

REGULATIONS FOR STUDIES AT BIALYSTOK UNIVERSITY OF TECHNOLOGY

1. GENERAL PROVISIONS

§ 1

1. Bialystok University of Technology (BUT), hereinafter called the University or Bialystok University of Technology, provides education in the full-time and extramural system in its units (hereinafter called the Faculties) providing teaching activities at the specified field or fields of study.
2. Studies are provided as:
 - 1) first-cycle courses (Engineering or Bachelor's degree courses),
 - 2) second-cycle courses,
 - 3) uniform Master's degree courses.
3. The following course profiles are offered:
 - 1) the practical profile with over 50% of ECTS credits allocated to modules (subjects) developing practical skills,
 - 2) the general academic profile with over 50% of ECTS credits allocated to modules related to the scientific activities carried out at the University.
4. Full-time Bachelor's degree courses last at least six semesters, and Engineering courses – at least seven semesters.
5. Full-time second-cycle courses last from three to five semesters.
6. Full-time uniform Master's degree courses last from nine to twelve semesters.
7. Extramural courses may last longer than the corresponding full-time courses.
8. The duration of studies in a particular field is determined by the course curriculum.
9. The Regulations for Studies at Bialystok University of Technology, hereinafter called the Regulations, apply to all students and staff of the University.

§ 2

1. The principles concerning admission to the University are determined by the University Senate.
2. Candidates admitted to the University acquire student rights after taking the oath whose content is defined by the University Statutes.
3. Each student receives a student identity card.
4. The University provides its students with access to the academic transcript of the course of their studies in an electronic form in the USOSweb (University Studies Service) system.
5. The Rector is the ultimate authority for all students of the University, while the Heads of the educational Units described in § 1 (1) are the authorities for the students of the particular Faculties.
6. The competent student self-government bodies are the exclusive representatives of all students of the University.

§ 3

1. The University may charge its students fees in the cases listed in the Higher Education and Science Act of 20 July 2018 (Journ. of Laws of 2018, item 1668 as amended), hereinafter called the Act. The amount of the fees charged to students is determined by the Rector after consulting the competent student self-government body. The detailed principles of collecting

the fees as well as the method and conditions for exemption from payment of these fees, are determined by the Rector.

2. The University publishes information on the types and amounts of fees charged to its students in the Public Information Bulletin (in Polish: Biuletyn Informacji Publicznej, BIP) on the University's website.

3. Students are obliged to make payments provided for in subsection 1 above on time.

2. ORGANISATION OF STUDIES

§ 4

1. Each academic year shall begin on 1 October and end on 30 September.

2. The detailed organisation for each academic year is determined by the Rector after consulting the competent student self-government body, and is announced before or on 31 May of the calendar year in which this academic year begins.

3. For practical studies, a different schedule for the examination session may be determined at the Faculty's request.

§ 5

1. Studies are provided according to the study plans adopted for the particular fields, cycles and profiles of study, subject to the procedures specified in the Act and in the University Statutes.

2. Study plans specify the learning outcomes and describe the processes leading to the achievement of such outcomes. Course curricula include lists of all the modules and professional training, including ECTS credits allocated to the individual components, their total number of hours, types of activities, and also the required examinations and final tests.

3. Study plans shall be published on the website not later than four months before the educational activities for the cycle of study under concern begin. Timetables shall be made available to students not later than 7 days before the beginning of the educational activities.

4. Subject coordinators are obliged to make available in the USOSweb, not later than during the first two weeks of each semester, subject syllabuses with descriptions of learning outcomes and methods of their assessment, assessment principles adopted for all forms of educational activities, uniform for all student groups for the given form of the teaching activity, and specified for all the grades in the grade system currently in force.

5. University teachers inform their students about:

1) the detailed curriculum for the particular teaching activity, including the assumed learning outcomes, subject content, and the list of recommended references. Teachers also present the methods of student assessment, and the conditions for successfully completing the subject, as well as the principles of justifying students' absence for subjects where presence is obligatory – during the first educational activities in the given semester;

2) the dates and hours of consultations (office hours) – not later than during the second week of the educational activities – on the Faculty's website.

6. The Dean's Office keeps registers and personal records of students, and deals with all matters concerning the course of studies and student grants and allowances. The Dean's Office is available to students on each weekday, and to extramural students – also on Saturdays (during extramural sessions).

§ 6

1. The University may provide education in modern foreign languages in fields and levels of study equivalent to these fields and levels of study for which it has been granted authorisation.

2. Study plans for the fields and levels of studies conducted in foreign languages should be the same as the respective study plans for the fields and levels of studies conducted in the Polish language.
3. Educational activities, assessment of students' knowledge, skills, and social competence, and also diploma examinations for education provided in modern foreign languages are conducted in the language, to the extent, and on the conditions specified in the Regulations.

§ 7

1. The organisation and completion of studies at the University are based on the ECTS accumulation and transfer system. The University applies student assessment methods according to the European Credit Transfer System (ECTS) in line with the principles specified in the Regulations.
2. ECTS credits are allocated to the modules included in the course curriculum. One ECTS credit corresponds to 25-30 hours of student workload; the number of hours of student workload includes educational activities organised by the University according to the course curriculum as well as students' individual work related to these activities.
3. Granting ECTS credits to students depends on successful completion of all the forms of this module by the students. Study plans may specify modules for which students have to successfully complete appropriate modules beforehand (initial requirements – prerequisites).
4. Students have the right to apply for acknowledging (transferring) modules they have already completed either at Bialystok University of Technology or at another university, including a foreign one.
5. Decisions on acknowledging (transferring) modules are made – on written requests of students – by the competent Deans, after considering the documents on the course of study, submitted by the students.
6. While making decisions on acknowledging (transferring) modules, Deans take into consideration the learning outcomes achieved by students as a result of these modules and professional training, corresponding to the modules and professional training specified in the course curricula for the students' fields of study.
7. Modules can only be acknowledged (transferred) instead of the credits allocated to the modules and professional training specified in the course curricula if their learning outcomes are found to be convergent.

