1. At a substantiated written request of a student who has received an unsatisfactory exam mark and questions the objectivity of the mark or the form of the exam, the Dean may decide to appoint a date for an examination before a board and specify its form.
2. A student shall submit the request referred to in subsection 1 herein within three working days from the announcement of the re-sit exam results.
3. The Dean, where appropriate, may order an exam before a board or the awarding of credits before a board where the awarding of a mark is required on his own initiative (in the case of credits with a mark awarded before a board, subsections 4-6 herein shall be applied respectively).
4. An examination before an examination board shall be carried out by a panel composed of the Dean of the Faculty, the Associate Dean of the Faculty or an examiner appointed by the Dean of the Faculty, and the academic teacher who awarded an unsatisfactory mark.

A student shall have the right to appoint an observer for the examination before a board.  
A student may also apply for the recording of the examination.

5. Irrespective of the fact that the observer referred to in subsection 4 herein fails to appear, the exam shall be carried out on the prescribed day.
6. A student is obliged to take the examination before a board on the date set by the Dean.

#### § 18

1. A student's achievements shall be expressed with the use of ECTS (the European Credit Transfer System).
2. Registration for higher semester shall be done after each examination session. In order to be promoted to the next semester, students should obtain credits for all classes and get at least 30 ECTS credit points for obtaining learning outcomes in compliance with the learning outcomes set for the field, and at the Medical Faculty students should obtain at least 30 ECTS credits points and get credits for all classes scheduled for the given semester.
3. Students can obtain up to 45 ECTS credits per semester within one curriculum with the exception of subsection 4 herein.
4. Students are obliged to complete all classes scheduled for the given semester.
5. A student of the semester before last may apply to the Dean in writing to increase the ECTS limit of credits referred to in subsection 3 herein; it shall not be applicable to students of the Medical Faculty.

#### § 19

1. A diploma thesis means a bachelor's thesis or a master's thesis.
2. A diploma thesis shall be an independent development of a particular scientific, artistic or practical problem, or an artistic or practical accomplishment, or a technical or artistic achievement that presents the student's general knowledge and skills related to the field of studies, the level and profile of education and skills of independent analysis and inference.
3. In the case of practical profile studies, a diploma thesis may constitute, in particular, a project related work and development of a business or organisational project or an analysis of an individual case study.
4. A student of the second-cycle and long-cycle master's studies shall develop a diploma thesis under the supervision of an academic teacher holding at least a doctoral degree. In the case of practical profile studies, with the exception of subsection 5 herein, it is possible to designate an auxiliary supervisor holding a vocational master's degree and having professional achievements in the field covered by the diploma thesis.
5. In the nursing field of studies, a student shall develop a diploma thesis under the supervision of an academic teacher holding at least a master's or equivalent degree and having the right to do a job of a nurse.

6. A student shall have the right to choose a diploma seminar in accordance with the criteria determined before the announcement of enrolment. The Dean shall make lists of participants of seminars and shall first and foremost take into account the choice of a student.
7. The deadline for submitting a diploma thesis shall be determined by the Dean, not later than on the last day of classes in a semester in which the diploma examination shall take place. The Dean may, in justified cases, postpone the deadline at a student's written request.
8. Submission of a diploma thesis shall be a prerequisite for successfully completing the degree seminar.

## **CHAPTER VI**

### **CHANGES OF THE MODE OF STUDIES**

#### **§ 20**

A student may apply to the Dean with a written request to be transferred from full-time studies to extramural studies or from extramural studies to full-time studies no later than seven days before the beginning of the semester. A student shall not be allowed to change the form of studies from an extramural to full-time mode during the last year of studies.

## **CHAPTER VII**

### **TRANSFER AND RECOGNITION OF ECTS CREDITS OBTAINED BY A STUDENT AT THE ORGANISATIONAL UNIT OF THE UNIVERSITY OR ANOTHER UNIVERSITY, INCLUDING A FOREIGN ONE**

#### **§ 21**

1. A student may change the field of studies within the organisational units of Lazarski University or transfer from another university, including a foreign one, with the host Faculty's Dean's consent.
2. The Dean shall make the decision on admission based on the list of classes completed by a student at the previous university and their learning outcomes and shall define the conditions, terms and rules of completing programme differences subject to the provision laid down in subsection 3 herein.
3. The transfer of a student who has been admitted to the University as a result of their learning outcomes confirmation may take place only after prior confirmation of those outcomes by Lazarski University under the rules and in the mode that are in force at Lazarski University.

