

**Uniform text of the Study Regulations of University of Physical Education in Warsaw of 25 April 2017,
effective as of the beginning of the academic year 2017/2018**

**STUDY REGULATIONS
OF JÓZEF PIŁSUDSKI UNIVERSITY OF PHYSICAL EDUCATION
IN WARSAW**

General regulations

§1

1. The study regulations of Józef Piłsudski University of Physical Education in Warsaw, hereinafter referred to as 'the University', determine the organisation and the course of the first-cycle and second-cycle studies, as well as the uniform master's studies for all fields and forms of studies, as well as rights and obligations of the Academy students.
2. Terms used in the Study Regulations have the following meaning:
 - 1) first-cycle studies – a form of education which requires the candidates to hold a matriculation certificate, whose graduates obtain first-cycle qualifications;
 - 2) second-cycle studies – a form of education which requires the candidates to hold at least first-cycle qualifications, whose graduates obtain second-cycle qualifications;
 - 2a) uniform master's studies – a form of education which requires the candidates to hold a matriculation certificate, whose graduates obtain second-cycle qualifications;
 - 3) level of education – the first-cycle studies, second-cycle studies and the uniform master's studies;
 - 4) interdisciplinary studies – studies covering at least two areas of study, whose graduates obtain a diploma in a field taught at the University;
 - 5) inter-faculty studies – a form of study enabling the student to follow interdisciplinary curricula based on the didactic offer from different fields of knowledge;
 - 6) full-time studies – a form of higher education, in which the curriculum is implemented in the form of classes requiring direct participation of academic teachers and students, as specified for this form of studies;
 - 7) part-time studies – a form of studies different than the full-time studies;
 - 8) matriculation – admission to the group of students of the University;
 - 9) field of study – a separated part of one or several areas of education taught at the University in a manner specified in the curriculum;
 - 10) learning outcomes – knowledge, abilities and social skills obtained in the process of education in the course of studies
 - 11) qualifications – the learning outcomes certified by a diploma;
 - 12) first-cycle qualifications – the learning outcomes of the first-cycle studies completed with awarding a Bachelor's degree (in polish: licencjat) and the education profile, confirmed by a relevant diploma;
 - 13) second-cycle qualifications – the learning outcomes of the second-cycle studies, completed with awarding a Master's degree and the education profile, confirmed by a relevant diploma;
 - 14) education profile – a practical or general academic profile:
 - a) practical profile – a profile of education programme covering the modules of classes aimed at obtaining practical skills and social competences by the student, implemented with the

- assumption that more than a half of the curriculum specified in ECTS points covers practical classes shaping these skills and competencies, including skills obtained during workshops that are conducted by people with professional experience gained beyond the University;
- b) general academic profile – a profile of education programme covering the modules of classes related to scientific research carried out at the University, implemented with the assumption that more than a half of the curriculum specified in ECTS points covers classes aimed at obtaining deepened knowledge by the student;
- 15) ECTS points – points defined in the European Credit Transfer and Accumulation System as a measure of average activity of the student, necessary to achieve the intended learning outcomes;
 - 16) plan of studies – a description of the implementation of the curriculum, i.e. the total time of studies divided into semesters of studies, containing the education modules, as well as subjects and related classes along with time, as well as number of ECTS points assigned to them and the form of crediting a course;
 - 17) curriculum (programme of studies) – a description of consistent learning outcomes specified by the university relevant for the area or areas of education, consistent with the National Qualification Framework for Higher Education, as well as a description of the education process leading to achievement of these outcomes, along with ECTS points assigned to particular modules of this process;
 - 18) education module – a subject or a group of subjects assigned with a specific number of ECTS points;
 - 19) subject – an element of the programme of studies covering a specific thematic content, implemented in the form of classes, in particular in the form of lectures, laboratory classes, practicals, tutorials, seminars, practices specified in the programme of studies; the subject may include more than one form of classes; the subject or a group of subjects may constitute the education module with the assumed learning outcomes;
 - 20) examination period – a period covering an examination diet and resits;
 - 21) faculty board – a collegial body competent for a faculty of studies;
 - 22) academic year – a period when classes are conducted, as well as examinations and credits scheduled in the plan of studies and the curriculum;
 - 23) year of study – a credit unit in the implementation of the plan of studies;
 - 24) timetable – a schedule of classes in each semester of the academic year approved by the dean;
 - 25) student – a participant of the first-cycle or second-cycle studies, or the uniform master's studies;
 - 26) teacher – an academic teacher authorised to teach the subject scheduled in the programme of studies;
 - 27) learning outcomes – knowledge, abilities and social skills obtained in the learning process.
3. Unless the curriculum or the plan of study, or these Regulations state otherwise, the present Regulations concerning the second-cycle studies apply accordingly to the uniform master's studies at the University.

§2

1. Admission to the studies at the University proceeds on the conditions and following the procedure specified in the resolution of the academic senate.
2. The student is admitted to the University after the matriculation and oath-taking.
3. The content of the oath is determined by the statutes.
4. After the matriculation, the student receives a student ID card.
5. The course of studies and learning achievements of the student are documented in credit and examination protocols and in the periodic progress form. A method of documenting the course of studies and the learning outcomes of the student is determined by the dean of a given faculty.
6. The students have the right to possess the student ID card, as well as to maintain the student rights until graduation, i.e. until the day of passing the diploma exam (in the case of physiotherapy – until completing the last practice scheduled in the plan of studies, in accordance with the provisions of

Article 167, passage 2 of the Act – Higher Education Law), or until suspending the student rights or removing from the student roster, and in the case of graduates of the first-cycle studies – until 31 October of the year of graduation, excluding the right to financial assistance referred to in Article 173 of the Act – Higher Education Law.

7. The students of other universities implementing a part of the curriculum at the University must adhere to the provisions of the present Regulations insofar as they are concerned.

Supervisors of the student

§3

1. A superior and a tutor of all the students of the University is the rector.
2. A supervisor of students is the dean of a given faculty.
3. The dean supervises the implementation of the plans of study and the curricula, as well as makes decisions in cases related to the course of studies, for which no other authorities of the University are responsible.
4. The student may appeal to the rector from the dean's decision, within 14 days from receipt thereof. The rector's decision is final.