§ 8

1. Particularly talented and outstanding students may apply for individual study plans, including individual course curricula.
2. Individual study plans must meet the requirements resulting from the learning outcomes specified for the particular fields of study.
3. Students interested in individual study plans shall apply in writing to the competent Dean.
4. Deans determine the detailed principles of studying according to individual study plans, as well as appoint scientific tutors – supervisors. Deans also determine the number of ECTS credits that students must obtain in a given semester, without prejudice to § 17 (11) and (12).
5. At the end of each semester, scientific tutors present to Deans information on the academic progress of the students they supervise. If students do not achieve satisfactory academic results, Deans decide to withdraw their permissions for further education of these students according to individual study plans.
6. Studies according to individual study plans:
 - 1) should not extend the period of studies;
 - 2) may shorten the period of studies.
7. The provisions of the Regulations for Studies apply also to students studying according to individual study plans.

8. Before the academic year begins, persons admitted to the University pursuant to the learning outcomes confirmation system are obliged to apply in writing to the respective Dean for crediting the modules acknowledged pursuant to the learning outcomes confirmation system. The method of the confirmation of learning outcomes is determined by the University Senate.

9. Crediting the modules acknowledged in the learning outcomes confirmation system (or acknowledging the modules pursuant to § 7 (4)) authorises the competent Deans to determine individual study plans, taking into account the particular forms of the given modules acknowledged by the Deans.

10. Persons whose modules have been acknowledged in the learning outcomes confirmation system, are allowed to take part in a fewer educational activities than the number of the educational activities and training equivalent to the educational activities and training specified in the course curricula for the students' particular fields of study.

11. Studies according to course curricula taking account of credited modules acknowledged pursuant to the learning outcomes confirmation system may shorten the period of studies or reduce their intensity.

12. The provisions of the Regulations for Studies apply also to students admitted to the University pursuant to the learning outcomes confirmation system.

13. Students who cannot continue their studies under the general rules may apply for an individual arrangement of their studies. An individual arrangement of studies (for one semester or one academic year) may be approved by the Dean on a written request of the student, after the student has completed at least the first semester of their studies.

14. If students actively take part in the activities of the student self-government, an individual arrangement of studies for one semester or one academic year may be approved by the Dean on a written request of the student (with a positive opinion of the competent student self-government body).

15. An individual arrangement of studies until the end of the studies is approved by the Dean on a written request of pregnant full-time students or a full-time students with children.

16. An individual arrangement of studies is a form of assistance consisting in a special mode of organising education, which allows, by prior arrangement with the teacher or teachers, to set individual dates of educational activities. This form may apply to some or all of the subjects provided for in the curriculum for a given academic semester/year.

§ 9

1. The University shall endeavour to enable persons with disabilities to fully participate in:

- 1) the admissions process in order to study,
- 2) studying,
- 3) conducting scientific activities.

2. The Rector shall determine the scope of solutions ensuring conditions for persons with disabilities to fully participate in the implementation of their study plans, and the principles of applying such solutions.

3. On a written request of the student under concern, the Rector or another authorised person, after consulting the Proxy for persons with disabilities, shall decide on the form of assistance granted to the student with disabilities.

§ 10

1. The Dean, in consultation with the competent student self-government body, appoints teaching tutors from among the academic staff of the Faculty.

2. Teaching tutors are responsible for providing assistance in problems presented to them by students, in particular, in:

- 1) making students familiar with the structure of the University;

- 2) informing students about their rights and obligations resulting from the Regulations;
- 3) informing students about the principles of functioning of the ECTS at the University;
- 4) advising on the selection of elective modules or course specialities (majors);
- 5) informing students about the existence of appeal procedures.

4. RIGHTS AND OBLIGATIONS OF STUDENTS

§ 11

1. Students shall have the right to:
 - 1) provide to the University authorities their opinions on the educational process as well as on matters vital to students and the University;
 - 2) develop their scientific and research interests;
 - 3) develop their cultural and sports interests;
 - 4) associate in student organisations within higher education institutions;
 - 5) receive awards and distinctions;
 - 6) apply for student grants and allowances under the provisions of separate regulations;
 - 7) obtain health insurance under the provisions of separate regulations.
2. Students beginning their studies shall have the right to be instructed on the rights and obligations of students. Such instructions shall be provided by the student self-government of the University in cooperation with the Students' Parliament of the Republic of Poland.