4. A student transferring classes credited at another, including foreign, university shall be awarded the ECTS credits prescribed for the learning outcomes obtained for such classes at the host Faculty.
5. The recognition of concurrence of the learning outcomes obtained shall be the requirement for transferring the ECTS credits obtained for classes completed at a different Faculty of the University or at another university, including a foreign one, for the credits assigned for classes determined in the curriculum.
6. The assessment of concurrence shall be carried out by comparing the internal documents concerning learning outcomes obtained by a student with the learning outcomes determined in the curriculum of the given field of studies, and the level and profile of education at the host Faculty.
7. One ECTS credit point equals the learning outcomes resulting from an average of 25-30 hours of work providing that the number of hours of a student's work covers classes organised by the University in accordance with the curriculum and his/her individual work.
8. Classes credited outside the University shall be subject to recognition in the case of concurrence of learning outcomes of classes conducted at both universities.
9. The Dean shall take the decision on the transfer and recognition of classes based on and in accordance with the procedure referred to in subsection 10 herein.
10. Detailed requirements for transfer and recognition of classes are laid down in the procedure adopted by the Council of the Faculty.

## **CHAPTER VIII**

### **STUDIES OF ANOTHER FIELD / SPECIALITY**

#### **§ 22**

1. Students may take courses in a few fields. Regulations concerning admission proceedings shall be applied correspondingly.
2. If a student starts studying another field in the course of his/her studies, the Dean in charge of the other field:
  - 1) shall give consent to a student's admission to studies,
  - 2) shall define which classes passed during the studies of the first field and their learning outcomes may be recognised for the second field.
3. With the Dean's consent, a student may take courses in an additional speciality.

## **CHAPTER IX**

### **INDIVIDUAL PLAN OF STUDIES**

§ 23

1. A student may study in accordance with an individual plan of studies, which may include classes from other fields or other specialities.
2. An individual plan of studies shall enable a student to achieve learning outcomes assigned to the main field of studies.
3. A student may apply to the Dean for permission to pursue further studies in accordance with an individual plan of studies if his/her average mark is at least 4.3.
4. In the application filed to the Dean, a student shall propose a plan of studies and a person who will be his/her tutor. The following should be attached to the application:
  - 1) the tutor's written consent,
  - 2) the draft version of the individual plan of studies approved by the tutor.
5. An academic teacher holding a doctoral or higher academic degree may be a tutor.

**CHAPTER X**

**INDIVIDUAL ORGANISATION OF STUDIES**

§ 24

1. In the case of full-time studies, the Dean may, at their written request, give consent to an individual organisation of studies to a pregnant student or a student who is a parent.
2. A student who is in a particularly difficult life situation that makes his/her regular participation in classes impossible may apply to the Dean for individual organisation of studies.
3. At the Medical Faculty, individual organisation of studies cannot mean being exempt from compulsory participation in classes.
4. The Deans of non-medical Faculties may exempt students pursuing individual organisation of studies from participation in the maximum of 50% of classes.
5. At a student's request, the Dean may determine an individual mode of obtaining credits for a semester or the entire academic year and give consent to individual organisation of studies.
6. The application should be substantiated and contain documents confirming a student's situation.
7. Individual organisation of studies shall not result in the shortening of the duration of a student's studies.

## CHAPTER XI

### TERMS OF PURSUING STUDIES BY STUDENTS ADMITTED TO THE UNIVERSITY AS A RESULT OF CONFIRMATION OF LEARNING OUTCOMES TAKING INTO ACCOUNT AN INDIVIDUAL PLAN OF STUDIES AND SCIENTIFIC SUPERVISION AT NON-MEDICAL FACULTIES

#### § 25

1. The provisions of the present *Rules and Regulations*, including the provisions of this Chapter, shall be applied to students admitted to the University as a result of the confirmation of learning outcomes.
2. Students admitted to studies as a result of the confirmation of learning outcomes by Lazarski University shall study in accordance with an individual plan of studies, which shall enable them to achieve learning outcomes assigned to the given level, field and profile of studies.
3. The Dean shall determine the plan of studies and appoint a tutor.
4. An academic teacher holding a doctoral degree or higher may be a tutor.
5. In the case of a student's transfer and enrolment in a different field at Lazarski University as a result of the confirmation of learning outcomes by Lazarski University, § 20 and § 21 hereof shall apply, and the Dean in charge of the newly chosen field shall verify and determine, adequately to learning outcomes of the new field chosen by a student, which part of the classes passed by a student was obtained as a result of the confirmation of learning outcomes and which is the result of the transfer of the ECTS credits.