Representation of the students

§4

1. The students of the University establish the student government. The council of the student government is the sole representative of all the students.
2. The council of the student government operates on the basis of the Regulations approved by the senate of the University in terms of its compliance with the Act and the statutes.
3. The council of the student government conducts activities related to student affairs at the University, including welfare, cultural affairs.
4. Bodies of the student government have the right to express opinions and submit applications in cases concerning all the students.

Organisation of the studies

§5

1. The studies are conducted at a specific faculty, in a specific field of study and with a specific education profile.
2. The university offers the following types of studies:
 - 1) six-semester first-cycle studies, completed with awarding a Bachelor's degree (licencjat),
 - 2) four-semester second-cycle studies, completed with awarding a Master's degree,
 - 3) uniform master's studies, completed with awarding a Master's degree.
3. The University offers the interdisciplinary and inter-faculty studies.
4. The University offers education in the form of the full-time and part-time studies.
5. The University may participate in an inter-university and international system of studies. The principles and mode of these studies are determined by separate agreements signed between the University and interested entities.
6. Highly talented school students may attend classes at the University planned in the course of studies on the terms agreed by the dean. They participate in classes in the fields of study consistent with their talents.

§6

1. The academic year lasts from 1 October to 30 September of the following calendar year, given that the classes can begin earlier.
2. The academic year covers:

- 1) a period divided into 2 semesters, in which didactic classes are conducted;
 - 2) examination diets when no classes are conducted;
 - 3) camps, practices and field exercises resulting from the applicable plans of studies and curricula;
 - 4) summer vacation, winter breaks, holiday breaks and semester breaks.
3. At the request of the council of the student government, the rector may grant 3 days off in a given academic year, as well as hours without classes in the amount not exceeding 24 teaching hours per year.

§7

1. Studies are pursued according to the plans of studies and the curricula, which constitute the basis for the organisation of the academic year. The plans of studies and the curricula are approved by the faculty boards, following the procedure outlined in the Act.
2. The plans of studies and the curricula of particular faculties and years of study are published at the Virtual University at www.awf.edu.pl and made available in the dean's office relevant for a given field of study.
3. Dates of the commencement and completion of classes in the particular fields of study are determined in the organisation of the academic year. The organisation is determined by the rector at the request of the deans of faculties in consultation with the council of the student government by virtue of a regulation issued up to 3 months prior to the beginning of the academic year.
4. A detailed organisation of the academic year at the faculty is determined by the dean.
5. In justified cases, the dean, in consultation with the rector and the faculty council of the student government, may change the organisation of the academic year.
6. A timetable is published 2 weeks prior to the beginning of the semester. The students should be notified of changes in the plans of studies at the latest 1 week in advance.
7. A schedule of the winter and summer examination diets, as well as the principles and forms of getting credit for practices and camps is determined by the dean.
8. The primary teaching language at the University is Polish. Classes may be conducted in a foreign language on the terms specified by the faculty board, which may accept the evaluation of the learning outcomes and the diploma examinations in a foreign language.
9. Studies at the University may involve distance learning methods and techniques, according to the principles set out in separate regulations.

§8

1. Tutors of particular classes may be appointed from among academic teachers during the first-cycle studies.
2. The class tutors are appointed by the dean for a definite period.
3. Obligations of the tutors include:
 - 1) familiarising students with regulations of the University, as well as their rights and obligations,
 - 2) providing basic information about a given field of study and obligations resulting from the organisation of the academic year to the students, including those enrolled in the Individual Course of Study or the Individual Plan of Study (the individual programme of studies, including the plan of studies),
 - 3) familiarising students with the University's welfare offer,
 - 4) performing the pedagogical role of the tutor,
 - 5) mediating between the students and the bodies of the University, as well as the teachers.
4. The rector of the University may appoint a disability representative.
5. Tasks of the representative will be, first of all, identification of particular needs of disabled students concerning the organisation and implementation of the learning process, including the adjustment of conditions of pursuing studies to the type of disability.

§9

Individual Course of Study, Individual Plan of Study

1. To ensure relevant conditions combining studies and development of individual sport, scientific, organisational interests for the benefit of the University, as well as for the students in the process of evaluating the learning outcomes, the Individual Course of Study (ITS) and the Individual Plan of Study (IPS) are introduced.
2. The students applying for ITS or IPS must be characterised by an impeccable and reliable attitude towards obligations resulting from the oath and the study regulations of the University.
3. ITS or IPS applications should be submitted up to 10 days from the beginning of the semester. Submission of the application does not relieve the student of the obligation to attend classes on general terms. The students applying for IPS due to the membership in a student organisations of the University are obliged to submit the application within 7 days after the elections or after the appointment for a given position.
4. A list of the students which were given the right to ITS or IPS in a given academic year is sent to the heads of sections within 14 days from the beginning of the semester.
5. The students having ITS submit an annual individual plan of study for the dean's approval, other students - a semestral individual plan of study. The period of implementation of annual ITS ends on 15 September, and in the case of semestral IPS – on 15 April for the winter semester and 15 September for the summer semester.
6. The heads of sections determine the forms and dates of scheduled classes, participation in camps and practices, credits and examinations for students enrolled in ITS or IPS, and in the case of ITS they may release them of the obligation to take part in them.
7. A disabled student determines with the disability representative and then submits to the dean the individual plan of study adjusting the mode and the conditions of studies to the type of his/her disability.
8. The condition for the enrolment in ITS or IPS in the next academic year is to have the course credited until 15 September.
9. A student, who does not achieve the assumed learning outcomes in the designated time may apply for conditional credit or retaking the semester on the terms generally recognised and specified in this regulations.
10. The dean may allow the students to enrol in the Individual Course of Study (ITS) if they:
 - 1) are members of a Olympic, national or universiade team;
 - 2) are able to demonstrate high sport achievements on the international level in Olympic or non-Olympic sports (Olympic or Paralympic games or world championship, European championship, Universiade, world cup, European cup, international sports competitions);
 - 3) were medallists of the Polish Championships in Olympic or non-Olympic sports in the academic year preceding the year in which they apply for ITS;
 - 4) actively play team sports in a team playing at least in the first league – applies to the academic year in which the students participate in league matches;
 - 5) actively work in collective bodies of the University or in the council of the student government or volunteer in international student exchange programmes; or
 - 6) in the case specified in § 25 passage 9 of the present Regulations.
11. The student applying for ITS is obliged to submit a reasonable request and an opinion of the Polish sports association or the Management Board of Klub Sportowy AZS-AWF Warszawa or the Management Board of Klub Sportowy AZS AWF Biała Podlaska, and in the case of the students who will enrol in ITS on the basis of passage 10 item 5 – an opinion of the Council of the Student Government, certifying his/her activity for the benefit of the academic community.
12. ITS may be granted as of the beginning of the second semester of the studies. In the case of the students referred to in passage 10 item 1 and 2 the dean may grant ITS as of the beginning of the 1st semester of studies and to extend the year of study to a period of 2 years or longer.
13. The dean may grant IPS to the students who:

- 1) achieved the first class in Olympic sports or first class, national master class or an international class in non-Olympic sports;
 - 2) study more than one field of study at the same time;
 - 3) are active members of scientific circles and achieve very good results in studies;
 - 4) participate in national and international student exchange programmes;
 - 5) actively work in collective bodies of the University, in the council of the student government, and act for the benefit of foreign students as part of international exchange programmes;
 - 6) have a disability certificate;
 - 7) bring up children;
 - 8) actively volunteer for the benefit of the disabled;
 - 9) were admitted to studies as a result of confirmation/validation of learning effects.
14. IPS may be granted from the beginning of the first semester of studies.
15. The student applying for IPS is obliged to submit a reasonable request and attach documents indicated by the dean:
- 1) in the case of the students-athletes – an opinion of the Polish sports association or the Management Board of Klub Sportowy AZS-AWF Warszawa or the Management Board of Klub Sportowy AZS AWF Biała Podlaska;
 - 2) a certificate confirming that the student studies a different field of study;
 - 3) in the case of parents – a birth certificate of a child;
 - 4) an opinion of a student research circle's coordinator;
 - 5) in the case of persons active in the academic environment – an opinion of the council of the student government, confirming his/her participation in collective bodies of the University, taking care of foreign students under international exchange programmes;
 - 6) in the case of persons acting for the benefit of the organisation and the disabled – an opinion of the organisation confirming the voluntary service of the student;
 - 7) in the case of students admitted to studies in the process of confirming the learning outcomes – a document confirming the positive recognition of given learning outcomes.
16. The dean appoints from among the academic teachers an academic supervisor (tutor), whose task is to take care of ITS or IPS students with regard to the implemented education process.

Rights and responsibilities of the student

§10

The student has the right to:

1. Study the field of study, as to the profile of studies to which he was admitted until its completion, for the period equal to, at least, the nominal duration of these studies, starting from the date of admission.
2. Participate in research monitoring the quality of education, express an opinion about didactic classes conducted at the University, in particular in the form of surveys.
3. Take part in making decisions by collegial bodies of the University via representatives of the students.
4. Use library resources and scientific information.
5. Associate in student research circles and participate in scientific, development and implementation works at the University.
6. Associate in non-profit and sport organisation and initiate new forms of social activity.
7. Apply for the Individual Course of Study or the Individual Plan of Study.
8. Participate in open classes in other fields of study, after prior agreement with the lecturer.
9. Receive awards and honours.
10. Receive material aid on the terms provided for in the regulations of granting and providing material aid for the students.
11. Develop own interests, participate in sports life, cultural and tourist activity and promote physical culture, using teaching rooms, devices and funds of the University on specified terms.

12. Inspect his/her documents concerning the course of the studies kept by the University.

§11

Obligations of the student include:

1. Following the oath and the study regulations and, fully use possibilities to educate and conduct scientific operations created by the Academy.
2. Taking care of the student's dignity and the good reputation of the University.
3. Observing the student rights and customs.
4. Taking an active part in didactic, scientific and other classes organised by the University, obtaining credits and pass exams, undergoing training programmes and taking part in classes at camps determined in the plan of studies.
5. Co-participating in the system of education quality assurance by taking part in the survey.
6. Respecting the employees of the University and complying with the principles of coexistence.
7. Respecting the property of the University and the property of colleagues.
8. Delivering, upon the dean's request, a medical certificate confirming the lack of health contraindications concerning participation in the courses.
9. Informing in writing about the selection of the basic field of study in the case when he/she undertakes the studies in more than one field of study at the University.
10. Timely payment of fees for educational services specified in separate regulations.
11. Notifying the dean's office on changes in personal data, marital status, material conditions, if they affect the amount of material aid.

§12

Change of university, change of the form of studies and education, change of the field of study

1. The student may transfer to a different university with prior approval of the dean of the faculty at the host university, if he/she performed all obligations resulting from the regulations of the University.
2. The student of a different university, including a foreign university, may apply for the transfer to the studies at the University no sooner than after completing the first year of the first-cycle studies or the first semester of the second-cycle studies.
3. The student of the University may, in justified cases, apply for changing the form of studies or the form of education. The decision on transfer is taken by the dean prior to the beginning of the semester, and the condition for changing the form of studies or the form of education is to make up for curriculum differences.
4. A relevant criterion for changing the form of studies from the full-time studies to the part-time studies is the highest average grade on a given year and form of studies (at least 4.1) obtained in the last two semesters preceding this change.
5. A decision on the transfer and change of the form of studies can be adopted only within the limits of the students adopted for a given field, year and form of studies by was of a senate's resolution.
6. The student of the University may apply for the transfer to another faculty in the same field of studies. Terms of transfer are determined by the dean of the host faculty.
7. When making a decision on admission or transfer, the dean requires the submission of a doctor's certificate concerning the lack of contraindications for the studies at the University, and determines the list of curriculum differences and terms in which they are to be made up for.
8. The student may not apply for the change of university, the form of studies or the form of education, if:
 - 1) he/she is suspended from the student rights,
 - 2) disciplinary or investigation proceedings are conducted against him/her.