§ 12

1. With the consent of the competent Dean, students may:
 - 1) transfer from full-time studies to extramural studies;
 - 2) transfer from extramural studies to full-time studies;
 - 3) change their field of study at the University, not earlier, however, than after having obtained at least 20 ECTS credits for the first semester of their studies, with the consent of the Dean of the receiving Unit, who specifies the manner and dates of compensating for the curriculum differences by the student;
 - 4) study abroad under international programmes, or at another Polish university under exchange programmes between universities, and have this period of study credited at their home Unit. The home Units are obliged to provide students taking part in student exchange with individual study plans with 30 ECTS credits (assumed to be achieved at the home university during a given semester) allocated to it. Such individual study plans must meet the requirements resulting from the learning outcomes specified for the students' fields of study.
2. Students of foreign universities shall have the right to study at Białystok University of Technology under international agreements or exchange programmes between universities, as well as obtain credit for the modules specified in these agreements or programmes.
3. Students of other Polish universities shall have the right to study at Białystok University of Technology under exchange programmes between universities.
4. The principles of accepting foreign students are specified in separate regulations.

§ 13

1. Students may transfer (not earlier, however, than after successfully completing their first semester of studies) from another higher education institution, including an institution abroad, to Białystok University of Technology, with the consent of the Dean of the receiving Unit, to be given in the form of adding the students' names to the register of students, provided that such students have fulfilled all the requirements resulting from the regulations applicable in the institution they are leaving, and after submitting a written certification of that fact. Moreover, students applying for transfer must meet the requirements specified by the

receiving Unit. The procedure of accepting a student to Bialystok University of Technology shall be initiated on a written request of the student. Refusal to accept a student's transfer is made in the form of an administrative decision.

2. On request of students transferred from other universities, including foreign universities, their academic achievements are transferred to the receiving Unit. Decisions on the transfer of academic achievements are taken by the Deans of the receiving Units, after considering the documents on the course of study at other universities, submitted by students.

3. Students transferring modules credited at other universities, including foreign universities, are granted the same number of ECTS credits as the number of ECTS credits allocated to the learning outcomes achieved for completing the modules and training in the receiving Unit.

4. Modules credited at other Units can only be acknowledged (transferred) instead of the ECTS credits allocated to the modules and training specified in the study plans if their learning outcomes are found to be convergent.

5. Deans of the receiving Units accepting students to a given field of study specify the number of the successfully completed semesters and the dates of compensating for the curriculum differences by the students.

6. Each student accepted to Bialystok University of Technology from another university shall:

1) take the oath,

2) receive a new student ID card.

7. The documents on the course of study at the universities from which students are transferred shall be submitted to Bialystok University of Technology on a written request of the competent Dean and kept in the students' records.

8. Students of Bialystok University of Technology may transfer to another university. On request of the university to which the student is transferred, the Dean of the student's Unit sends the documents on the student's course of study. Persons applying for transfer to another university are no longer entitled to maintain their status of students of Bialystok University of Technology from the day they receive a notification from the receiving university on being accepted.

9. During their course of study, students may participate in double degree programmes.

The principles of participation in such programmes are set forth in agreements between the University and its partner universities, signed with the consent of the Senate of Bialystok University of Technology.

§ 14

1. Each student is obliged to conduct themselves in accordance with the oath taken and also with the provisions of the Regulations for Studies, the Code of Ethics of students of Bialystok University of Technology, and other provisions applicable at the University.

2. Students' participation in tutorials, laboratory and project classes, fieldwork, specialist workshops, seminars, foreign language classes, physical education classes, and professional training is obligatory. Academic teachers shall decide on the form of compensating for students' absence during the educational activities they conduct.

3. Students are obliged to complete all the modules included in their course curricula, to take examinations, and to fulfil other educational duties included in their course plans.

4. If students are absent (without justification) during more than 1/5 of the number of hours of any educational activities, the students do not get credit for the module (do not pass).

5. While working on acquiring and improving their knowledge, each student is obliged to respect copyright of authors of books, textbooks, diploma theses, websites, and other educational aids.

§ 15

1. Plans and forms of successfully completing professional training are approved by Deans.

2. Deans may agree for students to undergo professional training in enterprises of students' choice, provided that the character of the work performed by these students is in line with their professional training plans.
3. Professional training may be organised under international agreements.
4. By Dean's decision, the following may count towards the requirement for professional training:
 - 1) employment of a student in Poland or abroad, provided that the character of the work performed is in line with the professional training plan;
 - 2) participation of a student in a scientific camp/summer school whose profile is in line with the professional training plan;
 - 3) other forms of professional activity, meeting the requirements of the professional training plan, e.g. undergoing internship, conducting student's own business activity, performing work pursuant to other legal bases (e.g. voluntary work).
5. Work may be recognised towards professional training on students' written requests accompanied by documents justifying such requests.

§ 16

All students of the University should immediately notify their respective Dean's Offices on any changes in their name and/or surname, mailing address, or telephone number, to enable the University employees to contact students on the course of their studies.

5. COMPLETING A SEMESTER OF STUDIES

§ 17

1. The academic year is divided into two semesters. The basic settlement period is one semester.
2. Principles of registration for the following semester are based on the ECTS accumulation and transfer system.
3. Deans specify the mode of completing each semester of studies on the basis of the current course curricula and academic year calendar.
4. Deans announce the dates of examinations 3 weeks before each examination session.
5. Modules can be completed (passed) and ECTS credits for them can be granted only if it is confirmed that each of the assumed learning outcomes has been achieved at least to a minimal acceptable extent.
6. Each teacher is obliged to provide students with access to their written works marked by the teacher from the date the results are published in the USOS, and to keep the documents for at least two consecutive semesters.
7. The nominal number of ECTS credits allocated to the modules in each semester of studies shall be 30, without prejudice to § 8 (4). In the last semester of practical profile studies the number of the ECTS credits may be greater than 30 in order to acknowledge the professional training.
8. In order to complete (pass) a semester and to be fully registered for the following semester, each student must obtain positive grades in all the examinations and final tests included in their course curricula, as well as obtain 30 ECTS credits, without prejudice to § 8 (4).
9. In order to be registered for the following semester with an ECTS debt, each student must obtain minimum 20 ECTS credits in a semester, without prejudice to § 8 (4).
10. With the consent of the competent Dean, students who completed (passed) a semester pursuant to § 17 (8) and who do not have any ECTS debt in any of the previous semesters, may study modules from higher semesters. Such modules become obligatory for these students. Students must pay for repeating the modules if they are failed.

