

## REGULATIONS FOR STUDIES AT BIALYSTOK UNIVERSITY OF TECHNOLOGY

### 1. GENERAL PROVISIONS

#### § 1

1. Bialystok University of Technology (BUT), hereinafter called the University, provides education in the full-time and extramural system.
2. Studies are provided as:
  - 1) first-cycle courses (Engineering or Bachelor's degree courses),
  - 2) second-cycle courses.
3. Bachelor's degree courses last at least six semesters, and Engineering courses – at least seven semesters.
4. Second-cycle courses last from three to five semesters.
5. The duration of studies in a particular field is determined by the course curriculum.
6. The present 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 on the basis of resolutions of Boards of Faculties.
2. Candidates admitted to the University acquire student rights after matriculation and taking the oath whose content is defined by the University Statutes.
3. Each student receives a student identity card confirming their admission to the University.
4. The University provides its students with access to documents on 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 Deans of the particular Faculties are the authorities for the students of these Faculties.
6. Student self-government bodies are the exclusive representatives of all students of the University.

#### § 3

1. The University may charge fees for the educational services listed in the Higher Education Act, hereinafter called the Act. The amount of the fees for educational services is determined by the Rector, while the detailed principles of collecting the fees, including the method and conditions for exemption from payment of these fees, are determined by The University Senate.
2. The principles concerning the payment of tuition fees or fees for educational services shall be laid down in a written agreement between the University and each student, concluded after issuing a decision on admission to the University, within 30 days after the first semester of studies begins.
3. Students are obliged to make payments for the educational services provided for in subsection 1 above on time in accordance with the concluded agreement on the conditions regarding fees for educational services.

## 2. ORGANISATION OF STUDIES

### § 4

1. Each academic year shall begin not later than on 1 October and end not later than on 30 September. The academic year may begin after 1 October, if this day is a public holiday.
2. The detailed organisation for each academic year is determined by the Rector in consultation with the student self-government body of the University, and is announced before or on 31 May of the calendar year in which this academic year begins.

### § 5

1. Studies are provided according to the study plans, including the curricula adopted for the particular fields of study, subject to the procedures specified in the Act and in the University Statutes.
2. Educational programmes include descriptions of the intended learning outcomes as well as study plans being descriptions of the educational processes leading to the achievement of such outcomes. Course curricula include lists of all the subjects and training, including ECTS credits allocated to the individual components, their total number of hours, types of classes, and also the required examinations and final tests.
3. Guidelines for Boards of Faculties on the conditions that should be met by study plans, including study curricula, as well as the way in which education using distance education methods and techniques is provided, are determined by the University Senate.
4. Study plans, including course curricula, shall be published on the website by the respective Deans not later than four months before the educational activities for the cycle of study under concern begin. Timetables shall be made available to students by the respective Deans not later than 3 days before the beginning of the educational activities.
5. Subject coordinators are obliged to make available in the USOSweb, not later than during the first month of each semester, subjects 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 teaching activity, and specified for all the grades in the grade system currently in force.
6. 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 – not later than during the second week of the educational activities.
7. The Dean's Office of each Faculty keeps registers of students and personal records, and deals with all matters concerning the provision of education and social assistance. The Dean's Office of each Faculty must be available to students on each weekday, and to extramural students – also on Saturdays (during extramural sessions).

### § 6

1. Faculties may provide education in modern foreign languages in fields and levels of study equivalent to these fields and levels of study for which the Faculties have been granted authorisation.

2. Study plans, including curricula for the fields and levels of studies conducted in foreign languages, should be the same as the respective study plans, including curricula, for the fields and levels of studies conducted in the Polish language.
3. Educational activities, assessment of students' knowledge, abilities, 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 this document.

#### § 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) according to the principles specified in this document.
2. ECTS credits are allocated to the modules included in the course curriculum. One ECTS credit corresponds to the learning outcomes whose achievement requires on average 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.
3. Granting ECTS credits to students depends on successful completion of all the forms of the given module. Boards of Faculties 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 completed e.g. at other universities.
5. Decisions on acknowledging (transferring) modules are made – on written requests of students – by the Deans of the particular Faculties, 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 training, corresponding to the modules and 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 training specified in the course curricula if their learning outcomes are found to be convergent.