§13 ECTS

1. ECTS credits are integer values illustrating the semester performance of the student, necessary for crediting a given module of education.
2. The amount of points given for ECTS modules under a given field of study is defined by the faculty boards in the plans of the studies and the programmes of education.
3. In order to obtain the diploma certifying the completion of the first-cycle studies, the student must obtain at least 180 ECTS points, in the case of the second-cycle studies – at least 90 ECTS points, the uniform master's studies – at least 300 ECTS points in the five-year system and 360 ECTS points in the six-year system.
4. A register of ECTS points is kept by the dean's office competent for a given field of study.
5. ECTS credits are granted for entire modules, and not for particular forms of their implementation. ECTS points are assigned to the part of modules in case they last longer than one semester.
6. The student obtains ECTS credits assigned to a given module of education, if he/she satisfies all prerequisites defined in the plan of studies and the curriculum, and if he/she achieves the assumed learning outcomes. A condition to obtain ECTS points in the case of the education module completed with an exam or credit, is to obtain at least a sufficient mark (dostateczna, dst, 3).
7. The principles and organisation of confirming the learning outcomes are determined by the Act – Higher Education Law and the Senate of AWF Warsaw.
8. The dean may recognise the learning outcomes obtained earlier by the student, expressed in ECTS points for the completed modules of education, consistent with the profile and the level of studies, in the curriculum he/she pursues. The provisions of § 14 passages 8-11 of the present Regulations apply accordingly.
9. A student admitted to the studies at the University following the formal process of verifying the outcomes of learning organised institutionally beyond the system of studies, as well as learning not organised institutionally, implemented in a manner and using methods improving knowledge, abilities and social skills, is given ECTS credits for the recognised modules of education.

§14 **Recognition of the results achieved by the student at a different university**

1. The period of studies completed at a different university under the student exchange programme by the student implementing the semestral or annual programme is recognised on the basis of:
 - 1) *the Agreement on the implementation of the education programme* – which determines the plan of studies and the curriculum which the student intends to pursue beyond the parent University, and the number of ECTS points which should be granted for the credit. *The Agreement* is signed between the parent university, the host university and the student,
 - 2) *the Certificate of credits*, prepared after the end of the period of studies at a different university, which contains the subjects and classes along with the obtained number of ECTS points and the learning outcomes achieved by the student, according to the range of marks applied by a given university. A signed copy of the certificate is given to all parties, i.e. the parent university, the host university and the student.
2. The individual plan of study and education based on *the Agreement on the implementation of the education programme* is determined by the student and the coordinator of the faculty, following guidelines specified by the dean competent for a given field of study.
3. The students are qualified to the international exchange programme by an inter-faculty committee appointed in a separate mode; in the case of national exchange the decision is taken by a commission appointed by the dean.
4. The student is obliged to obtain a written consent of the coordinator of the faculty in the case of introducing changes in the education programme agreed under *the Agreement on the implementation of the education programme*.

5. The coordinator of the faculty may allow the student to extend the period of his/her studies at a different university. This permission should be given in writing before the end of the semester which he/she pursues at a different university under *the Agreement*.
6. On the basis of *the Certificate of credit* the coordinator of the faculty confirms that the student passed the modules of education and enters marks from the modules credited at a different university taking into account the principles stipulated in passage 7. Decisions in matters concerning a credit, list of modules and possible differences to make up for, which may result from curriculum differences are taken by the dean.
7. Principles for recognition of marks:

A	bardzo dobra/excellent	5
B	dobra plus /very good	4.5
C	dobra/good	4.0
D	dostateczna plus /satisfactory	3.5
E	dostateczna/sufficient	3.0
FX, F	niedostateczna/fail	2.0

8. To the extent not regulated separately above, the provisions of Article 165 of the Act – Higher Education Law should directly apply to the transfer and recognition of courses passed by the student at an organisational unit of a different university, including a foreign university. The above provision concerning the direct use of provisions of Article 165 of the Act – Higher Education Law applies respectively to the transfer and recognition of courses passed by the student at an organisational unit of the parent university.
9. The decision on the transfer and recognition of courses passed by the student is taken by the dean, at the student's request, after analysing the convergence of the obtained learning outcomes with the learning outcomes binding at the host institution.
10. In order to declare the convergence of the obtained learning outcomes, the dean takes into account the learning outcomes achieved by the student at a different university, including a foreign university, presented in relevant documentation, in the context of the learning outcomes assumed in the curriculum for a given level, field and profile of studies, at/in/on which the student pursues the process of education.
11. Provisions of passage 9 and 10 apply respectively to the transfer and recognition of courses passed by the student at a different organisational unit of the parent university.

§15

Course and practice credit

1. The University applies the following mark scale:

excellent	- 5.0 (bdb),
very good	- 4.5 (db plus),
good	- 4.0 (db),
satisfactory	- 3.5 (dst plus),
sufficient	- 3.0 (dst),
fail	- 2.0 (ndst),
credit	- zal,
fail	- nzal.
not classified	- nk.
2. The faculty boards define the modules of education that end with obtaining a credit.
3. Average mark per semester/year is an arithmetic average of all marks from exams and credits comprising the plan of studies in the semester/year, including "fail" marks, rounded up to the

nearest hundredth. The subjects passed without a mark with a 'zal' entry, which have no numerical equivalent, are not used to calculate the average. The average mark from studies does not take account of courses, which were recognised for the student in the process of validation of the learning outcomes.

4. The teacher may decide not to classify the student who did not participate in classes for health reasons.
5. The subjects recognised in the process of verifying the learning outcomes are defined in documentation of the course of studies with a 'confirmed' entry ('potwierdzone').

§16

1. A credit should be given for project, laboratory and workshops, seminars, foreign language classes and lectures if no examination is planned for a given subject. The credit of classes consists in verification of the learning outcomes and should be given before the end of the semester in which these classes are conducted.
2. Upon the consent of the dean, the student may take part in classes from the modules of education not covered by the plan of studies in this or other field of study, for which he/she may get a credit. Terms of participation in classes are determined in the dean's decision.
3. The extra-curricular modules of education, after approval by the dean, are recorded in the student's periodic progress report and the diploma supplement. ECTS points and marks obtained as a result of credit given for extra-curricular modules of education are not taken into account when evaluating the student's pursuit of the studies.