11. The conditions to complete first-cycle studies and to obtain a diploma of completing first-cycle studies are: achieving the learning outcomes specified in the study plan, to which at least 180 ECTS credits (for six-semester degree courses) or at least 210 ECTS credits (for seven-semester degree courses) were allocated, passing the diploma examination, and receiving a positive grade for the diploma work (if it is provided for in the study plan).

12. The conditions to complete second-cycle studies and to obtain a diploma of completing second-cycle studies are: achieving the learning outcomes specified in the study plan, to which at least 90 ECTS credits (for three-semester degree courses) or at least 120 ECTS credits (for five-semester degree courses) were allocated, passing the diploma examination, and a receiving positive grade for the diploma work.

13. The conditions to complete uniform Master's degree studies and to obtain a diploma of completing uniform Master's degree studies are: achieving the learning outcomes specified in the study plan, to which at least 300 ECTS credits (for nine- or ten-semester degree courses) or at least 360 ECTS credits (for eleven- or twelve-semester degree courses) were allocated, passing the diploma examination, and receiving a positive grade for the diploma work.

14. Students' achievements are recorded in their academic transcripts and in examination/crediting records.

§ 18

1. The following grading system applies to final tests and examinations in all modules included in course curricula:

very good – 5.0

good plus – 4.5

good – 4.0

satisfactory plus – 3.5

satisfactory – 3.0

fail – 2.0

The above does not apply to modules ending with crediting (passing), for which the following grades are possible: 'credited' ('pass') or 'not credited' ('fail').

2. Registration (full or with an ECTS debt) for the following semester is performed by Deans after students meet the following requirements:

1) obtain the specified number of ECTS credits;

2) make all payments resulting from the students' obligations towards the University.

3. If a student completes only some of the modules in a semester, the Dean may decide on the following:

1) the student shall be registered with an ECTS debt after obtaining minimum 20 ECTS credits for modules included in their course curriculum for the present semester;

2) if the student did not obtain 20 ECTS credits for modules included in their course curriculum for the present semester, the student must repeat the third or any subsequent semester(s) of their first-cycle studies or – for second-cycle studies – any semester specified by the Dean – on a written request of the student, submitted not later than on the last day of registration for the following semester, according to the academic year calendar; students repeating semesters are not obliged to get credit for or take examinations in these forms of educational activities in which they have already obtained positive grades;

a) when repeating a semester of studies, students study according to the study plan applicable to the repeated semester,

b) when agreeing for a semester to be repeated, the Dean concerned specifies in writing any possible curriculum differences and the dates of compensating for them;

3) the student shall be removed from the register of students in the following cases:

a) if the student does not submit a request for repeating the third or any subsequent semester(s) of their first-cycle studies or any semester of their second-cycle studies;

b) if the student is in their first year of first-cycle studies and:

- does not obtain minimum 20 ECTS credits in their first semester of studies,

- does not obtain minimum 20 ECTS credits in their second semester of studies.
4. Deans may allow students who repeat a semester to participate in selected educational activities from a higher semester and to obtain credit for them (this does not apply to the last semester of studies). Such activities (modules) become obligatory for these students. Students must pay for repeating the modules if they are failed.
 5. Students repeating educational activities because they failed to pass them and registered at the same time for a higher semester are obliged to pay for the repeated modules.
 6. Deans remove students from the register of students in the following cases:
 - 1) non-commencement of studies – if persons admitted to the University:
 - a) have not taken the oath within 30 days from the day the educational activities started,
 - b) have not attended the obligatory educational activities for the period of the first 4 weeks of a particular semester, without informing the University on the reasons of their absence,
 - 2) if students have resigned from studying,
 - 3) if students have not submitted their diploma theses or have not taken their diploma examination within the specified time limit,
 - 4) if students have been punished with the disciplinary penalty of expulsion from the University.
 7. Deans may remove a student from the register of students if the student:
 - 1) has not attended the obligatory educational activities – in the case of students whose absence (without justification) during the obligatory educational activities specified in the course curriculum for the given semester amounts to more than 2/5 of the number of hours of these educational activities – on the basis of written information submitted by the university teachers conducting these educational activities,
 - 2) has made no progress in learning, i.e. has not passed a repeated module twice in the earliest possible semester specified by the Dean,
 - 3) has not successfully completed a semester within the specified time limit,
 - 4) has not paid the tuition fees.
 8. Students resigning from studying must notify their respective Deans about this fact in writing. The competent Dean then issues a written decision on removing a student from the register of students.