## CHAPTER XII

### LEAVES

#### § 26

1. A student, subject to subsection 2 herein, having obtained credits for a semester, may apply for a leave and a leave with a possibility of verifying their learning outcomes because of serious circumstances beyond their control.
2. At a written request of a student who is pregnant or a parent filed during the first year of the child's life, they may be granted a leave or a leave with a possibility of verifying their learning outcomes laid down in the curriculum. A leave may be granted to:
  - a) a pregnant student until she gives birth to a child; and if the delivery takes place during a semester, a leave may be granted until the end of the semester when a child was born;
  - b) a student who is a parent for a period of one year; and if the end of the leave takes place during a semester, it may be granted until the end of that semester.
3. A leave with a possibility of learning outcomes verification may be granted for a period shorter than a semester.

4. A leave without a possibility of learning outcomes verification may be granted for one semester or one year.
5. The total length of leaves in the course of studies cannot exceed one year, except for leaves granted pursuant to subsection 2 (a) and subsection 6 herein.
6. In the case of disease, at a student's request the Dean shall grant a leave for the time of its duration, treatment and rehabilitation. The Dean shall take the decision on granting a leave based on medical documents submitted by a student. In the medical and nursing fields of studies, the Dean may ask a medical board to issue an opinion on a student's state of health. Having finished the leave, a student of the medical or nursing field of studies shall submit a certificate issued by an occupational medicine specialist confirming that there are no health-related counter-indications to continue studying. Failure to submit such a certificate after a leave within 14 days from the beginning of classes in the given semester constitutes grounds for refusal of admission to classes and as a result striking a student off.
7. During the leave, a student shall retain the status of a student and a valid student ID.
8. After a student's return from the leave, the Dean shall identify possible programme differences to complete and pass.
9. During a leave without a possibility of verifying learning outcomes, a student shall not pay tuition fees.
10. A student shall justify a short-term absence from classes in the manner agreed upon with the academic teacher who conducts classes.

## **CHAPTER XIII**

### **COMPLETION OF STUDIES**

#### **§ 27**

1. The date of sitting a diploma exam shall be the date of studies completion. In the case of medical field of studies, it shall be the date of sitting the last exam required in accordance with the curriculum.
2. The completion of studies shall be conditional upon:
  - 1) the fulfilment of all requirements under the programme of studies and obtaining an adequate number of ECTS credits in accordance with learning outcomes applicable to the given field of studies, i.e. at least:
    - 180 for the first-cycle studies,
    - 120 for the second-cycle studies,
    - 300 for the long-cycle master's studies taking 9 or 10 semesters,
    - 360 for the long-cycle studies taking 11 or 12 semesters,
  - 2) being awarded positive marks for the thesis (if it is provided for in the curriculum),
  - 3) obtaining credits for internship specified in the programme of studies (if applicable),
  - 4) submitting a student clearance form to the Dean's Office,
  - 5) sitting a diploma exam if it is provided for in the curriculum.



3. The diploma exam shall be held before the Faculty committee appointed by the Dean on the date set by the Dean.
4. A student shall have the right to one re-sit of a diploma examination.
5. Failure to meet the deadline for submitting a thesis or pass a diploma exam shall be the reason for striking a student off.
6. The mark for the thesis shall be an arithmetic average of marks awarded by the supervisor and a reviewer calculated with the accuracy of one decimal place and then rounded up or down following the rule  $>5$  or  $<5$  respectively, in accordance with the scale of marks referred to in § 15 subsection 1 hereof.
7. The mark for the diploma exam shall be an arithmetic average of marks for the answers to questions calculated with the accuracy of one decimal place and then rounded up or down following the rule  $>5$  or  $<5$  respectively, in accordance with the scale of marks referred to in § 15 subsection 1 hereof.
8. The final result of studies shall be calculated as the sum of:

0.6 - an average of the marks awarded in the whole period of studies,

0.2 - the mark awarded for the thesis,

0.2 - the mark awarded for the diploma examination.

The final result of studies in the nursing field of studies shall be calculated as a sum of:

0.5 - an arithmetic average of the marks awarded in the whole period of studies,

0.125 - the mark awarded for the thesis,

0.125 - the mark awarded for the theoretical part of the diploma exam,

0.25 - the mark for the practical part of the diploma exam.

9. In the event the curriculum does not provide for a diploma exam, the final result shall be calculated as an arithmetic average of all positive marks for exams and credits awarded in the form of marks in the course of studies.
10. In the event the curriculum does not require that a student should develop a diploma thesis, the final result shall be calculated as a sum of:

0.7 - an average of marks awarded during the studies,

0.3 - the mark for a diploma exam.