#### § 8

1. Particularly talented and outstanding students can apply for individual study plans, including individual course curricula.
2. Individual study plans, including individual course curricula, must meet the requirements resulting from the learning outcomes specified for the particular fields of study.
3. Students interested in individual study plans, including individual course curricula, shall apply in writing to the Dean of their Faculty.
4. Deans determine the detailed principles of studying according to individual study plans, including individual course curricula, as well as appoint scientific tutors – supervisors. Deans also determine the number of ECTS credits that students must obtain in a given semester (and this number does not have to be 30), without prejudice to § 18 (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, including individual course curricula.

6. Studies according to individual study plans, including individual course curricula:

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, including individual course curricula.

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 Dean of their Faculty for crediting the modules acknowledged pursuant to the learning outcomes confirmation system. The principles, conditions, and procedures of the confirmation of learning outcomes are determined by the University Senate.

9. Persons mentioned in subsection 8 above, after crediting their modules 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 student's particular fields of study.

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

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

### 3. CONDITIONS AND PROCEDURES OF PARTICIPATION OF PARTICULARLY TALENTED SECONDARY SCHOOL STUDENTS IN EDUCATIONAL ACTIVITIES PROVIDED FOR AS A COURSE OF STUDY

#### § 9

1. Educational activities provided for as a course of study for the particular fields of study can be attended by particularly talented students of lower and upper secondary schools.

2. Secondary school students apply in writing to the Dean of the faculty of their choice for permission to participate in the educational activities provided for as a course of study for the particular field of study best suited for their talents.

3. Decisions on the participation of secondary school students in educational activities are made by the Deans of the particular Faculties upon recommendation from the students' school head teachers, and in the case of underage students, also a consent of their parents or legal guardians.

4. Secondary school students allowed to participate in educational activities have the right to use the didactic facilities as well as scientific and research equipment of Bialystok University of Technology, and to receive assistance of the University staff and bodies. Such students can also participate in the activities of student scientific research groups.

5. Secondary school students are obliged to comply with the principles and regulations of Bialystok University of Technology.

6. Secondary school students can obtain credit for the modules they attend.

7. Course credits for secondary school students shall be awarded on the basis of the Regulations and shall be entered into the secondary school students' Transcripts of Academic Progress. Boards of Faculties may adopt individual systems for obtaining credits for educational activities by secondary school students.

8. In case of resignation from educational activities, a secondary school student is obliged to submit a written resignation confirmed by their school head teacher, and in the case of underage students, also by their parents or legal guardians.

9. Secondary school students enrolled for the fields of study in which they participated in modules before they started studying may be exempt from the obligation to obtain credit for the modules they have already passed, provided that in the meantime there have been no changes to the learning outcomes of these modules. Decisions in these cases are taken by the module teachers.

10. Secondary school students enrolled for other fields of study may be exempt from the obligation to obtain credit for modules provided that the module teachers decide that the achieved learning outcomes are sufficient.

## §10

1. The bodies of the University shall endeavour to ensure equal studying opportunities for students with disabilities, taking into account the degree and character of their disabilities as well as the specific characteristics of the particular fields of study and the different specialties within these fields through adjusting educational activities to the individual capacities and skills of students with disabilities.

2. Students with disabilities may apply for adjusting the form, dates, and the length of final module tests and examinations to their reasonable special needs. The manner and extent of such adjustment suitable to the individual capacities of students with disabilities are determined by the Deans of the particular Faculties in consultation with the Proxy of the Rector for persons with disabilities.

3. In order to create equal educational opportunities, in cases of difficulties in studying, resulting from disability, students with disabilities may use the help of assistants for the disabled during educational activities and examinations.

4. During educational activities and examinations, students with disabilities may use special equipment enabling them to fully participate in the educational process, after prior consent of the Proxy of the Rector for persons with disabilities, in consultation with the Deans of the students' Faculties.

## § 11

1. The Dean of each Faculty, in consultation with the Faculty 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 these 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 in cases of conflict or dispute.

## 4. RIGHTS AND OBLIGATIONS OF STUDENTS

### § 12

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 a higher education institution, and in particular, in special interest groups, artistic ensembles and sports clubs;
  - 5) receive awards and distinctions;
  - 6) apply for financial support 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 instruction shall be provided by the Students' Parliament of the Republic of Poland in consultation with the student self-government of the University.
3. Students in the last year of second-cycle courses may undergo training preparing them for becoming university teachers and receive training scholarship under the provisions of the University Statutes.