§ 19

1. Educational activities for which credit must be obtained are: tutorials, laboratory and project classes, fieldwork, specialist workshops, seminars, foreign language classes, physical education classes, professional training, and also lectures – if the course curriculum does not provide for an examination in a given module.
2. Credit for educational activities shall be based on the assessment of each student's academic achievements during each semester, making it possible to evaluate the degree of achieving the particular learning outcomes by the student. Obtaining credit for educational activities ending with final tests as well as re-sit tests shall be completed before the examination session begins. The only exception are lectures ending with final tests – in that case, re-sit tests may be organised during the examination session. University teachers are obliged to organise at least one re-sit test for the partial grades.
3. The assessment procedure by which credit is awarded for educational activities is performed by the university teachers who conduct these activities, or, in exceptional cases, by other university teachers authorised by the Dean.
4. If an examiner establishes that a student's work is not their own or that a student has used unauthorised materials, the student shall receive a negative grade, and the examiner notifies the Rector in writing about this fact in order to initiate the investigation procedure.

5. The competent Dean may decide, on a student's request, to organise a special committee test. A justified request for such a test shall be submitted by the student no later than within 3 days from the date the results of the assessment procedure are published in the USOS.

§ 20

1. Examinations in lectures or foreign language classes are administered by the university teachers who conduct these lectures or foreign language classes. In exceptional cases, these teachers may be replaced by other university teachers designated by the Dean.
2. University teachers may administer examinations before examination sessions (the so-called 'zero date examinations'). The approval criteria for zero date examinations shall be defined by the university teachers who conduct the educational activities. Negative marks obtained for zero date examinations are not included in the examination records.
3. Each student has the right to take one re-sit examination in each failed module.
4. Students who are absent from an examination on the date provided for in § 17 (4) and have not justified their absence within 3 working days from the date of the examination, lose this opportunity to take the examination. Unjustified absence during examinations shall be considered as not passing the examinations and results in a negative grade.
5. If an examiner establishes during an examination that a student's work is not their own or that a student has used unauthorised materials, the student shall receive a negative grade in this examination, and the examiner notifies the Rector in writing about this fact in order to initiate the investigation procedure.
6. The competent Dean may decide, on a student's request, to organise a special committee examination. A justified request (with detailed justification) for such an examination shall be submitted by the student no later than within 3 days from the date the results of the test are published in the USOS.
7. Academic teachers have the right to confirm the identity of students taking tests or examinations before these tests or examinations.

§ 21

1. Deans may institute special committee examinations/tests that should take place within one week from the request date.
2. Special committee examinations/tests shall take place before committees including the following persons (appointed by the Dean):
 - 1) the Dean as President of the committee,
 - 2) two examiners – specialists in the subject to which the examination pertains or in a related subject.Upon request of the student concerned, a person appointed by the student may be present during the special committee examination/test as an observer. Students have the right to request in writing that the teacher administering the previous test/examination is not an examiner.
3. Special committee examinations shall have a written or a written and oral form, or they may comprise joint checking and evaluating of the student's examination tests by the committee.
4. Special committee tests shall have a written or a written and oral form, or they may comprise joint checking and evaluating of the student's project by the committee.
5. The President of the committee shall enter the result of the special committee examination/test to the examination/test records. This result is the ultimate result.

6. RESUMPTION OF STUDIES

§ 22

1. Students removed from the register of students shall have the right to resume their studies, provided that persons removed from the register of students in the first year of their first-cycle course or their uniform Master's degree course, or in the first semester of their second-cycle course, are admitted to the University again according to the standard recruitment procedures.
2. Students may resume their studies according to the study plan for a given field of study/specialisation, available at the University at the time of resuming studies.
3. Decisions on resuming studies are taken by the competent Deans who specify the number of ECTS credits to be recognised and the semester for which the person resuming their studies is enrolled, considering any possible curriculum differences. Determining the curriculum differences by the Dean is based on the study plan for the academic year in which studying shall be resumed.
4. Resuming studies shall not be possible if the Dean of the Unit concerned finds that it is not possible for the person resuming their studies to complete all the modules included in the course curriculum (e.g. in the case of phasing-out of/discontinuing recruitment for this field of study).
5. Resuming studies shall be possible for persons expelled from the University as a result of disciplinary action only after three years from the date the decision on the disciplinary action became final, unless the entry on the penalty has been erased under the provisions of the Act.
6. Students may use the right to resume studies twice. This limit does not apply to resuming studies only to defend diploma theses/works.
7. Students removed from the register of students may resume their studies within five years from their first final removal from the register of students in their fields of study. Such students are admitted to the University again according to the standard recruitment procedures.
8. Students removed from the register of students of another university cannot resume their studies at Białystok University of Technology.
9. The amounts and procedures of making payments by students resuming their studies are specified in separate regulations.

7. LEAVES OF ABSENCE

§ 23

1. Students may be granted the following types of leave of absence:
 - 1) long-term leave of absence:
 - a) special/compassionate leave,
 - b) unconditional leave,
 - c) health leave,
 - 2) short-term leave of absence.
2. Students may be granted leave of absence from educational activities with the possibility to have the achieved learning outcomes (specified in their study plan) assessed.
3. The leave of absence provided for in subsections 1 and 2 above is granted by the competent Dean who specifies the conditions of assessing the learning outcomes achieved by students for the leave of absence described in subsection 2 above.
4. The special/compassionate leave of absence for maximum one year may be granted on a justified written request submitted by a student directly after the occurrence of the circumstances justifying the request and making it impossible for the student to participate in educational activities for a long time. This type of leave of absence may be granted after the student has successfully completed at least one semester of studies.
5. The unconditional leave of absence may be granted on request of students registered for at least the second year of a first-cycle course or a uniform Master's degree course, or students

registered for at least the second semester of a second-cycle course. This type of leave of absence of maximum one year may only be granted once during the student's period of study. Students may apply for this type of leave of absence not later than during the first month of a given semester.