11. The final result of studies shall be expressed in words on the Graduation Certificate and shall be aligned according to the following rules:

3.0 to 3.25	satisfactory
above 3.25 to 3.75	satisfactory plus
above 3.75 to 4.25	good
above 4.25 to 4.50	good plus
above 4.5	very good

12. In other documents, the exact result of studies shall be indicated.
13. At a student's request, the diploma exam may be an open one. An application for it must be put forward the moment a thesis is submitted. The decision to conduct an open exam shall be approved by the Dean of the Faculty. Participants of the open exam who are not members of the Faculty Committee must not ask questions to the student who sits a diploma exam and must not participate in the confidential part of the exam evaluation.
14. Before the diploma exam, every printed thesis shall be checked with the use of a uniform anti-plagiarism program in order to check the potential copyright infringement. In case of reasonable suspicion that a student claims authorship of someone else's work or part of work, there is an obligation to immediately notify the Dean, who shall file a motion to the Rector to instigate a disciplinary proceeding against the student concerned.
15. Promptly after a student passes the exam, the Rector shall send the thesis to the national repository of theses held by the Minister in charge of higher education. The repository shall not include theses containing information to be protected under the provisions of law on the protection of classified information.

## § 28

In order to receive the Rector's Honorary Diploma together with the Graduation Certificate, a graduate shall meet the following requirements:

- complete studies within the period specified in the studies plan,
- obtain an average mark of credits and exams not lower than 4.5, and in the case of the medical field of studies not lower than 4.3.
- be awarded a very good mark for his/her thesis (if a diploma thesis is required),
- be awarded a very good mark for the diploma exam (it is not applicable to the medical field of studies).

## CHAPTER XIV

### CONDITIONAL ADMISSION TO THE NEXT SEMESTER OR ACADEMIC YEAR

#### REPETITION OF A SEMESTER

## § 29

1. A student who obtained the minimum of 22 ECTS credits in a semester may apply to the Dean to be conditionally admitted to the next semester, with the exception of subsection 2 herein.

2. A student of the medical or nursing field of studies who has failed to obtain credits for one or two subjects in a semester may apply to the Dean to be conditionally admitted to the next semester:
  - a) after the autumn semester session, no later than within three days from the end of the exam session,
  - b) after the spring semester session, no later than on 15 September.
3. The subjects that a student failed to complete referred to in subsection 2 herein shall be completed following the rules laid down in § 16 hereof.
4. A student shall not be conditionally admitted to the next semester in the event of failure to obtain credits for:
  - a) majors,
  - b) repeated subjects.
5. A student should submit an application for conditional admission to studies or for the repetition of a semester to the Dean's Office immediately after the deadline for obtaining credits for the semester.
6. The Dean shall determine the requirements that a student conditionally admitted to studies should meet and the deadline for meeting them.
7. The Dean shall recognise a student's failure to meet the requirements for obtaining credits for a subject/subjects as equivalent to failure to obtain credits for a semester on time. In the case of conditional admission to the next semester, the provisions of § 17 hereof shall not be applicable.
8. The Dean may conditionally admit a student to the next semester in the case of force majeure that prevented a student from meeting the requirements laid down in § 18 Rules and Regulations for Studying. The Dean shall determine the way and deadline for fulfilling those terms in accordance with common provisions in force and Lazarski University internal regulations, as well as the consequences of failing to fulfil them.
9. The Rector shall specify events and circumstances that constitute force majeure within the meaning of subsection 6 herein.
10. In the event a student is conditionally admitted to the next semester based on subsection 8, the provisions of subsections 1-2 and 4, and § 30 subsection 2 (1) (a) and (e) Rules and Regulations for Studying shall not be applicable.
11. With the exception of § 16 subsection 8 hereof, a student of the medical or nursing field of studies may get the Dean's permission to repeat a semester. The application should be submitted:
  - a) after the autumn semester session, no later than within three days after the end of the exam session,
  - b) after the spring semester session, no later than on 15 September.
12. A student of the medical or nursing field of studies may not apply for another repetition of the same semester. The Dean of the Medical Faculty may give permission for the repetition of the same semester in the case of a student's long-term disease or another unfortunate event.
13. A student repeating a semester shall be exempt from participation in classes, taking tests to be awarded credits and sitting exams for which he/she has already obtained credits.