§17

1. The student is given credit for classes on the dates specified in the organisation of the academic year and takes exams in the examination period, according to the schedule.
2. The condition for obtaining credit for another semester is:
 - 1) obtaining credit for all the modules of education mandatory for a selected field and profile of education scheduled for that semester,
 - 2) obtaining the total number of points consistent with the plan of studies.
3. In the first week of classes the teachers are obliged to inform the students on the curriculum of the subject, form of its implementation, list of lectures, method for controlling the learning outcomes on a current basis, conditions for obtaining a credit and the form and the planned dates of giving a credit, as well as the dates and the place of consultations.
4. The students must attend all classes, except for lectures. If the lecture is the only form of implementation of classes in a given semester the presence of the students is obligatory.
5. Students of the part-time studies are required to participate in all classes as foreseen by the plan of studies and the curriculum.
6. In justified cases, the teacher or the dean may consider the absence in classes as justified. The student is obliged to make up for missed classes on the terms specified by the teacher.
7. In the event of failure to get credit for the subject not completed with an exam in a given semester, the student has the right to prolong the period for getting credit until the end of resits. A decision in this case should be taken by the teacher in agreement with the student.
8. In the case of the courses ending with an exam, the teacher, at the student's request, may prolong the term for getting credit until the scheduled exam.
9. In the case of the student who, for justified reasons, did not undergo a training course (practice) or a camp in the designated time, the dean may give his/her permission for its completion at different time. The student may apply for a conditional completion of the semester on conditions specified by the dean.
10. An unjustified absence or removal of the student from the training course or the camp is tantamount to failure of the training course or the camp.
11. If the teacher observes during the credit procedure that the student does not work on his/her own or

- uses prohibited materials, the student is not given credit for the subject.
12. Practices in the course of studies are credited on the basis of the documentation and opinions of the practice supervisor submitted by the student. The condition for obtaining credit is to complete the number of classes under the practice, specified in the programme and plan of studies. The condition for obtaining credit for the practice is also paying the costs of insurance obligatory for a given type of practice (in the case of nursing students also personal accident insurance extended by occupational exposure to the contagious material), if a given type of coverage is not provided by the University.
 13. On the basis of the submitted contract of employment and the employer's opinions the practice coordinator may give credit to the student for professional work performed as the practice, if the achieved learning outcomes correspond to the outcomes assumed for the practice.
 14. The student participating in research works may be exempted from participation in certain classes, if the subject is thematically related to a work he/she performs. The student can also automatically get credit for classes, seminar classes, and pass an exam if the subject is thematically related to this work.
 15. The head of section may give credit to the student for classes in a sport, in which the student achieves very good results.
 16. The student receives information on getting/not getting credit for the subject within 7 days from grading, however, no later than within the time provided for in the organisation of the academic year.
 17. The student's absence in classes can be justified by:
 - 1) a medical certificate proving a temporary inability to learn or the need to take care of the child, issued by a health insurance doctor;
 - 2) a personal call for the student to appear in person, issued by a state administration authority;
 - 3) a letter from the dean or other person authorised by him/her;
 - 4) a letter of the vice-rector for student issues.
 18. The student is obliged to notify the teacher of the cause and the anticipated period of absence, if the reason for this absence is known, as well as to present a medical certificate or a justification at the latest within 3 days from the date of issuing.
 19. Teachers have the right not to allow the student to take part in classes, if there are health contraindications for doing so, and in the case of the student whose condition or behaviour indicates prior consumption of alcohol or drugs, psychotropic substances or other substances having a narcotic or psychotropic effect.
 20. When taking the exam, the student should have a document certifying his/her identity.

§18

Exams

1. An exam tests a degree of the learning outcomes achieved by the student – knowledge, abilities and social skills, assumed in the curriculum.
2. The condition for the student to take the exam is a positive mark from a planned form of implementation of the subject.
3. During the examination period, the student may take one exam a day.
4. In the case of failing the exam, the student has the right to retake it within the resit period. At the student's request, in exceptional, justified cases the dean may schedule the exam at different time.
5. In the case of absence due to health reasons or other reasonable causes making the participation in the exam impossible, the student is obliged to notify the head of section of his/her absence not later than on the day of the examination.
6. At the request of the student, who, for important and reasonable reasons, did not take the exam within the set time limit, the dean may restore the time limit, if the student is able to prove that his/her absence at the exam was not caused by his/her fault.
7. An application for restoring the time limit should be submitted within 7 days from the date of the exam, and the time limit may not be restored later than in the resit period.

8. In the case of unjustified absence at the exam, the examiner fails the student by making an adequate entry.
9. If, in the course of examination, the examiner observes that the student does not work on his/her own or uses prohibited materials – the student fails this examination.
10. The head of section may schedule an early exam date, as well as conditions for taking the exam on that day.
11. In the case of oral examinations the student receives information on the result directly after its conduct, by entering a mark in the periodic progress report. In the case of written examinations, the examiner informs the students about the results of the exam within 7 days from the date of its conduct by announcing a list containing the student nos. and obtained grades.

§19

Exam before the examination board

1. In the case of any justified reservations as to the correctness of the conduct of the examination, the student, within 3 days from the date of announcing the results of the examination, has the right to submit an application to the dean concerning the conduct of the exam before the examination board. The date of examination is set by the dean within 7 days from the moment of taking a decision.
2. The dean may order the exam before the examination board on his/her own initiative or at the examiner's request.
3. The exam before the examination board takes place before the examination board appointed by the dean, which consists of:
 - 1) a dean or a deputy dean – as a chairperson,
 - 2) a head of section/unit or an authorised scientific and didactic employee – as an examiner,
 - 3) a person previously examining the student – as a member of the examination board.
4. At the student's request, the exam may be observed by a person appointed by him/her.
5. If the student's objections relate to written examinations, the exam may consist in checking and evaluating the examination paper by the examination board.
6. A positive mark from the exam before the examination board is taken into account for calculation of the average mark, ignoring the mark from a questioned exam.