6. The health leave of absence may be granted to a student only on the basis of their written request for this type of leave, accompanied by a medical certificate specifying the length of such leave, submitted directly after health contraindications to participation in educational activities have been found. This type of leave of absence shall not be granted retroactively. After the end of this type of leave of absence, before continuing studies, the student is obliged to submit to their Dean's Office a medical certificate stating that their health condition allows them to continue their studies.

7. The short-term leave of absence may be granted for not longer than 14 days (two weeks of educational activities) on a properly documented written request by a student, under particularly justified circumstances making it impossible for the student to participate in educational activities. In that case, the student's absence during the educational activities in this period is considered as justified.

8. During the period of leave of absence, students shall retain their student rights, without prejudice to § 11 (1) and (6).

9. In exceptional cases, during their leave of absence, students may be granted a permission from the competent Dean to obtain credit for some modules. In the case of the health leave of absence, a medical certificate from the student's attending physician, stating that there are no health contraindications to the student's participation in the assessment procedures by which credit is awarded for educational activities, is additionally required.

10. On request of pregnant students, Deans grant them leave of absence until the students give birth to their children. If the end of such leave falls during a semester, this leave may be extended to the end of that semester.

11. On request of students with children, Deans grant leave of absence of up to 1 year within 1 year of the date of birth of the child. If the end of such leave falls during a semester, this leave may be extended to the end of that semester.

8. AWARDS AND DISTINCTIONS

§ 24

1. Outstanding students may be granted the following awards and distinctions:

- 1) Rector's awards,
- 2) awards funded by state or local government institutions, scientific associations, social organizations, or private foundations,
- 3) Faculty awards,
- 4) other distinctions.

2. Deans may grant diploma theses distinctions to graduates, on request of diploma examination committees, recorded in the diploma examination minutes. The form of the distinction is determined by the Dean.

3. Awards and distinctions granted to students are listed in student's diploma supplements, and decisions on granting these awards and distinctions are kept in students' personal records.

9. DISCIPLINARY LIABILITY

§ 25

1. Each student shall be liable to disciplinary action before the University's disciplinary committee for students for any non-compliance with the oath taken, the Code of Ethics of students of Białystok University of Technology, or the provisions currently in force at the

University, in accordance with the principles specified in separate regulations, including the Act.

2. Disciplinary penalties shall include: caution, reprimand, reprimand with a warning, suspension of certain student rights for a period of up to one year, or expulsion from the University. In the case of expulsion from the University, the competent Dean shall remove the student from the register of students.

3. For a minor disciplinary breach, the Rector – without referring to the University's disciplinary committee for students – may discipline a student with a caution, following a hearing with the defendant or their legal representative.

10. DIPLOMA THESIS

§ 26

1. The diploma thesis is an unassisted and individual preparation of a specified scientific, artistic or practical problem, or a technical or an artistic achievement, presenting the student's general knowledge and skills pertaining to the particular field, level and profile of education of study, as well as to the student's abilities of analysing and drawing conclusions independently.

2. The diploma thesis (work) is prepared by the student (or a group students from the same educational Unit or different Units) under supervision of:

- 1) a university teacher holding at least the academic degree of *doktor* (PhD), or a person not employed at university, having the academic degree of *doktor* (PhD) and at least 5-year experience in the profession under concern – for diploma theses at first-cycle courses (if provided for in the study plans), second-cycle courses, and uniform Master's degree courses;
- 2) a university teacher holding at least the academic degree of *magister* (MA, MSc, etc.), employed in the position of *starszy wykładowca* (senior lecturer) for least 5 years or – in the case of persons not employed at university – having the academic degree of *magister* (MA, MSc, etc.) and at least 5-year experience in the profession under concern – for diploma theses at first-cycle courses (if provided for in the study plans);

3. In the case of diploma thesis topics proposed by an entrepreneur, the competent Dean may appoint a diploma thesis consultant from among persons employed in the enterprise and holding the professional title of *magister* (MA, MSc, etc.) or an academic degree. The consultant shall be invited to the diploma examination.

4. When preparing their diploma thesis, each student is obliged to respect copyright of authors of books, textbooks, diploma theses, websites, and other educational aids.

5. If it is determined that a student appropriates the authorship of an important part or other elements of another person's work or research findings, all proceedings for the award of a professional title to the student shall be rendered invalid.

6. The Rector is the competent authority for rendering proceedings for the award of a professional title invalid, for resuming such procedures, for issuing the diploma, and for determining that a decision on the award of a professional title and issuing the diploma is invalid.

7. The language of the diploma thesis is Polish. On request of the diploma thesis supervisor, or on a written request of the student after consultation with the diploma thesis supervisor, the competent Dean may agree for the diploma thesis to be written in a modern foreign language.

8. The diploma thesis may be written in a modern foreign language if the student's education was conducted in this language.

9. The topic of the diploma thesis should be defined not later than one semester before the completion of university studies.

10. The procedures for the approval of diploma theses topics and the scope of these topics are specified by the principles of the procedures for the preparation and defence of diploma theses, specified in an applicable Regulation of the Rector.