### § 13

1. With the consent of the Dean of their Faculty, students may:
- 1) transfer from full-time studies to extramural studies;
  - 2) transfer from extramural studies to full-time studies, on conditions specified by the Board of the Faculty, not earlier, however, than after having successfully completed the first semester of their 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 Faculty, who specifies the manner and dates of compensating for the curriculum differences by the student;
  - 4) transfer to another Faculty providing education in the same field of study at the University, with the consent of the Dean of the receiving Faculty, who specifies the manner and dates of compensating for the curriculum differences by the student;
  - 5) 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 Faculty. The home Faculties 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) allocated to it.
2. Students of foreign universities shall have the right to study at Bialystok 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. The principles of accepting foreign students to the University are specified in separate regulations.

### § 14

1. Students may transfer from another higher education institution, including an institution abroad, to Bialystok University of Technology, with the consent of the Dean of the receiving Faculty, to be given in the form of a decision, provided that such students have fulfilled all the requirements resulting from the regulations applicable in the institution they are leaving, and after a prior written consent. Moreover, students applying for transfer must meet the requirements specified by the receiving university.

The procedure of accepting a student to Bialystok University of Technology shall be initiated on written request of the student.

2. On request of students transferred from other universities, their academic achievements are transferred to the receiving Faculty. The academic achievements are expressed in ECTS credits. Decisions on the transfer of academic achievements are taken by the Deans of the receiving Faculties, after considering the documents on the course of study at other universities, submitted by students.

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

4. Deans of the receiving Faculties 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 student.

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

1) take the oath,

2) sign an agreement on the conditions of payment for educational services, described in § 3 (2);

3) submit a statement on continuing or completing studies in other fields of study in the full-time system at public universities;

4) receive a new student ID card.

6. The documents on the course of study at the universities from which students are transferred shall be sent to Bialystok University of Technology on written request of the Dean of the receiving Faculty, and kept in the students' records.

7. Students of Bialystok University of Technology may transfer to another university. On request of the university to which the student is transferred, the authorities of the student's Faculty send 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.

8. 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 Bialystok University of Technology and its partner universities, signed with the consent of the Senate of Bialystok University of Technology.

## § 15

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 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 curricula.

3. Students' participation in tutorials, laboratory and project classes, 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.

4. Students whose absence (without justification) during obligatory educational activities amounts to more than 1/5 of the number of hours of these educational activities, 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.

#### § 16

1. Each student is obliged to successfully complete all the modules, including professional training and fieldwork, and to meet other requirements included in their course curricula.
2. Plans and forms of successfully completing professional training are approved by Deans.
3. Deans may agree for students' undergoing professional training in enterprises of students' choice, provided that the character of the work performed by students is in line with the professional training plans.
4. Professional training may be organised under international agreements.
5. 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 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).Work may be recognised towards professional training on written requests by students, together with documents substantiating such requests.

#### § 17

All students of the University are obliged to immediately notify their respective Dean's Offices on any changes in their marital status, name, or address.

### 5. COMPLETING A SEMESTER OF STUDIES

#### § 18

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 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 shall be 30, without prejudice to § 8 (4).



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 Dean of their Faculty, students who completed (passed) a semester (obtained 30 ECTS credits) may study modules from higher semesters. Such modules become obligatory for these students. Repeating the modules, if they are failed, is subject to payment.

11. The condition to complete a first-cycle study plan by a student is obtaining at least 180 ECTS credits – for six-semester degree courses, or at least 210 ECTS credits – for seven-semester degree courses.

12. The condition to complete a second-cycle study plan by a student is obtaining at least 90 ECTS credits – for three-semester degree courses, at least 120 ECTS credits – for four-semester degree courses, or 150 ECTS credits for five-semester degree courses.

## § 19

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

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;

2) the student must repeat the semester specified by the Dean – on 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 of the Faculty 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.

4. Deans may allow a student who repeat a semester to participate in selected educational activities from a higher semester and to obtain credit for them. Such modules become obligatory for these students. Repeating the modules, if they are failed, is subject to payment.

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 undergone matriculation or have not taken the oath,
    - 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/have terminated the study agreement,
  - 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 made no progress in learning – 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 not successfully completed a semester within the specified time limit,
  - 3) has not paid the tuition fees,
  - 4) has not signed the agreement on the conditions of payment of tuition fees or fees for educational services, provided by the University and described in § 3 (2) of these Regulations.
8. Students resigning from studying must notify their respective Deans about this fact in writing. The Dean of the student's Faculty then issues a written decision on removing a student from the register of students. Resignation from studying is equivalent to terminating the study agreement.

## § 20

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 no examination is provided for 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 designated by the Head of the chair/department/unit under concern and 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. Students who object to the correctness or fairness of the assessment procedure, have the right to submit a justified request for a special committee test to the Dean of their Faculty

within 3 working days from the date the results of the assessment procedure are published in the USOS.