§20

Completion of semester

1. The academic term is a semester.
2. The condition for completion of the semester is to obtain positive marks from all credits and exams in the previous semester and the required number of ECTS points, as well as payment of all due fees.
3. Completion of the semester is confirmed by the dean's entry.
4. After passing the last examination in the examination period, the student is obliged to submit the periodic achievement report to the dean's office. The final deadline for submission of these documents is determined by the dean of a given faculty.
5. In the case of not getting credit or failing the exam for less than three subjects, the dean, upon the student's reasoned request, may take a decision on a conditional completion of the semester and give his/her consent to retake the course. If the student fails to get credit for the subject until the end of the next semester, the dean may expel the student due to the lack of learning progress or failure to complete the semester on time. In particularly justified and documented situations preventing the student from getting the course credit, the dean may take a different decision.
6. The basis for completing the semester for the student sent to study at a different university as part of the international exchange programme is the compliance with the conditions specified in *the Curriculum agreement*, which was approved by the coordinator of the faculty, while in the case of the national exchange programme, the basis for completing the semester by the student is the compliance with conditions specified in the dean's decision on awarding IPS.

§21
Semester, year retake

1. Should the student fail in more than three subjects, he/she may apply for retaking the semester.
2. A condition for giving a consent for retaking the semester is payment of retake fees for failed subjects. The amount of fees for unsatisfactory learning achievements is determined in separate regulations effective at the University in a given academic year.
3. ECTS points of the student who retakes the semester or the year of study are recognised for the subjects passed in the previous semesters.
4. The student, who did not complete the semester or the year due to unsatisfactory learning achievements may obtain a permission to retake the same year or semester only once.

§22
Expulsion from the studies

1. The dean removes the student from the student roster in the following cases:
 - 1) failure to take the studies in a given semester,
 - 2) a written resignation from the studies,
 - 3) failing in the subject at the exam before the examination board,
 - 4) failure to submit the diploma thesis or take the diploma exam in the specified time,
 - 5) a disciplinary expulsion from the University.
2. The dean states the failure to take the studies by the student, if, without any reasonable cause, he/she did not attend the classes for the period of the first four weeks, and in the case of the students of the part-time studies – for the period of two weeks from the commencement of the classes. The student is obliged to notify the dean in writing of the cause justifying his/her absence during the classes directly after its observance, and before the lapse of the first four weeks and, accordingly, two weeks from the commencement of classes, otherwise the dean states that the student did not take the studies.
3. In the case of resignation from studies, the student is obliged to submit a relevant written statement to a relevant dean.
4. The dean takes a decision on removing the student from the student roster within four weeks from the expiration of the term for taking the diploma exam. The dean may take a different decision if particularly justified and documented health or personal situations make it impossible to take the exam.
5. The basis for the dean's decision on removing the student from the student roster due to a disciplinary expulsion from the University is a legally valid decision of a competent disciplinary committee.
6. The dean may remove the student from the roster if:
 - 1) he/she failed to pay fees related to the studies,
 - 2) he/she failed to complete the semester or the year in the specified time,
 - 3) the dean observed the lack of learning progress.
7. The dean may remove the student from the roster due to his/her failure to pay fees related to studies, if he/she did not pay fees within 14 days from receipt of payment request.
8. The dean may remove the student from the student roster due to failure to complete the semester or year of study on time, if he/she did not acquire the dean's consent to retake the year or the semester, or the dean's consent for conditional pass.
9. The decisions referred to in § 22 of the present Regulations are taken by the dean in writing, and then transferred to the interested party against receipt. The student has the right to appeal from the dean's decision to the rector within 14 days from the delivery of the decision. The rector's decision is final.

§23 Readmission

1. Readmission of a removed from the student roster due to a failure to complete the first semester of studies takes place on general terms of recruitment.
2. A person removed from the student roster on the second or higher semester on the first or second level of studies has the right to resume the studies once in the period of 5 years after the date of removal. Application for resuming the studies should be submitted by the student to the dean of the faculty.
3. Readmission enters into force from the beginning of the semester. This condition does not apply to readmission in the case of removal caused by a failure to submit the diploma thesis on time or failing the diploma exam.
4. The dean in his/her decision determines the resumed semester and in the case of changes introduced to the curriculum, determines curriculum differences and number of ECTS points to make up for.
5. After resuming studies the student is given ECTS points obtained before for completed modules of education in the valid curriculum. The provisions of § 14 passages 8-11 of the present Regulations apply accordingly.
6. A person who was removed from the student roster due to a failure to take the diploma exam in the specified time has the right to take the diploma exam without making up for curriculum differences within the next academic year after the binding date of the exam, subject to achieving the learning outcomes for a given field of study. The diploma exam is taken after resuming studies.
7. A possibility to resume studies at AWF Warsaw, in principle, does not apply to the students removed from the student roster as a result of a final and binding decision on disciplinary penalty consisting in expulsion from the University. In the case of persons referred to above, a decision concerning their return to the University is made by the dean, who specifies at the same time conditions and principles of readmission.
8. The provision of § 25 passage 9 of the present Regulations applies accordingly to resuming studies.

§24 Fee for studies

1. The University collects fees for provided educational services related to:
 - 1) education of students at the part-time studies,
 - 2) retaking classes due to unsatisfactory learning achievements,
 - 3) conducting classes not covered by the plan of the studies,
 - 4) running supplementing courses for the students,
 - 5) conducting foreign language classes.
2. Detailed principles for collecting the fees referred to in passage 1, including the procedure and conditions for exempting the students, either entirely or in part, from these fees, are determined by the senate of the University.
3. Conditions for charging fees for studies are determined in a written agreement signed between the University and the student.