11. Students studying two specialities (majors) in one field of study of the same form of studies may prepare one diploma thesis combining the two specialities.
12. Diploma thesis evaluation is performed by the thesis supervisor and by the thesis reviewer – a university teacher holding the title of professor or the academic degree of *doktor habilitowany* (PhD habil.).
13. The competent Dean may authorise a university teacher holding the academic degree of *doktor* (PhD) or the professional title of *magister* (MA, MSc, etc.) employed in the position of *starszy wykładowca* (senior lecturer), or a person not employed at university, having at least 5-year experience in the profession under concern, to review a diploma thesis.
14. Diploma thesis reviews are public.
15. Diploma thesis evaluation is performed with the use of the grades listed in § 18 (1).
16. The University is obliged to verify diploma theses before diploma examinations, using *Jednolity System Antyplagiatowy* (the Uniform Anti-plagiarism System).

§ 27

1. Students who have obtained credit in all modules and passed all examinations, obtaining the number of ECTS credits required by their study plans, submit their diploma theses (if it is provided for in their study plans) in minimum one copy and, additionally, in an electronic form.
2. Each student is obliged to submit a paper version of their diploma thesis as a printout from the *APD* (Diploma Thesis Archive) system to their Dean's Office before or on the following dates:
 - 1) 28 February for studies finishing in the winter semester,
 - 2) 30 September for studies finishing in the summer semester.
3. Students applying for admission to second-cycle courses starting in the summer semester shall submit their diploma theses within a time limit allowing for completing all the parts of the diploma-granting process, i.e. obtaining grades from their supervisors and reviewers, performing the anti-plagiarism procedure concerning their diploma theses, and taking the diploma examination, before the admission procedures for the second-cycle courses.
4. In unexpected circumstances, the competent Dean may, on a written request of the student, approved by their thesis supervisor, postpone the deadline for the submission of the diploma thesis in the Dean's Office.
5. A change of the diploma thesis supervisor in the period of the last 3 months before the date of completion of studies may constitute grounds to postpone the date of the submission of the diploma thesis, subject to conditions determined by the Dean.
6. Failure to submit the diploma thesis to the Dean's Office within the specified time limit results in removing the student from the register of students.
7. Failure to submit the diploma thesis within the specified time limit shall not result in a negative grade.
8. Persons removed from the register of students for the reason referred to in subsection 6 above may submit their diploma theses and take their diploma examinations after they resume their studies pursuant to the provisions of § 22.

11. DIPLOMA EXAMINATION

§ 28

1. In order to be admitted to the diploma examination, each student shall be required to obtain credit for all the modules and to pass all the examinations included in their course curricula, including professional training, as well as to obtain a positive grade for their diploma thesis. If a student obtains a negative mark for their diploma thesis from the thesis reviewer, the competent Dean shall set a new deadline for the submission of a corrected thesis. If a student

obtains a negative mark for their diploma thesis in the second deadline, the student shall be removed from the register of students for failure to submit the diploma thesis.

2. Decisions on admitting students to the diploma examination shall be taken by the competent Dean.

3. The diploma examination, on request of the student or the thesis supervisor (with the written consent of the student) may be a public examination. In that case, all interested participants may be present during the examination as observers. The date of a public diploma examination is announced by the competent Dean's Office by placing the information on the notice board.

4. The diploma examination shall take place before a committee appointed by the competent Dean, including the following persons:

1) President of the committee – the Dean or a university teacher holding the title of professor or the academic degree of *doktor habilitowany* (PhD habil.), authorised by the committee;

2) the thesis supervisor;

3) the thesis reviewer;

4) at least one university teacher or a person who is not a university teacher, including persons not employed at the University, representing the speciality under concern.

5. If the thesis supervisor cannot participate in the work of the committee referred to in subsection 4 above due to an unpredictable event constituting a long-lasting obstacle, the Dean shall appoint a university teacher holding at least the academic degree of *doktor* (PhD), representing the speciality under concern, as a committee member to replace the thesis supervisor.

6. The diploma examination shall take place on the date specified by the competent Dean, within up to 30 days from the date of the submission of the paper version of the diploma thesis, printed from the APD system (taking into account the academic calendar), or not later than two working days before the end of the registration for the subsequent cycle of studies at Białystok University of Technology, provided, however, that the submission of the diploma thesis for review took place at least 5 days before the planned date of the diploma examination. In unexpected circumstances, the Dean may postpone the date of the diploma examination.

7. For students in respect of whom investigation or disciplinary procedures have been initiated, the diploma examination date provided for in subsection 6 above, may be postponed by the competent Dean on request of the disciplinary prosecutor for students, until the end of these procedures.

§ 29

1. The diploma examination shall be an oral examination made up of the following parts:

1) presenting the thesis;

2) defending the thesis by the student;

3) the student's answering at least three questions asked by the committee, in order to verify selected learning outcomes specified for the student's field of study.

2. The list of possible grades that may be given by the thesis supervisor and reviewer for the diploma thesis, as well as for presenting the thesis, defending the thesis by the student, and the student's answers to the questions, can be found in § 18 (1).

3. The grade for the diploma examination is determined on the basis of the arithmetic mean (rounded to two decimal places) of the grades obtained for the presentation of the thesis, defending the thesis by the student, and the student's answers to the questions asked by the committee, applying the following grading scale:

Arithmetic means of the grades	Grades for diploma examination
Less than 3.0	2.0 (fail)
Between 3.0 and 3.25	3.0 (satisfactory)

Between 3.26 and 3.75	3.5 (satisfactory plus)
Between 3.76 and 4.25	4.0 (good)
Between 4.26 and 4.5	4.5 (good plus)
More than 4.51	5.0 (very good)

Students can only obtain one negative grade for their answers to the diploma examination questions. If a student is given more than one negative grade for their answers, the student obtains a negative grade for the whole the diploma examination (fails the whole diploma examination).