## § 21

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 Head of the chair/department under concern and authorised by the Dean or designated by the Head of another organisational unit.
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 § 18 (4) and have not justified their absence within 3 working days from the date of the examination, forfeit 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. Students who object to the correctness or fairness of examinations, have the right to submit a justified request for a special committee examination to the Dean of their Faculty within 3 working days from the date the results of the examinations are published in the USOS.

## § 22

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 of the respective Faculty):
  - 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, a person appointed by the student may be present during the special committee examination/test as 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.
4. Special committee tests shall have a written or an oral form, or they may comprise joint checking and evaluating of the student's tests, assignments or projects 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

## § 23

1. Students removed from the register of students shall have the right to resume their studies. It is possible to apply for resumption of studies if a person who stopped studying has successfully completed at least the first year of their first-cycle course or the first semester of their second-cycle course. Persons removed from the register of students in the first year of their first-cycle course or the first semester of their second-cycle course are admitted to the University according to the standard recruitment procedures.
2. Student may resume their studies according to the current educational offer (field of study/specialisation) of the University.
3. Decisions on resumption of studies are taken by the Deans of the respective Faculties. The Deans 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 is based on the study plan for the academic year in which studying shall be resumed.
- 3a. Persons removed from the register of students for not having submitted their diploma theses within the specified time limit, who have successfully completed all the modules and training included in their study plans and course curricula, may – with the consent of the Dean of the Faculty under concern – resume their studies in order to submit their diploma theses and take the diploma examination, not later, however, than within three years from the date on which the decision on the removal from the register of students became final. After that date, resumption of studies shall take place according to subsection 3 above.
4. Resumption of studies shall not be possible if the Dean of the Faculty 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. Resumption of 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. The amounts and procedures of making payments by students resuming their studies are specified in separate regulations.

## 7. LEAVES

### § 24

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. The leave of absence provided for in subsection 1 above is granted by the Deans of the students' Faculties.
3. The special/compassionate leave of absence for maximum one year may be granted on 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.
4. 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 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.

5. The health leave of absence may be granted to a student only on the basis of a medical certificate submitted together with a written request for this type of leave directly after health contraindications to participation in educational activities have been found. The duration of the leave is specified by the attending physician. This type of leave of absence should not be granted retroactively.

After the end of this type of leave of absence, 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.

6. 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.

7. During the period of leave of absence, students shall retain student rights, without prejudice to § 12 (1) (6).

8. In justified circumstances, if students meet the requirements specified in separate regulations, they may receive financial support during their leave of absence.

9. In exceptional cases, during their leave of absence, students may be granted a permission from the Dean of their Faculty 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, shall be additionally required.

10. All decisions concerning leave of absence from educational activities shall be kept in students' personal records.

## 8. AWARDS AND DISTINCTIONS

### § 25

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) Dean's awards,
- 4) other distinctions.

2. Faculty Boards 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 of the graduate's Faculty.

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

### § 26

1. Each student shall be liable to disciplinary action before the University's disciplinary committee for students for any for non-compliance with the oath taken, the Code of Ethics of students of Bialystok 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 Dean of the student's Faculty 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.

4. Decisions on the ordered/imposed penalties are kept in students' personal records.

## 10. DIPLOMA THESIS

### § 27

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

2. Examples of work that may be considered as a diploma dissertation include: written work, a published paper, project work including designing and developing a computer application or system, or a construction, technological or artistic work.

3. The diploma thesis is prepared by the student (or a group students from the same Faculty or different Faculties) under supervision of a university teacher holding the title of professor or the academic degree of *doktor habilitowany* (PhD habil.).

1) the student's Board of Faculty may authorise a university teacher holding the academic degree of doctor or the professional title of *magister* (Master) employed in the position of *starszy wykładowca* (senior lecturer) for least 5 years or – in the case of persons not employed at university – having at least 5-year experience in the profession under concern, to supervise the diploma thesis;

2) in the case of diploma thesis topics proposed by an entrepreneur, the Dean of the student's Faculty may appoint a diploma thesis consultant from among persons employed in the enterprise and holding the professional title of *magister* (Master). 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 degree to the student shall be rendered invalid.