## CHAPTER XV

## STRIKING A STUDENT OFF

### § 30

1. The Dean shall take the decision to strike a student off in the case a student:
  - 1) fails to start studying,
  - 2) submits a written notification of his/her withdrawal from studies,
  - 3) fails to submit a thesis or sit a diploma examination in due time,
  - 4) is subject to the imposition of a disciplinary penalty of expulsion from the University.
2. The Dean shall take the decision to strike a student off in the case:
  - 1) a student makes no progress in learning, i.e. a student:
    - a) obtains fewer than 15 ECTS credits in a semester,
    - b) fails to acquire the knowledge of the language of instruction allowing for the continuation of studies at the recommended B2 level; it is applicable to students for whom the language of instruction is not their native language,
    - c) fails to obtain credits for the subject repeated for the third time, and in the medical or nursing field of studies, fails to obtain credits for the repeated subject,
    - d) fails to meet the conditions of admission to the diploma exam specified in § 27 subsection 2 hereof within three semesters from the moment of the first registration for the last semester of studies,
    - e) fails to obtain credits for more than two subjects in a semester in the medical or nursing field.
  - 2) fails to obtain credits for a semester within the period specified in the Rector's regulation concerning the organisation of the academic year,
  - 3) fails to pay tuition fees,
  - 4) fails to sign an agreement on the conditions of payment of the tuition fee or the charges for educational services provided by the University (applicable to the faculties where agreements are mandatory),
  - 5) fails to participate in compulsory classes; in the medical or nursing field of studies, fails to meet the requirements referred to in § 11 subsection 15 (e) hereof.
3. The lack of progress in learning is also recognised in the case a student:
  - 1) fails to obtain credits for a subject that was repeated or fails to obtain credits for more than five subjects within the programme of the first-cycle studies,
  - 2) should repeat more than one subject within the programme of the second-cycle studies.
4. The Dean shall recognise the failure to take up studies if a candidate for studies, who received a positive decision on admission to studies from the University, did not submit a resignation from taking up studies and did not swear the oath.
5. Failure to choose classes from the plan of studies and to be admitted to classes due to the lack of required up-to-date medical checks shall also be recognised as failure to participate in compulsory classes.
6. The Dean's decision to strike a student off may be appealed against to the Rector within 14 days.

**CHAPTER XVI**  
**RE-ADMISSION TO THE UNIVERSITY**

§ 31

1. An application for re-admission to the University should be submitted no later than seven days before the commencement of classes in a given semester, with the exception of subsection 7 herein.
2. Re-admission may take place with the Dean's consent. The Dean shall define conditions, deadlines and rules for completing programme differences or the necessity of attending classes again in the case the knowledge content of classes for which a student had obtained ECTS credits before the loss of his/her student's status has become out-dated.
3. The student expelled from the University as a result of disciplinary proceedings, in particular in relation to plagiarism, shall be entitled to resume studies after the punishment has been erased from record.
4. The Dean may refuse to consent to the re-admission in the case a student has been struck off twice because of the lack of progress in learning.
5. The Dean may refuse to consent to re-admission in the case a student has been struck off twice because of failure to submit a diploma thesis.
6. Re-admission after being struck off because of the lack of progress in learning may take place not earlier than after one semester.
7. Re-admission after being struck off because of failure to submit a diploma thesis may take place not later than in the next semester. In extraordinary situations the Dean may deal with an application for re-admission submitted after the deadline.
8. Re-admission in the last year of studies with the change of the mode from extramural to full-time shall be inadmissible.
9. Re-admission of a student who discontinued studying during the first year in the medical or nursing field of studies or was struck off during this year may take place following the general rules for admission to the University.
10. At the request of a student of the medical or nursing field of studies struck off in the second or successive year, the Dean may give consent to re-admission to studies from the beginning of the next academic year, unless striking off resulted from a disciplinary penalty of expulsion from the University, or more than three years have passed from the date of striking a student off.

11. Re-admission to studies in the medical field shall be admissible only once.

## **CHAPTER XVII**

### **DISCONTINUATION OF THE PROVISION OF EDUCATION IN A GIVEN FIELD, LEVEL AND PROFILE BY THE UNIVERSITY**

#### **§ 32**

If a student, irrespective of the cause, did not complete the studies within the period determined in the curriculum, interrupted his studies or is on leave, and at this time the University adopted a resolution to discontinue the provision of education in the given field, level and profile that the student had studied, the student will not be able to continue studying the previously chosen profile or field of studies.

## **CHAPTER XVIII**

### **TRANSITIONAL AND FINAL PROVISIONS**

#### **§ 33**

1. *Rules and Regulations for Studying at Lazarski University* shall enter into force on 1 October 2024.
2. In matters not regulated hereof, the provisions of the Act: Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and the Statute of Lazarski University shall apply.