§25 Dean's leave

1. At the student's request, the dean may grant a short-term or long-term leave for a period of 1 year on the terms and in the mode specified in these Regulations.
2. The dean's decision determines the duration of the leave. The leave is granted for the duration of a cause justifying its granting.
3. The student may obtain the leave in the case of:
 - 1) a long-term illness or pregnancy (documented health reasons),

- 2) important unexpected circumstances,
 - 3) participation in group trips within the country or abroad organised by the University, student and youth organisations, and sports clubs and associations,
 - 4) participation in the preparations to the Olympic Games, World Championships, European Championships or other events,
 - 5) simultaneous studying of the second field of study or studying abroad,
 - 6) giving birth to a child or upbringing a child under 3.
4. The student may apply for the leave for health reasons directly after the occurrence of the cause being the basis for it granting, confirmed by a doctor's certificate proving a temporary inability to learn, issued by the health insurance doctor. After the leave, the student is obliged to submit a doctor's certificate confirming the lack of contraindications for continuation of the studies at the University.
 5. Granting the leave is confirmed by a written decision of the dean and automatically prolongs the term of planned graduation.
 6. In the leave period, the student retains the student rights.
 7. During the leave the student may, upon the dean's consent, participate in certain classes, get credits and take exams. In the case of taking the leave for health reasons it is necessary to submit a doctor's certificate confirming the lack of contraindications for participation in classes.
 8. In particularly justified cases (e.g. education on the top sport level which makes it impossible to stay at the university for very long periods) the student may apply for extending the leave up to three years.
 9. The studies after the leave granted by the dean are taken in the same field of study, should these studies still be conducted. In the event when the studies expired and are conducted in other form of education, the dean determines curriculum differences and the year of study on which the person will take the studies. The student returning from the leave may also be obliged by the dean to make up for curriculum differences resulting from changes made in the plan of studies and the curriculum during the leave. The student is given the right to enrol in ITS for the period in which he/she makes up for differences, unless the dean decides otherwise.

§26

Disciplinary liability of the students

1. The student is to be held disciplinarily liable for violation of the regulations effective at the University, as well as for acts demeaning the student's dignity, before the disciplinary committee or the peer tribunal of the University Council of the Student Government.
2. Disciplinary penalties at the University include:
 - 1) a warning,
 - 2) a reprimand,
 - 3) a reprimand with a warning,
 - 4) a suspension in certain rights of the student for the period of up to one year,
 - 5) expulsion.
3. For a minor disciplinary breach the rector or the dean may rebuke the student, without the disciplinary committee or the peer tribunal.

§27

Awards and distinctions

1. The students with exceptional learning, scientific, artistic or sport achievements, as well those characterised by moral attitude and socially active can be granted:
 - 1) scholarships of the minister of science and higher education,
 - 2) scholarships from the own scholarship fund,
 - 3) a rector's scholarship for the best students paid from the material aid fund,
 - 4) prizes funded by state institutions, scientific associations etc.,

- 5) medals of the University,
- 6) the rector's or the dean's awards.
2. Detailed principles and mode of granting scholarships and prizes listed in passages 1 are determined in separate regulations.
3. At the request of the faculty board, the rector may grant a prize or a distinguishing letter to a graduate who defended an exceptional diploma thesis.

§28 Diploma thesis

1. The student determines a topic of the diploma thesis with the advisor no later than by the end of the semester in which diploma seminars begin. Upon the dean's approval, the diploma thesis may be a result of group research, if it is possible to distinguish the individual share each of the students has in research works.
2. The diploma thesis is written by the student under the guidance of the advisor. The thesis advisor may be an academic teacher – at least a habilitated doctor or a doctor authorised by the dean – subject to passage 3 and 3a.
3. As regards nursing, the bachelor's thesis advisor may be an academic teacher holding the right to perform the profession of a nurse and at least the Master's degree. An academic teacher being at least a habilitated doctor or a doctor authorised by the dean (not holding the right to perform the profession of a nurse) may be the advisor of the theoretical diploma thesis.
- 3a. As regards cosmetology, the bachelor's thesis advisor may be an academic teacher authorised by the dean, holding the Master's degree and boasting significant practical experience gained beyond the University.
4. The thesis advisor may also be an academic teacher from outside the University. The decision in this case must be taken by the dean.
5. The diploma thesis may be pursued at a different university, scientific institution, also foreign, on the basis of agreements between the parent university and a given institution. Issuing a common graduation diploma is defined by the rules included in the agreement.
6. At the student's request, the dean may express his/her permission for writing the dissertation and conducting the diploma exam in a foreign language. Conditions for taking and conducting the diploma exam in a foreign language are determined by the faculty board.
7. The diploma thesis is reviewed by the advisor and one reviewer selected from the group of specialists in a given field. The reviewer may be an academic teacher holding at least the doctor's degree. The reviewer of the bachelor's thesis in the field of cosmetology may also be an academic teacher holding the Master's degree and boasting significant practical experience gained beyond the University in a given field of knowledge. It is accepted to appoint the reviewer from outside the University, who is not an academic teacher, but has knowledge and practical experience in a given field of knowledge.
8. The dean of the faculty specifies in the detailed organisation of the academic year deadlines for submission of diploma theses by the students.
9. At the request of the advisor or at the student's justified request, the dean may, in exceptional cases, postpone the deadline for taking the diploma exam for up to three months. In particularly justified cases (e.g. change of the advisor) the dean can take a different decision.
10. The diploma thesis is presented in the text form, along with its digital recording (CD-R). It should be accompanied by the information form, and – if the student applies for issuing a copy of diploma translated into a foreign language – a title of thesis in this language.
11. The diploma thesis is subject to the anti-plagiarism check on the terms stipulated by the University. The diploma thesis accepted to the diploma exam is added to the University's database.
12. In all other aspects the requirements concerning diploma theses are determined by Article 167a of the Act – Higher Education Law.

§29 Diploma examination

1. The first- and second-cycle studies end with taking the diploma exam.
2. A detailed scope and the form and manner of passing the diploma exam are determined by the faculty board.
3. The student is admitted to take the diploma exam if:
 - 1) he/she achieved the learning outcomes specified in the curriculum;
 - 2) he/she completed practices and camps, if they are scheduled in the plans of studies and the curricula;
 - 3) he/she obtained the required number of ECTS points specified for a given field of study;
 - 4) he/she submitted the diploma thesis and obtained at least sufficient marks from the advisor and the reviewer (a diploma thesis with a positive mark) if the plan of studies and the curriculum stipulate the obligation to submit the diploma thesis;
 - 5) he/she submitted (unless dissertation is not made in writing) two copies of the diploma thesis in printed version, along with its digital recording (CD-R) and obtained a positive opinion as regards the anti-plagiarism check, when it is necessary to submit the diploma thesis;
 - 6) he/she submitted required documents and settled all his/her liabilities.
4. The diploma exam may be open. The decision on conducting an open examination is taken by the dean of the faculty. Participants of the open examination not being members of the committee do not ask questions to the candidate and are not involved in sessions it a part during which the student's exam is evaluated.