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

7. The language of the diploma thesis is Polish. On request of the diploma thesis promoter, or on written request of the student after consultation with the diploma thesis promoter,

the Dean of the student's Faculty 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 procedure 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 a 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 promoter and by a reviewer – a university teacher holding the title of professor or the academic degree of *doktor habilitowany* (PhD habil.). The student's Board of Faculty may authorise university teachers holding the academic degree of *doktor* (PhD) or the professional title of *magister* (Master) employed in the position of *starszy wykładowca* (senior lecturer) for least 5 years to review diploma theses. Upon consent of the Dean of the student's Faculty, persons not employed at university and having at least 5-year experience in the profession under concern may be authorised to review diploma theses.

13. Diploma thesis evaluation is performed with the use of the grades listed in § 19 (1).

14. The University is obliged to verify diploma theses before diploma examinations, using anti-plagiarism software compatible with the national repository of written diploma theses.

## § 28

1. Students who have obtained credit in all modules, passed all examinations required during their course of study, and obtained the number of ECTS credits required by their course curricula, submit their diploma theses 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 the Dean's Office of their Faculty 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 promoters 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 Dean of the student's Faculty may, on written request of the student, approved by the promoter, 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 to the Dean's Office, 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. Persons removed from the register of students for the reason referred to in subsection 6 above may submit their diploma thesis and take the diploma examination after they resume their studies.

## 11. DIPLOMA EXAMINATION

### § 29

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 promoter, the Dean of the student's Faculty shall set a new deadline for the submission of the 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 Dean of each Faculty.

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

4. The diploma examination shall take place before a committee appointed by the 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 Dean;

2) the thesis promoter;

3) the thesis reviewer;

4) at least one university teacher or a person not employed at university, representing the speciality under concern.

5. If the promoter 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 promoter.

6. The diploma examination shall take place on the date specified by the 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 Bialystok 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 date of the diploma examination, provided for in subsection 6 above, may be postponed by the Dean on request of the disciplinary prosecutor for students, until these procedures have become final and legally binding.



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 promoter and reviewer, 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 § 19 (1).
3. The grade for the diploma examination is determined on the basis of the arithmetic mean 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:

<b>Arithmetic means of the grades</b>	<b>Grades for diploma examination</b>
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 fails the diploma examination.

4. If a student gets a negative grade in the diploma examination, the Dean of the student's Faculty 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.

### § 31

1. The final result of the studies is calculated on the basis of:
  - A** – the arithmetic mean of all grades and credits for the studies, computed according to the following formula:

$$\text{Arithmetic mean} = \frac{\sum (\text{module grade} \times \text{ECTS credits})}{\sum \text{ECTS credits}}$$

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

- B** – the arithmetic mean of the grades for the diploma thesis, given by the promoter and the reviewer;
- C** – the arithmetic mean of the grades for the diploma examination.

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

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

3. The final grade is written on the diploma of the completion of the course of study, according to the following grading scale:

<b>Final results of studies</b>	<b>Grades calculated with formula provided for in § 31 (2)</b>
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 promoter 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 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 promoter 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 § 28 (2).

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

### § 32

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

2. Graduates shall obtain a university diploma confirming the completion of studies in the particular field of study, speciality or specialities, area, and profile. 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 Dean of the student's Faculty and necessary for obtaining clearance from this 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 financial support described in § 12 (1) (6) of the present 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 can be performed on condition that a graduate signs a participation agreement.

## 13. FINAL PROVISIONS

### § 33

1. Decisions in individual cases concerning students shall be made at first instance by the Dean of the student's Faculty, with the reservation that decisions provided for in § 13 subsection 1 item 4, § 14 subsections 1 and 7, § 19 subsection 3 item 3, and subsections 6, 7, and 8, § 23 subsection 3, § 26 subsection 2, § 28 subsection 6, and § 30 subsection 5, shall be governed by the applicable 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. The Rector may authorise the Vice-Rector for Students and Teaching Affairs to take decisions in matters covered by these Regulations, and – on written request of a Dean – the competent Vice-Dean to take decisions in matters in the Dean's capacity.
3. Decisions taken on individual cases of students by the Dean (or an authorised person) on the basis of these Regulations can be appealed against to the Rector. The decision of the Rector shall be final and it cannot be appealed against further, with the exception of decisions that can be appealed against to an administrative court.
4. Appeals to the Rector shall be made in writing through the Dean or an authorised person within up to 14 days from the date of the reception of the decision appealed against.

### § 34

1. The Regulations for Studies at Bialystok University of Technology, constituting the Appendix to the Resolution No. 271/XX/XIV/2014 of 10 April 2014, is hereby repealed with effect from the end of the academic year 2014/2015.
2. These Regulations shall enter into force on the date the academic year 2015/2016 starts.