4. If a student gets a negative grade in the diploma examination, the competent Dean determines the second, ultimate date of the diploma examination; the second examination should take place within 30 days from the date of the first examination, taking into account the academic calendar.

5. Students who fail to pass the second diploma examination are removed from the register of students.

§ 30

1. The final result of the whole studies is calculated on the basis of:

A – the arithmetic mean (rounded to two decimal places) of all grades and credits for the studies, using the following formula:

Arithmetic mean = $\Sigma (\text{module grade} \times \text{ECTS credits}) \div \Sigma \text{ECTS credits}$,

where Σ = sum of

The module grade (with the number of ECTS credits allocated to it) is the arithmetic mean (rounded to two decimal places) of all grades obtained for all the forms of a particular module.

B – the arithmetic mean (rounded to two decimal places) of the grades for the diploma thesis, given by the supervisor and the reviewer;

C – the arithmetic mean (rounded to two decimal places) of the grades for the diploma examination.

2. The calculated grade constituting the basis for determining the final result of the whole studies is computed using the formula:

Grade = $0.6 \times \mathbf{A} + 0.2 \times \mathbf{B} + 0.2 \times \mathbf{C}$

3. The final result is specified in the diploma of completing university studies, according to the following grading scale:

Final results of studies	Grades calculated with formula provided for in § 30 (2)
3.0 (satisfactory)	less than 3.25
3.5 (satisfactory plus)	between 3.26 and 3.75
4.0 (good)	between 3.76 and 4.25
4.5 (good plus)	between 4.26 and 4.50
5.0 (very good)	between 4.51 and 5.00

4. The final result of the studies, calculated according to subsection 3 above, may be increased by the examination committee by half a grade, provided that the student has obtained the following: the grade of very good for their diploma thesis (given by the supervisor and the reviewer) and the arithmetic mean of the grades for the diploma examination of 5.0.

5. On request of the examination committee, the competent Dean may grant the grade of excellent, i.e. 5.5 (graduation with honours) to a student who has fulfilled the following conditions:

- 1) their arithmetic mean of all grades in the course of study is minimum 4.70;
- 2) their grade for the diploma thesis (given by the supervisor and the reviewer) is very good, and their arithmetic mean of the grades for the diploma examination is 5.0;
- 3) has not been penalised by the disciplinary committee;
- 4) has submitted the diploma thesis within the time limit specified in § 27 (2), and the period of their studies did not exceed the period of studies, specified in their course curriculum, subject to § 23 (1) (1) (c).

6. In the case of graduates who studied an additional speciality within the same field of study, the two specialities are included in the diploma.

12. COMPLETION OF STUDIES

§ 31

1. The date of completion of studies shall be the date of passing the diploma examination.

2. Graduates shall obtain a diploma confirming the completion of studies in the particular field and profile of study. The types of professional titles conferred to graduates are specified in separate regulations.

3. Each graduate shall obtain clearance from the University through submitting in their Dean's Office a filled-in completion card complying with the specimen adopted at the University. The completion card may include additional entries made by the competent Dean and necessary for obtaining clearance from the student's Faculty.

4. Submission of the filled-in completion card is obligatory for all persons leaving the University.

5. Persons who have finished first-cycle courses shall retain their student rights with respect to the use of their ID cards until 31 October of the year in which they finished their studies, except for the right to obtain student grants and allowances described in § 11 (1) (6) of the Regulations.

6. The University monitors professional careers of its graduates, in the form of surveys, in order to adjust the offered fields of study and educational programmes to labour market needs. A survey may be performed on condition that a graduate signs a participation agreement.

13. FINAL PROVISIONS

§ 32

1. All decisions provided for in § 13 subsection 1, § 18 subsection 3 item 3, and subsections 6, 7, and 8, § 25 subsection 2, § 27 subsection 6, and § 29 subsection 5, shall be made by the competent Dean or their Deputy, authorised by the Rector, with the reservations that:

- 1) these decisions shall be governed by the provisions of the Act of 14 June 1960 – The Code of Administrative Proceedings, as well as by the legislation concerning appeals against decisions to an administrative court, unless separate regulations state otherwise,
- 2) these decisions may be appealed against by means of a request to the Rector for reviewing the case,

3) a request to the Rector for reviewing the case shall be made in writing through the person authorised to make the first decision, within up to 14 days from the delivery date of the decision appealed against.

2. All decisions not provided for in subsection 1 above, made on students' individual cases on the basis of the Regulations, shall be made by the competent Dean or their Deputy, with the reservations that:

1) these decisions shall not be governed neither by the provisions of the Act of 14 June 1960 – The Code of Administrative Proceedings nor by the legislation concerning appeals against decisions to an administrative court,

2) these decisions may be appealed against by means of a request to the Rector for reviewing the case,

3) a request to the Rector for reviewing the case shall be made in writing through the Dean or their Deputy who made the decision, within up to 14 days from the delivery date of the decision appealed against.

3. The provisions of § 22 (6) do not apply to any decisions made before the academic year 2018/2019.

§ 33

The Regulations for Studies at Białystok University of Technology shall enter into force on the date the academic year 2019/2020 starts.