§30 Diploma examination at the first-cycle studies

1. If the plan of studies and the curriculum of the first-cycle studies in a given field of study does not provide for the obligation to submit the diploma thesis, the diploma exam, depending on the resolution of the faculty board, may include a practical or theoretical part – or both forms – given that the theoretical part may be conducted in writing or orally.
2. If the faculty board determines that the examination in a given field of study of the first-cycle studies will include both the theoretical and practical part, and the theoretical part – the oral and written part – the exam is passed, if the student obtains at least a sufficient mark from each part of the exam. Each part subject to a separate evaluation.
3. A final mark from the exam is an arithmetic average of all marks mentioned in passage 2 and is determined in accordance with the following principle:

up to 2.99	- fail (2.0)
from 3.0 to 3.24	- sufficient (3,0),
from 3.25 to 3.74	- satisfactory (3.5),
from 3.75 to 4.24	- good (4.0),
from 4.25 to 4.74	- very good (4.5),
above 4.75	- excellent (5.0).
4. The student takes the diploma exam before the committee appointed by the dean of the faculty, appropriate for a given field of study. The diploma exam is documented with the protocol.
5. The date of the exam is determined by the dean of the faculty.
6. In the case of failure to take or pass the diploma exam within the agreed time, the dean sets the second – and final – date of examination.
7. The second date of examination should be set within 2 months from the date of the first diploma exam.
8. In the case of failing the resit exam, the dean takes a decision on removing the student from the student roster.
9. If the plan of studies and the curriculum provides for the obligation to submit the diploma thesis,

the conditions and the manner of taking the exam are determined by §31 of the Study Regulations.

§31

Diploma examination at the second-cycle studies

1. The diploma examination takes place before the committee appointed by the dean or by a person authorized thereby, consisting of a chairperson, advisor and a reviewer. It is accepted to expand the composition of the committee by an expert in a given field of knowledge from outside the University.
2. The diploma examination takes place within 6 weeks from date on which the student submits the diploma thesis.
3. The diploma exam is conducted orally and is documented with the protocol.
4. A final mark from the exam is an arithmetic average of marks given for provided answers and is determined in accordance with the following principle:

up to 2.99	- fail (2.0)
from 3.0 to 3.24	- sufficient (3.0),
from 3.25 to 3.74	- satisfactory (3.5),
from 3.75 to 4.24	- good (4.0),
from 4.25 to 4.74	- very good (4.5),
above 4.75	- excellent (5.0).
5. If the student fails, the dean sets the resit date as a final date.
6. Should the student fail the exam again, the dean takes a decision on removing the student from the student roster.

§32

Graduation

1. The student graduates after obtaining a positive mark for the diploma thesis and passing the diploma exam or, if the plan of studies and the curriculum in a given field of study do not provide for the obligation to submit the diploma thesis – after obtaining a positive mark from the diploma examination. The graduate receives the University diploma on the basis of a decision of the diploma examination committee.
2. After passing the exam the student becomes a graduate of the Academy of Physical Education in Warsaw.
- 2a. The provision of Article 167, passage 2 of the Act – Higher Education Law applies in the case of physiotherapy students and within the scope specified in passages 1 and 2 (graduation and obtaining the right to use the title of the graduate of the Academy of Physical Education in Warsaw).
3. After graduation, the University provides to the graduate:
 - 1) the University diploma specifying a form, level, field of study and, possibly, specialty, area and profile of education, level of qualifications, as well as a final mark for the course,
 - 2) a diploma supplement specifying information regarding the completed studies, including a list of passed modules of education along with marks and ECTS points.
4. The basis for calculation of the final result of studies are:
 - 1) an arithmetic average of marks for exams and credits, including fails, obtained in the course of studies;
 - 2) an arithmetic average of marks for the diploma thesis given by the advisor and the reviewer, if the submission of the dissertation is required in the plans of studies and the curricula for a given field of study;
 - 3) an arithmetic mean of marks from the diploma exam.
5. The final result studies are:
 - 1) in the case of the first-cycle studies, unless the plan of studies and the curriculum provide for the obligation to submit the diploma thesis: 60% – an arithmetic average of marks from exams and credits, including 'fail' marks obtained in the course of studies, and 40% – an arithmetic average of marks from the diploma exam,

- 2) in the case of the first-cycle studies – if the plan of studies and the curriculum provides for the obligation to submit the diploma thesis – and in the case of the second-cycle studies: 60% – an arithmetic average of marks from exams and credits, including fails, obtained during studies, 30% – a mark for the diploma thesis, 10% – a mark from the diploma exam.
6. The University diploma presents the final result of studies, rounded up to the full mark in accordance with the principle:
 - up to 3.75 - sufficient (3.0),
 - from 3.76 up to 4.40 - good (4.0),
 - from 4.41 - excellent (5.0).
7. Rounding up applies only to the mark in the diploma – all other certificates present the actual mark for the course, calculated as specified in passage 5 and 6.
8. The final result of studies (given to two decimal places) is the basis for the classification (ranking) of graduates.
9. Upon a justified application of the examination committee's chairperson, the faculty board may award the student with distinction.

§33

1. In the case of a suspicion that the student committed in the course of degree conferment process an act consisting in claiming credit for a significant part or other elements of someone else's work, the rector immediately orders the disciplinary spokesperson for students to carry out the explanatory proceedings. In case there is a justified suspicion of committing a crime, simultaneously with the order to carry out the explanatory proceedings the rector may suspend the student in the student rights until the disciplinary committee's ruling.
2. If evidence collected as a result of the explanatory proceedings referred to in passage 1 confirms that the student committed an act consisting in claiming credit for a significant part or other elements of someone else's work, the rector halt the degree conferment process until the disciplinary committee's ruling and reports a crime.
3. If the student pursuing the degree claimed credit for someone else's work or scientific determination in the work being the basis for conferment, the rector states by way of a decision the invalidity of the degree conferment process and the decision on issuing the diploma.